GREAT LAKES
INSTITUTE OF TECHNOLOGY

2022 - 2023

CATALOG

TONI&GUY®
HAIRDRESSING ACADEMY
A satellite location of Great Lakes Institute of Technology
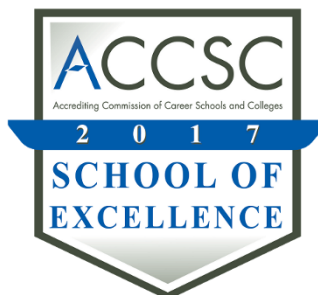
2022/2023 Academic Catalog

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Main Campus

5100 Peach Street, Erie, PA 16509

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Satellite Facility

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TONI&GUY® Hairdressing Academy is a satellite location of
Great Lakes Institute of Technology in Erie, Pennsylvania

Note: Throughout this publication, Great Lakes Institute of Technology is also referred to as "Great Lakes", "GLIT", or "the Institute". TONI&GUY Hairdressing Academy is referred to as "TONI&GUY", "the Academy", or "T&G." All photos taken within the inside pages of this publication were taken at the main campus or satellite location, unless otherwise noted. T&G photos on the cover are stock photos of T&G corporate models.

TONI&GUY Hairdressing Academy is a satellite location of Great Lakes Institute of Technology

Develop a passion for learning. If you do, you will never cease to grow. — Anthony J. D'Angelo

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Welcome

to Great Lakes Institute of Technology and TONI&GUY Hairdressing Academy in Erie, Pennsylvania! We trust that our school can become a beneficial part of your individual growth in education.

YOU ARE NEVER TOO OLD TO SET ANOTHER GOAL OR TO DREAM A NEW DREAM. — C. S. LEWIS

Mission

Great Lakes Institute of Technology is dedicated to creating a student-centered environment by empowering individuals with the knowledge, practical skills, and experience necessary to reach career and life goals. The school is committed to providing quality education and training standards through a program of continuous assessment and improvement.

Licensing and Registration

Great Lakes Institute of Technology, Erie, PA, is licensed by the Pennsylvania State Board of Private Licensed Schools, 333 Market Street, 12th Floor, Harrisburg, PA 17126, (717) 783-8228.

Great Lakes Institute of Technology is approved by the Ohio State Board of Career Colleges and Schools, Reg. # 03-11-1693T.

The TONI&GUY Hairdressing Academy is recognized by the PA State Board as a remote training facility of Great Lakes Institute of Technology and is licensed by the Commonwealth of Pennsylvania, Bureau of Professional and Occupational Affairs as a Cosmetology School, License Number CS000556L.

The Practical Nursing program at Great Lakes Institute of Technology is approved by the Commonwealth of Pennsylvania State Board of Nursing, PO Box 2649, Harrisburg, PA 17105-2649, (717) 783-7142, st-nurse@pa.gov, and is recognized by the National Council of State Boards of Nursing (NCSBN), number US25110200. The program is in Provisional Approval status.

Accreditation

Great Lakes Institute of Technology is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, www.accsc.org. TONI&GUY® Hairdressing Academy is recognized by the Accrediting Commission of Career Schools and Colleges (ACCSC) as a satellite location of Great Lakes Institute of Technology, Erie PA.

The Surgical Technologist program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 N, Suite 158, Clearwater FL 33763, (727) 210-2350, www.caahep.org, upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite #210, Littleton, CO 80120, (303) 694-9262, www.arcst.org. The program is currently in good standing.

The Diagnostic Medical Sonographer program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 N, Suite 158, Clearwater FL 33763, (727) 210-2350, www.caahep.org, upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), 6021 University Boulevard, Suite 500, Ellicott City, MD 21043. The program is currently in good standing.

Assessment and Improvement

Great Lakes Institute of Technology maintains an ongoing institutional assessment and improvement program that ensures the quality of education provided. The school uses information obtained internally as well as externally to validate and improve the schools academic programs, administrative practices, and facilities. The improvement process is ongoing to ensure that the school is up to date and relevant to the various communities of interest.

Great Lakes Institute of Technology has developed Program Advisory Committees comprised of qualified individuals representing employers related to programs offered. The Committees are dedicated to advising the school's administrators of current innovations and making recommendations relative to curriculum, program length, learning resources, facilities and equipment, and student outcomes. Each committee meets semi-annually to discuss program improvement as a means of ongoing institutional assessment.

INTELLIGENCE PLUS CHARACTER—THAT IS THE GOAL OF TRUE EDUCATION. — MARTIN LUTHER KING JR.

About Great Lakes

Eric Berrios
Director / CEO

Heather Sasyn
Director of Admissions

Erin Poulliott
Director of Financial Aid

Krysta Rives
Director of Education

Crystal Burlingame
Academy Director at TONI&GUY

Carl Rozenek
Director of Career Services

Andrea Campbell
Director of Finance/Bookstore Manager

History

Great Lakes Institute of Technology was initially established in 1965 as J.H. Thompson Academies and was the first private academy for career training in Erie. In April 1996, 21st Century Career Developing Academies, Inc., became the controlling owner. In September 1998, in recognition of the regional service area of the institution, the name of the school was changed to Great Lakes Institute of Technology. In March 2018, the school was purchased by Renovus Capital Partners who currently maintain 100% ownership of the school.

Currently, Great Lakes offers career education programs to the residents of the Great Lakes area. Programs are offered in the allied health, dental, surgical, ultrasound, veterinary, cosmetology, and massage fields. In 2016, the school began a practical nursing program. In 2020, the school began offering courses within programs in an online and hybrid format. From the opening of the first institution in 1965 until the present, Great Lakes Institute of Technology has been dedicated to assisting students in achieving their goals through career education.

Memberships and Affiliations

Great Lakes Institute of Technology is a member of, holds a professional affiliation with or associates with the following organizations.

- Accrediting Commission of Career Schools and Colleges
- Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
- American Massage Therapy Association
- Association of Surgical Technologists/Surgical Assistants
- Career Education Colleges and Universities
- Clarion University of Pennsylvania
- Commission on Accreditation of Allied Health Education Programs
- Dental Assisting National Board
- Dress For Success Erie
- Erie Regional Chamber and Growth Partnership
- Humane Society of Northwest PA
- Joint Review Committee on Education in Diagnostic Medical Sonography
- National Association of FA Administrators
- National Center for Competency Testing
- PA Association of Private School Administrators
- Seneca Highlands Career and Technical Center

Faculty and Staff

The faculty and staff of Great Lakes Institute of Technology, through years of training and/or experience, are well qualified to serve our students in a professional manner. All instructors are required to have a minimum number of years working in their field before

they are eligible to teach at the school. Faculty members are certified or licensed, where required by law.

In addition, all faculty participate in an ongoing professional development program, which includes training in teaching skill development, professional development, and continuing education in their field. All faculty are required to regularly demonstrate a command of theory and practice and contemporary knowledge. Updated information of all faculty and staff can be found in the student handbook.

Facilities and Equipment

Great Lakes Institute of Technology's main campus is located at 5100 Peach Street in Erie, Pennsylvania. Great Lakes Institute of Technology also operates a satellite location at 1980 Edinboro Road in Erie. The classrooms and laboratories at both facilities are outfitted with the equipment and supplies essential for hands-on training, laboratory activities, lecture, and clinical education. Both locations are equipped with computer labs, high speed internet access, VCR/DVD players, TVs, overhead projectors, multimedia projector equipment, marker boards and appropriate furniture for classroom learning.

Main Campus

The main facility consists of a 26,000 square foot brick structure containing reception areas, office space, conference rooms, learning resource center, book store, student lounges, well-lit and ventilated classrooms and laboratories, outside deck areas, student lockers, private massage clinic area, and laundry facilities. Ample off-street parking surrounds the building.

The Dental Assistant lab is equipped with dental chairs and stools, lighted patient units, sinks, X-ray equipment, intra-oral cameras, autoclaves and ultrasonic cleaners, model formers and trimmers, curing lights, dental instruments, assisting carts, and dental mannequins.

The Diagnostic Medical Sonographer lab includes six sonographic machines and patient beds, printers, gel warmers, and scanning phantoms.

The Massage Therapist program includes massage tables, massage chairs and stools, hydrocollator, cryotherapy packs, and massage products. The student massage clinic includes three private client rooms and a separate entrance and reception area.

The medical labs used in the Practical Nursing and Medical Assistant programs include autoclaves, centrifuges, blood glucose monitor, visual acuity assessment tools, EKG machines, hospital beds and lifts, examination tables, microscopes, height/weight scales, surgical instruments, venipuncture training arms, phlebotomy chairs, simulators, hemoglobin monitors and training mannikins. Classrooms include mock hospital rooms and physicians' examination rooms.

The Surgical Technologist department includes a mock operating rooms, including 3 operating tables, 2 operating lights, scrub sinks, instrument trays, back tables, mayo stands, anesthesia equipment, sterilizers, laparoscopic and endoscopic equipment, patient procedure simulators, and manikins.

The major equipment for the Veterinary Assistant program includes microscopes, blood chemistry equipment, surgical instruments, x-ray machine, centrifuge, hematology machines, autoclaves, animal mannikins, animal scales, and examination tables.

The school is also equipped with additional lecture rooms and computer labs with internet access, wireless network capabilities, and printers. These rooms are shared by all programs.

Satellite Facility

TONI&GUY® Hairdressing Academy is a satellite facility of Great Lakes Institute of Technology and is located in the Millcreek Mall Plaza in Erie, Pennsylvania, at 1980 Edinboro Road. TONI&GUY campus includes 10,000 square feet of newly remodeled space, including 5 practical classrooms, 1 lecture room, and a student salon open to public clients.

The classrooms and laboratories are outfitted with the equipment and supplies essential for hands-on training, lecture, and cosmetology activities as required by the PA State Board of Cosmetology. Educational equipment includes operator stations, manicure and pedicure stations, shampoo basins, stylist chairs, facial chairs, esthetician work stations, and mannequins. The school is equipped with TVs, DVD players, multimedia equipment, iPads, and white boards. The school is outfitted with staff work spaces and offices, a breakroom with lockers, and laundry facilities. Ample public parking exists with public transportation available close by.

The student clinic area resembles a professional salon in its accessibility and accommodations for both students and clients. The reception area includes a color bar and retail center showcasing TIGI haircare lines and includes adequate seating and wheelchair accessibility.

Distance Education / Hybrid Delivery

All programs at the main campus, with the exception of Massage Therapist, include courses offered online. Various learning management systems are employed, including Blackboard Ultra, Google Classroom, and Evolve/Elsevier. Video conferencing tools including Zoom and Blackboard Collaborate are used for synchronous interactions in the online environment.

HOWEVER BAD LIFE MAY SEEM, THERE IS ALWAYS SOMETHING YOU CAN DO AND SUCCEED AT."— STEPHEN HAWKING

Admissions

Admission Requirements

The following admissions requirements must be met in order for a student to be accepted to Great Lakes. No student will be permitted to attend classes until documentation of all admissions requirements are received and the applicant has toured the campus.

1. Valid high school transcript, GED, or diploma as proof of high school completion.
2. Minimum score on the EduReady exam. Minimum score for Cosmetology Operator, Cosmetology Teacher, Esthetician, and Nail Technician, is 75; Minimum score for Diagnostic Medical Sonographer, Practical Nursing, and Surgical Technologist is 90. All other programs are 80. Applicants who have previously attended an accredited post-secondary institution may be exempt from taking the EduReady, and may be meet this requirement based on the submission of an official transcript reflecting successful completion of the equivalent of 30 credits. Practical Nursing students are required to take the EduReady exam, regardless of any previous education.
3. Students who enroll in programs with a Distance Education component must take the Distance Education Assessment.

The following additional requirements apply to applicants to the Diagnostic Medical Sonographer program only.
1. Provide documentation of prerequisite coursework taken at the post-secondary level, reflecting a grade of B (80%) or higher on an official transcript from an accredited institution.
   - College algebra, statistics, or higher mathematics
   - General physics or radiographic physics
2. Write and present a Career Exploration research paper to a panel committee.
3. Complete an 8-hour Job Shadow at a hospital or imaging facility shadowing an Ultrasound Technician with registry in general or abdominal sonography. Students may substitute the job shadow at a hospital for an equal number of hours shadowing a current ultrasound class, with permission from the Program Director.
4. Conduct a personal interview with the Program Director to discuss an educational plan and career goals.

The following additional requirements apply to applicants of the Cosmetology Teacher program only.
1. Active licensure as a Cosmetologist in Pennsylvania

The following additional requirements apply to applicants of the Practical Nursing program only.
1. Score of basic or higher on the TEAS examination
2. Submit a Career Exploration Essay

3. Conduct a personal interview with the Program Director to discuss an educational plan and career goals.
4. Complete a Criminal Background Check
5. Submit a 9-panel urine drug screen

The following additional requirements apply to applicants of the Surgical Technologist program only.
1. Interview with the Program Director

Late Start Policy. Applicants may be admitted to the program after the starting date of classes. The late start period is defined as 1 week. Late starts are not permitted in the Practical Nursing or Cosmetology Operator programs. The 7-day cancellation period for late starts applies, with the 7-day count beginning on the first day of student attendance. Students starting late may not begin classes until all admissions requirements are met and the enrollment agreement has been accepted by a school official. Students who start late are responsible for any missed assignments.

Validating High School Diplomas

All students will be required to provide proof of secondary school completion in order to enter in to all programs of study at Great Lakes Institute of Technology.

Students will not be eligible to attend if the school does not have documentation that properly validates high school completion prior to the commencement of classes. Valid documentation includes a high school diploma, transcript or GED. A student that submits a diploma or official document from a foreign country must have their document translated by an appropriate official and verified that their document is at least equivalent to a US high school diploma. The school recommends using USCES (www.USCES.org), a credential evaluation service, to translate and validate their diplomas as equivalent.

If the school has reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education, the school will request an official transcript that shows all of the courses the student took as well as a graduation date and signatures of school administrators. In addition, the Director of Admissions maintains a list of institutions which the school has determined not to be valid, and the diploma in question will be checked against that list. To verify that a school is a legitimate PA Licensed School, the school will check the PA Department of Education website www.edna.ed.state.pa.us. Appropriate steps would be enforced in other states as well. If the school determines that the diploma, GED, or high school transcript may not be valid, the student

will not be permitted to attend classes. The decision to deny admission based on invalid documentation is final and may not be appealed.

Enrollment Procedures

Contact an Admissions Representative to schedule a time to visit the school for a personal interview and tour the campus. Prospective students may apply prior to touring the campus, but will not be permitted to attend classes until the tour has been completed. You may contact the school in any number of ways.

Mail: GLIT, 5100 Peach Street, Erie PA 16509
Email: info@glit.edu
Web: www.GLIT.edu
Phone: 814-864-6666 (Main Campus)
Phone: 814-452-1900 (TONI&GUY Campus)

Once you apply, you must provide documentation of completing all applicable admission requirements prior to being accepted. After applying, plan on meeting with the financial aid department to discuss tuition and fees and payment options. Prior to starting classes, all students are expected to attend orientation and complete registration through the student web portal. GLIT does not admit Ability to Benefit (ATB) students.

Program Requirements

Students enrolled in programs at the main campus are required to have laptops with internet access and audio/video capabilities. If a student doesn't have access to technology, the school offers laptops on a monthly rental basis at a reasonable cost. Students taking online courses may also use the school's Wi-Fi in the building at no additional cost.

Certain medical programs have specific requirements that must be completed after enrollment but prior to attending any hands-on courses, job shadows, field trips, clinical rotations, or externships. These requirements vary by program and very by externship/clinical site requirements. These requirements include but are not limited to up-to-date immunizations and vaccines, urinalysis drug screen, state criminal background checks, child abuse clearances, or FBI fingerprint clearances. For specific program requirements, please contact the admissions office prior to enrolling.

In addition, the school reserves the right to mandate drug screens for any reason at any time. Evidence of any substance revealed by a urinalyses screen without a physician's orders will be cause for disciplinary action up to and including termination.

Re-Entry Procedure

Any student wishing to return to school after a period of nonattendance should contact the Director of Education to discuss the student's eligibility for returning. Returning students must meet any new admissions requirements prior to being accepted.

Students with outstanding debt to the school must make payment arrangements with the business office before acceptance; making regular payments on the balance owed the school is a condition for continued enrollment.

Students wishing to re-enter into the Practical Nursing program must successfully pass a series of placement exams to determine placement into the program. Please contact the Practical Nursing program director for additional details.

Students who were not meeting minimum satisfactory academic progress at the time of withdrawal must submit a successful appeal as to their loss of financial aid eligibility before reentering. Please see the Satisfactory Academic Progress and Financial Aid Appeal sections of this catalog for more details.

Orientation

New and returning students are introduced to the school during special orientation programs held prior to the start of classes. These sessions are designed to familiarize new students with the policies and procedures, facilities, faculty and staff, and student services offered at Great Lakes Institute of Technology. During orientation, students can ask questions in a relaxed, comfortable environment and complete their registration process through the student web portal. The Consumer Information Guide and all required disclosures will be distributed and discussed in detail.

Additional Admission Information

We believe that academic qualifications are important, but equally important are moral character, maturity level, initiative, and a desire to succeed. All applicants are expected to disclose any record of criminal history prior to acceptance. Applicants with any misdemeanors or felonies may be required to meet with the Program Director for a personal interview. The school reserves the right to deny admission to any student that has been determined to lack satisfactory character based on the results of a criminal background or personal interview. The determination to deny admission in this case will be based on how the potential of licensure and/or future employment in the field would be affected by any criminal records.

All applicants of allied health programs must turn 18 years of age before their first day of externship. If any applicant is less than 18, a parent or guardian must accompany the applicant to all interviews and must also co-sign the Enrollment Agreement.

Approved funding for the program costs is required prior to starting any program.

Great Lakes does not recruit students already attending or admitted to another school offering a similar program of study. More information can be obtained by calling our admission representatives.

Financial Assistance

Financial Assistance

Finances are an important consideration when preparing for an education. Great Lakes Institute of Technology participates in several financial aid programs for eligible students. The Financial Aid Office assists students in completing all applications for aid, and each student's financial arrangements are tailored to the program for which he or she has applied.

Great Lakes offers the following types of financial aid to students who qualify: Federal Pell Grant, Federal SEOG Grant, Federal Student Loans, Pennsylvania State Grant and Special Programs, Alternative Student Loans, Institutional Grants, Institutional Scholarships, and Veterans Education Benefits. All loans require repayment. Information on repayment plans for federal student loans can be found at: https://studentaid.ed.gov/sa/repay-loans/understand/plans. Please contact the Financial Aid office at 814-864-6666 for full details on available funding.

Tuition and Charges

Specific program costs and additional associated costs can be found on the Catalog Addenda. An updated addenda is available at the main office. All costs are subject to change. Changes in tuition will not affect any student who is presently attending the institution.

If a student in a clock hour program returns within 180 days of his or her withdrawal date to complete the same program of study, no additional tuition will be assessed, provided no coursework must be repeated. A dropped student who reenrolls in a credit hour program will be charged the current tuition rate for the courses he or she is completing upon reentry.

Applying For Financial Aid

During the admissions process, applicants are given the opportunity to meet with a financial aid staff member who can provide all the necessary forms to apply for aid. For federal student aid students (and parents) must complete a FAFSA at fafsa.ed.gov. The financial aid office will also review the applicant's prior financial aid history to develop an estimated financial aid award package for the applicant. Eligibility requirements vary and are described in detail in the Consumer Information Guide found on the school's web site or available by contacting the main office at 814-864-6666.

Veteran's Education Benefits

Great Lakes Institute of Technology and TONI&GUY® Hairdressing Academy are approved by the Pennsylvania State Approving Agency under the provisions of Title 38, U.S. Code for VA educational bene-fits to train veterans and other eligible persons. Students requesting the use of veterans' education benefits must complete an application within the financial aid office, at the nearest VA regional office, or online at https://benefits.va.gov/gibill/apply.asp.

Benefit recipients (excluding chapter 31 and chapter 33) will be paid their benefits directly by the Veteran's Administration Office. These students are required to make payment arrangements with the financial aid office for all educational costs prior to their enrollment.

Individuals entitled to assistance under Chapter 33 (Post-9/11 GI Bill®) or Chapter 31 (Vocational Rehabilitation and Employment) must submit documentation of eligibility to the Financial Aid office no later than their scheduled start date. "*Documentation of eligibility*" is defined as a VAF 28-1905 form (Ch. 31), a Certificate of Eligibility (Ch. 33), or an eBenefits Statement of Benefits (Ch. 33). VA educational benefits under these chapters are paid directly to the school. The school allows students receiving these benefits to attend class without further payment requirements from the date the student submits documentation of eligibility to 90 days after the student's tuition and fees are certified or until the VA makes payments, whichever comes first. The school will not impose any penalties or denial of services on students – such as late fees or denial of access to classes, libraries or institutional facilities– on the basis of delayed VA payments, nor will the school require students to borrow loan funds to cover tuition costs that will eventually be paid by the VA. Payment arrangements may be required for any amount that is not covered by VA Education benefits.

The Department of Veteran Affairs requires that students who receive veteran's benefits maintain the requirements listed in the school's Satisfactory Academic Progress (SAP) standards, found on page 12 of this catalog. Students who fail to regain SAP after one evaluation period under the SAP Status of FA Warning will have their Veterans education benefits discontinued.

Institutional Grants and Scholarships

Great Lakes Education Assistance (GLEA) The GLEA institutional grant is designed for students with tuition costs not met by other financial sources. The award ranges from $100 to $2,500 per academic year, not to exceed the tuition balance. The grant cannot cover any non-institutional costs such as laptop rental fees, replacement books and equipment. To be approved, the student must exhaust all other funds available to them to including but not limited to state and federal grants, all loan options, and cash payments. To apply, the student must meet with a financial aid advisor and complete the Great Lakes Education Assistance (GLEA) application.

Senior Scholarship. The school offers Senior Scholarships to recent high school graduates who qualify. Scholarship dollar amount is $1,000. To apply, students must complete the Scholarship Application, which can be obtained on the glit.edu website. Up to 24 scholarships will be awarded each year. Scholarship recipients must use their award for programs that begin between July and October of their graduating year. Recipients are chosen by the Scholarship Review Committee and are awarded based on the contents of the application and essay.

Mercy Center Scholarship. The school offers an annual scholarship to clients of Mercy Center for Women in Erie, PA. Scholarship dollar amount will be equal to 25% of the cost of tuition for the entire program. To apply for the scholarship, students must complete the Scholarship Application, which can be obtained from the Mercy Center, or by calling our main office at 814-864-6666, or emailing info@glit.edu. Applicants must write an essay explaining why he or she should be awarded the scholarship. Recipients are chosen by the Scholarship Review Committee and are awarded based on the contents of the application. One scholarship will be awarded annually.

Refund Policy

In the case of withdrawal, the school will calculate an institutional refund of charges on a prorated basis. For clock hour programs, charges are calculated by dividing the number of clock hours scheduled in the payment period by the total number of hours in the payment period. For credit hour programs, charges are calculated by dividing the number of days of the term completed by the total number of days in the term. Charges are calculated based on the student's last date of attendance in the term or payment period. The following proration is applied to tuition charges for the term or payment period from which the student withdrew.

0-10% completion	=	90% refund
10.1-20% completion	=	80% refund
20.1-30% completion	=	70% refund
30.1-40% completion	=	60% refund
40.1-50% completion	=	50% refund
50.1-60% completion	=	40% refund
Over 60% completion	=	No refund

When a student withdraws from school, the amount of Title IV assistance earned by the student must also be determined. Students are entitled to retain or receive only that portion of federal student aid that they earned based on their time in attendance. In the event that earned Title IV assistance does not cover all unpaid institutional charges, the student may be responsible for those costs. If the amount of Federal Student Aid disbursed to the student is greater than the amount earned, all unearned funds will be returned by the school, according to the Return of Title IV Policy. If it is determined that the student has Federal Pell Grant or FSEOG that has been earned but not yet been received, the school will disburse the earned amount. Federal Loan funds that are earned but not received require borrower acceptance before a post-withdrawal disbursement (PWD) can be made. PWD eligibility notification will be mailed to the student and/or parent offering them the option to accept or decline any/all of their earned loan funds. The student and/or parent must return the PWD form within 14 days of the date of notification. If no response is received within this time frame, no loan disbursements will be made.

Return of Title IV

The Return to Title IV formula provides a return of unearned Title IV aid if the student withdraws before completing 60.1% of the term or payment period from which the student withdrew. For clock hour programs, earned Title IV aid is calculated by dividing the number of scheduled clock hours in the payment period by the total number of hours in the payment period. For credit hour programs, earned Title IV aid is calculated by dividing the number of days of the term completed by the total number of days in the term, based on the student's last day of recorded attendance. If a student fails to inform the school that he/she wishes to withdraw, the date of determination will be 14 calendar days after the student's last date of recorded attendance. All unearned Title IV funds will be returned by the school within 45 days from the date of determination and will be returned in the following order:

1. Federal Direct Unsubsidized Loans
2. Federal Direct Subsidized Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grant
5. Federal SEOG Grant

Cancellation

The cancellation period for new and enrolling students is 7 calendar days after the start of an enrollment period. Students who have attended class and, within the cancellation period, indicate they do not wish to continue enrollment, will have their enrollment record cancelled. Students who do not attend beyond 7 days will be cancelled by the school. Students who cancel are entitled to a full refund of all monies paid.

All monies paid by an applicant who has not attended any classes will be refunded. Applicants denied admission to the school are entitled to a full refund of all monies paid.

Applicants who have not visited the school prior to signing an enrollment agreement can request cancellation without penalty within 3 business days following the regularly scheduled orientation procedures or following a tour of the school and inspection of training equipment.

If the program starting date must be cancelled or postponed for any reason, immediate alternate plans will be instituted, or if impractical, a full refund of all monies paid will be issued.

Refunds for cancellations will be made within 30 days of the date of the request or in the absence of a request, within 30 days from the date the school cancelled the student, whichever is sooner.

EDUCATION IS THE MOST POWERFUL WEAPON YOU CAN USE TO CHANGE THE WORLD. — NELSON MANDELA

Academics

Satisfactory Academic Progress

Great Lakes Institute of Technology has established standards of Satisfactory Academic Progress (SAP) that apply consistently to all full-time and part-time students. These standards are used to evaluate academic progress for all periods of all students' enrollment, even those periods in which the student may not have received federal student aid. Students will be evaluated for SAP at the conclusion of each evaluation period. For credit hour programs, the evaluation period is one academic term. For clock hour programs, the evaluation period is the payment period. In order to be considering making Satisfactory Academic Progress, the student must meet all three standards.

1. Cumulative Grade Average. At the time of evaluation, the student must have a cumulative grade average of 70% (2.0) minimally.
2. Pace of Completion. The pace of completion will be evaluated cumulatively. Satisfactory progress for clock hour programs will be measured by comparing the number of clock hours scheduled with the number of clock hours the student has attended. At the time of evaluation, the student must have attended 2/3 of the cumulative hours scheduled. The pace of completion for credit hour programs will be measured by comparing the number of credit hours attempted with the number of credit hours earned. At the time of evaluation, the student must have earned at least 2/3 of all credit hours attempted.
3. Maximum Time Frame. A student will be expected to complete his or her program within 150% of the normally established time. For all Clock Hour programs, the maximum time is 150% of the published length of the program, expressed in weeks. For all credit hour programs, the maximum timeframe is 150% of the published length of the program, measured in credit hours. A student failing to complete his or her program within 150% of the established time will be terminated. If at any point the school determines that a student cannot finish the program within the maximum time allowed, the student will be terminated from the program.

A grade awarded as Incomplete (I) or Withdraw (W) will have those credits/hours counted as attempted for purposes of determining maximum time frame and the pace of completion. Credits/hours transferred from another institution will be counted both as attempted and completed hours/credits when measuring the pace of completion. For students who transfer or reenroll in a different program at the school, only those credits/hours that apply to the new program will be counted when determining Satisfactory Academic Progress.

Satisfactory Academic Progress Status

Students who have met all the requirements of the Satisfactory Academic Progress (SAP) policy will be considered in Good Standing.

Students who fail to meet SAP at the end of an evaluation period will automatically be given a Financial Aid Warning (FAW) status for the following evaluation period. The FAW status cannot be appealed.

Students may only be placed on FAW for a single consecutive period and will continue to be eligible for financial aid throughout that period. Students who meet SAP after one period of FAW will be returned to Good Standing, but will be monitored for progress.

Students who fail to regain SAP after one evaluation period of FAW will be placed on Suspension for the following period. During the Suspension, students are not eligible for financial aid, may not attend classes, and will be treated as withdrawn students for financial aid purposes. Suspension status can be appealed following the described appeal policy.

All students who do not meet SAP must meet with the Director of Education and will be informed of such status in writing. During this meeting, the Director of Education will describe the consequences of failing to meet SAP and formulate a success plan for the student.

Satisfactory Academic Progress Appeal

The determination of Suspension may be appealed following the formal Financial Aid Appeal process. Students who wish to appeal must do so in writing, by completing the Satisfactory Academic Progress Appeal Form which can be obtained from the main office at the school. The reasons for the appeal must be the result of mitigating circumstances and documentation must be included which support the claim. The appeal must include information as to why the student did not meet SAP and what has changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation.

Appeals must be made to the Director of Education within seven calendar days of the last day of the evaluation period. An appeal decision will be made within three business days of receiving the appeal and the student will be notified accordingly. A copy of the appeal, documentation, and final determination will be kept in the student's academic record.

If the appeal is granted, the student will be placed on Financial Aid Probation (FAP) for one evaluation period and aid will be reinstated. If the appeal is approved and the student cannot make SAP by the next payment period but is sill able to make SAP within 150%, the student will be required to maintain an academic plan through graduation. Academic plans will indicate what will be required to attain SAP prior to meeting maximum timeframe to completion. Failure to meet the stated terms of the Academic Plan may result in permanent dismissal.

If the appeal is denied, the student will be withdrawn and can request reinstatement after one payment period by following the published Re-Entry Polices as indicated in this catalog. If an appeal for reinstatement/re-entry is approved, the re-entering student will be placed on Financial Aid Probation and be given an academic plan for regaining Satisfactory Academic Progress within the maximum timeframe.

If the appeal for reinstatement/re-entry is denied a second time, the student will be permanently dismissed from the school. Students may not appeal a dismissal for violating the 150% maximum time frame rule.

Grading System

The grading system is based on percentages. Graded evaluations are given according to individual course requirements. In-progress grades are available to students at all times during the term on the student's My Portal. Students who do not satisfactorily complete the required courses must successfully repeat those courses to be eligible for graduation. All grades are recorded on the following scale.

Grade	Scale	Quality Pts	Level of Performance
A	90.0 - 100%	4.0	Excellent
B	80.0 - 89.9%	3.0	Above Average
C	70.0- 79.9%	2.0	Average
D	60.0 - 69.9%	1.0	Below Average
F	Below 60.0%	0.0	Failure

Other Grades

TC	Transfer Credit	I	Incomplete
TO	Test Out for Credit	L	Leave of Absence
W	Withdraw	CP	Complete/Pass
WP	Withdraw/Pass	CF	Complete/Fail
WF	Withdraw/Fail		

*Note: A student must earn a grade of 70% or better in order to satisfactorily complete the course. Effective with cohorts beginning January 2020: Practical Nursing students must receive an 80% or better in all courses in order to meet graduation requirements.

An incomplete grade of "I" will be issued when, because of extenuating circumstances, a student fails to fulfill all requirements of a course on schedule. If the work is completed within a predetermined length of time, the Incomplete will be replaced by the earned grade. If the work is not completed, the missing assignments will be factored in as 0%, and the final grade for the course will replace the Incomplete.

Scheduling repetitions will be at the discretion of the Director of Education and is dependent on availability and approved funding. Upon successful completion of a repeated course, the previous grade is replaced with the new grade. The initial grade percentage is not calculated in the grade point average but the credits will be counted as attempted and, if completed, earned when calculating SAP. A student may, in a term-based program only, retake any previously passed courses one time only. For financial aid purposes, passed means any grade higher than an "F", regardless of the school's or program's policy requiring a higher grade to have been considered to have passed the course. This retaken class may be counted toward a student's enrollment status, and the student may be awarded Title IV aid for the enrollment status based on inclusion of the class.

In clock hour programs, students who repeat courses will not receive Title IV funds for the repetition. Funding for repeating hours consists of cash payments or other funding sources as the student is approved. In credit hour programs, students may be eligible to apply for Title IV funds for repeated courses.

Definition of Credit Hour

Great Lakes Institute of Technology programs are measured in quarter credit hours or in clock hours. A clock hour is defined as 50 minutes within a 60 minute period.

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

One academic credit hour is awarded for 10 hours of lecture/theory, 20 hours of laboratory experience, or 30 hours of externship. For each 20 clock hours of instruction in credit-hour programs, the school requires a maximum of 5 hours of outside work.

Transfer of Credit

The question of transfer of credit to other institutions cannot be guaranteed. Any coursework completed at Great Lakes may or may not be accepted by other institutions for various reasons, including differences between the school's accrediting agencies and the accrediting agencies of other institutions.

Therefore, prior to enrolling at Great Lakes, students planning on continuing their education at another institution after leaving Great Lakes should make contact with that institution to determine if any credits earned or clock hours completed by the student at Great Lakes will be accepted at that institution.

By attending Great Lakes, the student accepts the risk that some or all of the credits and hours earned/completed at the school may not be accepted by any other institution to which the student may later transfer.

Credit for Previous Learning

Applicants requesting credit for previous learning must forward an official transcript to Great Lakes Institute of Technology for consideration. The Registrar will review the transcript for comparable courses and may grant credit for previous learning from an accredited institution if the school deems that the course objectives are comparable and completed within a timeframe so as to permit the student to be successful in his or her studies at Great Lakes. Typically, credits earned within the last 10 years will be considered. If awarded, the student will be advanced to the appropriate level and a tuition credit will occur. Students requesting credit for any hands-on or practical course may be

required to take a competency exam in order to receive credit. Requests for credit for previous learning must be made prior to beginning a course, and no credit will be given after the first day of class. Only courses with an earned grade of a "C" (2.0) or better will be considered. Only credit for Medical Terminology and Human Growth and Development will be accepted into Practical Nursing, with an earned grade of "B" (3.0) or higher. The school has the right to deny or limit the number of the credits/hours accepted.

Transfer credits/hours are not computed in or used to determine grade point average. Credits transferred in to the program are counted as attempted and earned credits for purposes of calculating satisfactory academic progress.

In the cosmetology programs, hours of previous training documented and approved by the Pennsylvania Cosmetology Licensing Board may be recognized. TONI&GUY will only accept up to 420 clock hours completed from an organization that is not a recognized TONI&GUY Hairdressing Academy. A student transferring from another cosmetology school must provide:

1. An official transcript from the original school listing the hours earned by the student.
2. In the case of a student transferring hours from an out-of-state school, verification from the appropriate licensing authority that the other school is licensed in that state.

Articulation Agreements

The school maintains articulation agreements with the following entities.

Clarion University. Graduates of the Diagnostic Medical Sonographer (DMS) program who are professionally credentialed as a DMS through the American Registry of Diagnostic Medical Sonographers (ARDMS) will be accepted into the Bachelor of Science in Medical Imaging Sciences degree program at Clarion as a degree completion program. Such individuals will be awarded 60 block-style clinical credits by Clarion within the degree program and then must complete all other academic requirements at Clarion in order to be awarded the degree.

Seneca Highlands Career and Technical Center (SHCTC). Health Assistant students have the opportunity to earn advanced placement credit toward the completion of the Medical Assistant, Medical Office Assistant, Medical Billing Specialist, or Health Information Technology program by passing a comprehensive final for the Medical Terminology and Anatomy courses. Students who pass the comprehensive exam will be awarded course credit and the students' tuition will be adjusted.

Corry Area School District (CASD). Health Occupation students from CASD have the opportunity to earn advanced placement credit toward the completion of the Medical Assistant, Medical Office Assistant, Medical Billing Specialist, or Health Information Technology programs by passing a comprehensive final for the Medical Terminology and Anatomy courses. Diversified Occupations students have the opportunity to earn advanced placement credit toward the completion of the Health Information Technology or Surgical Technologist program by passing a comprehensive final for the business writing and/or business communication courses. Students who pass the comprehensive exam will be awarded course credit and the students' tuition will be adjusted.

Erie High School (EHS). Nurse Assisting and Medical Assisting students from EHS have the opportunity to earn advanced placement credit toward the completion of GLIT programs by passing the comprehensive final for medical terminology or anatomy courses. Medical Assistant students from EHS may also receive credit for Document Processing and Medical Office Procedures courses. Marketing Operations/Distribution students from EHS may test out of Keyboarding and Office Procedures.

Students who pass the comprehensive exam will be awarded course credit and the students' tuition will be adjusted. Students wishing to take advantage of these articulation agreements should contact the Director of Education 30 days prior to the start of classes to make arrangements for taking the exams.

Attendance Policy

Great Lakes Institute of Technology has a high expectation that students will attend all class sessions. This includes class periods held at the campus and live video conference sessions held online. Students who are absent or tardy from class bear the responsibility of notifying their instructor prior to the absence and keeping up with assignments according to the instructor provisions on the course syllabus.

On-Campus Attendance Requirements

Attendance for on-campus courses will be recorded each class period, rounded to the nearest 15 minute increment. Great Lakes does not distinguish between excused and unexcused absences, with the following exceptions.

1. Students who are attending a school-sanctioned activity (i.e. field trip, job interview) will not be marked absent, provided the times are comparable.
2. Students who are absent with jury duty, documented court orders, or military orders will be marked absent, but the absences will be waived when calculating attendance percentages.
3. All other absences will be counted in the Attendance Grade (i.e. medical, weather issues, bereavement, transportation issues, etc.)

Online Attendance Requirements

In online courses, attendance is tracked weekly and recorded by completing academic activities. The online week begins Monday at 7:00 a.m. EST and ends on the following Sunday at 11:59 p.m. EST. Each day a student participates in an academic activity, they will be marked as present for purposes of attendance. Attendance is recorded on the day of the submission, regardless of the assignment due date. In

order to meet the online attendance requirements, the student must complete at least 1 academic activity on 2 separate days each week.

Examples of academic activity include but are not limited to the following.

1. Participating in an online instructor-led discussion boards about academic matters
2. Uploading an assignment to the online classroom
3. Completing an interactive computer-assisted tutorial, simulation or assignment through the online classroom
4. Completing an assessment, quiz, or exam through the online classroom
5. Communicating with your instructor via email about the academic subject
6. Attending a live, instructor-led video conference or in-person class.

The following activities are not considered academic activity.

1. Logging into the online class without active participation
2. Participating in academic advising or non-academic counseling.
3. Communicating with your instructor about subjects not related to the subject matter
4. Meeting with non-academic personnel (i.e financial aid, student services, etc)

Students who have no on-campus attendance or online academic activity for 2 weeks (14 days) may be terminated from the program, unless under documented circumstances which may be deemed exceptional.

Probation

Students may be placed on academic, attendance, or administrative probation at any time for offenses including but not limited to unsatisfactory attendance or grade average, lack of classroom participation, violation of the Code of Conduct, inappropriate display of behavior either in or out of the classroom, unauthorized use of cell phones or electronic devices, or failure to abide by the dress code. Probationary periods are typically 30 days. Students with more than one conduct probationary period in one calendar year are subject to disciplinary action up to and including termination of enrollment. These categories of probation are different that the previously described "Financial Aid Probation".

Attendance Probation

Students who have an overall attendance rate below 80% (or below 90% for Practical Nursing and Massage Therapy programs) or fail to meet the attendance requirements for online courses during a marking period will be placed on Attendance Probation for the following marking period. Those students will be required to meet with a school official in order to discuss methods of improving their attendance and the consequences of continued poor attendance. Students who are on Attendance Probation three marking periods in a 12-

month period will be terminated at the conclusion of the third probation period, unless attendance improves to above the stated benchmark. Marking periods in Cosmetology programs are 4 weeks; marking periods for quarter based programs are 6 weeks.

Students terminated for attendance probation are eligible to apply for re-entry 30 days after being terminated. If accepted, the student must maintain a 80% (or 90% for PN and Massage Therapy students) attendance rate at all times or risk a second termination. Students terminated a second time for attendance probation within 1 year must wait 90 days before re-applying. Students terminated a 3rd time for attendance probation must wait 1 year to reapply, and may be required to repeat coursework.

Students who wish to return to school after being terminated for poor attendance must follow the school's re-entry procedures in order to be reinstated.

Make-Up Work

All missed exams can be made up but must be completed within a predetermined number days upon returning to school or the missing grades will be recorded as 0% when calculating course grades. In certain cases such as competency exams or final exams, students may not be permitted to make up the exam, resulting in a grade of 0%. In all cases, this will be noted on the course syllabus. In the event of an absence, students are permitted to make up all class work but it must be done outside of regular class hours and at the convenience of the instructor or other administrator. Hands-on practical labs missed because of an absence may or may not be made up, and the decision will be made on a case-by-case basis. There is no additional cost for make-up work. The Veterans Administration does not permit make up of hours for Veterans Benefits.

Withdrawal or Termination

Students considering withdrawal from school should notify the Director of Education immediately to discuss options and gain a full understanding of the decision not to finish his or her education.

Official Withdraw. Students wishing to officially withdraw must sign a request to withdraw and indicate the reason for withdrawing from school. Students will meet with the financial aid department in order to determine the affects of the student's withdrawal on financial aid and to make a payment plan for any balance due.

Unofficial Withdraw. Students who fail to follow the official withdraw procedures or any student who is terminated by the school will be considered an unofficial withdrawal/terminated student. A written notice of termination will be signed by a school official and delivered to the student by regular first class mail. The School shall assume termination by the student if the student has not attended any classes for a period of 14 calendar days.

Leave of Absence

Official Leave of Absence. An official Leave of Absence (LOA) is a temporary interruption in a student's program of study approved under specific federal guidelines. A student may request an LOA, and if approved by the school, may be allowed up to 180 days within any 12-month period. A student may request more than one LOA, provided that the combined LOAs do not exceed 180 days within a 12-month period, and each LOA is properly requested by the student in accordance with school policy. In order to be approved for an official Leave of Absence, the student must follow the following policies.

1. Submit a request, in writing, to the school. The request must include an explanation of the reason for request. Approved reasons include but are not limited to medical reasons affecting the student or a member of student's immediate family, military service requirements, personal or financial hardship, or scheduling restraints caused by the student's failure to complete course requirements as outlined in the school catalog. All requests must be signed and dated.

2. The LOA will not begin until the student has submitted and the school has approved the written and signed request.

3. All LOAs must be applied for in advance of the interruption, unless unforeseen circumstances prevent the student from doing so. If the school grants an LOA to a student who could not provide a prior written request, the school will later secure the written request and documentation to show that the LOA could not have been requested and approved in advance. In these cases, the beginning date of the LOA period will be no earlier than the date that the circumstances prevented the student from attending school.

4. In order to be eligible for an official LOA, the school must determine that there is a reasonable expectation that the student will return to school on the scheduled date.

5. If granted, the student will be permitted to begin the coursework that he or she began before taking the leave of absence.

Financial aid will not be disbursed to a student during a Leave of Absence. While on leave, students are still responsible for any tuition payment plan arrangements previously made. The student is still considered to be enrolled while on leave, and therefore will not be assessed additional charges upon return. If the student does not return from the LOA on the scheduled date, he or she will be considered withdrawn from school. At the time of the request, the school will inform the student of the impact on his or her loan repayment, if the student fails to return from the LOA. The Veterans Administration must be notified immediately when a Veteran student is granted a Leave of Absence.

Unapproved LOA. An LOA may not be approved to begin or end in the middle of a term. For this reason, an official LOA requested by a student enrolled in a credit-hour, term-based programs is rarely approved. If a student requests a leave and the school determines that he or she does not meet the federal guidelines for an official LOA, the student may still be granted an temporary interruption in training. Those students will be treated as withdrawn for purposes of Title IV funding and must follow the school's re-entry policies for returning to school following the interruption.

Class Size

At the main campus, the maximum number of students in a lecture class is 30 and lab class is 20, although the typical number is often much lower. Certain programs have a maximum student to teacher ratio as defined below.:

    25:1 Cosmetology, Nail Technician, Esthetician
    20:1 Diagnostic Medical Sonographer, Practical Nursing
    15:1 Practical Nursing Clinical Rotation
    12:1 Laboratory classes in Surgical Technologist

In an atypical situation, class sizes may exceed maximum class size, while still maintaining appropriate student to teacher ratios. All classes are subject to minimum enrollment.

Dress Code

The school has found that having a dress code policy builds self-confidence, enhanced self-image, and an improved attitude toward obtaining career goals. Students must project a professional image at all times by complying with the dress code as outlined in the Student Handbook. In general, medical students at the main campus are expected to wear school-issued scrubs and appropriate shoes. Students at the TONI&GUY campus are expected to wear school-issued T-shirts or black tops and black pants. Jeans are not permitted. A current, detailed description of the dress code is available from the school Director. Failure to adhere to the dress code policy is considered a violation of the Code of Conduct.

Externship and Clinical Rotations

Externships and Clinical Rotations are included in select programs and are developed to provide the student with on-the-job experience. Externships in the allied health programs are under the supervision of the Program Directors at the school and a clinical preceptor (or site supervisor) at the externship location. Externship hours vary by site, and could include evenings, holidays, and weekends.

Nursing clinical rotations will be under the direct supervision of a qualified nurse educator employed by the school. Students will not be permitted to attend rotations without the direct supervision of the educator. Nursing rotations typically begin at 6:50 am or 4:50 pm, and will vary by clinical site. Massage clinical rotations are under the supervision of a licensed massage therapist and are held in the afternoon, evenings, and weekends at the school.

While on externship or rotations, students are required not only to abide by the policies as defined in this Academic Catalog, but also follow all polices and attendance guidelines provided by the externship or clinical site.

Attendance is mandatory and any absenteeism while on rotation or externship is a violation of the school's code of conduct and could result in failure or termination from the program.

Students are not permitted to chose their own externship site or clinical rotation schedule. Students may recommend sites to the school, but there is no guarantee that you will be placed on an externship in the location of your choice. Externship assignments are determined by the school and at the discretion of the site. In order to provide students with better learning experiences, many externship assignments are located outside Erie County in the Diagnostic Medical Sonographer and Surgical Technologist programs. Students who choose not to attend an externship that has been set up on their behalf are ineligible for graduation and may be withdrawn from the program. Although the school does guarantee externship placement in a timely manner, the school does not guarantee local availability of externship sites. All costs associated with externship and clinical rotations such as travel and housing are the sole responsibility of the student.

Code of Conduct

In order to provide the student with the best education possible, the Code of Conduct has been designed to protect the rights, integrity, safety, property, and health of all members of the school as well as to promote the orderly operation of the facility. This Code is based on the principle that each student assumes his or her individual responsibility in abiding. In addition to maintaining good academic standing, the school expects students to be law-abiding citizens, to respect the rights of others, and to refrain from behavior that could impair the school's purpose or its reputation in the community. Students who fail to follow this Code of Conduct will be disciplined up to and including termination. Specifically, students are expected to refrain from:

1. Disruptive behavior that interferes with the education process or could cause harm to another individual or school property.
2. Verbal, written, or physical abuse, threats or bullying, including via social media or other online medium
3. Conduct that constitutes sexual harassment, abuse, stalking, or assault.
4. Refusing to comply with school policies, including but not limited to the attendance policy and the dress code.
5. Falsifying records, including misrepresentation regarding any criminal record.
6. Academic dishonesty, including but not limited to cheating, fabrication, plagiarizing, or helping to attempt an academically dishonest act.
7. Theft or vandalism of school property.
8. Unauthorized use or possession of any chemical, weapons, or explosives on school property.
9. Unauthorized possession, distribution, use, or consumption of alcohol, illegal drugs, or controlled substances, including evidence of any substance revealed by a urinalyses screen without a physician's orders, or refusal to submit to urinalysis screening.
10. Unauthorized or improper use of school property, facilities, or equipment, including electronic resources, computers, internet access, or laboratory equipment.
11. Copyright infringement including unauthorized peer-to-peer file sharing.
12. Sharing your log in information, course codes, or passwords with anyone else

13. Using another person's credentials to log in to any technology resource or online class.
14. Using resources during a time when it is not approved to do so (such as having a book open beside you during an online exam, or using your phone to find answers during a quiz)

Other behavior may be equally inconsistent with the standard of conduct expected of a student enrolled at Great Lakes Institute of Technology. The school reserves the right to terminate any student whose conduct is deemed unsatisfactory.
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Class Times

Class times at the main campus vary by program and by term. Please see the most recent addenda for updated class hours and the academic calendar.

Programs that include clinic rotations or externship will have varying hours, and may include evenings, holidays, or weekends, depending on the site expectations.

At TONI&GUY, Tuesday is considered the first day of the week, with Monday being the last day of the week. Cosmetology, Esthetician, and Nail Technician students at the TONI&GUY campus attend class 5 days a week, from 8:00 am—3:30 pm. Cosmetology Teacher students attend class Monday, Tuesday, and Thursday from 8:00-1:00.

Graduation Requirements

In order to graduate, all students must achieve the following.
- Grade of 70% or higher in all of the required courses as described in the Academic Catalog; or grade of 80% or higher in all required courses in Practical Nursing.
- Completion of all required program hours (T&G programs only)
- Successful completion of the externship program, where applicable.

In order to receive an official transcript, students must fulfill all financial obligations

Additional Information

The information in this catalog represents the most up to date version at the time of printing. The monthly addenda includes any modifications made post-printing. For additional or updated information, please contact the main office.

THE SECRET IN EDUCATION LIES IN RESPECTING THE STUDENT. — RALPH WALDO EMERSON

Student Services

The following services are available to students. Online students receive the same level of student services as residential students, as described below.   Student services are managed through the school's Student Success Coordinator, in collaboration with other departments.

My Student Portal

Once a student is accepted to Great Lakes, they have access to the Student Web Portal located at my.glit.edu. While in My Portal, students have access to academic records including unofficial transcripts, progress audits, GPA calculator, class schedules, attendance scores, lesson assignments, and grades. Students can also access their personal financial information, including their ledger card, billing statements, 1098T tax statements as well as making payments online. The career services section of My Portal allows students and graduates access for resume tracking, job searches, and other employment assistance documents. The school uses My Portal to communicate alerts, such as school cancellations, special event scheduling, and emergency notification. My Portal is also a great way for students to communicate with their instructors and advisors.

Student Handbook

At orientation, students will be provided with a Student Handbook which further details the student's rights and responsibilities. The handbook includes additional learning resources, helpful tips, and other policies and procedures relating to student life. It also includes updated information relating to faculty members and the academic calendar.

Student Advising

Great Lakes Institute of Technology offers advisement to all students for any academic matter students wish to discuss. Staff and faculty will assist students in developing solutions to challenges they may experience during the course of their training. Tutoring and additional assistance is available at no additional cost to any currently enrolled student. Students wishing to use this service must contact the department Program Director to make arrangements.

Great Lakes Institute of Technology does not offer non-credit, remedial courses. No grades or credit will be issued for the additional assistance, nor will the time spent on academic assistance or tutoring be counted in the maximum timeframe to complete the program.

Students experiencing personal problems unrelated to their education will be referred to qualified counselors or agencies outside the school where they can receive assistance. See the Student Services Coordinator for assistance in resolving issues such as housing, transportation, and child care issues.

Career Services

Great Lakes offers job-readiness training and career placement assistance to all students and graduates. Students receive training in job seeking skills, resume preparation, interviewing skills, professional development, and other job-readiness topics. Current job openings are available by contacting the Employment Specialists or the program director in each department for both current students and graduates. The school can also assist with current students seeking part time employment while attending school.

Great Lakes provides job placement assistance to graduates in his or her career search. However, no guarantee of job placement is made or implied. The school does not, and cannot, guarantee employment upon completion of the program. Graduates may need to look outside the local area in order to find successful employment in the field.

Learning Resource Center

The Library/Learning Resource Center (LRC) is designed to support the research activities of students and faculty by providing collections of resources in a wide range of topics. Currently, this includes more than 1,200 textbooks and reference books as well as databases in electronic format through the Google Scholar eLibrary and the Farlex Library. These online databases can be accessed from any computer or mobile device, both in and out of school.

Students are introduced to the LRC during orientation. In addition to the centralized location, each department within the school has a library of books relevant to courses in that department.   Students are expected to abide by the Computer and Internet Usage Policy which can be found in the student handbook provided during orientation. A copy of the complete policy can also be obtained by contacting the main office.

Privacy Rights under FERPA

Great Lakes Institute of Technology strictly adheres to federal legislation regarding the release of education records in accordance with the Family Educational Rights and Privacy Act (FERPA) (U.S.C. §

1232g; 34 CFR Part 99). FERPA affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the school 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 school will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the Director of Education, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student, in writing, of the decision and the student's right to 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 the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. While you may request a listing of all of the exceptions, the two most common of these exceptions to the prior consent rule are as follows:

  (a). The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with "legitimate educational interests." A school official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school has contracted as its agent to provide a service (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting 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 the school.

  (b). Unless directed otherwise in writing by students, the school may disclose without consent "directory information." Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school defines directory information to include, but not necessarily be limited to: the name, address, phone number, email address, photograph, date of birth, field of study, enrollment status, dates of attendance, participation in officially recognized activities, degrees, honors and awards received. Students may opt out of the school's disclosure of directory information by notifying the Director in writing within 10 days of the first date of attendance.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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 20202-5901.

In all cases, Great Lakes will use all reasonable methods to authenticate information requests in order to reduce the risk of unauthorized or otherwise unintentionally harmful disclosure.

Additional Student Services

Free parking is available to students. Great Lakes does not offer transportation, housing, or daycare services; however, local public transportation is available in the Erie area, with stops within walking distance to both locations. Housing may also be available near the school, depending on the student's enrollment period and individual requirements. The student services department can assist students by providing a list of available options. Costs and arrangements associated with housing, transportation, and daycare is the sole responsibility of the student.

IF THERE IS NO STRUGGLE, THERE IS NO PROGRESS. — FREDERICK DOUGLASS

Additional Information

Consumer Disclosures

Included in the Consumer Information Guide are the disclosures required as part of the requirements under the Higher Education Act. These include the Institutional and Financial Assistance Information for Students, Campus Crime Statistics, and Policies and Procedures for Reporting Crimes, Drug and Alcohol School and Workplace Statement, Copyright Infringement Policies and Sanctions, student body diversity statistics, retention rates, job placement information, Immunization Policy, as well as other related information. Copies of the Guide are provided to applicants during orientation and are also available by request at the main campus. The Guide can also be downloaded at the school's web site at www.GLIT.edu/disclosures.

Cancellation and School Closing

In order to ensure a uniform method of informing students of a school closure or cancellation due to emergencies or inclement weather, Great Lakes will post cancellation information on the student's My Portal (my.portal.edu), on the ErieTVnews.com web site, and on the school's Facebook page. All classes cancelled must be made up.

Complaint Resolution

If a student feels he or she has a concern or complaint, the student should first attempt to resolve the complaint with the proper school official. Students should observe the following steps to seek resolution.

1. The student should first bring the complaint to the attention of the instructor, in private, for resolution.
2. If the instructor is unable to resolve the complaint to the student's satisfaction, the student should bring the concern to the attention of the Program Director.
3. If the Program Director is unable to satisfactorily resolve the concern, the student should bring the concern to the Associate Director of Education and Director of Education, in writing. The Associate Director of Education and Director of Education will attempt to resolve the concern and notify the student within 7 days of receiving the written complaint.
4. If the Associate Director of Education and Director of Education are unable to satisfactorily resolve the concern, the student should address the concern with the Chief Executive Officer (CEO), in writing. The CEO will provide the student with a resolution within 14 days of receiving the written complaint.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the State Board of Private Licensed Schools (PLS), PA Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17026-0333. Ohio residents are welcome to contact the State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, OH 43215. Phone: (614) 466-2752.

Schools accredited by the Accrediting Commission of 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 Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to Accrediting Commission of Career Schools & Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212, www.accsc.org . A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Eric Berrios, CEO, or online at www.accsc.org.

Student Work Policy

All student activities associated with the curriculum, especially while students are completing externships or clinical rotations, will be educational in nature. It is against school policy to allow externship sites to substitute students for hired staff personnel within the clinical institution.

Cell Phone Policy

Cell phones, smart phones, tablets or other communication devices will not be permitted for personal use during in-session classes at Great Lakes. Certain instructors will allow students permission to access the internet via smart phone for purposes of classroom projects or research. In certain situations, cell phones may be allowed by your instructor to be set to "silent" or "vibrate" and used only for emergencies. In the event a student is caught using an electronic device of any nature during exams, quizzes, or other confidential circumstances, the student will receive a zero grade for that portion of the coursework. Under no circumstances will a student be permitted to text message during class time. When a student is on break or lunch, please refrain from using your cell phones in the halls, as it can be distracting to other classes. Cell phones are permitted in the student lounge only.

Children on Campus

Great Lakes is primarily an academic institute and, as a general rule, students and employees are not permitted to bring minor children with them to work, to class, or to any area of the school where their

presence may interfere with the learning or work environment. When visiting the school, a parent, legal guardian or responsible adult must supervise children at all times. Children may be allowed in the classroom during scheduled pediatric training periods, but only with permission by the Instructor and the Associate Director of Education, and not on a recurring basis.

Nondiscrimination

Great Lakes prohibits discrimination against any member of the school community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital or parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. Great Lakes conducts its programs, services, and activities consistent with local, state, and federal laws, regulations, and orders. Great Lakes Institute of Technology is an equal opportunity employer. The school promotes the full realization of equal employment opportunity for women, minorities, personas with disabilities and veterans through its affirmative action program.

Reasonable Accommodations

Reasonable accommodations will be made on an individual basis for persons with disabilities. However, it is the responsibility of the individual to seek available assistance and to make his or her needs known to the school prior to applying or being accepted into the program. Documentation to support the disability must be provided to the school at the time of the request. Information pertaining to an applicant's disability is voluntary and will be kept confidential.

Great Lakes fully supports the academic endeavors by pregnant and parenting students. When necessary, the school will make adjustments to the regular program that are reasonable and responsive to the student's temporary pregnancy status. The school will excuse a student's absence due to recovery from childbirth for as long as the student's doctor deems the absences to be medically necessary. When the student returns to school, she will be reinstated to the status she held when the leave began and will be given the opportunity to make up any work missed.

Policy Regarding Changes

In keeping with Great Lakes Institute of Technology's philosophy of an immediate response to the needs of the students, prospective employers, and community, and to carry out the purposes and objectives of the Institute, the school reserves the right to make modifications in the school policy, course content and structure, schedules, faculty and staff, educational materials and equipment, and in any other requirement at any time within the student's period of study. Such changes will not affect the integrity or continuity of programs being offered. Changes in tuition will not affect any currently enrolled student or student on an official Leave of Absence.

Comparable Program Information

Prospective students may contact ACCSC for comparable program information related to tuition, fees, and program length at: Accrediting Commission of Career Schools and College, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, Phone (703) 247-4212, FAX (703) 247-4533

The harder the conflict, the more glorious the triumph.—Thomas Paine

IF YOU DREAM IT, YOU CAN ACHIEVE IT. — LOU TICE

Programs of Study

Great Lakes offers the following programs of study at the main campus.

Program	Program Type	Calendar	Award	Length*	Class Hours	Quarter Credits	Weeks
Dental Assistant	Credit	Qtr	Diploma	10 months	1,020	48	42
Diagnostic Medical Sonographer	Credit	Qtr	AST Degree	21 months	2,640	114	84
Health Information Technology	Credit	Term	AST Degree	17 months	1,920	116	70
Massage Therapist	Clock	Qtr	Diploma	36 weeks	900	N/A	36
Medical Assistant	Credit	Qtr	Diploma	10 months	1,020	48	42
Medical Billing Specialist	Credit	Qtr	Diploma	10 months	1,020	48	42
Practical Nursing	Credit	Qtr	Diploma	15 months	1,620	80	60
Surgical Technologist	Credit	Qtr	AST Degree	21 months	2,085	112	84
Veterinary Assistant	Credit	Qtr	Diploma	10 months	1,020	48	42

TONI&GUY Hairdressing Academy offers the following programs of study at the satellite campus.

Program	Program Type	Award	Length*	Class Hours	Credits	Weeks (full time)	Weeks (part time)
Cosmetology Operator	Clock Hour	Diploma	36 weeks	1,250	N/A	36	70
Cosmetology Teacher	Clock Hour	Diploma	24 weeks	600	N/A	24	40
Esthetician	Clock Hour	Diploma	9 weeks	300	N/A	9	20
Nail Technician	Clock Hour	Diploma	6 weeks	200	N/A	6	16
Nail and Skin Care Specialist	Clock Hour	Diploma	24 weeks	600	N/A	24	48

*Length Indicates instructional time when enrolled full time and does not include holidays and breaks.
Note: All degrees offered at Great Lakes are considered occupational degrees and award the Associate of Specialized Technology.

LOVE OF BEAUTY IS TASTE. THE CREATION OF BEAUTY IS ART. — RALPH WALDO EMERSON

Cosmetology Operator

Location: Satellite Campus

Objective
The Cosmetology Operator program is designed to introduce and guide the student in the areas of modern haircutting, coloring, and hairdressing as well as esthetics and manicuring. The program is designed to prepare the student to sit for the examination required to obtain the license necessary to work as an entry-level cosmetologist.

Program Information
This Cosmetology Operator program provides the student with training necessary to take the PA State Board licensure examination, which will enable the graduate to work as a stylist, esthetician, nail technician, or natural hair braider in the state of Pennsylvania. Students have the opportunity to practice techniques first on manikins and then on volunteers and clients from the public. Students learn professional practices, sciences relating to cosmetology, hair cutting, hair coloring, hair styling, chemical texturizing and straightening, skin care, nail technology, scalp treatment, care of all hair types and textures, and make up application. The program concludes with up to 12 weeks of hands on practice working with the public in the student clinic, under the supervision of a licensed cosmetology instructor. The program is designed for the student with little or no prior experience in the field.

Program Schedule
This program is a total of 1,250 hours of training over a 36-week period for full-time day students. Classes are held Tuesday through Saturday from 8:00 a.m. to 3:30 p.m., with senior clinic hours 10:00 a.m. to 6:30 p.m.. The program is taught in 4 week modules, covering the Pennsylvania State Board curriculum requirements as well as the TONI&GUY approved curriculum. Students must complete all 1,250 hours in order to be eligible for graduation. See the Catalog Insert/Addenda for a schedule of starting dates.

Required Courses, Effective 1/2018		Hours
TG10a	Fundamentals of Cosmetology I	140
TG10b	Fundamentals of Cosmetology II	140
TG20a	Intermediate Cosmetology I	140
TG20b	Intermediate Cosmetology II	140
TG20c	Intermediate Cosmetology III	140
TG30	PA State Board	140
TG40a	Client Services I	140
TG40b	Client Services II	140
TG100	Cosmetology Enrichment	130
Total		1,250

A PERSON WHO NEVER MADE A MISTAKE NEVER TRIED ANYTHING NEW. – ALBERT EINSTEIN

Cosmetology Teacher

Location: Satellite Campus

Objective

The Cosmetology Teacher program is designed to provide the student with the skills and knowledge necessary to become entry level instructors, salon owners, or salon managers within the beauty industry. The course also prepares the PA Licensed Cosmetologist to take the examination required to obtain the license necessary to work as a cosmetology teacher.

Required Coursework

Required Courses, Effective 1/2021		Hours
CT100A	Salon Management	75
CT100B	Professional Practices	25
CT200	Cosmetology Teaching Techniques I	100
CT300	Cosmetology Teaching Techniques II	100
CT400	Cosmetology Teaching Techniques III	100
CT500	Cosmetology Student Teaching I	100
CT600	Cosmetology Student Teaching II	100
Total		600

Esthetician

Location: Satellite Campus

Program Information

This Esthetician program provides the student with training necessary to take the PA State Board licensure examination, which will enable the graduate to work as an esthetician or related field in the state of Pennsylvania. Students have the opportunity to practice techniques first on manikins and then on volunteers and clients from the public. Students learn professional practices, facial treatments, temporary hair removal, makeup application, and related sciences.. The program concludes with 4 weeks of hands on practice working with the public in the student clinic, under the supervision of a licensed instructor. The program is designed for the student with little or no prior experience in the field.

Required Courses, Effective 4/1/19		Hours
EST10	Esthetics I	100 hours
EST20	Esthetics II	100 hours
EST30	Esthetician Services	100 hours
Total		300 hours

Nail Technician

Location: Satellite Campus

Program Objective

This Nail Technician program provides the student with training necessary to take the PA State Board licensure examination, which will enable the graduate to work as a Manicurist or Nail Technician in the state of Pennsylvania. Students have the opportunity to practice techniques first on manikins and then on volunteers and clients from the public. Students learn professional practices, nail treatments, pedicuring, and related sciences. The program concludes with 4 weeks of hands on practice working with the public in the student clinic, under the supervision of a licensed instructor. The program is designed for the student with little or no prior experience in the field.

Required Courses, Effective 4/1/19		Hours
NT10	Nail Technician I	100 hours
NT20	Nail Tech Services	100 hours
Total		200 hours

If you don't like something, change it. If you can't change it, change your attitude.— Maya Angelou

Dental Assistant

Location: Great Lakes Main Campus

Educational Objective
The Dental Assistant program is designed to provide the student with the knowledge and hands-on skills necessary to pre-pare for a successful career as a competent entry-level, chairside dental assistant within the healthcare community. The program prepares the student to work in both the clinic and administrative areas of the field.

Program Overview
The Dental Assistant program provides the student with the knowledge and hands-on practice in working along with a den-tist in delivering care to the patient. The student is provided with the opportunity to prepare tray setups and work with den-tal instruments and materials. Students also learn the basics of x-ray filming, oral heath care, dental lab techniques, and oth-er chairside assisting techniques. Students are also given the opportunity to obtain skills working in an administrative capaci-ty within the dental office. The program concludes with an externship to a local dental facility to provide hands-on working experience. The program is designed for the student with little or no prior experience in the field. See the Academic Catalog Addenda for an up-to-date schedule of program dates.

Certification Opportunities
The certification exam offered to the Dental Assistant students is the Radiation Health and Safety and Infection control exam through the Dental Assisting National Board (DANB). Certification is not a graduation requirement; however, in order for a Dental Assistant to take x-rays in Pennsylvania, the graduate must pass this exam.

Delivery Method
This program is offered in a hybrid delivery format, which includes both on campus courses and online courses. Selected lecture courses are delivered via distance education, using Blackboard Ultra, Google Classroom, and Zoom video conferenc-ing. Course ID numbers ending with a "D" are online courses.
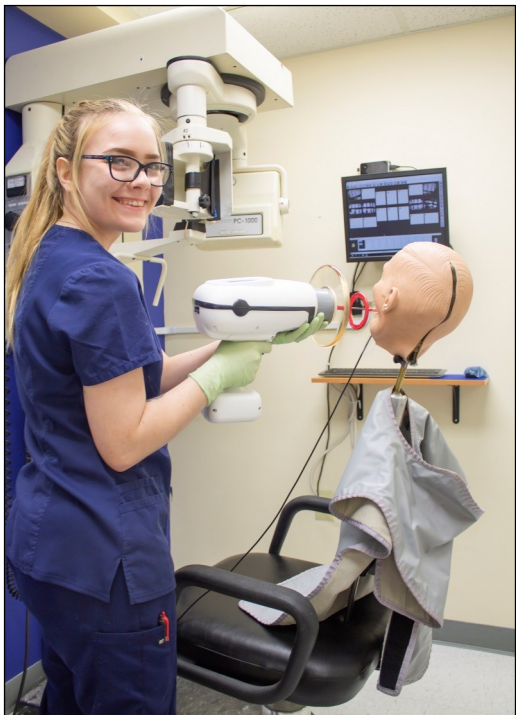
Required Courses		Hrs	Crs
Quarter 1			
DA142	Foundations of Dental Assisting	56	3
DA135D	Anatomy of the Head and Neck	42	2
DA125	Dental Terminology	42	2
DA146	Foundations of Dental Assistant Lab	56	3
DA215D	Infection Control and Safety in Dentistry	42	2
DA235	Dental Office Procedures	42	2
Quarter 2			
DA162D	Dental Materials	42	2
DA166	Dental Materials Lab	56	4
DA222D	Dental Patient Assessment and Care	42	2
DA153D	Dental Radiography	42	2
DA156	Dental Radiography Lab	56	3
GE152D	Career Development	42	2
Quarter 3			
DA172D	Dental Specialties	56	3
DA176	Dental Specialties Lab	84	4
DA272	DA Certification Review	56	3
DA182D	Assisting in Restorative Dental Care	42	2
DA186	Assisting in Restorative Dental Care Lab	42	2
Externship			
DA281	Dental Assistant Externship	180	6

Success is not final, failure is not fatal: it is the courage to continue that counts.—Winston Churchill

Diagnostic Medical Sonographer

Location: Great Lakes Main Campus

Educational Objective

The Diagnostic Medical Sonographer program is designed to provide the student with the opportunity to develop the skills and knowledge necessary to gain employment as an entry-level ultrasound technician. This will be accomplished by preparing graduates in the cognitive, psychomotor, and affective learning domains. The program prepares the student to work as a general sonographer in a physician's office, mobile medical unit, hospital, or outpatient medical facility.

Goal Statement

The goal of the Diagnostic Medical Sonographer Program is to prepare competent entry-level general sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Program Overview

This general sonography program provides the opportunity for students to learn to apply the principles of sonography to produce images of organs, tissues, and small parts of the body using a variety of ultrasound techniques. Students learn to identify subtle differences between healthy and pathological areas of the body in order to work collaboratively with physicians, ensuring images are satisfactory for diagnosis. The program meets the criteria set forth in the current CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Diagnostic Medical Sonography. The program is designed for the student with no prior experience in the field.

Accreditation

The Diagnostic Medical Sonographer program is accredited by the Commission on Accreditation of Allied Health Education Programs, (CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350, www.caahep.org), upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS, 6021 University Boulevard, Suite 500, Ellicott City, MD 21043). The school is in good standing.

Delivery Method

This program is offered in a hybrid delivery format, which includes both on campus courses and online courses. Selected lecture courses are delivered via distance education, using Blackboard Ultra, Google Classroom, and Zoom video conferencing. Course ID numbers ending with a "D" are online courses.

Required Courses		Hrs.	Crs
Quarter 1			
*MED111	Anatomy and Physiology	56	3
*MED136D	Medical Terminology	56	3
*EN155D	English Composition	56	3
*GE250D	Health Care Stats	56	3
*GE125D	Human Behavior	56	3
DMS111	Introduction to Ultrasound	56	3
Quarter 2			
DMS163	Ultrasound I	112	6
DMS164	Ultrasound I Lab	112	6
*GE153D	Career Development	56	3
*EN121D	Business Communications	56	3
Quarter 3			
DMS173	Ultrasound II	112	6
DMS174	Ultrasound II Lab	112	6
DMS155	Ultrasound Physics I	112	6
Quarter 4			
*MD116D	Medical Law and Ethics	56	3
DMS183	Ultrasound III	112	6
DMS184	Ultrasound III Lab	112	6
DMS 156	Ultrasound Physics II	56	3

Externship			
Quarter 5			
DMS292	DMS Externship I	432	14
Quarter 6			
DMS294	DMS Externship II	432	14
Quarter 7			
DMS296	DMS Externship III	432	14

*Note: Applied General Education course sequence subject to change

IN ORDER TO SUCCEED, WE MUST FIRST BELIEVE THAT WE CAN.—NIKOS KAZANTZAKIS

Health Information Technology

Location: Great Lakes Main Campus

Educational Objective

The Health Information Technology program is designed to provide the knowledge and hands on skills necessary to obtain entry level employment in the health care field in areas of health information technology, medical billing and coding, medical records, and medical office administration.

Program Overview

The Health information Technology program provides the students with the opportunity to learn the basics of health information technology, including medical billing and coding, assembling and auditing patient health-care information, and collecting and analyzing data to improve patient care. Students will also learn to use computerized billing software and electronic health records. Students will also learn the methods of collecting patient data, calculating common healthcare statistics, and assisting in the management of a health care records department. The program concludes with an externship to provide hands-on working experience. The program is designed for the student with little or no prior experience in the field. Please see the catalog addenda for updated schedules.

| Required Courses		Hrs	Cr
Term 1			
MED145	Medical Terminology & Anatomy I	90	6
CS100	Document Processing	45	2
EN120	Business Communication	45	3
MOP110	Comprehensive Medical Office Procedures	90	6
Term 2			
MED155	Medical Terminology & Anatomy II	90	6
MO214	Electronic Medical Records	45	2
HIT145	Medical Billing and Insurance I	90	6
CS240	Microsoft Excel	45	3
Term 3			
MED182	Pathology for Allied Health Professionals	90	6
MO220	Computerized Medical Office Management	45	3
GE120*	Customer Service	45	3
HIT155	Medical Billing and Insurance II	90	6
Term 4			
HIT135	Medical Coding I	90	6
GE220*	Human Behavior	45	3
MD110*	Medical Law and Ethics	45	3
MD160	Pharmacology Essentials	45	3
GE170*	Math for the Health Care Professional	45	3
Term 5			
HIT136	Medical Coding II	90	6
HIT225	Health Information Management I	90	6
EN130	Written Communications	45	3
GE150	Career and Professional Development	45	3
Term 6			
HIT140	Advanced Medical Coding	90	6
HIT235	Health Information Management II	90	6
HIT250	Healthcare Statistics	45	3
HIT290	Health Info. Tech. Certification Review	45	3
Term 7			
HIT295	Health Information Technology Externship	300	10

Certification Options

Graduates of the Health Information Technology program will sit for the Certified Billing & Coding (CBCS) exam held at the school during their last few weeks of externship. Graduates are also qualified to sit for the Certified Electronic Health Records (CEHRS) and Certified Medical Administrative Assistant (CMAA) certification exams offered by NHA. Students Certification is not a requirement for graduation. Graduates are also eligible to sit for the Certified Professional Coder (CPC) examination through AAPC, although it is recommended graduates first obtain work experience. *Note: Graduates are not eligible to sit for the RHIT exam.*
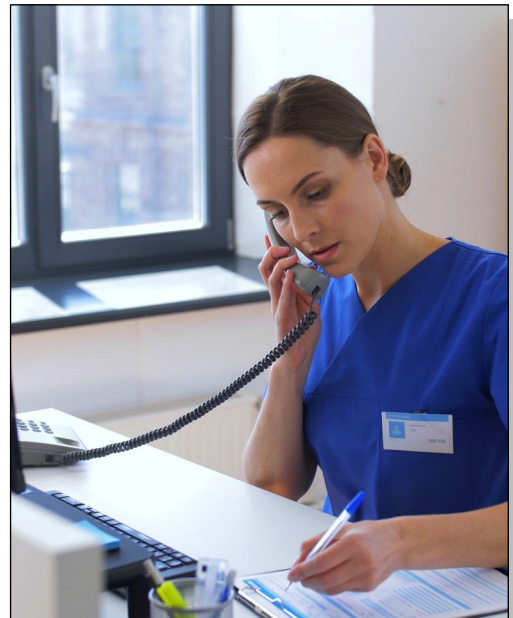
*Note: Applied General Education course sequence subject to change
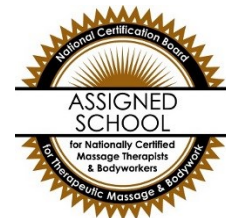
Massage Therapist

Location: Great Lakes Main Campus

Educational Objective
The Massage Therapist program is designed to provide the student the knowledge and hands-on skills necessary to begin a successful career as a competent entry-level therapeutic massage therapist within the healthcare community. The program prepares the student to work in a variety of traditional and non-traditional medical facilities.

Program Overview
The Massage Therapist program offers a well-rounded curriculum that blends knowledge of therapeutic massage with the knowledge of the structure and function of the human body. The program focuses on practical experience offered in a fully equipped clinical setting and introduces a variety of specialized modalities, including Swedish massage, sports massage, shiatsu, neuromuscular techniques, and massage for special needs populations. The program also includes the business skills necessary for the student to enter the field as an independent practitioner. The program is designed for the student with little or no prior experience.

Pennsylvania Licensure
The Massage Therapist program is designed to prepare the student for the Massage and Bodywork Licensing Examination (MBLEx). Passing this exam is part of the requirements for licensure and employment in Pennsylvania. Applicants to the Massage Therapist program who wish to relocate are encouraged to research out-of-state licensure requirements prior to enrolling. *The program meets the Ohio licensure requirements; the program does not meet the New York licensure requirements. Students who wish to apply for licensure in New York and other states are encouraged to contact that state licensing board to see if hours earned in Pennsylvania will apply towards licensure in that state.*

Required Courses	Hrs
Quarter 1	
MT128 Anatomy & Physiology	112
MT138 Pathology for Massage	84
MT168 Massage Techniques I	112
Quarter 2	
MT158 Kinesiology	56
MT148 Myology	84
MT178 Massage Techniques II	112
MT218 Massage Clinic I	44
Quarter 3	
MT188 Massage Techniques III	84
MT198 Sports Massage	56
MT228 Massage Clinic II	100
MT238 Massage Principles and Practices	56

It is not in the stars to hold our destiny but in ourselves.—William Shakespeare

Medical Assistant

Location: Great Lakes Main Campus

Educational Objective
The Medical Assistant program is designed to prepare the student with the knowledge and hands-on skills necessary to build a successful career as a competent entry-level medical assistant or patient care assistant within the healthcare community. The program prepares the student to work in both the clinic and administrative areas in a physician's office, hospital, or personal health care facility.

Program Overview
This Medical Assistant program provides the student with training necessary to work with physicians and other medical personnel in delivering quality healthcare in a fast-paced environment. Students have the opportunity to practice clinical procedures, laboratory techniques, and administrative responsibilities in a realistic setting. Students also learn medical terminology, office accounting practices, medical record keeping and other health care administration topics. The clinical and lab areas are equipped with exam tables, EKG machines, phlebotomy chairs, and other typical medical office equipment, allow students to develop their skills in various patient procedures and clinical tests. The program concludes with an externship to a local medical facility to provide hands-on working experience. The program is designed for the student with little or no prior experience in the field. Please see the catalog addenda for updated schedules.

Certification Opportunities
Medical Assistant students will be given the opportunity to sit for the Certified Clinical Medical Assistant examination through the National Health Career Association (NHA) during their last few weeks of externship. Students take the exam at Great Lakes under the supervision of a proctor. Certification is not a requirement for graduation or employment as a Medical Assistant in Pennsylvania. Medical Assistant students are also eligible to sit for the Certified Phlebotomy Technician (CPT) examination through the National Health Career Association (NHA).

Delivery Method
This program is offered in a hybrid delivery format, which includes both on campus courses and online courses. Selected lecture courses are delivered via distance education, using Blackboard Ultra, Google Classroom, and Zoom video conferencing. Course ID numbers ending with a "D" are online courses or include an online component.

Required Courses		Hrs	Cr
Quarter 1			
MA113D	Medical Administrative Skills	112	6
MA117	MA Clinical Skills I	84	4
MD140	Med Terminology and Anatomy I	84	4
Quarter 2			
MA127	MA Clinical Skills II	112	6
MO216D	Electronic Medical Records	42	2
MA150	Med Terminology and Anatomy II	84	4
MD111D	Medical Law and Ethics	42	2
Quarter 3			
MA231	MA Laboratory Skills	112	6
GE152D	Career Development	42	2
MA128	MA Clinical Skills II	84	4
MA181D	MA Certification Review	42	2
Externship			
MA296	MA Externship	180	6

IT ISN'T WHERE YOU CAME FROM. IT'S WHERE YOU'RE GOING THAT COUNTS. — ELLA FITZGERALD

Medical Billing Specialist

Location: Great Lakes Main Campus

Educational Objective

The Medical Billing Specialist program is designed to prepare the student with the knowledge and hands-on skills necessary to build a successful career as a competent entry-level medical billing specialist, medical records specialist, medical office assistant, or other medical administrative professional within the healthcare community. The program prepares the student to work in administrative areas in a physician's office, clinics, hospital, or personal health care facilities.

Program Overview

This Medical Billing Specialist program provides the student with training necessary to work with physicians and other medical personnel in an administrative setting. The focus of the program will be on entry level administrative skills such as patient scheduling, telephone techniques, and medical records. The program also focuses on the insurance and billing aspects of the front office. Students are also introduced to medical coding. The program concludes with an externship to a local medical facility to provide hands-on working experience in the medical office. The program is designed for the student with little or no prior experience in the field. Please see the catalog addenda for updated schedules.

Certification Opportunities

Medical Billing Specialist students will be given the opportunity to sit for the Insurance and Coding Specialist (ICS) exam held at the school during their last few weeks of externship. Graduates are also qualified to sit for Certified Medical Administrative Assistant (CMAA) certification exams offered by NCCT. Note: Students are not qualified to sit for the Coding certification without further education or experience.

Delivery Method

This program is offered in a hybrid delivery format, which includes both on campus courses and online courses. Selected lecture courses are delivered via distance education, using Blackboard Ultra, Google Classroom, and Zoom video conferencing. Course ID numbers ending with a "D" are online courses.

Required Courses		Hrs	Cr
Quarter 1			
MA113D	Medical Administrative Skills	112	6
MD140	Medical Terminology and Anatomy I	84	4
EN111	Business Communication	42	2
GE171	Math for Healthcare	42	2
Quarter 2			
MB122	Medical Insurance Procedures	112	6
MD150	Medical Terminology and Anatomy II	84	4
MO216D	Electronic Medical Records	42	2
MD111D	Medical Law and Ethics	42	2
Quarter 3			
MB136	Medical Coding and Reimbursement	112	6
MO113D	Medical Reports	42	2
GE152D	Career Development	42	2
CS142	Microsoft Excel	42	2
MB191D	Insurance Certification Review	42	2
Externship			
MB280	Medical Billing Externship	180	6

THE BIGGEST ADVENTURE YOU CAN TAKE IS TO LIVE THE LIFE OF YOUR DREAMS.—OPRAH WINFREY

Medical Office Assistant

Location: Great Lakes Main Campus

Educational Objective
The Medical Office Assistant program is designed to provide the student with the knowledge and hands-on skills necessary to build a successful career as an entry-level medical office assistant within the healthcare community.

Program Overview
The Medical Office Assistant program is designed to prepare students to become an entry-level medical administrative assistant with the necessary computer skills to be successful in today's job market. Students are introduced and provided an opportunity to practice their skills in various administrative and general office responsibilities including appointment scheduling, telephone techniques, proofreading, transcribing orders, medical billing, patient charting, patient reception, mail handling, and insurance procedures. Graduates will be prepared for positions in physician offices, hospitals, nursing homes, or other health facilities. The program concludes with an externship to a local medical facility to provide hands-on working experience. The program is designed for the student with little or no prior experience in the field. Please see the catalog addenda for updated schedules.

Certification Opportunity
Medical Office Assistant students will be given the opportunity to sit for the Medical Administrative Assistant (CMAA) certification by NHA. Students will sit for the exam held at the school during their last few weeks of externship. Students will sit for the exam held at the school during their last few weeks of externship. Certification is not a requirement for graduation or employment in Pennsylvania.

Required Courses		Hrs	Cr
Term 1			
MED145	Medical Terminology & Anatomy I	90	6
CS100	Document Processing	45	2
EN120	Business Communication	45	3
MOP110	Comprehensive Medical Office Procedures	90	6
Term 2			
MED155	Medical Terminology & Anatomy II	90	6
MO214	Electronic Medical Records	45	2
HIT145	Medical Billing and Insurance I	90	6
CS240	Microsoft Excel	45	3
Term 3			
MO220	Computerized Medical Office Management	45	3
GE150	Career and Professional Development	45	3
MO190	MOA Certification Review	45	2
MO195	Medical Office Assistant Externship	180	6
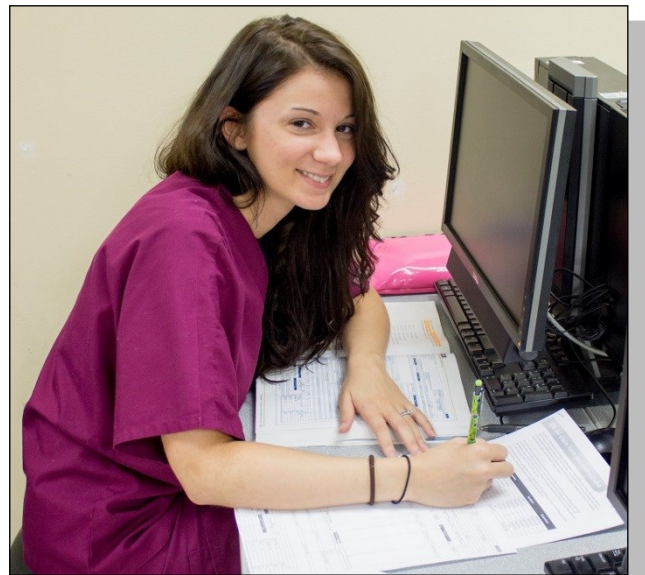
I AM NOT A PRODUCT OF MY CIRCUMSTANCES. I AM A PRODUCT OF MY DECISIONS. –STEPHEN COVEY

Practical Nursing

Location: **Great Lakes Main Campus**

Program Description

The Practical Nursing program is designed to prepare students with the necessary knowledge, attitude, skills and abilities to obtain entry-level employment as a Practical Nurse in hospital settings, physician offices, clinical settings, long term care facilities, home health care services, residential care facilities, schools, and governmental agencies.

Program Overview

The Practical Nursing program will focus on caring for the sick, injured, convalescent, and disabled under the direction of physicians and registered nurses while practicing ethical, moral principles and standard of practice that are specific to the practical nurse. Students will be trained in the interdisciplinary components of practical nursing, including classroom, laboratory, simulation, and supervised clinical practice using evidenced and theory-based concepts. Classroom and lab study will be set up to learn from a simple to complex format and will consist of but not limited to basic nursing concepts and include patient care related subject matter. The program includes clinical rotations in which students will practice in the hospitals, specialty clinics, day care settings, long term care facilities, physician offices, residential facilities, and home health care settings. Note: Practical Nursing students will train under the direct supervision of a Nursing Instructor who meets all the standards of the Pennsylvania State Board of Nursing.

Delivery Method

This program is offered in a hybrid delivery format, which includes both on campus courses and online courses. Selected lecture courses are delivered via distance education, using Blackboard Ultra, Google Classroom, and Zoom video conferencing. Course ID numbers ending with a "D" are online courses.

Licensure/Certification

Graduates of this program are trained and eligible to sit for the NCLEX-PN licensure examination. Once passing the exam, graduates may apply for licensure to become a Licensed Practical Nurse (LPN). In Pennsylvania, graduates are not permitted to work as a Practical Nurse without a valid PA license. The school cannot guarantee licensure or certification.

The program does not prepare the student for licensure in Ohio or New York. Applicants wishing to work outside of Pennsylvania are encouraged to research licensure requirements in those states prior to enrolling.

Required Courses		Hr	Cr
Quarter 1			
PN105D	Basic Math for Nursing	18	1
MD105D	Medical Terminology Essentials	27	1
PN126D	Anatomy & Physiology	90	6
GE155	Leadership and Career Success	54	3
GE215	Human Growth & Development	45	3
PN123	Fundamentals of Nursing I	90	5
Quarter 2			
PN210D	Mental Health Nursing	54	3
MD170D	Pharmacology for Nursing I	54	3
PN111D	Practical Nursing I	54	3
PN140	Fundamentals of Nursing II	54	3
PN141	Fundamentals of Nursing II Lab	54	3
PN136	Practical Nursing Rotation I	54	2
Quarter 3			
PN160	Pediatric Nursing	54	3
PN130	Practical Nursing II	54	3
MD172D	Pharmacology for Nursing II	54	3
PN156	Practical Nursing Rotation II	162	6
Quarter 4			
PN150	Maternal/Newborn Nursing	54	3
PN240	Practical Nursing III Lab	54	3
GE240D	Critical Thinking Skills in Nursing	54	3
PN216	Practical Nursing Rotation III	162	6
Quarter 5			
PN250	NCLEX Certification Review	54	3
PN230D	Prioritizing, Delegation, and Pt Assignment	54	3
PN256	Practical Nursing Rotation V	216	8

THE QUESTION ISN'T WHO IS GOING TO LET ME; IT'S WHO IS GOING TO STOP ME. — AYN RAND

Surgical Technologist

Location: Great Lakes Main Campus

Goal Statement
The Surgical Technologist program is designed to provide the student with the opportunity to develop the skills and knowledge necessary to gain employment as an entry-level surgical technologist and become a contributing member of the healthcare team. This will be accomplished by preparing competent graduates in the cognitive, psychomotor, and affective learning domains. The program prepares the student to work in a hospital, ambulatory surgical center, or outpatient medical facility.

Program Overview
The Surgical Technologist program will provide the student with an understanding of various surgical procedures necessary to anticipate the needs of the operating room team members. Students will learn to apply the principles of sterilization, disinfection, and aseptic and sterile techniques in preparation and use of all supplies and equipment. This knowledge will be demonstrated by the ability to position patients and to prepare instrumentation, equipment, and supplies appropriate for surgical intervention. The curriculum exceeds the criteria set forth in the current CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology. The program is designed for the student with little or no prior experience in the field.

Required Courses		Hr	Cr
Quarter 1			
MED146D	Medical Terminology and Anatomy I	112	7
*GE212D	Human Growth and Development	56	3
*MD116D	Medical Law and Ethics	56	3
*EN121D	Business Communications	56	3
Quarter 2			
MED156D	Medical Terminology and Anatomy II	112	7
*EN155D	English Composition	56	3
*GE172D	Math for Healthcare	56	3
*GE125D	Human Behavior	56	3
Quarter 3			
SGT125	Surgical Procedures I	112	7
SGT126	Surgical Procedures I Lab	112	7
SGT182D	Pharmacology for Surgical Techs	56	3
Quarter 4			
SGT135	Surgical Procedures II	112	7
SGT136	Surgical Procedures II Lab	112	7
*GE153D	Career Development	56	3
Quarter 5			
SGT225	Surgical Procedures III	112	7
SGT226	Surgical Procedures III Lab	112	7
*SGT171D	Microbiology	56	3
Quarter 6			
SGT236	Surgical Procedures IV Lab	112	7
SGT235	Surgical Procedures IV	112	7
SGT292D	CST Review	56	3
Quarter 7			
SGT280	Surgical Technologist Externship	405	12

Delivery Method
This program is offered in a hybrid delivery format, which includes both on campus courses and online courses. Selected lecture courses are delivered via distance education, using Blackboard Ultra, Google Classroom, and Zoom video conferencing. Course ID numbers ending with a "D" are online courses.

Program Accreditation and Certification
The Surgical Technologist program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 N, Suite 158, Clearwater FL 33763, (727) 210-2350, www.caahep.org, upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite #210, Littleton, CO 80120, (303) 694-9262, www.arcst.org. The program is currently in good standing. All students must sit for the Certified Surgical Technician (CST) exam prior to graduation. Obtaining CST certification is not mandatory for graduation or employment in Pennsylvania.

*Note: Applied General Education course sequence subject to change

I attribute my success to this: I never gave or took any excuse. –Florence Nightingale

Veterinary Assistant

Location: Great Lakes Main Campus

Educational Objective
The Veterinary Assistant program is designed to provide the student the knowledge and hands-on skills necessary to build a successful career as a competent entry-level veterinary assistant. The program prepares the student to work in a veterinary hospital, private practice, nature center, zoo, research facility, or veterinary clinic

Program Overview
The Veterinary Assistant program provides the student with the knowledge of proper restraint and control of animals, collecting and recording medical histories, performing vital signs, receiving hospital patients, and assisting the veterinarian with the treatment of patients. The student will also learn to prepare animals and instruments for surgery, perform inventories, assist with filling prescriptions, perform laboratory tests, and obtain lab specimens. The student will also learn to position animals to obtain x-rays, administer medications, and apply bandages. The program concludes with an externship to a local veterinary facility to provide hands-on working experience. The program is designed for the student with little or no prior experience in the field.

Delivery Method
This program is offered in a hybrid delivery format, which includes both on campus courses and online courses. Selected lecture courses are delivered via distance education, using Blackboard Ultra, Google Classroom, and Zoom video conferencing. Course ID numbers ending with a "D" are online courses.

Required Courses		Hr	Cr
Quarter 1			
VA121	Anatomy & Physiology of Mammals	112	6
VA114	Fundamentals of Veterinary Assisting I	84	4
VA101D	Small Animal Care and Management	84	4
Quarter 2			
VA131D	Veterinary Pharmacology	112	6
VA124	Fundamentals of Vet Assisting II	84	4
VA125	Fundamentals of Vet Assisting II Lab	84	4
Quarter 3			
VA144	Veterinary Clinical Sciences	84	4
VA145	Veterinary Clinical Sciences Lab	112	6
VA141D	Diseases in Companion Animals	42	2
GE152D	Career Development	42	2
Externship			
VA197	Veterinary Assistant Externship	180	6

A person who never made a mistake never tried anything new. – Albert Einstein

Course Descriptions

Please see program descriptions for a complete list of required courses for each program. Course descriptions subject to change without prior notification. Students enrolled in credit hour courses are required to complete a maximum of 5 hours of additional outside work for every 20 hours of in-school instruction. Specific outside work assignments can be found on the course syllabus provided to the student on the first day of each course.

Cosmetology

TG10a Fundamentals of Cosmetology I
The student will learn TONI&GUY cutting & coloring methodology and terminology, how to handle cutting and styling tools, how to draw a head sheet and the steps to take to cut and style four of nine Classic Cuts. Basic Color Theory, Product Knowledge, the steps to take to produce nine coloring techniques, Advanced Color Theory, Basic Perm, Relaxer, alternative styling, Up-Do techniques.

TG10b Fundamentals of Cosmetology II
The student will learn TONI&GUY cutting & coloring methodology and terminology, how to handle cutting and styling tools, how to draw a head sheet and the steps to take to cut and style five of nine Classic Cuts. Basic Color Theory, Product Knowledge, the steps to take to produce nine coloring techniques, Advanced Color Theory, Basic Perm, Relaxer, alternative styling, Up-Do techniques.

TG20a Intermediate Cosmetology I
The student will continue to practice the styles and color techniques introduced in Fundamentals 1 and 2, including advanced classic cuts, coloring techniques, Advanced Color Theory, Basic Perm, Relaxer, alternative styling, and Up-Do techniques. Students spend one day per week on the Student Clinic observing.

TG20b Intermediate Cosmetology II
The student will continue to practice the styles and color techniques introduced in Fundamentals 1 and 2. Avant Garde styles will be intro-

duced, allowing the student to be creative and learn how to manipulate the hair. Students spend 2 days per week in the classroom and 3 days per week in the Student Clinic performing services on clients.

TG20c Intermediate Cosmetology III
During this module, students work with the public in the Student Clinic under the supervision of a licensed Cosmetology Teacher, providing the student with hands on experience in all aspects of a cosmetologist.

TG30 Pennsylvania State Board / Spa Services
This course focuses on the fundamentals of PA State Board techniques and PA State Law. Students are given the knowledge needed above and beyond the TONI&GUY methodology, including professional practices, PA Cosmetology Law, and business practices. Students learn make up, skin care, nail technology, manicures and pedicures, scalp treatments, and other spa services often performed by a PA licensed Cosmetologist. Students spend 3 days in the classroom and 2 days in the Student Clinic performing services on public clients.

TG40a Client Services I
During this module, students work with the public in the Student Clinic under the supervision of a licensed Cosmetology Teacher, providing the student with hands on experience in all aspects of a cosmetologist. Students spend 5 days per week in the student clinic.

TG40b Client Services II
During this module, students continue to work with the public in the Student Clinic under the supervision of a licensed Cosmetology Teacher, providing the student with hands on experience in all aspects of a cosmetologist. Students spend 4 days per week in the student clinic and 1 day per week in the classroom working on resumes and job seeking techniques.

TG100 Cosmetology Enrichment
This course is scheduled at various times throughout the students' education, and is scheduled between each of the modules. During this course, students are given the opportunity to perform activities related to retailing, product knowledge, client services, employment readiness, and special projects designed to enhance the students' confidence and ability.

Cosmetology Teacher

CT100A: Salon Management   75 hours
This course is designed to provide the student with a clear understanding of what it takes to manage a successful salon or spa. Students will receive step-by-step guidance on opening their own business. Students will create a business plan which will include identifying a location, creating financial statement, budgeting and inventory, and marking. Students will also learn about the necessary forms and applications needed to run a business following state and local laws.

CT100B: Professional Practices   25 hours
This course is designed to help student discover and achieve their career goals. Students learn goal setting and planning for career success. The course also focuses on professional communication skills and developing a strong work ethic.

CT200: Cosmetology Teaching Techniques I 100 hours
This course focuses on basic teaching methodology and philosophy, and guides the student through the core information required to work as a Career Education Instructor. Student will learn effective communication and listening skills as it is applied in the classroom. The course provided tools and content on how to effectively manage a diverse classroom as well as techniques to help students develop good study habits. Students learn how to manage and adapt to different learning styles.

CT300: Cosmetology Teaching Techniques II 100 hours
This course focuses on the styles of teaching specific to the beauty industry. Students will learn important steps to developing and implementing lesson plans, visual aids, and technology used in classroom and hands on instruction. Various active learning methodologies are discussed. Students also are introduced to effective assessment and grading procedures.

CT400: Cosmetology Teaching Techniques III   100 hours
This course continues with teaching techniques relative to the beauty industry. Students will learn topics such as the student-educator relationship, and the concept of teamwork. Student will learn effective ways to evaluate student practical skills and how to effectively communicate with students.

CT500: Cosmetology Student Teaching I   100 hours

This course provides the Cosmetology Teacher student with the opportunity to shadow a PA Licensed Cosmetology Instructor. Students will be able to interact with the classes and assist the instructor in all areas of instruction, classroom management, and assessment. Students will continue to create and implement creative lesson plans in multiple learning environments. State Board Laws and Regulation will be reviewed in this course.

CT600: Cosmetology Student Teaching II
100 hours
This course provides the Cosmetology Teacher student with the opportunity to apply the knowledge and skills learned in the Teaching Techniques courses to teach in the classroom under the supervision of a PA Licensed Cosmetology Instructor. Students will be able to focus on creating and implementing lessons in multiple learning environments. The course is also designed to provide the student with the knowledge and skills necessary to pass the PA State Board of Cosmetology Instructor License exam.

Dental Assistant

DA125 Dental Terminology
42 hours, 2 credits
This course is designed to provide the student with an overview of the language of dentistry. The course presents terms specifically related to the science of dentistry, grouped according to specialty or area of interest. Prefixes, suffixes, and combining forms are used to explain the composition of dental terms.

DA135 Anatomy of the Head & Neck
42 hours, 2 credits
This course is designed to provide the student with an overview of the anatomy of the head and neck, including the bones, muscles, and nerves. This course will introduce the student to the composition, formation, and eruption of the teeth. The landmarks of the face and oral cavity are explained. The course concludes with a discussion of the names, locations, and lifecycle of the various teeth in the human dentition.

DA142 Foundations of Dental Assisting
56 hours, 3 credits
This course is designed to introduce the student to delivering dental care to patients. Students learn the principles of team positioning, operating zones, and instrument transfer. Extensive time is spent on dental instrument, handpiece, and accessory identification and use. Students are also introduced to methods of oral evacuation systems and dental dams. Methods of anesthesia and pain control are also introduced. The course also provides students with a basic overview of school success strategies, such as test taking tips, time management, and study skills.

DA146 Foundations of Dental Assisting Lab
56 hours, 3 credits

This course is designed to emphasize the foundations of delivering dental care to patients. Students are introduced to basic patient communications and care. Students learn to handle and pass dental instruments, use the dental mirror, perform mouth rinses, and prepare dental dams. Students also get hands on practice in techniques related to anesthesia and pain control. This course is in conjunction with DA140 Foundations of Dental Assisting.

DA215 Infection Control & Safety in Dentistry
42 hours, 2 credits
This course is designed to provide the student with an overview of basic microbiology, disease transmission, and infection control in the dental office. Guidelines for infection control and OSHA Bloodborne Pathogens Standards are discussed. Principles of disinfection and instrument sterilization are included. The course also includes an overview of the regulatory and advisory agencies that govern the dental field including chemical and waste management.

DA235 Dental Office Procedures
42 hours, 2 credits
This course is designed to introduce the student to the business aspects of dental office including communication skills, telephone techniques, letter writing, and patient relations. Students learn the types of filing systems, inventory, and methods of patient scheduling. Students are introduced to dental insurance procedures, coding, claims submission, reimbursement, and eligibility. The student will have an overview including bookkeeping systems, money management, and fees collection. Emphasis is placed on the legal responsibilities of the dental team and the importance of ethical conduct and confidentiality.

DA153 Dental Radiography
42 hours, 3 credits
This course is designed to provide the student with the knowledge of dental radiography and taking x-rays in the dental office. Students gain an understanding of the theoretical concepts of radiation basics and the biological effects of radiation and radiation protection. This course is offered in conjunction with Dental Radiology Lab.

DA156 Dental Radiography Lab
56 hours, 3 credits
This course is designed to provide the student with the hands on practice in the field of dental radiography. Students gain the intraoral techniques necessary to produce and interpret diagnostic-quality radiographs in both film and digital format. Students also learn to prepare the patient and assemble the instruments. This course is taught in conjunction with the lecture course, Dental Radiology.

DA162 Dental Materials
42 hours, 2 credits
This course is designed to provide the student with the knowledge of dental materials. Students learn the types and properties of restorative and esthetic materials, as well as bonding systems, cements, and impression materials. Emphasis is

placed on the uses and variables affecting each material used in various applications. This course is offered in conjunction with Dental Materials Lab.

DA166 Dental Materials Lab
56 hours, 3 credits
This course is designed to provide the student with the hands on practice in the preparation of dental materials. Students also gain hands on practice in preparing and using dental amalgam, resins, cements, and plasters. Students will also have an opportunity to prepare dental impressions and models in the lab. Focus is on using correct materials and techniques in each. This course is taught in conjunction with the lecture course, Dental Materials.

DA182 Assisting in Restorative Dental Care
42 hours, 2 credits

This course introduces the student to comprehensive dental restorative care. Students will learn the basics of cavity preparation, as well as permanent, complex, and intermediate restorations. Students also learn the types and uses of matrix systems in restorative dentistry. Permanent and temporary dental crowns and bridges are discussed. Students are also introduced to the dental assistant's role in removable partial and full dentures. Dental implants are discussed. This course is taught in conjunction with Assisting in Restorative Care Lab.

DA186 Assisting in Restorative Dental Care Lab
42 hours, 2 credits
This course provides the student with the opportunity to gain hands-on experience in various methods of restorative dental care. Students will learn to assist in restorations and placement of veneers. Students also learn to assemble, place, and remove a matrix band. Students will learn to assist in a crown and bridge restoration as well as cementation of cast restorations, as well as assisting in the delivery of partial and full dentures. This course is taught in conjunction with Assisting in Restorative Dental care

DA182 Dental Specialties
56 hours, 3 credits
This course introduces the student to the role of the dental assistant in specialty dentistry, including endodontic (root canals), pediatric (children), periodontics (gum diseases), orthodontics (braces), and oral surgery. The course concentrates on the diagnostic testing, types of procedures, materials and instruments, treatment, and patient care involved in each of these specialties, focusing on the role of the dental assistant in the specialty office. This course is offered in conjunction with DA265 Dental Specialties Lab.

DA176 Dental Specialties Lab
84 hours, 4 credits
This course is designed to provide the students with the hands-on laboratory experience assisting in the dental specialties, including tray set-up, instrumentation, obtaining patient comfort, and providing post-operative care. Emphasis is placed on effective patient communication, assisting, and documentation. This course is offered in conjunction with Dental Specialties.

DA222 Dental Patient Assessment and Care
42 hours, 2 credits
This course is designed to provide the student with the knowledge and hands on practice in various patient care and assessment techniques. Students will be able to obtain a medical-dental health history, complete chart entries, and register new patients. Students will learn to take a patient's pulse, temperature, and blood pressure. Principles of pharmacology are introduced. Students also learn to assist in a medical emergency and have an opportunity to become certified in CPR.

DA272 Dental Assistant Certification Review
56 hours, 3 credits
This course is designed to serve as a capstone course to the program and begins with a review of basic test-taking skills and study habits. Each of the major sections of the program is reviewed, with a focus on the learning objectives identified in the exams given through the Dental Assisting National Board (DANB). Certification is not a requirement for successful completion of this course.

DA281 Dental Assistant Externship
180 hours, 6 credits
Upon successful completion of all courses, the student must complete a 6-week externship designed to enable the student to practice on-the-job skills in a dental practice or clinical environment, under the direct supervision of a clinical site coordinator. While on externship, the student will be evaluated in hands-on abilities, professional behavior, and knowledge of the field. The externship must be successfully completed before a diploma is awarded.

Diagnostic Medical Sonographer

MED111 Anatomy & Physiology
56 hours, 3 credits
This course is designed to provide the allied health student with an overview of human anatomy and physiology. Students are introduced to the basic structures related to the body as well as an overview of each of the main body systems.

MED136 Medical Terminology
56 hours, 3 credits
This course is designed to provide the student with a brief overview of medical terminology and commonly used abbreviations to enable the student to have an improved communication system common to those used involved in the healthcare industry. The focus will involve unitization of word parts, medical abbreviations, and medical term recognition, pronunciation, and proper spelling of medical terms.

DMS111 Introduction to Ultrasound
56 hours, 3 credits
This course is designed to familiarize the student with the building block of ultrasound. Students will learn the foundations of patient care, physical findings, physiology, laboratory data and relationships within the body cavity. The basic ultrasound principles, scanning techniques, transducers, Doppler principles, and artifacts will be introduced. The course also touches on ergonomics, privacy issues, and medical ethics. An overview of other imaging modalities will also be presented.

DMS163 Ultrasound I
112 hours, 6 credits
This course includes an in-depth study of the anatomy and physiology of the vascular system, liver, biliary system, pancreas, gastrointestinal tract and spleen. The student will be introduced to the normal and abnormal sonographic appearances along with their prenatal development and variants. Instruction will include cross sectional and relational anatomy. Pathology, pathophysiology, lab values, clinical findings and causes of various disease processes will also be discussed. Basic scanning techniques and Doppler specific to each system will be discussed along with comparison to other imaging modalities. Classroom instruction is coordinated with lab activities in Ultrasound I Lab.

DMS164 Ultrasound I Lab
112 hours, 6 credits
This lab course represents the hands-on clinical component of the student experience. Lab activities are designed to develop the student's scanning skills relating to the vascular system, liver, biliary system, pancreas, gastrointestinal tract and spleen. Topics include basic instrumentation, knobology, and scanning related to these structures. Scanning instruction will include normal and abnormal ultrasound findings, Doppler and appropriate measurements. The student will learn how to correlate clinical findings, take a proper medical history, document their exams, and present their images. The course is taking in conjunction with Ultrasound I lecture.

DMS155 Ultrasound Physics I
112 hours, 6 credits
This course is an introduction to physics as it relates to ultrasound. It begins with a study of mathematical concepts, characteristics of the sound wave, and the interaction of sound in tissue. It continues with an in-depth study of the ultrasound transducer, sound beam characteristics, Doppler, hemodynamics and artifacts seen on the ultrasound exam.

DMS156 Ultrasound Physics II
56 hours, 3 credits
This course continues to explore the instrumentation and physics used in ultrasound. Topics include how the beam is formed, processed and displayed. Included are performance and safety issues related to ultrasound and the care and maintenance of the ultrasound equipment. There is also a review component for the physics registry exam.

DMS173 Ultrasound II
112 hours, 6 credits
This course includes an in-depth study of the anatomy and physiology of the urinary system,

peritoneal and retroperitoneal cavity, abdominal wall, thyroid, neck, breast, scrotum, prostate, and musculoskeletal system. The student will be introduced to the normal and abnormal sonographic appearances along with their prenatal development and variants. Instruction will include cross sectional and relational anatomy. Pathology, pathophysiology, lab values, clinical findings and causes of various disease processes will also be discussed. Basic scanning techniques and Doppler specific to each system will be discussed along with comparison to other imaging modalities. Classroom instruction is coordinated with lab activities in DMS 172.

DMS174 Ultrasound II Lab
112 hours, 6 credits
This lab course represents the hands-on clinical component of the student experience. Lab activities are designed to develop the student's scanning skills relating to the normal and abnormal appearance of the urinary system, peritoneal and retroperitoneal cavity, abdominal wall, thyroid, neck, breast, scrotum and prostate and musculoskeletal system. Scanning instruction will include normal and abnormal ultrasound findings, Doppler and appropriate measurements. The student will learn how to correlate clinical findings, take a proper medical history, document their exams and present their images.

DMS183 Ultrasound III
112 hours, 6 credits
This course begins with an in-depth study of the anatomy, physiology, pathology, and pathophysiology and cross sectional anatomy of the female pelvis and adjacent structures and the first and second trimesters of the pregnant female as well as the development of the placenta, umbilical cord, and abnormalities of the amniotic fluid. Topics also include Doppler evaluation of the female pelvis, the role of ultrasound in evaluating female infertility, and the normal and abnormal development of the fetus. The physiology of pregnancy, embryology, and the development of the fetus in the first trimester, high risk pregnancy, congenital anomalies, and 3D/4D evaluation of the fetus are also discussed. The course concludes with an introduction to vascular sonography, including anatomy and physiology of the carotid arteries and the lower extremity venous system. Classroom instruction is coordinated with lab activities in Ultrasound III Lab.

DMS184 Ultrasound III Lab
112 hours, 6 credits
This lab course represents the hands on clinical component of the student's learning experience. Lab activities and clinical procedures are designed to develop student scanning skills related to the female pelvis during pregnancy, and the amniotic fluid, umbilical cord, placenta, urogenital and skeletal systems of the fetus. Scanning instruction will include normal and abnormal ultrasound findings, Doppler and appropriate measurements. The student will learn how to correlate clinical findings, take a proper medical history, document their exams and present their images. The course concludes with an introduction to vascular ultrasound and scanning the carotid arteries and the lower extremity venous system.

DMS292 Ultrasound Externship I
420 hours, 14 credits
This course begins the clinical component of the program. This hands-on clinical course will provide the student with the practical experience in a hospital/clinical work experience setting. Students will apply all previous knowledge learned in an on-the-job setting under the direct supervision of a clinical site supervisor who may be a registered sonographer or physician. Emphasis will be placed on abdominal, obstetric, and reproductive imaging protocols. This final externship experience may be located outside the local area.

DMS294 Ultrasound Externship II
420 hours, 14 credits
This course continues the clinical component of the program. This hands-on clinical course will provide the student with the practical experience in a hospital/clinical work experience setting. Students will apply all previous knowledge learned in an on-the-job setting under the direct supervision of a clinical site supervisor who may be a registered sonographer or physician. Emphasis will be placed on abdominal, obstetric, and reproductive imaging protocols. This final externship experience may be located outside the local area.

DMS296 Ultrasound Externship III
420 hours, 14 credits
This course concludes the clinical component of the program. This hands-on clinical course will provide the student with the practical experience in a hospital/clinical work experience setting. Students will apply all previous knowledge learned in an on-the-job setting under the direct supervision of a clinical site supervisor who may be a registered sonographer or physician. Emphasis will be placed on abdominal, obstetric, and reproductive imaging protocols. By the completion of this course, all students must pass all required competencies in order to be eligible for graduation. This final externship experience may be located outside the local area.

Health Information Technology and Medical Office Assistant

MED145 Medical Terminology & Anatomy I
90 hours/6 credits
This course is designed to provide the student with the essentials of human anatomy and physiology, and medical terminology in an effort to communicate with healthcare providers, colleagues, and insurance companies. The focus will involve utilization of word parts, medical abbreviations, medical term recognition, pronunciation and proper spelling of medical terms as well as integrating the latest medical terminology into using the ICD-10 CM classification system. The student will be introduced to the basic

structures related to terminology and will progress through the following systems: musculoskeletal, skin, digestive, urinary, reproductive and circulatory.

CS100 Document Processing
45 hours, 2 credits
This course is designed to provide the student with the knowledge and hands on skills necessary for creating, editing, and formatting documents used in the typical business office using Microsoft Word. Students are introduced to touch typing and will build good keyboarding skills.

MOP110 Comprehensive Medical Office Procedures
90 hours, 6 credits
This course is designed to provide the student with the comprehensive knowledge and hands-on skills necessary to perform administrative functions in a physicians' office. Students are introduced to the types of medical practices, HIPAA and OSHA regulations, and patient communication. Students learn to manage correspondence, maintain patient records, use effective telephone techniques, and schedule appointments. The course also focuses on the financial responsibilities of a physicians' office. Students learn the basics of health insurance billing procedures, medical coding, patient billing and collections. Students also are introduced to the basics of accounting in a medical office. Effective communication and patient education is stressed throughout the course.

MED155 Medical Terminology & Anatomy II
90 hours/6 credits
This course is designed to be a continuation of MED145 and is also organized by body systems. The student will continue to learn how to use suffixes, prefixes and combining word forms as they continue to integrate medical terminology into using the ICD-10 CM classification system. The student will continue to progress through the following systems: respiratory, nervous, eye/ear, endocrine. The course concludes with mental and behavioral disorders, and terms relating to radiology, oncology and pharmacology.

MO214 Electronic Medical Records
45 hours, 2 credits
This course introduces students to the common administrative procedures in medical practices

through the use of electronic health records with regard to patient charts as well as insurance billing, and scheduling appointments. Students will learn to input patient demographic and insurance information accurately and have an understanding of the privacy, and the standards, of sharing electronic information within the industry.

HIT145 Medical Billing and Insurance I
90 hours, 6 credits
This course is designed to provide the student with a basic understanding of medical billing and healthcare insurance claims processing and HIPAA compliance in the medical office setting. In this course, students learn the differences between federally funded and private managed care plans and the process of completing claim forms for reimbursement. Various health insurance plans are studied in order to ensure proper reimbursement to providers.

CS240 Microsoft Excel
45 hours, 3 credits
This course will provide the student with the knowledge and introductory skills necessary to effectively use Microsoft Excel in the business setting. Students will learn how to create, edit, and maintain a spreadsheet using. Statistical functions and charts are introduced.

MO220 Computerized Medical Office Management
45 hours, 3 credits
This course introduces the student to the common computerized administrative procedures performed in both small and large medical practices. Students learn to input patient information, bill insurance companies, and schedule appointments electronically using the Medisoft program. Students learn to run common financial reports associated with the medical practice.

GE120 Customer Service
45 hours, 3 credits
This course is designed to provide the student with real-world customer service issues. Students will learn effective customer service skills by studying successful customer service models from well-known companies. Topics include creating a service culture, effective listening and communication skills, relationship building, and managing diversity.

HIT155 Medical Billing and Insurance II
90 hours, 6 credits
This course is a continuation of HIT145. The course focuses on process of submitting health insurance claims, payment and collection policies and the importance of complete, accurate and concise documentation. Students are introduced to the organization and format of coding manuals. The course concludes with an introduction to hospital billing processes.

HIT135 Medical Coding I
90 hours, 6 credits
This course is designed to provide the student with an overview of ICD outpatient coding and reporting guidelines. Students will understand why accurate coding is necessary, understand the basics of the health record, and fully understand the rules, guidelines, and the functions of ICD-9-CM coding. The course uses a systematic approach, with in-depth coverage of diagnostic coding relating to the body systems.

MD160 Pharmacology Essentials
45 hours, 3 credits
This course is designed to provide the student with a basic understanding of drugs as preventive, diagnostic, and therapeutic agents. Topics include the mechanism of action, side effects, drug interactions, and contraindications of a wide spectrum of drugs used in primary care practice.

HIT136 Medical Coding II
90 hours, 6 credits
This course is a continuation of HIT135 and focuses on procedural coding and the associated modifiers. The course uses a systematic approach, with in-depth coverage of procedural coding relating to the body systems. Guidelines for outpatient coding are addressed.

HIT225 Health Information Management I
90 hours, 6 credits
This course is designed to provide the student with the knowledge necessary to begin the study of Health Information Management. Students are introduced to basic health care delivery systems, health informatics, and the HIM profession. Public and private initiatives toward the development of nationwide health information networks are discussed. The course also presents a variety of data elements required and collected in the health care industry. The course also addresses the user needs in data systems and the role of the HIM professional in data collection. A discussion on health care informatics covers various information technologies and their uses in health care environment. Information Systems Life Cycles are discussed at length, along with the management of electronic health records.

HIT140 Advanced Medical Coding
90 hours, 6 credits
This course is designed to provide the student with the opportunity to practice and learn the advanced CPT and ICD-10 coding. The course provides the student with intense and challenging coding examples and cases to solve.

HIT235 Health Information Management II
90 hours, 6 credits
This course is a continuation in the study of Health Information Management. The course begins with a review of computing, organizing, and displaying health care statistics. The course also provides the student with the knowledge necessary to understand epidemiology with application specific to health information management. The course emphasizes the crucial role of the HIM professionals in assessing and improving the quality of services in the health care system. The course also provides a pragmatic view of how data is used in healthcare and the legal issues surrounding health information management. This course also provides the student with an overview of human resources management, operational management, the revenue cycle, and financial management. Students will be exposed to the basic system approach to management as it relates to the health information technology field.
Prerequisite: HIT225

HIT290 Health Information Technology Certification Review
45 hours, 3 credits
This course is designed to serve as a capstone course to the program and begins with a review of basic test-taking skills and study habits. Each of the major sections of the course is reviewed, with a focus on the learning objectives identified in the Certified Professional Coder (CPC) exam and the Certified Professional Health Information Technology Certification (CPHIT) exam. Certification is not a requirement for successful completion of this course.

HIT295 HIT Externship
300 hours, 10 credits
This course is a culmination of the student's training and is designed to provide the student with experience in selected health care facilities. While on externship, the student will have an opportunity to apply classroom knowledge to real-world applications, while interacting with doctors, insurance specialists, patients, and colleagues. Students are required to complete 300 hours over a 10-week period. The course is the final phase of the program and is a requirement for graduation.

Massage Therapist

MT128 Anatomy and Physiology
112 hours
This course is designed to provide the student with an understanding of Anatomy and Physiology and its relationship to the human body as a whole. The students will learn the structures and function of all the major systems of the body with an emphasis on the integumentary, musculoskeletal, and nervous systems.

MT138 Pathology for Massage Therapists
84 hours
This course is designed to provide the student with an understanding of the pathologies and their relationship to massage and bodywork. Common diseases and abnormalities of the various body systems are studied in terms of their signs, symptoms, and their relationship to massage therapy. Included in this course is training in the human immunodeficiency virus and related risks.

MT168 Massage Techniques I
112 hours
This course is designed to provide the student with an overview of the massage profession, beginning with appropriate positioning and draping techniques. Students learn to take a basic health history highlighting contraindications for massage. Prior to beginning the hands on portion of this course students will be educated on safety, sanitation and hygiene practices in regards to massage therapy. In addition to a basic Swedish massage, students will be provided the knowledge and hands on skills needed to safely administer massage to clientele with special needs or special requests. Contraindications and techniques for prenatal/pregnancy, geriatric, palliative/hospice care and for those clients living with cancer will be discussed. By the end of this course students will be able to perform a basic 15 minute chair massage routine and a 50 minute Swedish massage, highlighting the most basic strokes and the ability to give various pressures.

MT148 Myology
84 hours
This course provides an in-depth view of the muscular system in the human body as it relates to the art and science of manual palpation. The student will learn the muscle origins, insertions, actions, nerve innervations as well as muscle palpation techniques.

MT158 Kinesiology
56 hours
This course is designed to provide the student with an understanding of the movement of the body, how and where muscles, bones, tendons, and ligaments interact to create movement. Students are introduced to the classification of muscles, joints and planes of motion. Range of motion and therapeutic exercises will be included in the course.

MT178 Massage Techniques II
112 hours
This course is designed to introduce the students to hands on therapeutic techniques associated with deep tissue massage, trigger point therapy, and various stretching methods. Students will also be introduced to hot stone massage, highlighting safety, application, and techniques. This course will also provide the student with the education to assess, implement basic emergency procedures, and administer CPR.

MT218 Massage Clinic I
44 hours
This course is one of two courses designed to provide the student with the opportunity to perform the practical application of massage techniques in the student clinic. Under the supervision of a massage instructor, the student will continue their training in assessment during the intake process, formulation of a treatment plan, documentation of SOAP notes, and identifying contraindications for massage. An emphasis will be placed on client confidentiality. Students will perform Swedish massage to general and special populations.

MT238 Principles and Practices of Massage
56 hours
This class is designed to provide the student with a clear understanding of the business aspect of massage therapy as well as the importance of ethics and professionalism. Course topics will include creating a business plan, identifying financial needs, setting achievable goals, marketing, ethical decision making, appropriate behavior, and professional boundaries. Students will also be introduced to job seeking techniques, including resume development and interviewing skills.

MT198 Sports Massage
56 hours
This course is designed to provide the massage therapist student with specific skills necessary to address the needs of athletes, both pre and post event. The student will be able to identify common sports injuries and whether the injury would be indicated or contraindicated in sports massage. Students will learn techniques for warming up the tissue, improving flexibility and range of motion, and aiding in mental clarity for the athlete. The student will also be introduced to the applications of hydro and cryotherapy uses in sports injuries as well as abdominal massage and Manual Lymphatic Drainage.

MT188 Massage Techniques III
84 hours
This course is designed to introduce the core concepts of traditional Chinese medicine. The students will engage in hands on techniques associated with Eastern massage modalities. In addition to the techniques of shiatsu, acupressure, and reflexology, the student will also be able to identify essential oils for aromatherapy massage. Each student will have an understanding of how to effectively create blends to best suit their client, and safely use essential oils in their massage through transdermal and inhalation methods.

MT228 Massage Clinic II
100 hours
This course is the second of two courses designed to provide the student with the opportunity for the practical application of massage techniques in the student clinic. The student will apply all of their acquired skills and techniques, client interaction, and business procedures in the student clinic, under the supervision of a massage instructor. During Clinic II, students should be able to provide Swedish massage and therapeutic massage to the general and special needs populations of clients, including athletes.

Medical Assistant

MA113   Medical Administrative Skills
112 hours, 6 credits
This course is designed to provide the student with the knowledge and hands-on skills necessary to perform administrative functions in a medical office. Students are introduced to the types of medical practices, medical ethics, HIPAA and OSHA regulations, and patient communication. Students learn to manage correspondence, greet and check in patients, maintain patient records, use effective telephone techniques, and schedule appointments. The course also provides the student with an introduction to the financial duties relating to a medical office.

MA117 Medical Assistant Clinical Skills I
84 hours, 4 credits
This course is designed to provide the student with an introduction to the hands on knowledge and skills performed by a medical assistant in a physician's office, hospital, or clinic setting. Students will learn about infection control fundamentals. Students will be introduced to basic surgical supplies, instruments, and safety protocols relating to sterile techniques. Safety and confidentiality are emphasized throughout the course. Students will also be introduced to the basics of psychology and emotional development as a method of understanding patient behavior.

MD140 Medical Terminology and Anatomy I
84 hours, 4 credits
This course is designed to provide the student with the essentials of human anatomy and physiology, and medical terminology in an effort to communicate with healthcare providers, patients and colleagues. The focus will involve utilization of word parts, medical abbreviations, medical term recognition, pronunciation and proper spelling of medical terms, and will learn how to analyze words by dividing them into their component parts. The student will be introduced to the basic structures related to terminology and

will progress through the following systems, discussing the pathology for each system as it is covered: digestive, urinary, reproductive, nervous, cardiovascular, and respiratory. The course concludes with terms related to pharmacology.

MA127 Medical Assistant Clinical Skills II
112 hours, 6 credits
This course is a continuation of the clinical training for medical assistants and includes hands-on skills necessary to assist in other medical specialty practices including geriatrics, ENT, and orthopedics. Students will receive hands on training in taking vital signs, body measurements, and assisting in complete physical exams including eye and ear procedures. Procedures to assist with medical emergencies, bandage wraps, CPR and the use of an automated external defibrillator (AED) are also learned. The students will be taught to use the spirometer, pulse oximeter, and electro cardiology machines. Safety and confidentiality are emphasized throughout the course.

MO216   Electronic Medical Records
42 hours, 2 credits
This course introduces students to the common administrative procedures in medical practices through the use of electronic health records with regard to patient charts as well as insurance billing, scheduling appointments and running financial records. Students will learn to input patient demographic and insurance information accurately and have an understanding of the privacy, and the standards, of sharing electronic information within the industry. This course also provides the student with in-depth practical training on common electronic health records software.

MD111   Medical Law and Ethics
42 hours, 2 credits
This course is designed to provide the student with a knowledge of topics that affect a medical practice. Topics include the legal system, liability and malpractice, medical records, and relevant

ethical issues. Students are introduced to actual case studies in various bioethical subjects.

MD150 Medical Terminology and Anatomy II
84 hours, 4 credits
This course is designed to be a continuation of MD140 and is also organized by body systems. The student will continue to learn how to use suffixes, prefixes and combining word forms as well as proper spelling and pronunciation of medical terms. The student will continue to progress through the following systems, discussing the pathology for each system as it is covered: blood, lymphatic and immune, musculoskeletal, skin, sense organs, and endocrine. The course concludes with terms relating to radiology and oncology.

MA231 MA Laboratory Skills
112 hours, 6 credits
This course is designed to provide the knowledge and hands on experience performing laboratory and specimen collection procedures performed by a medical assistant. The course includes an overview of venipuncture, including proper collection and handling, blood capillary draws, and the order of draw. Students will learn procedures for collection, preservation and performing common laboratory tests to obtain accurate results and will be introduced to basic surgical supplies, instruments, and safety protocols relating to sterile techniques. Basic understanding of drugs as preventive, diagnostic, and therapeutic agents, along with review of pharmacologic principles, calculations for proper dosing, medication routes, the mechanism of action, side effects, drug interactions, and contraindications of a wide spectrum of drugs used in primary care practice is also included in this course.

MA128 Medical Assistant Clinical Skills III
84 hours, 4 credits
This course is a continuation of the clinical training for medical assistants and includes hands-on skills necessary to assist with patient education procedures dealing with diagnostic imaging and diet and nutrition. Students are also introduced to the aspects of physical therapy and procedures dealing with ambulatory care. Students are provided with a basic understanding of drugs used in primary care practice, including pharmacologic principles, calculating dosages, side effects, and interactions. Safety and confidentiality are emphasized throughout the course. Throughout the course, students will be expected to maintain competency in the skills learned in Clinic I and Clinic II.

MA181 MA Certification Review
42 hours, 2 credits
This course is a capstone to the Medical Assistant program and provides the student with a comprehensive review of the key competencies of the Medical Assisting program. The course is divided into two parts: theory review and self-evaluation. The course helps to prepare students to take the Medical Assistant certification exams. Obtaining certification is not a course requirement.

MA296 Medical Assistant Externship
180 hours, 6 credits
During the final phase of the program, the medical assistant student is required to participate in a 6-week externship at a medical facility. During this phase, the student is given the opportunity to experience on-the-job training under the direct supervision of a physician or other senior member of the medical office team. Successful completion of the Medical Assistant Externship is a requirement for graduation.

Medical Billing Specialist

MA113 Medical Administrative Skills
112 hours, 6 credits
This course is designed to provide the student with the knowledge and hands-on skills necessary to perform administrative functions in a medical office. Students are introduced to the types of medical practices, medical ethics, HIPAA and OSHA regulations, and patient communication. Students learn to manage correspondence, greet and check in patients, maintain patient records, use effective telephone techniques, and schedule appointments. The course also provides the student with an introduction to the financial duties relating to a medical office.

MD140 Medical Terminology and Anatomy I
84 hours, 4 credits
This course is designed to provide the student with the essentials of human anatomy and medical terminology to enable them to communicate with healthcare professionals. The focus will involve utilization of word parts, medical abbreviations, pronunciation, spelling and use of medical terms relating to the following body systems: digestive, urinary, reproductive, and endocrine.

MD111   Medical Law and Ethics
42 hours, 2 credits
This course is designed to provide the student with a knowledge of topics that affect a medical practice. Topics include the legal system, liability and malpractice, medical records, and relevant ethical issues. Students are introduced to actual case studies in various bioethical subjects.

MB122 Medical Insurance Procedures
112 hours, 6 credits
This course is designed to provide the student with a basic understanding of medical billing and healthcare insurance. In this course, students learn the differences between various health insurance plans. Students also learn how to complete and submit health insurance claim forms. Students are introduced to billing procedures for various types of health insurance plans to ensure proper reimbursement to providers, and learn the role that HIPAA plays in the medical office setting. Students learn how to submit hospital and medical facility charges for both inpatient and outpatient services for various providers. The function of clearinghouses in the medical billing process is defined and discussed.

MD150 Medical Terminology and Anatomy II
84 hours, 4 credits
This course is designed to provide the student with the essentials of human anatomy and medical terminology to enable them to communicate with healthcare professionals. The focus will involve utilization of word parts, medical abbreviations, pronunciation, spelling and use of medical terms relating to the following body systems: musculoskeletal, senses, cardiovascular, nervous, respiratory and integumentary. The course concludes with terms related to mental and behavioral disorders.

MO216 Electronic Medical Records
42 hours, 2 credits
This course introduces the student to the common computerized administrative procedures performed in both small and large medical practices. Students learn to input patient information, bill insurance companies, and schedule appointments electronically using the Medicine program. Students learn to run common financial reports associated with the medical practice.

MB136 Medical Coding and Reimbursement
112 hours, 6 credits
This course is designed to provide the student with an overview of outpatient coding and reporting guidelines. Students will learn why accurate coding is necessary, understand the basics of the health record, and fully understand the rules, guidelines, and the functions of coding. The course uses a systematic approach, with in-depth coverage of diagnostic coding relating to the body systems.

MO113 Medical Reports
42 hours, 2 credits
This course is designed to provide the student with knowledge of confidential inpatient and outpatient medical reports. Students learn about the content and format for reports and learn to transcribe the medical reports using transcription equipment.

CS142 Microsoft Excel
42 hours, 2 credits
This course is designed to provide the student with the basics of using spreadsheets. Students learn how to create format and manipulate worksheets and workbooks, using formulas, functions, charts, and graphics.

MB191 Insurance Certification Review
42 hours, 2 credits
This course is designed to serve as a capstone course to the program and begins with a review of basic test-taking skills and study habits. Each of the major sections of the course is reviewed, with a focus on the learning objectives identified in the NHA Billing and Coding Specialist (CBCS) exam. After successful completion of the course, students will have an opportunity to sit for the exam. Note: Certification is not a requirement for successful completion of this course.

MB280 Medical Billing Externship
180 hours, 6 credits
This course will provide the student with the opportunity to apply their knowledge and skills under the supervision of an office manager other designated site supervisor in an on-the-job setting. The externship assignment must be satisfactorily completed before a diploma is awarded.

Practical Nursing

PN105 Basic Math for Nursing
18 hours, 1 credit
This course is designed to provide the health care student with the basic and intermediate math skills that may be used in the field. The course begins with a basic introduction to arithmetic, fractions and decimals, and ratios and proportions. The course also includes an introduction calculations relating to pharmaceutical dosages.

MD105   Medical Terminology Essentials
27 hours, 1 credit
This course is designed to provide the student with a brief overview of medical terminology and commonly used abbreviations to enable the student to have an improved communication system common to those used involved in the healthcare industry. The focus will involve unitization of word parts, medical abbreviations, and medical term recognition, pronunciation, and proper spelling of medical terms.

PN126   Anatomy & Physiology
90 hours, 6 credits
This course is designed to provide the allied health student with the essentials of human anatomy and physiology in an effort to communicate with physicians, patients, and colleagues. Students are introduced to the basic structures related to the body as well as the integumentary, endocrine, reproductive, blood, urinary, cardiovascular, respiratory, circulatory, lymphatic/immune, musculoskeletal, and digestive systems.

GE155   Leadership and Career Success
54 hours, 3 credits
This course will assist the student in becoming an effective team member in the healthcare setting. The student will learn the leadership styles to effectively guide patient care and achieve patient care goals. The student will learn the Pennsylvania LPN regulatory standards necessary to practice and provide safe effective patient care.

PN123   Fundamentals of Nursing I
90 hours, 5 credits
This is a course that correlates theory from basic to more complex concepts tying together didactics', laboratory and preparing for clinical. The course is designed to provide students with introduction to the practice of nursing and to give a solid foundation of basic knowledge and skills on which to build in subsequent courses from simple to complex.

GE215 Human Growth and Development
45 hours, 3 credits
This course will provide the nursing students with an in depth overview of the human life span from conception to the end of life. Course instruction will include emphasis on family and culture, communication & healthy lifestyles and theories on growth and development through each phase of life.

PN111   Practical Nursing I
54 hours, 3 credits
This course is designed to assist the student in applying the nursing process to the common health problems associated with the following systems: Integumentary, Surgical, Immune, Gastrointestinal, Hepatic, Pancreatic, Neurological, Sensory, Musculoskeletal and Urinary. Basic knowledge of anatomy and physiology is expanded to include pathophysiology, disease process, prognosis, treatment, nursing interventions, nutrition, and pharmacology.

PN140   Fundamentals of Nursing II
54 hours, 3 credits
This course prepares the practical nursing student to assist in the care and management of the medical surgical patient. The complexities of care and critical thinking skills that accompany basic nursing care are coordinated in this course to provide the learner with the integrated knowledge needed for competent and safe care delivery.

PN130   Practical Nursing II
54 hours, 3 credits
Practical Nursing II is a continuation of Practical Nursing I. This course is designed to assist the student in applying the nursing process to the common health problems associated with the following systems: Respiratory, Cardiac, Endocrine, Lymphatic and Blood. Basic knowledge of anatomy and physiology is expanded to include pathophysiology, disease process, prognosis, treatment, nursing interventions, nutrition, and pharmacology.

PN141 Fundamental of Nursing Lab II
54 hours, 3 credits

This course gives the student the opportunities to practice their skills learned from didactic courses of Fundamentals of Nursing I & Fundamentals of Nursing II. This includes all basic skills such ADL's, vital signs, nutrition, toileting to more complex skills such as dressings, respiratory care, cardiac care, integumentary care, gastrointestinal care, and urinary care.

MD170 Pharmacology for Nursing I
54 hours, 3 credits

This course presents the major classifications of pharmacological agents with prototype drugs in each class, as well as their actions, uses, side effects, dosages, and nursing interventions. The nursing process is presented as it applies to the study and administration of drugs.

PN136 Practical Nursing Rotation I
54 hours, 2 credits

This practicum provides the students with supervised experience in caring for the older adult. The Practical Nursing student will apply concepts and competencies learned in the classroom and lab to the clinical setting. They will learn to communicate on a professional level to the client, families, peers and multidisciplinary team. The student will learn to apply all competencies necessary to provide effective client care and safety.

PN150 Maternal/Newborn Nursing
54 hours, 3 credits

This course focuses on the physical and psychosocial aspects of the childbearing family. Basic concepts of reproduction and the childbearing cycle are presented. The role of the practical nurse is presented as it related to caring for, supporting, and teaching the childbearing family. The nursing process is utilized in discussing the care and treatment of the patient and family throughout the obstetrical cycle. Nutrition is discussed as it applies to each obstetrical stage. Potential complications of these stages are presented emphasizing the nursing interventions and pharmacologic applications.

PN160 Pediatric Nursing
54 hours, 3 credits

This course focuses on the normal growth and development of each age group. The effects of alterations in wellness with inpatient admissions to health care facilities on children and their families are examined. Using a body system approach, the nursing process, well child care, growth and development are discussed. Nursing interventions are delineated that include nutrition, homecare, and pharmacological therapy. Preventive care and immunizations are examined.

MD172 Pharmacology for Nursing II
54 hours, 3 credits

This course is a continuation of MD170 Pharmacology for Nursing I. A continuation of the drugs classes related to the systems and diseases. Emphasis is placed on safe medication administration of all forms of drug classes. By the completion of this course all drug classes and the top 200 drugs will be presented.

PN156 Practical Nursing Rotation II
162 hours, 6 credits

This practicum provides the opportunity for students to further integrate theory into practice. Students will continue to develop proficiency in the performance of basic nursing skills and practice holistic health assessment needed for safe client centered care.

GE240 Critical Thinking Skills in Nursing
54 hours, 3 credits

This course will help to prepare the Practical Nursing student to apply the Nursing Process to the concepts of nursing. The student will continue to build on the Nursing Process and learn how to apply it to all aspects of patient care. The student will apply the nursing process to concept maps to help integrate simple to complex concepts into a level of critical thinking. The student will work on a variety of testing questions to help prepare for the NCLEX Examination as well as everyday practice as a Licensed Practical Nurse.

PN210 Mental Health Nursing
54 credits, 3 credits

This course is intended to assist the Practical Nursing (PN) student in understanding of a more holistic nursing care approach. The concept of nursing seen as an interpersonal process with an emphasis on meeting the psychological needs of the individual. The principles of mental health are taught so that the PN student can gain an understanding of the various reactions which clients have to stress, illness, and hospitalization. Concepts of psychological development, communication, and behavior dynamics are introduced. Specific mental disorders are presented, along with current techniques used to treat and rehabilitate the mentally ill client. Pharmacological treatment is examined as well.

PN216 Practical Nursing Rotation III
162 hours, 6 credits

This practicum provides the student with experiences which will enhance their ability to integrate and build on theory and practice caring for individuals, across the lifespan, who require acute nursing interventions. The student will have the opportunity to demonstrate continued growth of skills and the ability to adapt from one learning experience to another under the care of a nursing instructor who continually evaluates and provides ongoing feedback.

PN230 Prioritizing, Delegation, and Patient Assignment
54 hours, 3 credits

This course will teach the role of patient care prioritization & delegation when caring for multiple client assignments. The student will learn delegation techniques through role play, case study and simulation.

PN240 Practical Nursing III Lab
54 hours, 3 credits

This course is a lab to learn advanced skill competency in the following: phlebotomy skills, intravenous skills including math skill review, fluid & electrolytes, cardiac dysrhythmias, and advanced wound care. This focus is to teach the student to perform advanced nursing skills utilizing scientific principles and evidenced based practice within the scope of practice of the Practical Nurse.

PN250 NCLEX Certification Review
54 hours, 3 credits

This course is a review and guide to prepare the Student Practical Nurse (SPN) to take the National Certification for License Exam (NCLEX) for Practical Nurses

PN256 Practical Nursing Rotation IV
216 hours, 8 credits

This final practicum will apply all of the concepts the student practical nurse (SPN) has learned and through critical thinking, leadership, and experience the SPN will demonstrate the readiness to practice independently. The SPN will show proficiency in the performance of basic to complex nursing skills and the ability to practice holistic health assessment needed for safe client centered care in a variety of health care settings.

Surgical Technologist

MED146 Medical Terminology and Anatomy I
112 hours, 7 credits

This course is designed to provide the student with the unitization of word parts, medical abbreviations, and medical term recognition, pronunciation, and proper spelling and use of medical terms. The student will also be provided with the knowledge of principles of human anatomy and physiology. Students will learn the structure and function of cells, tissues, major organs, and selected organ systems. Body systems covered include an overview of the body, tissues, integumentary, skeletal, muscular, nervous and endocrine systems, bones, and bone tissue, joints, and sense organs.

MED156 Medical Terminology and Anatomy II

112 hours, 7 credits
This course is designed to provide the student with the unitization of word parts, medical abbreviations, and medical term recognition, pronunciation, and proper spelling and use of medical terms. The student will learn the structure and function of systems including blood, cardiovascular, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid, electrolyte and acid-based balance, and nutrition and metabolism.

SGT182 Pharmacology for Surgical Technologists
56 hours, 3 credits
This course is designed to introduce surgical technologist students to basic pharmacological principles, including absorption, elimination, distribution, and routes and techniques of administration. Drug classification and dosage calculations will also be taught. Areas of concentration will be emphasized on local anesthetic preparations, antibiotic solutions, irrigation solutions, anesthesia and related complications.

SGT125 Surgical Procedures I
112 hours, 7 credits
This course is designed to provide the student with an overview of the role of the surgical technologist in the operating room. Students will learn the history of the surgical technologist, including proper OR protocol, governing agencies for the profession, fundamentals of aseptic technique, wound healing, suturing, and universal precautions. Students will also learn about regulation and standards in central processing, including terminology, disinfection versus sterilization, methods of sterilization, low and high temperature sterilization, and infection prevention and control.

SGT126 Surgical Procedures I Lab
112 hours, 7 credits
This course is designed to enhance and compliment the role of the surgical technologist. Students will learn the importance the central processing department and how it correlates to the operative environment. Students will learn the care of instrumentation, cleaning and decontamination, sterile packaging and surgical tray preparedness. Surgical scrubbing, gowning, and gloving techniques are also introduced and practiced.

SGT171 Microbiology
56 hours, 3 credits
This course is designed to introduce students to the principles of microbiology as it applies to the surgical technologist. Students will learn the implications of bacterial cells, antigens, mircroorganisms, mycology, virology, and parasitology. Students will understand the relationship between asepsis and microbial contaminants. Students learn hands-on applications dealing with universal precautions, safety protocols, and microbial testing.

SGT135 Surgical Procedures II
112 hours, 7 credits
This course provides an introduction to the role of the surgical technologist in selected basic and intermediate surgical procedures, relating to diagnostic procedures, general, oral & maxillofacial and genitourinary surgery. Surgical applications in general procedures relating to abdomino-pelvic surgical interventions are presented. Emphasis is placed on the theoretical knowledge of related anatomy, pathology, and surgical procedures, basic and laparoscopic instrumentation, supplies, and equipment.

SGT136 Surgical Procedures II Lab
112 hours, 7 credits
This course will provide hands-on lab experience of mock surgical procedures covered in the lecture course. Emphasis is placed on the practical application of general surgical procedures, both open and minimally invasive, patient positioning, patient prepping, draping, and instrumentation while in the school's mock operating room.

SGT225 Surgical Procedures III
112 hours, 7 credits
This course will introduce the students to surgical interventions relating to the reproductive, ophthalmic, HEENT, and plastic and reconstructive systems. Particular emphasis is placed on patient positioning, draping techniques, and specialty instrumentation for these procedures. Emphasis is also placed on the theoretical knowledge of related anatomy, pathology, and surgical procedures. Combinational procedures will also be introduced to the student in lab.

SGT226 Surgical Procedures III Lab
112 hours, 7 credits
This course is designed to introduce the student to the practical application of positioning, prepping, draping, and executing surgical procedures covered in lecture. Assembly, application, and utilization of specialty instrumentation will be stressed.

SGT235 Surgical Procedures IV
112 hours, 7 credits
This course is designed to teach the student the surgical applications in sub-specialties of cardio-thoracic/vascular, orthopedic, and neurosurgery. Emphasis is placed on the theoretical knowledge of related specialty instrumentation and monitoring equipment. Surgical procedures, instrumentation, perfusion, grafts, scopes, drills, orthopedic implants, and shunts are explored.

SGT236 Surgical Procedures IV Lab
112 hours, 7 credits
This course is designed to apply the theoretical base of lecture in the lab setting. Procedures of high complexity and dexterity relating to cardio-thoracic/vascular, orthopedic, and neurosurgery will be presented. This course also encompasses the culmination and mastery of skill sets previously mastered up until this point. A capstone experience will be incorporated in this course as a final measure of mastery of advanced surgical techniques.

SGT292 CST Review
56 hours, 3 credits
This course is designed to serve as a capstone course to the program and is to be completed prior to the student attending an externship. The course begins with a review of basic test-taking skills and study habits. Each of the major sections of the course are reviewed, with a focus of the learning objectives identified in the Certified Surgical Technologist (CST) certification exam. Although students will be taking practice certification tests as part of the course requirements, CST certification is not a requirement for successful completion of the course.

SGT280 Surgical Technology Externship
405 hours, 12 credits
Upon successful completion of all courses, the student is required to complete an externship designed to enable the student to practice on-the-job skills in a hospital or clinical environment. The externship will provide the students with the opportunity to use their skills in an on-the-job setting under the direct supervision of a clinical site supervisor or preceptor. While on externship, the student will be evaluated on knowledge, hands-on skills, and behavior.

Veterinary Assistant

VA121 Anatomy and Physiology of Mammals
112 hours, 6 credits
This course is designed to provide students with a foundation in the language of veterinary medicine as well as a basic knowledge of the structure and function of the animal body. Specific examples of anatomy and physiology will be given and how it applies to the understanding of the job of the veterinary assistant. Instruction and presentation of medical terms and abbreviations are included to enable the student to be able to properly communicate in the veterinary field. Students will learn more about the animal body

and how common diseases affect animal health and how it applies to the job as a veterinary assistant.

VA114 Fundamentals of Veterinary Assisting I
84 hours, 4 credits
This course provides the student with an overview of the veterinary practice including common veterinary terminology. Students begin with basic college success strategies such as test taking skills, time management, and study skills. Students will understand professional behavior and the legal obligations of the veterinary profession. Common treatments, protocols, and animal restraint will be introduced.

VA101 Small Animal Care and Management
84 hours, 4 credits
This course is designed to introduce the student to the basic needs of animals most commonly cared for within a veterinary office or hospital. Students learn the biology, breed identification, nutrition, behavior, handling, and grooming of small animals. Students are also introduced to the techniques used in reproduction and breeding as well as preventative care. The course focuses on dogs, cats, birds, rabbits, and pocket pets, but also touches on wildlife and farm animals.

VA131 Veterinary Pharmacology
112 hours, 6 credits
This course introduces the student to the subject of medications, its sources, and uses in veterinary medicine. Drug classifications, characteristics of typical drugs, purposes, side effects, cautions, and interactions will be presented. Students will also learn surgical, emergency and treatment protocols of medicine administration.

VA124 Fundamentals of Veterinary Assisting I
84 hours, 4 credits
This course is designed to provide the student with an introduction to the clinical procedures performed by a Veterinary Assistant. Students learn various animal behaviors as well as continuing to practice restraint and handling procedures for small and large animals. Safety hazards, OSHA guidelines, sanitation, and aseptic techniques are discussed. Students also learn to perform a

physical exam, take a patient history, and perform venipuncture. Students learn the procedures used in a hospital and emergency situation, including preparation, grooming, and follow up care. Common laboratory and radiologic procedures are discussed. This course is taken in conjunction with the lab course, VA172.

VA125 Fundamentals of Veterinary Assisting I Lab
84 hours, 4 credits
This laboratory course is taken in conjunction with VA171 and includes the hands on practice of skills learned in the classroom. Competencies include administering and discharging a hospitalized patient, wound and emergency care, grooming procedures, dental care, preparing and administering injections, preparing IVs, fecal analysis, blood and urine collection and testing, and radiologic procedures. Students will continue to practice restraint of animals and will also continue to apply the skills learned in VA106.

VA144 Veterinary Clinical Sciences
84 hours, 4 credits
This course is a continuation of the clinical procedures performed by a Veterinary Assistant, with a focus on assisting in small animal surgical procedures. Students will understand the general principles of surgical preparation, operating room setup, aseptic techniques, instrumentation, intubation and anesthesia. Students will also learn surgical, emergency and treatment protocols of the traumatic triage of patients. Students also learning the basics of microbiology, parasitology, and pathology. This didactic course is taken in conjunction with the lab course, VA145.

VA145 Veterinary Clinical Sciences Lab
112 hours, 6 credits
This laboratory course is taken in conjunction with VA144 and provides the hands-on training in the veterinary lab. Competencies include restraint, surgical pack and drape preparation, gowning and gloving, and surgical assisting. Students are also familiarized with the care, cleaning, packing, and sterilization of surgical instruments. Students will also learn hands-on skills for surgical, emergency and treatment protocols of trauma situations. Students are able to describe proper handling and preparation of blood, urine, and feces for testing, as well as using various types of diagnostic equipment used in the lab. Competencies include microscopic examination of fecal, urine, and blood samples, using analysis equipment, and growing cultures. Proper laboratory techniques are emphasized.
Students will continue to practice restraint of animals and will continue to apply the skills previously obtained.

VA141 Common Diseases in Companion Animals
42 hours, 2 credits
This course is designed to provide the student with the understanding of the most common diseases that will be encountered as a veterinary assistant. Students are introduced to the most common diseases that affect the body systems including: the heart, the lungs and the reproductive system. This course focuses on dogs, cats, rabbits and small pocket pets.

VA197 Veterinary Assistant Externship
180 hours, 6 credits
This course will enable the student to focus interests in the veterinary assistant profession in a practical setting. This course will provide the student with the opportunity to apply skills under the supervision of a veterinarian and/or veterinary technician in an on-the-job setting. The externship site supervisor will be evaluating personal qualities, as well as classroom skills. The externship assignment must be satisfactorily completed before a diploma is awarded.

Applied General Education

EN111 Business Communication
42 hours, 2 credits
This course provides the student the core verbal and nonverbal communication practices found in the routine office. The course begins with a review of grammar and proper writing techniques. Students will learn to develop letters and memos, write positive, informative, negative and persuasive messages, compose professional emails, and prepare informal and formal reports. Proofreading and professionalism are emphasized.

EN120 Business Communications
45 hours, 3 credits
This course covers core verbal and nonverbal communication practices found in the routine office. The course begins with a review of grammar and proper writing techniques. Students learn to develop letters and memos, write positive, informative, negative, and persuasive messages, and prepare informal and formal reports. Proofreading and career skills are emphasized.

EN121 Business Communications
56 hours, 3 credits
This course covers core verbal and nonverbal communication practices found in the routine office. The course begins with a review of grammar and proper writing techniques. Students learn to develop letters and memos, write positive, informative, negative, and persuasive messages, and prepare informal and formal reports. Proofreading and career skills are emphasized.

EN130 Written Communication
45 hours, 3 credits
This course is designed to provide the student with fundamentals of writing communication skills to prepare them for practical writing within professional and academic environment. The course examines the writing process and focuses on spelling, grammar, punctuation, and sentence structure.

EN155 English Composition
56 hours, 3 credits
This course is designed to provide the student with the rhetorical foundation to prepare them for practical writing. The course examines the writing process and focuses on composition,

writing, and editing skills. Students will write in a variety of situations that they are likely to encounter in the professional and academic environment, including letters and memos, journals, essays, and reports.

GE150 Career and Professional Development
45 hours, 3 credits
This course focuses on providing the opportunity for students to learn and adopt methods and attitudes necessary to be a successful employee. Students learn job success strategies, including positive career attitudes, personal and professional poise, business ethics, and professional dress and grooming. Job search techniques, resume writing, interviewing skills, and internet job searches are also presented and discussed. Students are introduced to the job placement assistance provide at the school.

GE152 Career Development
42 hours, 2 credits
This course is designed to provide the student with the resources necessary to assist in career preparation and succeed in the workplace. Students are presented with opportunities to learn professionalism and strategies for success in the workplace through lecture, project work, class activities and career portfolio development. The majority of the course focuses on job search skills and how to achieve and maintain career success. Students work directly with the Career Services department and job placement assistance provided at the school.

GE153 Career Development
56 hours, 3 credits
This course focuses on providing the opportunity for students to learn and adopt methods and attitudes necessary to be a successful employee. Students learn job success strategies, including positive career attitudes, personal and professional poise, business ethics, and professional dress and grooming. Job search techniques, resume writing, interviewing skills, and internet job searches are also presented and discussed. Students work directly with the Career Services department and job placement assistance provided at the school.

GE171 Math for Healthcare
42 hours, 3 credits
This course is designed to provide the health care student with the basic and intermediate math skills that may be used in the field. The course begins with a basic introduction to arithmetic, fractions and decimals, ratios and proportions, percentages, algebra basics and problem solving. The course also includes an introduction to reading drug labels and calculations relating to pharmaceutical dosages.

GE172 Math for Healthcare
56 hours, 3 credits
This course is designed to provide the health care student with the basic and intermediate math skills that may be used in the field. The course begins with a basic introduction to arithmetic, fractions and decimals, ratios and proportions, percents, algebra basics and problem solving. The course also includes an introduction to reading drug labels and calculations relating to pharmaceutical dosages.

HIT250 Healthcare Statistics
45 hours, 3 credits
This course is designed to provide the student with knowledge of the basics terms, definitions, and formulas used in computing healthcare statistics. Primary emphasis is on inpatient health care data and statistical computations. Topics include statistical terminology, data collection, calculating statistical rates, as well as a review of basic mathematical functions. Students are also

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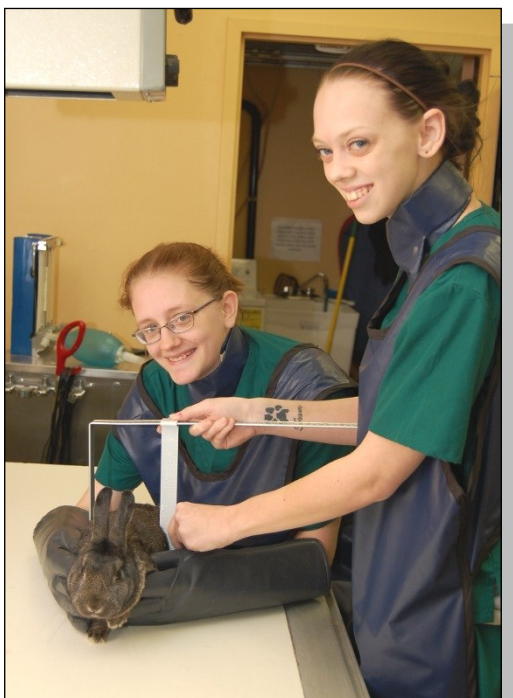
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