



# SCHOOL CATALOG 2020

Vol. 56

*Be More.*

**PENN COMMERCIAL**  
*Business | Technical School*

**TONI & GUY**  
HAIRDRESSING ACADEMY

**TIGI**  
CREATIVE SCHOOL







# MESSAGE FROM THE PRESIDENT

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 changed 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
- Lennox sponsored HVAC lab
- Welding Shop
- PLC Lab
- Residential and Commercial Wiring Lab
- Commercial Driver's License trucks
- Practical Nursing Skills Lab
- Medical Assistant Lab
- CAD 3-D Printing Lab
- Information Technology Server Rooms
- 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**  
*President/Owner*





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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 2020 School Catalog." Such addenda are intended and are to be regarded as an integral part of this catalog.

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## ABOUT PENN COMMERCIAL

### ACCREDITATION

Penn Commercial Business/Technical School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award Certificates, Diplomas, Associate in Specialized Business Degrees and Associate in Specialized Technology Degrees. The United States Department of Education recognizes ACCSC as a nationally recognized accrediting agency. This recognition of institutional accreditation entitles Penn Commercial to offer Title IV Financial Assistance to students who qualify.



### ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES

2101 Wilson Blvd, Suite 302  
Arlington, VA 22201  
[www.accsc.org](http://www.accsc.org)  
Phone: 703.247.4212  
Fax: 703.247.4533

### APPROVALS AND RECOGNITIONS

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

- Authorized by the Pennsylvania Department of Education to issue Certificates, 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 federal student loan programs
- Participant in the Federal Pell and PHEAA grant programs

### BUSINESS HOURS AND HOLIDAYS

Penn Commercial's business hours are Monday through Friday from 8:00 a.m. until 5:30 p.m. The Admissions Office is open until 6:30 p.m. two evenings per week and 9:00 a.m. to 1:00 p.m. two Saturdays per month. Holidays observed are determined by school schedules and include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

### CONSUMER INFORMATION

Within Penn Commercial's published consumer information handbooks, which are provided at enrollment and distributed annually, and through information posted on our website at [www.penncommercial.edu/consumer-disclosures/](http://www.penncommercial.edu/consumer-disclosures/) the school has provided information related to financial assistance, median loan debt of students who completed our programs, the employability of graduates, graduation and completion rates, safety and security policies, and crime statistics. The consumer information provided on the website is also available from the Campus Director.

- School Catalog
- Consumer Handbook
- Campus Crime and Safety Report
- Emergency Response and Evacuation Plan (EREP)
- Drug and Alcohol Abuse Prevention Program (DAAPP)
- Student Achievement Rates
- Retention and Student Diversity Disclosure
- FERPA Notice
- Vaccination Policy
- Constitution Day and Voter Registration Information
- College Navigator
- Books and Supplies

### 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.

## ABOUT PENN COMMERCIAL

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 65,000 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 related industries, 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.

### 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 healthcare/medical, technical/trade, and cosmetology.

#### ***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.

### MEMBERSHIPS

Penn Commercial is a member of the following organizations:

- Air Conditioning Contractors of America
- Accrediting Commission of Career Schools and Colleges
- American Association of Cosmetology Schools
- American Welding Society
- Association of Private Sector Colleges and Universities
- Council for Higher Education Accreditation
- National Association for Health Professionals
- 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
- Pennsylvania Association of Practical Nursing Administrators
- Pennsylvania Association of Private School Administrators
- Pennsylvania Association of Student Financial Aid Administrators
- Pennsylvania Independent Oil and Gas Association
- Southpointe Chamber of Commerce
- Southwest Corner Workforce Investment Board
- Washington County Chamber of Commerce
- Waynesburg Area Chamber of Commerce
- West Virginia Council for Community and Technical College Education
- Wheeling Area Chamber of Commerce

## ABOUT PENN COMMERCIAL

### 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.

### PROGRAM ADVISORY COMMITTEE (PAC)

Penn Commercial has an independent Program Advisory Committee (PAC) for each occupational program. The purpose of the PAC 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.

### SCHOOL FACILITIES, EQUIPMENT AND SUPPLIES

Penn Commercial Business/Technical School is approximately 65,000 square feet of classroom and laboratory space. The School is located at 242 Oak Spring Road in the Oak Spring Plaza, Washington, Pennsylvania 15301; Phone 724-222-5330; Fax 724-222-4722; [www.penncommercial.edu](http://www.penncommercial.edu); Class sessions, with the exception of the CDL remote site and the Cosmetology learning site, are held at this location.

#### **Learning Site**

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

#### **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 street from Penn Commercial Business/Technical School. It consists of 2.11 acres, 29,000 square feet and houses a trailer and a lavatory facility for students.

Penn Commercial maintains appropriate facilities, equipment, and supplies that support the achievement of the stated institutional goal and supporting objectives. There are adequate in number, condition, and availability appropriate materials that are accessible to students, faculty, and administrators.

#### **Facilities**

Each assigned classroom is appropriately equipped and adequate in capacity. Classroom assignments can be changed at the request of the faculty through the Director of Education if space is available. All classrooms and other teaching spaces support teaching methods appropriate to the achievement of the program goals and objectives. Students and faculty have access to appropriate physical, technological, and educational resources to support teaching and learning. The School is 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 vary by size and can accommodate up to 25 students, with computer labs generally held to a maximum of 24 students. The Practical Nursing and Medical labs hold 25 students, Welding Technology lab holds 20 students, Electrician labs hold 15 students, Networking lab holds 10 students, HVAC labs hold 25 students, Cosmetology clinic/lab holds 48 students, Esthetics clinics/labs hold 12 students, and CADD lab holds 12 students. 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 during scheduled business hours. Penn Commercial utilizes instructional aids for training such as educational charts, skeletons, overhead projectors, LCD projectors, computers, televisions, video/DVD players and other support materials during training. A complete listing of equipment is available by program.

#### **Program-Specific Equipment and Supplies**

Practical Nursing Lab: adult and infant mannequins, hospital beds, hoist, bedside tables, IV pumps and poles, integrated wall system, folding walkers, wheel chair, oxygen tanks/portable oxygen tank, medication cart, procedure cart, infant scale, physician scale, adult injectable training arm, intramuscular injection simulator, organ models, phlebotomy chairs. Medical Lab: 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, CPR manikins. Welding Technology Lab: Precision TIG machines, power wave machines, Power MIG machine, 10 booths, exhaust system, cutting tables and torches, grinding tables, metal/steel storage area, gas cylinders and storage area, berulers, grinders, and a variety of tool and safety equipment. Electrician Labs: PLC



## ABOUT PENN COMMERCIAL

units and complete workstations, residential/commercial wiring stations, alternative energy workspaces. Networking Lab: desktop and laptop computers, printers, and server. HVAC Labs: residential and commercial equipment includes: heat pumps, condensers, roof top units, oil heaters, boilers, hot water heaters, electric furnaces, air condition units, refrigerators, ice machines, walk-in coolers. Cosmetology Clinic/Lab: 48 stations, hair dryers, shampoo basins, facial chairs, styling stations, four manicure stations, two pedicure stations. Esthetics Clinics/Labs: hydraulic tables, multifunction facial machines, carts, sinks, paraffin, hot stone warmer, laundry, and wax warmers. CADD Lab: computers, printers, specialized software, 3D scanner, 3D printer. Commercial Driver's License Trucks: Three (3) commercial Class "A" vehicles and three (3) trailers. All clinic/lab consumables and supplies vary by program and are managed by the respected Program Director/Lead Instructor.

### **Responsibility**

The students are responsible for the proper handling of school supplies and equipment. Any misuse and/or breakage of equipment fall under the Student Code of Conduct policy will also result in the student being financially responsible for the repair or replacement of that equipment. School equipment and supplies may not be removed from the School. Damaged equipment must be promptly reported to the Program Director/Lead instructor and/or maintenance for repair/replacement.

### **STATE APPROVAL/LICENSE**

Penn Commercial Business/Technical School is licensed by the Pennsylvania State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126, (717) 783-8228.

### **STATEMENT OF LEGAL CONTROL AND INSTITUTIONAL NAME(S)**

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.

The fictitious names for Penn Commercial Inc. are Penn Commercial Business/Technical School and Toni&Guy Hairdressing Academy TIGI Creative School. Common primary name abbreviations are Penn Commercial and PC.

### **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 ON PROGRAM AND POLICY CHANGES**

Penn Commercial Business/Technical School reserves the right to make necessary changes in curriculum, costs, schedules, requirements, regulations and other pertinent information, as it deems appropriate. The School has the right to stop-out a class for any reason it deems necessary and resume that class at a future date. Penn Commercial reserves the right to postpone training. All program schedules are subject to change in start and completion dates. Students will be properly notified and will be offered the opportunity to consent to the new program dates. In cases where such changes would cause hardship, a refund will be offered. Penn Commercial reserves the right to change or modify, without notification, the program content, equipment, staff or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event, will any changes diminish the competency of any program.

## ABOUT PENN COMMERCIAL

### ADMINISTRATION AND STAFF

Robert Bazant	President/Owner
Marianne Albert	Vice President of Operations
Nicole Lane	Campus Director
Anita Rossell	Director of Education
Melissa Papson	Director of Reports and Statistics
Kristine Gorby	Director of Student Services/Title IX Coordinator
Rick Szymanski	Director of Marketing
Tammy Miller	Human Resource Administrator

### ADMISSIONS

Ron Zubaty	Assistant Director of Admissions
Michael Berry	Admission Representative
Zach Ramey	Admission Representative
Trenae Caruso	Admission Representative
Dean Bergstedt	Admission Representative

### FINANCIAL AID

Jayne Tuite	Director of Financial Aid
Ryan Bazant	Financial Aid Officer
Derrick Hermann	Financial Aid Officer

### CAREER SERVICES

Ashley Subasic	Director of Career Services
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### PROGRAM DIRECTORS AND LEAD INSTRUCTORS

Sandy Phillips	Practical Nursing Program Director
Renee Eckert	Practical Nursing Assistant Director
Ben Crawford	Commercial Driver's License Program Director
MacKenzie Miller	Cosmetology Director of Education/Supervisor
Wesley Briant	Computer Aided Drafting and Design Lead Instructor
Neil Cooper	Electrician Lead Instructor
Edward Yesenchak	Heating, Ventilation, Air Conditioning and Refrigeration Lead Instructor
Stephen Koppes	Information Technology and Security Lead Instructor
Natalie McAnallen	Medical Programs Lead Instructor
Dana Shnorrenberg	Welding Technology Lead Instructor

### COORDINATORS AND ADMINISTRATIVE SUPPORT

Natalie McAnallen	Learning Resource Center (LRC) Coordinator
Debra Lukes	Inventory Coordinator
Kelsey Willhoff	Administrative Staff Support/Record Keeping
Candace Kramarz	Practical Nursing Administrative Assistant
Kylie Brooks	Cosmetology Administrative Assistant

### INFORMATION TECHNOLOGY

Stephen Koppes	Network Administrator
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### MAINTENANCE

Joe Polen	Building Maintenance
Howard Donley	Custodian
Gene Ruble	Custodian

### FACULTY

Deborah Atkins	Practical Nursing Instructor M.S.N., Waynesburg University
Wesley Briant	Computer Aided Drafting and Design Instructor A.S.T., Pittsburgh Technical Institute
Debra Browell	Practical Nursing Instructor M.S.N., West Virginia University; B.S.N., Waynesburg College; R.N., Washington Hospital School of Nursing

## ABOUT PENN COMMERCIAL

Ludmilla Caro	Practical Nursing Instructor B.S. California University of PA; A.S.N., Community College of Allegheny County
Neil Cooper	Electrician Lead Instructor Department of Environmental Services
Ben Crawford	Commercial Driver's License Program Director Licensed Commercial Driver - Class A
Jeanine Cumer	Cosmetology Instructor Diploma, South Hills Beauty Academy; Licensed Cosmetology Teacher
Renee Eckert	Practical Nursing Instructor M.S.N., Waynesburg University; B.S.N., Wheeling Jesuit University
Charles "Gene" Everly	Welding Technology Instructor A.S.T., Penn Commercial Business/Technical School
Jill Fabric	Business Instructor B.S., California University of Pennsylvania
Barbara Girod	Practical Nursing Instructor M.B.A, Penn State University; B.S.N, Waynesburg University
Kristine Gorby	General Education Instructor M.Ed, California University of Pennsylvania; B.A., St. Vincent College
Edyth "Maria" Griffy	Cosmetology Instructor Diploma, Pittsburgh Beauty Academy; Licensed Cosmetology Teacher
Bethany Homer	Esthetics and 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	Computer Aided Drafting and Design Instructor A.S.T., Penn Commercial Business/Technical School
Stephen Koppes	Information Technology and Security Lead Instructor A.S.T., Penn Commercial Business/Technical School
Kelly Koziel	Cosmetology Instructor Diploma, Empire Beauty School; Licensed Cosmetology Teacher
Stacey Liddle	Practical Nursing Instructor M.S.N., California University of Pennsylvania; B.S.N., California University of Pennsylvania; A.S.N., Community College of Allegheny County
Mark Mangficio	Heating, Ventilation, Air Conditioning and Refrigeration Instructor B.A., Penn State University; A.A.S., Westmoreland Community College
Natalie McAnallen	Medical Lead Instructor A.S.B., Penn Commercial Business/Technical School
Kirk McCartney	Computer Aided Drafting and Design Instructor A.S.T., Penn Commercial Business/Technical School
Jodi McConnell	Cosmetology Instructor Diploma, Uniontown Beauty Academy; Licensed Cosmetology Teacher



## ABOUT PENN COMMERCIAL

Gerald McDiffitt	Commercial Driver's License Instructor Licensed Commercial Driver - Class A
MacKenzie Miller	Cosmetology Director of Education/Supervisor Diploma, South Hills Beauty Academy; Licensed Cosmetology Teacher
Richonna Milliken	Practical Nursing Instructor A.S.N Fairmont State University
Richard Moore	Practical Nursing Instructor B.S.N, Waynesburg University
Denise Musolino	Medical Instructor B.S., Waynesburg University; Diploma, National Career School
Sandy Phillips	Practical Nursing Program Director M.S., University of St. Francis; B.S., St. Leo College; Diploma, Washington Hospital School of Nursing
Andrew Popich	Commercial Driver's License Instructor Licensed Commercial Driver – Class A
William Powers	Commercial Driver's License Instructor Licensed Commercial Driver - Class A
Anita Rossell	General Education and Professional Development Instructor M.S.Ed, Capella University; B.A., Duquesne University
Dana Schnorrenberg	Welding Technology Lead Instructor Diploma, Hobart Institute of Welding; Certified Welding Inspector
Don Smith	Heating, Ventilation, Air Conditioning and Refrigeration Instructor/Electrician 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
David Wray	Commercial Driver's License Instructor Licensed Commercial Driver - Class A
Edward Yesenchak	Heating, Ventilation, Air Conditioning and Refrigeration Lead Instructor A.S.T., Penn Commercial Business/Technical School

**ABOUT PENN COMMERCIAL  
2020 – 2021 SCHOOL CALENDAR**

**Winter 2020**

Classes Begin: 01/06/2020  
Classes End: 03/27/2020

**Spring 2020**

Classes Begin: 03/30/2020  
Classes End: 06/19/2020

**Summer 2020**

Classes Begin: 07/06/2020  
Classes End: 09/25/2020

**Fall 2020**

Classes Begin: 09/28/2020  
Classes End: 12/18/2020

**Winter 2021**

Classes Begin: 01/04/2021  
Classes End: 03/26/2021

**Spring 2021**

Classes Begin: 03/29/2021  
Classes End: 06/18/2021

**Summer 2021**

Classes Begin: 07/05/2021  
Classes End: 09/24/2021

**Fall 2021**

Classes Begin: 09/27/2021  
Classes End: 12/17/2021

<b>2020 Holidays</b>	<b>Dates</b>
Presidents Day/Staff Development Day	02/17/2020
Memorial Day	05/25/2020
Summer Break	06/22/2020 – 07/03/2020
Labor Day	09/7/2020
Thanksgiving Break	11/26/2020 – 11/27/2020
Holiday Break	12/21/2020 – 1/1/2021

<b>2021 Holidays</b>	<b>Dates</b>
Presidents Day/Staff Development Day	02/15/2021
Memorial Day	05/31/2021
Summer Break	06/21/2021 – 07/02/2021
Labor Day	09/06/2021
Thanksgiving Break	11/25/2021 – 11/26/2021
Holiday Break	12/20/2021 – 12/31/2021

NOTE: The Commercial Driver's License program does not follow the summer or holiday breaks listed above.

**The 2020 – 2021 School Calendar is subject to change.** Student schedules are adjusted to accommodate holidays or staff professional development days, as indicated above. In the event of class cancellation or delay for inclement weather, unforeseen circumstances, or other unscheduled events, a notice will be sent through the school's text message alert system, posted through the local news channels and on social media. Such cancellations may necessitate the scheduling of mandatory make-up hours on a subsequent day, particularly for clock hour programs. If this occurs, students will be properly notified in advance.

**ABOUT PENN COMMERCIAL**

**2020 START DATES AND ESTIMATED GRADUATION DATES**

**18 Month Programs**

<b>Medical Assistant; CADD; HVAC-R; Information Technology and Security</b>		
<b>Start Date</b>	<b>Orientation Date</b>	<b>Graduation Date</b>
01/06/2020	01/02/2020	06/18/2021
03/30/2020	03/26/2020	09/24/2021
07/06/2020	07/02/2020	12/17/2021
09/28/2020	09/24/2020	03/25/2022

**15 Month Programs**

<b>Pharmacy Technician; Electrician Evening</b>		
<b>Start Date</b>	<b>Orientation Date</b>	<b>Graduation Date</b>
01/06/2020	01/02/2020	03/26/2021
03/30/2020	03/26/2020	06/18/2021
07/06/2020	07/02/2020	09/24/2021
09/28/2020	09/24/2020	12/17/2021

**12 Month Programs**

<b>Medical Assisting; Practical Nursing; Welding Technology</b>		
<b>Start Date</b>	<b>Orientation Date</b>	<b>Graduation Date</b>
01/06/2020	01/02/2020	12/18/2020
03/30/2020	03/26/2020	03/26/2021
07/06/2020	07/02/2020	06/18/2021
09/28/2020	09/24/2020	09/24/2021

**9 Month Programs**

<b>Electrician</b>		
<b>Start Date</b>	<b>Orientation Date</b>	<b>Graduation Date</b>
01/06/2020	01/02/2020	09/25/2020
03/30/2020	03/26/2020	12/18/2020
07/06/2020	07/02/2020	03/26/2021
09/28/2020	09/24/2020	06/18/2021

<b>Cosmetology</b>		
<b>Start Date</b>	<b>Orientation Date</b>	<b>Graduation Date</b>
01/06/2020	01/02/2020	09/25/2020
02/03/2020	01/30/2020	10/23/2020
03/02/2020	02/27/2020	11/20/2020
03/30/2020	03/26/2020	12/18/2020
04/27/2020	04/23/2020	01/29/2021
05/26/2020	05/21/2020	02/26/2021
07/06/2020	07/02/2020	03/26/2021
08/03/2020	07/30/2020	04/23/2021
08/31/2020	08/27/2020	05/21/2021
09/28/2020	09/24/2020	06/18/2021
10/26/2020	10/22/2020	07/30/2021
11/23/2020	11/19/2020	08/27/2021

**3 Month Program**

<b>Esthetics</b>		
<b>Start Date</b>	<b>Orientation Date</b>	<b>Graduation Date</b>
03/09/2020	03/05/2020	05/29/2020
06/01/2020	05/28/2020	09/04/2020
09/08/2020	09/03/2020	11/30/2020
11/30/2020	11/25/2020	03/05/2021

**Commercial Driver's License**

The Commercial Driver's License program has rolling starts. The day program starts every 6 weeks, the evening program starts every 7 weeks and the weekend program starts every 12 weeks. Start dates are based on enrollment interest and can be postponed to a future date that will ensure there are enough students enrolled to start each class. The Admission Representative can provide further details on the projected start dates.



## ADMISSIONS INFORMATION

Penn Commercial welcomes prospective applicants who are seeking education in one of our training programs. All prospective students review this School Catalog and consumer disclosure information prior to signing an enrollment agreement. Penn Commercial reserves the right to deny acceptance and/or rescind eligibility for an applicant to begin classes if all General, Entrance Assessment, and Program Specific Admission and/or Externship Requirements (listed below) are not completed and submitted within the required timeframe. Any student who is denied/rescinded admission to Penn Commercial will be notified in writing.

### ADMISSION REQUIREMENTS

#### General

The following items must be completed and submitted prior to the final approval of a student's enrollment agreement.

- Personal interview and campus tour
- Application for admission and a \$25 application fee. Application fee refund policies are outlined in the Cancellation and Refund Policy within the Financial Aid section of this school catalog.
- Valid, government issued photo identification
- Acceptable documentation of high school graduation or its equivalency (HS Diploma, HS Transcript, GED Diploma or Transcript, or home school credentials from the approved school district/state/Home Education Program form)
- Entrance assessment (benchmark scores listed below)
- Completion of all required admission documentation
- Acknowledgement of receipt of all consumer information
- A parent/guardian must co-sign the enrollment agreement and all FERPA documents for applicants under the age of 18
- Must meet the technical standards for the applicant's program of choice
- Meet with Financial Aid to determine grant and loan eligibility and finalize the financial plan/spreadsheet

#### Entrance Assessment

Perspective students applying for admission must meet the minimum benchmark assessment scores as follows. Applicants may attempt the Wonderlic a total of three (3) times. If the benchmark score is not met, the applicant must wait one (1) year to retest.

PROGRAM	WONDERLIC SLE	WONDERLIC WBST
Commercial Driver's License	10	N/A
Computer Aided Drafting and Design	10	N/A
Cosmetology	10	N/A
Electrician	10	N/A
Esthetics	10	N/A
Heating, Ventilation, Air Condition and Refrigeration	10	N/A
Information Technology and Security	10	N/A
Medical Assistant and Medical Assisting	14	N/A
Pharmacy Technician	20	N/A
Practical Nursing	N/A	281 math; 285 reading
Welding Technology	14	N/A

### ENROLLMENT AGREEMENT PROCESS

The applicant may sign the enrollment agreement and can be conditionally/provisionally accepted prior to receipt of documentation verifying that all admission requirements have been met. However, an applicant not fully enrolled and may not start classes without completing/submitted all admission requirements, including proof of high school graduation or equivalency. Once the applicant's admission documentation has been reviewed for validity, completeness and compliance, the enrollment agreement is signed by the school official. A letter of acceptance is then sent to the applicant along with a copy of his/her fully executed enrollment agreement. High school seniors who submit an application for admission prior to graduation and who meet all other admissions requirements will be conditionally accepted pending submission of their proof of graduation.

### FOREIGN STUDENTS/ FOREIGN TRANSCRIPTS

Foreign students are required to submit government issued documentation verifying citizenship status. The Financial Aid Department can then determine eligibility for federal aid. Foreign transcripts must be translated AND evaluated from an agency approved by the National Association of Credential Evaluation Services (NACES). A listing of the approved agencies can be found at <https://www.naces.org/members>. All associated fees for foreign translation and evaluation are the responsibility of the applicant.

### ORIENTATION FOR NEW AND RETURNING STUDENTS

Prior to beginning classes, new students and students who are returning to Penn Commercial after an absence of one year or more are required to attend orientation. The purpose of orientation is to facilitate a successful transition to Penn Commercial, to get acquainted with the campus, to meet administrative staff, instructors, and peers, and to familiarize new

## ADMISSIONS INFORMATION

students with policies and procedures. If a student is unable to attend scheduled orientation, alternative arrangements will be made prior to the commencement of classes.

### PROGRAM SPECIFIC ADMISSION AND/OR EXTERNSHIP REQUIREMENTS

In addition to the general admission requirements listed above, applicants for the following programs must also meet the admission and/or externship criteria listed:

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

Students applying for the CDL program are required to submit the following: valid Pennsylvania driver's license; Pennsylvania criminal record check; PA Department of Transportation motor vehicle driving record; medical/physical examination; drug testing and will submit to random drug testing while attending the program.

#### **Pharmacy Technician Admission and Externship Requirements**

Students applying for the Pharmacy Technician program are required to submit the following: Pennsylvania criminal record check, FBI background clearance, and drug testing. If an applicant has been convicted, regardless of age, for a felony and/or misdemeanor, he/she will be denied admission. While Penn Commercial does not require students to provide proof of vaccination prior to enrollment and the start of their program of study, medical programs offered do require a Health Clearance/Physical Form completed within one week of the start date. Furthermore, externship and clinical sites also require immunizations/titers for communicable diseases prior to entering the externship or clinical component of the program. The information required by program is outlined below.

- Health Clearance/Physical Form
- Hepatitis B Titer and vaccination if needed
- Varicella Titer and vaccination if needed
- MMR Titer and vaccination if needed
- T-Spot Testing for Tuberculosis
- TDAP vaccination, if requested by externship site
- Flu shot

Testing can be performed by a physician/medical clinic of the student's choice and are at the applicant's expense.

#### **Medical Assistant and Medical Assisting Admission and Externship Requirements**

Students applying for the Medical Assistant or Medical Assisting programs are required to submit the following clearances before coordination of the externship: Pennsylvania criminal record check, Child Abuse Clearance and FBI background clearance. While Penn Commercial does not require students to provide proof of vaccination prior to enrollment and the start of their program of study, medical programs offered do require a Health Clearance/Physical Form completed within one week of the start date. Furthermore, externship and clinical sites also require immunizations/titers for communicable diseases prior to entering the externship or clinical component of the program. The information required by program is outlined below.

- Health Clearance/Physical Form
- Hepatitis B Titer and vaccination if needed
- Varicella Titer and vaccination if needed
- MMR Titer and vaccination if needed
- T-Spot Testing for Tuberculosis
- TDAP vaccination, if requested by externship site
- Flu shot

Testing can be performed by a physician/medical clinic of the student's choice and are at the applicant's expense.

#### **Practical Nursing Admission and Clinical Requirements**

The Practical Nursing Program Director 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. Students applying for the Practical Nursing program are required to submit the following and will be reviewed by the Practical Nursing Program Director program for compliance and consideration.

1. Participate in a second interview with the Director of Practical Nursing and/or the Director of Student Services.
2. PA Criminal record check, Child Abuse Clearance and FBI background clearance. Clearances should be received in the Practical Nursing Program Director's office no later than week 3 of the first quarter. If not received by this time, the student will not be permitted to attend clinical rotation, resulting in withdrawal from the program. Applicants who have charges on any of the three record checks are subject to the approval from each clinical facility. Denial of admission at a clinical facility would necessitate withdrawal from the program. These guidelines may change at any time due to the requirements of the clinical facilities.
3. Provide three (3) educational or professional letters of reference/recommendation.
4. 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 readmission to the program for one calendar year.

## ADMISSIONS INFORMATION

5. While Penn Commercial does not require students to provide proof of vaccination prior to enrollment and the start of their program of study, medical programs offered do require a Health Clearance/Physical Form completed within one week of the start date. Furthermore, clinical sites also require immunizations/titers for communicable diseases prior to entering the clinical component of the program. These are due by week four in order to remain eligible for clinical rotation. The information required by program is outlined below.
- Health Clearance/Physical Form
  - Hepatitis B Titer and vaccination if needed
  - Varicella Titer and vaccination if needed
  - MMR Titer and vaccination if needed
  - T-Spot Testing for Tuberculosis
  - TDAP vaccination
  - Flu shot

The cost associated with the three background checks are at the applicant's expense. 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 medical screening.

### ***Other Programs Not Listed Above That Include Externship***

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.

### **READMISSION PROCEDURE**

Any student who has left Penn Commercial and would like to return to complete a program must meet with an admission representative to begin the readmission process. The student's academic status will be evaluated before the student will be considered for readmission and may be required to meet with the Director of Student Services to determine whether readmission is a feasible plan. Students who are readmitted will be required to complete/submit all the admissions requirements. All students applying for readmission will be charged tuition consistent with the existing published rate.

Students seeking readmission within a one-year period of withdrawal/LDA will not be charged an application fee. Students seeking readmission after one year of withdrawal/LDA will incur a readmission application fee of \$25.00. Application fee refund policies are outlined in the Cancellation and Refund Policy within the Financial Aid section of this School Catalog.



## FINANCIAL AID AND TUITION INFORMATION

### 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 to the student's financial plan/spreadsheet. Financial aid is awarded on a quarterly or payment period basis; therefore, students may have to apply for financial aid more than once during the calendar year, depending on their program and/or start date. Students who need additional information and guidance should contact the Financial Aid Department.

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

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each academic year. This application is available on-line at <http://fafsa.ed.gov>. FAFSA applications are processed through the United States Department of Education and all information is confidential. Penn Commercial's school code is 00490200.

### FAFSA VERIFICATION

Any student whose application is selected for verification must provide the requested documentation to the Financial Aid Department 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.) or Tax Return Transcript
- Signed copy of student's Federal Income Tax Return (1040, 1040A, etc.) or Tax Return Transcript
- IRS non-filing statement and/or W2'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.

### FINANCIAL AID PROGRAMS

Penn Commercial is an eligible institution approved by the United States Department of Education for participation in various Title IV programs. All Title IV Federal Financial Aid awards are based on quarter credit or clock hours, depending on the program. The applicant:

- Must be enrolled as a student at an eligible institution in an eligible program
- Must not be in default on a federal student loan or owe a repayment on a previously awarded federal grant
- Meet all requirements established by the US Department of Education
- Must meet all requirements for satisfactory academic progress (SAP)
- Must provide all documentation requested

Various types of aid for the eligible student may include the following:

- PHEAA Grant
- Federal PELL Grant
- Federal Direct Stafford/Ford Loan
- Federal Direct Unsubsidized Stafford/Ford Loan
- Federal PLUS Loan
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study
- Pennsylvania Targeted Industry Program Grant
- Office of Vocational Rehabilitation (OVR) and other agency funding
- Department of Public Assistance
- Trade Assistance Act Benefits
- Department of Veteran's Affairs
- Workforce Innovation and Opportunity Act
- Private Loans
- Institutional Payment Plans
- Employer Reimbursement
- Scholarships

Students are encouraged to check with organizations in their areas to assess the availability of scholarships. At times, organizations, businesses, churches and professional associations, service clubs, companies and unions may offer financial assistance for the prospective student.

## FINANCIAL AID AND TUITION INFORMATION

### 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:
  - The date on which payment from VA is made to the institution
  - 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.

### 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.

### CANCELLATION AND REFUND POLICY

#### ***Cancellation Prior To Starting Classes***

All monies paid in advance, including application and registration fees, will be refunded in full under any one of the following conditions:

- Rejection of the enrollment agreement by Penn Commercial.
- Receipt by Penn Commercial, within five (5) calendar days of the contract signing, of written notification that the student wishes to cancel. 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. Penn Commercial may retain all of the fees after five (5) calendar days or after ten (10) calendar days absent written confirmation, where required. If the applicant is a minor, the cancellation notice must be signed by a parent or guardian; The postmark date will be effective date of cancellation.

#### ***Cancellation after Five (5) Day Period or Starting Classes***

- After the five (5) day period mentioned above or after the ten (10) calendar days absent written confirmation where required, Penn Commercial is entitled to keep all monies paid in advance, including application and registration fees.
- After the student starts school, Penn Commercial will refund tuition according to the Return of Title IV Funds Policy.

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 seven (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 seven (7) calendar days, but within the first 25% of the quarter or other payment period, the school will refund at least 55% of the tuition for the quarter or payment period.

## FINANCIAL AID AND TUITION INFORMATION

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 student's LDA.

### RETURN OF TITLE IV FUNDS

The Financial Aid Department 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 Department 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 or hours scheduled to be completed up to the withdrawal date divided by the total days or hours 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 School 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 School. If a student earned more aid than was disbursed to him/her, the School 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:

The refund process is a two-step process. In step one Penn Commercial will calculate the percentage of the Federal Title IV aid that has been earned by the student in accordance with 34 CFR 668.22 of the Federal regulations. The second step of the process will establish the total charges incurred by the student for the training received through the last day of attendance. Penn Commercial will calculate this portion of the refund by utilizing the state refund policy. In conformance with Federal regulation, the school will distribute the proceeds from step one to the origination source in the following order, up to the net amount disbursed:

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

### OUTSIDE AGENCY FUNDING

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

As a client 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 program length 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, if applicable, is also based upon the OVR student to maintain at least a "C" cumulative grade point average (CGPA). Depending upon the specific training program, a higher GPA may be required by the School.



## FINANCIAL AID AND TUITION INFORMATION

### ***Veterans Benefits***

A student qualifies For Veteran's Benefits during a period of financial aid warning. Please refer to the Veterans Benefits and Transition Act of 2018 Policy.

### ***Trade Readjustment Act (TRA)***

A student qualifies for TRA benefits during one period of financial aid warning.

### ***Other Aid***

Any financial aid will be administered in accordance with the regulations for that particular aid program. Refer to the Satisfactory Academic Progress (SAP) policy.

### **DRUG 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. Drug convictions during enrollment must be disclosed on the FAFSA application and documentation may be required.

### **DEFAULT PREVENTION AND MANAGEMENT PLAN**

Penn Commercial has determined that administering a default prevention and management plan provides all of our students with activities, techniques, and tools designed to promote student success when borrowing loan funds and to help reduce delinquency and default in the William D. Ford Federal Direct Loan program. Penn Commercial has implemented default prevention and management activities, some through a third party, that include: entrance counseling, financial literacy for borrowers, communication across campus, exit counseling, and timely and accurate enrollment reporting.

## FINANCIAL AID AND TUITION INFORMATION

### **COSMETOLOGY PROGRAM SCHOLARSHIP**

#### **Terms**

The scholarship may be awarded for students entering the cosmetology program 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 Department 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.

#### **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 Department 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 GED 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.

## FINANCIAL AID AND TUITION INFORMATION

### 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 Department 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, high school 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 Department 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.

## FINANCIAL AID AND TUITION INFORMATION

### TUITION AND FEES SCHEDULE - 2020

The following schedule of tuition and fees is effective for all students for the 2020 academic year.

PROGRAM	AWARD	PROGRAM LENGTH	QUARTER CREDITS/HOURS	PROGRAM TUITION	BOOKS AND FEES	PROGRAM TOTAL
Commercial Driver's License	Certificate	6 weeks	220 hours	\$6,795.00	\$100.00	\$6,895.00
Commercial Driver's License	Certificate	7 weeks	220 hours	\$6,795.00	\$100.00	\$6,895.00
Commercial Driver's License	Certificate	12 weeks	220 hours	\$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
Information Technology and Security	ASB	18 months	104.0 credits	\$23,088.00	\$6,211.00	\$29,299.00
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
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 written notice. It is the responsibility of the student to remain apprised of the status of his/her account.

### 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 sixty (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 collection efforts by the School.

### 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 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; however, merchandise that deemed defective will be replaced at no charge to the student. All refunds are credited toward the students account. No refunds will be issued without the original receipt of purchase.

<b>Program Length Day</b>	<b>6 Weeks</b>
<b>Program Length Evening</b>	<b>7 Weeks</b>
<b>Program Length Weekend</b>	<b>12 Weeks</b>
<b>Total Clock Hours</b>	<b>220</b>

**Program Objective:** Students will learn what is required to take the Commercial Driver's License Class-A 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 examination 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.

**Class Schedule and Makeup Work:** We offer three class schedule options for CDL as follows:

**Day Schedule**

Monday through Thursday 7:30 am to 6:00 pm

**Evening Schedule**

Monday through Thursday 6:00 pm to 10:00 pm  
 Saturday and Sunday 8:00 am to 5:00 pm

**Weekend Schedule**

Saturday and Sunday 8:00 am to 6:00 pm

This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above.

**Course Requirements:** Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol.

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>HOURS</b>
CDL 100 ▪	Commercial Driver's License	220
<b>TOTAL</b>		<b>220</b>

**Class-A License:** This class of license is required to operate any combination of vehicles with a gross combination weight rating (GVWR) of 26,001 or more pounds, provided the towed vehicle is heavier than 10,000 pounds. This license will allow you to operate the following types of vehicles: tractor-trailers (also known as semi, big rig or 18-wheeler), truck and trailer combinations, tanker vehicles, livestock carriers, and flatbeds.

NOTE: The Federal Motor Carrier Safety Administration regulation 391.11 states that drivers under the age of 18 are permitted to drive intrastate only. Those drivers ages 21 and older are permitted to drive interstate (within all states).

## COMPUTER AIDED DRAFTING AND DESIGN – ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE

<b>Program Length</b>	<b>18 Months</b>
<b>Total Quarter Credits</b>	<b>110.5</b>
<b>Total Clock Hours</b>	<b>1850</b>

**Program Objective:** The Computer Aided Drafting and Design program 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.

**Class Schedule:** Classes can be scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Externship sites may require attendance on Fridays as well. The quarterly sequence listed below is subject to change.

**Course Requirements:** Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol. General education courses are designated by a ♦ symbol.

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 115 ▪	Architectural Drafting – Residential	100	6.0
CAD 117 ▪	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 205 ▪	Structural Drafting	90	6.0
CAD 223 ▪	Introduction to Geographical Information Systems (GIS)	90	6.5
PD 101	Professional Development I	10	1.0
<b>QUARTER 5</b>			
CAD 204 ▪	Civil Engineering Drafting	90	6.0
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>Program Length Day</b>	<b>9 Months</b>
<b>Total Clock Hours</b>	<b>1250</b>

**Program Objective:** The Cosmetology program 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 employers including hair and nail salons, spas, resorts as well as self-employment. As a Toni&Guy Hairstyling Academy, the Cosmetology program utilizes the Toni&Guy curriculum. Students will be taught the Toni&Guy hairstyling techniques by instructors trained in this curriculum.

**Class Schedule and Makeup Work:** Class hours are Monday through Friday from 8:30 a.m. to 4:00 p.m. This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to progress and meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above. The quarterly sequence listed below is subject to change.

**Course Requirements:** Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol.

<b>COURSE CODE</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

**State 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.

<b>Program Length Day</b>	<b>9 Months</b>
<b>Program Length Evening</b>	<b>15 Months</b>
<b>Total Quarter Credits</b>	<b>59.0</b>
<b>Total Clock Hours</b>	<b>930</b>

**Program Objective:** The Electrician program prepare individuals for employment in residential, commercial or industrial settings. Instruction focuses on installing, maintaining, and repairing electrical power, communications, lighting, and control systems. Graduates will be prepared for entry-level employment as an electrician or electrician helper.

**Class Schedule:** Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. The quarterly sequence listed below is subject to change.

**Course Requirements:** Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol.

COURSE CODE	COURSE NAME	HOURS	CREDITS
<b>QUARTER 1</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
<i>All students are scheduled for Heart Saver First Aid and CPR</i>			
<b>QUARTER 2</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>QUARTER 3</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

**Industry Certifications:** There are no required industry certifications associated with program; however, electricians can become registered with their local municipality and are encouraged to do so.

<b>Program Length Day</b>	<b>3 Months</b>
<b>Total Clock Hours</b>	<b>400</b>

**Program Objective:** The Esthetics program is designed to provide students with training in the area of skin care. Students will learn skin care treatments, skin analyses, various types of facials, make-up applications and temporary hair removal.

**Class Schedule and Makeup Work:** Class hours are Monday through Friday from 8:30 a.m. to 4:00 p.m. This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to progress and meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above.

**Course Requirements:** Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol.

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>HOURS</b>
<b>QUARTER 1</b>		
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

**State Licensure:** Graduates of the Esthetics program are eligible for the Pennsylvania Esthetician Examination. You must be licensed to work in this field. Penn Commercial does not guarantee that a student will pass this examination.

# HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC-R) – ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE

<b>Program Length Day</b>	<b>18 Months</b>
<b>Total Quarter Credits</b>	<b>106.0</b>
<b>Total Clock Hours</b>	<b>1855</b>

**Program Objective:** Graduates of the Heating, Ventilation, Air Conditioning, and Refrigeration program will be trained for entry-level positions in the air conditioning, heating, ventilation fields as an installer, service technician or salesperson.

**Class Schedule:** Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Externship sites may require attendance on Fridays as well. The quarterly sequence listed below is subject to change.

**Course Requirements:** Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol. General education courses are designated by a ♦ symbol.

COURSE CODE	COURSE NAME	HOURS	CREDITS
<b>QUARTER 1</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
<i>All students are scheduled for Heart Saver First Aid and CPR</i>			
<b>QUARTER 2</b>			
EC 103 ♦	Technical Communication	50	3.0
HT 105 ▪	Tools and Equipment Overview	50	3.0
HT 110 ▪	Residential Refrigeration	100	6.0
HT 205 ▪	HVAC Controls and Diagrams	50	3.0
MA 103 ♦	Technical Math II	50	4.0
<b>QUARTER 3</b>			
HT 111 ▪	Oil Heating, Installation and Service	75	5.0
HT 112 ▪	Gas Heating and Add On Air Conditioning Equipment	100	6.0
HT 206 ▪	Heat Pump/Electric Air Handler	100	6.0
MA 104 ♦	Technical Math III	50	4.0
<b>QUARTER 4</b>			
HT 114 ▪	Psychometrics, Load Calculations/Air Distribution	75	5.0
HT 201 ▪	Commercial Refrigeration	100	6.0
HT 214 ▪	Hydronics and Chillers	100	5.0
BA 110 ♦	Ethics in the Workplace	50	4.0
<b>QUARTER 5</b>			
HT 207 ▪	Customer Service for HVAC	50	3.0
HT 210 ▪	Sheet Metal Fabrication	50	3.0
HT 212 ▪	HVAC Equipment Troubleshooting/Basic Plumbing	125	7.0
PD 102	Professional Development II	20	2.0
<b>QUARTER 6</b>			
HT 250 ▪	HVAC Externship	360	12.0

**Industry Certifications:** Students in the HVAC-R program will be tested in two areas throughout the curriculum. All testing will be completed on campus. Penn Commercial does not guarantee that a student will pass these examinations.

- Universal R-410 A Safety Training Certification
- EPA Section 608 Technician Certification

## INFORMATION TECHNOLOGY AND SECURITY – ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

<b>Program Length Day</b>	<b>18 Months</b>
<b>Total Quarter Credits</b>	<b>104.0</b>
<b>Total Clock Hours</b>	<b>1700</b>

**Program Objective:** The Information Technology and Security program 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.

**Class Schedule:** Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Externship sites may require attendance on Fridays as well. The quarterly sequence listed below is subject to change.

**Course Requirements:** Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol. General education courses are designated by a ♦ symbol.

COURSE CODE	COURSE NAME	HOURS	CREDITS
<b>QUARTER 1</b>			
CM 105 ▪	Networking Technologies	50	4.0
CT 109	Microsoft Word	50	3.0
EC 101 ♦	English Composition	50	4.0
IT 100 ▪	Operating Systems	50	3.0
MA 101 ♦	Business Mathematics	50	4.0
PD 100	Student Success	10	1.0
<b>QUARTER 2</b>			
CM 200 ▪	Wireless Technologies	50	3.0
CS 103 ▪	Beginning A+ Certification	50	4.0
CS 202 ▪	PC Architecture, Design, and Implementation	50	3.0
CT 108	Microsoft Excel	50	3.0
EC 102 ♦	Communication	50	5.0
IT 235 ▪	Virtualization Technologies	50	3.0
<b>QUARTER 3</b>			
CM 209 ▪	Windows Server	50	3.0
CS 201 ▪	Advanced A+ Certification	50	4.0
IT 132 ▪	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 202 ▪	Network Security	50	3.0
CM 206 ▪	Microsoft Networking Concepts	50	3.0
CM 215 ▪	Active Directory Concepts	50	3.0
CM 217 ▪	Microsoft SQL Server	50	3.0
CM 233 ▪	Introduction to UNIX / Linux	50	3.0
PD 101	Professional Development I	10	1.0
<b>QUARTER 5</b>			
BA 209 ♦	Customer Service	50	4.0
CM 208 ▪	Designing a Microsoft Network	50	3.0
CM 216 ▪	Microsoft Exchange Server	50	3.0
IT 125 ▪	Security II	50	3.0
PD 102	Professional Development II	20	2.0
<b>QUARTER 6</b>			
CM 220 ▪	Network Administrator Externship	360	12.0

## MEDICAL ASSISTANT – ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

<b>Program Length Day</b>	<b>18 Months</b>
<b>Total Quarter Credits</b>	<b>107.0</b>
<b>Total Clock Hours</b>	<b>1650</b>

**Program Objective:** The Medical Assistant program prepares students for entry-level employment in the medical field. 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. Graduates will be prepared for entry-level employment as a medical assistant, clinical assistant, phlebotomist, or medical office administrator.

**Class Schedule:** Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Externship sites may require attendance on Fridays as well. The quarterly sequence listed below is subject to change.

**Course Requirements:** Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol. General education courses are designated by a ♦ symbol.

COURSE CODE	COURSE NAME	HOURS	CREDITS
<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>			
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
MD 107 ▪	Introduction to Pharmacology	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 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>QUARTER 4</b>			
MD 210 ▪	Clinical Assisting II	50	3.0
MD 211 ▪	Laboratory Procedures I	50	3.0
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
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

**Industry Certifications:** Students of the Medical Assistant program will take two certification examinations through the National Center for Competency Testing (NCCT). Penn Commercial does not guarantee that students will pass these examinations.

- National Certified Medical Assistant (NCMA)
- National Certified Phlebotomy Technician Examination (NCPT)



<b>Program Length Day</b>	<b>12 Months</b>
<b>Total Quarter Credits</b>	<b>67.0</b>
<b>Total Clock Hours</b>	<b>1150</b>

**Program Objective:** The Medical Assisting program prepares individuals for clinical and front office positions in the medical field. Instruction focuses on administrative and clinical tasks within hospitals, physician offices, urgent care centers, outpatient clinics and other healthcare facilities. Graduates will be prepared for entry-level employment as a medical assistant, clinical assistant, phlebotomist, or medical office administrator.

**Class Schedule:** Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Externship sites may require attendance on Fridays as well. The quarterly sequence listed below is subject to change.

**Course Requirements:** Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol.

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>HOURS</b>	<b>CREDITS</b>
<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 206 ▪	Clinical Assisting I	50	3.0
MD 210 ▪	Clinical Assisting II	50	3.0
MD 224 ▪	Medical Office Procedures I	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 211 ▪	Laboratory Procedures I	50	3.0
MD 220 ▪	Medical Insurance and Coding	50	4.0
OT 102	Keyboarding II	50	3.0
<b>QUARTER 3</b>			
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
MD 221 ▪	Medical Terminology IV with Anatomy and Physiology	50	4.0
PD 102	Professional Development II	20	2.0
<b>Students scheduled for Basic Life Support for Healthcare Providers</b>			
<b>QUARTER 4</b>			
MD 240 ▪	Clinical Medical Assisting Externship	360	12.0

**Industry Certifications:** Students of the Medical Assisting program will take two certification examinations through the National Center for Competency Testing (NCCT). Penn Commercial does not guarantee that students will pass these examinations.

- National Certified Medical Assistant (NCMA)
- National Certified Phlebotomy Technician Examination (NCPT)

<b>Program Length</b>	<b>15 Months</b>
<b>Total Quarter Credits</b>	<b>82.0</b>
<b>Total Clock Hours</b>	<b>1260</b>

**Program Objective:** The Pharmacy Technician program 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.

**Class Schedule:** Classes are scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. Externship sites may require attendance on Fridays as well. The quarterly sequence listed below is subject to change.

**Course Requirements:** Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol.

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>QUARTER 1</b>			
OT 101	Keyboarding I	50	3.0
MD 101 ▪	Medical Terminology I with Anatomy and Physiology	50	4.0
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 201 ▪	Medical Terminology IV with Pharmacology	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

**Industry Certification:** Students of the Pharmacy Technician program may test 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.

<b>Program Length</b>	<b>12 Months</b>
<b>Total Clock Hours</b>	<b>1500</b>

**Program Objective:** The Practical Nursing program 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 requirements before graduation. Upon successful completion of the Pennsylvania State Board Exam, students will be prepared for entry-level employment as a practical nurse in nursing and residential care facilities, home health care, physician offices, hospitals, etc.

**Class Schedule and Makeup Work:** Classes can be scheduled any time Monday through Friday from 8:00 am to 4:30 pm. This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to make progress and meet program requirements. If a student should miss class or clinical, makeup work is mandatory and is scheduled outside of the regularly scheduled class day. The quarterly sequence listed below is subject to change.

**Clinical Schedule:** Clinical rotations can be scheduled any time Monday through Friday from 6:30 am to 11:30 pm, depending on scheduled clinical site location and shift assignment.

**Course Requirements:** Students must earn a grade of 77% or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol. **ATI remediation and Virtual ATI completion are program requirements for licensure.**

<b>COURSE CODE</b>	<b>COURSE TITLE</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>All students are scheduled for Basic Life Support for Healthcare Providers</b>				
<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>

**Pennsylvania Licensure:** The Practical Nursing curriculum meets the Pennsylvania State Board of Nursing Standards and prepares students for licensure through the National Council Licensing Examination (NCLEX-PN). 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.

<b>Program Length</b>	<b>12 Months</b>
<b>Total Quarter Credits</b>	<b>78.0</b>
<b>Total Clock Hours</b>	<b>1340</b>

**Program Objective:** The Welding Technology program prepares 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. Graduates will be prepared for entry-level employment as a welder, metal fabricator/ assembler, pipefitter, tool/die maker, sheet metal worker, boilermaker, etc.

**Class Schedule:** Classes can be scheduled any time Monday through Thursday from 8:00 am to 4:30 pm. The quarterly sequence listed below is subject to change.

**Course Requirements:** Students must earn a grade of C or better in all core courses in order to be considered passing. Core courses are designated by a ▪ symbol.

<b>COURSE CODE</b>	<b>COURSE NAME</b>	<b>HOURS</b>	<b>CREDITS</b>
<b>QUARTER 1</b>			
WT 102 ▪	Introduction to Blueprint Reading for Welders	60	6.0
WT 111 ▪	Welding Safety, Tools and Equipment	50	4.0
WT 113 ▪	Introduction to Shielded Metal Arc Welding (SMAW)	110	6.0
WT 116 ▪	Introduction to Layout and Fabrication	110	6.0
<b>All students are scheduled for Heart Saver First Aid and CPR</b>			
<b>QUARTER 2</b>			
WT 115 ▪	Introduction to Flux Cored Arc Welding (FCAW)	110	6.0
WT 213 ▪	Advanced Shielded Metal Arc Welding (SMAW)	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)	110	6.0
WT 224 ▪	Introduction to Gas Tungsten Arc Welding (GTAW)	120	7.0
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

**Industry Qualifications:** Students of the Welding Technology program will be tested in five (5) areas, some in multiple positions, throughout the curriculum for a total of eight (8) tests. All testing will be completed on campus and evaluated by an outside quality control consultant. Successful completion of these tests will earn the students industry qualifications. Penn Commercial does not guarantee that students will pass these tests.

- 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)
- Flux Core Plate (FCAW AWS D1.1 3G and 4G)

## ACADEMIC STANDARDS AND POLICIES

### ACADEMIC TRANSITION/DUAL ENROLLMENT FOR HIGH SCHOOL JUNIORS AND SENIORS

The Academic Transition/Dual Enrollment program is an 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 \$110 application/registration fee in addition to the cost of textbooks for each class taken. The credits awarded at the completion of class will be reviewed by Penn Commercial for transfer into a program of choice, if the student chooses to continue his/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 (4) courses per year or one (1) course per quarter. Successfully completing four (4) courses per year, beginning the junior year, could enable a graduating high school senior to begin classes at Penn Commercial with eight (8) 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. Please refer to the Transfer of Credit to Other Schools policy.

#### **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 and/or co-requisite requirements for each course.
- Only those accepted into the program may participate. Additionally, overall enrollment in this program is contingent on seat availability and Penn Commercial reserves the right to cap the enrollments if they exceed acceptable class sizes.

### ATTENDANCE POLICY

#### **General**

Regular and punctual attendance at all scheduled classes as well as clinical and externship classes is expected of all students. When a student enrolls, that student accepts the responsibility of attending all scheduled class hours. Attendance is recorded in fifteen (15) minute increments and becomes part of the student's permanent record with the school. **There is no distinction between an excused or unexcused absence.**

Penn Commercial recognizes that unforeseen situations do occur in students' lives, possibly resulting in a limited number of absences. For this reason, Penn Commercial allows for levels of attendance monitoring. Excessive time missed may cause a student to be placed on attendance warning, attendance probation, or be withdrawn from the program. In all cases, a student will be withdrawn following fourteen (14) consecutive calendar days of nonattendance.

#### **Excessive Absences**

Excessive time absent will prevent a student from progressing and achieving course and program outcomes. For the purposes of this policy, excessive absences are defined as:

- Missing more than 20 percent of total scheduled time within a grading period for all credit hour programs
- Missing more than 10 percent of total scheduled time within a grading period for all clock hour programs

#### **Attendance Warning**

A student will be placed on attendance warning at the end of the first grading period during which he or she has excessive absences as defined above. A student will remain on attendance warning until the end of the next grading period. At the end of the next grading period, a student who does not have excessive absences will return to good standing.

#### **Attendance Probation**

A student will be placed on attendance probation at the end of a grading period during which the student was on attendance warning and continued to have excessive absences. A student will remain on attendance probation until the end of the following grading period. At the end of the next grading period, a student who did not have excessive absences will return to good standing. Excessive absences can lead to involuntary withdrawal and will impact a student's satisfactory academic progress (SAP). Please refer to the SAP policy for more details.

#### **Externship Courses**

For programs with a required externship component, the successful completion of 100 percent of externship hours is required for graduation. Externship is scheduled in partnership with the externship site. Students must plan sufficiently in advance to attend every day of the scheduled externship. In the event a student will be absent from a site, the student must contact the

## ACADEMIC STANDARDS AND POLICIES

site supervisor and the appropriate school official immediately upon becoming aware of the situation. Except in cases of documented emergency, notification of absence or tardiness must occur at least 60 minutes in advance of the scheduled start time. If the site supervisor or school official determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be withdrawn from the program.

### **Clock Hour Programs**

For all clock hour programs, the successful completion of 100 percent of course hours is required for graduation. If a student misses a scheduled class day, the content missed must be made up outside of scheduled class time. Refer to the Makeup Work policy below.

### **Clinical Courses**

Clinical participation is vital to student success, and students are expected to be present, on time, and prepared for every scheduled clinical experience. If, for any reason, a student will be late or absent for a clinical rotation, the student must notify the instructor or other designated Penn Commercial individual immediately upon becoming aware of the situation. Except in the case of a documented emergency, failure to notify of an absence or tardiness at least 60 minutes before a scheduled start time or arriving more than 30 minutes late to a scheduled clinical shift may result in disciplinary actions up to and including course failure and withdrawal from the program. Some clinical facilities may have additional or stricter attendance requirements for students. In this case, students are required to follow the attendance policy in place at the clinical facility.

Students who have any absence or absences that result in not completing the required clinical hours (only one is permitted per rotation), lab competencies, etc. shall fail the course. Clinical makeup sessions may be provided; however, the program's ability to provide makeup hours is dependent upon scheduling and other factors that may prohibit the availability of clinical makeup hours.

### **CHANGE OF PROGRAM**

Students who wish to change their program must see the Director of Student Services to complete the appropriate paperwork. The request will be considered provided the admission requirements for the new program are met and there is 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. Students requesting a change of program should reference the Satisfactory Academic Progress (SAP) for details.

#### **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 take 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 must retake 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, the student will not be permitted to change programs. If a student's entrance exam score meets the recommended score level for that program, the student is permitted to change to that programs, given that all other program requirements are met.

### **CLASS SIZE**

Penn Commercial offers educational programs designed to train students in the shortest time possible for entry-level positions within their chosen fields. To provide meaningful instruction and training, classes are limited in size and vary by program. Average lecture class sizes are 18:1 student/teacher ratio. Laboratory/shop classes enable students to receive hands-on training using equipment similar to that used in industry. To ensure that students receive the necessary time and attention to build experience and confidence, average laboratory/shop classes are 15:1 student/teacher ratio. For CDL classes the number of students assigned to each class is based on a student to teacher ratio that provides adequate time allocation to each individual, both in the classroom and in trucks. The maximum student/teacher ratio is 8:1 in the classroom, 4:1 on the skills pad and 4:1 in the road trucks.

### **CORE COURSES**

Core courses for each program vary and are indicated on each program curriculum outline. The core course grade requirement for all programs, with the exception of Practical Nursing, is a "C" or higher. The core course grade requirement for Practical Nursing is 77%. Any student earning below these requirements will be considered failing and will be required to repeat the course, following any prerequisite requirements.



## ACADEMIC STANDARDS AND POLICIES

### COURSE AUDITS AND REFRESHER COURSES

#### **Current Students**

Courses taken for audit do not apply toward any degree or diploma, and do not count as part of a student's full/part time course load. Auditing courses is only offered based on seat and/or course availability. In addition, a student may only audit a maximum of two (2) courses per quarter. There is no tuition cost for auditing courses; however, students will be required to purchase books and supplies necessary for the course.

#### **Graduates**

Graduates are entitled to lifetime refresher courses to review knowledge and skills in courses previously taken. Refresher courses are limited to availability and must directly reflect those courses previously taken. Courses that have been significantly modified/updated since the graduation date are considered new courses, and are ineligible to be taken as a refresher course. There is no tuition charge for refresher courses; however, graduates approved for refresher courses will be required to purchase books and supplies necessary for the course and may be assessed lab fees, if applicable.

### 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.

### COURSE REPEATS

Students are required to repeat any failed course; however, failed courses may only be repeated twice. Grades for the failed course and the repeated course will appear on the transcript and will be included in the CGPA and other satisfactory academic progress (SAP) calculations. Students will be charged tuition for repeating a course; however, financial aid will only cover the tuition cost of one course repeat. If a student repeats a course for a second time, he/she will be billed the tuition charge as cash.

### 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. Only students enrolled at Penn Commercial may participate in test-out examinations.

- A fee of \$75 per credit is required prior to completing a course test out exam. This fee is non-refundable even if examinees do not pass exam 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).
- Test outs are only given before the 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 out exams cannot be used to improve grades for courses previously completed.
- Test out exams, if failed, may not be repeated. Students who fail a test out exam must complete the course to fulfill 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 exams.

#### **Courses Available for Test Outs**

CT 104	Introduction to Word Processing	3.0 credits
CT 109	Microsoft Word	3.0 credits
EC 101	English Composition	4.0 credits
EC 103	Technical Communication	3.0 credits
MA 101	Business Mathematics	4.0 credits
MA 102	Technical Math I	4.0 credits
MA 103	Technical Math II	4.0 credits
OT 101	Keyboarding I	3.0 credits
OT 102	Keyboarding II	3.0 credits
PS 101	Introduction to Psychology	5.0 credits

## ACADEMIC STANDARDS AND POLICIES

### COURSE WITHDRAWALS

Students wishing to withdraw from a course must do so in writing with the Director of Student Services. A student who withdraws from a course in weeks 1-10 will receive a "W" on his/her transcript. A student who withdraws from a course in weeks 11 – 12 will receive a failing (F) grade on his/her transcript. A student who does not attend class for fourteen (14) consecutive calendar days will be automatically withdrawn from the course and terminated from school. Course withdrawals will not be calculated in the student's GPA; however will be calculated in the pace of progression. If a student only informs the instructor that he/she will not return to his/her course, this does not constitute as an official withdrawal from their course. Students can be involuntarily withdrawn from their courses by the administration for academic reasons, financial reasons, administrative reasons, and/or for violation of published School Catalog policies.

**NOTE:** All students using Title IV Financial Aid and/or VA benefits be aware, withdrawing from a course may have a negative impact on your overall awards and benefits. Students remain fully responsible for any remaining costs of courses for which they withdraw.

### DEFINITION OF AN ACADEMIC YEAR

For credit hour programs, an academic year is the equivalent of three quarters (36 weeks), or nine months. For clock hour programs, an academic year is equivalent to 900 scheduled hours.

### DEFINITION OF A CREDIT HOUR AND UNIT OF CREDIT

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities comprised of the following units: didactic learning; supervised laboratory; externship; and out-of-class work/preparation. The following are the measures of these units for establishing credit hour awards:

#### ***One quarter credit hour equals 30 units comprised of the following academic activities:***

- One clock hour of didactic learning = 2 units
- One clock hour of supervised laboratory = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work/preparation for didactic learning or supervised laboratory that is designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

#### ***Degree and Fully Transferable Non-Degree Programs***

Penn Commercial awards quarter credit hours to reflect the successful completion of predetermined course learning objectives and requirements. A quarter credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The institution has established equivalencies that reasonably approximate expected learning outcomes from the following time commitments:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for approximately twelve weeks, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work required in #1 of this definition for other academic activities as established by Penn Commercial including laboratory work, externship, practical, and other academic work leading to the award of credit hours.

#### ***Diploma Programs with Homework***

Out-of-class work/hours are combined with the instructional clock hours in order to meet equivalent credits.

#### ***Clock Hour Programs without Homework***

No out-of-class work/hours are used in the clock to credit hour conversion; however, students may still be assigned homework.

#### ***Unit of Credit***

One quarter credit hour is awarded for 10 hours of lecture/theory, 20 hours of laboratory experience, or 30 hours of externship.

### EARLY RELEASE

For the Electrician, HVAC-R, and Welding Technology programs only, 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 80%.
- Student cannot have any disciplinary action since starting school.

## ACADEMIC STANDARDS AND POLICIES

- 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 by financial aid, including the completion of exit counseling.

All final approvals for early release will be granted by the Director of Career Services and the Director of Financial Aid only.

### 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 full time status, as described above, financial aid will be adjusted accordingly and students will be given a revised financial plan/spreadsheet.

### FACULTY INVOLVEMENT IN CURRICULUM DEVELOPMENT

All faculty at Penn Commercial are involved in the development of new curriculum in addition to revisions/modifications to existing programs. The faculty develop syllabi, prepare program learning outcomes and objectives, lesson plans, etc. for current and proposed new programs. They select textbooks, workbooks, supplies, materials and equipment in the classrooms and labs. They make the decisions as to what needs to be included in their specific program curricula, reflecting current technology and employer needs. Faculty are at the forefront of the programs that they teach. Their involvement in program development is crucial.

### FULL ACADEMIC WITHDRAWAL FROM PENN COMMERCIAL

A voluntarily program withdrawal/full academic withdrawal from Penn Commercial must be initiated by the student. The student will complete the Student Withdrawal/Termination Form with the Director of Student Services. The official date of withdrawal will be the last date of attendance (LDA) and all grades and refunds will be determined by this date in accordance with the Return of Title IV Funds policy.

A full academic withdrawal may occur for any of the following reasons:

- Fourteen (14) consecutive calendar days of non-attendance.
- Failure to make Satisfactory Academic Progress (SAP)
- Failure to abide by the Student Conduct Policy
- 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 School Catalog, including updated information documented in School Catalog Addendum

NOTE: All students using Title IV Financial Aid and/or VA benefits be aware, withdrawing from a program may have a negative impact on your overall awards and benefits. Students remain fully responsible for any remaining costs of courses for which they withdraw.

### GENERAL EDUCATION COURSES

General education courses are categorized as applied general education courses and are included in all degree programs at Penn Commercial. These courses are directly applicable to a specific occupation in areas such as written and oral communication, qualitative principles, natural and physical sciences, STEM, social and behavioral sciences, technology, and humanities and fine arts.

### GRADE POINT AVERAGE (GPA)

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 (CGPA):

- 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.

## ACADEMIC STANDARDS AND POLICIES

### GRADING SYSTEM

In all programs, with the exception of Practical Nursing, students must earn a grade of "C" or better in all core courses. Practical Nursing students must earn a 77% or better in all core courses. Practical Nursing students must also achieve a satisfactory clinical evaluation in courses with a clinical component, in addition to a minimum grade level of a 77% in order to satisfactorily complete the course. Penn Commercial utilized the following four-point grading system:

LETTER GRADE	NUMERICAL % OR DESCRIPTION	GPA
A	90 - 100	4.00
B	80 – 89	3.00
C	70 – 79	2.00
D	60 – 69	1.00
F	Below 60	0.00
P/F	Pass/Fail; P also indicates Test Out Credits	0.00
I	Incomplete	N/E
W	Withdrawal	N/E
T	Transfer of Credit	N/E
N/A	Not Applicable	N/E

N/E = no effect on GPA

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).

### GRADUATES RETURNING FOR ANOTHER PROGRAM

In the event that a graduate wishes to enroll in another 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.
- If a course audit is applicable, 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.

### GRADUATION REQUIREMENTS

Formal graduation ceremonies are held during the fall and spring quarters. Students must meet the following requirements to graduate from Penn Commercial:

- The student has completed all required courses with a passing grade.
- The student has accumulated the total number of credits or clock hours required for graduation from his/her program of study.
- The student has achieved a cumulative grade point average of 2.0.
- The student has completed 100% of externship or clinical hours, if applicable.
- The student has met all financial obligations to the school.
- The student has completed the exit interview process, if applicable.
- The student has met the attendance requirements of his/her program.
- CDL students must pass Class "A" CDL exam.

### INCOMPLETE GRADES

All missed exams and other graded work must be completed by the last day of the current quarter/term. In rare circumstances, an "I" (incomplete) grade may be issued with the approval of the Director of Education. The student will then have five (5) calendar days in which to make up the missing work. A student who has a final grade of "I" and who has not made up the work by the end of this five day period, will receive a course grade calculated based on a grade of zero for the missing work. Any action that may result from a grade calculated on this basis (such as probation, being required to repeat the course, or withdrawal/dismissal) will be executed immediately.

## ACADEMIC STANDARDS AND POLICIES

If a Practical Nursing student has not completed the clinical requirements for a given course, a temporary grade of "I" will be assigned for a maximum of one quarter. If the clinical requirements are not completed within this timeframe, an "F" will be assigned and the student will be required to repeat the course.

### 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. Students approved for 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 Education. The request must include: name of course, during which quarter the course will run, and why the request is being made. The request will be thoroughly reviewed and a determination will be made and communicated with the student. Students who are approved for independent study will be required to pay the regular tuition rate and must meet the course prerequisites before registration 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.

### INDIVIDUAL CLASS ENROLLMENT

Occasionally individuals want to take single courses at Penn Commercial without seeking admission into an approved 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 (2) 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 an approved program, a maximum of three (3) individual courses taken may be applied toward the curriculum requirements.

Students taking individual classes are not eligible for any form of financial aid assistance. 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. Furthermore, students must comply with all policies and procedures contained in this School Catalog.

### LEAVE OF ABSENCE (LOA)

The leave of absence policy covers both involuntary and voluntary interruptions. In most instances, with an approved LOA, a student may be absent from the campus without losing their rights to specific degree requirements under an earlier School Catalog. A student must complete the Leave of Absence Request form with the Director of Student Services and submit applicable documentation. The reason for the request must be clearly stated on the form and must meet one of the outlined reasons listed below. The total length of the LOA cannot exceed 180 calendar days within a 12-month period. LOA's will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action.

Reasons for requesting an LOA include the following:

- Health / injury
- Family emergency
- Job emergency
- Natural disaster
- Long-term jury duty
- Legal issues
- Military service commitments
- Bereavement

Students on an approved LOA may not participate in any academic activity, including makeup work. Financial aid will not be available for students during an LOA and students will not qualify for an in-school deferment. Students should speak to the Director of Financial Aid prior to taking an LOA to understand how the leave will affect their financial aid situation. Students who do not return to Penn Commercial per their scheduled return date will be considered withdrawn effective their last date of recorded attendance.

## ACADEMIC STANDARDS AND POLICIES

### **MAKEUP WORK**

It is the responsibility of the student to contact each instructor and make appropriate arrangements to complete any missed work due to an absence. Normally, instructors will make arrangements on the student's time, outside of class, to make up tests or other missed work. If a graded activity is not made up within five (5) calendar days after returning to class, a grade of zero will be recorded toward the final grade calculation. In class activities, competencies, and quizzes that are missed may be scheduled for makeup at the discretion of the instructor and may be subject to a 10% deduction. Instructors may make case-by-case exceptions if a significant, documentable, and infrequent situation caused a student to miss a submission deadline. Instructors will ensure that all students receive equitable consideration when granting extensions.

#### ***Commercial Driver's License Students***

Students must make up every hour missed, per graduation requirements. Makeup work must be coordinated with the CDL Program Director.

#### ***Cosmetology and Esthetics Students***

Students must make up every hour missed, per graduation requirements. A makeup work schedule is available throughout the week and students are responsible for working independently on learning all missed content. Any student who does not complete all their program hours by the expected graduation date will be charged a makeup work fee, as outlined on the enrollment agreement. This fee is not covered by financial aid.

#### ***Practical Nursing Students***

Students must make up every hour missed, per graduation requirements. A makeup work schedule is available throughout the week through ATI remediation. Students who are required to make up a clinical day will be charged \$150/day, as outlined on the enrollment agreement. This fee is not covered by financial aid.

### **OUT-OF-CLASS WORK**

Students will find the work in each program to be challenging, requiring them to maximize their time and problem-solving strategies. Students demonstrate their commitment to learning via work and time spent inside and outside the class. In addition to the time spent in class per week, students are required to spend time outside of class on reading assignments, writing assignments, practice and practical applications, and projects or other equivalent learning experiences to help them achieve the course objectives. Specific details on the outside classroom work are found in the individual course syllabi, which students receive at the beginning of each course.

### **REPORT CARDS AND TRANSCRIPTS**

Report cards are issued for all day and evening students at the end of a scheduled term. If a student feels as though a grade is incorrect on his/her report card/transcript, he/she may challenge their grade within two (2) weeks of the following quarter the grade was earned. If the request to challenge a grade is made after this two (2) week period, the request will not be granted and the grade will remain as is on the report card/transcript.

Academic transcripts are maintained by Penn Commercial indefinitely. Official transcript release requires a signed, written request from the student. There is a charge of \$10.00 for each official transcript issued that must be paid before the transcript is released. No official transcripts will be released if records are on hold for balances due/financial reasons or missing documentation. Students may provide a signed written request for an unofficial transcript at no charge. The unofficial transcript does not bear the school's official seal and certification/signature. Transcripts from other institutions that may be on file will not be released to any individual or institution.

### **STUDENT SCHEDULES**

Students are given a class schedule prior to the beginning of each term. The schedules include the meeting days, times, location, course name and assigned instructor. Student schedules vary by program and are reviewed and/or provided during the enrollment process, at orientation, and the commencement of classes.

## ACADEMIC STANDARDS AND POLICIES

### **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, clock hours, 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.

### **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 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. Students may transfer in up to 75% of program requirements. With the exception of Cosmetology, Esthetics, and Practical Nursing, all transfer of credits requests must be submitted to the Director of Education no later than two weeks after the start date of the student's first quarter (unless there are extenuating circumstances). Transfer credits are not calculated in the students GPA.

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 the envelope has been opened prior to receipt by The Director of Education, the documents are not considered official and will not be accepted.

#### ***Cosmetology and Esthetics Transfers***

Transcripts will be evaluated for admittance by the Cosmetology Director of Education/Supervisor and the Director of Education. A determination will be made on the number of hours, classes, and student kit contents 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***

Anatomy and Physiology and Growth and Development are the only two courses that will be considered for transfer of credit. Transcripts will be evaluated for admittance by the Practical Nursing Program Director and the Director of Education. A determination will be made on the course(s) that can be transferred in.

#### ***Experiential Learning***

Penn Commercial does not accept the transfer of credit for experiential learning toward any program of study

#### ***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.



## SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require that all institutions monitor the academic progress of each student and to certify that each student is making satisfactory academic progress toward a degree, diploma, or certificate. SAP standards apply to all students, regardless of enrollment status, program, or receipt of federal financial aid. In accordance with those regulations, Penn Commercial has established standards of Satisfactory Academic Progress (SAP) that include quantitative and qualitative measures of progress. Students bear primary responsibility for their own academic progress and for seeking assistance with experiencing academic difficulty. Advising and tutoring are available for all students.

### EVALUATION PERIOD

SAP is evaluated at the end of each term or payment period to assess a student's performance. A term or payment period varies from student to student according to their program start date and program of study. For credit hour programs, SAP is evaluated quarterly. For clock hour programs, SAP is evaluated each payment period.

### QUALITATIVE MEASURE OF PROGRESS (GRADE POINT AVERAGE)

All students are required to meet the minimum cumulative grade point average (CGPA) of 2.0.

### QUANTITATIVE MEASUREMENT OF PROGRESSION (PACE OF PROGRESSION AND MAXIMUM TIME FRAME)

**1. Pace of Progression** – Penn Commercial has established a minimum pace of progression of 66.67% of attempted credits for all enrolled students. Grades of "F", "I", and "W" are treated as scheduled credits but NOT earned credits and thus negatively impact the pace of progression.

*Pace of Progression is calculated as follows:*

Credit hour programs                       $\frac{\text{cumulative earned credits}}{\text{cumulative scheduled credits}}$

Clock hour programs                          $\frac{\text{cumulative earned hours}}{\text{cumulative scheduled hours}}$

**2. Maximum Time Frame** – All students are expected to complete their program within an acceptable period of time. The maximum time frame allowed is 150% of the published length of the program. For credit hour programs, the maximum time frame is based on 150% of the required credits for graduation as published in the School Catalog. For clock hour programs, the maximum time frame is calculated at 150% of the calendar length as published in the School Catalog.

Program	CGPA	Quarter Credits	Maximum Credits Attempted	Maximum Length
Commercial Driver's License	2.0	N/A	N/A	9/10.5/18 weeks
Computer Aided Drafting and Design	2.0	110.5	165.75	N/A
Cosmetology	2.0	N/A	N/A	13.5 months
Electrician	2.0	59.0	88.5	N/A
Esthetics	2.0	N/A	N/A	4.5 months
HVAC-R	2.0	106.0	159.0	N/A
Information Technology and Security	2.0	106.0	159.0	N/A
Medical Assistant	2.0	107.0	160.5	N/A
Medical Assisting	2.0	67.0	100.5	N/A
Pharmacy Technician	2.0	82.0	123.0	N/A
Practical Nursing	2.0	N/A	N/A	18 months
Welding Technology	2.0	78.0	117.0	N/A

**NOTE: If it is determined at any point that a student is unable to successfully complete the program within 150% of the published length as defined above, the student will be academically withdrawn from the program.**

### COURSE REPEATS

Students are permitted to repeat a course two (2) times. All attempted repeat credits will count toward Maximum Time Frame. For Pace of Progression, all credits count toward attempted, but only the successfully repeated credits counts as earned. For CGPA, all grade attempts (including "F") will be calculated.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

### INCOMPLETE GRADES "I"

Any Incomplete grades "I" will count as attempted toward Maximum Time Frame. For Pace of Progression, all credits count toward attempted, but "I" grades do not count as earned. For CGPA, "I" grades are not included in the calculation. Once a final letter grade replaces the "I" on a transcript, SAP will be reevaluated.

### COURSE WITHDRAWALS "W"

All withdrawals grades "W" will count as attempted toward Maximum Time Frame. For Pace of Progression, all "W" grades count toward attempted, but "W" grades do not count as earned. For CGPA, "W" grades are not included in the calculation.

### TRANSFER CREDITS/HOURS FROM AN EXTERNAL INSTITUTION

All transfer credits/hours from an external institution will count toward Maximum Time Frame and Pace of Progression. For CGPA, transfer credits/hours are not included in the calculation. Transfer credits will be noted as a "T" on the student's transcript.

### TEST OUTS

All test out credits will count toward Maximum Time Frame and Pace of Progression. For CGPA, test outs are not included in the calculation. Test out credits will be noted as a "P" on the student's transcript.

### CHANGE OF PROGRAM

If a student requests to transfer from one program to another, only courses that are accepted for transfer credit into his/her new program will be used in calculating Maximum Time Frame, Pace of Progression and CGPA.

### LEAVE OF ABSENCES AND PERIODS OF WITHDRAWAL

Approved leave of absences or periods of withdrawal are not calculated in Maximum Time Frame.

### FINANCIAL AID WARNING

If a student fails to meet SAP requirements (CGPA, Pace of Progression AND Maximum Time Frame), he/she will be placed on **Financial Aid Warning** for the next term or payment period. If a student meets SAP requirements after the **Financial Aid Warning** term or payment period, he/she will be in good standing and remain eligible for aid.

### FINANCIAL AID SUSPENSION

If a student fails to meet SAP requirements (CGPA, Pace of Progression AND Maximum Time Frame) after the **Financial Aid Warning** term or payment period, he/she will be placed on **Financial Aid Suspension**, which means he/she is ineligible to receive any federal financial aid, including Pell Grants, SEOG Grants, Direct Loans, and Work-Study.

If a student's financial aid is suspended and he/she feels there are extenuating circumstances, he/she has the right to file an appeal. The student must follow the instructions for appeal submission as outlined below. If a student is filing an appeal, he/she will be permitted to attend classes during the appeal process; however, will be required to pay cash, as all federal financial aid is suspended.

If a student's financial aid is suspended and he/she does not have extenuating circumstances that warrant an appeal, he/she will be permitted to attend classes for one additional term or payment period; however will be required to pay cash. If a student meets SAP requirements at the end of this period, financial aid can be reinstated. If a student fails to meet SAP requirements at the end of this period, they will be academically withdrawn from the program.

### APPEALS FOR EXTENUATING CIRCUMSTANCES

A student who is in **Financial Aid Suspension** status, has the right to appeal based on extenuating circumstances causing undue hardship. This includes illness/accident/injury experiences by the student or immediate family member; death of an immediate family member; significant trauma; divorce experienced by student; or personal legal circumstances. Please note that circumstances related to the typical adjustment to college life such as working while attending school, financial issues related to paying bills, childcare or car maintenance/travel to campus is not considered as extenuating for purposes of appealing **Financial Aid Suspension**.

1. All appeals must be in writing (signed and dated by the student).
2. All appeals must include an explanation of the extenuating circumstance causing undue hardship that prevented the student from making satisfactory academic progress.
3. All appeals must include an explanation of what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
4. Supporting documentation beyond the written explanation is required (i.e. medical documentation, legal documentation, third party statements, court records/summons, etc.).
5. Students must be mathematically able to meet SAP requirements for the next term or payment period.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Appeal letters and supporting documentation must be submitted to the Director of Financial Aid within fourteen (14) calendar days of the **Financial Aid Suspension** notice. All appeal documentation will be reviewed by the appeals committee for approval or denial.

Approved appeals will place the student in a **Financial Aid Probation** status for one evaluation period. Students are eligible for financial aid during the **Financial Aid Probation** period and will be evaluated again at the end of this period. If a student is meeting SAP requirements at that time, their financial aid eligibility will be in good standing. If a student does not meet the SAP requirements at that time, he/she will be academically withdrawn from the program. If a student's appeal is denied, he/she may remain in school during the **Financial Aid Suspension** period; however, will continue to pay cash. If a student meets SAP requirements at the end of this period, financial aid can be reinstated. If a student fails to meet SAP requirements at the end of this period, they will be academically withdrawn from the program.

Students are notified in writing each term or payment period if SAP requirements are not being met. Students who file an appeal will be notified in writing of the appeal status.

### **REENTRY AFTER SAP DISMISSAL**

Students academically withdrawn due to failure to meet SAP may file an appeal after a six (6) month period of non-enrollment for potential reentry. Those wishing to appeal must follow the instructions listed in the Appeals for Extenuating Circumstances section above. If the appeal is approved, the student may return as a cash paying student and will be evaluated for SAP at the end of the first term or payment period. If the student meets the SAP requirements at this point the federal financial aid may be reinstated. If the student does not meet SAP requirements, he/she will be academically withdrawn from the program and ineligible to reenter in the future.

## **STUDENT SERVICES AND INFORMATION**

### **ADVISING**

Advising is available to all students enrolled in programs at Penn Commercial. The Education Department monitors student success as measured by attendance, student learning, academic progress, professionalism, and achievement of career goals. The program faculty and/or the Director of Student Services hold advising sessions with students to mitigate obstacles or challenges, to identify the need for additional resources, for extra help or hand-on practical review/remediation, and to promote student success. Students in need of assistance outside the scope of Penn Commercial will be referred to a community agency.

### **ACCIDENTS AND INJURIES**

Students that become injured while attending school, at an externship or clinical site, participating in a school-supervised function, or in transit to or from a supervised school activity are to report immediately to their instructor. If the injury is beyond basic first aid, they will be referred to the nearest emergency room for treatment and all associated costs/fees are the responsibility of the student. Penn Commercial will not transport nor assume responsibility for the transport of injured persons. Any accident and/or injury must be reported and recorded on a Penn Commercial Accident and Injury Report by the supervising instructor and given to the Campus Director. If a guest or visitor of Penn Commercial becomes injured while on property, an Accident and Injury Report must be completed by administrative staff and given to the Campus Director.

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 does not assume responsibility for injuries or losses sustained on or off campus by any student.

### **BOOKSTORE**

The on-site school bookstore stocks text books, program kits, and other educational supplies required for all programs 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 Friday 8:00 a.m. to 4:30 p.m. Evening hours are available upon need.

### **CAREER SERVICES AND GRADUATE EMPLOYMENT ASSISTANCE**

Penn Commercial's career services office is operated by the Director of Career Services. The Director's sole objectives are to provide a seamless transition into an externship setting and, upon graduation, aid in placing students into positions that are suited to their specific skills and abilities that are directly related to their fields of study. During the students' enrollment, the Director keeps in contact with the students to discuss relevant topics such as the importance of maintaining satisfactory attendance and respectable grades in order to obtain a successful job upon graduation. Additionally, the Director of Career Services meets with faculty to keep them informed of the changing needs of companies and businesses in the community.

During externship, the Director meets with the students to carefully interview them and to obtain any pertinent information that might aid in placing the students in a permanent position upon graduation. At this time, the Director also obtains information as to the type of job the student would like to find, what particular skills they have excelled in during their program, and particular aspects of the training, if any, they prefer. All specifics and potential barriers, including transportation issues or part-time job schedules that may conflict with full time employment, are also documented. The student is requested to submit their resume to the Career Services Office as soon as it is updated with externship details. The Career Services office has a large pool of companies that it contacts regularly. A professional working rapport is maintained with these companies, thus resulting in their Human Resource personnel contacting the Director for prospective candidates when an opening occurs within their office. The Director is constantly making new contacts in the local and surrounding areas, helping to build a good working relationship in the overall community.

Penn Commercial makes every effort to help graduates every step of the way; however, we cannot guarantee the placement of its graduates. All graduate employment records are maintained with the Director of Career Services. Penn Commercial offers lifetime career placement assistance to its graduates at no additional charge.

### **COMPUTER LABS AND ACCESS**

The computer labs at Penn Commercial are open to all current students Monday through Friday 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.

## STUDENT SERVICES AND INFORMATION

### 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 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

### DELAYS AND CANCELLATIONS

In the event of a delay or school closing due to inclement weather or an emergency, announcements will be made in the following ways:

- WPXI, WTAE, and KDKA via their websites.
- Message sent through Penn Commercial's text messaging alert system
- Posted on Penn Commercial's Facebook pages

In the event of an early dismissal following the commencement of classes, the students will be notified by administration. Students are encouraged to opt-in to Penn Commercial's text messaging system and news media alert systems to ensure accurate and timely communication of this information. In the event that classes are cancelled, Penn Commercial will determine the date and time of the required make-up day and inform the students as soon as possible.

### 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 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. Students who believe they are in need of accommodations should contact the Director of Student Services.

### DRESS CODE, IDENTIFICATION BADGES AND KEY FOBS

Penn Commercial provides professional guidance to students during the transition from student to working professional in their field of study. The purpose of this policy is to set a guideline for providing a safe and comfortable environment in which the faculty, students, and community partners can be assured that professionalism will be provided with regard to dress code. Penn Commercial requires strict adherence to the dress code in classrooms, labs and clinical settings. Each program at Penn Commercial has a program-specific dress code and all students will be responsible for knowing and following the dress code requirements. The program-specific dress code policy is acknowledged by all incoming students during the enrollment process, and subsequently reviewed at orientation and throughout enrollment.

#### **Identification Badges**

For safety and security purposes, it is required that all students and staff have their photo identification badge displayed (lanyard or clip) on their person at all times while on campus and during externship or clinical or at any Penn Commercial sponsored field trip, activity or event. The only exception made will be when wearing the badge poses a safety risk. Students who lose or misplace their identification badge should immediately contact the Administrative Support Staff for a replacement. There is a replacement fee of \$10 per card.

## **STUDENT SERVICES AND INFORMATION**

### **Key Fobs**

All doors entering Penn Commercial are locked and monitored by a security system. To ensure the security and safety of everyone in the building, all students and staff are given a personalized/programmed key fob that they must use to enter and exit the building doors. Students without a key fob will be denied entrance into the building and must purchase a replacement key fob immediately for a \$10 fee.

### **DRUG FREE SCHOOL AND WORKPLACE**

Penn Commercial is committed to protecting the safety, health and well-being of all students and staff to ensure a drug and alcohol free learning environment. Penn Commercial prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of any drug by any of its students, employees in its workplace, on its premises or as part of any of its activities off campus. Penn Commercial recognizes that alcohol and drug use possesses a significant threat to student goals. In compliance with the Drug Free Schools and Communities Act of 1989, 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 and Alcohol Abuse Prevention Program (DAAPP) is to encourage students to voluntarily seek help with alcohol and/or drug problems. The Director of Student Services will work with student during this process, and a mandatory referral for treatment will be provided to the student as a requirement to return to class. Financial responsibility for recommended treatment belongs to the student. However, the ultimate decision to seek the recommended treatment belongs to the student. In addition, students found responsible for violating this policy are subject to suspension, termination, and/or the jurisdiction of the State of Pennsylvania as well as Federal Law. 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. Students will be responsible for any costs associated with drug testing.

### **ELECTRONIC/WIRELESS DEVICES**

Students are in the classroom for one reason: to learn. The use of electronic/wireless devices during class can be very distracting and should be restricted to in-class activities only, including taking notes, viewing the lecture slides/curriculum presented by the instructor, or accessing the internet for class-related information. The use of these devices in the classroom is permitted on a class-by-class basis at the discretion of the instructor.

### **EMERGENCY PREPAREDNESS**

Penn Commercial is proactive in the area of emergency preparedness and has developed an Emergency Response and Evacuation Plan (EREP) that addressed different situations and emergency management. The EREP is part of a systematic planning effort on the part of Penn Commercial to provide for the care and well-being of the students, faculty, and staff. The plan is meant to address extraordinary circumstances wherein the lives and property of individuals are in imminent danger. The procedures outlined in the plan constitute those temporary measures that will be taken to maximize the protection available for threatened individuals as well as preparatory measures that should be accomplished during non-emergency time. The plan does not create elaborate new structures, but relies on the organization, policies, and procedures that are followed on a day-to-day basis. The EREP is required by the Pennsylvania Emergency Management Services Code, which states that "every school, public and non-public, profit and not-for-profit, in cooperation with the local Emergency Management Agency shall develop and implement emergency preparedness plans." The plan is applicable to all staff, students, as well as outside contractors and other guests in the school at the time of an emergency. Penn Commercial's EREP has received direct input and approvals from local public safety officials.

### **EXTERNSHIPS**

Externship is the final step in designated programs at Penn Commercial and is an opportunity for students to combine academic theory with career-related practical skills in a supervised setting. The externship experience is an extremely useful tool in preparing students to hone their skills and supplement their educational experience. Students will demonstrate new tasks and objectives related to their program of choice and will continue to apply advanced application of academic theory in the workplace.

The Director of Career Services collaborates with the Lead Instructors to begin working with students three months prior to the scheduled externship course. Students attend multiple externship orientations/information sessions and are advised in the following areas: standards and expectations, importance of completing additional documentation, conduct and professionalism, background checks (if applicable), attendance, communication, confidentiality, supervision, tracking of hours, evaluation and grading, and the transition to employment. Because externships are considered a learning experience and must be successfully completed as a graduation requirement, students may not be paid. Upon completion of the required externship hours, each student meets with the Director of Career Services for an exit interview to discuss their performance and feedback from the externship supervisor. All externship agreement with local employers and student externship records are maintained by the Director of Career Services.

## STUDENT SERVICES AND INFORMATION

### **Background Checks, Physicals, Drug Screening, Vaccinations and Insurance**

For any program at Penn Commercial that offers an externship, students may be required to provide additional information related to background checks, physicals, drug screening, vaccinations and insurance at the request of the externship site. A student will not be permitted to begin the externship without submission of the requested documents. The student is responsible for any cost associated with these additional requirements. Please refer to the Admissions Information and Vaccination Policy for a detailed outline by program.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Penn Commercial Business/Technical School (PC) receives a request for access. A student should submit to the Director of Education a written request that identifies the record(s) the student wishes to inspect. The PC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the PC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. 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 PC 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 PC decides not to amend the record as requested, PC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before PC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. PC may disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by PC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). A school official also may include a volunteer or contractor outside of PC that performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for PC. Upon request, PC also discloses education records to officials of another school in which a student seeks or intends to enroll, with the authorization of the student.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Penn Commercial Business/Technical School 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

Penn Commercial Business/Technical School **may make the following disclosures without student consent:**

FERPA permits the disclosure education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within PC whom it has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for

## **STUDENT SERVICES AND INFORMATION**

- supervising the school's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## **FIELD TRIPS AND GUEST SPEAKERS**

Field trips can be an important and enjoyable element of education. They often significantly enhance the content of a course by providing information that can be difficult to convey in the classroom. A field trip is defined as a course-related activity that serves an educational purpose 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 attend 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.

Guest speakers have become an important part of the educational experience for students. They expose students to real-world life experiences from the perspective of a working professional in their field of study. Penn Commercial schedules program-specific guest speakers to supplement curriculum content and expose students to various local employers.

## **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 for health insurance 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.

## **HOUSING**

Penn Commercial will assist students in their attempt to locate proper housing in either apartments or rooms in private homes. The School does not provide any student housing.

## **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.



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### **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.

The campus computer systems and networks are provided for student use as a part of the academic program. All students have a responsibility to use Penn Commercial's computer systems and networks in an ethical and lawful manner. The intentional misuse and abuse of computer and Internet resources is not permitted. This includes, but is not limited to, purposely visiting inappropriate and non-academic Web sites which promote or advocate illegal or unethical behavior; visiting inappropriate and non-academic Web sites for personal business; downloading graphics or other pictures, images, or information not related to academic curricula; inappropriate and non-academic use of email; inappropriate and non-academic use of chat rooms; and inappropriate and non-academic use of school software.

### **LEARNING RESOURCE CENTER (LRC) - TUTORING AND STUDY AREAS**

Penn Commercial provides tutoring assistance, free of charge, through the Learning Resource Center (LRC) for students experiencing academic difficulties. Students are encouraged to take the initiative in seeking out of class help and to discuss their difficulties with their instructors and/or the Lead Instructor. Faculty tutors and/or peer tutors are available to work with students on an "as needed" basis at no charge to the student. Students interested in tutoring services should speak with their instructor and/or the Director of Education.

Students looking for a study area can use the LRC, the library, the Student Center or an available computer lab. Students are asked to be respectful of others studying by maintaining a professional demeanor. Video game playing is not acceptable in computer labs.

### **LIBRARY RESOURCES**

The Stanley S. Bazant Memorial Library is available to all students during the school week. Books, periodicals, and newspapers pertaining to general business and technological subjects are maintained in the and are available for the students' use during the school day. For more extensive access to library resources, Penn Commercial students may also utilize The Citizens Library of Washington, the Washington County Law Library, and Washington and Jefferson College Library with valid library cards.

### **LIBRARY AND INFORMATION RESOURCES NETWORK (LIRN)**

Penn Commercial subscribes to the Library and Information Resources Network (LIRN), which provides an electronic, core library collection with access to over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips that support all academic programs. LIRN is an aid in research and educational development.

### **LOCKER CONTENTS**

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.

### **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.

### **PROFESSIONAL SOCIETY MEMBERSHIP**

#### ***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.

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### 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 Campus Director 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 at various local agencies such as CARE, Washington Women's Shelter, etc. Anyone involved in a crime of this nature is subject to prosecution under the Crimes Code of Pennsylvania.

### SEXUAL VIOLENCE AWARENESS AND EDUCATIONAL PROGRAM

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 all students. Students are educated on sexual violence prevention at various times throughout their enrollment and are given all mandated documents from the United States Department of Education, including student bill of rights.

### 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, Snapchat, Facebook, etc. 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.

### SOLICITING ON CAMPUS

Solicitations are disruptive to the mission of the School and are prohibited without written approval of the Campus Director.

### STUDENT CODE OF CONDUCT

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 Code of Conduct policy is subject to sanctions, as listed below.

**Computer-Related Violations** - Use of computer equipment and/or time for unethical, illegal, unsafe, or inappropriate activities. Any violation of the Internet Usage Policy constitutes a violation of the Student Code of Conduct policy.

**Damage to Property** - Purposefully and/or intentionally causing damage or destruction to school property, staff personal property or vehicles, vendor/guest property or vehicles, or student personal property or vehicles.

**Academic Dishonesty and Deception** - Examples of conduct that is prohibited includes but is not limited to:

- Plagiarizing or submitting the work of another as one's own.
- Cheating on any exam, quiz, or assignment, or collaborating with others on graded work without the clear, expressed consent of the relevant faculty member(s).
- Furnishing false information to any staff member at any time. This includes information provided during the application and enrollment process, throughout active enrollment, and at any time prior to completion of the intended degree.
- Furnishing false information on a resume, application (e.g., employment or externship application) or contract.
- Forging, altering or misusing any document, record or instrument of identification.

**Disorderly, Lewd, Indecent, or Obscene Conduct** - Conduct which causes a public alarm, annoyance, disruption or hazard on school premises or at a school-sponsored or school-supervised function, or externship/clinical site. Such activities also include, but are not limited to, inappropriate/obscene language and/or clothing, conduct which is intended to or results in the disruption or obstruction of teaching, daily school operations, disciplinary proceedings, or other school activities, on or off campus, or which prevents or obstructs school personnel from performing their duties.

**Firearms, Explosives and Weapons** - Possession or use of explosives, firearms or other weapons (including, but not limited to, knives, air pistols and air rifles), dangerous chemicals, or objects intended to be perceived as explosives, firearms, weapons or chemicals, or objects or devices designed to cause bodily harm in or upon school-owned or school-supervised property or

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externship/clinical sites. Violations under this section also include the irresponsible possession or careless and dangerous use of any other object in such a way as to threaten or endanger any person or property.

**Harassment, Physical Harm, Violence or Threats of** - Causing physical harm to another person is assault, which is a crime. Threats, intimidation, harassment or engaging in any other conduct that threatens or endangers the physical, emotional and/or psychological health or safety of any person (staff, student, vendor/guest), or interferes with the education process, or which is intended to provoke violence by another, is prohibited. This includes but is not limited to threats of fighting/physical harm, verbal abuse or threat, sexual harassment, sexual assault, or sexual violence. Violation of the Campus Crime and Safety Report and harassment policies within are included.

**Safety Violations** – Conduct that violates any campus safety policy to include but limited to the Drug and Alcohol Abuse Prevention Program, possession or consumption of alcohol or illegal substances on or near school premises, setting fires or tampering with fire safety equipment, failure to exit during an emergency evacuation, bomb threats, or recurring dress code violations that are considered a safety hazard in the lab or at a externship/clinical site.

**Equal Opportunity** - Any violation of any section of the Student Code of Conduct policy that is motivated by the sex, race, color, religion, sexual orientation, ethnicity or national origin of another person is a violation of federal law. Acts of intimidation may be considered a hate crime under the Uniform Crime Code and subject to prosecution by federal authorities.

**Theft, Possession of Stolen Property and Extortion**- Theft is the unlawful taking of tangible school property or finances, or the property of staff, students, vendors/guests, externship/clinical property (facility or staff) with the intent to deprive the school or person of the property. Possession of stolen property includes taking possession of or receiving such property, knowing it to have been stolen.

**Trespassing** - Trespass is the entry or the attempt to enter any school facility, area, or room without permission or lawful authority or, except with such authority, against the will of the occupant or the individual in charge of the facility. Trespass also includes, but is not limited to, the unauthorized possession, duplication, or use of keys or key fobs to gain access to any school property.

**Failure to Comply** - Failure to comply with published School policies, disciplinary sanctions or directions of school officials authorized and acting pursuant to their prescribed duties.

**Violations of Law** - Violation of any federal, state, or local law is also a violation of the Student Code of Conduct policy.

**Sanctions** - The appropriate sanctions will be determined by school administration based on a number of factors including but not limited to severity of violation and recurrence and can include:

- Written warning
- Search of student property
- Suspension
- Termination

**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.

### STUDENT COMPLAINT/GRIEVANCE PROCEDURE

As a student-centered school, Penn Commercial strives to achieve high student satisfaction with its services and creating environment where students are offered friendly customer service, accurate information, and empowerment.

**To this end, the following principles will guide these procedures:**

- Wherever possible student complaints will be resolved through an informal process and at the lowest appropriate level of management.
- Student complaints will be handled with procedural fairness. All parties to a complaint will be informed of the specific allegations being made will be given the opportunity to respond to any allegations made.
- Student complaints will be handled in a timely and confidential manner.
- Students will be notified of the outcome of their complaint.

At times, students may wish to voice a concern, complaint or problem. General student concerns, problems, and complaints should first be addressed by the Lead Instructor or Director of Student Services, as appropriate. If these situations remain unresolved the student may submit their complaint, in writing, by completing the Student Complaint Form. The Student Complaint Form can be provided by the Director of Student Services. Specific completion and submission instructions are provided on the form.

## STUDENT SERVICES AND INFORMATION

### Procedures:

- Completed Student Complaint Forms and all accompanying documentation will be submitted to the Director of Student Services.
- The Director of Student Services will verify the receipt of the student complaint and forward the form and all accompanying documentation to the Campus Director and Director of Education for review, investigation, and resolution.
- Upon resolution with the student, the Director of Student Services will confirm the resolution with the student, in writing. Signatures of receipt are required.
- Upon resolution with the student, the Director of Student Services will complete the Penn Commercial portion of the Student Complaint Form and it will be maintained in the schools master student complaint file.
- 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.

Schools accredited by the Accrediting Commission for Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Commission or any of the approved agencies listed below. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the School for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

### **Please direct all inquiries in writing to:**

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

PENNSYLVANIA DEPARTMENT OF EDUCATION  
Division of Higher and Career Education  
333 Market Street 12th Floor  
Harrisburg, PA 17126-0333  
Phone: (717) 783-8228  
<https://www.education.pa.gov/Pages/default.aspx>

PENNSYLVANIA STATE BOARD OF COSMETOLOGY  
PO Box 2649  
Harrisburg, PA 17105-2649  
Phone: (717) 783-7130  
<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/default.aspx>

PENNSYLVANIA STATE BOARD OF NURSING  
PO Box 2649  
Harrisburg, PA 17105-2649  
Phone: (717) 783-7142  
<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/default.aspx>

### STUDENT PARKING AND TRANSPORTATION

Free parking is available for all students, staff, and visitors. The only designated parking areas are handicapped parking, visitor parking, student of the quarter, 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
- Take the T to PC - Transportation from the South Hills Village Station (Port Authority). See the Admissions Department for more information.

### STUDENT PROPERTY AND LOCKERS

Upon enrollment, each student will be assigned a locker and are fully responsible for securing all materials in their assigned locker. Students requesting a change in locker should see the bookstore staff. At no time are students permitted to change and/or occupy lockers without approval. All personal property and valuables are the sole responsibility of the student.

## STUDENT SERVICES AND INFORMATION

At the end of each quarter, students are required to re-register for their present locker to reserve for the upcoming term. Graduates and externs must clean out their lockers upon the end of their last quarter. Any items left in unclaimed/unassigned lockers will become the property of Penn Commercial and may be discarded at our discretion. Penn Commercial does not assume liability for any loss of or damage to lockers, locks, academic work, personal property, or locker contents. Vehicles should always be locked to avoid theft.

### STUDENT RECOGNITION AND AWARDS

Penn Commercial acknowledges the importance as it relates to students' grade performance and attendance. Penn Commercial recognizes students each quarter who achieve academic honors and attendance with the following awards:

- **Highest Honors Award** – 3.75 – 4.0 grade point average
- **Honors Award** – 3.5 – 3.5 – 3.74 grade point average
- **Perfect Attendance** – 100% attendance
- **Toni&Guy Honors Program** – 80% CGPA and 80% attendance
- **Student of the Quarter** - awarded for overall academics, attendance, and attitude

### STUDENT RECORDS

Permanent student academic and financial aid records are kept in accordance with federal, state and accreditation regulations. An academic file is created for each student and includes the following: application for admission, letter of acceptance, enrollment agreement, high school transcript/proof of graduation from an accredited high school or the equivalent, and any other required admission documents/releases. As the student progresses through a program, any additional pertinent information is added to the academic file, including all academic-related documents, final transcripts, etc. During a student's enrollment, all financial aid files are stored within the Financial Aid Department. Once a student is no longer active, the financial aid file is then merged with the academic file.

### NICOTINE AND TOBACCO FREE POLICY

Penn Commercial is a nicotine and tobacco-free facility. This policy bans the use of all tobacco and nicotine products, including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes and vapor nicotine products within all Penn Commercial properties. This applies to all classrooms, reception areas, waiting rooms, hallways, restrooms, etc. Nicotine and tobacco use is permitted outside the building in designated areas only; this designated area is to the right of the blue line on the patio. No students, staff, or faculty members are permitted to smoke in front of the School at any time.

### PETS/ANIMALS ON CAMPUS

Pets and animals can create disruption on campus and may threaten the health or safety of others. Pets of any type are not permitted on campus, with the exception of approved service or assistance animals. Any student who is requesting the approval of service or assistance animals should see the Director of Student Services for documentation review and to request accommodations. The service or assistance animal owner is responsible for assuring that the animal does not interfere or adversely affect campus operations.

### VACCINATION POLICY

While Penn Commercial does not require students to provide proof of vaccination prior to enrollment and the start of their program of study, medical programs offered do require a Health Clearance/Physical Form completed within one week of the start date. Furthermore, externship and clinical sites also require immunizations/titers for communicable diseases prior to entering the externship or clinical component of the program. The information required by program is outlined below.

#### **Titer/Vaccination Requirements by Program**

##### **Medical Assistant/Assisting**

- Health Clearance/Physical Form
- Hepatitis B Titer and vaccination if needed
- Varicella Titer and vaccination if needed
- MMR Titer and vaccination if needed
- T-Spot Testing for Tuberculosis
- TDAP vaccination, if requested by externship site
- Flu shot

##### **Pharmacy Technician**

- Health Clearance/Physical Form
- Hepatitis B Titer and vaccination if needed
- Varicella Titer and vaccination if needed
- MMR Titer and vaccination if needed
- T-Spot Testing for Tuberculosis
- TDAP vaccination, if requested by externship site
- Flu shot

## **STUDENT SERVICES AND INFORMATION**

### **Practical Nursing**

- Health Clearance/Physical Form
- Hepatitis B Titer and vaccination if needed
- Varicella Titer and vaccination if needed
- MMR Titer and vaccination if needed
- T-Spot Testing for Tuberculosis
- TDAP vaccination
- Flu shot

### **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 the 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 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. No children, parents, spouses, or other persons may be permitted in any classroom or clinical location at any time during normal course instructional hours.

## COURSE SEQUENCING AND DESCRIPTIONS

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:

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

### BUSINESS ADMINISTRATION (BA)

#### 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 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 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

### COMPUTER AIDED DRAFTING AND DESIGN (CAD)

#### 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

## COURSE SEQUENCING AND DESCRIPTIONS

### 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

### CAD 117 3-D GEOMETRIC DIMENSIONING AND TOLERANCING

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



## **COURSE SEQUENCING AND DESCRIPTIONS**

### **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

## **COMMERCIAL DRIVER'S LICENSE (CDL)**

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

220 Hours – 6 Weeks/7 Weeks/12 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)**

### **CM102 BASIC PROGRAMMING**

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 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: CM105, IT100- Co-requisite: None

## COURSE SEQUENCING AND DESCRIPTIONS

### CM202 NETWORK SECURITY

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

### 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 DESIGNING A MICROSOFT NETWORK

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 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

### 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

## **COURSE SEQUENCING AND DESCRIPTIONS**

### **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

### **CM233 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

## **COMPUTER SUPPORT (CS)**

### **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 IMPLEMENTATION**

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

## **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.

## COURSE SEQUENCING AND DESCRIPTIONS

### 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 MODULE

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.

### CST 3001 GRADUATING SENIOR A

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

138 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.

## **COURSE SEQUENCING AND DESCRIPTIONS**

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

#### **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: None

#### **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

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

#### **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 SEQUENCING AND DESCRIPTIONS

### ELECTRICIAN (EL)

#### 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

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

## COURSE SEQUENCING AND DESCRIPTIONS

### 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.

## ESTHETICS (ES)

### ES101 THE SCIENCE OF SKIN CARE AND PROFESSIONAL PRACTICES

120 Hours – 12 weeks

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.

Prerequisites None – Co-requisite: None

### ES102 FACIAL TREATMENTS AND SERVICES AND TEMPORARY HAIR REMOVAL

100 Hours – 12 weeks

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.

Prerequisites None – Co-requisite: None

### ES103 ADVANCED SKIN CARE TECHNIQUES

50 Hours– 12 weeks

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.

Prerequisites None – Co-requisite: None

### ES104 PROFESSIONAL ESTHETICS AND MAKE-UP APPLICATION

100 Hours– 12 weeks

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.

Prerequisites None – Co-requisite: None

### ES105 STATE BOARD PREPARATION FOR ESTHETICS

30 Hours – 12 weeks

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.

Prerequisites None – Co-requisite: None

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

### 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

### HT1 10 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.

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

## COURSE SEQUENCING AND DESCRIPTIONS

### HT 111 OIL HEATING, INSTALLATION AND SERVICE

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 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/AIR DISTRIBUTION

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 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 - 125 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



## **COURSE SEQUENCING AND DESCRIPTIONS**

### **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

### **HT 250 HVAC EXTERNSHIP**

12.0 Credits – 360 Hours – 12 Weeks

An opportunity for students to combine academic theory with new, career-related experience in the HVAC 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 HVAC and continue to apply advanced application of academic theory in the workplace.

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

## **INFORMATION TECHNOLOGY AND SECURITY (IT)**

### **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 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 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 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 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)**

### **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

## COURSE SEQUENCING AND DESCRIPTIONS

### 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)

### 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 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

## COURSE SEQUENCING AND DESCRIPTIONS

### 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 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 I

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 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

## COURSE SEQUENCING AND DESCRIPTIONS

### 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 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 INSURANCE 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.

Prerequisite: MD 101 – Co-requisite: None

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

Prerequisite: None – Co-requisite: None

### MD 240 CLINICAL 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

## **COURSE SEQUENCING AND DESCRIPTIONS**

### **OFFICE TECHNOLOGY (OT)**

#### **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

### **PROFESSIONAL DEVELOPMENT (PD)**

#### **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 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

## **COURSE SEQUENCING AND DESCRIPTIONS**

### **PRACTICAL NURSING (PN)**

#### **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 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

## COURSE SEQUENCING AND DESCRIPTIONS

### 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 - 12 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 - 12 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 - 12 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 - 12 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: Quarter 1, 2 & 3 PN Courses - Co-requisite: None

## **COURSE SEQUENCING AND DESCRIPTIONS**

### **PSYCHOLOGY (PS)**

#### **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)**

#### **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



## **COURSE SEQUENCING AND DESCRIPTIONS**

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

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 - 10 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)**

### **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 SEQUENCING AND DESCRIPTIONS

### 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: WT 115 - Co-requisite: None

### 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 - 120 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







# PENN COMMERCIAL BUSINESS/TECHNICAL SCHOOL





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- Medical Assistant
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- Welding Technology
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