PENN COMMERCIAL
Business | Technical School

ADDENDUM TO THE 2023 SCHOOL CATALOG

Effective: August 2023

STATEMENT OF NONDISCRIMINATION

Penn Commercial Business/Technical School is committed to a policy of non-discrimination in compliance with federal and state regulations. This policy is enforced in our educational programs and in our school activities, which are available to all people, without regard to race, color, national or ethnic origin, sex, pregnancy, sexual orientation, gender identity and expression, religion, disability, age, veteran status, and marital status in its programs, activities, or employment.

PENN COMMERCIAL BUSINESS/TECHNICAL SCHOOL
Addendum to the 2023 School Catalog
ADMISSIONS INFORMATION
Page 10-13

ADMISSION REQUIREMENTS

General

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

- Personal interview and campus tour
- Application for admission and a $25 application fee. Application fee refund policies are outlined in the Cancellation and Refund Policy within the Financial Aid section of this school catalog.
- High School diploma, transcript, GED, or other acceptable proof of graduation from an institution providing secondary education, or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education. *
- Entrance assessment (benchmark scores listed below)
- Completion of all required admission documentation
- Acknowledgement of receipt of all consumer information
- A parent/guardian must co-sign the enrollment agreement and all FERPA documents for applicants under the age of 18
- Must meet the technical standards for the applicant's program of choice
- Meet with Financial Aid to determine grant and loan eligibility and finalize the financial plan/spreadsheet

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

Entrance Assessment

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

PROGRAM	WONDERLIC SLE	WONDERLIC WBST/WAST
Commercial Driver's License	10	N/A
Computer Aided Drafting and Design	10	N/A
Cosmetology	10	N/A
Cosmetology Instructor/Salon Manager	N/A	N/A
Electrician	10	N/A
Esthetics	10	N/A
Heating, Ventilation, Air Condition and Refrigeration	10	N/A
Information Technology and Security	10	N/A
Medical Assistant	14	N/A
Nail Technician	10	N/A
Phlebotomy Technician	14	N/A
Practical Nursing	N/A	300 math; 1450 language
Welding Technology	14	N/A

PROGRAM SPECIFIC ADMISSION/EXTERNSHIP/CLINICAL REQUIREMENTS

Practical Nursing Admission and Clinical Requirements

The Practical Nursing Program Director will ensure equitable consideration of all applicants, assist the applicant in determining if this is the right field for him/her, and ensure the best possible chance of success for each student selected to enter the program. Students applying for the Practical Nursing program are required to submit the following and will be reviewed by the Practical Nursing Program Director for compliance and consideration.

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

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

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

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

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CANCELLATION AND REFUND POLICY
Page 15-16

CANCELLATION AND REFUND POLICY

Cancellation Prior to Starting Classes (page 15)

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

- Rejection of the enrollment agreement by Penn Commercial.
- Receipt by Penn Commercial, within five (5) calendar days of the contract signing, of written notification that the student wishes to cancel. A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional period of five (5) calendar days.

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

Cancellation after Starting Classes (page 16)

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

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Addendum to the 2023 School Catalog
Tuition and Fees Schedule 2023
Page 20

TUITION AND FEES SCHEDULE ▪ 2023
The following schedule of tuition and fees is effective for all students for the 2023 academic year.

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

Because of the many changes that may occur, in both business and education, it is impossible to guarantee long-standing tuition, text book/supplies and fee charges. Penn Commercial, therefore, reserves the right to modify tuition and/or other fees upon 60-day written notice. It is the responsibility of the student to remain apprised of the status of his/her account.

COMPUTER AIDED DRAFTING AND DESIGN

ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE

Program Length	**18 Months**
Total Quarter Credits	**110.5**
Total Hours	**1850**

Program Objective: The Computer Aided Drafting and Design program is designed to prepare student for entry-level positions in the engineering drafting fields. Students will be prepared to accept a position as a mechanical, architectural, piping, structural, machine, civil, or topographical drafter.

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

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

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

COSMETOLOGY
DIPLOMA

Program Length	**9 Months**
Total Clock Hours	**1250**

Program Objective: The Cosmetology program is designed to prepare students to accept entry-level positions in the cosmetology field. Students will be able to accept positions at a variety of employers including hair and nail salons, spas, resorts as well as self-employment. As a Toni & Guy Hairstyling Academy, the Cosmetology program utilizes the Toni & Guy curriculum. Students will be taught the Toni & Guy hairstyling techniques by instructors trained in this curriculum.

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

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

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

TONI&GUY®
HAIRDRESSING **ACADEMY**

ESTHETICS
DIPLOMA

Program Length	**3 Months**
Total Clock Hours	**400**

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

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

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

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

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

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

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PROGRAMS OF STUDY
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HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC-R)

ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE

Program Length Day	**18 Months**
Total Quarter Credits	**106.0**
Total Hours	**1855**

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

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

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

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

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

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

INFORMATION TECHNOLOGY AND SECURITY

ASSOCIATE IN SPECIALIZED BUSINESS (ASB) DEGREE

Program Length Day	**18 Months**
Total Quarter Credits	**104.0**
Total Hours	**1700**

Program Objective: The Information Technology and Security program is designed to prepare students for entry-level employment in the information technology and security fields. Graduates will be trained for entry-level positions in client needs assessments, design installation, maintenance and security.

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

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

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

MEDICAL ASSISTANT

ASSOCIATE IN SPECIALIZED BUSINESS (ASB) DEGREE

Program Length Day	**18 Months**
Total Quarter Credits	**107.0**
Total Hours	**1650**

Program Objective: The Medical Assistant program prepares students for entry-level employment in the medical field. It is designed for the individual desiring to work in the clinical aspect as well as in an administrative capacity in a doctor's office, hospitals, extended care facilities, etc. Graduates will be prepared for entry-level employment as a medical assistant, clinical assistant, phlebotomist, or medical office administrator.

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

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

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

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

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

Practical Nursing · Medical Assistant · Phlebotomy Technician · Esthetics · Cosmetology · Nail Technician

SCHOOL CATALOG 2023

VOLUME 59

PENN COMMERCIAL
Business | Technical School

Electrician · Information Technology & Security · CADD · Commercial Driver's License · Welding Technology · HVAC-R

PennCommercial.edu

Message From the President

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

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

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

Come visit us! We take pride in giving tours of our school. Penn Commercial has 13 programs in Technology, Trades, Medical/Health Care, and Spa and Salon. Penn Commercial programs have a hands-on approach with fully operational labs for each program including our:

- Toni&Guy Hairdressing Academy
- Lennox sponsored HVAC lab
- Welding Shop
- CDL Trucks
- Practical Nursing Skills Lab and SIM Lab
- Medical Assistant and Phlebotomy Lab
- Information Technology Server Rooms
- Esthetics Clinic
- Nail Technician Clinic
- PLC Lab
- Residential and Commercial Wiring Lab
- Alternative Energy Lab
- CADD Lab

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

Robert S. Bazant
President/Owner

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

In order to continually provide current information, this catalog may be amended by inserts identified as "Addendum to the 2023 School Catalog." Such addenda are intended and are to be regarded as an integral part of this catalog.

VOLUME 59
PUBLICATION DATE: DECEMBER 19, 2022
EFFECTIVE DATE: JANUARY 1, 2023

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ABOUT PENN COMMERCIAL

ACCREDITATION

Penn Commercial Business/Technical School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

2101 Wilson Blvd, Suite 302
Arlington, VA 22201
www.accsc.org
Phone: 703.247.4212 Fax: 703.247.4533

STATE LICENSE

Penn Commercial Business/Technical School is licensed by the Pennsylvania State Board of Private Licensed Schools, Pennsylvania Department of Education, Bureau of Postsecondary and Adult Education/Division of Law Enforcement Education and Trade Schools, 333 Market Street, 12th Floor, Harrisburg, PA 17126, (717) 783-8228, www.education.pa.gov.

STATEMENT OF LEGAL CONTROL AND INSTITUTIONAL NAME(S)

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

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

APPROVALS AND RECOGNITIONS

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

- Authorized by the Pennsylvania Department of Education to issue Certificates, Diplomas, Associate in Specialized Business Degrees, and Associate in Specialized Technology Degrees
- Pennsylvania State Board of Cosmetology
- Pennsylvania State Board of Nursing
- Federal Motor Carrier Safety Administration (FMCSA)
- Incorporated in the Commonwealth of Pennsylvania
- Approved for the training of state rehabilitation students and veterans
- Penn Commercial is an eligible institution under federal student loan programs
- Participant in the Federal Pell and PA State grant programs

BUSINESS HOURS AND HOLIDAYS

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

CONSUMER INFORMATION

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

- School Catalog
- Consumer Handbook
- Annual Security Report
- Emergency Response and Evacuation Plan (EREP)
- Drug and Alcohol Abuse Prevention Program (DAAPP)
- Student Achievement Rates
- Retention and Student Diversity Disclosure
- FERPA Notice
- College Navigator
- Books and Supplies

HISTORY OF PENN COMMERCIAL

Penn Commercial Business/Technical School began as a business school in Washington, Pennsylvania in June 1929. Over its more than 90 years of existence, Penn Commercial has provided quality educational programs to the job-seeking community members. Since founded in 1929 and incorporated in the Commonwealth of Pennsylvania in 1979, Penn Commercial has expanded and broadened its programs and facilities to meet the ever-changing requirements and needs of students and businesses alike. In response to the evolving need for skilled workers, the Washington Institute of Technology was founded and licensed by the Pennsylvania Department of Education, Private Licensed Trade Schools Board in 1969, beginning its first class with three electronics students. For more than 20 years, the Washington Institute of Technology provided quality training in the electronics; drafting; and heating, ventilation, and air conditioning fields. In 1991, the Washington Institute of Technology merged with Penn Commercial to become one entity.

After growing enrollment and the desire to continue to contribute to the educational growth of the community, Penn Commercial purchased a building located in the Oak Spring Plaza in Washington, Pennsylvania in May 2001. The school immediately began renovations on the 65,000 square feet the school would occupy. The new Penn Commercial opened its doors to students in September 2001 and was officially introduced into the community with a ribbon cutting ceremony on October 24, 2001. Despite continuing changes in the related industries, Penn Commercial's commitment to provide quality education to its students remains the same. Penn Commercial's curriculum helps students develop their individual potential, discover their strengths, and prepare themselves for lives that are both personally and professionally satisfying. With this mission in mind, Penn Commercial moves confidently into the future.

INSTITUTIONAL GOAL AND SUPPORTING OBJECTIVES

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

Supporting Objectives

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

MEMBERSHIPS

Penn Commercial is a member of the following organizations:

- Air Conditioning Contractors of America
- American Association of Cosmetology Schools
- Council for Higher Education Accreditation
- Mid-Atlantic Association of Career Schools
- National Association for Health Professionals
- National Association for Practical Nurse Education and Service
- National Association of College Auxiliary Services
- National Association of Student Financial Aid Administrators
- National Center for Competency Testing
- National Council for State Authorization Reciprocity Agreements
- Pennsylvania Association of Practical Nursing Administrators
- Washington County Chamber of Commerce
- Waynesburg Area Chamber of Commerce
- West Virginia Council for Community and Technical College Education
- Wheeling Area Chamber of Commerce

MISSION STATEMENT

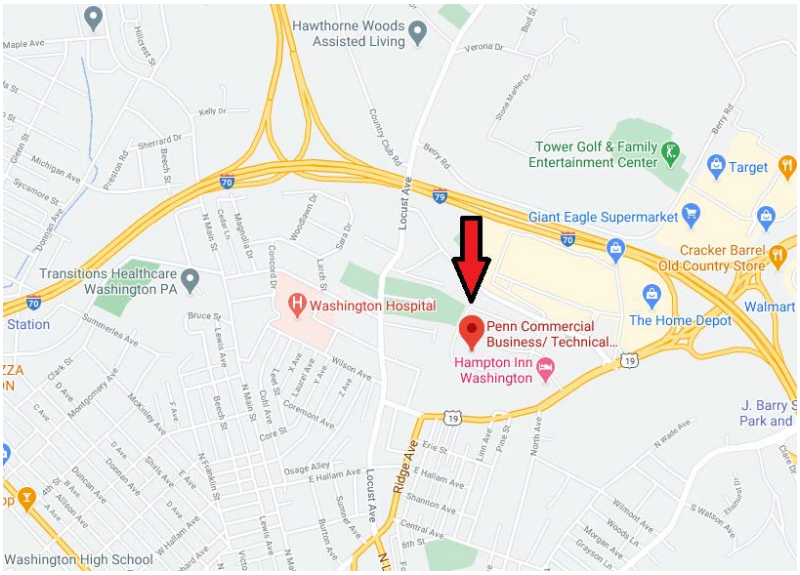
Penn Commercial's mission is to provide the best available instruction for individual needs in the shortest time possible and at the lowest practical cost. Our training is aimed at men and women who desire to prepare themselves for careers as well as those who desire to reenter the job market. Our educational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

PROGRAM ADVISORY COMMITTEE (PAC)

Penn Commercial has an independent Program Advisory Committee (PAC) for each occupational program. The purpose of the PAC is to review the established curricula of the program, instructional-related program materials, equipment and facilities, and student achievement outcomes as a means to provide the school with an external review of its programs. At least one meeting is conducted annually. Information and recommendations received from the Program Advisory Committee members is extremely beneficial to the educational operations at Penn Commercial Business/Technical School.

SCHOOL FACILITIES, EQUIPMENT AND SUPPLIES

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



Remote Site

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

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

Facilities

Each assigned classroom is appropriately equipped and adequate in capacity. Classroom assignments can be changed at the request of the faculty through the Director of Education if space is available. All classrooms and other teaching spaces support teaching methods appropriate to the achievement of the program goals and objectives. Students and faculty have access to appropriate physical, technological, and educational resources to support teaching and learning. The School is heated in the winter and air conditioned in the summer. Fire and safety inspections are provided routinely as required by state and local governments. Business and technology equipment used in the classrooms is constantly being upgraded to ensure that students are exposed to, and trained on, equipment used in modern day environments. Classrooms vary by size and can accommodate up to 25 students, with computer labs generally held to a maximum of 24 students. The Practical Nursing labs hold 25 students each, Medical/Phlebotomy lab holds 18 students, Welding Technology lab holds 20 students, Electrician labs

hold 15 students each, Networking lab holds 10 students, HVAC labs hold 25 students each, Cosmetology clinic/lab holds 96 students, Esthetics clinic/lab holds 16 students, Nail Technician clinic holds 16 students, and CADD lab holds 12 students. Penn Commercial's Student Center is open to all students. Vending machines allow students to purchase refreshments and snacks during the school day. The Student Center is open during scheduled business hours. Penn Commercial utilizes instructional aids for training such as educational charts, skeletons, overhead projectors, LCD projectors, computers, televisions, video/DVD players and other support materials during training. A complete listing of equipment is available by program.

Program-Specific Equipment and Supplies

Practical Nursing Lab: adult and infant mannequins, hospital beds, hoyer lift, bedside tables, IV pumps and poles, integrated wall system, folding walkers, wheel chair, oxygen tanks/portable oxygen tank, medication cart, procedure cart, infant scale, physician scale, adult injectable training arm, intramuscular injection simulator, organ models, phlebotomy chairs. Medical and Phlebotomy Lab: autoclave, scales with height, infant scale, audiometer, ECG machine, Afinion A1c Machine, Sofia Flu testing machine, Pt/INR machine, hemopoint, hemocue, microscopes, centrifuges, phlebotomy chairs, skeleton, mannequin, CPR manikins. Welding Technology Lab: Precision TIG machines, power wave machines, Power MIG machine, 10 booths, exhaust system, cutting tables and torches, grinding tables, metal/steel storage area, gas cylinders and storage area, berulers, grinders, and a variety of tool and safety equipment. Electrician Labs: PLC units and complete workstations, residential/commercial wiring stations, alternative energy workspaces. ITS Lab: desktop and laptop computers, printers, and server. HVAC Labs: residential and commercial equipment includes: heat pumps, condensers, roof top units, oil heaters, boilers, hot water heaters, electric furnaces, air condition units, refrigerators, ice machines, walk-in coolers. Cosmetology Clinic/Lab: 48 stations, hair dryers, shampoo basins, facial chairs, styling stations, four manicure stations, two pedicure stations. Esthetics Clinics/Labs: hydraulic tables, multifunction facial machines, carts, sinks, paraffin, hot stone warmer, laundry, and wax warmers. Nail Technician Clinic: 16 nail stations, pedicure stations, paraffin machine, sterilizers, variety of natural, acrylic and gel systems, variety of polish. CADD Lab: computers, printers, specialized software, 3D scanner, 3D printer. Commercial Driver's License Trucks: Three (3) commercial Class "A" vehicles and three (3) trailers. All clinic/lab consumables and supplies vary by program and are managed by the respected Program Director/Lead Instructor.

Responsibility

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

STATEMENT OF NONDISCRIMINATION

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

STATEMENT ON PROGRAM AND POLICY CHANGES

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

ADMINISTRATION AND STAFF

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

ADMISSIONS

Michael Berry	Assistant Director of Admissions
Kimberly Katona	CDL Admission Representative

FINANCIAL AID

Jayme Tuite	Director of Financial Aid
Ryan Bazant	Financial Aid Officer

CAREER SERVICES

Candace Dranzo	Director of Career Services

PROGRAM DIRECTORS AND LEAD INSTRUCTORS

Sandy Phillips	Practical Nursing Program Director
Renee Eckert	Practical Nursing Assistant Director
Ben Crawford	Commercial Driver's License Program Director
Rachel Spyra	Director of Cosmetology
Bethany Homer	Cosmetology Supervisor
Kirk McCartney	Computer Aided Drafting and Design Lead Instructor
TBA	Electrician Lead Instructor
Edward Yesenchak	Heating, Ventilation, Air Conditioning and Refrigeration Lead Instructor
Josh Miller	Information Technology and Security Lead Instructor
Amanda Puckey	Medical Assistant/Phlebotomy Lead Instructor
John Birch	Welding Technology Lead Instructor

COORDINATORS AND ADMINISTRATIVE SUPPORT

TBA	Library/Learning Resource Center (LRC) Coordinator
Drew Shetler	Student Account and Purchasing Coordinator
Kelsey Willhoft	Administrative Staff Support/Record Keeping
Ellen Milton	School Administrative Assistant
Amanda Puckey	Practical Nursing Administrative Assistant
David Wray	CDL 3rd Party Tester
Benjamin Crawford	CDL 3rd Party Tester

INFORMATION TECHNOLOGY

Josh Miller	Network Administrator

MAINTENANCE

Joe Polen	Building Maintenance
Gene Ruble	Building Maintenance
Howard Donley	Custodian
Jennifer Ruble	Custodian

FACULTY

Tammy Bandini	Practical Nursing Instructor A.S.N., Community College of Allegheny County
John Birch	Welding Technology Lead Instructor Diploma, Elliot Training Center
Ben Crawford	Commercial Driver's License Program Director Certificate, C1 Truck Driver Training; Licensed Commercial Driver - Class A
Jeanine Cumer	Cosmetology Instructor Diploma, South Hills Beauty Academy; Licensed Cosmetology Teacher
Billie Daugherty	Practical Nursing Instructor R.N. Community College of Allegheny County
Renee Eckert	Practical Nursing Instructor M.S.N., Waynesburg University; B.S.N., Wheeling Jesuit University University
Charles "Gene" Everly	Welding Technology Instructor/College in High School Program A.S.T., Penn Commercial Business/Technical School
Tamara Foglia	Practical Nursing Instructor R.N., Washington Hospital School of Nursing
Amy Gardner	Cosmetology Instructor Diploma, Bella Cappelli Academy; Licensed Cosmetology Teacher
Kristine Gorby	General Education Instructor M.Ed, California University of Pennsylvania; B.A., St. Vincent College
Jay Henderson	Heating, Ventilation, Air Conditioning and Refrigeration Lead Instructor A.S.T, Belmont College
Bethany Homer	Cosmetology Supervisor/Instructor Diploma, Bella Cappelli Academy; Licensed Cosmetology Teacher
Mike Horvatic	Commercial Driver's License Instructor Licensed Commercial Driver – Class A
Rachel Kandcer	Cosmetology Instructor Diploma, South Hills Beauty Academy; Licensed Cosmetology Teacher
Judy Kashuba	Practical Nursing Instructor A.S.N., Waynesburg University
Kevin Klodowski	Electrician Instructor A.S.T, Dean Institute of Technology
Natalie Kloska	Cosmetology Instructor/Classroom Assistant Diploma, Penn Commercial Business/Technology School; Licensed Cosmetology Teacher
Kirk McCartney	Computer Aided Drafting and Design Instructor A.S.T., Penn Commercial Business/Technical School
Jodi McConnell	Cosmetology Instructor/College in High School Supervisor Diploma, Uniontown Beauty Academy; Licensed Cosmetology Teacher
Sam Mancini	Welding Technology Instructor Diploma, Penn Commercial Business/Technical School

Josh Miller	Information Technology and Security Lead Instructor B.S., California University of Pennsylvania
Sandy Phillips	Practical Nursing Program Director M.S., University of St. Francis; B.S., St. Leo College; Diploma, Washington Hospital School of Nursing
William Powers	Commercial Driver's License Instructor B.A., St. Edward University; Licensed Commercial Driver - Class A
Amanda Puckey	Medical Assistant/Phlebotomy Lead Instructor A.S.B., Penn Commercial Business/Technical School
Anita Rossell	General Education Instructor M.S.Ed, Capella University; B.A., Duquesne University
Jason Smith	Electrician Instructor A.S.T Community College of Allegheny County; A.S.T. Westmoreland Community College
Rachel Spyra	Director of Cosmetology Diploma, Penn Commercial Business/Technical School; Licensed Cosmetology Teacher
J. Gregg Stoner	Commercial Driver's License Instructor Licensed Commercial Driver – Class A
Rachel Switala	Cosmetology/Nail Technician Instructor Diploma, South Hills Beauty Academy; Licensed Cosmetology Teacher
Ashley Wetzel	Practical Nursing Instructor B.S.N., California University of PA, A.S.N Community College of Allegheny County
Robert Woods	Information Technology and Security Instructor A.D., West Virginia Northern
Edward Yesenchak	Heating, Ventilation, Air Conditioning and Refrigeration Lead Instructor A.S.T., Penn Commercial Business/Technical School

ABOUT PENN COMMERCIAL

2023 – 2024 SCHOOL CALENDAR

Winter 2023
Classes Begin: 01/09/2023
Classes End: 03/31/2023

Spring 2023
Classes Begin: 04/03/2023
Classes End: 06/23/2023

Summer 2023
Classes Begin: 07/10/2023
Classes End: 09/29/2023

Fall 2023
Classes Begin: 10/02/2023
Classes End: 12/22/2023

Winter 2024
Classes Begin: 01/08/2024
Classes End: 03/29/2024

Spring 2024
Classes Begin: 04/01/2024
Classes End: 06/21/2024

Summer 2024
Classes Begin: 07/08/2024
Classes End: 09/27/2024

Fall 2024
Classes Begin: 09/30/2024
Classes End: 12/20/2024

2023 Holidays/Closures	Dates
Faculty Development Day – No Classes	01/16/2023
Memorial Day	05/29/2023
Summer Break	06/26/2023 – 07/07/2023
Labor Day	09/04/2023
Thanksgiving Break	11/23/2023 – 11/24/2023
Holiday Break	12/25/2023 – 01/05/2024

2024 Holidays/Closures	Dates
Faculty Development Day – No Classes	01/15/2024
Memorial Day	05/27/2024
Summer Break	06/24/2024 – 07/05/2024
Labor Day	09/02/2024
Thanksgiving Break	11/28/2024 – 11/29/2024
Holiday Break	12/23/2024 – 01/03/2025

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

The 2023-2024 School Calendar is subject to change. Student schedules are adjusted to accommodate holidays or staff professional development days, as indicated above. In the event of class cancellation or delay for inclement weather, unforeseen circumstances, abrupt school closure or transition to temporary remote learning, or other unscheduled events, a notice will be sent through the school's text message alert system, email, posted through the local news channels and/or on social media. Such cancellations may necessitate the scheduling of mandatory make-up hours on a subsequent day, particularly for clock hour programs. If this occurs, students will be properly notified in advance.

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

ABOUT PENN COMMERCIAL

2023 START DATES AND ESTIMATED GRADUATION DATES

18 Month Programs

Medical Assistant; CADD; HVAC-R; Information Technology and Security		
Start Date	**Orientation Date**	**Graduation Date**
01/09/2023	01/05/2023	06/21/2024
04/03/2023	03/30/2023	09/27/2024
07/10/2023	07/06/2023	12/20/2024
10/02/2023	09/28/2023	03/28/2025

15 Month Program

Electrician evening start date – to be determined

12 Month Programs

Practical Nursing; Welding Technology		
Start Date	**Orientation Date**	**Graduation Date**
01/09/2023	01/05/2023	12/22/2023
04/03/2023	03/30/2023	03/29/2024
07/10/2023	07/06/2023	06/21/2024
10/02/2023	09/28/2023	09/27/2024

9 Month Programs

Electrician		
Start Date	**Orientation Date**	**Graduation Date**
01/09/2023	01/05/2023	09/29/2023
04/03/2023	03/30/2023	12/22/2023
07/10/2023	07/06/2023	03/29/2024
10/02/2023	09/28/2023	06/21/2024

Cosmetology		
Start Date	**Orientation Date**	**Graduation Date**
01/09/2023	01/06/2023	09/29/2023
02/06/2023	02/03/2023	10/27/2023
03/06/2023	03/03/2023	11/24/2023
04/03/2023	03/31/2023	12/22/2023
05/01/2023	04/28/2023	02/02/2024
05/30/2023	05/26/2023	03/01/2024
07/10/2023	07/07/2023	03/29/2024
08/07/2023	08/04/2023	04/26/2024
09/05/2023	09/01/2023	05/24/2024
10/02/2023	09/29/2023	06/21/2024
10/30/2023	10/27/2023	08/02/2024
11/27/2023	11/22/2023	08/30/2024

5 Month Program

Cosmetology Instructor/Salon Manager start date will align with the Cosmetology start dates listed above

3 Month Programs

Phlebotomy Technician		
Start Date	**Orientation Date**	**Graduation Date**
01/09/2023	01/05/2023	03/31/2023
04/03/2023	03/30/2023	06/23/2023
07/10/2023	07/06/2023	09/29/2023
10/02/2023	09/28/2023	12/22/2023

Esthetics; Nail Technician		
Start Date	**Orientation Date**	**Graduation Date**
03/20/2023	03/17/2023	EST 06/09/2023: NT 06/07/2023
06/12/2023	06/09/2023	EST 09/15/2023; NT 09/13/2023
09/18/2023	09/15/2023	EST 12/08/2023; NT 12/06/2023
12/11/2023	12/08/2023	EST 03/15/2024; NT 03/13/2024

ADMISSIONS INFORMATION

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

ADMISSION REQUIREMENTS

General

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

- Personal interview and campus tour
- Application for admission and a $25 application fee. Application fee refund policies are outlined in the Cancellation and Refund Policy within the Financial Aid section of this school catalog.
- High School diploma, transcript, GED, or other acceptable proof of graduation from an institution providing secondary education, or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education. *
- Entrance assessment (benchmark scores listed below)
- Completion of all required admission documentation
- Acknowledgement of receipt of all consumer information
- A parent/guardian must co-sign the enrollment agreement and all FERPA documents for applicants under the age of 18
- Must meet the technical standards for the applicant's program of choice
- Meet with Financial Aid to determine grant and loan eligibility and finalize the financial plan/spreadsheet

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

Entrance Assessment

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

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

ENROLLMENT AGREEMENT PROCESS

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

FOREIGN STUDENTS/ FOREIGN TRANSCRIPTS

Foreign students are required to submit government issued documentation verifying citizenship status. The Financial Aid Department can then determine eligibility for federal aid. Foreign transcripts must be translated AND evaluated from an agency approved by the National Association of Credential Evaluation Serves (NACES). A listing of the approved agencies

can be found at https://www.naces.org/members. All associated fees for foreign translation and evaluation are the responsibility of the applicant.

ORIENTATION FOR NEW AND RETURNING STUDENTS

Prior to beginning classes, new students and students who are returning to Penn Commercial after an absence of six months or more are required to attend orientation. The purpose of orientation if to facilitate a successful transition to Penn Commercial, to get acquainted with the campus, to meet administrative staff, instructors, and peers, and to familiarize new students with policies and procedures. If a student is unable to attend scheduled orientation, alternative arrangements will be made prior to the commencement of classes.

TECHNOLOGY REQUIREMENTS – COSMETOLOGY INSTRUCTOR /SALON MANAGER

As part of the Admissions process to Penn Commercial, students enrolling in online or hybrid programs are required to attest to certain competencies in the use of technology. Basic internet and computing skills are required to take online courses. These skills may include but are not limited to:

- Using a browser
- Accessing, creating, saving, and uploading documents and files on a computer
- Composing and sending emails to administrators, instructors, and/or peers
- Entering responses in a web-form, such as an online quiz
- Posting to a discussion board
- Running various applications, such as video or media players or anti-virus applications Software and Hardware

Penn Commercial utilizes the following publishers' platforms: Pivot Point, Milady, Google.

To participate in courses online, a student must have access to computer or laptop with the requirements outlined below. Having access to these items is required to enroll in the course:

- Device: Must be a PC, laptop, iPad or compatible device.
- Screen Resolution: 1024x768 minimum, 1280x800 or greater preferred
- Operating Systems: Microsoft Windows 7 or greater, Windows 10 preferred, Mac OSX and Linux based computers limited support on these platforms. Operating system Must be kept up-to-date.
- CPU: AMD Zen or Intel Core i3, 2 GHz with dual-core or greater. Avid low-end CPUs such as Intel Atom, Intel Celeron, and AMD 3-series, or AMD A4.
- High-Speed Internet Connections: FiOS, Cable or 8Mb/s or greater preferred, Cellular, DSL and Satellite may work, but the user will likely experience degraded quality, intermittent connectivity, and poor results with video conferencing. 8 Mb/s is the Google/YouTube "standard" for streaming 1080 HD video.

As many providers have 'caps' or 'average charges', Penn Commercial is not responsible for data usage/overage charges.

PROGRAM SPECIFIC ADMISSION/EXTERNSHIP/CLINICAL REQUIREMENTS

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

Cosmetology Instructor/Salon Manager

A student applying for the Cosmetology Instructor/Salon Manager Program must have successfully graduated from an approved Cosmetology program, have a current cosmetology license, and three (3) years of documented practical work experience as a licensed cosmetologist. All documentation showing this information must be submitted by the applicant and approved by Penn Commercial before an application is accepted. Additionally, all applicants must submit a current PA Epatch, FBI Clearance, and Child Abuse Clearance; these clearances must be free of any prohibited offense(s) for enrollment.

Commercial Driver's License Admission Requirements

Students applying for the CDL program are required to submit the following: valid Pennsylvania or West Virginia driver's license; Pennsylvania Access to Criminal History; PA Department of Transportation Motor Vehicle Record (MVR); DOT physical that meets physician standards; negative drug testing and will submit to random drug testing while attending the program, which are required to be negative. NOTE: applicants are not required to possess a commercial learner's permit upon admission. The commercial learners permit exam is included in the theory portion of the program.

Medical Assistant and Phlebotomy Technician Externship Requirements

While Penn Commercial does not require students to provide physical clearance and proof of vaccination prior to enrollment and the start of their program of study, medical programs offered do require a Health Clearance/Physical Form completed within two weeks of the start date. Furthermore, externship sites may also require immunizations/titers for communicable diseases prior to entering the externship component of the program. The cost of this testing is included in the student's financial aid package.

- Health Clearance/Physical Form
- Hepatitis B Titer and vaccination if requested by externship site

- Varicella Titer and vaccination if requested by externship site
- MMR Titer and vaccination if requested by externship site
- T-Spot Testing for Tuberculosis if requested by externship site
- TDAP vaccination if requested by externship site
- Flu shot if requested by externship site
- COVID-19 vaccine and testing if requested by externship site

Students have the option for their physical examination and immunization titers to be completed under their personal insurance plan and physician, however all documents must be submitted and approved the day before orientation or the student will default to the Penn Commercial medical screening. In this case, the health clearance/physical must be submitted on the Penn Commercial form.

Some externship site may also require additional screenings. If any/all of these are requested by the externship site, the associated cost is at the student's expense.

- Drug testing
- Pennsylvania Access to Criminal History (for PA residents) OR West Virginia Criminal Background Check (CIB) (for WV residents) OR other current state of residency background check
- Pennsylvania Child Abuse History Clearance
- FBI Criminal Background Clearance

Applicants who have questions regarding how these clearances may affect their externship placement and/or future employment should discuss this matter with the Director of Career Services prior to enrollment.

Practical Nursing Admission and Clinical Requirements

The Practical Nursing Program Director will ensure equitable consideration of all applicants, assist the applicant in determining if this is the right field for him/her, and ensure the best possible chance of success for each student selected to enter the program. Students applying for the Practical Nursing program are required to submit the following and will be reviewed by the Practical Nursing Program Director for compliance and consideration.

1. Participate in a second interview with the Director of Practical Nursing and/or the Director of Student Services.
2. Submit the following background checks:
    - Pennsylvania Access to Criminal History (for PA residents) OR West Virginia Criminal Background Check (CIB) (for WV residents) OR other current state of residency background check
    - Pennsylvania Child Abuse History Clearance
    - FBI Criminal Background Clearance

    The cost associated with the three background checks are at the applicant's expense. All clearances must be submitted to the Practical Nursing Program Director no later than week 4 of the first quarter. If not received by this time, the student will not be permitted to attend clinical rotation. If a student is unable to participate in clinical rotation, he/she will be withdrawn from the program. The clinical facilities review all background checks and can refuse students based on criminal record. This decision can vary from site to site. If a student is denied admission to a clinical site(s), they can be terminated from the program because they would be unable to complete the program requirements.
3. Provide three (3) educational or professional letters of reference/recommendation.
4. Drug testing must be completed by Penn Commercial's contracted service provider. Drug testing is completed within the first two weeks of the start of the program. Cost for drug testing is included in the student's financial aid package. A positive drug test will result in immediate termination from the program. NOTE: a medical marijuana card DOES NOT make anyone exempt from a positive drug test. A student who has a positive drug test may reapply for admission after one year.
5. While Penn Commercial does not require students to provide proof of vaccination prior to enrollment and the start of their program of study, medical programs offered do require a Health Clearance/Physical Form completed within one week of the start date. Furthermore, clinical sites also require immunizations/titers for communicable diseases prior to entering the clinical component of the program. These are due by week four in order to remain eligible for clinical rotation. The information required by program is outlined below.
    - Health Clearance/Physical Form
    - Hepatitis B Titer and vaccination if needed
    - Varicella Titer and vaccination if needed
    - MMR Titer and vaccination if needed
    - T-Spot Testing for Tuberculosis
    - TDAP vaccination
    - Flu shot
    - COVID-19 vaccine and testing

Other Programs Not Listed Above That Include Externship

Companies that accept our students for externship placement may conduct a variety of background checks. Applicants with a record that includes felonies and/or misdemeanors may not be accepted by these companies for externship placement. Additionally, some companies may require candidates to submit to drug testing and COVID-19 vaccine and/or

testing. Some certification, registry or licensing agencies may have similar restrictions. Students are responsible for any/all costs associated with any requested background check and/or testing. Final decisions regarding externship placement are solely with the outside company and are outside the control of Penn Commercial. Applicants who have questions regarding how these issues may affect their externship placement and/or future employment should discuss this matter with the Director of Career Services prior to enrollment.

READMISSION PROCEDURE

A student who withdrew or was dismissed from Penn Commercial (with the exception of Code of Conduct violations) may submit a request for readmission to the Director of Student Services after a waiting period of at least one quarter. If a student is eligible for readmission consideration, a retention board meeting will be scheduled. The purpose of the retention board meeting is to discuss a number of factors such as circumstances surrounding the student's withdrawal, reason for requesting readmission, academic status, financial status, potential barriers, etc. The retention board will determine whether readmission is a feasible plan. Approval for reenrollment is not automatic and is solely at the discretion of the retention board. Students will be notified in writing of the retention board's decision. Students are afforded only one retention board meeting unless there are documented extenuating circumstances.

If approved, the student will meet with their admission representative to complete/submit all the current admission requirements. All students approved for readmission will be charged tuition consistent with the existing published rate. Students approved for readmission within a one-year period of withdrawal/LDA will not be charged an application fee. Students approved for readmission after one year of withdrawal/LDA will incur a readmission application fee of $25.00. Application fee refund policies are outlined in the Cancellation and Refund Policy within the Financial Aid section of the School Catalog.

FINANCIAL AID AND TUITION INFORMATION

FINANCIAL ASSISTANCE

Penn Commercial participates in a variety of financial aid programs. Students must meet the eligibility requirements of these programs in order to participate. Financial aid is available for those who qualify. It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved and all necessary documentation completed before the aid can be applied to the student's financial plan/spreadsheet. Financial aid is awarded on a quarterly or payment period basis; therefore, students may have to apply for financial aid more than once during the calendar year, depending on their program and/or start date. Students who need additional information and guidance should contact the Financial Aid Department.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

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

FAFSA VERIFICATION

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

- Signed copy of parent's Federal Income Tax Return (1040, 1040A, etc.) or Tax Return Transcript
- Signed copy of student's Federal Income Tax Return (1040, 1040A, etc.) or Tax Return Transcript
- IRS non-filing statement and/or W2's
- Documentation of untaxed income (Social Security Benefits, Welfare, Child Support, etc.)
- Verification Worksheet indicating household size (form provided by the financial aid office)
- Other documentation specified by the Financial Aid Office

This documentation will be used to compare what was submitted on the FAFSA. If you have any questions about this policy, please see the Financial Aid Department.

FINANCIAL AID PROGRAMS

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

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

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

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

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

VETERANS BENEFITS AND TRANSITION ACT OF 2018

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

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

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

VETERANS ACADEMIC PROGRESS/PROBATION

Veteran students must demonstrate academic progress by successfully completing courses attempted. Completing courses with a "C" or better indicates academic progress. Receiving a "D" or lower in any course and/or withdrawing from courses may put students at risk. Poor academic performance will lead to academic probation at the end of a grading period. If a veteran student's CGPA falls below a 2.0 he/she will be placed on academic probation. Students will remain on probation for one term/grading period. At the end of the next term/grading period the student will be re-evaluated. If the CGPA is above a 2.0 at that point, the student will be removed from probation and will be placed in good standing. If the student's CGPA is below a 2.0, the VA education benefits will be terminated immediately.

VETERANS ASSISTANCE

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

Make-Up Work

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

Advanced Standing

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

Tardiness

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

Class Cuts

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

CANCELLATION AND REFUND POLICY

Cancellation Prior to Starting Classes

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

- Rejection of the enrollment agreement by Penn Commercial.
- Receipt by Penn Commercial, within five (5) calendar days of the contract signing, of written notification that the student wishes to cancel. A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional period of five (5) calendar days. Penn Commercial may retain all of the fees after five (5) calendar days or after ten (10) calendar days absent written confirmation, where required. If the applicant is a minor, the cancellation notice must be signed by a parent or guardian; The postmark date will be effective date of cancellation.

Cancellation after Five (5) Day Period or Starting Classes

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

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

For a student withdrawing from or discontinuing the program during the first seven (7) calendar days of the quarter, or other payment period, the school will refund at least 75% of the tuition for the quarter or payment period.

For a student withdrawing from or discontinuing the program after the first seven (7) calendar days, but within the first 25% of the quarter or other payment period, the school will refund at least 55% of the tuition for the quarter or payment period.

For a student withdrawing or discontinuing after 25% but within 50% of the quarter or other payment period, the school will refund at least 30% of the tuition for the quarter or payment period.

For a student withdrawing from or discontinuing the program after 50% of the quarter or other payment period, the student will receive no refund.

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

RETURN OF TITLE IV FUNDS

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

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

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

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

If a student earned less aid than was disbursed, the School would be required to return a portion of the funds and the student would potentially be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the School. If a student earned more aid than was disbursed to him/her, the School would owe the student a post-withdrawal disbursement. Post withdraw grant disbursements must be disbursed within 45 days of the student's withdrawal. Post withdraw loan disbursements are offered to the student within 30 days at which time the student has 14 days to respond. If the Return to Title IV calculation creates a credit balance on the students account, the School will disburse the credit balance directly to the student no later than 14 days after the calculation. Refunds are allocated in the following order:

The refund process is a two-step process. In step one Penn Commercial will calculate the percentage of the Federal Title IV aid that has been earned by the student in accordance with 34 CFR 668.22 of the Federal regulations. The second step of the process will establish the total charges incurred by the student for the training received through the last day of attendance. Penn Commercial will calculate this portion of the refund by utilizing the state refund policy. In conformance with Federal regulation, the school will distribute the proceeds from step one to the origination source in the following order, up to the net amount disbursed. All returns to Title IV programs will be made no later than 45 days after determining the student has withdrawn.

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

OUTSIDE AGENCY FUNDING

Office of Vocational Rehabilitation (OVR)

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

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

Veterans Benefits

A student qualifies for Veteran's Benefits during a period of financial aid warning. Please refer to the Veterans Academic Progress/Probation Policy.

Trade Readjustment Act (TRA)

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

Other Aid

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

DRUG CONVICTIONS DURING ENROLLMENT

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to become ineligible for further federal financial aid and repay federal financial aid received immediately. Students may be eligible for future financial aid after completing a court mandated rehabilitation program. Drug convictions during enrollment must be disclosed on the FAFSA application and documentation may be required.

DEFAULT PREVENTION AND MANAGEMENT PLAN

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

COSMETOLOGY PROGRAM SCHOLARSHIP

Terms

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

Conditions

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

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

Application Process

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

Deadline Date

The scholarship deadline date is August 15.

Basis for Selection

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

Number

One (1) scholarship may be awarded each year.

Maximum/Minimum Award

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

Aggregate Award Volume

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

Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the President. The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

GED SCHOLARSHIP

Terms

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

Conditions

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

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

Application Process

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

Deadline Date

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

Basis for Selection

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

Number

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

Maximum/Minimum Award

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

Aggregate Award Volume

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

Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the President. The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

STANLEY S. BAZANT SCHOLARSHIP

Terms

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

Conditions

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

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

Application Process

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

Deadline Date

The scholarship deadline date is May 1.

Basis for Selection

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

Number

One (1) scholarship may be awarded each year.

Maximum/Minimum Award

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

Aggregate Award Volume

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

Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the President. The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

STAR SCHOLARSHIP

Terms

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

Conditions

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

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

Application Process

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

Deadline Date

The deadline for application is March 31.

Basis for Selection

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

Number

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

Maximum/Minimum Award

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

Aggregate Award Volume

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

Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the President. The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

FINANCIAL AID AND TUITION INFORMATION

TUITION AND FEES SCHEDULE ▪ 2023

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

PROGRAM	AWARD	PROGRAM LENGTH	QUARTER CREDITS/HOURS	PROGRAM TUITION	APP/REG FEES	BOOKS AND FEES*	PROGRAM TOTAL
Commercial Driver's License	Certificate	6/7/12 weeks	220 hours	$6,795.00	$100	$300.00	$7,195.00
Computer Aided Drafting and Design	AST	18 months	110.5 quarter credits	$23,978.00	$110	$5,484.00	$29,572.00
Cosmetology	Diploma	9 months	1250 hours	$15,425.00	$110	$5,164.00	$20,699.00
Cosmetology Instructor/Salon Manager	Diploma	5 months	600 hours	$6,750.00	$110	$1084.00	$7,944.00
Electrician	Diploma	9 months	59.0 quarter credits	$12,213.00	$110	$4,671.00	$16,994.00
Electrician Evening	Diploma	15 months	59.0 quarter credits	$12,213.00	$110	$4,971.00	$17,294.00
Esthetics	Diploma	3 months	400 hours	$4,000.00	$110	$2,451.00	$6,561.00
HVAC-R	AST	18 months	106.0 quarter credits	$21,730.00	$110	$5,920.00	$27,760.00
Information Technology and Security	ASB	18 months	104.0 quarter credits	$23,088.00	$110	$6801.00	$29,999.00
Medical Assistant	ASB	18 months	107.0 quarter credits	$23,219.00	$110	$6,951.00	$30,280.00
Nail Technician	Diploma	3 months	250 hours	$3,400.00	$110	$2,034.00	$5,544.00
Phlebotomy Technician	Diploma	3 months	12.0 quarter credits	$2,484.00	$110	$1,116.00	$3,710.00
Practical Nursing	Diploma	12 months	1500 hours	$20,760.00	$110	$4,601.00	$25,471.00
Welding Technology	Diploma	12 months	78 .0 credits	$16,926.00	$110	$6,255.00	$23,291.00

Because of the many changes that may occur, in both business and education, it is impossible to guarantee long-standing tuition, text book/supplies and fee charges. Penn Commercial, therefore, reserves the right to modify tuition and/or other fees upon 60-day written notice. It is the responsibility of the student to remain apprised of the status of his/her account.

TUITION PAYMENT AND OUTSTANDING BALANCES

For current students who make monthly payments, tuition is due by the second of every month. A twenty ($20) dollar late fee will be applied to the student's account for payments received after the 10-day grace period from the payment due date. Current students who are not up to date with monthly payments are not permitted to schedule classes for the subsequent quarter, purchase text books or have access to their transcripts until payment has been made. Students entitled to educational assistance under Veterans Benefits of Chapter 31 and 33 are excluded from this policy.

For students who have completed a program or withdrawn from school and have an outstanding balance, students are given sixty (60) days to make payment arrangements in addition to his/her first payment. Failure to make payment arrangements or maintain timely payments will result in collection efforts by the School.

RETURNED CHECK PROCESSING FEE

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

BOOKSTORE REFUND POLICY

Open packages and/or torn/damaged items are nonrefundable. Students who wish to return a text book may only do so within the first two weeks of the quarter for credit; however, if the wrapping has been removed and/or has been written in or damaged, the text book is nonrefundable. No credit will be issued for text books after the first two weeks of the quarter. Kits and classroom supplies are nonrefundable; however, merchandise that deemed defective will be replaced at no charge to the student. All refunds are credited toward the students account. No refunds will be issued without the original receipt of purchase.

COMMERCIAL DRIVER'S LICENSE (CDL)
CERTIFICATE

Program Length Day	**6 Weeks**
Program Length Evening	**7 Weeks**
Program Length Weekend	**12 Weeks**
Total Clock Hours	**220**

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

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

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

Evening Schedule
Monday through Thursday 6:00 pm to 10:00 pm
Saturday and Sunday 8:00 am to 4:30 pm

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

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

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

Course Code	Course Name	Instructional Hours
CDL 100 ▪	Commercial Driver's License	220

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

Students are permitted to take the test up to and including three (3) times in order to pass and graduate from the program; the cost for these attempts are included in the cost of the program. If a student should fail three (3) times, he/she will fail the course and will need to repeat the program and will be charged full tuition.

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

COMPUTER AIDED DRAFTING AND DESIGN

ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE

Program Length	**18 Months**
Total Quarter Credits	**110.5**
Total Hours	**1850**

Program Objective: The Computer Aided Drafting and Design program is designed to prepare student for entry-level positions in the engineering drafting fields. Students will be prepared to accept a position as a mechanical, architectural, piping, structural, machine, civil, or topographical drafter.

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

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

Quarter #	Course Code	Course Name	Instructional Hours	Quarter Credit Hours*
1	CAD 101 ▪	Technical Drafting	90	6.0
1	CAD 102 ▪	Basis Computer Aided Drafting	105	6.0
1	CT 104 ♦	Introduction to Word Processing	50	3.0
1	MA 102 ♦	Technical Math I	50	4.0
1	PD 100	Student Success	10	1.0
2	BA 110 ♦	Ethics in the Workplace	50	4.0
2	CAD 103 ▪	Electro-Mechanical Drafting	90	6.0
2	CAD 202 ▪	Intermediate Computer Aided Drafting	115	6.5
2	MA 103 ♦	Technical Math II	50	4.0
3	CAD 115 ▪	Architectural Drafting – Residential	100	6.0
3	CAD 117 ▪	3-D Geometric Dimensioning and Tolerancing	85	5.0
3	CAD 206 ▪	Pipe Drafting	90	6.0
3	MA 104 ♦	Technical Math III	50	4.0
4	CAD 104 ▪	Machine Drafting	90	6.0
4	CAD 205 ▪	Structural Drafting	90	6.0
4	CAD 223 ▪	Introduction to Geographical Information Systems (GIS)	90	6.5
4	PD 101	Professional Development I	10	1.0
5	CAD 204 ▪	Civil Engineering Drafting	90	6.0
5	CAD 212 ▪	Final Project – Advanced Computer Aided Drafting	115	6.5
5	EC 103 ♦	Technical Communication	50	3.0
5	PD 102 ♦	Professional Development II	20	2.0
6	CAD 215 ▪	Drafting and Design Externship	360	12.0

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

COSMETOLOGY
DIPLOMA

Program Length	**9 Months**
Total Clock Hours	**1250**

Program Objective: The Cosmetology program is designed to prepare students to accept entry-level positions in the cosmetology field. Students will be able to accept positions at a variety of employers including hair and nail salons, spas, resorts as well as self-employment. As a Toni & Guy Hairstyling Academy, the Cosmetology program utilizes the Toni & Guy curriculum. Students will be taught the Toni & Guy hairstyling techniques by instructors trained in this curriculum.

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

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

Quarter #	Course Code	Course Name	Instructional Hours
1	TG 101 ▪	Fundamentals A	139
1	TG 102 ▪	Fundamentals B	139
1	TG 103 ▪	Intermediate A	139
2	TG 104 ▪	Intermediate B	139
2	TG 105 ▪	Intermediate C	139
2	TG 201 ▪	Advanced A	139
3	TG 202 ▪	Advanced B	139
3	TG 203 ▪	Advanced C	139
3	TG 204 ▪	Salon Professional	138

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

TONI&GUY®
HAIRDRESSING ACADEMY

COSMETOLOGY INSTRUCTOR/SALON MANAGER
DIPLOMA
DISTANCE EDUCATION - HYBRID PROGRAM

Program Length	**5 Months**
Total Clock Hours	**600**

Program Objective: The objective of the Cosmetology Instructor/Salon Manager program is to prepare licensed professionals to become well-rounded and well-trained professional educators and/or managers of a salon/spa. Students will be prepared to successfully teach cosmetology courses in an educational setting using Pivot Point based curriculum. The focus of the program includes preparing daily lesson plans, writing course syllabi, developing lectures and classroom demonstrations, and utilizing various teaching styles, as well as proper student skills assessment. The program will provide the experience of teaching cosmetology classes while under the direct supervision of a licensed cosmetology instructor. Other topics to be studied are: the importance of professionalism in the classroom, classroom management, how to operate a successful salon, Pennsylvania rules and regulations, as well as preparation to sit for the Pennsylvania Cosmetology Instructor licensing exam after program completion.

Class Schedule and Makeup Work: This program uses the hybrid model as outlined below.

SCHEDULE: MONDAY THROUGH FRIDAY (WEEKS 1-18)

On Campus:
Monday, Tuesday, Wednesday - 8:30 AM to 4:00 PM

Hybrid/Asynchronous:
Thursday, Friday - 4.5 hours each day = 9 hours/week

SCHEDULE: MONDAY THROUGH FRIDAY (WEEKS 19-20)

On Campus:
Monday, Tuesday, Wednesday - 8:30 AM to 4:00 PM
Thursday, Friday - 8:00 AM to 12:30 PM

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

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

Delivery Method Definitions:

- ***Hybrid*** – The hours of the course will be a combination of both synchronous learning from home and on campus.
- ***On Campus*** – All hours of the course are scheduled on campus.

Quarter #	Course Code	Course Name	Delivery Method H=Hybrid C=On Campus	Instructional Hours
1	CMI 101H ▪	Teaching Techniques: Becoming an Educator	H	60
1	CMI 102H ▪	Teaching Techniques: Organizing Education	H	60
1	CMI 103H ▪	Teaching Techniques: Classroom Management	H	60
1	CMI 104H ▪	Teaching Techniques: Instructional Methods	H	60
1	CMI 105H ▪	Teaching Techniques: Student Assessment	H	60
2	CMI 201 ▪	Student Teaching	C	200
2	CMI 301H▪	Salon Management and Professional Practices	H	100

Pennsylvania Licensure: Graduates of the Cosmetology Instructor/Salon Manager program are eligible to take the Pennsylvania Cosmetology Teacher exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. Penn Commercial does not guarantee that a student will pass this exam.

ELECTRICIAN
DIPLOMA

Program Length Day	**9 Months**
Program Length Evening	**15 Months**
Total Quarter Credits	**59.0**
Total Hours	**930**

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

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

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

Quarter #	Course Code	Course Name	Instructional Hours	Quarter Credit Hours*
1	CT 104	Introduction to Word Processing	50	3.0
1	EL 101 ▪	Fundamentals of Electricity	100	6.0
1	EL 102 ▪	DC/AC Circuits	100	6.0
1	MA 102	Technical Math I	50	4.0
1		***All students are scheduled for Heart Saver First Aid and CPR***		
2	EC 103	Technical Communication	50	3.0
2	EL 104 ▪	National Electrical Code	50	4.0
2	EL 201 ▪	Residential Wiring	100	6.0
2	EL 202 ▪	Motor Control Systems	100	6.0
3	EL 204 ▪	Equipment Maintenance and Troubleshooting	50	3.0
3	EL 205 ▪	Commercial Wiring	100	6.0
3	EL 206 ▪	Programmable Logic Controllers	50	3.0
3	EL 208 ▪	Motor Maintenance and Troubleshooting	50	3.0
3	EL 210 ▪	Alternative Energy	70	5.0
3	PD 101	Professional Development I	10	1.0

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

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

ESTHETICS
DIPLOMA

Program Length	**3 Months**
Total Clock Hours	**400**

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

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

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

Quarter #	Course Code	Course Name	Instructional Hours
1	EST 110 ▪	Scientific Concepts	110
1	EST 111 ▪	Fundamental Facial Treatments	50
1	EST 112 ▪	Hair Removal Techniques	35
1	EST 113 ▪	Makeup, Lash and Brow Artistry	50
1	EST 210 ▪	Advanced Facial and Body Treatments	50
1	EST 211 ▪	Professional Business Practices	70
1	EST 212 ▪	State Board Preparation	35

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

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

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

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC-R)

ASSOCIATE IN SPECIALIZED TECHNOLOGY (AST) DEGREE

Program Length Day	**18 Months**
Total Quarter Credits	**106.0**
Total Hours	**1855**

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

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

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

Quarter #	Course Code	Course Name	Instructional Hours	Quarter Credit Hours*
1	CT 104 ♦	Introduction to Word Processing	50	3.0
1	EL 101 ▪	Fundamentals of Electricity	100	6.0
1	EL 102 ▪	DC / AC Circuits	100	6.0
1	MA 102 ♦	Technical Math I	50	4.0
1		***All students are scheduled for Heart Saver First Aid and CPR***		
2	EC 103 ♦	Technical Communication	50	3.0
2	HT 105 ▪	Tools and Equipment Overview	50	3.0
2	HT 110 ▪	Residential Refrigeration	100	6.0
2	HT 205 ▪	HVAC Controls and Diagrams	50	3.0
2	MA 103 ♦	Technical Math II	50	4.0
3	HT 111 ▪	Oil Heating, Installation and Service	75	5.0
3	HT 112 ▪	Gas Heating and Add On Air Conditioning Equipment	100	6.0
3	HT 206 ▪	Heat Pump/Electric Air Handler	100	6.0
3	MA 104 ♦	Technical Math III	50	4.0
4	HT 114 ▪	Psychometrics, Load Calculations/Air Distribution	75	5.0
4	HT 201 ▪	Commercial Refrigeration	100	6.0
4	HT 214 ▪	Hydronics and Chillers	100	5.0
4	BA 110 ♦	Ethics in the Workplace	50	4.0
5	HT 207 ▪	Customer Service for HVAC	50	3.0
5	HT 210 ▪	Sheet Metal Fabrication	50	3.0
5	HT 212 ▪	HVAC Equipment Troubleshooting/Basic Plumbing	125	7.0
5	PD 102 ♦	Professional Development II	20	2.0
6	HT 250 ▪	HVAC Externship	360	12.0

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

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

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

INFORMATION TECHNOLOGY AND SECURITY

ASSOCIATE IN SPECIALIZED BUSINESS (ASB) DEGREE

Program Length Day	**18 Months**
Total Quarter Credits	**104.0**
Total Hours	**1700**

Program Objective: The Information Technology and Security program is designed to prepare students for entry-level employment in the information technology and security fields. Graduates will be trained for entry-level positions in client needs assessments, design installation, maintenance and security.

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

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

Quarter #	Course Code	Course Name	Instructional Hours	Quarter Credit Hours*
1	CS 103 ▪	Beginning A+ Certification	50	4.0
1	CT 109	Microsoft Word	50	3.0
1	EC 101 ♦	English Composition	50	4.0
1	IT 100 ▪	Operating Systems	50	3.0
1	MA 101 ♦	Business Mathematics	50	4.0
1	PD 100	Student Success	10	1.0
2	CM 105 ▪	Networking Technologies	50	4.0
2	CS 201 ▪	Advanced A+ Certification	50	4.0
2	CS 202 ▪	PC Architecture, Design, and Implementation	50	3.0
2	CT 108	Microsoft Excel	50	3.0
2	EC 102 ♦	Communication	50	5.0
2	IT 235 ▪	Virtualization Technologies	50	3.0
3	CM 200 ▪	Wireless Technologies	50	3.0
3	CM 209 ▪	Windows Server	50	3.0
3	IT 132 ▪	VoIP Technologies	50	3.0
3	OT 110	Microsoft Access	50	3.0
3	PS 101 ♦	Introduction to Psychology	50	5.0
4	BA 209 ♦	Customer Service	50	4.0
4	CM 106 ▪	Introduction to Programming	50	3.0
4	CM 202 ▪	Network Security	50	3.0
4	CM 206 ▪	Microsoft Networking Concepts	50	3.0
4	CM 215 ▪	Active Directory Concepts	50	3.0
4	CM 233 ▪	Introduction to UNIX / Linux	50	3.0
4	PD 101	Professional Development I	10	1.0
5	CM 208 ▪	Designing a Microsoft Network	50	3.0
5	CM 217 ▪	Microsoft SQL Server	50	3.0
5	CM 219 ▪	Email Solutions	50	3.0
5	IT 125 ▪	Security II	50	3.0
5	PD 102 ♦	Professional Development II	20	2.0
6	CM 220 ▪	Network Administrator Externship	360	12.0

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

MEDICAL ASSISTANT

ASSOCIATE IN SPECIALIZED BUSINESS (ASB) DEGREE

Program Length Day	**18 Months**
Total Quarter Credits	**107.0**
Total Hours	**1650**

Program Objective: The Medical Assistant program prepares students for entry-level employment in the medical field. It is designed for the individual desiring to work in the clinical aspect as well as in an administrative capacity in a doctor's office, hospitals, extended care facilities, etc. Graduates will be prepared for entry-level employment as a medical assistant, clinical assistant, phlebotomist, or medical office administrator.

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

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

Quarter #	Course Code	Course Name	Instructional Hours	Quarter Credit Hours*
1	BA 110 ♦	Ethics in the Workplace	50	4.0
1	EC 101 ♦	English Composition	50	4.0
1	MA 101 ♦	Business Mathematics	50	4.0
1	MD 101 ▪	Medical Terminology I with Anatomy and Physiology	50	4.0
1	OT 101	Keyboarding I	50	3.0
1	PD 100	Student Success	10	1.0
2	BA 220 ♦	Supervisory Management	50	4.0
2	EC 102 ♦	Communication	50	5.0
2	MD 102 ▪	Medical Terminology II with Anatomy and Physiology	50	4.0
2	MD 107 ▪	Introduction to Pharmacology	50	4.0
2	PS 101 ♦	Introduction to Psychology	50	5.0
3	MD 103 ▪	Medical Terminology III with Anatomy and Physiology	50	4.0
3	MD 108 ▪	Electronic Health Records	50	3.0
3	MD 206 ▪	Clinical Assisting I	50	3.0
3	MD 220 ▪	Medical Insurance and Coding	50	4.0
3	MD 224 ▪	Medical Office Procedures I	50	3.0
4	MD 210 ▪	Clinical Assisting II	50	3.0
4	MD 211 ▪	Laboratory Procedures I	50	3.0
4	MD 221 ▪	Medical Terminology IV with Anatomy and Physiology	50	4.0
4	MD 225 ▪	Medical Office Procedures II	50	3.0
4	MD 235 ▪	Word, Excel, PowerPoint in the Medical Office	50	3.0
4	PD 101	Professional Development I	10	1.0
5	EC 201 ♦	Business Communication	50	4.0
5	MD 104 ▪	Medical Computer Applications	50	3.0
5	MD 200 ▪	Introduction to Pathology	50	4.0
5	MD 214 ▪	Clinical Assisting III	50	3.0
5	MD 215 ▪	Laboratory Procedures II	50	3.0
5	PD 102 ♦	Professional Development II	20	2.0
5		***Students scheduled for Basic Life Support for Healthcare Providers***		
6	MD 213 ▪	Medical Assistant Externship	360	12.0

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

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

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

NAIL TECHNICIAN
DIPLOMA

Program Length	**3 Months**
Total Clock Hours	**250**

Program Objective: The Nail Technician program is designed to train students in the fundamentals of manicuring, pedicuring and professional nail application of enhancements and nail art. Instruction consists of classroom training and practical experience in a clinical setting using relevant and artistic approaches, techniques, and trends. The program is designed to prepare students for the Pennsylvania licensing examination and for entry-level employment in the professional nail industry.

Class Schedule and Makeup Work: Theory and practical instruction is scheduled Monday through Wednesday between the hours of 8:30 am to 4:30 pm. This program is considered a clock hour program; therefore, attendance is mandatory in order for a student to **progress** and meet program requirements. If a student should miss class, makeup work is mandatory and is scheduled outside of the regularly scheduled class day, as indicated above.

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

Quarter #	Course Code	Course Name	Instructional Hours
1	NT 101 ▪	Science for the Nail Technician	84
1	NT 102 ▪	Natural and Artificial Nail Services	110
1	NT 103 ▪	Specialty/Advanced Nail Services	28
1	NT 104 ▪	Professional Practices and State Board Preparation	28

Pennsylvania Licensure: Graduates of the Nail Technician program are eligible to take the Pennsylvania Nail Technician exam. Candidates must pass this exam in order to obtain Pennsylvania state licensure. Penn Commercial does not guarantee that a student will pass this exam.

PHLEBOTOMY TECHNICIAN
DIPLOMA

Program Length Day	**3 Months**
Total Quarter Credits	**12.0**
Total Hours	**210**

Program Objective: The Phlebotomy Technician program is designed to prepare students to perform phlebotomy skills such as venipunctures using multiple methods (butterfly, vacutainer, syringe), point of care testing, finger sticks, heel sticks, preparing blood samples for transport, and proper documentation in electronic health records.

Class Schedule: ***This program is scheduled two to three days per week – two (2) days of classroom lecture/skills lab and one day of externship.*** The combination of classroom/skills lab and externship hours will be scheduled any time Monday through Friday between 8:00 am to 4:30 pm. Externship hours will be completed at on off-site, approved medical office/lab/hospital.

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

Quarter #	Course Code	Course Name	Instructional Hours	Quarter Credit Hours*
1	MD 101 ▪	Medical Terminology I with Anatomy and Physiology	50	4.0
1	MD 108 ▪	Electronic Health Records	50	3.0
1	MD 236 ▪	Phlebotomy Procedures	50	3.0
1	MD 260 ▪	Phlebotomy Technician Externship	60	2.0
1		***All students are scheduled for Heart Saver First Aid and CPR***		

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

Industry Certifications: Students of the Phlebotomy Technician program will take the following certification examination through the National Center for Competency Testing (NCCT). Penn Commercial does not guarantee that students will pass these examinations.

- National Certified Phlebotomy Technician Examination (NCPT)

PRACTICAL NURSING
DIPLOMA

Program Length	**12 Months**
Total Clock Hours	**1500**

Program Objective: The Practical Nursing program is dedicated to the purpose of meeting the health care needs of the community facilities and residents in our service area by preparing qualified applicants with the ability to pass the licensure examination. All graduates of the program will be theoretically, clinically, ethically, and legally safe entry-level practitioners of practical nursing. The curriculum is offered in a sequence that encourages a gradual increase in difficulty level and increased critical thinking skills by the student. The theory and clinical courses are aligned to reiterate the student learning experience through cognitive, psychomotor, and affective learning strategies. The students must satisfy learning outcomes and program benchmarks for safe entry-level nursing, and demonstrate competency requirements before graduation. Upon successful completion of the Pennsylvania State Board Exam, students will be prepared for entry-level employment as a practical nurse in nursing and residential care facilities, home health care, physician offices, hospitals, etc.

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

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

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

Quarter #	Course Code	Course Name	Lecture Hours	Lab Hours	Clinical Hours
1	PN 100 ▪	Anatomy and Physiology	55	20	0
1	PN 101 ▪	Concepts for Nursing Practice	55	0	120
1	PN 102 ▪	Normal Growth and Development	35	0	0
1	PN 103 ▪	Pharmacology I	20	0	0
1		***All students are scheduled for Basic Life Support for Healthcare Providers***			
2	PN 104 ▪	Pharmacology II	35	10	0
2	PN 105 ▪	Nursing Across the Lifespan I	50	0	120
2	PN 106 ▪	Nursing Across the Lifespan II	50	0	120
3	PN 200 ▪	Medical Surgical Nursing I	100	0	180
3	PN 201 ▪	Psychosocial Nursing	35	0	90
4	PN 202 ▪	Medical Surgical Nursing II	100	0	180
4	PN 203 ▪	Leadership and Supervision	35	0	90
		Totals	**570**	**30**	**900**

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

WELDING TECHNOLOGY
DIPLOMA

Program Length	**12 Months**
Total Quarter Credits	**78.0**
Total Hours	**1340**

Program Objective: The Welding Technology program prepares individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding including oxyfuel cutting, arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe-welding, plasma arc cutting, blueprint reading, weld symbols, and joints. Graduates will be prepared for entry-level employment as a welder, metal fabricator/ assembler, pipefitter, tool/die maker, sheet metal worker, boilermaker, etc.

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

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

Quarter #	Course Code	Course Name	Instructional Hours	Quarter Credit Hours*
1	WT 102 ▪	Introduction to Blueprint Reading for Welders	60	6.0
1	WT 111 ▪	Welding Safety, Tools and Equipment	50	4.0
1	WT 116 ▪	Introduction to Layout and Fabrication	110	6.0
1	WT 113 ▪	Introduction to Shielded Metal Arc Welding (SMAW)	110	6.0
1		***All students are scheduled for Heart Saver First Aid and CPR***		
2	WT 213 ▪	Advanced Shielded Metal Arc Welding (SMAW)	110	6.0
2	WT 115 ▪	Introduction to Flux Cored Arc Welding (FCAW)	110	6.0
2	WT 220 ▪	Advanced Flux Cored Arc Welding (FCAW)	110	6.0
3	WT 114 ▪	Introduction to Gas Metal Arc Welding (GMAW)	110	6.0
3	WT 224 ▪	Introduction to Gas Tungsten Arc Welding (GTAW)	120	7.0
3	WT 226 ▪	Advanced Gas Tungsten Arc Welding (GTAW)	120	7.0
4	WT 218 ▪	Introduction to Pipe Welding	110	6.0
4	WT 219 ▪	Advanced Pipe Welding	110	6.0
4	WT 221 ▪	Advanced Layout and Fabrication	110	6.0

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

Industry Qualifications: Students are prepared for the American Society of Mechanical Engineers (ASME), the American Welding Society (AWS), and the American Petroleum Institute (API) qualifications and will test in these areas as they progress through the program. All testing will be completed on campus and evaluated by an outside quality control consultant. Penn Commercial does not guarantee that students will pass these tests.

- SMAW 3/8" structural steel plate qualification in the 3G (uphill) and 4G (overhead) positions (AWS D1.1)
- FCAW 3/8" structural steel plate qualification in the 3G (uphill) and 4G (overhead) positions (AWS D1.1)
- GMAW 3/8" structural steel plate qualification in the 3G (uphill) and 4G (overhead) positions (AWS D1.1)
- SMAW 4" pipe schedule 40 pipe qualification in the 6G (downhill) position (API 1104)
- GTAW/SMAW 4" combination pipe schedule 40 pipe qualification in the 6G (uphill) position (ASME Section IX)

ACADEMIC TRANSITION/DUAL ENROLLMENT FOR HIGH SCHOOL JUNIORS AND SENIORS

The Academic Transition/Duel Enrollment program is an enrollment option available to high school juniors and seniors who are interested in getting a head start on obtaining credits toward their post-secondary education with Penn Commercial. This program enables high school juniors and seniors to take post-secondary credits virtually free of charge while enrolled in high school. The only out-of-pocket expense is a $110 application/registration fee in addition to the cost of textbooks for each class taken. The credits awarded at the completion of class will be reviewed by Penn Commercial for transfer into a program of choice, if the student chooses to continue his/her education with Penn Commercial. Students participating in the program can choose from a variety of introductory courses offered at Penn Commercial and may take up to four (4) courses per year or one (1) course per quarter. Successfully completing four (4) courses per year, beginning the junior year, could enable a graduating high school senior to begin classes at Penn Commercial with eight (8) courses completed; which could ultimately shorten the time to complete his/her respective program. Penn Commercial credits may be evaluated by any other post-secondary institution as well for transferability; however, it is ultimately up to the receiving institution to make that determination. Please refer to the Transfer of Credit to Other Schools policy.

Program Requirements Include:

- The applicant must be a high school junior or senior and have a GPA of 2.5 or better.
- Tuition is free of charge; however, the student is responsible for the cost of books and a $110 application/registration fee. Following graduation and at Penn Commercial enrollment, the application/registration fee will be waived and current student tuition and fees will then apply.
- Participants must maintain a "C" or better in each course to maintain enrollment in the program and must maintain a satisfactory attendance record as expected of all students at Penn Commercial.
- Participants may only take courses that are offered and must meet the prerequisite and/or co-requisite requirements for each course.
- Only those accepted into the program may participate. Additionally, overall enrollment in this program is contingent on seat availability and Penn Commercial reserves the right to cap the enrollments if they exceed acceptable class sizes.

ATTENDANCE POLICY

General

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

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

Excessive Absences

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

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

Attendance Warning

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

Attendance Probation

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

Externship Courses

For programs with a required externship component, the successful completion of 100 percent of externship hours is required for graduation. Externship is scheduled in partnership with the externship site. Students must plan sufficiently in advance to attend every day of the scheduled externship. In the event a student will be absent from a site, the student must contact the site supervisor and the appropriate school official immediately upon becoming aware of the situation. Except in cases of documented emergency, notification of absence or tardiness must occur at least 60 minutes in advance of the scheduled start time. If the site supervisor or school official determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be withdrawn from the program.

Clock Hour Programs

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

Clinical Courses

Clinical participation is vital to student success, and students are expected to be present, on time, and prepared for every scheduled clinical experience. If, for any reason, a student will be late or absent for a clinical rotation, the student must notify the instructor or other designated Penn Commercial individual immediately upon becoming aware of the situation. Except in the case of a documented emergency, failure to notify of an absence or tardiness at least 60 minutes before a scheduled start time or arriving more than 30 minutes late to a scheduled clinical shift may result in disciplinary actions up to and including course failure and withdrawal from the program. Some clinical facilities may have additional or stricter attendance requirements for students. In this case, students are required to follow the attendance policy in place at the clinical facility. Students who have any absence or absences that result in not completing the required clinical hours (only one is permitted per rotation), lab competencies, etc. shall fail the course. Clinical makeup sessions may be provided; however, the program's ability to provide makeup hours is dependent upon scheduling and other factors that may prohibit the availability of clinical makeup hours.

CHANGE OF PROGRAM

Students who wish to change their program must see the Director of Student Services to complete the appropriate paperwork. The request will be considered provided the admission requirements for the new program are met and there is availability of space in that program. Students transferring to a program that is not starting immediately will remain an active student without a class schedule for a period not to exceed six weeks. Students requesting a change of program should reference the Satisfactory Academic Progress (SAP) for details.

Regarding Entrance Exam Scores

If a student's initial entrance exam score (at the time of enrollment at Penn Commercial) meets the recommended minimum score of the new program of choice, the student will not need to take the entrance exam prior to the change of program. If a student's initial entrance exam score does NOT meet the recommended score of the new program of choice, the student must retake the entrance exam to see if minimum recommended score level can be achieved. Only one (1) attempt is permitted. Should minimum recommended score not be achieved during the one-time attempt, the student will not be permitted to change programs. If a student's entrance exam score meets the recommended score level for that program, the student is permitted to change to that programs, given that all other program requirements are met.

CLASS SIZE

Penn Commercial offers educational programs designed to train students in the shortest time possible for entry-level positions within their chosen fields. To provide meaningful instruction and training, classes are limited in size and vary by program. ***Average*** lecture/lab class sizes are 9:1 student/teacher ratio. Laboratory/shop classes enable students to receive hands-on training using equipment similar to that used in industry. For CDL classes the number of students assigned to each class is based on a student to teacher ratio that provides adequate time allocation to each individual, both in the classroom and in trucks. The ***maximum*** student/teacher ratio is 8:1 in the classroom, 4:1 on the skills pad and 4:1 on the road.

CORE COURSES

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

COURSE AUDITS AND REFRESHER COURSES

Current Students

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

Graduates

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

COURSE AVAILABILITY

In its scheduling of courses, Penn Commercial's primary responsibility is to those students who remain continuously enrolled in pursuit of their chosen program. Persons who wish to enroll in individual courses, students who are returning from withdrawals or dismissals, and graduates who wish to return for an additional credential are advised that the courses required may not be immediately and continuously available. Courses will not be offered specifically to meet such exceptional circumstances.

COURSE REPEATS

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

COURSE TEST OUTS

Students who can demonstrate competence in specific disciplines may earn credit by testing out of courses with Penn Commercial. A student must initiate the test out process by working with the Admissions Department and the Director of Education. While students may attempt to test out of many introductory courses, they should remember that test-outs are not offered for every course. Only students enrolled at Penn Commercial may participate in test-out examinations.

- A fee of $75 per credit is required prior to completing a course test out exam. This fee is non-refundable even if examinees do not pass exam and do not receive credit for the course. This fee is waived for high school seniors (must take the exams within 6 months of high school graduation).
- Test outs are only given before the class begins; if a student has attendance for a class, the test out is no longer an option.
- Credits earned for passing test out exams shall be entered on the student's permanent record and recorded on the student transcript.
- Testing out is not an option for students who wish to earn credit for courses previously attempted or withdrawn.
- Test out exams cannot be used to improve grades for courses previously completed.
- Test out exams, if failed, may not be repeated. Students who fail a test out exam must complete the course to fulfil graduation requirements. Failing test out grades will not be recorded on transcripts.
- No more than 25% of the credits required for graduation may be given through test outs.
- Students paying for a test out exam must take the exam within one year of payment or the test fee is forfeited.
- Financial aid is not available for test out exams.

Courses Available for Test Outs

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

COURSE WITHDRAWALS

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

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

DEFINITION OF AN ACADEMIC YEAR

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

DEFINITION OF A CREDIT HOUR AND UNIT OF CREDIT

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

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

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

Degree and Fully Transferable Non-Degree Programs

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

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

Diploma Programs with Homework

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

Clock Hour Programs without Homework

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

Unit of Credit

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

ENROLLMENT STATUS

Student enrolled in quarter credit programs are considered full time when registered for 12 or more credits per quarter. Students enrolled in clock hour programs are considered full time when registered for at least 24 hours per week. If a student should drop below full time status, as described above, financial aid will be adjusted accordingly and students will be given a revised financial plan/spreadsheet.

FACULTY INVOLVEMENT IN CURRICULUM DEVELOPMENT

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

FULL ACADEMIC WITHDRAWAL FROM PENN COMMERCIAL

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

An involuntary withdrawal/termination from Penn Commercial may occur for any of the following reasons. The official date of withdrawal will be the last date of attendance (LDA) and all grades and refunds will be determined by this date in accordance with the Return of Title IV Funds policy.

- Fourteen (14) consecutive calendar days of non-attendance.
- Failure to make Satisfactory Academic Progress (SAP)
- Failure to abide by the Student Conduct Policy
- Failure to comply with safety regulations
- Malicious damage to school property
- Insubordinate acts against staff or other Penn Commercial employees or vendors
- Failure to comply with school policies and procedures as outlined during the admissions process and in this School Catalog, including updated information documented in School Catalog Addendum

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

GENERAL EDUCATION COURSES

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

GRADE POINT AVERAGE (GPA)

It is important that students know their grade point average and keep it at or above 2.0 to maintain satisfactory academic progress (SAP) and to meet graduation requirements. The following can be used to compute a cumulative grade point average (CGPA):

- Multiply the grade point equivalent of the letter grade received for each course by the number of credits for each course
- Add the totals and divide the product by the number of credits attempted
- The quotient is the cumulative grade point average

Note: Credits transferred from another institution are not included in a student's cumulative grade point average.

GRADING SYSTEM

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

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

N/E = no effect on GPA

In Pass/Fail courses, the grade "P" is given for "average attainment" or better (A, B, or C); the grade "F" is given for "attainment below average" (D or F).

GRADUATES RETURNING FOR ANOTHER PROGRAM

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

- If the student is returning within one year of the original graduation date, the student will be required to audit Professional Development II.
- If the student is returning and it has been more than one year but less than five years of the original graduation date, the student will be required to audit Professional Development I and Professional Development II.
- If the student is returning and it has been more than five years of the original graduation date, the student must follow the "Transfer of Credit to Penn Commercial" policy.
- If a course audit is applicable, students are not required to pay for tuition costs associated with class audits, however, will be required to purchase the required text books and/or supplies.

GRADUATION REQUIREMENTS

Students must meet the following requirements to graduate from Penn Commercial:

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

INCOMPLETE GRADES

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

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

INDIVIDUAL CLASS ENROLLMENT

Occasionally individuals want to take single courses at Penn Commercial without seeking admission into an approved program. Such students may enroll for individual classes, providing that they hold a high school diploma or GED. Students not enrolled in a program but who are enrolled in individual classes cannot exceed two (2) classes per quarter; the only exception to this is students who are referred for individual classes by an employer. Re-enrollment in individual classes may be denied if the student's GPA falls below 2.0. Students who enroll in individual classes may only take 100-level courses. If a student taking individual classes wishes to apply for an approved program, a maximum of three (3) individual courses taken may be applied toward the curriculum requirements. Students taking individual classes are not eligible for any form of financial aid assistance. Tuition charges for individual classes are based on total credits and are listed in the Financial Aid section of this catalog. Students enrolled in individual classes will be responsible for purchasing books and supplies that are required for their scheduled classes. Furthermore, students must comply with all policies and procedures contained in this School Catalog.

LEAVE OF ABSENCE (LOA)

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

Reasons for requesting an LOA include the following:

- Health / injury
- Family emergency
- Job emergency
- Natural disaster
- Long-term jury duty
- Legal issues
- Military service commitments
- Bereavement
- Sudden school closure, COVID-19 or other unforeseen circumstances

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

MAKEUP WORK

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

Commercial Driver's License Students

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

Cosmetology, Esthetics and Nail Technician Students

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

Practical Nursing Students

Students must makeup up every hour missed (theory and clinical), per graduation requirements. Any student who does not complete all their program hours by the expected gradation date will be charged a makeup work fee, as outlined on the enrollment agreement. This fee is not covered by financial aid.

OUT-OF-CLASS WORK

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

REPORT CARDS AND TRANSCRIPTS

Report cards are issued for all day and evening students at the end of a scheduled term. If a student feels as though a grade is incorrect on his/her report card/transcript, he/she may challenge their grade within two (2) weeks of the following quarter the grade was earned. If the request to challenge a grade is made after this two (2) week period, the request will not be granted and the grade will remain as is on the report card/transcript. Academic transcripts are maintained by Penn Commercial indefinitely. Official transcript release requires a signed, written request from the student. There is a charge of $10.00 for each official transcript issued that must be paid before the transcript is released. No official transcripts will be released if records are on hold for balances due/financial reasons or missing documentation. Students may provide a signed written request for an unofficial transcript at no charge. The unofficial transcript does not bear the schools official seal and certification/signature. Transcripts from other institutions that may be on file will not be released to any individual or institution.

STUDENT SCHEDULES

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

TRANSFER OF CREDIT TO OTHER SCHOOLS

Every institution has its own rules regarding transfer of credits and recognition of credits earned and degrees from another institution. The awarding of credit, clock hours, or recognition of coursework completed at any other institution is at the sole discretion of the receiving institution. Penn Commercial does not imply, promise or guarantee that any credits earned at Penn Commercial will transfer to or be accepted by any other institution. There is a possibility that some or all credits earned at Penn Commercial will not transfer to other institutions. It is the student's responsibility to find out whether a receiving institution will recognize a course or accept credits earned at Penn Commercial.

TRANSFER OF CREDIT TO PENN COMMERCIAL

Students who previously attended an accredited post-secondary institution recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of Penn Commercial. Courses taken at the previous institution must be determined to be sufficiently equivalent to courses offered at Penn Commercial taking into account such factors as course content, grades, accreditation, and licensing. In addition, Penn Commercial must determine that those courses are applicable to a student's program of study at Penn Commercial. Currently, there is no institution that Penn Commercial will not accept transfer of credits from. Only courses in which the student earned a grade of "C" or better and which were completed within the last five years will be considered for transfer. Courses with "P" for Pass or "S" for Satisfactory will only be considered if the official transcript is accompanied by a statement from the school that issued a "P" or "S" explaining that the course is equivalent to a "C" or better. The courses that are approved as transfer credits will show a grade of "T" on the Penn Commercial transcript. Students may transfer in up to 75% of program requirements. With the exception of Cosmetology, Esthetics, and Practical Nursing, all transfer of credits requests must be submitted to the Director of Education no later than two weeks after the start date of the student's first quarter (unless there are extenuating circumstances). Transfer credits are not calculated in the student's GPA. Penn Commercial will not accept faxes or photocopies as official documents. Documents must travel through the US mail and be received in a sealed issuing institution envelope or can be received electronically directly from the school's registrar only. If the envelope has been opened prior to receipt by The Director of Education, the documents are not considered official and will not be accepted.

Cosmetology and Esthetics Transfers

Transcripts will be evaluated for admittance by the Director of Cosmetology and the Director of Education. A determination will be made on the number of hours, classes, and student kit contents that can be transferred in. Penn Commercial reserves the right to transfer in up to 350 of the total hours and can deny transferring in any of the hours after reviewing the student's evaluation. All evaluations must be completed prior to the class start.

Practical Nursing Transfers

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

Experiential Learning

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

Articulation Agreements

Penn Commercial currently maintains articulation agreements with:

- Trinity Area School District
- Greene County Career & Technology Center (GCCTC)
- McGuffey School District

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

EVALUATION PERIOD

SAP is evaluated at the end of each term or payment period to assess a student's performance. A term or payment period varies from student to student according to their program start date and program of study. For credit hour programs, SAP is evaluated quarterly. For clock hour programs, SAP is evaluated each payment period. Students are notified in writing each term or payment period if SAP requirements are not being met.

Evaluation period for PA State Grant Recipients

SAP is evaluated at the end of each Spring term for the preceding 12-month period (Summer, Fall, Winter, Spring). Students must successfully complete the minimum number of credits commensurate with the number of terms and enrollment status of PA State Grant received. (36 credits for full-time awards and at least 18 credits for part-time awards). The Financial Aid Office must review prior college transcripts for SAP if a student received PA State Grant at another institution within the previous 10 years.

QUALITATIVE MEASURE OF PROGRESSION (GRADE POINT AVERAGE)

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

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

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

Pace of Progression is calculated as follows:

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

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

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

Program	CGPA	Quarter Credits	Maximum Credits Attempted	Maximum Length
Commercial Driver's License	2.0	N/A	N/A	9/10.5/18 weeks
Computer Aided Drafting and Design	2.0	110.5	165.75	N/A
Cosmetology	2.0	N/A	N/A	13.5 months
Cosmetology Instructor/Salon Manager	2.0	N/A	N/A	7.5 months
Electrician	2.0	59.0	88.5	N/A
Esthetics	2.0	N/A	N/A	4.5 months
HVAC-R	2.0	106.0	159.0	N/A
Information Technology and Security	2.0	106.0	159.0	N/A
Medical Assistant	2.0	107.0	160.5	N/A
Nail Technician	2.0	N/A	N/A	4.5 months
Pharmacy Technician	2.0	82.0	123.0	N/A
Practical Nursing	2.0	N/A	N/A	18 months
Welding Technology	2.0	78.0	117.0	N/A

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

COURSE REPEATS

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

INCOMPLETE GRADES "I"

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

COURSE WITHDRAWALS "W"

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

TRANSFER CREDITS/HOURS FROM AN EXTERNAL INSTITUTION

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

TEST OUTS

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

CHANGE OF PROGRAM

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

LEAVE OF ABSENCES AND PERIODS OF WITHDRAWAL

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

FINANCIAL AID WARNING

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

FINANCIAL AID SUSPENSION

If a student fails to meet SAP requirements (CGPA, Pace of Progression AND Maximum Time Frame) after the ***Financial Aid Warning*** term or payment period, he/she will be placed on ***Financial Aid Suspension***, which means he/she is ineligible to receive any federal financial aid, including Pell Grants, SEOG Grants, Direct Loans, and Work-Study. If a student's financial aid is suspended and he/she feels there are extenuating circumstances, he/she has the right to file an appeal. The student must follow the instructions for appeal submission as outlined below. If a student is filing an appeal, he/she will be permitted to attend classes during the appeal process; however, will be required to pay cash, as all federal financial aid is suspended. If a student's financial aid is suspended and he/she does not have extenuating circumstances that warrant an appeal, he/she will be permitted to attend classes for one additional term or payment period; however, will be required to pay cash. If a student meets SAP requirements at the end of this period, financial aid can be reinstated. If a student fails to meet SAP requirements at the end of this period, they will be academically withdrawn from the program.

APPEALS FOR EXTENUATING CIRCUMSTANCES

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

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

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

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

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

REENTRY AFTER SAP DISMISSAL

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

ADVISING

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

ACCIDENTS, INJURIES AND EMERGENCIES ON CAMPUS

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

At times, there may be a situation that is deemed an emergency by school officials and requires assistance from first responders. If this occurs, all associated costs/fees (i.e. ambulance and hospital charges) are the responsibility of the student. No healthcare facilities (infirmary or student health center) are available at Penn Commercial. Students with health issues should consult their family physician. Penn Commercial will assist students without family physicians to identify health programs in the community for which they may qualify. Penn Commercial does not assume responsibility for injuries or losses sustained on or off campus by any student.

BOOKSTORE

The on-site school bookstore stocks text books, program kits, and other educational supplies required for all programs at Penn Commercial. Students will also find a variety of personal, recreational, and gift items, including apparel, supplies, and general merchandise incorporating the school logo. The hours of operation are Monday through Friday 8:00 a.m. to 4:30 p.m. Evening hours are available upon need.

CAREER SERVICES AND GRADUATE EMPLOYMENT ASSISTANCE

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

During externship, the Director meets with the students to carefully interview them and to obtain any pertinent information that might aid in placing the students in a permanent position upon graduation. At this time, the Director also obtains information as to the type of job the student would like to find, what particular skills they have excelled in during their program, and particular aspects of the training, if any, they prefer. All specifics and potential barriers, including transportation issues or part-time job schedules that may conflict with full time employment, are also documented. The student is requested to submit their resume to the Career Services Office as soon as it is updated with externship details. The Career Services office has a large pool of companies that it contacts regularly. A professional working rapport is maintained with these companies, thus resulting in their Human Resource personnel contacting the Director for prospective candidates when an opening occurs within their office. The Director is constantly making new contacts in the local and surrounding areas, helping to build a good working relationship in the overall community. Penn Commercial makes every effort to help graduates every step of the way; however, we cannot guarantee the placement of its graduates. All graduate employment records are maintained with the Director of Career Services. Penn Commercial offers lifetime career placement assistance to its graduates at no additional charge.

COMPUTER LABS AND ACCESS

The computer labs at Penn Commercial are open to all current students Monday through Friday from 8:00 a.m. until 4:30 p.m. Monday through Thursday. The labs are open on Friday from 8:00 a.m. until 3:00 p.m. Library computers are available during normal business hours. There is no food and/or beverages allowed in the computer labs. During the regular school week

classes are scheduled in the computer labs. If a student needs to use a computer lab outside of his/her regularly scheduled time(s), the student must get permission from the instructor in the lab at the time. Evening hours are available upon need. All students will have access to Penn Commercial computers in the classrooms, labs and library. Each student will be given an individualized login and password and a student account.

COPYRIGHTED WORKS IN EDUCATION AND RESEARCH

As a system devoted to providing the highest quality education to students, Penn Commercial Business/Technical School is committed to respecting the rights of copyright holders and complying with copyright law. Penn Commercial Business/Technical School recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities. Penn Commercial Business/Technical School facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. Specifically, Penn Commercial:

- Informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions;
- Develops and makes available tools and resources for faculty and staff to assist in determining copyright status and ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;
- Facilitates use of materials currently licensed by Penn Commercial Business/Technical School and provides information on licensing of third-party materials

DELAYS AND CANCELLATIONS

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

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

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

DISABILITY SERVICES

The Director of Student Services assists qualified students with disabilities in acquiring reasonable and appropriate accommodations in supporting their success at school. Penn Commercial is committed to providing students with a documented disability an equal opportunity to access the benefits, rights and privileges of services, programs, and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students wishing to utilize these services must self-disclose their disability and provide current and comprehensive documentation from a qualified professional to support their claim. Students who choose to request accommodations typically do so soon after acceptance to Penn Commercial and confirmation to attend. However, students may request services at any time while enrolled in school. Please keep in mind that it is necessary to request services in a timely manner to allow staff sufficient time to evaluate your request and implement reasonable accommodations and/or services. It is recommended that this self-disclosure should be done at least six weeks prior to the beginning of each quarter so that accommodations can be in place when classes begin. Students who believe they are in need of accommodations should contact the Director of Student Services.

DRESS CODE, IDENTIFICATION BADGES AND KEY FOBS

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

Identification Badges

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

Key Fobs

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

DRUG FREE SCHOOL AND WORKPLACE

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

ELECTRONIC/WIRELESS DEVICES

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

EMERGENCY PREPAREDNESS

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

EXTERNSHIPS

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

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

Background Checks, Physicals, Drug Screening, Vaccinations and Insurance

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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

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

A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within PC whom it has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for
- supervising the school's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

FIELD TRIPS AND GUEST SPEAKERS

Field trips can be an important and enjoyable element of education. They often significantly enhance the content of a course by providing information that can be difficult to convey in the classroom. A field trip is defined as a course-related activity that serves an educational purpose and occurs outside of the classroom at a location other than on the campus of Penn Commercial. Although field trips are not mandatory, Penn Commercial highly encourages each student to attend as scheduled. Students who choose not to attend a scheduled field trip will be required to remain on campus and complete an assignment to fulfill attendance requirements. Guest speakers have become an important part of the educational experience for students. They expose students to real-world life experiences from the perspective of a working professional in their field of study. Penn Commercial schedules program-specific guest speakers to supplement curriculum content and expose students to various local employers.

HEALTH INSURANCE

It is highly recommended that all students carry a health insurance policy to provide coverage for any required medical care that may be needed, either on site or at an externship/clinical site. This cost for health insurance is NOT assumed by Penn Commercial. If the student does not carry health insurance, they are still responsible for any medical costs incurred from an injury or accident.

HOUSING

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

INTERNET USAGE POLICY

The Internet is an electronic communication network which provides vast, diverse, and unique resources. Our goal in providing this service to our students and faculty is to promote educational excellence. Internet access is a privilege, not a right. If a student violates any of the acceptable use provisions outlined below, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and result in legal action. Penn Commercial reserves the right to block any sites that are not educationally oriented.

The following uses of school-provide internet access is not permitted:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- To transmit obscene, abusive, sexually explicit or threatening language.
- To violate any federal, state, or local statute.
- To vandalize, damage, or disable the property of another individual or organization.
- To access another individual's material, information, or files.
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

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

LEARNING RESOURCE CENTER (LRC) - TUTORING AND STUDY AREAS

Penn Commercial provides tutoring assistance, free of charge, through the Learning Resource Center (LRC) for students experiencing academic difficulties. Students are encouraged to take the initiative in seeking out of class help and to discuss their difficulties with their instructors and/or the Lead Instructor. Faculty tutors and/or peer tutors are available to work with students on an "as needed" basis at no charge to the student. Students interested in tutoring services should speak with their instructor and/or the Director of Education. Students looking for a study area can use the LRC, the library, the Student Center or an available computer lab. Students are asked to be respectful of others studying by maintaining a professional demeanor. Video game playing is not acceptable in computer labs.

LIBRARY

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

LIBRARY AND INFORMATION RESOURCES NETWORK (LIRN)

Penn Commercial subscribes to the Library and Information Resources Network (LIRN), which provides an electronic, core library collection with access to over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips that support all academic programs. LIRN is an aid in research and educational development. This service is available to all students free of charge. Access is available 24/7 on Penn Commercial's website.

LOCKER CONTENTS

Upon enrollment, each student will be assigned a locker and are fully responsible for securing all materials in their assigned locker. Students requesting a change in locker should see the bookstore staff. At no time are students permitted to change and/or occupy lockers without approval. All personal property and valuables are the sole responsibility of the student. At the end of each quarter, students are required to re-register for their present locker to reserve for the upcoming term. Graduates and externs must clean out their lockers upon the end of their last quarter. Penn Commercial will hold student's supplies from lockers for 90 days after graduation or withdrawal from school. Items not removed within the 90-day time period will become the property of Penn Commercial. Any student kit, tools or equipment cannot be removed from school until all balances are paid in full. In the event that a payment arrangement has not been made with Penn Commercial within 90 days of withdrawal or graduation, all student kits, tools and equipment will become the property of Penn Commercial. Penn Commercial does not assume liability for any loss of or damage to lockers, locks, academic work, personal property, or locker contents. Vehicles should always be locked to avoid theft.

NON-FRATERNIZATION POLICY

All staff and faculty of Penn Commercial are expected to conduct themselves in a professional manner that contributes to the proper educational environment. Due to the inherently unequal relationship that exists between staff/faculty and a student, dating, pursuing romantic and/or sexual relations, or other inappropriate intimate social relationships are strictly prohibited.

PROFESSIONAL SOCIETY MEMBERSHIP

National Technical Honor Society (NTHS)

This organization is an honor society that strives to recognize excellence in career and technical education. Any student who has a grade point average of 3.5 or higher is eligible to become a member by completing an application and paying a membership fee. The NTHS provides lifetime recognition, scholarship opportunities, letters of recommendation, and discounts to participating retailers.

SEXUAL ASSAULT POLICY

Students, staff, and faculty at Penn Commercial have the right to learn and work in an environment that is free from all forms of sexual violence and sexual misconduct. Sexual assault is a serious violation of School policy and Pennsylvania Law. If an offense should occur, it should be reported to the Campus Director and local law officials. As with any crime, the preservation of evidence is of utmost importance. Penn Commercial will immediately notify 911 for transport of the victim to the local emergency room for examination and evidence collection. It is extremely important that under no circumstance should the victim bathe, shower or change their clothing prior to seeking medical attention. Counseling is available for victims at various local agencies such as CARE, Washington Women's Shelter, etc. Anyone involved in a crime of this nature is subject to prosecution under the Crimes Code of Pennsylvania.

SEXUAL VIOLENCE AWARENESS AND EDUCATIONAL PROGRAM

Penn Commercial is in compliance with Act 104 of November 17, 2010, which requires all institutions of post-secondary education to establish a sexual violence awareness educational program for all students. Students are educated on sexual violence prevention at various times throughout their enrollment and are given all mandated documents from the United Stated Department of Education, including student bill of rights.

SOCIAL MEDIA POLICY

Social media includes, but is not limited to, blogs, podcasts, discussion forums, on-line collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, video sharing, and social networks such as Instagram, Twitter, Snapchat, Facebook, etc. Students shall not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, inappropriate, confidential, or embarrassing to Penn Commercial, its students, externship affiliates, faculty and staff, visitors, or vendors. Students who engage in inappropriate social media will be subject to disciplinary actions up to, and including, termination and legal recourse.

SOLICITING ON CAMPUS

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

STUDENT CODE OF CONDUCT

Penn Commercial recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations. As members of Penn Commercial, students have responsibilities and duties commensurate with their rights and privileges. In this policy, Penn Commercial provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of Penn Commercial's mission. Any student who is found to have violated the Student Code of Conduct policy is subject to sanctions, as listed below.

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

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

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

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

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

Firearms, Explosives and Weapons - Possession or use of explosives, firearms or other weapons (including, but not limited to, knives, air pistols and air rifles), dangerous chemicals, or objects intended to be perceived as explosives, firearms, weapons or chemicals, or objects or devices designed to cause bodily harm in or upon school-owned or school-supervised property or externship/clinical sites. Violations under this section also include the irresponsible possession or careless and dangerous use of any other object in such a way as to threaten or endanger any person or property.

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

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

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

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

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

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

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

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

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

Restitution - Compensation for loss or damage to property leased, owned, or controlled by the school. This may take the form of monetary or material replacement.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

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

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

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

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

Procedures:

- The completed Penn Commercial Student Complaint Form and all accompanying documentation will be submitted to the Director of Student Services.
- The Director of Student Services will verify the receipt of the student complaint and forward the form and all accompanying documentation to the Campus Director and Director of Education for review, investigation, and resolution.
- Upon resolution with the student, the Director of Student Services will confirm the resolution with the student, in writing. Signatures of receipt are required.
- Upon resolution with the student, the Director of Student Services will complete the staff portion of the form and it will be maintained in the school's master student complaint file.
- While a student is in any phase of the grievance process, he/she should participate fully in all coursework until a determination of the grievance or appeal is made.

Schools accredited by the Accrediting Commission 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 or any agency listed below. 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(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Phone: 703-247-4212
http://www.accsc.org/ complaints@accsc.org
A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx

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

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

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

STUDENT PARKING AND TRANSPORTATION

Free parking is available for all students, staff, and visitors. The only designated parking areas are handicapped parking, visitor parking, student of the quarter, and faculty and staff parking. All other areas are available for parking. Students seeking transportation to the school can use the bus or taxi service. These services can be reached at the following numbers:

- Washington City Transit (724) 222-2320
- Bus Services: (724) 223-0227
- Taxi Services: (724) 223-0333
- Take the T to PC - Transportation from the South Hills Village Station (Port Authority). See the Admissions Department for more information.

STUDENT RECOGNITION AND AWARDS

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

- ***Highest Honors Award*** – 3.75 – 4.0 grade point average
- ***Honors Award*** – 3.5 – 3.74 grade point average
- ***Perfect Attendance*** – 100% attendance
- ***Toni & Guy Honors Program*** – 80% CGPA and 80% attendance

STUDENT RECORDS

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

NICOTINE AND TOBACCO FREE POLICY

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

PETS/ANIMALS ON CAMPUS

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

VACCINATION POLICY

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

Titers/Vaccinations by program

Medical Assistant and Phlebotomy Technician	▪ Health Clearance/Physical Form ▪ Hepatitis B Titer and vaccination if requested by externship site ▪ Varicella Titer and vaccination if requested by externship site ▪ MMR Titer and vaccination if requested by externship site ▪ T-Spot Testing for Tuberculosis if requested by externship site ▪ TDAP vaccination if requested by externship site ▪ Flu shot if requested by externship site ▪ COVID-19 testing and/or vaccine if requested by externship site
Practical Nursing	▪ Health Clearance/Physical Form ▪ Drug Testing ▪ Hepatitis B Titer and vaccination ▪ Varicella Titer and vaccination ▪ MMR Titer and vaccination ▪ T-Spot Testing for Tuberculosis ▪ TDAP vaccination ▪ Flu shot ▪ COVID-19 testing and/or vaccine if requested by clinical site

VISITORS AND MESSAGING

Visitors are an important aspect of daily operations. Visitors come to Penn Commercial for many reasons. For example, prospective students and their families visit and tour the campus; guest speakers meet with students and faculty; job applicants participate in scheduled interviews; vendors deliver essential products and supplies to appropriate offices; service and maintenance professionals make scheduled repairs and community members attend events and tours in the facility. All visitors are expected to respect and abide by all Penn Commercial policies and procedures.

With regard to messages, Penn Commercial cannot operate a telephone message service for a student. However, if a call does come in, the caller will be asked to describe the nature of the call and a determination will be made by the appropriate school personnel. If the call is determined to be an emergency, a reasonable attempt will be made to reach the student. Students are encouraged to inform their family and friends of this policy. No children, parents, spouses, or other persons may be permitted in any classroom or clinical location at any time during normal course instructional hours.

COURSE SEQUENCING AND DESCRIPTIONS

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

Business Administration (BA)
Commercial Driver's License (CDL)
Computer Aided Drafting and Design (CAD)
Computer Support (CS)
Computer Technology (CT)
Cosmetology (TG)
Cosmetology Instructor/Salon Manager (CMI)
Electrician (EL)
English and Communication (EC)
Esthetics (EST)
Heating, Ventilation, Air Conditioning and Refrigeration (HT)
Information Technology and Security (IT)
Mathematics (MA)
Medical (MD)
Nail Technician (NT)
Network Administrator (CM)
Office Technology (OT)
Practical Nursing (PN)
Professional Development (PD)
Psychology (PS)
Welding Technology (WT)

BUSINESS ADMINISTRATION (BA)

BA 110 ETHICS IN THE WORKPLACE
4.0 Credits - 50 Hours - 12 Weeks
This course focuses on ethical principles in decision making applied to the business and industry workplace. It includes ethical issues in decision making, ethical frameworks for decisions, personal values and ethical priorities, ethics in business and industry, ethical standards in the workplace, ethical choices, application of ethical principles, social and cultural values applied to decisions, and workplace culture.
Prerequisite: None – Co-requisite: None

BA 209 CUSTOMER SERVICE
4.0 Credits - 50 Hours - 12 Weeks
This course is designed to give the student a basic understanding of customer service and provide them with an overall understanding of the importance of customer service in today's business world. The student will learn by lecture, role play, internet research, and video presentation. Case studies will also be studied.
Prerequisite: None - Co-requisite: None

BA 220 SUPERVISORY MANAGEMENT
4.0 Credits – 50 Hours – 12 Weeks
This course is a study of the challenges of effective supervision in the modern business environment. Students will explore topics such as supervising a diverse workforce, leadership, motivating and empowering employees, organizing and building effective teams, and conflict resolution.
Prerequisite: None - Co-requisite: None

COMMERCIAL DRIVER'S LICENSE (CDL)

CDL100 COMMERCIAL DRIVER'S LICENSE
220 Hours – 6 Weeks/7 Weeks/12 Weeks
Students will learn what is required to take the Commercial Driver's License permit examination. Students will be provided with both classroom and practical driving experience in this program by learning maneuvering skills and driving skills of a commercial vehicle. This program prepares students with the maneuvers and driving skills necessary to take the Commonwealth of Pennsylvania Commercial Driver's License practical and written examinations for Class "A" commercial vehicle with air brakes and tanker endorsement.
Prerequisites: None Co-requisite: None

COURSE SEQUENCING AND DESCRIPTIONS

COMPUTER AIDED DRAFTING AND DESIGN (CAD)

CAD 101 TECHNICAL DRAFTING
6.0 Credits - 90 Hours – 12 Weeks
An introduction to the principles of drafting to include terminology and fundamentals, size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes.
Prerequisite: None - Co-requisite: None

CAD 102 BASIC COMPUTER AIDED DRAFTING
6.0 Credits - 105 Hours - 12 Weeks
An introduction to computer-aided drafting. Utilizing AutoCAD Software platform with an emphasis placed on setup, creating and modifying geometry, storing and retrieving predefined shapes, placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems, and plot/print to scale.
Prerequisite: None - Co-requisite: None

CAD 103 ELECTRO-MECHANICAL DRAFTING
6.0 Credits - 90 Hours - 12 Weeks
A course in electrical and electronic drawings utilizing AutoCAD software platform, conducted on stressing modern representation used for, block diagrams schematic diagrams, logic diagrams, wiring/assembly drawings printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams.
Prerequisite: CAD 102 - Co-requisite: None

CAD 104 MACHINE DRAFTING
6.0 Credits - 90 Hours - 12 Weeks
A course utilizing Inventor software platform, production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings.
Prerequisite: CAD 202, CAD 103 - Co-requisite: None

CAD 115 ARCHITECTURAL DRAFTING-RESIDENTIAL
6.0 Credits - 100 Hours - 12 Weeks
A course utilizing Revit software platform, architectural drafting procedures, practices, and symbols including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods.
Prerequisite: CAD 102 - Co-requisite: None

CAD 117 3-D GEOMETRIC DIMENSIONING AND TOLERANCING
5.0 Credits - 85 Hours - 12 Weeks
A course utilizing SolidWorks software platform, introducing 3D modeling with emphasis in mechanical design, geometric dimensioning and tolerancing, according to standards. Students will apply various geometric dimensions and tolerances to production drawings.
Prerequisite: CAD 101 - Co-requisite: MA 104

CAD 202 INTERMEDIATE COMPUTER AIDED DRAFTING
6.5 Credits - 115 Hours - 12 Weeks
A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D within the AutoCAD software platform.
Prerequisite: CAD 102 - Co-requisite: None

CAD 204 CIVIL ENGINEERING DRAFTING
6.0 Credits - 90 Hours - 12 Weeks
A course in commercial site drafting with emphasis in location of buildings, parking, sidewalks, and landscaping. Utilizing the AutoCAD/AutoCAD Civil 3D software platform, the student will create new or use an existing site and modify existing contours to meet building codes, zoning ordinances and accessibility requirements. Standard site details will be developed.
Prerequisite: CAD 202, CAD 115 - Co-requisite: None

CAD 205 STRUCTURAL DRAFTING
6.0 Credits - 90 Hours - 12 Weeks
Performed on the Revit software platform, this is a study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.
Prerequisite: CAD 115 - Co-requisite: None

CAD 206 PIPE DRAFTING
6.0 Credits - 90 Hours - 12 Weeks
A course utilizing AutoCAD software platform, which is a study of pipe fittings, symbols, specifications and their applications to a piping process systems. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.
Prerequisite: CAD 202 - Co-requisite: None

CAD 212 FINAL PROJECT-ADVANCED COMPUTER AIDED DRAFTING
6.5 Credits - 115 Hours - 12 Weeks
A drafting course in which students participate in a comprehensive project from conception to conclusion. The students will have some parameters to follow depending on their choice of discipline, but essentially they make the decision as to subject matter as well as the software platform that they will utilize.
Prerequisite: CAD 202, CAD 204, CAD 115, CAD 103, CAD 104 - Co-requisite: None

CAD 215 DRAFTING AND DESIGN EXTERNSHIP
12.0 Credits - 360 Hours - 12 Weeks
An opportunity for students to combine academic theory with new, career-related experience in the drafting field during the student's final quarter of school. At least 30 hours per week must be devoted to new tasks for a minimum of 360 hours during the quarter. Students will demonstrate new tasks and objectives related to accounting and continue to apply advanced application of academic theory in the workplace.
Prerequisite: All CAD core courses - Co-requisite: None

CAD 223 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS)
6.5 Credits - 90 Hours - 12 Weeks
GIS (Geographic Information Systems) is a computer-based tool that uses spatial (geographic) data to analyze and solve real-world problems. This course is designed to introduce the student to the basic principles and techniques of GIS. The lab material will emphasize GIS data collection, entry, storage, analysis, and output using ArcGIS.
Prerequisite: None - Co-requisite: None

COMPUTER SUPPORT (CS)

CS 103 BEGINNING A+ CERTIFICATION
4.0 Credits - 50 Hours - 12 Weeks
This course is designed as the first step toward preparing you to support personal computers and take the CompTIA A+ certification examination. This course will prepare the student to better understand the function of the hardware both internal and external that is associated with the computer. This course will employ an effective combination of tools and simulations that reinforce both concepts and hands-on experience.
Prerequisite: None - Co-requisite: None

CS 201 ADVANCED A+ CERTIFICATION
4.0 Credits - 50 Hours - 12 Weeks
This course is designed as the second step toward preparing you to support personal computer and take the CompTIA A+ certification examination. This course will prepare the student to better understand the function of software and its relation to the Operating System. This course will employ an effective combination of tools and simulations that reinforce both concepts and hands-on experience.
Prerequisite: CS103 - Co-requisite: None

CS 202 PC ARCHITECTURE, DESIGN, AND IMPLEMENTATION
3.0 Credits – 50 Hours – 12 Weeks
This course introduces the student to the concepts behind building a computer - PC architecture. This is accomplished by designing and building a computer, installing an Operating System, and then configuring the computer and installing software. This course employs a combination of hardware and software tools to powerfully integrate physical and logical concepts, helping the student gain hands-on, real world experience with a live computer. Upon successful completion of this course, the computer becomes an integral part of the students' future curriculum, and is heavily utilized in future classes.
Prerequisite: IT 100 - Co-requisite: None

COMPUTER TECHNOLOGY (CT)

CT 104 INTRODUCTION TO WORD PROCESSING
3.0 Credits - 50 Hours - 12 Weeks
Students will be introduced to Microsoft Word and emphasis is on use of alphabetic, numeric, and symbol keys. The student will also be able to apply basic formatting, proofreading, and editing techniques. Supplementary workshops are incorporated for building speed and accuracy, as well as for improving communication and formatting.
Prerequisite: None - Co-requisite: None

CT 108 MICROSOFT EXCEL
3.0 Credits - 50 Hours - 12 Weeks
Students learn how to use Microsoft Excel for business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet concepts, data entry and modification, analyzing data, charts and graphs, formatting data and content and managing workbooks.
Prerequisite: OT 101 - Co-requisite: None

CT 109 MICROSOFT WORD
3.0 Credits - 50 Hours - 12 Weeks
Students learn how to use Microsoft Word for basic word processing. Emphasizes use of word processing software to create and revise business documents. Topics include: creating, organizing, and formatting content; collaborating on documents; formatting and managing documents.
Prerequisite: None - Co-requisite: None

COSMETOLOGY (TG)

TG 101, TG 102 FUNDAMENTALS A, B
139 Hours Each
These courses are designed to introduce the student to Toni&Guy Techniques and Philosophy. Students will receive their cosmetology kits and discuss the proper use and maintenance of the items. Theory topics and practical demonstrations include: science, multiple haircutting and haircoloring techniques, proper sectioning of hair, natural hair styling techniques, updos, proper draping and shampooing techniques and Goldwell product knowledge.

TG 103, TG 104, TG 105 INTERMEDIATE A, B, C
139 Hours Each
These courses enable the student to practice and master haircutting techniques for men and women. The student will review techniques learned during the Fundamentals Modules, as well as the razor, clipper and trimmer techniques, and the purpose of thinning and texturizing hair. Hairstyling techniques introduced are brushing/air forming, use of marcel iron, flat iron, finger waves, pin curls, roller sets and specialty updo hairstyles. Also introduced is client consultation, nail care and enhancement, facial treatment and application of make-up; wigs, hair additions, and facial/body waxing.

TG 201, 202, 203 ADVANCED A, B, C
139 Hours Each
During these courses students continue to work with the public practicing and mastering hair techniques learned in previous modules. Additionally, these courses are designed to introduce the student to the creative and entrepreneurial opportunities of the industry through a series of creative and research projects. Students are also instructed on the fundamentals of PA State Board techniques, PA State Law, and begin preparing for licensure.

TG 204 SALON PROFESSIONAL
138 Hours
This course is designed to provide the student with the key aspects of work ethics that every salon everywhere values and recognizes. It focuses on perfecting competence in advanced techniques and procedures required for all services as well as complete overall salon operation from front desk scheduling to knowing the importance of retail sales, inventory and product knowledge. During this course, students also focus on licensure, employment readiness and special projects designed to enhance their confidence and ability.

COSMETOLOGY INSTRUCTOR/SALON MANAGER (CMI)

CMI 101H TEACHING TECHNIQUES - BECOMING AN EDUCATOR
60 Hours - 2 Weeks
This course is designed to present prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed include personal character, teaching responsibilities, generational differences, how to reach multiple learners, performance standards, opportunities as an educator, brain compatible learning, attention, memory, retention, transfer, and the four phases of learning. Students will also observe and participate in the Fundamental I and II courses within the Toni& Guy Cosmetology Program to ensure students become proficient in the techniques and skills used for classroom instruction.
Prerequisite: None - Co-requisite: None

COURSE SEQUENCING AND DESCRIPTIONS

CMI 102H TEACHING TECHNIQUES - ORGANIZING EDUCATION
60 Hours - 2 Weeks
This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed include: organizing the course syllabus, prioritizing content, developing learner outcomes, benefits of using a lesson plan, structure of the lesson plan, developing and evaluating the lesson plan, managing the physical space, dealing with classroom disruptions, recognizing achievement, promoting cooperation, promoting responsibility, and frequently asked questions about classroom management. Students will also observe and participate in the Fundamental I and II courses within the Toni& Guy Cosmetology Program to ensure students become proficient in the techniques and skills used for classroom instruction.
Prerequisite: None - Co-requisite: None

CMI 103H TEACHING TECHNIQUES - CLASSROOM MANAGEMENT
60 Hours - 2 Weeks
This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed are: checklists and planning organizers, presentation skills, student salon supervision, teaching strategies, challenging teaching scenarios, and special learning needs. Students will implement previous learned coursework and develop a lesson plan that includes a theoretical lesson, a practical demonstration, and an assessment tool.
Prerequisite: None - Co-requisite: None

CMI 104H TEACHING TECHNIQUES - INSTRUCTIONAL METHODS
60 Hours - 2 Weeks
This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics to be discussed are: fundamentals of instruction, four phases of mindful teaching, activating learner interest, connecting to prior knowledge, communicating expectations, framing content, exchanging ideas, probing with questions, affirming understanding, applying knowledge, assessing theory, introduction of a lesson, validation, lecture, discussion sessions, demonstrations, application sessions, assessing practical, questioning, and instructional support materials. Students will develop a higher level of knowledge as they determine when to utilize impactful instructional methods during the four phases of learning. Students will also be presented with information regarding the importance of engaging students in the matter to be presented, as well as the varied methods of class presentations which include lectures, demonstrations, discussions, tests and assignments.
Prerequisite: None - Co-requisite: None

CMI 105H TEACHING TECHNIQUES - STUDENT ASSESSMENT
60 Hours - 2 Weeks
This course is designed to provide prospective cosmetology instructors with the skills needed to be an effective educator. Topics of discussion are: why assessment matters, how an assessment system works, assessment methods, feedback, scoring and grading, standardized achievement tests and licensure. Students will begin to exercise these lessons by assessing theoretical and practical assignments of cosmetology students while assisting the cosmetology instructors.
Prerequisite: None - Co-requisite: None

CMI 201 STUDENT TEACHING
200 Hours - 10 Weeks
This course is designed to develop the student's knowledge of the instructional process by working with an experienced cosmetology instructor on classroom presentations and course preparation. Student teachers will spend time in various cosmetology classrooms and the salon floor teaching and mentoring the cosmetology students to develop their teaching skills and techniques.
Prerequisite: CMI 101-105 - Co-requisite: None

CMI 301H SALON MANAGEMENT AND PROFESSIONAL PRACTICES
100 Hours - 10 Weeks
The course aims to help students understand and apply essential skills and knowledge for effectively managing or operating a salon business, as well as gaining introductory enterprise knowledge to help analyze factors that contribute to salon business performance. Topics to be discussed include: Pennsylvania State Board of Cosmetology law requirements regarding salon and spa employment, taxpayer education, federal and state responsibilities, legal requirements for owning and operating a salon business, business management practices, public relations and career development. Students will also focus on the necessary skills to be a professional cosmetologist in appearance and attitude. Students will be taught the importance of excellent communication skills when interacting with their clients while being respectful, helpful and truthful. They will practice both written and verbal communications in order to develop proficiency. This course will also teach leadership skills, professional job preparation and the importance of knowing, understanding and following the Pennsylvania state laws that govern their profession.
Prerequisite: CMI 101-105 - Co-requisite: None

COURSE SEQUENCING AND DESCRIPTIONS

ELECTRICIAN (EL)

EL 101 FUNDAMENTALS OF ELECTRICITY
6.0 Credits - 100 Hours - 12 Weeks
This course is designed to acquaint students with the fundamental skills associated with all other electrical courses. Topics will include: safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits.
Prerequisite: None - Co-requisite: None

EL 102 DC / AC CIRCUITS
6.0 Credits - 100 Hours - 12 Weeks
This course includes the simplified study of the basic components of DC and AC Components, voltages, resistance, magnetism, Inductance, and capacitance. Ohm's Law and measurements will be used to study the behavior of components.
Prerequisite: None - Co-requisite: None

EL 104 NATIONAL ELECTRICAL CODE
4.0 Credits - 50 Hours - 12 Weeks
This is an introductory course designed for students with little or no knowledge of the electrical code. Students will study the structure and scope of the National Electrical Code and learn how to locate often used code sections: Ohm's Law, voltage drop, and wire and conduit sizing.
Prerequisite: EL101, EL102-Co-requisite: None

EL 201 RESIDENTIAL WIRING
6.0 Credits - 100 Hours - 12 Weeks
This is an introductory course on residential wiring methods which will include practical application and hands-on implementation of code requirements.
Prerequisite: EL 101, EL 102 - Co-requisite: None

EL 202 MOTOR CONTROL SYSTEMS
6.0 Credits - 100 Hours - 12 Weeks
The focus of this course is on the installation of different motor control circuit and devices. Emphasis will be placed in developing the students' ability to diagram, wire, and troubleshoot the different circuits along with Electrical, Electronic, and Mechanical control devices.
Prerequisite: EL 101, EL 102 - Co-requisite: None

EL 204 EQUIPMENT MAINTENANCE AND TROUBLESHOOTING
3.0 Credits - 50 Hours - 12 Weeks
This course introduces the student to maintenance and troubleshooting techniques, used in manuals, test equipment, and inspection/repairs of the equipment.
Prerequisite: EL 202 - Co-requisite: None

EL 205 COMMERCIAL WIRING
6.0 Credits - 100 Hours - 12 Weeks
This is an introductory course on commercial wiring methods. The student will be able to read commercial blueprints and apply the National Electrical Code to commercial wiring systems. Students will also receive training in conduit bending and conduit runs for circuits.
Prerequisite: EL 104, EL 201 - Co-requisite: None

EL 206 PROGRAMMABLE LOGIC CONTROLLERS
3.0 Credits - 50 Hours - 12 Weeks
This course will cover the use of programmable logic controllers in modern electrical settings. Also, the operating principles of PLC's and practice in programming, installation, and maintenance of PLCs will be studied.
Prerequisite: EL 202 - Co-requisite: None

EL 208 MOTOR MAINTENANCE AND TROUBLESHOOTING
3.0 Credits - 50 Hours - 12 Weeks
This course will focus on the principles and practices of electrical motor repair. Also, the course will cover the topics of disassembly/assembly and preventative maintenance of common electrical motors.
Prerequisite: EL 202 - Co-requisite: None

EL 210 ALTERNATIVE ENERGY
5.0 Credits – 70 Hours – 12 Weeks
This course provides an introduction to energy systems and renewable energy resources, with a scientific examination of the

energy field and an emphasis on alternate energy sources and their technology and application. The class will explore society's present needs and future energy demands, and then focus on alternate, renewable energy sources such as solar, biomass (conversions), wind power, geothermal and hydro. Energy conservation methods will also be emphasized.

ENGLISH AND COMMUNICATION (EC)

EC 101 ENGLISH COMPOSITION
4.0 Credits - 50 Hours - 12 Weeks
The development of composition skills through purposeful reading, logical thinking, and the application of principles of rhetoric. This course includes practice in the selection, restriction, organization, and development of topics. It reinforces the student's facility with sentence structure, diction, and mechanics.
Prerequisite: None - Co-requisite: None

EC 102 COMMUNICATION
5.0 Credits - 50 Hours - 12 Weeks
This course is an introductory study of the dimensions of speech communications. The course examines the oral communication process in interpersonal contexts such as one-to-one relationships and small-group interactions.
Prerequisite: None - Co-requisite: None

EC 103 TECHNICAL COMMUNICATION
3.0 Credits - 50 Hours - 12 Weeks
This course will prepare you to complete the kinds of practical communication projects often required in professions such as those you will enter. Emphasis will be placed on (1) the process of completing any on-the-job writing assignments, (2) the specific formats most often used, and (3) related communication tasks such as oral presentations and graphics.
Prerequisite: None - Co-requisite: None

EC 201 BUSINESS COMMUNICATION
4.0 Credits - 50 Hours - 12 Weeks
This course uses a human relations approach to written and oral workplace communication. Special attention is given to audience analysis and to promoting goodwill both inside and outside of the organization. With this in mind, students will practice writing direct and indirect memos and letters, as well as learn interpersonal techniques to help them be a successful communicator at work.
Prerequisite: EC 101, EC 102 - Co-requisite: None

ESTHETICS (EST)

EST 110 SCIENTIFIC CONCEPTS
110 Hours
This course will focus on the science of skin care. Students will be introduced to microbiology, infection control, first aid, principles of electricity, matter, pH, cosmetic categories and types, product ingredients, the building blocks of the human body, the body systems, and skin diseases and disorders. Students will also learn how to apply this foundational material into the skin care services they will provide.

EST 111 FUNDAMENTAL FACIAL TREATMENTS
50 Hours
This course is a combination of theory and practical application of fundamental facial treatments and introduces students to the theory, procedures, and products used in the care and treatment of the skin. Topics include: skin health and analysis, client consultation and preparation, product knowledge and proper selection, cleansing and toning the skin, exfoliation and extraction, massage techniques, facial treatments, acne treatment, and chemical exfoliation. Students will be trained using the paramedical product line, DMK.

EST 112 HAIR REMOVAL TECHNIQUES
35 Hours
This course is a combination of theory and practical application that focuses on histology, hair growth and the different methods of temporary hair removal, products, tools, supplies, and equipment. An emphasis is placed on proper preparation, tweezing, general waxing and body waxing procedures while ensuring client safety and recommending appropriate after care. Demonstration of disinfection and sanitation as it pertains to product manufacturer instructions and Pennsylvania rules and regulations will be practiced.

COURSE SEQUENCING AND DESCRIPTIONS

EST 113 MAKEUP, LASH AND BROW ARTISTRY
50 Hours
This course is a combination of theory and practical application that focuses on makeup design, eyelash extensions, and eyebrow and lash tinting, as well as a lash lifting workshop. Students will learn makeup theory, makeup products and tools, makeup design skills and how to incorporate into the client experience, skin analysis and preparation, basic daytime and evening designs and advanced bridal and avant garde makeup application techniques, corrective makeup procedures, and artificial eyelash application. Demonstration of disinfection and sanitation as it pertains to product manufacturer instructions and Pennsylvania rules and regulations will be practiced.

EST 210 ADVANCED FACIAL AND BODY TREATMENTS
50 hours
This course is a combination of theory and practical application of advanced facial treatments and also introduces the student to body treatments. Students will be trained on applicable products and equipment. Topics include: facial treatments with devices: galvanic current device, direct and indirect high frequency, rotating brush, microcurrent, vacuum, LED devices, corrective facial treatments, microdermabrasion, body scrubs, body wraps, and product application. Students will also complete the DMK Fundamentals training with Enzyme Mask One Treatment.

EST 211 PROFESSIONAL BUSINESS PRACTICES
70 Hours
This course focuses on professional business practices within the esthetics industry. Students will learn professional ethics for spa practitioners and various situations they may face, awareness and communication skills necessary to develop and maintain professional relationships with clients, and how to develop personal and professional boundaries. Students will also be instructed on various business organizations/types and operations, OSHA Standards relating to chemical use, building and maintaining a clientele, product sales, fundamentals of bookkeeping and taxes, advertising/marketing, networking and the importance of social media. Students will also explore professional development skills as they relate to employment in the industry. Developing resumes and creating an employment plan.

EST 212 STATE BOARD PREPARATION
35 Hours
This course covers state licensing requirements and regulations for the Esthetician. Students will prepare for the Pennsylvania Esthetician Theory/Procedural Skills examination through instruction, curriculum/content review, and mock exams.

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

HT 105 TOOLS AND EQUIPMENT OVERVIEW
3.0 Credits – 50 Hours - 12 Weeks
The focus of this course is on the introduction and review of tool application and safety, equipment, and interpretation of mechanical and structural drawings, while performing the repairs and installation required in the HVAC-R profession.
Perquisite: EL 101, EL 102 - Co-requisite: None

HT 110 RESIDENTIAL REFRIGERATION
6.0 Credits – 100 Hours – 12 Weeks
This course is designed to give the student the ability to understand basic principles of a sealed system, domestic equipment and air conditioners and their electrical circuits.
Prerequisite: EL 101, EL 102 - Co-requisite: None

HT 111 OIL HEATING, INSTALLATION AND SERVICE
5.0 Credits - 75 Hours - 12 Weeks
This course will provide the student with the theory connected to the installation, service, troubleshooting, material lists, and load specifications of oil heating equipment for both residential and commercial application.
Prerequisite: HT 101- Co-requisite: None

HT 112 GAS HEATING AND ADD ON AIR CONDITIONING EQUIPMENT
6.0 Credits - 100 Hours - 12 Weeks
This course is designed to give the student a working knowledge of gas fired, standing pilot, and electronic units; methane and propane fuels as applicable to gas heating equipment; the application of whole house and rooftop units; and a knowledge of add-on air conditioning unit applicable to both gas and oil fired forced air heating.
Prerequisite: HT 111, HT 114 - Co-requisite: None

HT 114 PSYCHOMETRICS, LOAD CALCULATIONS/AIR DISTRIBUTION
5.0 Credits - 75 Hours - 12 Weeks
In this course the student will gain an understanding of the effects of relative humidity and ambient air temperatures. The student will understand the necessity of air volume and the effects of negative and positive pressures on various cooling and ventilation equipment. The student will also learn various methods of sizing equipment for heating and cooling units to be used in commercial and residential applications.
Prerequisite: HT 101- Co-requisite: None

HT 201 COMMERCIAL REFRIGERATION
6.0 Credits - 100 Hours - 12 Weeks
The student will gain knowledge of applicable electrical circuitry and controls for self-contained units, commercial rooftop air conditioning and cooling towers. The student will also learn the theory of supermarket installations, including crispers, refrigeration units, freezer units, and various ice machines. The student will be taught the installation of applicable controls, both electrical and mechanical, and load requirements.
Prerequisite: HT 101, HT 114 - Co-requisite: None

HT 205 HVAC CONTROLS AND DIAGRAMS
3.0 Credits - 50 Hours - 12 Weeks
The focus of this course is on the installation of different HVAC-R control circuits and devices. Emphasis will be placed in developing the students' ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices.
Prerequisite: EL 101, EL 102 - Co-requisite: None

HT 206 HEAT PUMP/ELECTRIC AIR HANDLER
6.0 Credits - 100 Hours - 12 Weeks
This course will give students the knowledge necessary to install and service heat pumps as primary heating systems.
Prerequisite: HT 112, HT 201 - Co-requisite: None

HT 207 CUSTOMER SERVICE FOR HVAC
3.0 Credits – 50 Hours – 12 Weeks
This course is designed to give the student a basic understanding of customer service and provides an overall understanding of the importance of customer service in the HVAC industry. Topics to be discussed are soft skills, handling difficult customers, teamwork and flexibility, etc.
Prerequisite: None – Co-requisite: None

HT 210 SHEET METAL FABRICATION
3.0 Credits – 50 Hours – 12 Weeks
This course will provide the student with the skills to read and correctly interpret design plans, sheet metal layout, and duct work design. Students will construct duct work and bend metal.
Prerequisite: None – Co-requisite: None

HT 212 HVAC EQUIPMENT TROUBLESHOOTING/BASIC PLUMBING
7.0 Credits - 125 Hours - 12 Weeks
This course will provide the students with the knowledge necessary for identifying and troubleshooting common problems that occur in HVAC equipment.
Prerequisite: HT 112, HT 201- Co-requisite: None

HT 214 HYDRONICS AND CHILLERS
5.0 Credits - 100 Hours - 12 Weeks
This course will afford students with the knowledge of low pressure boilers, zoning applications relative to hot water heat, application of electronic and mechanical controls specific to hot water heating as well as chiller systems and air distribution systems. Also covered is material needed for the Refrigerant Usage Certification Test.
Prerequisite: HT 203 - Co-requisite: None

HT 250 HVAC EXTERNSHIP
12.0 Credits – 360 Hours – 12 Weeks
An opportunity for students to combine academic theory with new, career-related experience in the HVAC field during the student's final quarter of school. At least 30 hours per week must be devoted to new tasks for a minimum of 360 hours during the quarter. Students will demonstrate new tasks and objectives related to HVAC and continue to apply advanced application of academic theory in the workplace.
Prerequisite: Completion of all coursework with 2.0 GPA - Co-requisite: None

COURSE SEQUENCING AND DESCRIPTIONS

INFORMATION TECHNOLOGY AND SECURITY (IT)

IT 100 OPERATING SYSTEMS
3.0 Credits – 50 Hours – 12 Weeks
This course is designed to expose the student to multiple consumer-facing Operating Systems. Students are expected to work with Microsoft Windows, Apple macOS, and Linux. This course will walk through activities involving installation, configurations, and administration of these different operating environments. Students will work with these Operating Systems to become familiar with the interfaces and differences between the various platforms available for both consumer and business users.
Prerequisite: None - Co-requisite: None

IT 125 SECURITY II
3.0 Credits - 50 Hours - 12 Weeks
This course goes beyond the implementation of security and steps into the realm of 'Ethical Hacking'. We will explore hands-on use of advanced tools, basic fingerprinting, and methods used to gain access to computer systems. Students will perform 'Penetration Testing' - scan, test, and hack their own systems, utilizing the five phases of ethical hacking: reconnaissance, scanning, gaining access, maintaining access, and covering your tracks. Activities will only be performed against equipment you have consent to access.
Prerequisite: CM202 - Co-requisite: None

IT 132 VOIP TECHNOLOGIES
3.0 Credits - 50 Hours - 12 Weeks
This course introduces the VoIP technology present in many business environments today. It will expand upon previous knowledge by introducing additional IP protocols such as RTP and SIP. Students will learn the impact of IP-related issues such as jitter, latency, and packet loss, and also the importance of using QoS for network traffic management. This is supplemented by working with VoIP equipment in our hands-on lab.
Prerequisite: CM105 - Co-requisite: None

IT 235 VIRTUALIZATION TECHNOLOGIES
3.0 Credits - 50 Hours - 12 Weeks
This course will take an in-depth look into virtualization technologies. Both VMWare vSphere and Microsoft Hyper-V platforms will be utilized throughout this course. Topics include creating a virtual host, installing the hypervisor, creating and managing virtual storage, working with virtual networks, and managing system resources. Students will also create, manage, and utilize virtual machine, create templates, clone machines, and work with snapshots.
Prerequisite: CM202 - Co-requisite: None

MATHEMATICS (MA)

MA 101 BUSINESS MATH
4.0 Credits - 50 Hours - 12 Weeks
This course uses an integrated approach to learning business math. The students will refine basic math concepts and gain knowledge of business related concepts, including: percentages, banking, markup, discounts, and payroll.
Prerequisite: None - Co-requisite: None

MA 102 TECH MATH I
4.0 Credits - 50 Hours - 12 Weeks
For the first six weeks of this quarter, students will study basic math fundamentals, such as addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percents, conversions of units of measure and to use signed numbers.
Prerequisite: None - Co-requisite: None

MA 103 TECH MATH II
4.0 Credits - 50 Hours - 12 Weeks
This course will build on the objectives learned in Technical Math I (MA102). Students will develop a better understanding of linear equations and inequalities. They will learn to solve and graph linear equations. Students will also learn basic geometry and right triangle trig functions.
Prerequisite: MA 102 - Co-requisite: None

MA 104 TECH MATH III
4.0 Credits - 50 Hours - 12 Weeks
This course will build on what students learned in Tech Math I and II. Students will develop a better understanding of equations and different types of functions. In the course, they will use their knowledge of algebra topics and geometry to solve trigonometric functions and triangles.
Prerequisite: MA 103 - Co-requisite: None

MEDICAL (MD)

MD 101 MEDICAL TERMINOLOGY I WITH ANATOMY AND PHYSIOLOGY
4.0 Credits - 50 Hours - 12 Weeks
This course is designed to introduce the student to the field of medical terms: origin, definition, practical use and common names. This course will provide the student with a complete study of the medical language, to establish the building blocks necessary for a better understanding of anatomy, physiology, and medical terminology. This course will include linguistics of terms, combining forms, prefixes, and suffixes. This course also provides the basics of anatomy and physiology. This is an introductory course.
Prerequisite: None - Co-requisite: None

MD 102 MEDICAL TERMINOLOGY II WITH ANATOMY AND PHYSIOLOGY
4.0 Credits - 50 Hours - 12 Weeks
This course is a continuation of Medical Terminology I. It is intended to provide the student with a comprehensive understanding of anatomy and physiology and medical terminology. It continues to expand on medical terminology, anatomy and physiology, pathologic conditions, abbreviations and diagnostic tests related to the urinary, female and male reproductive, nervous, cardiovascular, and respiratory systems. Emphasis is placed on spelling, definitions, pronunciation, and practical application of medical terms.
Prerequisite: MD 101 - Co-requisite: None

MD 103 MEDICAL TERMINOLOGY III WITH ANATOMY AND PHYSIOLOGY
4.0 Credits - 50 Hours - 12 Weeks
This course is a continuation of Medical Terminology II including anatomy and physiology. It is intended to provide the student with a comprehensive understanding of anatomy and physiology and medical terminology. It continues to expand on medical terminology, anatomy and physiology, pathologic conditions, diagnostic testing, and abbreviations used in the medical language. The specific body systems studied in this course are the blood, lymphatic and immune, musculoskeletal, skin, the eye and ear, and the endocrine system. Emphasis continues to be on spelling, definitions, pronunciation, and practical application of medical language.
Prerequisite: MD 102 - Co-requisite: None

MD 104 MEDICAL COMPUTER APPLICATIONS
3.0 Credits - 50 Hours - 12 Weeks
This course provides hands-on experience using the computer to set up appointments, create a patient database, and record financial transactions in a physician's office using Medisoft Patient Accounting software.
Prerequisite: MD 103 - Co-requisite: MD 202, MD 203

MD 107 INTRODUCTION TO PHARMACOLOGY
4.0 Credits – 50 Hours – 12 Weeks
This course is designed to familiarize the student with the common prescribed medications used in a physician's office. The areas of study will include description of the drug, brand and generic names of medications, drug uses, drug classifications, scheduled drugs, dosage calculations, adverse effects and contraindications.
Prerequisite: None - Co-requisite: None

MD 108 ELECTRONIC HEALTH RECORDS
3.0 Credits - 50 Hours - 12 Weeks
This course gives the student the opportunity to become familiar with medical documentation using an electronic medical record database and software. Students will simulate working in a medical center and rotate through various medical specialty units. Items covered include: creating, retrieving, and revising medical documents within EMR (Electronic Medical Record) software systems (SimChart).
Prerequisite: None - Co-requisite: None

MD 200 INTRODUCTION TO PATHOLOGY
4.0 Credits - 50 Hours - 12 Weeks
This course is intended to introduce medical students to the variety of diseases that affect the various body systems. Along with the pathophysiology, diagnostic testing pertinent to illness, signs and symptoms, and various methods of treatment will be discussed.
Prerequisite: MD 103 - Co-requisite: None

MD 206 CLINICAL ASSISTING I
3.0 Credits - 50 Hours - 12 Weeks
This course addresses the basic clinical concepts used in a physician's office. The clinical skills covered include universal precautions, sterilization, glove application, vital signs such as temperature, pulse, respiration, blood pressure, height and weight, assessment skills, charting, and history/physical reports. The student will also learn to assist the physician with routine physical examinations and long-term patient care.
Prerequisite: MD 102 - Co-requisite: None

MD 210 CLINICAL ASSISTING II
3.0 Credits - 50 Hours - 12 Weeks
This course is a continuation of Clinical Assisting I. Students will complete a basic understanding of minor surgery by learning how to assist the physician, by learning how to handle surgical instruments, how to assist with surgical procedures, and learning how to apply dressing bandages. Advanced medical assisting procedures are also taught, such as eye and ear, male and female reproductive systems, and electrocardiography. Prerequisite: MD 206 - Co-requisite: MD 211

MD 211 LABORATORY PROCEDURES I
3.0 Credits - 50 Hours - 12 Weeks
This course provides a study of the laboratory procedures and microbiology as it pertains to the lab tests done in the physician's office laboratory, such as urinalysis collection with chemical examination of the urine. The student will also learn venipuncture techniques, hematology, and basic clinical chemistry testing. Emergency and first aid protocol and OSHA Bloodborne Pathogens Standards are also included in this course.
Prerequisite: MD 206 - Co-requisite: MD 210

MD 213 MEDICAL ASSISTANT EXTERNSHIP
12.0 Credits - 360 Hours - 12 Weeks
An opportunity for students to combine academic theory with new, career-related experience in the medical assistant field during the student's final quarter of school. At least 30 hours per week must be devoted to new tasks for a minimum of 360 hours during the quarter. Students will demonstrate new tasks and objectives related to medical assisting and continue to apply advanced application of academic theory in the workplace.
Prerequisite: Completion of all coursework with 2.0 GPA, CPR and OSHA training - Co-requisite: None

MD 214 CLINICAL ASSISTING III
3.0 Credits - 50 Hours - 12 Weeks
This course is designed as a continuation of MD210 Clinical Assisting II. Basic application skills of MD210 Clinic II will be refined by practical applications. Students will complete series of all methods of drug administration with an emphasis on invasive procedures such as injections: intradermal, subcutaneous, and intramuscular.
Prerequisite: MD 210 - Co-requisite: MD 215

MD 215 LABORATORY PROCEDURES II
3.0 Credits - 50 Hours - 12 Weeks
This course is designed to continue with laboratory application skills for the Physician's Office Laboratory (POL). It serves to further enhance previously learned skills for proficiency in collections, processing, and testing of human specimens. This course will include advanced hematology procedures such as ESR, Reticulocyte, and RBC morphology and indices calculations, as well as chemistry including specialized testing collection requirements, and serology testing procedures including blood banking and antibody testing. Coagulation studies are also included in this laboratory course. OSHA Bloodborne Pathogens webinar is required to complete this course.
Prerequisite: MD 211 - Co-requisite: MD 214

MD 220 MEDICAL INSURANCE AND CODING
4.0 Credits – 50 Hours – 12 weeks
This course is designed to introduce the student to the world of medical insurance and coding. The student will become familiar with procedures in proper CMS1500 claim completion, medical revenue cycle, CPT and ICD-10-CM coding, and HIPAA privacy rules. Topics to be discussed include Managed Care, Medicare, Medicaid, TRICARE, Champva and private health insurance plans.
Prerequisite: MD 101 – Co-requisite: None

MD 221 MEDICAL TERMINOLOGY IV WITH ANATOMY AND PHYSIOLOGY
4.0 Credits - 50 Hours - 12 Weeks
This course is a continuation of Medical Terminology III. It is intended to complete the student's knowledge of medical terminology. The Sensory, Endocrine, and Psychiatric systems are covered in this section. In addition, the student will build strength in Cancer Medicine (Oncology), Radiology and Nuclear Medicine, Radiation Therapy. Emphasis is placed on spelling, pronunciation, definition, and practical application.
Prerequisite: MD 103 - Co-requisite: None

MD 224 MEDICAL OFFICE PROCEDURES I
3.0 Credits - 50 Hours - 12 Weeks
This course is intended to give the students the fundamentals of medical office administration. Areas of study include professionalism in the office, confidentiality, accuracy, safety, communication, reception area duties, order office supplies and equipment.
Prerequisite: None - Co-requisite: None

MD 225 MEDICAL OFFICE PROCEDURES II
3.0 Credits – 50 Hours – 12 Weeks
This course is a continuation of Medial Office Procedures I and continues to provide students with the fundamentals of medical office administration. The topics to be covered are telephone techniques, financial management, collections, and practice management.
Prerequisite: None - Co-requisite: None

MD 235 WORD, EXCEL, POWERPOINT IN THE MEDICAL OFFICE
3.0 credits – 50 hours - 12 Weeks
This course is designed to prepare the student to use Microsoft Office 2016 products in a medical office setting. Students will obtain a basic understanding of Microsoft Word, Excel and PowerPoint to be applied in a medical facility. The student will use Microsoft Word to create business documents, edit, organize and format documents. Excel will be used to create spreadsheets and formulas. PowerPoint will be used to learn creative ways to prepare presentations and patient education.
Prerequisite: None – Co-requisite: None

MD 236 PHLEBOTOMY PROCEDURES
3.0 credits – 50 hours - 12 Weeks
This course provides a study of the skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Students will also learn urinalysis collection methods and point of care testing. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, and ethics.
Prerequisite: None – Co-requisite: None

MD 260 PHLEBOTOMY TECHNICIAN EXTERNSHIP
2.0 Credits – 60 Hours
An opportunity for students to combine academic theory with new, career-related experience in the phlebotomy field during the student's final quarter of school. At least 5 hours per week must be devoted to new tasks for a minimum of 60 hours during the quarter. Students will demonstrate new tasks and objectives related to phlebotomy/laboratory and continue to apply advanced application of academic theory in the workplace.
Prerequisite: None – Co-requisite: Quarter 1 Phlebotomy Courses

NAIL TECHNICIAN (NT)

NT 101 SCIENCE FOR THE NAIL TECHNICIAN
84 Hours
This course covers personal development techniques in addition to the basic science concepts essential in the beauty industry such as: regulations for health and safety; principles of infection; preventing the spread of disease; basic anatomy and physiology of cells, tissues, and body systems; nail structure and growth; diseases and disorders; and chemistry and electricity as they relate to this occupation.

NT 102 NATURAL AND ARTIFICIAL NAIL SERVICES
110 Hours
This course focuses on client care and nail services to include: basic and advanced manicure and pedicure set up and procedures; massage techniques; proper use of products and instruments/equipment; acrylic applications; sculpture nails; gel nail application; nail tip application; filing techniques; and nail wraps.

NT 103 SPECIALTY/ADVANCED NAIL SERVICES
28 Hours
During this course students will apply previously learned fundamental techniques into a more advanced and creative approach to nail services. Lessons covered include: add-on services, specialty products and instruments/equipment; advanced techniques and trends; and nail art.

NT 104 PROFESSIONAL PRACTICES AND STATE BOARD PREPARATION
28 Hours
This course focuses on business/professional practices in the salon industry and includes lessons on: Pennsylvania State Board of Cosmetology Regulations, business ownership, employment preparation and strategies, and licensure examination preparation.

NETWORK ADMINISTRATOR (CM)

CM 105 NETWORKING TECHNOLOGIES
4.0 Credits - 50 Hours - 12 Weeks
This course is an introduction to both the concepts behind local area networks (LANs) and their practical uses. It is designed to help the student come to a better understanding of the capabilities of LAN technology and to appreciate the role that LANs are playing within the rapid evolving field of Information Technology. The students will obtain a better working knowledge with the theory, such as the OSI model, and the technology, such as 802.3, running behind the scenes of nearly every computing device in the world.
Prerequisite: None - Co-requisite: None

CM 106 INTRODUCTION TO PROGRAMMING
3.0 Credits – 50 Hours – 12 Weeks
This course works with programming in the real world, using todays languages. Student will learn data types, using and apply variables, Logical programming using IF Statements, repetition with loops, using functions within the program, understanding modules usage. Students will be able to write advanced scripts that can be used in the IT field.
Prerequisite: IT100, CS202 – Co–requisite: None

CM 200 WIRELESS TECHNOLOGIES
3.0 Credits – 50 Hours – 12 Weeks
This course introduces the student to the complimentary worlds of mobile devices and Wi-Fi. Students will be introduced to the primary categories of mobile computing devices, and how to work with them. Students will learn the current generations of wireless technology, and how to implement, secure, and effectively utilize wireless.
Prerequisite: CM105, IT100- Co-requisite: None

CM 202 NETWORK SECURITY
3.0 Credits – 50 Hours – 12 Weeks
This course emphasizes the importance of security within the IT field. Students will learn the history and evolution of encryption methods. Students will learn methods for data and equipment security, and verifying the integrity of data. Topics will include file hashing algorithms, file encryption, data encryption, and SSL. Hands-on activities will introduce methods to secure equipment and systems. Ethics decision-making is a core focus behind this course.
Prerequisite: CM105 – Co-requisite: None

CM 206 MICROSOFT NETWORKING CONCEPTS
3.0 Credits - 50 Hours - 12 Weeks
The goal of this course is to have the student become more familiar with the Microsoft networking architecture and its related components and services. The student is introduced to new concepts, including network protocols, DHCP, DNS, Routing and Active Directory. Activities are performed in a virtualized environment to provide the student with a safe and stable environment, and to promote testing of learned concepts.
Prerequisite: CM 105, CM 209 - Co-requisite: None

CM 208 DESIGNING A MICROSOFT NETWORK
3.0 Credits – 50 Hours – 12 Weeks
The goal of this course is to prepare the student for the tasks of installing, configuring, managing and supporting a network infrastructure. The student learns certain project management tasks, and works with network design concepts and components in greater detail (IE: DNS, Active Directory, Group Policy), and how to apply these components in a practical sense. The end goal is for the student to design and create the pieces necessary for a pseudo-production environment
Prerequisite: CM206 – Co-requisite: None

CM 209 WINDOWS SERVER
3.0 Credits – 50 Hours – 12 Weeks
This course introduces the student to the Microsoft Windows Server network operating system. Students will learn different installation methods, as well as administration and configuration via a safe, virtualized environment. The use of a virtualization application affords the student a satisfying atmosphere for learning this complex and powerful operating system without compromising system security and stability.
Prerequisite: IT100- Co-requisite: None

CM 215 ACTIVE DIRECTORY CONCEPTS
3.0 Credits - 50 Hours - 12 Weeks
This course will bring an intermediary-level introduction of Microsoft Active Directory concepts to the student. Information Technology specialists must understand and use Active Directory in Microsoft-centric networks. This course creates an atmosphere to introduce the core principles involved with a hands-on approach. The student delves into this product with a hands-on perspective using a virtualized environment.
Prerequisite: CM 209 - Co-requisite: None

CM 217 MICROSOFT SQL SERVER
3.0 Credits - 50 Hours - 12 Weeks
The course introduces the student to the tools and capabilities of Microsoft SQL Server. Information Technology technicians are often responsible for the installation, configuration, administration and maintenance of database servers, using both the GUI and Transact-SQL language. A virtualization environment is used to provide the student with a safe and stable environment to promote testing of learned concepts.
Prerequisite: OT 110, CM 209 Co-requisite: None

CM 219 EMAIL SOLUTIONS
3.0 Credits - 50 Hours - 12 Weeks
The goal of this course is to introduce the student to various e-mail solutions for multiple e-mail server suites: Microsoft Office 365, Exchange, and Linux enterprise solutions (including the migration between these systems). During this class we teach installation, configuration, and typical administrative tasks within these solutions. This course provides valuable learning, utilizing hands-on projects where the networker installs and administers their own, functional e-mail solutions. These activities are done on the networkers' own equipment, simulating several day-to-day tasks of an e-mail system administrator.
Prerequisite: CM 215 - Co-requisite: None

CM 220 NETWORK ADMINISTRATOR EXTERNSHIP
12.0 Credits – 360 Hours – 12 Weeks
An opportunity for students to combine academic theory with career-related experience in the network administrator or computer field during the student's final quarter of school. At least 30 hours per week must be devoted to new tasks for a minimum of 360 hours during the quarter. Students will demonstrate new tasks and objectives related to computer networking and continue to apply advanced application of academic theory in the workplace.
Prerequisite: Completion of all core course requirements with 2.0 GPA – Co-requisite: None

CM 233 INTRODUCTION TO UNIX/LINUX
3.0 Credits – 50 Hours – 12 Weeks
This course introduces the student through use and administration of the Unix and Linux family of Operating Systems. The students will learn to install and configure a PC with either Unix or Linux as well as to make changes to the Operating System. Topics will include working with the terminal and GUI interfaces, performing administrative tasks such as adding users and groups, and changing file and directory permissions. Students will also get a feel for some of the commands used to manage this platform.
Prerequisite: IT 100 – Co-requisite: None

OFFICE TECHNOLOGY (OT)

OT 101 KEYBOARDING I
3.0 Credits - 50 Hours - 12 Weeks
This course is designed to develop speed and accuracy on a keyboard. It begins with learning the keyboard and completing concentrated exercises, enabling the student to become familiar with the location of the keys. The course then covers the development of basic business correspondence, incorporating the correct usage of English grammar, correct spelling, correct punctuation, and capitalization and numbering rules.
Prerequisite: None - Co-requisite: None

OT 110 MICROSOFT ACCESS
3.0 Credits - 50 Hours - 12 Weeks
Students learn how to create and use databases with Microsoft Access. Emphasizes use of database management software to access, manipulate, and create databases. Topics include: database concepts structuring databases, entering data, organizing data, and managing databases.
Prerequisite: None - Co-requisite: None

PRACTICAL NURSING (PN)

PN 100 ANATOMY AND PHYSIOLOGY
75 Hours - 12 Weeks
Anatomy and physiology is the study of the structural complexity of the human body and its intricate functional mechanisms. In this course, the areas of study include: organization of the body, chemical basis for life, cells and tissues, integumentary system, skeletal system, muscular system, nervous system, sensory system, endocrine system, blood, circulatory system, lymphatic and immune systems, respiratory system, digestive system and metabolism, urinary system and reproductive system. Laboratory activities will be included in this course.
Prerequisites: None - Co-requisite: None

PN 101 CONCEPTS FOR NURSING PRACTICE
175 Hours - 12 Weeks
This course will introduce the student to the discipline of nursing and emphasize the role of the practical nurse as a member of the healthcare team. Students are introduced to the following concepts: nursing history, ethical-legal issues, basic communication, safety and infection control, the nursing process, basic patient/client care skills, and data collection. Practical application will provide the student with the opportunity to develop care planning skills and provide basic nursing care in acute or long-term care facilities.
Prerequisites: None - Co-requisite: None

PN 102 NORMAL GROWTH AND DEVELOPMENT
35 Hours - 6 Weeks
This course will provide the practical nursing student information and principles of normal growth and development through the lifespan. Theories such as Erikson and Piaget will be discussed. Emphasis will be placed upon the stages of development and their linkage to common events and adaptations. The use of critical thinking to make problem-solving decisions about medical surgical health care needs will be presented in reference to the normal growth and development for all patients/clients. Cultural and spiritual aspects of care as well as loss, grief, and the dying patient/ client are included in this course.
Prerequisites: None - Co-requisite: None

PN 103 PHARMACOLOGY I
20 Hours - 6 Weeks
This course will introduce the student to current and clinically relevant information in drug therapy including principles in pharmacology, ethical and legal aspects, and cultural considerations. Principles of medication administration will be introduced and will include mathematical equivalents and calculations of drug dosages.
Prerequisites: None - Co-requisite: None

PN 104 PHARMACOLOGY II
45 Hours - 12 Weeks
This course will explain the role of the practical nurse in relationship to pharmacology and IV therapy. The student will learn about drug classifications, source, actions, side effects, adverse reactions, contraindications, and dosage. Content includes procedures and regulations of medication preparation, administration and IV therapy and will include the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication throughout the lifespan. Practical application of medication administration including accurate interpretation of orders and documentation using the nursing process and critical thinking skills will be practiced in the skills laboratory.
Prerequisites: PN 103 - Co-requisite: None

COURSE SEQUENCING AND DESCRIPTIONS

PN 105 NURSING ACROSS THE LIFESPAN I
170 Hours - 12 Weeks
This course focuses on the role of the practical nurse in meeting the needs of the maternal and child patient/client. Course content includes ante partum, intrapartum, and postpartum care; complications of pregnancy; newborn care; pediatric care; and selected pediatric alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, critical thinking, and application of the nursing process are integrated throughout this course. Practical application will allow the student to apply nursing skills and principles in the care of the pediatric and maternity patients/clients in hospitals and pediatric facilities.
Prerequisites: Quarter 1 PN Courses - Co-requisite: None

PN 106 NURSING ACROSS THE LIFESPAN II
170 Hours - 12 Weeks
This course focuses on the role of the practical nurse in meeting the needs of the aging adult. Course content includes trends, issues, and physiological changes; health promotion and wellness; psychosocial care, physical care, and end-of-life issues. Nutrition, pharmacology, cultural diversity, use of technology, communication, critical thinking, rehabilitation, and application of the nursing process are integrated throughout this course. Practical application will allow the student to apply holistic nursing care for the aging adult in hospitals, acute or long-term care facilities.
Prerequisites: Quarter 1 PN Courses - Co-requisite: None

PN 200 MEDICAL SURGICAL NURSING I
280 Hours - 12 Weeks
This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastrointestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated throughout this course. Practical application will include nursing care for patients/clients with medical surgical problems. Emphasis will be on prioritization, decision making, time management and critical thinking appropriate to the nursing scope of practice.
Prerequisites: Quarter 1 & 2 PN Courses - Co-requisite: None

PN 201 PSYCHOSOCIAL NURSING
125 Hours - 12 Weeks
This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for all age groups with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, developmental needs, drug therapy, and nutrition. Upon completion of this course, students will demonstrate the ability to assist patients/clients in maintaining psychosocial integrity through the use of the nursing process. Practical application will include inpatient and outpatient specialty areas of behavioral health.
Prerequisites: Quarter 1 & 2 PN Courses - Co-requisite: None

PN 202 MEDICAL SURGICAL NURSING II
280 Hours – 12 Weeks
This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual, reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for patients/clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, and critical thinking are integrated throughout the course. Practical application will allow the student to care for multiple patients/clients throughout the hospital and specialty areas. Emphasis will be on prioritization, decision making, time management and critical thinking appropriate to the nursing scope of practice. As the student progresses, more complex patient/client situations will be presented and the student will begin to function in a role more independent of the instructor.
Prerequisites: Quarter 1, 2 & 3 PN Courses - Co-requisite: None

PN 203 LEADERSHIP AND SUPERVISION
125 Hours - 12 Weeks
In this course the student will learn basic theories of management and development of leadership skills necessary for long-term care. Content will include effective communication skills, cultural considerations, ethical and legal dilemmas, political issues affecting healthcare, current trends in practice, setting meaningful priorities, handling conflict, dealing with chaos, and using critical thinking to make problem-solving decisions about health care needs. Practical application will include basic management skills and applying critical thinking in a variety of situations in long-term care. This course will also include topics related to the NCLEX-PN examination and locating employment.
Prerequisites: Quarter 1, 2 & 3 PN Courses - Co-requisite: None

PROFESSIONAL DEVELOPMENT (PD)

PD 100 STUDENT SUCCESS
1.0 Credit - 10 Hours - 12 Weeks
This is a one credit course that serves as an introduction to higher education and an ongoing orientation to Penn Commercial Business/Technical School. This course is designed to assist students making the transition to college life and to enhance self-awareness. This course will provide opportunities to examine challenges associated with the first quarter of school. The goal of Student Success is to enhance the student's abilities and potential for a successful educational outcome.
Prerequisite: None - Co-requisite: None

PD 101 PROFESSIONAL DEVELOPMENT I
1.0 Credit - 10 Hours - 12 Weeks
This course is designed to have the students begin developing a career profile. The students will learn about the phases in the job search cycle. They will begin to set up a Career Management Files system and start building a career portfolio. They will discover ways to market their skills and understand the benefits and goals of successful networking. Students will learn how to find job leads. They write a clear and concise resume and understand the different methods for distributing resumes. Students discover how to tailor a resume to target job and employer. They learn how to complete effective employment applications, both on paper and on line. In addition, students learn how to write effective cover letters.
Prerequisite: None - Co-requisite: None

PD 102 PROFESSIONAL DEVELOPMENT II
2.0 Credits - 20 Hours - 12 Weeks
This course is a continuation of Professional Development I. Students examines all aspects of "getting a job." They will finish their professional portfolio. Students will learn how to research employers on-line, present a professional image, develop proper interview skills, and discover how to take charge of their careers. This course presents practical strategies that prepare students to confirm an appropriate career, to conduct a successful job search, and to lay the foundation for successful career development. Emphasis is on networking, job hunting, interviewing and follow up, dressing for success, professional image, salary negotiation, benefits, employment testing and checks, handling rejection, adjusting to a new position, and taking charge of their career. This class is designed to teach students the necessary skills so they can apply them directly to achieving immediate and future career goals.
Prerequisite: PD 101 - Co-requisite: None

PSYCHOLOGY (PS)

PS 101 INTRODUCTION TO PSYCHOLOGY
5.0 Credits - 50 Hours - 12 Weeks
A study of the human behavior in a modern society - Topics of study include theories of personality, stress and its effects, understanding of the self, the coping process, interpersonal communication, gender and behavior.
Prerequisite: None - Co-requisite: None

WELDING TECHNOLOGY (WT)

WT 102 INTRODUCTION TO BLUEPRINT READING FOR WELDERS
6.0 Credits - 60 Hours - 4 Weeks
A study of industrial blueprints. Emphasis is placed on terminology, symbols, graphics descriptions, and welding processes, including systems of measurement and industry standards, interpretations of plans and drawings used by industry.
Prerequisite: None - Co-requisite: None

COURSE SEQUENCING AND DESCRIPTIONS

WT 111 WELDING SAFETY, TOOLS AND EQUIPMENT
4.0 Credits - 50 Hours - 4 Weeks
An introduction to welding careers and safety practices, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Also includes instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, and symbols. Oxy-Fuel Safety and Operation.
Prerequisite: None - Co-requisite: None

WT 113 INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW)
6.0 Credits - 110 Hours - 4 Weeks
An introduction to shielded metal arc welding process on Mild Steel. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.
Prerequisite: None - Co-requisite: None

WT 114 INTRODUCTION TO GAS METAL ARC WELDING (GMAW)
6.0 Credits - 110 Hours - 4 Weeks
Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.
Prerequisite: None - Co-requisite: None

WT 115 INTRODUCTION TO FLUX CORED ARC WELDING (FCAW)
6.0 Credits – 110 Hours - 4 Weeks
An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes.
Prerequisite: None - Co-requisite: None

WT 116 INTRODUCTION TO LAYOUT AND FABRICATION
6.0 Credits - 110 Hours - 4 Weeks
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Cutting and Welding within Oxy-Fuel Process.
Prerequisite: WT 102 - Co-requisite: None

WT 213 ADVANCED SHIELDED METAL ARC WELDING (SMAW)
6.0 Credits - 110 Hours - 4 Weeks
A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.
Prerequisite: WT 113 - Co-requisite: None

WT 218 INTRODUCTION TO PIPE WELDING
6.0 Credits - 110 Hours - 4 Weeks
An Introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 2G, 5G and 6G using various electrodes.
Prerequisite: WT 113 - Co-requisite: None

WT 219 ADVANCED PIPE WELDING
6.0 Credits - 110 Hours - 4 Weeks
A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process and (GTAW) welding process to complete a high pressure weld. Welding will be done using various positions with emphasis on weld positions 5G and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.
Prerequisite: WT 218 - Co-requisite: None

WT 220 ADVANCED FLUX CORED ARC WELDING (FCAW)
6.0 Credits – 110 Hours – 4 Weeks
This course is an advanced version of the Introduction to Flux Cored Arc Welding (FCAW) course where the student will learn more complex weldments in the 3G (vertical) and 4G (overhead) positions. This course is designed to ready the student for testing in the AWS D1.1 industry standard.
Prerequisite: WT115 – Co-requisite: None

WT 221 ADVANCED LAYOUT AND FABRICATION
6.0 Credits - 110 Hours - 4 Weeks
An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills.
Prerequisite: WT 116 - Co-requisite: None

WT 224 INTRODUCTION TO GAS TUNGSTEN ARC WELDING (GTAW)
7.0 Credits - 120 Hours - 4 Weeks
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment, and safe use of tools and equipment. Welding instruction done in various positions and joint designs.
Prerequisite: None - Co-requisite: None

WT 226 ADVANCED GAS TUNGSTEN ARC WELDING (GTAW)
7.0 Credits - 120 Hours - 4 Weeks
This course is designed for the advanced gas tungsten arc welding student. Welding is done in ferrous and non-ferrous materials in various positions and directions on plate and tubular materials. Welding theories and advanced techniques are addressed along with filler metal classification, identification and proper selection for specific applications.
Prerequisite: WT 224 - Co-requisite: None

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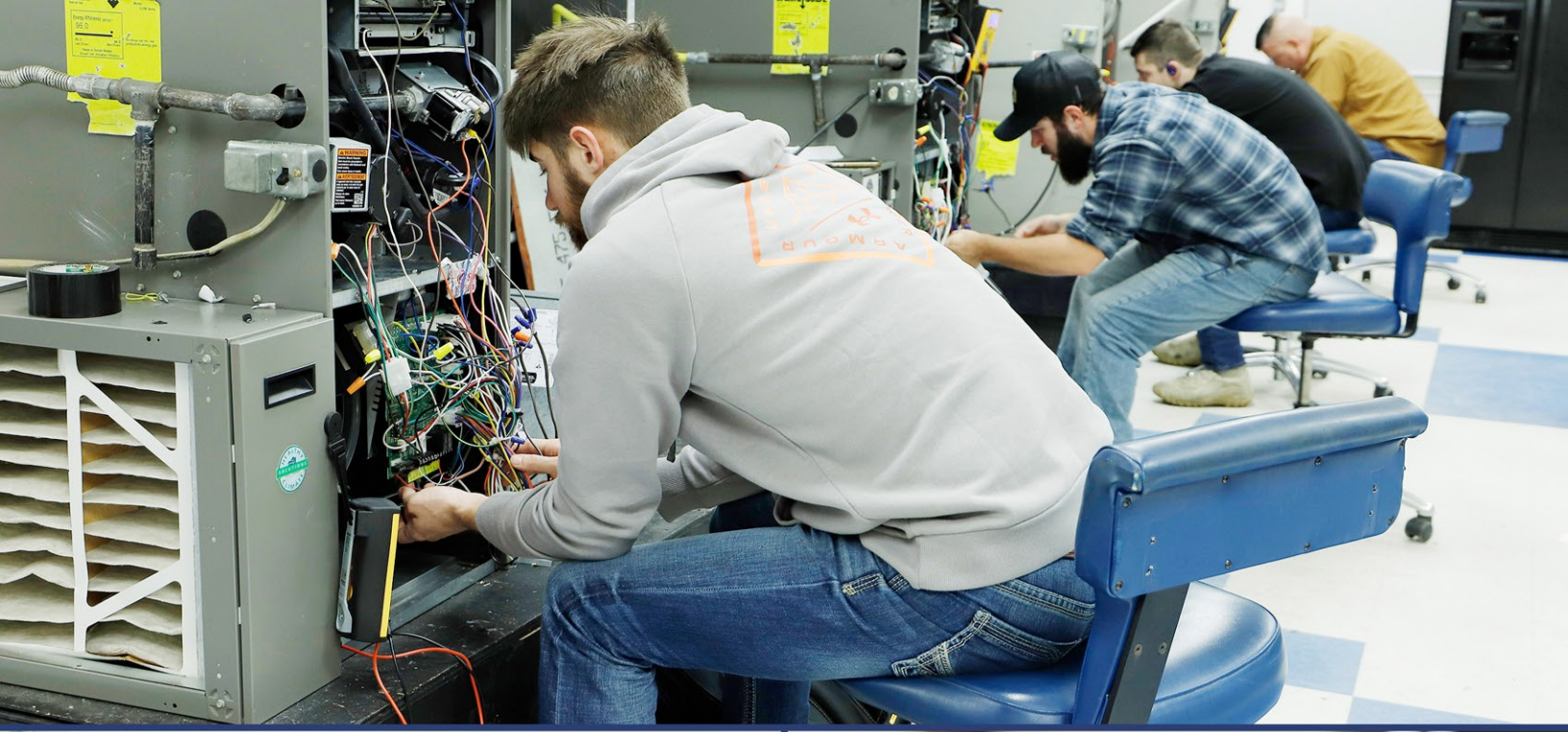

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