



# ADDENDUM TO THE 2023 SCHOOL CATALOG

Effective: August 2023

**PENN COMMERCIAL BUSINESS/TECHNICAL SCHOOL**

**Addendum to the 2023 School Catalog**

**ABOUT PENN COMMERCIAL**

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**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 race, color, national or ethnic origin, sex, pregnancy, sexual orientation, gender identity and expression, religion, disability, age, veteran status, and marital status in its programs, activities, or employment.

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**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.
- High School diploma, transcript, GED, or other acceptable proof of graduation from an institution providing secondary education, or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education. \*
- 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

\*If Penn Commercial has reason to question the validity of proof of high school graduation or equivalent, the US Department of Education's website is utilized for verification purposes. <https://www.ed.gov/accreditation>. If an applicant is found to have invalid proof of high school graduation, he/she will be denied admission.

**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/WAST     |
|---|---------------|-------------------------|
| Commercial Driver's License                           | 10            | N/A                     |
| Computer Aided Drafting and Design                    | 10            | N/A                     |
| Cosmetology   | 10            | N/A                     |
| Cosmetology Instructor/Salon Manager                  | N/A           | 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                                     | 14            | N/A                     |
| Nail Technician                                       | 10            | N/A                     |
| Phlebotomy Technician                                 | 14            | N/A                     |
| Practical Nursing                                     | N/A           | 300 math; 1450 language |
| Welding Technology                                    | 14            | N/A                     |

**PROGRAM SPECIFIC ADMISSION/EXTERNSHIP/CLINICAL REQUIREMENTS**

**Practical Nursing Admission and Clinical Requirements**

The Practical Nursing Program Director 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 for compliance and consideration.

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All Practical Nursing applicants must follow a 3-phase application process to ensure readiness into the program. Following the admission interview, campus tour and review of program-specific information applicants, all applicants must:

1. \*Submit current state background check – Any prohibited offenses as outlined in Act 53 of 2020 will automatically be denied admission.
2. Attend and participate in a structured program readiness session (PN Workshop).
3. Complete second interviews with PN Program Director and Director of Student Services.
4. \*Submit current FBI and Child Abuse background checks (free of any prohibited offenses as outlined in Act 53 of 2020).
5. Entrance examination will be administered following the completion of Boot Camp.
6. Finalize financial aid
7. Those selected for admission will be notified and will then complete the Enrollment Agreement.

\*The cost associated with the three background checks are at the applicant's expense. The clinical facilities review all background checks and can refuse students based on criminal record. This decision can vary from site to site. If a student is denied admission to a clinical site(s), they can be terminated from the program because they would be unable to complete the program requirements.

Drug testing and physical must be completed by Penn Commercial's contracted service provider. Drug testing and physicals are completed within the first two weeks of the start of the program on campus. Cost for this is included in the student's financial aid package. A positive drug test will result in immediate termination from the program. NOTE: a medical marijuana card DOES NOT make anyone exempt from a positive drug test. A student who has a positive drug test may reapply for admission after one year.

**CANCELLATION AND REFUND POLICY**

***Cancellation Prior to Starting Classes (page 15)***

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.

A student canceling after the fifth calendar day following his or her enrollment date but prior to the beginning of classes will be refunded any money paid to the school except the application fee of \$25.

***Cancellation after Starting Classes (page 16)***

After the student starts school, Penn Commercial will refund tuition according to the Return of Title IV Funds Policy.

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**TUITION AND FEES SCHEDULE • 2023**

The following schedule of tuition and fees is effective for all students for the 2023 academic year.

| PROGRAM                              | AWARD       | PROGRAM LENGTH | QUARTER CREDITS/HOURS | PROGRAM TUITION | APP/REG FEES | BOOKS AND FEES* | PROGRAM TOTAL |
|--------------------------------------|-------------|----------------|-----------------------|-----------------|--------------|-----------------|---------------|
| Commercial Driver's License          | Certificate | 6/7/12 weeks   | 220 hours             | \$6,795.00      | \$100.00     | \$600.00        | \$7,495.00    |
| Computer Aided Drafting and Design   | AST         | 18 months      | 110.5 quarter credits | \$25,194.00     | \$110.00     | \$5,976.00      | \$31,280.00   |
| Cosmetology                          | Diploma     | 9 months       | 1250 hours            | \$16,200.00     | \$110.00     | \$5,314.00      | \$21,624.00   |
| Cosmetology Instructor/Salon Manager | Diploma     | 5 months       | 600 hours             | \$7,086.00      | \$110.00     | \$1,634.00      | \$8,830.00    |
| Electrician                          | Diploma     | 9 months       | 59.0 quarter credits  | \$12,803.00     | \$110.00     | \$4,821.00      | \$17,734.00   |
| Esthetics                            | Diploma     | 3 months       | 400 hours             | \$4,200.00      | \$110.00     | \$2,734.00      | \$7,044.00    |
| HVAC-R                               | AST         | 18 months      | 106.0 quarter credits | \$22,790.00     | \$110.00     | \$6,470.00      | \$29,370.00   |
| Information Technology and Security  | ASB         | 18 months      | 104.0 quarter credits | \$24,232.00     | \$110.00     | \$7,051.00      | \$31,393.00   |
| Medical Assistant                    | ASB         | 18 months      | 107.0 quarter credits | \$24,396.00     | \$110.00     | \$7,201.00      | \$31,707.00   |
| Nail Technician                      | Diploma     | 3 months       | 250 hours             | \$3,400.00      | \$110.00     | \$2,084.00      | \$5,594.00    |
| Phlebotomy Technician                | Diploma     | 3 months       | 12.0 quarter credits  | \$2,604.00      | \$110.00     | \$1,166.00      | \$3,880.00    |
| Practical Nursing                    | Diploma     | 12 months      | 1500 hours            | \$21,795.00     | \$110.00     | \$5,091.00      | \$26,996.00   |
| Welding Technology                   | Diploma     | 12 months      | 78 .0 credits         | \$16,926.00     | \$110.00     | \$6,481.00      | \$23,517.00   |

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-day written notice. It is the responsibility of the student to remain apprised of the status of his/her account.

**COMPUTER AIDED DRAFTING AND DESIGN  
ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE**

|                       |           |
|-----------------------|-----------|
| Program Length        | 18 Months |
| Total Quarter Credits | 110.5     |
| Total Hours           | 1850      |

**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 #  | COURSE NAME  | INSTRUCTIONAL HOURS | QUARTER CREDITS* |
|---|--|---------------------|------------------|
| <b>Core Courses - Students must earn a grade of C or better to pass</b> |  |                     |                  |
| CAD101  | Technical Drafting                                     | 90                  | 6.0              |
| CAD102  | Basis Computer Aided Drafting                          | 105                 | 6.0              |
| CAD103  | Electro-Mechanical Drafting                            | 90                  | 6.0              |
| CAD104  | Machine Drafting                                       | 90                  | 6.0              |
| CAD115  | Architectural Drafting – Residential                   | 100                 | 6.0              |
| CAD117  | 3-D Geometric Dimensioning and Tolerancing             | 85                  | 5.0              |
| CAD202  | Intermediate Computer Aided Drafting                   | 115                 | 6.5              |
| CAD204  | Civil Engineering Drafting                             | 90                  | 6.0              |
| CAD205  | Structural Drafting                                    | 90                  | 6.0              |
| CAD206  | Pipe Drafting  | 90                  | 6.0              |
| CAD212  | Final Project – Advanced Computer Aided Drafting       | 115                 | 6.5              |
| CAD215  | Drafting and Design Externship                         | 360                 | 12.0             |
| CAD223  | Introduction to Geographical Information Systems (GIS) | 90                  | 6.5              |
|   | <b>Total</b>   | <b>1510</b>         | <b>84.5</b>      |
| <b>General Education Courses</b>  |  |                     |                  |
| BA110   | Ethics in the Workplace                                | 50                  | 4.0              |
| CT104   | Introduction to Word Processing                        | 50                  | 3.0              |
| EC103   | Technical Communication                                | 50                  | 3.0              |
| MA102   | Technical Math I                                       | 50                  | 4.0              |
| MA103   | Technical Math II                                      | 50                  | 4.0              |
| MA104   | Technical Math III                                     | 50                  | 4.0              |
| PD100   | Student Success  | 10                  | 1.0              |
| PD101   | Professional Development I                             | 10                  | 1.0              |
| PD102   | Professional Development II                            | 20                  | 2.0              |
|   | <b>Total</b>   | <b>340</b>          | <b>26.0</b>      |

\*the listing of quarter credit hours is not meant to imply that credits can be transferred into other college or private career school programs. Determination of transfer credits are at the sole discretion of the receiving school.

|                   |          |
|-------------------|----------|
| Program Length    | 9 Months |
| Total Clock Hours | 1250     |

**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 #  | Course Name    | Instructional Hours |
|---|----------------|---------------------|
| <i>Core Courses - Students must earn a grade of C or better to pass</i> |                |                     |
| TG101   | Fundamentals A | 139                 |
| TG102   | Fundamentals B | 139                 |
| TG100   | Fundamentals C | 139                 |
| TG103   | Intermediate A | 139                 |
| TG104   | Intermediate B | 139                 |
| TG105   | Intermediate C | 139                 |
| TG201   | Advanced A     | 139                 |
| TG202   | Advanced B     | 139                 |
| TG203-N   | Advanced C     | 138                 |

**Pennsylvania Licensure:** Graduates of the Cosmetology program are eligible to take the Pennsylvania Cosmetologist exam; this is a computer based theory/procedural skills exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. You must be licensed to work in this field. Penn Commercial does not guarantee that a student will pass this exam.





|                   |          |
|-------------------|----------|
| Program Length    | 3 Months |
| Total Clock Hours | 400      |

**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 #  | Course Name                         | Instructional Hours |
|---|-------------------------------------|---------------------|
| <b>Core Courses – Students must earn a grade of C or better to pass</b> |                                     |                     |
| EST110  | Scientific Concepts                 | 110                 |
| EST111  | Fundamental Facial Treatments       | 50                  |
| EST112  | Hair Removal Techniques             | 35                  |
| EST113  | Makeup, Lash and Brow Artistry      | 50                  |
| EST210  | Advanced Facial and Body Treatments | 50                  |
| EST211  | Professional Business Practices     | 70                  |
| EST212  | State Board Preparation             | 35                  |

**Pennsylvania Licensure:** Graduates of the Esthetics program are eligible to take the Pennsylvania Esthetician exam; this is a computer-based theory/procedural skills exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. You must be licensed to work in this field. Penn Commercial does not guarantee that a student will pass this exam.

**Specialized Certificates:** The Esthetics program includes the following specialized certificates/trainings within the curriculum

- DMK Skincare Fundamentals
- Microdermabrasion
- Eyelash Extensions
- Eyelash and Eyebrow Tinting
- Eyebrow Lamination
- Chemical Peels

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

|                       |           |
|-----------------------|-----------|
| Program Length Day    | 18 Months |
| Total Quarter Credits | 106.0     |
| Total Hours           | 1855      |

**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 #  | COURSE NAME                                       | INSTRUCTIONAL HOURS | QUARTER CREDITS* |
|---|---|---------------------|------------------|
| <b>Core Courses - Students must earn a grade of C or better to pass</b> |   |                     |                  |
| EL101   | Fundamentals of Electricity                       | 100                 | 6.0              |
| EL102   | DC / AC Circuits                                  | 100                 | 6.0              |
| HT105   | Tools and Equipment Overview                      | 50                  | 3.0              |
| HT110   | Residential Refrigeration                         | 100                 | 6.0              |
| HT111   | Oil Heating, Installation and Service             | 75                  | 5.0              |
| HT112   | Gas Heating and Add On Air Conditioning Equipment | 100                 | 6.0              |
| HT114   | Psychometrics, Load Calculations/Air Distribution | 75                  | 5.0              |
| HT201   | Commercial Refrigeration                          | 100                 | 6.0              |
| HT205   | HVAC Controls and Diagrams                        | 50                  | 3.0              |
| HT206   | Heat Pump/Electric Air Handler                    | 100                 | 6.0              |
| HT207   | Customer Service for HVAC                         | 50                  | 3.0              |
| HT210   | Sheet Metal Fabrication                           | 50                  | 3.0              |
| HT212   | HVAC Equipment Troubleshooting/Basic Plumbing     | 125                 | 7.0              |
| HT214   | Hydronics and Chillers                            | 100                 | 5.0              |
| HT250   | HVAC Externship                                   | 360                 | 12.0             |
| <b>Total</b>  |   | <b>1535</b>         | <b>82.0</b>      |
| <b>General Education Courses</b>  |   |                     |                  |
| BA110   | Ethics in the Workplace                           | 50                  | 4.0              |
| CT104   | Introduction to Word Processing                   | 50                  | 3.0              |
| EC103   | Technical Communication                           | 50                  | 3.0              |
| MA102   | Technical Math I                                  | 50                  | 4.0              |
| MA103   | Technical Math II                                 | 50                  | 4.0              |
| MA104   | Technical Math III                                | 50                  | 4.0              |
| PD102   | Professional Development II                       | 20                  | 2.0              |
| <b>Total</b>  |   | <b>320</b>          | <b>24.0</b>      |

\*the listing of quarter credit hours is not meant to imply that credits can be transferred into other college or private career school programs. Determination of transfer credits are at the sole discretion of the receiving school.

**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-410A Safety Training
- Environmental Protection Agency (EPA) Section 608 Technician

**INFORMATION TECHNOLOGY AND SECURITY  
 ASSOCIATE IN SPECIALIZED BUSINESS (ASB) DEGREE**

|                       |           |
|-----------------------|-----------|
| Program Length Day    | 18 Months |
| Total Quarter Credits | 104.0     |
| Total Hours           | 1700      |

**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 #  | COURSE NAME                                 | INSTRUCTIONAL HOURS | QUARTER CREDITS* |
|---|---|---------------------|------------------|
| <b>Core Courses - Students must earn a grade of C or better to pass</b> |   |                     |                  |
| CM105   | Networking Technologies                     | 50                  | 4.0              |
| CM106   | Introduction to Programming                 | 50                  | 3.0              |
| CM200   | Wireless Technologies                       | 50                  | 3.0              |
| CM202   | Network Security                            | 50                  | 3.0              |
| CM206   | Microsoft Networking Concepts               | 50                  | 3.0              |
| CM208   | Designing a Microsoft Network               | 50                  | 3.0              |
| CM209   | Windows Server                              | 50                  | 3.0              |
| CM215   | Active Directory Concepts                   | 50                  | 3.0              |
| CM217   | Microsoft SQL Server                        | 50                  | 3.0              |
| CM219   | Email Solutions                             | 50                  | 3.0              |
| CM220   | Network Administrator Externship            | 360                 | 12.0             |
| CM233   | Introduction to UNIX / Linux                | 50                  | 3.0              |
| CS103   | Beginning A+ Certification                  | 50                  | 4.0              |
| CS201   | Advanced A+ Certification                   | 50                  | 4.0              |
| CS202   | PC Architecture, Design, and Implementation | 50                  | 3.0              |
| CT108   | Microsoft Excel                             | 50                  | 3.0              |
| CT109   | Microsoft Word                              | 50                  | 3.0              |
| IT100   | Operating Systems                           | 50                  | 3.0              |
| IT125   | Security II                                 | 50                  | 3.0              |
| IT132   | VoIP Technologies                           | 50                  | 3.0              |
| IT235   | Virtualization Technologies                 | 50                  | 3.0              |
| OT110   | Microsoft Access                            | 50                  | 3.0              |
|   |   | <b>Total</b>        | <b>1410</b>      |
|   |   |                     | <b>78.0</b>      |
| <b>General Education Courses</b>  |   |                     |                  |
| BA209   | Customer Service                            | 50                  | 4.0              |
| EC101   | English Composition                         | 50                  | 4.0              |
| EC102   | Communication                               | 50                  | 5.0              |
| MA101   | Business Math                               | 50                  | 4.0              |
| PD100   | Student Success                             | 10                  | 1.0              |
| PD101   | Professional Development I                  | 10                  | 1.0              |
| PD102   | Professional Development II                 | 20                  | 2.0              |
| PS101   | Introduction to Psychology                  | 50                  | 5.0              |
|   |   | <b>Total</b>        | <b>290</b>       |
|   |   |                     | <b>26.0</b>      |

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**MEDICAL ASSISTANT  
ASSOCIATE IN SPECIALIZED BUSINESS (ASB) DEGREE**

|                       |           |
|-----------------------|-----------|
| Program Length Day    | 18 Months |
| Total Quarter Credits | 107.0     |
| Total Hours           | 1650      |

**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 #  | COURSE NAME   | INSTRUCTIONAL<br>HOURS | QUARTER<br>CREDITS* |
|---|---|------------------------|---------------------|
| <b>Core Courses - Students must earn a grade of C or better to pass</b> |   |                        |                     |
| BA220   | Supervisory Management                              | 50                     | 4.0                 |
| MD101   | Medical Terminology I with Anatomy and Physiology   | 50                     | 4.0                 |
| MD102   | Medical Terminology II with Anatomy and Physiology  | 50                     | 4.0                 |
| MD103   | Medical Terminology III with Anatomy and Physiology | 50                     | 4.0                 |
| MD104   | Medical Computer Applications                       | 50                     | 3.0                 |
| MD107   | Introduction to Pharmacology                        | 50                     | 4.0                 |
| MD108   | Electronic Health Records                           | 50                     | 3.0                 |
| MD200   | Introduction to Pathology                           | 50                     | 4.0                 |
| MD206   | Clinical Assisting I                                | 50                     | 3.0                 |
| MD210   | Clinical Assisting II                               | 50                     | 3.0                 |
| MD211   | Laboratory Procedures I                             | 50                     | 3.0                 |
| MD213   | Medical Assistant Externship                        | 360                    | 12.0                |
| MD214   | Clinical Assisting III                              | 50                     | 3.0                 |
| MD215   | Laboratory Procedures II                            | 50                     | 3.0                 |
| MD220   | Medical Insurance and Coding                        | 50                     | 4.0                 |
| MD221   | Medical Terminology IV with Anatomy and Physiology  | 50                     | 4.0                 |
| MD224   | Medical Office Procedures I                         | 50                     | 3.0                 |
| MD225   | Medical Office Procedures II                        | 50                     | 3.0                 |
| MD235   | Word, Excel, PowerPoint in the Medical Office       | 50                     | 3.0                 |
| <b>Total</b>  |   | <b>1260</b>            | <b>74.0</b>         |
| <b>General Education Courses</b>  |   |                        |                     |
| BA110   | Ethics in the Workplace                             | 50                     | 4.0                 |
| EC101   | English Composition                                 | 50                     | 4.0                 |
| EC102   | Communication                                       | 50                     | 5.0                 |
| EC201   | Business Communication                              | 50                     | 4.0                 |
| MA101   | Business Mathematics                                | 50                     | 4.0                 |
| OT101   | Keyboarding I                                       | 50                     | 3.0                 |
| PD100   | Student Success                                     | 10                     | 1.0                 |
| PD101   | Professional Development I                          | 10                     | 1.0                 |
| PD102   | Professional Development II                         | 20                     | 2.0                 |
| PS101   | Introduction to Psychology                          | 50                     | 5.0                 |
| <b>Total</b>  |   | <b>390</b>             | <b>33.0</b>         |

\*the listing of quarter credit hours is not meant to imply that credits can be transferred into other college or private career school programs. Determination of transfer credits are at the sole discretion of the receiving school.

**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)