Laurel Technical Institute

Sharon Campus
200 Sterling Avenue
Sharon, PA 16146
Phone: 724-983-0700 - Fax: 724-983-8355

Meadville Campus
847 North Main Street, Suite 204
Meadville, PA 16335
Phone: 814-724-0700 Fax: 814-724-2777

Incorporated in the Commonwealth of Pennsylvania on March 8, 2007 to meet the employment needs of the community.

Accredited by the Accrediting Council for Independent Colleges & Schools

Licensed by the Pennsylvania State Board of Private Licensed Schools

Licensed by the Pennsylvania State Board of Cosmetology

Registered with the Ohio State Board of Career Colleges and Schools
No. 08-07-1870T (Sharon)

2013–2015 Catalog
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ADDENDA ARE INCLUDED SEPARATELY
MISSION STATEMENT

Laurel Technical Institute is dedicated to providing the highest quality education and professional certifications for individuals seeking employment in various careers in response to the needs of the regional employer community.

The objectives for Laurel Technical Institute are:

A. To Serve the Student by
   • offering appropriate educational programs to meet regional demand at a reasonable cost
   • providing quality career education and student support
   • focusing on educational delivery options to meet the needs of our student population

B. To Serve the Employers by
   • providing quality graduates to meet the employment needs of our regional employers

C. To Serve the Community by
   • by offering a local alternative for diverse career training programs at a reasonable cost

The information contained in this catalog is considered to be descriptive in nature. It does not constitute an irrevocable contract between the student and Laurel Technical Institute. LTI reserves the right to make any changes in the contents of this catalog or in the documented course of study that it deems necessary or desirable. These changes are made through established procedures and announced by LTI in its publications.
HISTORY AND PHILOSOPHY

Laurel Technical Institute, with locations in Sharon and Meadville, PA, was founded in 1926 as the Shenango Valley School of Commerce. Its mission was to serve Western Pennsylvania and Eastern Ohio by supplying well-trained and qualified employees to businesses in the region. In 1977, Richard and Patricia McMahon purchased the school and instituted several changes to improve the school’s standing and its ability to benefit students and employers. Among these changes were national accreditation, development of a financial aid department, and community involvement. They adopted the name Business Institute of Pennsylvania in 1996.

On September 4, 2007, Christopher and Nancy Decker, founders of Laurel Business Institute in Uniontown, PA, purchased the Business Institute of Pennsylvania and began to operate under the name Laurel Technical Institute to better reflect the programs offered at the school. They quickly continued the work started by the McMahons and made significant improvements to facilities and programs. These included a new school in Sharon, expanded and renovated space in Meadville, equipment modernization, curriculum updates, several new programs, and additional student services.

Laurel Technical Institute offers a variety of specialized associate degree programs that correspond with employment needs in the regional business community. Each of these programs is developed with significant input from employers, and the school regularly solicits information about industry trends and new skills students will need to learn in order to be competitive in the job market and updates its programs accordingly. Additionally, the school supports its students by developing other initiatives to help their professional and personal development, including the opportunity to sit for a variety of industry-recognized certifications and other credentials, many of which they can take at either of the school’s locations.

Students are required to take and successfully complete study-related internships or participate in clinical rotations that give them valuable work experience prior to graduation. These internships and clinical rotations — which feature an excellent opportunity for hands-on, practical experience — often lead to employment opportunities for our students and graduates.

Laurel Technical Institute is proud to continue the tradition started by the Shenango Valley School of Commerce and hopes to improve upon it by developing new programs, refining existing ones, and training new employees for careers that will support business and industry in the region now and for a long time to come.

ACCREDITATION STATEMENT

Laurel Technical Institute is accredited by the Accrediting Council for Independent Colleges and Schools to award specialized associate degrees, diplomas, and certificates.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions is also recognized by the Council for Higher Education Accreditation.

The Accrediting Council for Independent Colleges and Schools can be reached by mail at 750 First Street, NE, Suite 980, Washington, DC 20002-4241 or by phone at 1-202-336-6780.
Laurel Technical Institute was incorporated in the Commonwealth of Pennsylvania on March 8, 2007

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<tr>
<td>Decker, Nancy M.</td>
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<tr>
<td><strong>Chief Executive Officer &amp; President</strong></td>
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<tr>
<td><em>Bachelor of Science in Business Education, Indiana University of Pennsylvania</em></td>
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<td><em>BS in Business Education, Indiana University of Pennsylvania</em></td>
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<tr>
<td>Bacharach, Valerie S.</td>
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<tr>
<td><strong>Vice President of Education</strong></td>
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<tr>
<td><em>MA in Reading, Ohio State University; BS in Education, Ohio University</em></td>
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<td>Jolliffe, Vicki M.</td>
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<td><strong>Vice President of Finance</strong></td>
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<td><em>ASB in Accounting, Laurel Business Institute</em></td>
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<td>Santore, Jr., Charles</td>
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<tr>
<td><strong>Vice President of Human Resources &amp; Career Services</strong></td>
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<tr>
<td><em>Certificate in Data Processing &amp; Computer Programming, Electronic Computer Programming Institute</em></td>
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<tr>
<td>Decker, Douglas S.</td>
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<tr>
<td><strong>Executive Director Laurel Technical Institute</strong></td>
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<tr>
<td><em>MBA, Seton Hill University; BS in Business Administration, Point Park College; AST in Information Technology, Laurel Business Institute</em></td>
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<tr>
<td>Campbell, Patricia</td>
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<tr>
<td><strong>Campus Director</strong></td>
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<tr>
<td><em>BA in Mathematics, Edinboro State College</em></td>
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<td>Clyde, Maria</td>
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<td><strong>Director of Admission</strong></td>
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<tr>
<td><em>Diploma in Consumer Lending, American Institute of Banking</em></td>
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<td>Migyanko, Stephanie M.</td>
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<td><strong>Director of Financial Aid</strong></td>
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<td><em>AST in Computer Management, Laurel Business Institute</em></td>
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<td>Yuras, Deborah</td>
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<td><strong>Office Supervisor/Purchasing Agent</strong></td>
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<td><em>ASB in Executive Secretarial Studies, Laurel Business Institute</em></td>
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<td>Allen, Elaine</td>
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<td><strong>Program Director Respiratory Therapy</strong></td>
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<td><em>Teaching Specialty – Allied Medical</em></td>
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<tr>
<td><em>BA in Allied Health, Indiana University of Pennsylvania; Registered Respiratory Therapist, Registered Pulmonary Function Technologist, National Board for Respiratory Care</em></td>
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<td>Baker, Paul</td>
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<td><strong>Teaching Specialty: Information Technology</strong></td>
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<td><em>BS in Information Systems</em></td>
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<td><em>Associate in Applied Science, Germanna Community College</em></td>
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<td>Bickel, Brian</td>
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<td><em>Welding &amp; Pipeline Certifications</em></td>
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<td>Currie, Donna</td>
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<td>Felix, Laura</td>
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<td>Forsberg, Kristin</td>
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<td><em>BS in Medical Technology, West Virginia University</em></td>
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<td>Geroux, Joyce</td>
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<td><strong>Program Director Medical Laboratory Technician</strong></td>
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<td><em>MS in Clinical Education and Administration, University of Pittsburgh; BS in Medical Technology, Wisconsin University</em></td>
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<td>Good, Pamela</td>
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<td><em>Certified Pharmacy Technician, Pharmacy Technician Certification Board</em></td>
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<td>Hays, David</td>
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<td><strong>Assistant Network Administrator - Sharon</strong></td>
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ADMISSION
Applicants to Laurel Technical Institute will be considered without regard to age, race, color, creed, religion, sex, national origin, marital status, non-job related physical disability, or any other legally protected classification.

The following criteria must be met to complete enrollment for all LBI programs:
- Admission interview
- Application for admission
- Minimum score on Wonderlic SLE Examination
- Enrollment Agreement (Application must be 18 years of age to sign or document must be cosigned by a parent or guardian)
- Statement of Understanding specific to program of enrollment
- Student Disclosure Form
- High School diploma, certificate or other certified document as official proof of graduation from an institute providing secondary education, General Education Diploma (GED), or the equivalent of such graduation as recognized by the United States and Pennsylvania Department of Education
- Interview with Financial Aid and completion of FAFSA Federal Student Aid Application if student is applying for financial assistance
- Payment of $50.00 application fee*
- Some LTI programs have additional admission requirements

* Payment of the Application Fee at time of enrollment may be waived for students re-entering LTI within less than 364 days of having withdrawn, graduates from an LTI program, and recipients of financial assistance from an agency that covers the fee for the student. Third party funding must be verified in order for the payment of the Application Fee to be waived.

In addition to the above listed requirements, the Respiratory Therapy and Medical Lab Technician Program have the following additional program requirements:
- Job Shadowing
- Two-step interview

The completed application for admission is carefully evaluated, and the decision concerning acceptance or rejection is made in the best interest of the prospective student and his or her ability to succeed at Laurel Technical Institute. If an individual fails to meet any of the above requirements prior to the start of the program, his/her enrollment will be cancelled.

Some programs may require relocation, licensure and/or certification for employment in some positions.

All students who are accepted will be required to sign a Statement of Understanding form. This form lists fees related to their program(s) (including fees for medical equipment, software, materials, uniforms, certifications, or tests); specific dress requirements for programs, clinical sites or internship sites; and any physical requirements necessary to complete the programs.

Students requesting admission to Early Childhood Education, Industrial/Electromechanical Technician, Welding & Fabrication with Pipeline Technology, or any medical program must pass a preliminary criminal background check. Potential employers as well as agencies, businesses, and health care facilities that accept LTI students for internships or clinical education may require drug screening and/or a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted for internship or employment following completion of the program. In these cases, internship and employment decisions are outside of the control of LTI.

Information regarding requirements for drug screening and criminal background checks is included in the Student Disclosure Form.

All buildings that house Laurel Technical Institute meet the current standards for the Americans with Disabilities Act (ADA). If an individual has any special needs as addressed by the ADA, he or she should contact Laurel Technical Institute at 724-983-0700 or 814-724-0700 and ask to speak to the Admission Department. Reasonable efforts will be made to accommodate those needs.
PROCEDURES FOR APPLICATION

1. Request an application from Laurel Technical Institute 200 Sterling Avenue, Sharon, PA 16146 or 847 North Main Street, Suite 204, Meadville, PA 15335; by phone at 724-983-0700 or 814-724-0700; or by email at lti.admission@laurel.edu

2. Complete the application and return it to Laurel Technical Institute along with the required application fee of $50. The application fee is refunded to any applicant not accepted for study.

3. Evidence must be provided of high school graduation or of satisfactory performance on the GED test.

4. A visit to the school is required for all prospective students. This allows the student to speak with a staff member and to see the school’s facilities. Admission assessment is also scheduled at this time to confirm that the prospective student has the skills and abilities to complete study successfully at Laurel Technical Institute.

5. The decision regarding acceptance or rejection of the application will be made within two weeks and will be conveyed to the applicant in writing.

6. All courses are taught in English. Students must be able to speak, read, and write English fluently.

7. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).

8. Those accepted for admission are required to complete a financial aid appointment prior to beginning classes if they are applying for financial assistance.

9. New students and students who have been readmitted are required to attend an orientation prior to the beginning of classes.

READMITTANCE POLICY & PROCEDURES
A student may apply for readmittance to the school after being withdrawn or dismissed. The readmittance policy is as follows:

1. The student must complete a new application for admittance with one of the admission representatives. The student must also write a letter to the Campus Director, providing an explanation of the changes that have occurred in his/her life which will enable him/her to succeed in a program of study. The student must enroll again under the current tuition and fee structure.

2. The student must obtain permission from the Campus Director to re-enroll. The Campus Director will determine what previously earned credits from LTI will be accepted to the original or new program.

3. The student must meet with the Accounting Department to verify all financial obligations to the school have been met. If the student has not been a LTI student for more than one year, a re-entry fee of $50 must be paid.

4. The student must contact the Financial Aid Office to reapply for financial aid or make satisfactory payment arrangements.

SINGLE-COURSE APPLICATIONS
Applicants for single courses who will not enter into a full program of study are only required to complete the following procedures:

1. Attend an initial personal interview to determine the probability of success.

2. Complete a brief Application and Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age). Admission assessment is also scheduled at this time to confirm that the prospective student has the skills and abilities to complete study successfully at Laurel Technical Institute.

Course acceptance will be based on space availability and the student satisfying the prerequisite requirements. Students not enrolling into a program of study are not eligible to receive Title IV funds.

STUDENTS SEEKING REASONABLE ACCOMMODATIONS
Reasonable accommodations for persons with disabilities will be made on an individual basis. However, it is the responsibility of that person to seek available assistance and to make his or her needs known when he or she enrolls.

Documentation to support the disability must be provided to the school at the time of the request. Information pertaining to an applicant’s disability is voluntary and confidential.

ADVANCED PLACEMENT
Advanced placement may be considered for applicants who have specialized training in high school, college, university, other business or technical institutions, or for those applicants who have significant work experience in a particular field. The evaluation of any student request for advanced placement will be made by the Campus Director prior to the beginning of classes. Official transcripts are required for advanced placement evaluation.
Upon qualifying for advanced placement in a course or courses, appropriate credit will be given to the student, and the student will not be required to take the course or courses at Laurel Technical Institute. Advanced placement is indicated on the transcript with an “AP” and will not be used in calculating the grade point average.

A prospective student may also challenge a course and take an exemption test for that course. The exemption fee for each exemption test is $50, pass or fail.

If a student is required to take a certification test for the exemption, he or she will be billed for the cost of the exam. Students who have failed a course may not take an exemption exam for that course; they must retake the class regardless of the reason for failure. A student may advance place and transfer no more than 20% of credits in his or her program of study.

COSMETOLOGY TRANSFER REQUIREMENTS
A person transferring from another cosmetology school to Laurel Technical Institute must meet all admission requirements. We reserve the right to deny or accept all, part, or none of the hours credited at another institution based on personal interviews, practical evaluations, and theory evaluations. A qualified instructor will evaluate the prospective transfer student. This evaluation will include the applicant’s aptitude, comprehension, and ability. If accepted, the transfer student will then be placed into the level of learning deemed necessary to maintain satisfactory progress. Credit will be given for hours earned from other institutions in accordance with the results of the evaluation.

The transferring student must provide Laurel Technical Institute with the following:
1. An official transcript from the original school listing hours earned by the student.
2. Verification from the appropriate licensing authority that the other school is licensed in that state.

HIGH SCHOOL DUAL ENROLLMENT
High school students can enroll for up to six credits per semester either through a concurrent enrollment agreement with LTI, a cyber school agreement, or through LTI’s High School Dual Enrollment program. For more information on this program including charges and courses available, interested students should contact the admission department at 724-983-0700 or 814-724-0700 or lti.admission@laurel.edu.

TRANSFERS
Students from other postsecondary institutions may apply for admission by following the steps in the section Procedures for Application on page 12. In addition, all students must complete a “Transfer Credit Evaluation” form and attach a transcript. All transfer students must have an official transcript sent to Laurel Technical Institute from the previous institution and must supply a catalog or course description for any course they wish to transfer to Laurel Technical Institute. Courses having a “B” grade or better will be considered for transfer credit. A placement test may also be required. A student may advance place and transfer no more than 20% of credits in his or her program of study.

Transfer credits will be a part of the student’s permanent record. Transfers will be indicated on the transcript with a “T” and will not be used in calculating the grade point average.

Transfers of Laurel Technical Institute courses to other postsecondary institutions will be governed by the policies of the institutions to which Laurel Technical Institute students are transferring. The listing of credit hours is not meant to infer that credits will transfer into other college programs. A credit hour is a unit of measurement, not necessarily an indication that a credit or credits will transfer. The institution receiving the request for credit transfer decides whether or not to accept those credits.

FINANCIAL ASSISTANCE
Students of Laurel Technical Institute can use several sources of financial assistance in addition to their personal resources. The types and amounts of financial assistance available will depend on the individual’s eligibility and qualifications. The following sources of Federal and State financial aid are available: Federal Pell Grants, Federal Supplemental Education Opportunity Grants (FSEOG), PHEAA State Grants, Federal Work Study, and Federal Direct Loans.

As a matter of philosophy, Laurel Technical Institute believes that students should first make use of personal funds, scholarships, grant money, or governmental agency support prior to borrowing money through the Federal Direct Loan Program, or other sources.

Tuition is billed by the semester or payment period and is due prior to the start of classes. Students who need to make monthly payments may do so by contacting the Accounting Office and making payment arrangements prior to the start of classes.
Laurel Technical Institute’s Financial Aid Office will assist students with the completion of the Federal Application for Student Financial Aid (FASFA). The prospective student should plan to complete his or her financial aid interview and application at least one month prior to the beginning of classes.

A number of governmental and quasi-governmental agencies have approved students for study at Laurel Technical Institute. Those agencies include, but are not limited to, the Office of Vocational Rehabilitation (OVR), Trade Assistance Act (TAA), the Department of Veterans Affairs (VA), Workforce Investment Act (WIA), and Department of Public Welfare (DPW).

REFUND POLICY FOR CREDIT HOUR PROGRAMS
Laurel Technical Institute’s refund policy adheres to both state and federal requirements.

The application fee of $50 is due with the completed application. The application fee will be refunded if the student requests cancellation within five calendar days of the initial application or if the student is not accepted. 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. Once the student makes a verbal request for the refund, the student has five additional days to present the school with a written request for the refund.

If a student enrolls and withdraws or discontinues after the term has begun but prior to completion of the term, the following refunds apply:

a. Students withdrawing or discontinuing during the first seven calendar days of the term will be refunded 75% of the tuition for the term.

b. Students withdrawing or discontinuing after the first seven calendar days but within the first 25% of the term will be refunded 55% of the tuition for the term.

c. Students withdrawing or discontinuing after 25% of the term but within 50% of the term will be refunded 30% of the tuition.

d. Students withdrawing or discontinuing after 50% of the term is complete are not entitled to refunds.

Refunds will be made within 30 days of the official withdrawal date or within 30 days of the date of determination of withdrawal if the student does not officially withdraw. Only refunds of $25 or more will be made. Book charges, equipment, and fees are non-refundable. The books and equipment provided for the term remain the property of the student once they are paid in full. Textbooks and student equipment left at the school for more than 30 days after withdrawal become the property of Laurel Technical Institute.

Any refund due to the student will be applied to the student’s account if there is an unpaid cash balance.

REFUND POLICY FOR CLOCK HOUR PROGRAMS
Laurel Technical Institute’s refund policy adheres to both state and federal requirements.

The application fee of $50 is due with the completed application. The application fee will be refunded if the student requests cancellation within five calendar days of the initial application or if the student is not accepted. 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. Once the student makes a verbal request for the refund, the student has five additional days to present the school with a written request for the refund.

a. If a student enrolls and withdraws or discontinues after his/her scheduled classes have begun but prior to the student’s having attended any classes, he/she shall be entitled to a refund of all monies paid the school, less the application fee.

b. If a student enrolls and withdraws or discontinues after attendance in his/her scheduled classes has been recorded, the refund policy stated in the table below will be applied:

<table>
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<th>Percentage of Time to Total Time of Program</th>
<th>Amount of Total Institutional Costs Owed</th>
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<tr>
<td>0.01 % to 4.9%</td>
<td>20% of Institutional Costs</td>
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<tr>
<td>5% to 9.9%</td>
<td>30% of Institutional Costs</td>
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<td>10% to 14.9%</td>
<td>40% of Institutional Costs</td>
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<td>45% of Institutional Costs</td>
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<td>70% of Institutional Costs</td>
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<td>100% of Institutional Costs</td>
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Institutional charges on items not received prior to withdrawal (books, equipment and fees) will be refunded. Refunds will be made within 30 days of the official withdrawal date or within 30 days of the date of determination of withdrawal if the student does not officially withdraw. Only refunds of $25 or more will be made. Book charges, equipment, and fees are non-refundable. The books and equipment provided for the term remain the property of the student once they are paid in full. Textbooks and student equipment left at the school for more than 30 days after withdrawal become the property of Laurel Technical Institute.
Any refund due to the student will be applied to the student’s account if there is an unpaid cash balance.

**RETURN OF TITLE IV FUNDS POLICY**

The 1998 amendments to the Higher Education Act made substantial changes to the way an institution treats a student who fails to complete a period of attendance for which he or she has been charged. The student earns federal aid in an amount directly proportional to the percentage of the payment period completed. When a student who is eligible for Title IV grant or loan assistance withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student’s last day of attendance. Title IV funds include Unsubsidized and Subsidized Federal Direct Loans, Parent PLUS Loans, Federal Pell grants, and FSEOG grants.

The federal government mandates that students who withdraw from all classes may only keep the percentage of financial aid they have earned up to the time of last day of attendance. Title IV funds that were disbursed in excess of the earned amount must be returned by the school and/or the student owing aid funds to the school, the government, or both.

If the student’s last day of attendance occurs after completing 60% of the term, the student is considered to have earned 100% of the federal grant and/or loan assistance for the term. If the student’s last day of attendance is before 60% of the term is completed, the student and/or the school will be required to repay the amount of Title IV aid received in excess of what the student earned. The school will determine the amount of Title IV grant or loan assistance that the student has earned as of the student’s last day of attendance.

If a refund is due by the school, it will be made to the appropriate Title IV fund within 30 days of the date of official withdrawal or within 30 days of the date of determination of withdrawal if the student does not officially withdraw.

The student will also be notified of any payment owed the government based on the Return of Title IV Funds calculation.

The difference between what the school is able to retain according to refund policy and the amount that can be retained according to Return of Title IV Funds is the amount the student owes the school.

If there is a refund due to Title IV, it will be refunded in the following order:
1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. FSEOG
6. Any other Title IV program

**TUITION**

The tuition is listed on the tuition supplement to this catalog and on the enrollment agreement. Each item lists the tuition and other costs for each program. For credit hour programs, the tuition for each semester is billed prior to the start of classes. Tuition for clock hour programs is billed in full at the start of the program.

Tuition, books, and other fees must be paid or payment arrangements must be made prior to the start of classes. If a payment plan has been authorized, a late fee of 1.5% of the outstanding balance will be applied if payment is not received by the due date. Should a student’s account become 90 days past due, the amount due will immediately be turned over to a collection agency. The student may also be responsible for fees associated with the collection of any outstanding debts. Payment arrangements for the clock hour programs are made for the entire period of enrollment.

The tuition charge for part-time students is proportional to the tuition for the program. A course load of 6 to 8 credits is considered half time, 9 to 11 credits is considered three-quarter time, and 12 or more credits is considered full time. Credits in excess of 18 are considered an overload and must be approved by the Campus Director. An additional per-credit charge may be assessed for course overloads.

**TEXTBOOKS**

Students enrolled in a credit hour program are billed for textbooks each semester. Students enrolled in a clock hour program are billed for all of the required textbooks at the start of their program. Textbooks are distributed prior to the first week of a class. Any student who wants to purchase his or her own textbooks and not have them provided by the school must notify the Accounting Department 45 days in advance of the beginning of the semester.
COST ADJUSTMENTS
All tuition charges, textbook costs, and fees are listed on the tuition supplement to this catalog and on the enrollment agreement. All charges are reviewed annually, and if adjusted, become effective for all students currently enrolled or planning to enroll.

CERTIFICATION TEST FEES
Certifications are available for many courses at Laurel Technical Institute. Students will automatically be charged for their certification exams for the term they are enrolled in the pertinent course. If a certification test can only be taken after an entire program is completed, the student may be charged for that test in the last term. All certification exams must be taken within six months of graduation. There are no refunds for certification exam fees.

Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.

GRADUATION FEE
A graduation fee covers all costs related to graduation. These include the degree, diploma, certificate, official transcripts, and other items. This cost will include the final audit and close out of the academic and financial records of the student.

MATRICULATION FEE
A one-time matriculation fee is charged to each student at the time he/she accepts the offer of admission to Laurel Technical Institute. Payment of the matriculation fee holds the student’s slot for the school year. A slot is not guaranteed until the matriculation is paid in full.

PROGRAM FEES
Students may be required to pay additional fees associated with their programs. These fees are listed on a Statement of Understanding for each program, which is signed by the students when they enroll. In addition, internship sites and clinical rotations for Respiratory Therapy and Medical Laboratory Technician students—particularly those related to healthcare facilities and educational facilities—may have additional requirements such as immunizations, drug screening, physicals, criminal background checks, and clearances that will be required before a student is permitted to intern. These requirements are specific to each organization and any cost associated with them is the responsibility of the student.

STUDENT SERVICES FEE
A student services fee is charged each term or payment period to cover the cost of school-related services and programs made available to all students.
# Student Services & Activities

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ACCESS PENNSYLVANIA & POWER LIBRARY
Laurel Technical Institute is a member of the Access Pennsylvania library network. This membership connects Laurel Technical Institute to a statewide database of more than 3,000 school, public, academic, and special libraries in Pennsylvania with more than 19.5 million titles and over 75 million items. Joining Access Pennsylvania gives students access to these statewide resources and enables others across the state to use the school’s resources.

Power Library, an outgrowth of Access Pennsylvania, enables students to access thousands of full-text periodical articles, newspapers, a major encyclopedia, photographs, pictures, charts, maps, and other reference materials.

CALENDAR
Laurel Technical Institute operates on a twelve-month schedule with three fifteen-week semesters. For specific dates and the school calendar for the year, please refer to the calendar supplement to this catalog or to the website.

CAREER SERVICES ASSISTANCE
The school administration, staff, faculty, students, and alumni of Laurel Technical Institute have substantial involvement and contacts in the business community. This network is used to help students and graduates find employment in the surrounding areas.

While it is not ethical or permissible for Laurel Technical Institute to guarantee employment to graduates, the vast majority of graduating students and graduates who are sincerely interested in finding employment are successful. The more time and effort the graduate applies to his or her job search, the better the results.

Career services assistance success results are primarily from the student’s quality education in program-related courses, which include a unique career development course and an internship. These studies give students the skills and understanding they need to learn how to find employment and be productive in their careers.

Graduating students and graduates who request career services assistance are required to meet with a Career Services Representative for an interview prior to any career services assistance. Graduates seeking career services assistance need to contact the Career Services Department to complete the career services agreement and career services application, update resumes and take skills testing or refresher courses if applicable, or use any other assistance that the school may legally and ethically provide. Violations of the career services agreement by students and graduates in their job search may result in suspension of career services assistance.

A Laurel Technical Institute graduate requesting career services assistance twelve months or more following graduation will be required to take skills verification testing in his or her program of study.

Skills verification testing must be passed with a grade of 76% or higher for career services assistance to be provided. If the graduate fails the skills verification test, he or she will be required to take refresher courses to improve his or her skill levels. Laurel Technical Institute does not charge tuition for refresher courses in keeping with the Refresher Courses policy on page 20. Upon completion of the refresher course or courses, graduates will be given a retest that must be passed with a grade of 76% or better to qualify for career services assistance. The Vice President of Human Resources or Campus Director has the authority to waive the testing policy if the graduate provides verifiable proof that he or she has been employed performing program-related duties and skills in his or her field of study for the majority of time since graduation.

A graduate who has been found to be terminated “for cause” by an employer will not be provided career services assistance by the school. For example, theft, insubordination, fighting, misconduct, violation of work rules, or poor attendance would be considered termination “for cause.” In this case, the graduate may request a review by the school administration concerning withholding future career services assistance. This administrative review will assess the facts and circumstances of the termination against the proposed sanction of career services assistance and issue a decision.

Laurel Technical Institute graduates who terminate their employment must provide their immediate supervisor with a minimum two weeks written notice prior to leaving (more notice is preferable). Failure to provide appropriate notification is not acceptable and may cause the school to stop providing career services assistance for the graduate.
COUNSELING
Academic counseling is provided for students by their instructors. The Campus Director is also available to assist students with academic matters.

If a student needs personal counseling, he or she may discuss the issue with any employee with whom he or she feels comfortable talking. If necessary, students will be given information about local social services agencies and other counseling options and referred to them.

REFRESHER COURSES
Graduates of Laurel Technical Institute are entitled to take refresher courses in their program of study to update their skills so they may remain competitive in the job market. There is no tuition charge for these courses, which are open to graduates as space is available. Depending on the course, the student may need to purchase a textbook or other material for the class. Refresher courses are available to all alumni. Graduates should contact the Admission Department to schedule refresher courses.

STUDENT OF THE MONTH
The LTI Student-of-the-Month honor is a recognition program for exemplary students at Laurel Technical Institute. A list of students who are near the end of their programs is compiled and distributed to all faculty, who then nominate students they feel possess the qualities of character and scholarship that we are proud to see in our graduates. Nominees are then invited to submit answers to a questionnaire aimed at identifying achievement, motivation, and areas of personal and professional growth. Responses are rated by faculty who have instructed the students in their classes. These totals are combined with ratings of such things as the student’s attitude, adaptability, and responsibility to create an overall score.

Up to four individuals who have met a minimum eligibility threshold may be chosen as a Student-of-the-Month in their final term. All Student-of-the-Month honorees possess a positive attitude both inside and outside the classroom. All honorees are adaptable to change and display professional behavior through their communication, dress, and work ethic. All of these qualities create a positive school environment, and the Student-of-the-Month program is a way of thanking those students for being exemplary role models during their educational experience at LTI.

STUDENT ORGANIZATIONS
All students enrolled at Laurel Technical Institute are welcome to join these organizations. Students interested in these organizations can get more information by checking the bulletin boards.

Lambda Beta Society
The Lambda Beta Society is the national honor society for the profession of respiratory care. The purpose of this society is to promote, recognize, and honor scholarship, scholarly achievement, service, and character of students, graduates, and faculty members of the Respiratory Care profession. The society supports professional growth and leadership development through activities and programs at the chapter, regional, and national levels.

Membership is available to respiratory therapy students who have completed half of their respiratory care courses. Nominated members must be in the upper twenty-five percent of the graduating class.

Membership benefits include recognition of individual achievement and scholarship, having their name entered into a permanent “Roll of Excellence,” and graduation with honors by displaying the Lambda Beta insignia. Scholarships are also available to members only.

Phi Beta Lambda (PBL) is the collegiate division of the national association Future Business Leaders of America - Phi Beta Lambda, Inc. (FBLA - PBL). PBL’s mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Laurel Technical Institute sponsors the Lambda Beta Sigma Chapter of Phi Beta Lambda.

Health Occupations Students of America (HOSA) is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people.
# Policies & Procedures

## POLICIES & PROCEDURES

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ATTENDANCE

Attendance not only affects how well each student does in class but also affects how employers view the student when he or she is ready for employment. Therefore, students are expected to be present for all scheduled classes. Just as an individual would be required to call off from work, the student is required to call the school prior to class and report the reason he or she is unable to attend so instructors can be notified. Absences are not classified as excused or unexcused.

All teachers are responsible for keeping accurate, up-to-date records of student absences for each of their classes. If a student is late for class, he or she will sign a tardy sheet. Three instances of tardiness equal one absence. At the end of the term, the absences will be totaled for each student, and the final percentage points will be adjusted according to the following scale.

Classes that meet one day each week
0-1 day missed = 0% subtracted from final grade
2 days missed = 3% subtracted from final grade
3 days missed = 6% subtracted from final grade
4 days missed = 8% subtracted from final grade

Classes that meet two days each week
0-2 days missed = 0% subtracted from final grade
3 days missed = 3% subtracted from final grade
4 days missed = 6% subtracted from final grade
5 days missed = 8% subtracted from final grade

Classes that meet three days each week
0-3 days missed = 0% subtracted from final grade
4 days missed = 3% subtracted from final grade
5 days missed = 6% subtracted from final grade
6 days missed = 8% subtracted from final grade

Classes that meet five days each week
0-5 days missed = 0% subtracted from final grade
6 days missed = 3% subtracted from final grade
7 days missed = 6% subtracted from final grade
8 days missed = 8% subtracted from final grade

Trade-related courses are taught on consecutive days for the length of the course (from 6 to 21 days). The Attendance Policy is enforced through a participation grade in each course that is adjusted based on the length of each course.

Any student who misses a graded assignment, quiz, or test because of an absence must follow the instructor’s makeup policy listed on the course syllabus. The instructor should be consulted immediately upon return to class.

All prerequisite courses for higher level study must be passed with the minimum grade of “C.” All other required courses must be passed with a minimum grade of “D.” Based on the grading scale, if a student finishes the course with a grade below 68 percent, the student must repeat that course.

Clock hour attendance:

Students are required to be present for all scheduled classes. Just as an individual would be required to call off from work, the student is required to call the school prior to class and report the reason he or she is unable to attend so instructors can be notified.

If a student has missed 14 consecutive days, the student’s enrollment will be terminated.

Distribution of Financial Aid is based on the hours earned. Satisfactory Academic Progress is based on the ratio of attended hours divided by scheduled hours. (See also Standards for Academic Progress on pages 36-37.)

CONDUCT

Students attending Laurel Technical Institute are expected to conduct themselves in a manner acceptable to an employer. The administration reserves the right to terminate any student whose behavior, dress, or conduct does not meet acceptable standards. A conduct violation can result in any of the following actions: verbal warning, written warning, suspension, or termination.

The President and/or Campus Director will decide which course of action to take based on the severity of the violation, whether or not the infraction is a repeat offense, and other factors related to the situation.

CONSUMER INFORMATION DISCLOSURE

Annual Campus Crime & Security Report - obtain from Financial Aid Procedures Handout or Vice President of Human Resources
Information on Completion or Graduation Rates – obtain from Campus Director (distributed upon request) 
Information for Completion or Graduation Rates for Student Athletes – N/A
Report on Athletic Program Participation Rates & Financial Support Data – N/A
Drug & Alcohol Abuse Prevention Information – School Catalog and Financial Procedures Handout
General Information Concerning the School, Including Policies & Procedures – School Catalog
Financial Aid Information – School Catalog and Financial Aid Procedures Handout
Gainful Employment Disclosures –laurel.edu/lti website
COURSE SUBSTITUTION
The school reserves the right to substitute a course of equivalent weight and value for a prescribed course when in the opinion of the administration it will aid the student in achieving vocational objectives.

CRIME AWARENESS & CAMPUS SECURITY ACT REPORT
Title II of Public Law 101-542
The Campus Security Act of 1990 requires that as of September 1, 1992, all institutions prepare, publish, and distribute to all current students and employees, and to any applicant for enrollment or employment upon request, the information described below.

- Any student or employee should report any criminal actions or other emergencies to the Campus Director at the school during the day. These individuals are prepared to notify the appropriate authorities that handle these situations.
- Any student who wishes to be accompanied to the school’s parking facilities should notify the Campus Director.
- Laurel Technical Institute will refer any criminal activities to the local police department. Laurel Technical Institute encourages its students and employees to promptly report any suspicions of criminal activity to the Campus Director. The local police department handles school criminal matters once notified by the school.
- Laurel Technical Institute does not employ a campus security staff due to the infrequency of security-related incidents. We encourage students and employees to be responsible for their own security and the security of others. Any security-related incident should be reported to the Campus Director who will handle the incident appropriately.
- Federal regulations require that Laurel Technical Institute provide statistical information about the number of occurrences for certain crimes on campus for the last year.
- Laurel Technical Institute does not provide any off-campus housing, nor do we have off-campus student organizations. Therefore, there are no statistics of criminal activity at off-campus locations to report.
- Federal Regulations require that Laurel Technical Institute provide statistical information for the last three school years for the number of arrests on campus for liquor law violations, drug abuse violations, and weapon possessions.
  - The use of alcoholic beverages or the use or sale of illegal drugs is strictly prohibited at Laurel Technical Institute. Please refer to Laurel Technical Institute’s Drug-Free Awareness Program information, which is provided to all students at the financial aid interview and to all employees at point of hire and yearly thereafter.
  - Weapons of any kind are not permitted on school property at any time. Any violation of the policy will result in disciplinary action including dismissal.

DISCLOSURE OF STUDENT INFORMATION
Laurel Technical Institute maintains academic and financial aid records for students. The academic records are the responsibility of the Registrar and are housed separately from financial aid records, which are maintained in the Financial Aid Office. Students wishing to review their records may request to do so by contacting the Registrar and completing and following the procedures outlined on the form. Any student wishing to have information released to parents or reviewed by parents must sign a release form that can be obtained from the Financial Aid Office.

DRESS CODE
Laurel Technical Institute observes a casual yet tasteful dress code to allow our students to be comfortable at school. Students should be presentable at all times. Clothing that is too tight, too revealing, too explicit, or torn is not permitted. Midriffs and shoulders should be covered. Untorn jeans and shorts of an appropriate length are permitted. Students in programs requiring a uniform must abide by the dress code in their program of study. When interning, students must follow the internship site’s dress code.

The following items are unacceptable according to Laurel Technical Institute’s dress code policy and are not to be worn.

- Any item that is excessively tight, short, or revealing is not appropriate on any class day.
- Leggings & Spandex
- Mini Skirts
- Inappropriate or offensive imprinted t-shirts
- Tank tops
- Crop tops or midriffs
• Hats or headwear (not permitted inside the school at any time)

We strongly recommend that students refrain from tattoos and body piercing (except for the ear lobe) in all visible areas. Employers and internship sites have commented that such items are unprofessional and not acceptable according to their policies. As Laurel Technical Institute strives to impart professionalism to our students, we ask that students be mindful of the expectations of employers and internship and clinical sites. As an intern, students must abide by the dress code policy of each site as an employee would. Failure to do so can affect the internship grade.

Students ignoring the dress code will be counseled by the Campus Director.

EARLY RELEASE

A credit-hour student requesting an early release from classes in his or her final term to accept employment must meet the following conditions:

• The eighth week of the term must have been completed.
• The student must have at least a “C” average in all classes and a cumulative grade point average of at least 2.0.
• The position must be study-related and a permanent full-time position. The student must meet with the Career Services Assistant to determine if the position meets these requirements, and he or she must sign the Pre-Graduation Release Agreement.
• The student must meet with each instructor to determine what requirements he or she would need to meet in order to complete and pass the course. Each instructor must also sign the Pre-Graduation Release Agreement.
• The student must have a financial aid exit interview and have the Financial Aid Administrator sign the Pre-Graduation Release Agreement.
• The student must meet with the accounting department and have the Fiscal Assistant sign the Pre-Graduation Release Agreement.
• The student must turn in the Pre-graduation Release Agreement and all Pre-graduation Release Addenda to the Campus Director for final approval.
• The student will not be officially released from classes until all of the above items have been completed. Any class absences prior to this will be unexcused.

EQUAL OPPORTUNITY

All applicants for admission or employment will be considered without regard to age, race, color, creed, religion, sex, national origin, marital status, disability, or any other legally protected classification.

The buildings housing Laurel Technical Institute meet the current standards for the Americans with Disabilities Act (ADA). If a student has any special needs as addressed by the ADA, he or she should contact Laurel Technical Institute at 724-983-0700 or 814-724-0700 and ask to speak to the Admission Department. Reasonable efforts will be made to accommodate his or her needs.

FOOD & DRINK

As a convenience for students, Laurel Technical Institute has designated areas for eating. Vending machines, microwaves, and refrigerators are located on the premises. Food and drinks are not permitted in the library or the computer rooms. Additionally, no food or drinks are permitted in the classrooms unless specific permission is given by the instructor.

HONOR CODE

Laurel Technical Institute has an honor code for all classes. Each student is expected to do his or her own work at all times. Cheating is a basis for possible expulsion from school.

Any student who does not follow Laurel Technical Institute’s honor code will be brought before the Campus Director for disciplinary action.

A student caught cheating will receive a grade of 0% for that quiz, test, exam, project, or other graded material, which will then be averaged with his or her other grades in determining the final course grade. The final course grade will then be lowered one letter before being placed on the student’s transcript.

If there is a cooperative cheating incident, all parties will be penalized as above. If a student is caught cheating a second time, the student’s enrollment at LTI will be terminated and a failing grade of “F” recorded on the student’s permanent transcript for each enrolled course.

LEAVES OF ABSENCE

A student may request a leave of absence for personal or medical reasons at the end of a term for the next term provided the student’s financial account is in good standing. The request must be made in writing to the Campus Director 30 days prior to the leave of absence. All leaves of absence will be approved or disapproved by the Campus Director. The Campus Director may waive
the end of term requirement and/or the 30-day written notice requirement in emergency situations.

The number of days in the approved leave of absence, when added to the number of days in all other approved leaves of absence, cannot exceed 180 days in any 12-month period. Since the student is intending to return the following term, he or she will not be considered to have withdrawn from the Laurel Technical Institute.

For return following an approved medical leave of absence, the student must present a statement from his/her treating physician permitting return to school. The school reserves the right to have the student examined by a physician of its choice.

For financial purposes, if a student does not return as scheduled from the LOA the student will be considered to have withdrawn, and withdrawal procedures will be followed.

LOAN DEFAULT

Prompt repayment of all student loans is an essential part of the loan process. Students having difficulty meeting their repayment obligations should contact their lender or the Financial Aid Office to discuss other options such as modifying payment arrangements or obtaining deferments or forbearance.

Students in default will be ineligible to receive any federal Title IV funding until they have made arrangements with the Department of Education.

PERSONAL PROPERTY

Laurel Technical Institute assumes no responsibility for loss or damage to a student’s personal property or vehicle.

SCHOOL EQUIPMENT & FACILITIES

The use of all school equipment, facilities, and information is restricted to school-related business. This restriction includes the use of telephones, facsimile machines, copy machines, postage machines, computer hardware, computer software, networks, supplies, email, Internet, course syllabi, course outlines, textbooks, reference materials, audio and video tapes, plans, reports, and the time for producing or using any of these items.

Laurel Technical Institute also provides students with access to electronic media and services, including computers, email, telephones, and the Internet. These resources are provided exclusively to support educational programs and are not to be used for any other purpose. Laurel Technical Institute operates in compliance with the Federal Electronic Privacy Act; however, students should have no expectation of privacy in files, disks, documents, email, and any other electronic communication which has been created in, entered in, stored in, downloaded from, or used on the Laurel Technical Institute computer system.

Pursuant to this end, the specific Computer and Internet Usage Agreement has been established and is signed by all new students during the financial aid interview. Students should further understand that Laurel Technical Institute provides the right to the Network Administrator to block any web site or activity deemed objectionable and/or dangerous and to monitor any computer activity and inspect any computer at anytime. Monitoring is based on legitimate need and limited in scope to achieve those needs.

SEX CRIME PREVENTION ACT

The Campus Sex Crime Prevention Act requires institutions to advise students and employees where they can obtain information about registered sex offenders who are present on campus. Pursuant to the provisions of Pennsylvania’s Megan’s Law, the Pennsylvania State Police established a web page to provide timely information to the public on sexually violent predators residing in the Commonwealth.

To find specific information on sexually violent predators in Pennsylvania, access the Pennsylvania State Police web site at http://www.psp.state.pa.us/. Links to more information on Megan’s Law as well as detailed information on the assessment process for sexually violent predators is also available on the Pennsylvania State Police’s web site.

SEXUAL HARASSMENT & HARASSMENT POLICY

It is the policy of Laurel Technical Institute that sexual harassment, discrimination, and harassment of and between Laurel Technical Institute students, employees, and non-employees is unacceptable conduct and will not be tolerated. Laurel Technical Institute is committed to our policy that all students have a right to be educated in an environment that is free from any form of sexual harassment, discrimination, or harassment that may be created by a student, employee or non-employee.

All students are also responsible to help maintain an educational environment that is free from all forms of sexual harassment, discrimination, and harassment. This is in keeping with the efforts to establish an environment in which the dignity and respect of all members of the institutional community are observed.

The sexual harassment and harassment policy applies not only to the school property during normal school
hours, but also to school travel and all school-related social functions, even if such activities are held off-site.

**Definition of Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature constitute sexual harassment when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education.

B. Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual.

C. Such conduct has the purpose or effect of unreasonably interfering with an individual’s education performance; or creating an intimidating, hostile or offensive education environment.

D. Such conduct will threaten or suggest that a student’s refusal to submit to sexual harassment will adversely affect that student’s educational status, financial aid, grades, schedule, attendance, any preferential treatment or any other terms or conditions affecting a student’s education.

The two main forms of sexual harassment are:

**Quid pro quo** (this for that or something for something)—demands or requests for sexual favors in exchange for a condition of a student’s education or education decisions affecting the student. This type of violation involving an employee with a student has a zero tolerance and is a termination of employment offense.

**Hostile work environment**—occurs when sexual or other discriminatory conduct is so severe and pervasive that it interferes with an individual’s performance; creates an intimidating, threatening, offensive, or humiliating environment. This type of violation involving an employee or student is subject to disciplinary action up to and including termination.

Sexual Harassment may involve the behavior of a person of either sex against a person of the same or the opposite sex, when that behavior is unwelcome, unwanted or offensive and may affect an individual’s education conditions and/or performance.

Some examples of conduct that may constitute sexual harassment include: (a) making unwelcome sexual flirtations, advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature relating to a condition of employment or education (b) any act which has the effect of creating a harassing, intimidating or a hostile environment (c) creating an intimidating, hostile or offensive environment whereas such conduct may include the following:

**Verbal**

- Telling sexually oriented or suggestive stories or jokes.
- Sexual innuendo or sexually suggestive comments, kidding or teasing.
- Subtle pressure or requests for sexual activities.
- Referring to or calling an individual by an endearing, demeaning or sexual term such as sweetie, sweetheart, doll, honey, dear, cutie, love, babe or other sexual nicknames.
- Making sexual comments and innuendos about a person’s body or appearance.
- Sexually degrading words used to describe an individual.
- Probing into a person’s sexual experiences or preferences.
- Insisting on dates when a person isn’t interested and/or has declined previous offers.
- Making suggestive sounds, calls or whistling at a person.
- Using foul, obscene, abusive or vulgar language.
- Sexually explicit, suggestive or offensive comments.
- Verbal abuse of a sexual nature.

**Nonverbal**

- Leering or ogling suggestively at a person.
- Intentionally following or stalking a person.
- Reading, displaying, sending or showing sexually suggestive or revealing words, sexually suggestive objects, pictures, magazines, graffiti, emails, faxes, calendars, posters, cartoons or other visuals.
- Making suggestive gestures or body movements.
- Sending unwanted notes, emails, faxes or other written material.
- Giving sexually oriented or unwanted personal gifts.
- Visiting sexual or porn related internet sites.

**Physical**

- Unnecessary touching or unwelcome physical contacts of an individual including pinching, patting, hugging, kissing, caressing or brushing against another.
- Massaging a person’s neck, shoulders or other parts of their body.
- Leaning over, standing too close to, or brushing up against a person; invading their space.
- Blocking, impairing or otherwise interfering with an individual’s normal movement.
• Physical or sexual assault
Any student who is harassed should tell the harasser that the behavior is unwelcome or unwanted in an attempt to stop the action; however, the student being harassed may also report the behavior to the chain of command simultaneously, or it is not required to tell the offender to stop, but report it directly. If the illegal behavior continues, it is now defined as persistent behavior, developing into a more serious sexual harassment violation involving more severe disciplinary action. All sexual harassment violations must be reported immediately to Douglas S. Decker, Campus Director-Sharon or Patricia Campbell, Campus Director-Meadville; or to Chuck Santore, Vice President of Human Resources; or to Nancy Decker, President/CEO or any other member of management.

Definition of Harassment and Discrimination
It is Laurel Technical Institute’s Policy that all relationships during the course of a student’s education shall be conducted in an environment that is not hostile or offensive. Harassment and discrimination in the terms and conditions of education against students on all relevant protected classes on the basis of sex, race, color, national origin, religion, and disability is prohibited and will not be tolerated.

Examples of inappropriate behavior of harassment include but not limited to:
• Derogatory remarks, demeaning nicknames, slurs or comments about a person’s membership in the above protected class
• Derogatory or demeaning kidding or teasing
• Visual messages such as posting cartoons that are demeaning or degrading words to describe an individual
• Jokes or stories that make fun of a stereotype or protected class
• Using foul, obscene, abusive, or vulgar language
• Reading, displaying, sending or showing demeaning or derogatory words, objects, pictures, magazines, graffiti, emails, faxes, calendars, posters, cartoons or other visuals
• Verbal or nonverbal mimicking or imitating innuendoes that have a negative connotation
• Verbal, physical, or written harassment such as derogatory treatment based on gender, degrading words to describe an individual, or any negative action that refers to a certain ethnic group, race, sex, nationality, age, disability, religion or belief, is a violation of this policy and is forbidden.

Violations of harassment, sexual harassment, or discrimination will result in disciplinary action up to and including termination of employment or enrollment.

Employee-Student Relationships
An employee is not permitted to engage in unacceptable conduct with a Laurel Technical Institute student such as an amorous, dating or fraternizing relationship, sexual flirtation, sexual advance or any type of sexual relationship especially if that employee instructs, evaluates, supervises, advises, has authority over or has some influence relating to that student. Sexual advances, sexual flirtations or requests for sexual favors from an employee toward students are unacceptable behaviors that will result in severe disciplinary action. Sexual oriented or unwelcome personal gifts involving an employee and a student is unacceptable conduct. An employee found to have committed such unacceptable conduct is in violation of this policy and will be subject to disciplinary action up to and including termination of employment.

Any student who is harassed should tell the harasser that the behavior is unwelcome or unwanted in an attempt to stop the action; however, the student being harassed may also report the behavior to the chain of command simultaneously, or it is not required to tell the offender to stop, but report it directly. If the illegal behavior continues, it is now defined as persistent behavior, developing into a more serious sexual harassment violation involving more severe disciplinary action. All sexual harassment violations must be reported immediately to Douglas S. Decker, Campus Director-Sharon or Patricia Campbell, Campus Director-Meadville; or to Chuck Santore, Vice President of Human Resources; or to Nancy Decker, President/CEO or any other member of management.

Confidentiality
The confidentiality of complaints will be assured to the extent consistent with a thorough investigation and business need-to know. The fact-finding team consists of Douglas S. Decker, Campus Director-Sharon; Patricia Campbell, Campus Director-Sharon; Chuck Santore, Vice President of Human Resources; and Nancy Decker, President/CEO who will investigate all complaints in a timely and impartial manner including interviewing all parties involved and any witnesses with first hand information. The fact-finding team will issue a finding of facts that will be communicated to the complainant and accused. All parties involved in the complaint are required to keep all matters related to the complaint
confidential and details of the complaint are not to be discussed with anyone except the fact finding team. Retaliation against individuals who file a sexual harassment, harassment or discrimination complaint or who are part of the fact-finding investigation process is strictly forbidden. Individuals that have been found in violation of retaliation will be subject to disciplinary action up to and including termination.

SMOKING
Pennsylvania law requires that all work places and educational facilities have a written policy on smoking. The Act’s purpose is “to protect the public health and to provide for the comfort of all parties by controlling smoking in certain public places and . . . in workplaces.” Following this lead, no smoking or tobacco use anywhere inside school facilities is allowed.

STUDENT HEALTH
Students accepted into Laurel Technical Institute are required to complete a personal health and medical record. This record provides the school with a brief medical summary. The health and medical record also becomes part of the student’s permanent file.

In addition, students enrolling in allied health programs may have specific health requirements that are detailed on the Statement of Understanding signed during the admission process.

Student healthcare services are not directly available on the site. If a student becomes ill or has an accident, the student should notify faculty or staff immediately. If necessary, the family will be contacted and/or the student will be transported to the local emergency room either by the institution or by an ambulance service.

SOLICITATION
Laurel Technical Institute will support the fund-raising efforts of school approved organizations. Solicitations within the building or on the premises by any outside person or by students, faculty, and staff are prohibited. Any requests for solicitations of and between LTI students and/or employees must be submitted in writing and approved in advance by the Campus Director.

Students are not permitted to solicit and/or distribute political, religious or personal affiliation information to students, staff, or faculty.

STUDENT PRIVACY RIGHTS
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. The following provides a general outline of these provisions.

1. The right to inspect and review the student’s educational records within 45 days of the day the school receives a request for access.
   a. Students should submit written requests to the Campus Director that identify the record(s) they wish to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall tell the student the correct official to whom the request should be addressed.

2. The right to request an amendment of the student’s educational records that the student believes is inaccurate or misleading.
   a. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write to the school official responsible for the records, clearly identify the part of the record they want to have changed, and specify why it is inaccurate or misleading.
   b. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
   a. Disclosure without consent to school officials with legitimate educational interests is permitted. A school official is a person employed by the school in an administrative, supervisory, academic, or support staff position; a person or company with whom the school has contracted (such as an attorney, auditor or collection agent); or a student assisting another school official in performing his or her tasks.
b. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

c. Other exceptions that permit disclosure without consent are:

i. To authorized representatives of the Comptroller General of the United States; the Attorney General of the United States (for law enforcement purposes); the Secretary of the Department of Education of the United States; and state and local educational authorities.

ii. To parents of dependent students, as defined in Section 152 of the Internal Revenue Code of 1986.

iii. To a parent or a legal guardian in connection with a health or safety emergency.

iv. To a parent or a legal guardian of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the student is under the age of 21 and the institution determines that the student has committed a disciplinary violation with respect to that use or possession.

v. If a parent or eligible student initiates legal action against the school, the school may disclose to the court without a court order or subpoena the student’s educational records that are necessary for the school to defend itself.

vi. The disclosure is in connection with a disciplinary proceeding conducted by the school against a student who is an alleged perpetrator of a crime of violence.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Laurel Technical Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the following:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave, SW
Washington, DC 20202-4605

The school may release public directory information concerning students at any time unless the school has received prior written objection from the student specifying information that the student requests not be released. Such information includes, but is not limited to, the student’s name, address, email address, telephone listing, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full time or part time), participation in officially recognized activities, photographs, degrees, honors and awards received, and the most recent educational agency or institution attended.

STUDENT RIGHT TO KNOW ACT

This Act requires schools receiving federal financial aid to disclose graduate or completion rates for the student body. This information allows students and parents to make informed choices in selecting an institution of higher education. Completion rate information is available on the laurel.edu website or from the Campus Director.

SELECTIVE SERVICE

Men between the ages of 18 to 25 must be registered with the Selective Service System. Failure to register will make the student ineligible to receive any Title IV Funds.

TRANSCRIPTS REQUESTS

A request for an official transcript must be made in writing to Laurel Technical Institute. A $5 fee must accompany each written request. All balances owed to Laurel Technical Institute must be paid in full; otherwise, the transcript will not be released.

TUTORING SERVICES

Laurel Technical Institute offers free tutoring to students who are having difficulty in one or more of their classes. Students should speak to their instructors regarding tutoring services. The instructor will either work with the student personally or assist him or her in setting up tutoring sessions with a peer tutor. Students should contact the Campus Director with any difficulties setting up tutoring or with the tutoring program in general.
VETERANS REGULATIONS

Class Cuts
Class cuts are not permitted and will be recorded as absences. Students are required to report attendance to the VA.

Credit for Previous Education & Training
Appropriate credit is given for comparable previous education and training, and the training period will be shortened accordingly.

Leave of Absence
Leave of absence is granted only to students who wish to temporarily interrupt their training for personal reasons. A request for leave must be made in advance in writing, or time away from school will be considered an absence. The Veterans Administration will be notified immediately when a veteran student is granted a leave of absence or is withdrawn.

Make-up Work
Make-up work is not permitted for the purposes of receiving Veterans Administration Training Allowance. Failed classes are the responsibility of the student and will not be covered by VA.

Tardiness
Any student not physically present at the start of his or her class period will be considered tardy. Each occurrence accumulates and is included in total absenteeism reporting. Three tardies equal one absence. Excessive tardiness may be cause for discontinuance of V.A. Educational Assistance Allowance.

If the child becomes disruptive, the parent will be notified and may be required to remove the child from the school. Children are not allowed in the classroom or computer centers at any time.

WEAPONS
No weapons of any kind are permitted on school property. A student that brings a weapon or weapons on school property will be subject to disciplinary action up to and including termination from school.

In addition, any threat to shoot or harm any student(s), employee(s) or visitor(s) is taken very seriously and considered a severe violation of the weapons policy. Violation of this type of action will result in immediate suspension pending investigation and reporting to law enforcement. Verification that this type of violation existed will result in immediate termination from school and appropriate legal action, if applicable.

POLICY CHANGES
This catalog was prepared with the best information available at time. However, all information, including tuition, fees, textbook changes, course offerings, programs, admission, and graduation requirements is subject to change without notice and becomes immediately effective for all enrolled students.
Academic Information

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CERTIFICATIONS
Students at Laurel Technical Institute have the opportunity to take certification exams. These certifications are listed on the Statements of Understanding and Enrollment Agreement.

COURSE NUMBERING SYSTEM
Level-one courses range from 100 - 199, level-two courses range from 200 - 299, level-three courses range from 300 - 399, level-four courses range from 400 - 499, and level-five courses range from 500 - 599.
Cosmetology courses have the prefix COS, Medical Laboratory Technician courses have the prefix MLT, Pharmacy Technician courses have the prefix PT, Respiratory Therapy courses have the prefix RES, and Welding courses have the prefix WFP.

COURSE OR PROGRAM CHANGES
We realize that individual circumstances may make it necessary for a student to reduce the number of credits he or she is carrying or to change the program in which he or she initially enrolled. These changes can be made at anytime. To process these changes, the student should meet with the Campus Director.

Courses may only be added during the drop/add period, which is the first five days of the term. The tuition charges will be adjusted if the student’s status changes.

If a course is dropped during the drop/add period, the course will not be listed on the transcript for that term, and the tuition charges will be adjusted if the student’s status changes to ¾ or ½ time. Any drops or withdrawals made after this period but before midterm will be reflected on the transcript as withdrew passing (WP) or withdrew failing (WF) and will not affect the grade point average. No tuition adjustment will be made. All courses dropped after midterm will receive the grade of “F” and will affect the grade point average accordingly. No tuition adjustment will be made.

CREDIT HOUR PROGRAMS
The school currently uses the following conversion formula.
• 15 clock hours of theory = 1 credit hour
• 30 clock hours of lab = 1 credit hour
• 50 clock hours of internship = 1 credit hour
Please note that 50 minutes of instruction equal one clock hour and the listing of credits is not meant to imply transferability into college programs.

CLOCK TO CREDIT HOURS PROGRAMS
Clock to credit hour programs are calculated using 37.5 hours=1 semester credit with no more than 7.5 hours (semester) allowed for homework. This is for financial aid purposes and complies with the USDE’s definition of a credit hour.

OUTSIDE PREPARATION
To adequately comprehend content and achieve success in your program, time outside of class spent reading, studying, reviewing, practicing, researching, and completing assignments is required. For every hour of classroom instruction, students should expect to devote two hours of preparation outside of class.
Course syllabi will describe how academic achievement in out-of-class learning activities is evaluated and weighted into overall course grade.

CLOCK HOUR PROGRAMS
Clock hour programs are calculated using clock hours only. There are no credits assigned.

ACADEMIC YEAR DEFINITION
A credit-hour program is 30 week instructional time/24 credit hours
A clock-hour program is 26 weeks instructional time/900 clock hours

CREDENTIALS AWARDED
Laurel Technical Institute awards three levels of credentials—specialized associate degrees, diplomas, and certificates. At this writing, the Specialized Associate Degree programs approved by the Pennsylvania Department of Education are:
Administrative Office Technology
Business Administration
Computer Software
Cosmetology
Early Childhood Education (Meadville)
Medical Assistant
Medical Billing & Coding
Medical Laboratory Technician (Sharon)
Medical Office Administration
Network Administration & Security
Respiratory Therapy (Sharon)

In order to earn a specialized associate degree, a student must successfully pass all courses in the program of study as outlined in the graduation requirements section of the catalog.
In addition, the following diploma programs are approved by the Pennsylvania Department of Education:
- Industrial/Electromechanical Technician
- Pharmacy Technician
- Welding & Fabrication with Pipeline Technology

And, these diploma programs are approved by the State Board of Cosmetology:
- Cosmetology
- Esthetics
- Master Teacher of Cosmetology
- Nail Technician

In order to receive a diploma, a student must successfully pass all courses in the program of study as outlined in the graduation requirements section of the catalog. Certificates may be awarded for the successful completion of individual courses.

DEAN’S LIST
A student must be enrolled at least on a half-time basis to qualify for Dean’s List honors. Following are the grade point average ranges for earning Dean’s List honors. A Dean’s List ceremony is held to honor students who qualify.
- 3.80 - 4.00 Highest Honors
- 3.50 - 3.79 High Honors
- 3.25 - 3.49 Honors

Credits earned by transfer students at schools previously attended and courses exempted are not included in the grade point average and are not considered for Dean’s List purposes.

GRADE LEVEL
A student will advance a grade level after successfully completing 24 credits or 900 clock hours.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Credits</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0 – 24</td>
<td>0-900</td>
</tr>
<tr>
<td>2</td>
<td>25 – 48</td>
<td>901-end of program</td>
</tr>
</tbody>
</table>

GRADING SCALE
The grading scale used at Laurel Technical Institute is listed below. Instructors have permission to give plus and minus grades, but they have no effect on the grade point average.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Cumulative Grade Points</th>
<th>Range (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-100</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>85-92</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>76-84</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>68-75</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Below 68</td>
</tr>
</tbody>
</table>

All failed course must be repeated unless the student changes majors and the new major does not require the course. A student must pass each course in his or her program and have an overall cumulative grade point average of at least 2.0 in order to graduate.

Prerequisite courses require a “C” grade or higher to advance to the next level course. The student must repeat the course if a “D” or “F” is received. This requirement is listed under course descriptions and on the course syllabus.

A make-up policy for each individual course is listed on each course syllabus.

GRADUATION REQUIREMENTS
In order to graduate from Laurel Technical Institute, the student must satisfactorily complete all courses within his or her program. Additionally, the student must have a cumulative grade point average of 2.0 or higher. All course work must be completed to the satisfaction of each instructor. Graduation from any program is not dependent on passing any type of certification or licensing exam.

In order to be considered for the honors of valedictorian or salutatorian, a student must have a cumulative grade point average of 3.8 or higher.

During the student’s final term, it is possible for the student to be released after the eighth week to accept a study-related, full-time, permanent position and still graduate with his or her class. A student must obtain prior written approval from the Campus Director to be excused from classes. The position must satisfy the student and the administration in terms of full-time status, rate of pay, benefits, and permanence.

* See specific requirements for Medical Laboratory Technician on pages 46-47 of this catalog.


**GRIEVANCE PROCEDURE**

Laurel Technical Institute strives to meet the needs of all our students and resolve any concerns brought to the school’s attention. Concerns regarding a particular class or instructor should be discussed privately with that instructor. If a satisfactory solution is not reached, the student should discuss the situation with the Campus Director. If further action is required, the student should speak with the President.

Any concerns regarding student organizations, the administration, staff, or building facilities should be discussed with the Campus Director.

All possible attempts will be made by the faculty or administration to explain and/or correct any area of concern. If the student is not satisfied, he or she may contact the State Board of Private Licensed Schools at the PA Department of Education at 333 Market St., Harrisburg, PA 17126, or by phone at 1-717-783-8228. Students can also contact the Accrediting Council for Independent Colleges and Schools at 750 First St., NE, Suite 980, Washington, D.C. 20002, or by phone at 1-202-336-6780. Ohio students may also contact the Board of Career Colleges and Schools, 35 E. Gay St., Ste. 403, Columbus, OH 43215, or by phone at 1-877-275-4219.

**INTERNSHIP**

The internship is the part of the student’s program that allows the student to apply the skills learned in school in a real employment setting. This is a crucial part of the curriculum and is considered to be work-related experience similar to actual employment. An internship may lead to employment and also provide a source for networking and professional references.

The school’s internship objectives and procedures in addition to the employer’s work rules must be followed at all times. It is extremely important that attendance, punctuality, and strict adherence to the work schedule be high priorities. The student is responsible for following the attendance policy as described in the internship agreement.

To be eligible for an internship, a student must have a 2.0 cumulative grade point average and/or be approved by the Campus Director.

An internship prep class will be required for all students during the term prior to beginning the internship. The course will focus on the requirements for completing an internship—reviewing the internship sites available and the required materials that need to be verified by the internship supervisor. In addition, internship sites (particularly those related to health care facilities and educational facilities) may have additional requirements such as immunizations, drug screening, physicals and criminal background checks and clearances that will be required before a student is permitted to intern.

These requirements are specific to each organization and any cost associated with them is the responsibility of the student. The Vice President of Human Resources and Career Services/Human Resources Supervisor supervises the internship program.

In order to pass an internship, all required material must be turned in by the due dates, and all required hours must be completed and verified by the supervisor. An internship must be completed with a passing grade in order for a student to graduate. The student must also meet the employer’s standard of employment. If the student should fail or withdraw failing an internship, only one repeat internship is allowed—even if the student changes programs after unsuccessfully completing the first internship.

If the repeated internship is failed or if the student withdraws failing, the student will not be able to complete his or her program and graduate. No third attempts are allowed.

Some internships may require the student to travel beyond the immediate local area.

**CLINICAL ROTATIONS**

Students in the Respiratory Therapy and Medical Laboratory Technician programs complete clinical rotations instead of internships. Respiratory Therapy students begin their clinical rotation in their second semester. They must pass each core Respiratory Therapy course with a “C” grade or higher in order to move on to the next clinical rotation. Medical Laboratory Technician students do their clinical rotation in their last semester of study. They must pass all core Medical Laboratory Technician courses with a “C” grade or higher in order to take part in the clinical rotation.

**MAKEUP POLICY**

Makeup policies for each course are listed on each course syllabus. There is no charge for makeup work.

If a student is taking individual clock hours to complete Cosmetology hour requirements for licensing exams there is a per-hour charge, the current per-hour charge is listed on the clock hour enrollment application and tuition supplement to this catalog.
PROBATION
A student earning a cumulative grade point average of less than a “C” (2.0 GPA) will meet with the Campus Director to sign an acknowledgement of being placed on academic probation. Weekly tutoring may be required. Following one term on probation, the student may be dismissed for unsatisfactory grades. A student who has been placed on academic dismissal will not be readmitted for a minimum of one term.

In order to be readmitted, the student must follow the Readmittance Policy & Procedures on page 12 of this catalog. All students returning from a probationary dismissal will be required to maintain a grade point average of 2.0 or higher at the end of the probationary period in order to continue with their studies.

SCHEDULE CHANGES
Schedules will be distributed to students prior to the end of the current term along with a copy of the student’s program sheet, which lists the courses that the student has taken. Each student is responsible to review his or her program sheet and inform the Campus Director of any inaccuracies immediately. Failure to do so could result in scheduling errors that could affect the student’s graduation date.

If a student receives his or her term schedule and determines that a conflict exists, the student should see the Campus Director. The request will be reviewed and every effort will be made to accommodate the student.

If a conflict occurs after the beginning of the term, the student should also meet with the Campus Director individually. All attempts will be made to accommodate the student’s needs.

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS
Laurel Technical Institute measures a student’s progress in the program in which he or she is enrolled. For a student’s progress toward a specialized associate degree or diploma to be considered satisfactory, the student must maintain a specified cumulative grade point average and proceed through the program at a specific minimum pace.

The maximum time frame in which a student must complete his or her course of study is 150% of the published length of the program as measured in credit or clock hours. The maximum time frame to complete a course of study includes all credit hours attempted or all clock hours scheduled by the student for which the student has incurred a financial obligation or for which federal financial aid funds have been disbursed.

The table below indicates the method for measuring satisfactory progress and minimum requirements.

<table>
<thead>
<tr>
<th>Required Evaluation Point</th>
<th>Minimum Cumulative QPA</th>
<th>Min. Successful Course Completion % of Courses Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>25% of maximum program length*</td>
<td>1.25</td>
<td>55%</td>
</tr>
<tr>
<td>50% of maximum program length**</td>
<td>1.50</td>
<td>60%</td>
</tr>
<tr>
<td>100% of maximum program length**</td>
<td>2.00</td>
<td>67%</td>
</tr>
</tbody>
</table>

*Probation is required

**Any student not meeting the preceding standards will be ineligible for financial aid.

A student who changes his or her program will have only the grades for those courses in the new program counted when calculating the academic progress. In addition, for the purpose of determining whether the student has completed a program of study in the maximum allowable time frame, the credits attempted in previous programs will not be considered.

Grades of “A,” “B,” “C,” “D,” “F,” “WP,” “WF,” and “I” will be used in calculating the successful course completion percentage for measuring satisfactory progress. Grades of “AP” and “T” will not be used in calculating the successful course completion percentage for measuring satisfactory progress.

Each student’s progress will be evaluated at the completion of each grading period to ensure he or she is maintaining a minimum 2.0 cumulative grade point average. Any student not meeting this standard will be placed on academic probation. Following probation of any term, the student may be dismissed because of unsatisfactory grades unless a grade point average of 2.0 or better is maintained.

If a student’s grade point average at the end of his or her probation term is at least 2.0 but the overall QPA is still below that benchmark, the student may be offered extended probation, provided the student is still on track to complete his or her program with a 2.0 overall QPA within the maximum time frame of the program.

In order to be readmitted, students must follow the Readmittance Policy & Procedures on page 12 of this catalog. Students accepted for readmittance who were dismissed for failing to make satisfactory academic progress will be required to maintain a grade point average of 2.0 or higher at the end of the probationary period in order to continue with their studies.
The minimum cumulative grade point average required for graduation is 2.0.

In addition to the above standards, students in clock hour programs must have attended at least 67% of all scheduled hours in order to be considered in good academic standing. Academic progress for clock hour attendance will be assessed at the end of each payment period. All students at Laurel Technical Institute, whether full-time or part-time, are considered under the same set of policies and procedures for all matters relating to standards of satisfactory progress.

APPEAL PROCESS
A student may appeal the determination of lack of satisfactory academic progress and the termination of financial aid to the Campus Director and President based upon extenuating circumstances.

In such cases, the determination that the student is making satisfactory progress despite the failure to conform to the normal time frame of minimum cumulative grade point average may be made. Documentation to support this decision will be maintained in the student’s file.

COURSE DROPS/ADDS
A student wishing to drop or add courses must do so within five school days of the beginning of the term. Students should see the Campus Director to drop or add courses. Courses dropped within the Drop/Add period do not appear on the transcript.

COURSE REPETITIONS
When a student repeats a course, the original course and grade will remain on the transcript. The new grade will also appear on the transcript. Only the most recent grade received will be used in the calculation of GPA or QPA.

INCOMPLETEs
If a student does not completely fulfill the requirements of a course due to unusual circumstances, an “I” (Incomplete) grade will be shown on the transcript. The student will sign a form indicating what requirements are necessary to complete the course. A passing grade will be substituted for the “I” if the student successfully completes the unfinished work before the earlier of the due date set by the course instructor or the end of the following term. If a student does not complete the required work, the incomplete grade on his or her transcript will be replaced with an “F” at the end of the following term. Incompletes are counted in calculating the student’s successful course completion percentage. The new grade will be used in calculating the grade point average.

WITHDRAWAL
To withdraw from a course or program, the student must meet with the Campus Director. If withdrawing from a program, the student must then meet with the Financial Aid Administrator to complete an exit interview and the Fiscal Assistant to finalize his or her bill. Students wishing to return to school in the future must follow the Readmittance Policy & Procedures on page 12 of this catalog.

Any student withdrawing from a course prior to midterm will receive the grade of “WP” (Withdraw Passing) or “WF” (Withdraw Failing) on his or her transcript. “WP” and “WF” are not used when calculating the grade point average, but are used when calculating the student’s successful course completion percentage. Any student withdrawing from a course after midterm will receive the grade of “F” on his or her transcript.
LAUREL TECHNICAL INSTITUTE

Programs & Course Descriptions

PROGRAMS & COURSE DESCRIPTIONS
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Please note that the courses listed below fulfill the general education requirements as put forth by Laurel Technical Institute’s accrediting agency, the Accrediting Council for Independent Colleges and Schools (ACICS):

131 Introduction to Computers
135 Introduction to the Internet
171 Introductory Algebra
174 Applied Finance
282 English II
283 Communications
144 Customer Service
Accounting & Business Administration
18 Months

The Accounting & Business Administration program will provide you with the knowledge and tools you need to obtain an entry-level position in a variety of business organizations. Students will take courses in accounting, business organization and management, business law, marketing and sales, economics, along with Microsoft Office applications, Adobe Acrobat and webpage design. In addition, they will develop supervisory and customer service skills and gain an understanding of human resources management.

Graduates of this program will be awarded a specialized associate degree.

Careers
- Business Owner
- Manager
- Assistant Manager
- Department Manager
- Office Manager
- Supervisor

Certifications Available
- Microsoft certifications in Access, Excel, Outlook, PowerPoint, Word

Laurel Technical Institute has established a Program Advisory Committee to ensure that the curriculum is consistent with current job market trends and employer needs. Upon recommendation from this committee, Laurel Technical Institute reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.

* For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure found on page 23 or the school’s website at www.laurel.edu/lti.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course</th>
<th>Cl.</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>172</td>
<td>Accounting I</td>
<td>45</td>
<td>3</td>
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<tr>
<td>272</td>
<td>Accounting II</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>153</td>
<td>Business Organization &amp; Mgt.</td>
<td>45</td>
<td>3</td>
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<tr>
<td>160</td>
<td>Business Law</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>376</td>
<td>Computerized Accounting</td>
<td>45</td>
<td>2</td>
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<tr>
<td>170</td>
<td>Applied Math I</td>
<td>45</td>
<td>3</td>
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<tr>
<td>274</td>
<td>Payroll</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>176</td>
<td>Economics</td>
<td>45</td>
<td>3</td>
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<tr>
<td>143</td>
<td>Marketing &amp; Sales</td>
<td>45</td>
<td>3</td>
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<tr>
<td>180</td>
<td>English I</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>190</td>
<td>Student Success</td>
<td>15</td>
<td>1</td>
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<tr>
<td>101</td>
<td>Keyboarding I</td>
<td>45</td>
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<tr>
<td>270</td>
<td>Applied Math II</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>232</td>
<td>Microsoft Word</td>
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<tr>
<td>234</td>
<td>Microsoft Excel</td>
<td>45</td>
<td>2</td>
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<td>372</td>
<td>Accounting III</td>
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<td>5</td>
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<td>253</td>
<td>Business Plan Development</td>
<td>30</td>
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<tr>
<td>334</td>
<td>Advanced Microsoft Excel</td>
<td>45</td>
<td>2</td>
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<tr>
<td>333</td>
<td>Microsoft Access</td>
<td>45</td>
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</tr>
<tr>
<td>156</td>
<td>Human Resources Mgt.</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>261</td>
<td>Adobe Acrobat</td>
<td>45</td>
<td>2</td>
</tr>
<tr>
<td>435</td>
<td>Website Technology</td>
<td>45</td>
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</tbody>
</table>

APPLIED GENERAL EDUCATION

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course</th>
<th>Cl.</th>
<th>Cr.</th>
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</thead>
<tbody>
<tr>
<td>282</td>
<td>English II</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>131</td>
<td>Introduction to Computers</td>
<td>45</td>
<td>2</td>
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<tr>
<td>135</td>
<td>Introduction to the Internet</td>
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<td>144</td>
<td>Customer Service</td>
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</tr>
<tr>
<td>283</td>
<td>Communications</td>
<td>45</td>
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</table>

CAREER PREPARATION

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course</th>
<th>Cl.</th>
<th>Cr.</th>
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<tbody>
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<td>152</td>
<td>Internship Prep</td>
<td>15</td>
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<tr>
<td>501</td>
<td>Internship</td>
<td>150</td>
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<tr>
<td>502</td>
<td>Internship</td>
<td>150</td>
<td>3</td>
</tr>
<tr>
<td>291</td>
<td>Career Development</td>
<td>45</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTALS 1545 79
Administrative Office Technology

18 Months

Administrative Assistants provide administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, scheduling meetings and making travel arrangements. They may also train and supervise lower-level clerical staff.

Students will become familiar with all the Microsoft Office applications, Adobe Acrobat, Photoshop as well as the latest office technology. In addition, they will have courses in Accounting, Business Law, Human Resources Management and Legal Office Procedures.

Graduates of this program will be awarded a specialized associate degree.

Careers
- Administrative Assistant
- Administrative Coordinator
- Administrative Secretary
- Executive Administrative Assistant
- Executive Secretary
- Office Manager

Certifications Available
- Microsoft certifications in Access, Excel, Outlook, PowerPoint, Word

Laurel Technical Institute has established a Program Advisory Committee to ensure that the curriculum is consistent with current job market trends and employer needs. Upon recommendation from this committee, Laurel Technical Institute reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.

* For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure found on page 23 or the school’s website at www.laurel.edu/lti.
Computer Software
18 Months

Computer support specialists provide technical assistance to computer system users by answering questions or resolving computer problems for clients in person, via telephone or from a remote location. They may provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail and operating systems.

The Computer Software program prepares students who want to work with the software programs found in many businesses today. Students learn the Microsoft Office Suite and take courses in computer repair & maintenance, networking, programming, operating systems, web page design, and IT support technology.

Graduates of this program will be awarded a specialized associate degree.

Careers
- IT Technology Specialist (IT Specialist)
- Computer Support Specialist
- Computer Technician
- Help Desk Analyst
- Customer Service
- Support Specialist
- Administrative Assistant

Certifications Available
- Microsoft certifications in Access, Excel, Outlook, PowerPoint, Word
- A+ Service Technician
- Help Desk Technician

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### PROGRAM COURSES

<table>
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<th>Course #</th>
<th>Course</th>
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<td>Introduction to Operating Sys.</td>
<td>45</td>
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<td>138</td>
<td>Introduction to Networks</td>
<td>45</td>
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<tr>
<td>237</td>
<td>Computer Repair &amp; Maintenance</td>
<td>75</td>
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<td>232</td>
<td>Microsoft Word</td>
<td>45</td>
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<td>367</td>
<td>IT Support Technology</td>
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<tr>
<td>233</td>
<td>Computer Forensics &amp; Invest.</td>
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<td>261</td>
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<td>Network Operating Systems I</td>
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<td>Student Success</td>
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<td>536</td>
<td>Introduction to MAC OS</td>
<td>45</td>
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<tr>
<td>180</td>
<td>English I</td>
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### APPLIED GENERAL EDUCATION

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<td>Applied Finance</td>
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<tr>
<td>291</td>
<td>Career Development</td>
<td>45</td>
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</table>

**TOTALS** 1500 69
Cosmetology
16 Months

The comprehensive cosmetology curriculum covers a wide variety of skills including classes in hair styling, hair shaping, hair coloring, manicuring, skin care, chemical services and salon management. Students will have the opportunity for supervised practice in the school’s full-service cosmetology clinic.

Students completing all four of these semesters will earn a specialized associate degree. They will also be able to sit for the Cosmetologist licensing exam through the State Board of Cosmetology after completion of 1,250 hours of instruction AND successful completion of the Cosmetology program. Licensure is required in the Commonwealth of Pennsylvania.

Graduates of this program will be awarded a specialized associate degree.

Careers
- Cosmetologist
- Hair Stylist
- Hair Dresser
- Nail Technician
- Salon Manager

Exams & Licenses
- State Board preparation for Cosmetologist License
- Optional fifth semester for Esthetics or Master Teacher certification

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**This program is measured in clock hours per USDE regulations for financial aid purposes.
Early Childhood Education (Meadville)
18 Months

Our degree in Early Childhood Education prepares students to work with children in preschools, day care centers or other child development centers. The curriculum focuses on how children grow and develop, appropriate instructional techniques, working with families, and managing child care centers. Students will take a variety of courses including teaching techniques, literacy & math development, and children with special needs. Students will also learn techniques for observing and evaluating children’s performance, behavior, social development, and physical health.

Graduates of this program will be awarded a specialized associate degree.

Careers
- Assistant Group Supervisor
- Teacher’s Assistant
- Paraprofessional
- Teacher’s Aide
- Special Education Teaching Assistant
- Day Care Owner
- Nanny

Certifications Available
- CPR
- Microsoft certifications in PowerPoint & Outlook

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TOTALS 1515 81
Health Information Technology
18 Months

Medical billers and coders compile, process and maintain medical records in hospitals and physician’s offices. They review records for completeness, accuracy and compliance with healthcare regulations. They assign the proper diagnosis-related group (DRG) using computer software so bills can be processed and payment is received in a timely manner. In addition, they are responsible to protect the security of the medical records in order to ensure confidentiality is maintained. This program prepares students for a position in hospitals or physician’s offices performing billing and coding functions.

Students will take courses in Medical Terminology, Anatomy & Physiology, Pathophysiology, Pharmacology, both Medical Law & Ethics and Medical Office Procedures, and Microsoft Office Word and Excel along with specialized courses in coding and classification and computerized medical billing.

Graduates of this program will be awarded a specialized associate degree.

Careers
- Medical Records Clerk
- Health Information Clerk
- Medical Records Technician
- Medical Records Coordinator
- Billing Clerk
- Coder

Certification Available
- Microsoft certification in Word

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| TOTALS             |          |                  | 1545 | 81  |

44
Medical Assistant
18 Months

Medical Assistants perform administrative and clinical duties under the direction of a physician. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by the physician. Administrative functions may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes.

As part of this program, students will take courses in Medical Terminology, Anatomy & Physiology, Phlebotomy, Pathophysiology, Pharmacology, Medical Law & Ethics, Medical Billing and Coding. In addition, they will take three clinical courses which include learning and practicing a variety of hands on skills used to assist the physician.

Graduates of this program will be awarded a specialized associate degree.

Careers
- Medical Assistant
- Certified Medical Assistant
- Medical Office Assistant
- Unit Clerk
- Medical Secretary/Medical Assistant

Certifications Available
- Certified Medical Assistant
- Phlebotomy
- CPR
- First Aid

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TOTALS    | 1710 | 85

45
Medical Laboratory Technician (Sharon)

18 Months

Medical Laboratory Technicians (MLT) analyze blood, body fluids, and other specimens to assist physicians in detection, diagnosis, and treatment of diseases. Students take academic courses in hematology, microbiology, clinical chemistry, urinalysis, immunology, and blood bank to develop a strong knowledge base. As students advance in the program, they learn to prepare specimens and perform routine diagnostic tests in each laboratory department. In the final semester, students take part in a clinical rotation in an affiliated hospital laboratory.

Graduates of accredited programs are eligible to take the national examination for certification as a Medical Laboratory Technician.

Graduates of this program will be awarded a specialized associate degree.

Careers
- Medical Laboratory Technician (MLT)
- Laboratory Technician
- Laboratory Assistant

Certification Available
- Certification through the American Society of Clinical Pathologists

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### CAREER PREPARATION

<table>
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<th>Course #</th>
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<tbody>
<tr>
<td>291</td>
<td>Career Development</td>
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</table>

**TOTALS** 1775 82
Medical Laboratory Technician
18 Months

Mission Statement
LTI’s MLT program mission is to prepare students to become competent professionals in the performance of medical laboratory procedures by developing career-entry knowledge and skills through academic and clinical instruction and training.

Program Goals
LTI’s MLT program goals are:

1. To develop and administer a program of study that produces qualified medical laboratory professionals.
2. To prepare competent medical laboratory professionals who meet the needs and requirements of health care facilities.
3. To produce members of the health care team that function effectively to provide test results and information needed to diagnose, monitor, and manage patient conditions.

Program Competencies
LTI’s MLT curriculum is designed to prepare students to:

1. Collect and process patient specimens for laboratory analysis.
2. Perform analytical procedures on body fluids and other specimens.
3. Apply safety precautions and practices to the performance of work responsibilities.
4. Recognize pre-analytical, analytical, and post-analytical conditions that affect test procedures and results and, when needed, take appropriate corrective actions.
5. Follow established policies and procedures to evaluate, monitor, and document quality control results.
6. Correlate laboratory analytes and test results with their clinical significance.
7. Perform preventive and corrective maintenance of equipment and instruments, or refer to appropriate technical support.
8. Interact and communicate respectfully and courteously with patients, laboratory and hospital staff, and the public.
9. Learn new technologies and techniques and assist in training other laboratory personnel.
10. Participate in activities that promote continued professional growth and development.

Accreditation
Laurel Technical Institute’s Medical Laboratory Technician program is working towards accreditation through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119, 847-939-3597.
Network Administration & Security
18 Months

Network Administrators install, configure and support an organization’s local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. In addition, network administrators plan, coordinate and implement network security measures to protect data, software, and hardware and perform data backups and disaster recovery operations.

Students will learn how to maintain network hardware and software as well as monitor the network and to perform necessary maintenance to support it. In addition, they will learn a variety of operating systems, including Windows, Linux, MAC and Novell. Students will take courses in network infrastructure, wireless technology, network design, and IT support technology as well as computer repair & maintenance.

Graduates of this program will be awarded a specialized associate degree.

Careers
- Network Administrator
- Systems Administrator
- Local Area Network Administrator
- Network Specialist
- Information Technology Specialist
- Computer Technician
- Computer Support Specialist
- 

Certifications Available
- A+ Service Technician
- Help Desk Technician
- MCP
- Network+

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**APPLIED GENERAL EDUCATION**

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**CAREER PREPARATION**

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**TOTALS**

1725  80
Respiratory Therapy (Sharon)

18 Months

Respiratory therapists care for patients of all ages, from premature babies with underdeveloped lungs to an elderly patient suffering from lung disease. They perform diagnostic testing, administer breathing treatments, set up mechanical ventilators, and consult with physicians on continuing care.

Students in this program will take classes in a variety of areas including medical terminology, pathophysiology, pharmacology, critical care, and cardiopulmonary anatomy & physiology. Students will also learn to use specific equipment during the lab components of this program. Students in this program have clinical rotations with affiliated hospitals during their 2nd, 3rd, 4th, and 5th semesters.

Graduates are eligible to sit for the Certified Respiratory Therapy (CRT) exam and the Registered Respiratory Therapy (RRT) exam through the National Board of Respiratory Care. Graduates must pass the CRT, which leads to licensure, required in the Commonwealth of Pennsylvania. Graduates of this program will be awarded a specialized associate degree.

Careers
- Certified Respiratory Therapist (CRT)
- Registered Respiratory Therapist (RRT)

Certifications Available
- CPR
- ACLS

The Respiratory Therapy program at Laurel Technical Institute-Sharon Campus holds Provisional Accreditation from the Commission on Accreditation for Respiratory Care (CoARC). This status signifies that a program that has been granted an Approval of Intent has demonstrated sufficient compliance to initiate a program in accordance with the Standards through the completion and submission of an acceptable Self Study Report and other documentation required by the CoARC Board. This conferral of Provisional Accreditation denotes a new program that has made significant progress towards meeting the Standards of Accreditation. The program will remain on Provisional Accreditation until achieving Initial Accreditation. It is recognized by the National Board of Respiratory Care (NBRC) toward eligibility to the Respiratory Care Credentialing Examination(s). Enrolled students completing the program under Provisional Accreditation are considered graduates of a CoARC accredited program.

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### PROGRAM COURSES

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<td>Respiratory Therapy IV</td>
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<td>Career Development</td>
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**TOTALS**

|             | 1720 | 73 |
Cosmetology
12 Months

The Cosmetology program prepares the students for a position in a salon or spa. The comprehensive cosmetology curriculum covers a wide variety of skills including classes in hair styling, hair shaping, hair coloring, manicuring, skin care, and chemical services. Students will have the opportunity for supervised practice in the school’s full-service cosmetology clinic.

Graduates of this program will be awarded a diploma. They will also be able to sit for Pennsylvania Cosmetologist licensing exam through the State Board of Cosmetology after completion of 1,250 hours of instruction AND successful completion of the Cosmetology program. Licensure is required in the state of Pennsylvania.

Careers
- Cosmetologist
- Hair Stylist
- Hair Dresser
- Nail Technician

Exams & Licenses
- State Board preparation for Cosmetologist License

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**This program is measured in clock hours per USDE regulations for financial aid purposes.

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<td>Hair Styling I</td>
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<td>COS105</td>
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<td>COS121</td>
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<td>Hair Styling II</td>
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<td>COS205</td>
<td>Hair Coloring II</td>
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<td>COS305</td>
<td>Advanced Techniques</td>
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<td>COS141</td>
<td>State Board Laws &amp; Theory</td>
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<td>State Board Practicum</td>
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CAREER PREPARATION
291 Career Development 45

TOTAL 1350
Esthetics
4 months

Estheticians work in spas, salons, resorts, assistants for dermatologists and cosmetic surgeons, and as makeup artists in television and theater. Students will gain an understanding of skin care and makeup, including an in-depth study of anatomy, physiology and histology, infection control, ingredient and product knowledge, chemistry, and nutrition.

In addition, students will learn a variety of services such as specialized facials with facial massage, Galvanic and high frequency treatments, professional makeup, and hair removal as well as in-depth skin analysis, use of facial machines, and professional makeup artistry skills.

Graduates of this program will be awarded a diploma. They will also be able to sit for the cosmetician licensing exam when the student has successfully completed 300 hours of instruction AND has successfully completed the Esthetics program.

Careers

- Esthetician
- Skin Care Specialist
- Skin Care Therapist
- Medical Esthetician
- Skin Care Technician

Exams & Licenses

- State Board preparation for Esthetics

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**This program is measured in clock hours per USDE regulations for financial aid purposes.
Esthetics/Nail Technician
8 months

This program is designed so that the student can work as an esthetician or as a nail technician. These industry professionals work in spas, salons, resorts, and as assistants for dermatologists and cosmetic surgeons, and as makeup artists in television and theater. Students will gain an understanding of skin care and makeup, along with a comprehensive knowledge of manicuring, pedicuring, nail design and artistry.

Students completing this program will be awarded a diploma and be able to sit for the Nail Technician licensing exam through the State Board of Cosmetology after completion of 200 hours of instruction; and the Esthetician licensing exam after 300 hours of instruction AND successful completion of the Esthetics/Nail Technician program

Careers

- Esthetician
- Skin Care Specialist
- Skin Care Therapist
- Medical Esthetician
- Skin Care Technician
- Nail Technician

Exams & Licenses

- State Board preparation for Esthetics
- State Board preparation for Nail Technician

Laurel Technical Institute has established a Program Advisory Committee to ensure that the curriculum is consistent with current job market trends and employer needs. Upon recommendation from this committee, Laurel Business Institute reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.

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Industrial/Electromechanical Technician (Sharon)
12 months

The Industrial/Electromechanical Technician program will prepare graduates for entry-level positions in the fields of industrial maintenance, industrial machine repair, electro-mechanical maintenance, industrial mechanic, and maintenance mechanic. The program will also include instruction in the fundamentals of mechatronics that deal with four key areas: mechanical systems, electronic systems, control systems, and computer systems.

Students will learn to install, troubleshoot, repair, and upgrade electronic and computer-controlled mechanical systems such as assembly machines. Coursework will include the study of blueprints, schematics, and diagrams, learning about precision measuring instruments, operating metalworking machines to make housings, fittings, and fixtures, and repairing and calibrating hydraulic and pneumatic assemblies.

Students completing this program will earn a diploma.

Careers

- Industrial Maintenance Technician
- Electromechanical Technician
- Industrial Maintenance Mechanic

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<td>Blueprint Reading</td>
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TOTALS 1080 48

Please note: Graduates of this program may find the need to travel, sometimes extensively, for employment in this field. Relocation may be a necessity for employment.
Master Teacher of Cosmetology
8 Months

The Master Teacher of Cosmetology program prepares students for positions as instructors in a cosmetology program of study. Students will take courses in communication, procedures and observation, instructional methodology & management, and salon management theory. Students will have the opportunity to work with current cosmetology students, under the supervision of an instructor and will have student teaching experience in several different classes.

Graduates of this program will be awarded a diploma. They will also be able to sit for Pennsylvania Teacher licensing exam through the State Board of Cosmetology after completion of 500 hours of instruction AND successful completion of the Master Teacher program. Licensure is required in the state of Pennsylvania. A current cosmetologist license is required to take the teacher license examination.

Graduates of this program will be awarded a diploma.

Careers
- Master Teacher of Cosmetology
- Cosmetology Instructor
- Instructor

Exams & Licenses
- State Board preparation for Master Teacher of Cosmetology

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<th>Course #</th>
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<tr>
<td>COS151</td>
<td>Communications</td>
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<td>COS152</td>
<td>Procedures &amp; Observation</td>
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<td>COS159</td>
<td>Personal &amp; Professional Conduct</td>
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<td>COS156</td>
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<td>COS155</td>
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<td>COS146</td>
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<td>COS158</td>
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<td>COS241</td>
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Nail Technician

4 Months

The Nail Technician program will provide the student with the skills, knowledge and ability to obtain entry-level employment in this industry. The student will obtain a comprehensive knowledge of natural manicuring, pedicuring, nail design and artistry along with instruction in traditional and contemporary techniques for nail enhancing and nail extensions.

Graduates of this program will be awarded a diploma. They will also be able to sit for Pennsylvania Nail Technician licensing exam through the State Board of Cosmetology after completion of 200 hours of instruction AND successful completion of the Nail Technician program. Licensure is required in the state of Pennsylvania.

Typical semester by-semester course schedules are shown below.

Careers

• Nail Technician

Exams & Licenses

• State Board preparation for Nail Technician

Laurel Technical Institute has established a Program Advisory Committee to ensure that the curriculum is consistent with current job market trends and employer needs. Upon recommendation from this committee, Laurel Technical Institute reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of the Pennsylvania State Board of Cosmetology.

This program is not an accredited program and not eligible for financial aid.

* For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure found on page 23 or the school’s website at www.laurel.edu/lti.

**This program is measured in clock hours per USDE regulations for financial aid purposes.
Pharmacy Technician

12 Months

The Pharmacy Technician program is designed to prepare students to work as a Pharmacy Technician in private pharmacies, retail settings, hospitals, and medical centers. Students will learn how to prepare medications, establish and maintain patient profiles, maintain proper storage and security for drugs, price and file prescriptions and assist customers.

Students will take a variety of courses including pharmacology, pharmacy law & ethics and sterile procedures. Other courses teach how to interpret prescriptions, use medication distribution systems, provide quality assurance, and use information resources such as pharmaceutical databases.

Graduates are eligible to sit for the National Pharmacy Technician certification examination. Graduates of this program will be awarded a diploma.

Careers
- Pharmacy Technician
- Certified Pharmacy Technician (CPhT)
- Pharmaceutical Care Associate

Certification Available
- National Pharmacy Technician Certification

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<table>
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<tr>
<th>PROGRAM COURSES</th>
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<td>121 Medical Terminology</td>
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<td>PT103 Pharmacy Law &amp; Ethics</td>
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<td>PT202 Pharmacy Operations</td>
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<td>PT203 Pharmaceutical Calculations</td>
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<td>PT305 Sterile Procedures</td>
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<td>PT170 Pharmacy Math</td>
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<td>190 Student Success</td>
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<td>PT204 Pharmacy Technician</td>
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<td>Certification Prep</td>
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<td>131 Introduction to Computers</td>
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<tr>
<td>144 Customer Service</td>
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<td>152 Internship Prep</td>
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Welding & Fabrication with Pipeline Technology
12 months

The Welding and Fabrication with Pipeline Technology program will prepare graduates for entry-level positions in welding repair, welding fabricator, industrial mechanics and pipefitter/welder. Courses will provide training in welding procedures, blueprint reading, fabrication and layout. Additional instruction is provided in various processes and techniques of welding and fabrication skills. Laboratory activities also include oxyacetylene welding, brazing, and cutting; Shielded Metal Arc Welding (SMAW), MIG Welding (GMAW), Flux Cored Welding (FCAW), TIG welding (GTAW), Pipe welding, and certification test preparation per current industry standards, practices and techniques.

Students will learn to use critical thinking and problem-solving skills, along with learning about judgment and decision-making.

Upon completion of this program, the student will earn a diploma, and be prepared to take certification tests based on specifications from the American Welding Society (AWS). Laurel Technical Institute does not guarantee that a student will pass these certification examinations.

Careers
- Welding technician
- Fabricator
- Pipefitter

Certification
- AWS
- ASME

Laurel Business Institute has established a Program Advisory Committee to ensure that the curriculum is consistent with current job market trends and employer needs. Upon recommendation from this committee, Laurel Business Institute reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.

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**COURSE DESCRIPTIONS**

**Accounting I 172 - 3 credits**
This course introduces the student to the principles of accounting, including debits and credits, journals and ledgers, adjustments and worksheets, balance sheets, statements of owner’s equity, and income statements. Focus will be placed on the accounting practices utilized by a service-type business. This course is a prerequisite for 272 Accounting II and must be completed with a “C” grade or better or advanced placement.

**Accounting II 272 - 3 credits**
This course continues to build upon the basic principles learned in 172 Accounting I. The student will be introduced to payroll records, special-purpose journals, and subsidiary ledgers. This course focuses on the accounting practices utilized by a merchandising enterprise. This course is a prerequisite for 274 Payroll, 372 Intermediate Accounting I, and 376 Computerized Accounting and must be completed with a “C” grade or better or advanced placement.  
Prerequisite: 172 Accounting I

**Accounting III 372 – 5 credits**
This course covers advanced principles of accounting. The topics introduced are recording and discounting notes receivable, accounting for bad debts, principles of inventory evaluation, depreciation depletion, valuation of tangible and intangible assets, and formation and liquidation of partnerships. A comprehensive problem on these topics is completed. This course is a prerequisite for 472 Accounting Practicum and must be completed with a “C” grade or better or advanced placement. Prerequisite: 272 Accounting II

**Adobe Acrobat 261 – 2 credits**
This course is designed to introduce the essential skills needed to view, create, manipulate, and manage files in Portable Document Format. The students will learn the skills to design and manage PDF’s through the use of Adobe Acrobat. Prerequisite: 131 Introduction to Computers

**Advanced Coding 327 – 3 credits**
This course is designed to expand the student’s knowledge of CPT-4 and ICD-9 medical coding in the physician-based setting, and to introduce a basic knowledge of hospital-based billing and coding. It will provide advanced concepts and coding principles. Advanced Coding will utilize knowledge of treatment, procedures, diagnosis, and medical record documentation to accurately assign correct coding for hospitals and physicians. Prerequisite: 227 Coding

**Advanced Techniques COS305 – 60 clock hours**
This course is designed to provide the student with the knowledge needed to perform various hair shaping, hair coloring and hair styling techniques. The course will cover a variety of services, including men’s hair cutting with beards, black textured hair, the wedge-weight line, the pixie, tension cutting, and variations of the bob, combination cutting, and corrective cutting followed by variations of hair coloring applications including hair lightening and foil placement techniques. Styling will also be included in this course to create the finished look following the hair shaping and hair coloring.

**Advanced Microsoft Excel 334 - 2 credits**
This course continues the study of computerized spreadsheets using Microsoft® Excel. Advanced topics are covered which include sophisticated functions, creating templates, working with databases, consolidating data, analyzing data, macros, and collaborating with others. Prerequisite: 234 Microsoft Excel

**Advanced Microsoft Word 331 - 2 credits**
This course expands the student’s knowledge of Microsoft Word. The student will use advanced features of Word to enhance documents and presentation of text as well as organize text in documents. The student will learn valuable time-saving tips, learn how to add visual, eye-catching graphics, and master how to manage long documents. Prerequisite: 232 Microsoft Word

**Advanced Network Administration 539 - 2 credits**
This course will prepare students to install, configure, operate, and troubleshoot medium-size routed and switched networks. Prerequisites: 338 Network Operating Systems II and 439 Network Infrastructure

**Advanced PLC Programming IET302 - 4 credits**
This course continues with the concepts taught in IET PLC Programming. Topics to be covered include programming timers and counters, data manipulation and math functions, word and file moves, sequencers, process control signals, scaling, function block diagram and structured text programming, sequential programming, communication networks, and troubleshooting. Prerequisite: IET301 PLC Programming

**Advanced Server Administration 538 - 4 credits**
This course will provide instruction on how to install and configure the following servers: web, print, mail, and dedicated application servers. Prerequisites: 338 Network Operating Systems II, 439 Network Infrastructure, 534 Windows Server Active Directory
Anatomy & Physiology 122 - 5 credits
The student will become acquainted with anatomical structures and their corresponding body functions. The major body systems will be studied in depth. The corresponding disease process for the common bodily malfunctions of each system will be included. Actual case situations will be discussed to facilitate application principles. This course is a prerequisite for 227 Coding, 220 Pathophysiology, 219 Pharmacology, RES220 Pathophysiology, RES222 Cardiopulmonary Anatomy and Physiology, and RES219 Pharmacology and must be completed with a “C” grade or better or advanced placement.

Applied Finance 174 - 3 credits – 45 clock hours
This course provides students with an active approach to developing successful financial skills with an emphasis on goal setting, financial record keeping, planning your spending, tax planning, consumer credit, making wise buying decisions, purchasing insurance, selecting investments, and retirement and estate planning.

Applied Math I 170 - 3 credits – 45 clock hours
This course will explore college mathematics through a detailed examination of practical applications. The student will develop the skills necessary for problem solving. This course is a prerequisite for 270 Applied Math II and must be completed with a “C” grade or better or advanced placement.

Applied Math II 270 - 3 credits
The goal of this course is to provide students with an understanding of the more complex mathematical concepts used in business situations. These concepts include markups and markdowns, inventory, property taxes, simple and compound interest, using credit, and depreciation. Mastery of the electronic calculator will be covered. Prerequisite: 170

Applied Math

Blueprint Reading IET102 - 2 credits
This course will cover the basic principles of industrial print reading. Topics to be covered will include interpreting dimensional drawings and schematics including welding schematics, locating key parts and components in drawings, and developing an understanding of single-line drawings, pictorial diagrams, schematic diagrams, and ladder diagrams.

Blueprint Reading WFP104 - 3 credits
Course Description: This course will introduce students to the study of industrial blueprints. Emphasis is place on terminology, symbols, graphics description, and welding processes, including systems of measurement and industry standards, interpretations of plans and drawings used by industry. This course is a prerequisite for WFP105 Shielded Arc Metal Welding I and must be completed with a “C” grade or better or advanced placement.

Body Fluids MLT208 – 3 credits
This course provides MLT students with career-entry knowledge and skills related to laboratory testing procedures, principles and results that are used to analyze body fluids, including urine, amniotic fluid, cerebrospinal fluid, seminal fluid, serous fluids, synovial fluid, vaginal secretions and feces. Both formed elements and solutes in body fluids are studied. The anatomic and physiologic processes involved in the formation of each body fluid studied are presented to provide a foundation for understanding the variation in test results possible in health and disease. This course is a prerequisite for MLT301 Clinical Internship and MLT209 Certification Preparation and must be completed with a “C” grade or better or advanced placement. Prerequisites: MLT104 Microbiology I, MLT105 Immunohematology I, MLT202 Chemistry, MLT203 Hematology II, and MLT206 Immunology.

Business Law 160 - 3 credits
This course deals with the principles involved in business law. It discusses business law and legal systems, contracts, business organizations and regulations, employment law, intellectual property and conducting business in cyberspace.

Business Organization & Management 153 - 3 credits
This course is designed to introduce the student to current theories and practices related to business administration and entrepreneurship. Discussion will cover critical areas including fundamentals of business, ethics, business systems and structures, developing a small business, accounting and marketing, products and distribution and management functions.

Business Plan Development 253 – 2 credits
This course is designed to be a capstone course for students in the Accounting and Business Administration program at LTI and the Business Administration program at LBI. Students will be exposed to all aspects of a business plan including an executive summary, staff requirements, operations, marketing, and financials. Students will also research funding sources including the Small Business Association. Students will work with the instructor over the course of the semester to research, develop, and prepare an introductory business plan.

Cardiopulmonary Anatomy & Physiology RES222 - 3 credits
This course is designed to build on Anatomy and Physiology with an emphasis on the cardiopulmonary system. Topics to be discussed are the process of ventilation, oxygen transport, the cardiovascular and renal systems, and how they relate to cardiopulmonary anatomy and physiology. This course is a prerequisite for RES220 Pathophysiology, RES102 Critical Care I and RES210 Clinical Application II and must be passed with a “C” grade or better or advanced placement. Prerequisites: 121 Medical Terminology, 122 Anatomy and Physiology, and 171 Introductory Algebra
Chemistry MLT202 – 5 credits
This course provides MLT students with career-entry knowledge and skills related to tests and techniques used in clinical chemistry to analyze blood and body fluids for the presence/absence of substances or for the level/amount of substances. Analytes studied include those having a biological function, metabolic waste products, substances that indicate cell damage or disease, and drugs or toxic substances. Test results are compared with normal, or reference, values of those found in healthy individuals. Interpretation of test results is related to physiological and biochemical processes occurring in health and in disease. Clinical chemistry analytes presented include those associated with electrolyte balance, mineral metabolism, kidney and liver function, cardiac function, lipid metabolism, carbohydrate metabolism, heme metabolism, thyroid function, hormones, tumor markers, therapeutic drug monitoring and toxicology. This course is a prerequisite for MLT204 Microbiology II, MLT205 Immunohematology II, and MLT208 Body Fluids and must be completed with a “C” grade or better or advanced placement.  
**Prerequisites:** MLT102 Principles of Chemistry, MLT103 Hematology I, and MLT207 Laboratory Mathematics

Child Care Management 194 – 3 credits
This course is designed to provide the student with the knowledge needed to operate an early childhood center. This course will cover a variety of topics, including responsibilities of a director, different types of programs, developing goals and planning programs, human resource development, parent involvement and public relations. **Prerequisite:** 192 Child Growth & Development

Child Growth & Development 192 – 6 credits
This course focuses on aspects of child growth and development that are particularly relevant to people who will be involved with children and their parents as a childcare professional. This course will incorporate the theories of Piaget, Vygotsky, Erickson, and Bronfenbrenner as well as other early childhood theorists. The comprehensive coverage of physical, intellectual, emotional, and social development of children at various ages and stages is covered. This class will place special emphasis on child development at four broad stages based on age as follows: Infancy – children from birth to 1 year; Toddlerhood – Children from 1 to 3 years; The Preschool Years – Children from 3 to 5 years; The School Years – Children from 6 to 8 years. This course is a prerequisite for 194 Child Care Management, 197 Language Arts for Early Childhood, 198 Mathematics for Early Childhood, 199 Parent and Community Involvement, 292 Guidance and Discipline for Young Children, 295 Children with Special Needs, 297 Observation and Evaluation, and 296 Teaching Methods and Learning Styles for Children, and must be completed with a “C” grade or better or advanced placement.
Children with Special Needs 295 – 4 credits
This course is designed to introduce the students to the issues of evaluating and working with children with special needs. Topics to be covered will include an overview of early childhood special education, identifying and assessing young children with special needs, and planning and organizing educational programs. Prerequisite: 192 Child Growth & Development

Clinic I COS501 – 195 clock hours
This course is designed to provide the student with the knowledge to operate in a salon atmosphere. The course will cover a variety of topics, including all hair, nail, and facial services dealing with cosmetology, product knowledge, professionalism, and salon retailing. All work will be done under the supervision of an instructor.

Clinic II COS502 – 225 clock hours
This course is designed to provide the student with the knowledge to operate in a salon atmosphere. The course will cover a variety of topics, including all hair, nail, and facial services dealing with cosmetology, product knowledge, professionalism, and salon retailing. All work will be done under the supervision of an instructor.

Clinic III COS503 – 100 clock hours
This course is designed to provide the student with the knowledge needed to operate in a Salon Atmosphere. The course will cover a variety of topics, including all hair, nail and facial services dealing with cosmetology, product knowledge, professionalism, and salon retailing. All work will be done under the supervision of an instructor.

Clinic Management COS147 – 90 clock hours
This course is designed to provide the student with the skills necessary to manage and supervise a school cosmetology clinic. Students will receive both classroom instruction and direct experience in managing and supervising a school clinic.

Clinical I 128 - 6 credits
This course is designed to prepare the student in basic clinical skills essential to becoming a medical assistant. These skills will include physical exam preparation, vital sign measurements, medical asepsis and infection control procedures, as well as an introduction to medical assisting, health history, and communication techniques. This course is a prerequisite for 228 Clinical II and 328 Clinical III and must be completed with a “C” grade or better or advanced placement. Prerequisite: 128 Clinical I

Clinical III 328 - 3 credits
This course is designed to further expand the student’s knowledge and application of the clinical skills of the medical assistant and to coordinate closely with the internship program. This course includes an introduction to safety measures and regulatory requirements in the clinical laboratory, urinalysis, hematology, microbiology, serology concepts and procedures, physical therapy modalities, and the performance of electrocardiography. Students will also become certified in first aid and CPR. This course is a prerequisite for 329 Medical Assistant Certification Prep and must be completed with a “C” grade or better or advanced placement. Prerequisite: 228 Clinical II

Clinical Application I RES110 - 2 credits
This course will prepare the student for the first clinical rotation with a lab component review of topics covered in RES101 and RES201. The second half of Clinical Application I will introduce students to the hospital environment. Affiliations with local hospitals and healthcare entities will enable students to be exposed to and work directly with patients, respiratory therapists, and physicians. This course is a prerequisite for RES210 Clinical Application II and must be completed with a “C” grade or better or advanced placement. Prerequisite: 121 Medical Terminology and 122 Anatomy and Physiology

Clinical Application II RES210 - 4 credits
This course is a continuation of Clinical Application I and is designed to provide clinical application of laboratory and professional skills. Students will continue to be engaged in general technical and professional patient care, while gaining exposure to other specialties in healthcare. This course is a prerequisite for RES310 Clinical Application III and must be completed with a “C” grade or better or advanced placement. Prerequisites: RES101 Respiratory Therapy I, RES110 Clinical Application I, RES219 Intro to Pharmacology, and RES222 Cardiopulmonary Anatomy & Physiology

Clinical Application III RES310 - 4 credits
This course is a continuation of Clinical Application II and is designed to provide clinical application of laboratory and professional skills. Students will begin to focus on critical care through exposure to the adult intensive care while applying the concepts associated with blood gas, chest radiographs, and ventilator management. ACLS Certification will be obtained. This course is a prerequisite for RES410 Clinical Application IV and must be completed with a “C” grade or better. Prerequisites: RES210 Clinical Application II, RES102 Critical Care I, and RES220 Pathophysiology
Clinical Application IV RES410 - 4 credits
This course is a continuation of Clinical Application III and is designed to provide advanced laboratory practice and clinical application of technical and professional skills. Continued attention to critical care will be reinforced in addition to focused exposure in diagnostic procedures and specialty areas of respiratory care. Prerequisites: RES202 Critical Care II and RES310 Clinical Application III

Coding 227 – 5 credits
The focus of this course is to learn the coding rules for the CPT, ICD-9-CM, ICD-10-CM, and Level II (HCPCS) coding systems and then apply the rules to code patient services. In addition, a variety of payment systems will be presented. The medical topics of Medicare fraud/abuse, HMOs, and QIOs are also reviewed. This course is a prerequisite for 327 Advanced Coding and must be completed with a “C” grade or better or advanced placement. Prerequisite: 122 Anatomy & Physiology

Communications 283 - 3 credits – 45 clock hours
This course offers instruction to efficiently guide the student toward becoming an effective and confident communicator. The course strives to convey a hopeful tone and positive outlook to reflect the contributions that the student will make to their place of employment and their community. Workplace communication, including phone skills, writing professional emails and messages, will be emphasized, as well as effective oral presentation skills.

Communications COS151 – 60 clock hours
This course is designed to provide the student teacher with the knowledge and skills needed to communicate effectively in a classroom environment. The course will cover a variety of topics including effective presentations, effective questioning, effective listening skills, critical principles for correcting performance, appropriate student self-assessment, teamwork concepts & motivation, steps in team building, barriers to communication, and integrating humor into the classroom.

Computer Forensics and Investigation 233 - 2 credits
This course will introduce methods to properly conduct a computer forensics investigation. Topics will cover current and past operating systems and a range of computer hardware, along with how to equip computer forensics labs, current computer forensics tools, processing crime and incident scenes, recovering files, and email investigations. Prerequisites: 132 Introduction to Operating Systems and 237 Computer Repair and Maintenance

Computer Repair & Maintenance 237 - 4 credits
This course is designed to introduce the principles and procedures of PC upgrades and maintenance. Students will build, configure, and troubleshoot hardware and the desktop operating system. Topics will also include preventive maintenance, troubleshooting methods, command line, virus protection, and the importance of documenting hardware and software issues. This course is a prerequisite for 238 Network Operating Systems I, 367 IT Support Technology, 233 Computer Forensics & Investigation, 431 Wireless Technology, and 439 Network Infrastructure and must be completed with a “C” grade or better or advanced placement.

Computerized Accounting 376 - 2 credits
The course will focus on computerized accounting concepts using the popular QuickBooks® software. Upon completion of the course, students will be able to function proficiently using QuickBooks® to manage the financial affairs of service and merchandising businesses. Prerequisite: 272 Accounting II

Computerized Medical Billing 316 - 3 credits
This course is designed to introduce the student to computerized patient billing, managing patient data with a computerized system, entering data, processing transactions and claims, and producing reports. A computer simulation using a patient accounting and scheduling program will be used throughout this course.

Cosmetology Science Theory COS121 – 45 clock hours
This course is designed to provide the student with the knowledge needed to practice the science of cosmetology safely. The course will cover a variety of subjects including infection control, bacteriology, anatomy and physiology, the various systems, and the basics of chemistry and electricity.

Critical Care I RES102 - 3 credits
This course introduces the function and principles of operation for adult volume and pressure ventilators. High frequency ventilators and noninvasive ventilation will be reviewed. Concentration will be on specific controls, internal/external circuitry, monitoring systems and alarms. This course is a prerequisite for RES202 Critical Care II and RES310 Clinical Application III and must be completed with a “C” grade or better or advanced placement. Prerequisites: RES219 Introduction to Pharmacology and RES222 Cardiopulmonary Anatomy and Physiology

Critical Care II RES202 - 3 credits
This course expands on the function and principles of operation of adult volume and pressure ventilators. Concentration will be on initial ventilator settings, ventilator settings for specific disease management, assessment of the mechanically ventilated patient and methods to improve ventilation and oxygenation. Principles of evaluating scientific literature will be discussed with a student case study research project. This course is a prerequisite for RES410 Clinical Application IV and must be completed with a “C” grade or better or advanced placement. Prerequisites: RES102 Critical Care I and RES220 Pathophysiology
Customer Service 144 - 3 credits – 45 clock hours
This course will emphasize the skills necessary to interact effectively and appropriately with customers, whether face-to-face, on the telephone or in written documents. The student will learn to communicate effectively, handle difficult customer situations, solve and prevent problems, and minimize stress.

Desktop Publishing 339 - 2 credits
This course emphasizes the use of the computer as a useful desktop publishing tool. Students will create various publications using Microsoft Publisher and Adobe Photoshop. 
Prerequisite: 232 Microsoft Word

Economics 176 - 3 credits
This course will introduce students to the basics of economic concepts. Topics will include supply and demand, how businesses work within the economy, economic growth, business cycles, unemployment, and inflation, financial and labor markets, income distribution, and the economics of retirement and health care.

Electrical Motors IET204 - 3 credits
This course introduces students to electrical motors. Topics to be covered include: three-phase motors, single- phase motors, schematics and wiring diagrams, and motor installation. 
Prerequisite: IET203 Electrical Studies II

Electrical Studies I IET103 - 3 credits
This course introduces the student to the basics of electricity. Topics to be covered include atomic structure, Ohm’s Law, electrical sources, static charges, magnetism, types of circuits, measuring instruments, and alternating currents.

Electrical Studies II IET203 - 3 credits
This course continues with the concepts introduced in IET Electrical Studies I. Topics to be covered include capacitive loads, three-phase circuits, transformers, electrical services, receptacle and switch connections, and protection circuits. 
Prerequisite: IET103 Electrical Studies I

English I 180 - 3 credits
This course offers instruction in the principles of grammar, usage, and style. Study and practice direct the student toward developing efficient use of language. This course is a prerequisite for 282 English II and must be completed with a “C” grade or better or advanced placement.

English II 282 - 3 credits
This course focuses on basic writing including research and correspondence. Emphasis is placed upon composing effective sentences and paragraphs and directing communication toward purpose, subject and audience. 
Prerequisite: 180 English I

Esthetics & Histology COS131 – 60 clock hours
This course is designed to provide the student with the basic knowledge needed in esthetics, hair removal and makeup procedures. The course will cover a variety of services, including histology of the skin, hair removal, facials and facial massages, electrotherapy and light therapy facial treatments, state board procedures, and various makeup applications.

Esthetics Clinic COS133 – 100 clock hours
This course is designed to provide the student with hands on skills and practice to provide esthetics in a salon atmosphere. Students perform a variety of services, including facials, with and without machines, hair removal, and makeup applications. All work will be done under the supervision of an instructor.

Esthetics Theory COS132 – 255 clock hours
This course is designed to provide the student with the knowledge needed in esthetics, hair removal and makeup procedures. The course will cover a variety of services, including histology of the skin, hair removal, facials and facial massages, electrotherapy and light therapy facial treatments, machine facials, makeup artistry skills and state board procedures.

Ethnic Hair Studies COS106 – 45 clock hours
This course is designed to provide the student with the basic knowledge in thermal hair straightening and curling (press & curl). The course will cover a variety of services, including: the types of hair pressing, proper analysis of hair and scalp, proper cleaning of the pressing combs, the “true” Marcel iron, client record card, chemical hair relaxers, and soft curl permanents (curl re-forming). This course will cover various types of cornrows and hair extension adding and removing, how to deal with clients that you have or have had immediate physical damage or non-immediate physical damage.

Fabrication Processes IET208 - 3 credits
A fundamental course in layout and fabrication related to welding and manufacturing industry. Major emphasis will be on structural shapes and uses in construction.

Flux Cored Arc Welding WFP109 - 4 credits
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.

Fundamentals of Mechatronics IET304 - 3 credits
Mechatronics is the integration of mechanics, electronics, and computer control to achieve a functional system. Because of the emphasis upon integration, this course will center on laboratory projects in which small teams of students will configure, design, and implement a succession of mechatronic subsystems, leading to system integration.
Haircuts with the razor, thinning and blending shear
ponytail cut, asymmetrical cut, complete salon looks, various
including men’s hair cutting, the bob, the bi-
techniques. The course will cover a variety of services,
knowledge needed to perform various hair shaping
This course is designed to provi
professional terminology, and basic cutting techniques.

Hair Shaping II COS201 - 45 clock hours
This course is designed to provide the student with the knowledge needed to perform various hair shaping techniques. The course will cover a variety of services, including men’s hair cutting, the bob, the bi-level haircut, the ponytail cut, asymmetrical cut, complete salon looks, various haircuts with the razor, thinning and blending shear techniques, and state board hair shaping services.

Hair Shaping II COS205 - 45 clock hours
This course is designed to provide the student with the basic knowledge needed to accomplish various styling techniques. This course is a prerequisite for WFP205 Shielded Metal Arc Welding II and must be completed with a “C” grade or better or advanced placement. Prerequisite: WFP105 Shielded Metal Arc Welding I

Hair Shaping I COS102 – 90 clock hours
This course is designed to provide the student with the knowledge needed to accomplish various styling techniques. The course will cover a variety of topics, including finger waves and pin curls to learn manual dexterity, various wet setting techniques, the use of the blow dryer and curling iron, product knowledge, and the principles of hair design.

Hair Shaping II COS202 – 45 clock hours
This course is designed to provide the student with the knowledge needed to accomplish various styling techniques. This course is designed to provide the student with the basic knowledge needed in trichology, shampooing, rinsing and conditioning, and in scalp and hair.

Hair Structure & Chemistry COS103 – 30 clock hours
This course is designed to provide the student with the basic knowledge needed in trichology, shampooing, rinsing and conditioning, and in scalp and hair.

Hair Styling I COS102 – 90 clock hours
This course is designed to provide the student with the knowledge needed to accomplish various styling techniques. The course will cover a variety of topics, including hair design, braiding and braid extensions, wigs and wig enhancements, long hair designs including hair twisting and knotting and using hair styling aides and accessories.

Hair Styling II COS202 – 45 clock hours
This course is designed to provide the student with the knowledge needed to accomplish various styling techniques. This course is designed to provide the student with the basic knowledge needed in trichology, shampooing, rinsing and conditioning, and in scalp and hair.

Hair Shaping I COS101 – 90 clock hours
This course is designed to provide the student with the basic knowledge in the principles of hair design, client consultation, professional terminology, and basic cutting techniques.

Hair Shaping I COS102 – 60 clock hours
This course is designed to provide the student with the basic knowledge of various hair coloring procedures. The course will cover a variety of topics, including color theory and hair facts, the level system and types of hair color, single process color, and double process color, special effects hair coloring, and special problems.

Hair Coloring I COS105 – 60 clock hours
This course is designed to provide the student with the basic knowledge of color formulation. The course will cover a variety of topics, including color evaluations, natural and desired levels, color wheel, neutralizing colors, level to base system, in-depth client consultations, de-colorization, seven stages of lightening, effects of artificial heat on bleach, corrective color and color removers.

Hair Coloring II COS205 – 45 clock hours
This course is designed to provide the student with the basic knowledge of color formulation. The course will cover a variety of topics, including color evaluations, natural and desired levels, color wheel, neutralizing colors, level to base system, in-depth client consultations, de-colorization, seven stages of lightening, effects of artificial heat on bleach, corrective color and color removers.

Hair Shaping I COS101 – 30 clock hours
This course is designed to provide the student with the basic knowledge in the principles of hair design, client consultation, professional terminology, and basic cutting techniques.

Hair Shaping I COS102 – 45 clock hours
This course is designed to provide the student with the basic knowledge in the principles of hair design, client consultation, professional terminology, and basic cutting techniques.

Hair Styling I COS102 – 90 clock hours
This course is designed to provide the student with the knowledge needed to accomplish various styling techniques. The course will cover a variety of topics, including finger waves and pin curls to learn manual dexterity, various wet setting techniques, the use of the blow dryer and curling iron, product knowledge, and the principles of hair design.

Hair Styling II COS202 – 45 clock hours
This course is designed to provide the student with the knowledge needed to accomplish various styling techniques. This course is designed to provide the student with the basic knowledge needed in trichology, shampooing, rinsing and conditioning, and in scalp and hair.

Guidance & Discipline for Young Children 292 – 3 credits
This course is designed to introduce the student to the concepts of self-discipline and self-control in children, with emphasis on effective guidance and discipline, solutions to problem behaviors and creating a cooperative, respectful community of children in an early childhood setting.
Prerequisite: 192 Child Growth & Development

Guidance & Discipline for Young Children 293 – 3 credits
This course is designed to introduce the student to the concepts of self-discipline and self-control in children, with emphasis on effective guidance and discipline, solutions to problem behaviors and creating a cooperative, respectful community of children in an early childhood setting.
Prerequisite: 192 Child Growth & Development

Hematology I MLT103 – 3 credits
This course provides MLT students with career-entry knowledge and skills related to the theory and testing of formed elements of blood (blood cells) and coagulation. Topics presented will include composition of blood, cellular elements of blood, origin and maturation of blood cells, hematological disorders, tests related to blood cells and results consistent with health and disease. Coagulation topics will include hemostasis, the coagulation process, disorders related to hemostasis and coagulation, tests evaluating coagulation and results consistent with health and disease states. This course is a prerequisite for MLT203 Hematology II, MLT104 Microbiology I, MLT105 Immunohematology I, and MLT 208 Body Fluids and must be completed with a “C” grade or better or advanced placement. Prerequisites: MLT102 Principles of Chemistry and MLT207 Laboratory Mathematics

Health, Nutrition & Safety for Children 293 - 3 credits
This course is designed to provide the basic concepts of health, nutrition, and safety while caring for young children. Concepts include how to prevent accidents, administer basic first aid, and monitor basic health and nutrition of young children. Completion of an infant/child CPR course is a requirement of this course.

Hematology II MLT104 – 3 credits
This course provides MLT students with career-entry knowledge and skills related to the theory and testing of formed elements of blood (blood cells) and coagulation. Topics presented will include composition of blood, cellular elements of blood, origin and maturation of blood cells, hematological disorders, tests related to blood cells and results consistent with health and disease. Coagulation topics will include hemostasis, the coagulation process, disorders related to hemostasis and coagulation, tests evaluating coagulation and results consistent with health and disease states. This course is a prerequisite for MLT203 Hematology II, MLT104 Microbiology I, MLT105 Immunohematology I, and MLT 208 Body Fluids and must be completed with a “C” grade or better or advanced placement. Prerequisites: MLT102 Principles of Chemistry and MLT207 Laboratory Mathematics

Hematology II MLT105 – 3 credits
This course provides MLT students with career-entry knowledge and skills related to the theory and testing of formed elements of blood (blood cells) and coagulation. Topics presented will include composition of blood, cellular elements of blood, origin and maturation of blood cells, hematological disorders, tests related to blood cells and results consistent with health and disease. Coagulation topics will include hemostasis, the coagulation process, disorders related to hemostasis and coagulation, tests evaluating coagulation and results consistent with health and disease states. This course is a prerequisite for MLT203 Hematology II, MLT104 Microbiology I, MLT105 Immunohematology I, and MLT 208 Body Fluids and must be completed with a “C” grade or better or advanced placement. Prerequisites: MLT102 Principles of Chemistry and MLT207 Laboratory Mathematics

Hematology II MLT106 – 3 credits
This course provides MLT students with career-entry knowledge and skills related to the theory and testing of formed elements of blood (blood cells) and coagulation. Topics presented will include composition of blood, cellular elements of blood, origin and maturation of blood cells, hematological disorders, tests related to blood cells and results consistent with health and disease. Coagulation topics will include hemostasis, the coagulation process, disorders related to hemostasis and coagulation, tests evaluating coagulation and results consistent with health and disease states. This course is a prerequisite for MLT203 Hematology II, MLT104 Microbiology I, MLT105 Immunohematology I, and MLT 208 Body Fluids and must be completed with a “C” grade or better or advanced placement. Prerequisites: MLT102 Principles of Chemistry and MLT207 Laboratory Mathematics
Hematology II MLT203 – 3 credits
This course provides MLT students with career-entry knowledge and skills related to the disorders/diseases of formed elements of blood (blood cells) and coagulation. Topics presented will include hematological disorders and related tests and results consistent with health and disease. Coagulation topics will include hemostasis, the coagulation process, disorders related to hemostasis and coagulation, tests evaluating coagulation and results consistent with health and disease states. This course is a prerequisite for MLT 204-Microbiology II, MLT 205-Immunohematology II and MLT 208-Body Fluids and must be completed with a grade of C or better or advanced placement.

Prerequisites: MLT203 Hematology I, MLT102 Principles of Chemistry, MLT207 Laboratory Math

Human Resources Management 156 - 3 credits
This course is designed to provide students with knowledge of current human resource management topics. Areas covered will include ethical, social and legal considerations, staffing, human resource development, compensation and benefits, safety and health, employee and labor relations.

Immunohematology I MLT105 – 2 credits
This course provides MLT students with career-entry knowledge and skills related to transfusion medicine through the study of blood-group antigens and antibodies and transfusion of cellular elements and plasma components. Emphasis is placed on the clinical and serologic nature of antibodies and antigens and the immune response to transfused blood products. Other topics included are major blood group antigens/antibodies, pre-transfusion testing and reagents, donor collection and testing, blood components, adverse complications of transfusion and hemolytic disease of the newborn. This course is a prerequisite for MLT205 Immunohematology II, MLT204 Microbiology II, and MLT208 Body Fluids and must be completed with a “C” grade or better or advanced placement. Prerequisites: MLT102 Principles of Chemistry, MLT103 Hematology I, and MLT207 Laboratory Mathematics.

Immunohematology II MLT205 – 4 credits
This course provides MLT students with career-entry knowledge and skills related to transfusion medicine through the study of blood-group antigens and antibodies and transfusion of cellular elements and plasma components. Emphasis is placed on the clinical and serologic nature of antibodies and antigens and the immune response to transfused blood products. Other topics included are major blood group antigens/antibodies, pre-transfusion testing and reagents, recognition and resolution of unexpected testing results, donor collection and testing, blood components, adverse complications of transfusion and hemolytic disease of the fetus/newborn. This course is a prerequisite for MLT209 Certification Preparation and MLT301 Clinical Internship and must be completed with a “C” grade or better or advanced placement. Prerequisites: MLT202 Chemistry, MLT203 Hematology II, MLT105 Immunohematology I, MLT104 Microbiology I and MLT206 Immunology

Immunology/Serology MLT206 – 4 credits
This course provides MLT students with career-entry knowledge and skills related to how the body defends itself against foreign material. Students learn the body’s systems, cells, molecules and organs involved in the immune response and resistance to microbial infection. The nature of antigens and antibodies and antigen-antibody interactions is presented. The theory of serologic test methodologies is presented as background information. Immunologic manifestations and diagnostic testing for streptococcal infections, syphilis, tick-borne diseases, toxoplasmosis, Cytomegalovirus, infectious mononucleosis, viral hepatitis, rubella and AIDS are studied. The nature of autoimmunity and autoimmune disorders is included along with laboratory testing used to diagnose autoimmune conditions. This course is a prerequisite for MLT104 Microbiology I, MLT105 Immunohematology I, and MLT208 Body Fluids and must be completed with a “C” grade or better or advanced placement. Prerequisites: MLT102 Principles of Chemistry, MLT207 Laboratory Mathematics, and MLT103 Hematology I

Industrial Automation Controls IET303 - 3 credits
This course introduces the student to the solid-state devices common in an industrial environment. It will cover how many of the control components operate, including solid-state relays, rectifiers, SCR drives for direct current motors, variable frequency drives for alternating current motors, and the inputs and outputs of programmable controllers.

Industrial Equipment Repair IET209- 3 credits
This course is designed to introduce the student to developing and implementing preventative maintenance for both electrical and mechanical equipment.

Intermediate Accounting I 1372 – 5 credits
This course covers advanced principles of accounting. The topics introduced are recording and discounting notes receivable, accounting for bad debts, principles of inventory evaluation, depreciation depletion, valuation of tangible and intangible assets, and formation and liquidation of partnerships. A comprehensive problem on these topics is completed. This course is a prerequisite for 472 Intermediate Accounting II and must be completed with a “C” grade or better or advanced placement. Prerequisite: Accounting II 272
Intermediate Accounting II 472 – 5 credits
This practical course enhances and solidifies the student’s application of accounting skills. Independence, accuracy, responsibility, and professionalism are stressed. The student will complete both one manual and two computerized practice sets for a sole proprietorship merchandising business. Computerized spreadsheet applications will be completed using Microsoft Excel and compiled into a portfolio. Statements of cash flows and financial statement analysis are also covered in this course. Guest speakers will visit the classroom throughout the course. **Prerequisite:** 372 Intermediate Accounting I

Instructional Management COS155 – 60 clock hours
This course is designed to provide the student with the skills necessary to run an effective classroom. Topics to be covered will include classroom management and supervision, program development and review, lesson planning, assessing student progress, advising students, and retaining students.

Instructional Methodology COS156 – 60 clock hours
This course will introduce the student to curriculum development and instruction. The following topics will be covered: teaching plans and learning environments, basic learning styles, methods of teaching, study and test-taking techniques, educational technology, and achieving learner results.

Internship 501 – 3 credits
This 150-hour internship is designed to provide the student with the opportunity to apply classroom skills and theory to a real work environment. The internship is a cooperative effort between the school and regional businesses, government, and nonprofit agencies. The student is evaluated twice each semester by the work-site supervisor and by the internship director.

Internship 502 – 3 credits
This second 150-hour internship is designed to provide the student with a continuing opportunity to apply classroom skills and theory to a real work environment. The internship is a cooperative effort between the school and regional businesses, government, and nonprofit agencies. The student is evaluated twice each semester by the work-site supervisor and by the internship director.

Internship 503 – 3 credits
This third 150-hour internship is designed to provide the dual major student with a continuing opportunity to apply classroom skills and theory to a real work environment. The internship is a cooperative effort between the school and regional businesses, government, and nonprofit agencies. The student is evaluated twice each semester by the work-site supervisor and by the internship director.

Internship 504 – 4 credits
This fourth 150-hour internship is designed to provide the dual major student with a continuing opportunity to apply classroom skills and theory to a real work environment. The internship is a cooperative effort between the school and regional businesses, government, and nonprofit agencies. The student is evaluated twice each semester by the work-site supervisor and by the internship director.

Internship Prep 152 – 1 credit
This course provides support for students as they prepare for entering an internship. The course will involve having students investigate potential internship prospects, professional associations within their field, create job descriptions, and update resumes. By the completion of the course, students will have selected and secured an internship placement as well as developed an understanding of skills needed for a successful internship experience.

Introduction to Computers 131 – 2 credits – 45 clock hours
This course provides students with knowledge and skills needed to operate a computer with Microsoft Windows system software. It includes explanations of hardware, and hands-on skills for using Microsoft Windows, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. This course is a prerequisite for 222 Medical Office Procedures, 232 Microsoft Word, 234 Microsoft Excel, 235 Microsoft PowerPoint, 333 Microsoft Access, 435 Website Technology, and 536 Introduction to MAC Operating Systems and must be completed with a “C” grade or better or advanced placement.

Introduction to Early Childhood Education 196 – 3 credits
This course is designed to provide the student with an overview of early childhood education and introduce many of the topics they will cover in depth throughout the program. It will identify some of the important changes taking place in early childhood education today. It will introduce the student to important aspects in the field, such as becoming a child care professional, current issues in early childhood, various programs and models in early childhood education, understanding standards in education, and the importance of building partnerships with parents, families and the community.
Introduction to Medical Laboratory Science MLT101 – 3 credits
This course introduces MLT students to medical laboratory science and the role laboratory professionals perform as providers of health care in the diagnosis and treatment of patients. Topics include organization, management and testing personnel of the laboratory, major tests performed in each laboratory department and the regulatory and professional agencies and laws governing laboratory activities. Issues of laboratory safety, chemical hygiene, bloodborne pathogens, needlestick prevention and patient information confidentiality are presented. Additional course content includes blood composition; variables affecting specimen collection, testing and reporting of results; basic laboratory equipment and the role of quality control and proficiency testing in overall laboratory quality assessment. This course is a prerequisite for MLT102 Principles of Chemistry and MLT207 Laboratory Mathematics and must be completed with a “C” grade or better or advanced placement.

Introduction to Networks 138 - 3 credits
This course offers a practical, systematic look at networking components, how they fit together, and what they can mean to your business. Students will be introduced to the basic concepts of data communication and computer networks. Other topics include network hardware, protocols and standards, network topologies, cabling, servers, workstations, and client software. This course is a prerequisite for 230 Local Area Networks, 238 Network Operating Systems I and 431 Wireless Technology and must be completed with a “C” grade or better or advanced placement.

Introduction to Operating Systems 132 - 3 credits
This course introduces the student to the various desktop and network operating systems. Topics will include DOS, Windows XP, Windows 2000 Professional, and Windows 7. This course is a prerequisite for 238 Network Operating Systems I and must be completed with a “C” grade or better or advanced placement.

Introduction to the Internet 135 - 1 credit – 30 clock hours
This course introduces the student to the growing variety of services and information on the World Wide Web. Outlook is used to send and receive e-mail, organize schedules and events, and maintain contact lists. The students will have an understanding of searching for information attained through projects. No previous background with the Internet is necessary, but familiarity with Microsoft Windows and Outlook is necessary and the responsibility of each student. This course is a prerequisite for 435 Website Technology and must be completed with a “C” grade or better or advanced placement.

Introduction to the MAC Operating System 536 - 2 credits
This course offers a practical, systematic look at the Macintosh Operation system. Topics will include configurations, structure, and basic command of the Macintosh Operating system. Prerequisite: 131 Introduction to Computers

Introduction to Pharmacy PT104 - 4 credits
In this course, all aspects of pharmacy administration will be presented including purchasing, computer technology, ambulatory care pharmacy practice, receiving and checking drug orders, storing drugs, pricing, reordering, maintaining inventory control, returning merchandise, stocking procedures, and handling outdated items. Hospital records of all types are discussed with emphasis on pharmacy stock and narcotic disposal. This course also covers the use of many forms used in the pharmacy including Universal Third-Party Claims Forms, industrial claims, and patient profiles.

Introduction to Trades IET101 - 2 credits
This course provides the student with an introduction to trade careers and safety practices, an introduction to hand and power tools, and fasteners. Topics will include OSHA and the Hazardous Communication Act, material safety data sheets (MSDS), shop operations, and types of hand and power tools, and types and grades of fasteners.

Introduction to Welding WFP102 - 4 credits
This course provides the student with 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. Topics also includes instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, and symbols. This course is a prerequisite for WFP105 Shielded Metal Arc Welding I and must be completed with a “C” grade or better or advanced placement.

Introductory Algebra 171 - 3 credits
The goal of this course is to provide students with an understanding of basic algebraic concepts so that they are proficient in manipulating and solving the equations they may encounter in the workplace.

IT Support Technology 367 - 2 credits
The purpose of this course is to provide students with a broad understanding of the help desk and support services. Topics will include asset management, inventory control, and resolving PC problems in three categories: hardware, software, and internet/networking. This course is also designed to allow students to utilize various web sites to resolve hardware and software problems. Prerequisite: 237 Computer Repair & Maintenance

Keyboarding I 101 - 2 credits
The course emphasizes the development of correct techniques in keyboarding. Specific standards of speed and accuracy are required. This course is a prerequisite for 201 Keyboarding II and 203 Transcription and must be completed with a “C” grade or better or advanced placement.
**Keyboarding II 201 – 1 credit**
This course emphasizes the building of speed and accuracy necessary for document production capability. **Prerequisite: 101 Keyboarding I**

**Laboratory Mathematics MLT207 – 2 credits**
This course provides MLT students career-entry knowledge and skills related to mathematical calculations used in determining certain laboratory measurements or performing necessary functions. Course content includes calculations related to clinical chemistry: solutions, dilutions, concentrations and spectrophotometry; hematology: manual cell counts, indices and corrected wbc count; renal clearance, urine colony counts, blood bank and statistics for quality control and test specificity and sensitivity. This course is a prerequisite for MLT104 Microbiology I, MLT202 Chemistry, MLT203 Hematology II and MLT206 Immunology and must be completed with a “C” grade or better or advanced placement. **Prerequisite: MLT101 Introduction to Medical Laboratory Science**

**Language Arts for Early Childhood 197 – 3 credits**
This course is intended to provide the student with an understanding of the acquisition of language in children. It will equip the student with the skills needed to develop an opportunity-rich program that provides interesting and developmentally appropriate language arts activities. The student will plan and implement language arts lessons/activities. **Prerequisite: 192 Child Growth & Development**

**Layout & Fabrication I WFP110 - 4 credits**
A fundamental course in layout and fabrication related to the welding industry. Major emphasis will be on structural shapes and uses in construction. This course is a prerequisite for WFP210 Layout & Fabrication I and must be completed with a “C” grade or better or advanced placement.

**Layout and Fabrication II WFP210 - 4 credits**
This is an advanced course in layout and fabrication. Topics include production and fabrication of layout, tools, and processes. There will be an emphasis on application of fabrication and layout skills. **Prerequisite: WFP110 Laying & Fabrication I**

**Legal Office Procedures 209 – 2 credits**
This course deals with office procedures, accounting, document preparation, and file management in the legal office setting. Various legal documents will be prepared including those related to estate planning, complaint and summons, real estate, discovery, criminal defenses, trial, corporate, and appellate action. This will include various related projects and transcriptions. **Prerequisite: 232 Microsoft Word**

**Local Area Networks 230 - 2 credits**
This course is a continuation of 138 Introduction to Networks. Students will learn about designing, installing, maintaining, and administering networks using a variety of operating systems, including Windows 2000, Novell, and Linux. Other topics will include TCP/IP, and network security to ensure the reliability and security of your home or business network. This course is a prerequisite for 431 Wireless Technology and 439 Network Infrastructure and must be completed with a “C” grade or better or advanced placement. **Prerequisite: 138 Introduction to Networks**

**Maintenance Welding IET104 - 3 credits**
This course introduces the student to the basic concepts of welding including safety, reading technical drawings, shop practices, oxyfuel gas cutting principles, shielded metal arc welding, and gas metal arc welding.

**Manicuring COS111 – 105 clock hours**
This course is designed to provide the student with advanced knowledge in manicuring, pedicuring, and nail design procedures. The course will cover a variety of topics and services including salon conduct, sanitation and disinfection, infection control, nail structure and growth, nail diseases and disorders, manicuring, pedicuring, and advanced nail techniques.

**Marketing & Sales 143 - 3 credits**
This course is designed to introduce the student to the field of marketing, which consists of planning and executing the conceptions, pricing, promotion, and distribution of ideas, goods, and services to create exchanges that satisfy individual and organizational objectives.

**Mathematics for Early Childhood 198 – 3 credits**
This course is designed to provide the student with the underpinning knowledge required to create an environment rich with opportunities to support mathematical development in the early years. Emphasis will be placed on providing developmentally appropriate activities and materials, as well as an abundance of hands-on experiences to support children’s mathematical development. **Prerequisite: 192 Child Growth & Development**

**Mechanical Drives IET206 - 4 credits**
This course continues to cover the machines that deal with the transmission and control of energy using various mechanical and electrical power transmission components. Topics to be included are V-and synchronous belt drives, drive chain, clutches, brakes, shaft couplings and alignments, gear drives, linear motion technology, material conveying systems, and fluid power actuation. **Prerequisite: IET206 Mechanical Principles and Systems**
Medical Assistant Certification Prep 329 - 1 credit
This course will prepare medical assistant students to take the medical assistant certification test.
Prerequisite: 328 Clinical III

MLT Clinical Internship MLT301 – 10 credits
Clinical internship is designed to provide MLT students with supervised clinical laboratory experience in the work environment to acquire career-entry technical and professional skills. Students will participate in collection, processing and testing of patient specimens, interpretation of quality control results, safe laboratory practices and the operation and maintenance of automated and manual equipment. This course is a prerequisite for graduation and must be completed with a “C” grade or better or advanced placement. Prerequisites: MLT104 Microbiology I, MLT105 Immunohematology I, and MLT208 Body Fluids

Medical Law & Ethics 204 – 2 credits
This course will enable students to develop an understanding of the legal, ethical, and moral implications of working in a medical setting. The role of the allied healthcare professional will be emphasized.

Medical Office Procedures 222 - 3 credits
This course familiarizes the student with the fundamentals of using Windows-based medical office management software for appointment scheduling, procedure posting, medical billing, payment posting, patient billing, patient collections, and insurance tracking and follow-up. Prerequisites: 131 Introduction to Computers and 101 Keyboarding I

Medical Record Systems 225 - 3 credits
This course is designed to introduce students to the current medical clerical occupations and the practices related to maintaining medical records, insurance billing, and legal concerns. Discussion will cover critical aspects of the duties and responsibilities of medical clerical workers to include assembly, analysis, and completion of medical records, numbering and filing methods, documentation, forms and release of information. Students will complete a manual medical records simulation, and research and report on one critical aspect of medical records.

Medical Terminology 121 - 3 credits
This course will acquaint the student with skills in word analysis and word building, pronunciation, and spelling along with word recognition and the accurate application of work elements as related to the language of medicine. Basic human anatomy and physiology are presented when applicable to refine the student’s understanding of the appropriate medical terms. This course is a prerequisite for RES222 Cardiopulmonary Anatomy and Physiology and RES220 Pathophysiology and must be completed with a “C” grade or better or advanced placement.

Medical Transcription 223 – 2 credits
This course utilizes lectures, discussions, and skill development to help the student develop competency with medical correspondence and terminology. With its wide range of coverage, this course helps the student master the specialized vocabulary and forms that are associated with the medical profession. Prerequisites: 121 Medical Terminology and 232 Microsoft Word

Microbiology I MLT104 – 2 credits
This course provides MLT students with career-entry knowledge and skills related to microorganisms encountered in patient specimens/diseases. Organisms included are those significant in bacteriology, mycology, parasitology and virology. Normal flora, opportunistic infectors and pathogens are studied. Bacterial morphology, staining and cultural characteristics, clinical significance, laboratory identification and antibiotic susceptibility testing are emphasized. Patient specimen collection and processing, organism characteristics and laboratory identification of clinically significant fungi, yeasts, parasites and viruses are also studied. This course is a prerequisite for MLT204 Microbiology II, MLT209 Certification Preparation and MLT301 Clinical Internship and must be completed with a “C” grade or better or advanced placement. Prerequisites: MLT202 Chemistry, MLT103 Hematology I, and MLT206 Immunology

Microbiology II MLT204 – 4 credits
This course provides MLT students with career-entry knowledge and skills related to microorganisms encountered in patient specimens/diseases. Organisms included are those significant in bacteriology, mycology, parasitology and virology. Normal flora, opportunistic infectors and pathogens are studied. Emphasis is directed to morphology, staining and cultural characteristics, biochemical and other tests used to presumptively and definitively identify clinically significant bacterial microorganisms. Patient specimen collection and processing, organism characteristics and laboratory identification of clinically significant fungi, yeasts, parasites and viruses are also studied. This course is a prerequisite for MLT209 Certification Preparation and MLT301 Clinical Internship and must be completed with a “C” grade or better or advanced placement. Prerequisites: MLT202 Chemistry, MLT203 Hematology II, and MLT206 Immunology, MLT104 Microbiology I and MLT105 Immunohematology I

Mechanical Principles & Systems IET205 - 4 credits
This course introduces the student to the machines that deal with the transmission and control of energy using various mechanical and electrical power transmission components. It will give students an understanding of how these components operate and how they should be maintained. Topics to be covered include maintenance principles, safety, mechanical power transmission fundamentals, rigging, bearings, and sealing devices. This course is a prerequisite for IET206 Mechanical Drives and must be completed with a C grade or better.

Microbiology II MLT204 – 4 credits
This course provides MLT students with career-entry knowledge and skills related to microorganisms encountered in patient specimens/diseases. Organisms included are those significant in bacteriology, mycology, parasitology and virology. Normal flora, opportunistic infectors and pathogens are studied. Emphasis is directed to morphology, staining and cultural characteristics, biochemical and other tests used to presumptively and definitively identify clinically significant bacterial microorganisms. Patient specimen collection and processing, organism characteristics and laboratory identification of clinically significant fungi, yeasts, parasites and viruses are also studied. This course is a prerequisite for MLT209 Certification Preparation and MLT301 Clinical Internship and must be completed with a “C” grade or better or advanced placement. Prerequisites: MLT202 Chemistry, MLT203 Hematology II, and MLT206 Immunology, MLT104 Microbiology I and MLT105 Immunohematology I
Microsoft Access 333 - 2 credits
This course is designed to introduce the student to Microsoft Access. The student will design a database file, input records, edit, organize, conduct queries, and prepare various reports. Prerequisite: 131 Introduction to Computers

Microsoft Excel 234 - 2 credits
This course is designed to teach students about electronic spreadsheets using Microsoft Excel. Creating, designing, formatting, managing, charting, and printing spreadsheets are covered. This course is a prerequisite for 334 Advanced Microsoft Excel and must be completed with a “C” grade or better or advanced placement. Prerequisite: 131 Introduction to Computers

Microsoft PowerPoint 235 - 2 credits
This course will introduce the student to Microsoft PowerPoint. Topics will include creating a Microsoft PowerPoint presentation using themes and templates, animated graphics and sound, WordArt, graphs, organizational charts, slide layouts, speaker notes, handouts, and presentation delivery. Prerequisite: 131 Introduction to Computers

Microsoft Word 232 - 2 credits
This course introduces the basic theories and practical applications of Microsoft Word. The student will learn to prepare and enhance the appearance of various length documents. Features covered include formatting, editing, writing tools, fonts, headers and footers, find and replace, tables, and mail merge. This course is a prerequisite for 203 Transcription, 207 Office Technologies, 209 Legal Office Procedures, 223 Medical Transcription, 331 Advanced Microsoft Word, and 339 Desktop Publishing and must be completed with a “C” grade or better or advanced placement. Prerequisite: 131 Introduction to Computers

Nail Technician Theory COS211—200 clock hours
This course is designed to provide the student with the advanced knowledge in manicuring, pedicuring, and nail design procedures. The course will cover a variety of topics and services including salon conduct, sanitation and disinfection, infection control, nail structure and growth, nail diseases and disorders, manicuring, pedicuring, advanced nail techniques.

Nail Technician Clinic COS212—80 hours
This course is designed to provide the student with hands-on instruction in a salon atmosphere under the direct supervisor of the instructor. The course will cover a variety of services including Manicuring, Pedicuring, Advanced Nail Techniques, and Nail Design services. Students will be required to perform all skills learned on actual clients in a professional manner in the school’s cosmetology clinic.

Natural Gas Technologies WFP103 - 3 credits
This course will introduce the student to the basic knowledge of the history of the natural gas industry in the Appalachian basin. Students will familiarize themselves with the basic physical and chemical properties of fuel gases. Students will learn the unique language of the natural gas and oil fields. The course will cover lecture and demonstration of the various terms that the student will encounter in the natural gas industry. The course will also cover explanation of the exploration and extraction process used in the Marcellus and Utica Shale plays. The instructor will explain the welding process as it relates specifically to the natural gas pipeline.

Network Design & Development - 537 - 2 credits
This course presents a structured network design process, which includes identifying the scope of a network design project, analyzing politics, policies, budgetary and staffing constraints. Prerequisite: 238 Network Operating Systems I

Network Infrastructure 439 - 2 credits
This course will provide the student the necessary skills to deploy a new network or inherit an existing network in virtually any environment. This course will provide the basic building blocks of networks and advanced topics such as Frame Relay connectivity and virtual LANs. This course is a prerequisite for 539 Advanced Network Administration and must be completed with a “C” grade or better or advanced placement. Prerequisites: 230 Local Area Networks and 237 Computer Repair & Maintenance

Network Operating Systems I 238 - 4 credits
This course emphasizes the planning, installation and configuration, networking, local access, disk, printer, and application resource management of an Ubuntu Operating System. Prerequisites: 138 Introduction to Networks and 237 Computer Repair & Maintenance

Network Operating Systems II 338 - 4 credits
This course will introduce the students to Microsoft Windows Active Directory and prepare them to plan, configure, and administer the Active Directory infrastructure. Students will also utilize Active Directory to centrally manage users, groups, shared folders, network resources, and administer the user environment with group policies. This course is a prerequisite for 538 Advanced Server Administration, 539 Advanced Network Administration, and 534 Windows Server Active Directory and must be completed with a “C” grade or better or advanced placement. Prerequisite: 237 Computer Repair & Maintenance

Network Operating Systems II 338 - 4 credits
This course will introduce the students to Microsoft Windows Active Directory and prepare them to plan, configure, and administer the Active Directory infrastructure. Students will also utilize Active Directory to centrally manage users, groups, shared folders, network resources, and administer the user environment with group policies. This course is a prerequisite for 538 Advanced Server Administration, 539 Advanced Network Administration, and 534 Windows Server Active Directory and must be completed with a “C” grade or better or advanced placement. Prerequisite: 237 Computer Repair & Maintenance
Network Security and Disaster Recovery 433 - 2 credits
This course will take an in-depth look at network security concepts and techniques. We will examine theoretical concepts that make the world of security unique. The course will adopt a practical, hands-on approach when examining networking security techniques. Topics will include securing the network infrastructure, web security, protecting advanced communication, developing policies and procedures, and risk analysis. Prerequisite: 230 Local Area Networks

Observation & Evaluation 297 – 3 credits
This course is designed to teach observation and evaluation techniques to students in early childhood education. The course will cover various types of assessment tools including anecdotal records, checklists, time sample, rating scales, program assessments, portfolios, performance tasks, child study, and more. Prerequisite: 192 Child Growth & Development

Office Technology 207 - 3 credits
This course prepares students for the actual procedures followed in most business offices and trains them to perform office duties in a professional manner with an emphasis given to the development of positive human relations skills. After mastering the filing rules as outlined by the Association of Records Managers and Administrators (ARMA), the students further refine their skills in proofreading, editing, and formatting business forms. Prerequisite: 232 Microsoft Word

Parent & Community Involvement 199 – 3 credits
This course is designed to provide a thorough understanding of the importance of building solid partnerships with families and the community in order to maximize children’s potential for growth and development. It will cover a variety of topics, such as the importance of communication with parents, encouraging parents to provide meaningful educational experiences at home, building a successful program for family involvement in early year’s settings, designing a parent education workshop, building links and discovering resources within the community. Prerequisite: 192 Child Growth & Development

Pathophysiology 220 - 3 credits
This course is designed to provide the student with advanced knowledge of clinical medicine and with specific understanding of disease processes, signs and symptoms, diagnosis, treatment, prognosis and prevention. This study includes pediatric, adult, and geriatric patients. The student will also gain understanding of corresponding diagnostic tests and drugs that relate to each system. Prerequisite: 122 Anatomy & Physiology

Pathophysiology RES220 - 3 credits
This course is designed to provide the student with advanced knowledge of clinical medicine and with specific understanding of disease processes, signs and symptoms, diagnosis, treatment, prognosis and prevention. It will aid the student in the ability to explain disease processes to patients and other health care professionals. This course is a prerequisite for RES310 Clinical Application III and must be passed with a “C” grade or better or advanced placement. Prerequisites: RES219 Intro to Pharmacology and RES222 Cardiopulmonary Anatomy & Physiology

Payroll 274 - 3 credits
This course is designed to provide the student with instruction and practical application of the various laws, regulations, and forms required by the Federal Government in regard to payroll accounting. The student will calculate regular and overtime rates, gross and net earnings, OASDI and HI tax, FIT, SUTA, W-4, W2, W3 transmittal, SS-4, 1099-Misc, Form 940 and 941, and voluntary deductions. The student will prepare payroll registers and employee earnings records as well as record and pay payroll taxes. Prerequisite: 272 Accounting II

Personal & Professional Conduct COS159 – 60 clock hours
This course is designed to provide the student teacher with the knowledge to develop skills necessary to function successfully as a master educator. The course will cover a variety of topics including the profile of a master educator, educator relationships, professional, performance evaluations, personal image and self promotion, role playing and preparing for licensure and employment.

Pharmacology 219 - 3 credits
This course is designed to introduce the student to the proper pronunciation, spelling, and basic pharmacological use of commonly prescribed medications. Review of approved medical abbreviations as well as interpretation of prescriptions will be utilized for theory application. Introduction of these drugs will be based on various body systems categorically. Prerequisite: 122 Anatomy & Physiology

Pharmacology RES219 - 3 credits
This course is designed to provide the respiratory therapy student with a strong foundation of the drugs presently used in respiratory care. Focus is on teaching pharmacologic principles and mechanisms of action of specific drug classifications to facilitate optimal disease management. This course is a prerequisite for RES102 Critical Care I, RES 210 Clinical Applications II, and RES220 Pathophysiology, and must be passed with a “C” grade or better or advanced placement. Prerequisites: 121 Medical Terminology, 122 Anatomy & Physiology, and 171 Introductory Algebra
Pharmaceutical Calculations PT203 - 4 credits
Basic calculations using fractions and decimals are reviewed and students learn the basic terminology, abbreviations, and units needed to perform pharmaceutical calculations. The Apothecary system, U.S. household system, the Avoirdupois weight system, and Metric systems are presented, and students learn to convert between them. Students will learn how to interpret and calculate dosages from prescriptions and physician orders using calibrated droppers, spoons, syringes, and medicine cups. Calculations dealing with ratio, proportion, and percentages are performed. Flow rates, ratio strength, reducing and enlarging formulas, alligation, dilution, and concentration problems are presented and practiced. Students learn to perform calculations common to the pharmacy technician profession. This course is a prerequisite for PT305 Sterile Procedures and must be completed with a “C” grade or better or advanced placement. Prerequisite: PT170 Pharmacy Mathematics

Pharmacology I PT101 - 5 credits
This course introduces the student to pharmaceutical nomenclature, classifications and abbreviations, medication dosage forms, and routes of administration, absorption, and elimination of drugs. It will also cover mechanisms of drugs actions, interactions, contra-indications, side effects, and methods of administering therapeutic agents. This course will cover these issues focusing primarily in the endocrine, skeletal, muscular, cardiovascular, and respiratory systems, as well as biopharmaceutical and nutritional principles. The actions, uses, and sources of drugs, and why medications are needed will also be discussed. This course is a prerequisite for PT201 Pharmacology II and must be completed with a “C” grade or better or advanced placement.

Pharmacology II PT201 - 5 credits
This course is a continuation of PT101 Pharmacology I. Topics to be covered include systematic approaches to names and classifications of drugs and therapeutic agents, their indications and contra-indications, mechanisms of actions, side effects, and drug interactions. This course will emphasize the following systems: renal and urinary, reproductive, nervous, dermatology, immunology, gastrointestinal, and hematology. It will also cover special considerations for pediatric, neonatal, and aging patients. Students will be introduced to taking blood pressure, diabetes monitoring, and glucose monitoring. This course is a prerequisite for PT305 Sterile Procedures and must be completed with a “C” grade or higher or advanced placement. Prerequisite: PT101 Pharmacology I

Pharmacy Law & Ethics PT103 - 2 credits
This course reviews the laws affecting pharmacy practice. Course highlights include the Food, Drug, and Cosmetic Act, Federal and State Controlled Substance Acts, applicable PA laws related to pharmacies and pharmacy professionals, and HIPPA laws and their impact on the pharmacy practice. Ethical behavior and professional conduct for pharmacy technicians is emphasized.

Pharmacy Mathematics PT170 - 4 credits
This course will introduce the student to basic mathematics, such as decimals, calculating percentages, adding, subtracting, multiplying and dividing fractions. Roman Numerals, the Metric System, the Apothecary System, the Household System, and the Avoirdupois System will be presented and the student will learn how to convert between these systems along with converting temperatures between the Fahrenheit system and the Celsius systems. Average wholesale price, actual acquisition cost, and calculating profit will also be presented. This course is a prerequisite for PT203 Pharmacy Calculations and PT202 Pharmacy Operations and must be completed with a “C” grade or better or advanced placement.

Pharmacy Operations PT202 - 5 credits
Students receive an overview of the U.S. health care system and gain an understanding of how the pharmacy technician fits into the network of health care professionals including physicians, nurses, and pharmacists. Students learn the role of the pharmacy technician in the long-term care setting, home health care setting, the mail-order pharmacy setting, the nuclear pharmacy setting, hospice pharmacy settings, and the federal pharmacy settings. The drug approval process is overviewed, drug manufacturing and marketing are presented, and students learn how the role of pharmacy technician fits into the overall pharmaceutical industry. Prerequisite: PT170 Pharmacy Mathematics

Pharmacy Technician Certification Prep PT204 - 2 credits
This course will prepare the student for the Pharmacy Technician Certification Exam. A review of pharmacy laws, regulatory agencies, professional standards, pharmacology, pharmacy calculations, inventory control systems, dosage forms, and pharmaceutical calculations will be presented. Upon completion of the course, the student will be given a practice exam.

Phlebotomy 321 - 3 credits
This course will enable the student to become knowledgeable about the functions of the clinical laboratory and the phlebotomist. Students will be exposed to the terminology and the anatomy and physiology necessary to be a phlebotomist and will also have hands-on experience in phlebotomy techniques. This course will also explore the various departments and testing that occur within the clinical laboratory. Prerequisite: 228 Clinic II - MA students only

Pipe Welding I WFP111 - 4 credits
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. This course is a prerequisite for WFP211 Layout & Fabrication I and must be completed with a “C” grade or better or advanced placement.
Pipe Welding II WFP211 - 5 credits
A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Welding will be done using various positions with emphasis on weld positions 5G and 6G using various electrodes. Topics covered include electrodes selection, equipment setup and safe shop practices. Prerequisite: WFP111 Pipe Welding I

PLC Programming IET301 - 4 credits
This course will introduce students to programmable logic controllers (PLC). Basic terminology will be covered, as well as input/output, processor units, memory organization, numbering systems, ladder diagrams, and programming a PLC. This course is a prerequisite for IET302 Advanced PLC Programming and must be completed with a C grade or better.

Pneumatics and Hydraulics IET207 - 2 credits
The principles, functions, terminology and uses of fluid power components are studied in this course. Control techniques are examined by interpreting hydraulic and pneumatic drawings and symbols. Students will study actuation and fluid power transmission devices, as well as the properties of fluids, including causes and consequences of fluid contamination.

Principles of Chemistry MLT102 – 4 credits
This course provides MLT students with career-entry knowledge and skills related to basic concepts and principles of general/inorganic chemistry, organic chemistry and biochemistry; laboratory analytical techniques and instrumentation; and automation. General chemistry topics include atoms, elements, molecules, acids, bases and salts and chemical reactions. Organic chemistry topics include functional groups and types of organic compounds. Biochemistry includes carbohydrates, lipids, proteins, enzymes and nucleic acids. Analytical techniques include those that are employed in laboratory analyses: optical, electrochemical, electrophoresis, chromatography, immunoassays and nucleic acid probes. Automation includes history, basic approaches/types and steps/phases of automated instrumentation and analysis. This course is a prerequisite for MLT202 Chemistry, MLT103 Hematology I, and MLT206 Immunology and must be completed with a “C” grade or better or advanced placement. Prerequisite: MLT101 Introduction to Medical Laboratory Science

Procedures & Observation COS152 – 60 clock hours
This course is designed to teach observation and procedural techniques to students in cosmetology education. The course will cover various types of assessment tools including anecdotal records, checklists, program assessments, and performance tasks, along with appropriate procedures for managing classrooms and clinics within a cosmetology program.

Project Management 155 – 2 credits
Students will examine the organization, planning, and controlling of projects and provide practical knowledge on managing project scopes, schedules and resources.

Respiratory Therapy I RES101 - 8 credits
Respiratory Therapy I will introduce the role that respiratory therapy plays in multiple clinical settings. An introduction to patient history and interview, legal and ethical aspects of respiratory care, medical reimbursement, assessment and fundamentals of the physical exam will be discussed. Physics, medical gases, humidity and aerosol therapy will be discussed. Topics to be covered include lung expansion therapy, airway clearance devices, principles of infection control and clinical laboratory studies. The student will learn arterial blood gas monitoring and interpretation as well as develop the skills to perform arterial punctures. Students will begin their lab experience in this class. This course is a prerequisite for RES210 Clinical Application II and RES201 Respiratory Therapy II and must be completed with a “C” grade or better or advanced placement. Prerequisite: 121 Medical Terminology, 122 Anatomy and Physiology, 171 Introductory Algebra.

Respiratory Therapy II RES201 - 3 credits
This course introduces students to advanced therapeutic and diagnostic procedures in preparation for diverse and advanced roles in respiratory care. The course will cover pulmonary function testing and equipment, emergency airway management, chest tube management, and non-invasive ventilation strategies. This course is a prerequisite for RES301 Respiratory Therapy III and RES310 Clinical Applications III and must be completed with a “C” grade or better or advanced placement. Prerequisite: RES101 Respiratory Therapy I

Respiratory Therapy III RES301 - 3 credits
This course is a continuation of Respiratory Therapy II and will cover equipment, diagnostic and therapeutic procedures, and management of the adult patient in the intensive care setting. This course is a prerequisite for RES410 Clinical Application IV, and RES401 Respiratory IV and must be completed with a “C” grade or better or advanced placement. Prerequisite: RES201 Respiratory Therapy II

Respiratory Therapy IV RES401 – 2 credits
This course introduces the evaluation and management of the newborn with respiratory disease. The course touches on several subjects of interest to the respiratory therapist such as prenatal and perinatal assessment, physical assessment of the newborn, noninvasive monitoring and therapeutic techniques including mechanical ventilation. Primary respiratory diseases, cardiovascular disorders and congenital anomalies of the newborn are reviewed. This course is also designed to cover topics from prior courses that require additional discussion in preparation for the credentialing examinations. Prerequisite: RES301 Respiratory Therapy III
**Respiratory Therapy Cert Prep RES502 – 1 credit**
This course is intended to prepare the student for the NBRC CRT and RRT examinations. It will review the essential knowledge, skills and abilities required to pass the NBRC examinations. Students will participate in Kettering National Seminars, written CRT and RRT examinations, and RRT clinical simulation practice. The NBRC exam content outline will be explored. **Prerequisite: RES301 Respiratory Therapy III**

**Salon Operations COS143 – 45 clock hours**
This course is designed to provide the student with the knowledge necessary to manage and supervise a school cosmetology clinic. Students will receive both classroom instruction and direct experience in managing and supervising a school clinic.

**Salon Retailing & Clinic Prep COS104 - 30 clock hours**
This course is designed to provide the student with the basic knowledge in salon retailing and clinic preparation. The course will cover a variety of topics including salon advertising, product knowledge, life skills, your professional image, communicating for success, clinic procedures, and general rules and regulations for clinic, professional practices, the salon business, seeking employment, on the job, and on the job essay.

**Shielded Metal Arc Welding I WFP105 - 4 credits**
This course provides the students with an introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction in SMAW fillet welds in various positions. This course is a prerequisite for WFP106 Gas Metal Arc Welding and WFP205 Shielded Gas Metal Arc Welding II and must be completed with a C grade or higher. **Prerequisites:** WFP102 Introduction to Welding and WFP104 Blueprint Reading

**Shielded Metal Arc Welding II WFP205 - 4 credits**
A study of the production of various fillets and groove welds. Students will learn preparation of specimens for testing in various positions. **Prerequisites:** WFP105 Shielded Metal Arc Welding I and WFP106 Gas Metal Arc Welding

**State Board Laws & Theory COS141 – 30 clock hours**
This course is designed to provide the student with the knowledge needed to prepare them for the theoretical portion of the Pennsylvania state board of cosmetology theory exam. The course will cover general provisions, individual licenses, examinations, display, loss and renewal of licenses and permits, licensure and management of salons, physical requirements of the beauty salon, activities outside a salon, health and safety in salons, licensure and administration of schools of cosmetology, preparation by apprenticeship method, cosmetology law act 99 and penalties and fees.

**State Board Practicum COS142 – 45 clock hours**
This course is designed to provide the student with the knowledge needed to prepare them for the practical portion of The Pennsylvania state board of cosmetology practical exam. The course will cover a variety of services and practical exams, including the licensing process, set up and client protection, manicuring, polishing basic facials, thermal curling, haircutting, chemical (permanent) waving, hair lightening and hair coloring, and chemical relaxing, waxing, braiding, tweezing, makeup and mock state board procedures for all services.

**Sterile Procedures PT305 - 3 credits**
This course will familiarize students with terminology, equipment, and principles of sterile procedures. Topics will include medications and parenteral administration, equipment and supplies used in admixture preparation, techniques utilized in parenteral product compounding, terminology and calculations used in the preparation of parenteral products, and parenteral medication incompatibilities. The course will also cover preparation of sterile products using proper aseptic techniques and preparation of IV admixtures and TPN solutions. Hospital orders will also be evaluated and interpreted. **Prerequisites:** PT201 Pharmacology II and PT203 Pharmacy Calculations

**Student Success 190 - 1 credit – 15 clock hours**
This course will enable the student to develop an understanding of the various concepts and skills needed to be successful in the classroom as well as in the workplace. Among the concepts discussed will be career goals, career skills, attitude and its effect on the student, study skills, note taking skills, critical thinking, and professionalism.

**Student Teaching COS158 – 150 clock hours**
This course is designed to provide the student teacher with the knowledge and skills needed to provide them with actual classroom experience under the supervision of an instructor. The course will cover a variety of requirements including daily progress reports from assigned instructors and teaching assigned classes in either practical demonstration or theory lecture.

**Teacher State Board Class COS241 – 60 clock hours**
This course is designed to provide the student teacher with the knowledge and skills needed to prepare them for the practical and theoretical aspects of the Pennsylvania state board of cosmetology teacher’s examination.

**Teaching Methods & Learning Styles for Children 296 - 4 credits**
The goals of this course are to enable students to identify different learning styles of children and to develop appropriate curriculum and a variety of teaching methods for use in the classroom. **Prerequisite:** 192 Child Growth & Development
Transcription 203 - 2 credits
This course is a comprehensive approach to transcription for today’s office professional. The goal of this course is to develop marketable transcription skills that will prepare the student to meet the challenges of working in the field of machine transcription. Prerequisite: 232 Microsoft Word

Website Technology 435 - 2 credits
This course introduces students to the underlying concepts of HTML (Hypertext Markup Language). Standard HTML is presented to provide a solid foundation for developing high-quality Web pages that have solid cross-browser consistency. Students will learn to use Dreamweaver as a composing program for the rapid development of interactive websites that include dynamic interactive components. Prerequisites: 131 Introduction to Computers and 135 Introduction to the Internet

Welding Inspection Techniques WFP115 - 3 credits
This course will introduce students to the established codes and standards used to judge a weld. It will also instruct students how to ensure the quality, reliability, and strength of a weldment, along with choosing the correct type of inspection the weld requires.

Windows Server Active Directory 534 - 2 credits
This course introduces the essential skills needed to design, implement and support an Active Directory enterprise. The students will learn the skills to design and implement group policy and DNS structure. This course is a prerequisite for 538 Advanced Server Administration and 539 Advanced Network Administration and must be completed with a "C" grade or better or advanced placement. Prerequisite: 338 Network Operating Systems II

Wireless Technology 431 - 2 credits
This course introduces wireless LAN technology. Students will install, configure, and troubleshoot wireless LAN networks. Topics will include radio frequency technologies, wireless LAN technologies, implementation, management, and security. Prerequisite: 230 Local Area Networks
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Laurel Technical Institute-Sharon Campus 2015 School Calendar

Fall 2014- 2015 Term
Jan 5.......................................................................................................................... Fall Semester Resumes
Jan 15.................................................................................................................................. Fall Term Ends
Jan 19.......................................................................................................................... Martin Luther King Jr. Holiday - School Closed
Jan 20.................................................................................................................................. Graduate Luncheon
Jan 21.................................................................................................................................. Graduation Ceremony
Jan 26.................................................................................................................................. Orientation

Spring 2015 Term
Jan 26.................................................................................................................................. Start Date for Cosmetology and Trades Classes
Jan 27.................................................................................................................................. All Other Programs Begin Spring Classes
Feb 2...................................................................................................................................... Last day to drop or add class
Feb 16.................................................................................................................................. Presidents’ Day Holiday – School Closed
Mar 17...................................................................................................................................... Mid-Term
Apr 3.................................................................................................................................. Good Friday - School Closed
Apr 6...................................................................................................................................... Easter Monday - No Classes
May 7.................................................................................................................................. Spring Term Ends
May 12.................................................................................................................................. Graduate Luncheon
May 13.................................................................................................................................. Graduate Ceremony
May 25.................................................................................................................................. Memorial Day – School Closed
May 26.................................................................................................................................. Orientation

Summer 2015 Term
May 26.................................................................................................................................. Start Date for Cosmetology and Trades Classes
May 27.................................................................................................................................. All Other Programs Begin Summer Classes
June 3...................................................................................................................................... Last day to drop or add classes
June 29- July 3.................................................................................................................. Fourth of July Holiday and Summer Vacation - No Classes
July 4...................................................................................................................................... Fourth of July Holiday - School Closed
July 22.................................................................................................................................. Mid-Term
Sept 4.................................................................................................................................. Labor Day Break-No Classes
Sept 7.................................................................................................................................. Labor Day Holiday – School Closed
Sept 10.................................................................................................................................. Summer Term Ends
Sept 15.................................................................................................................................. Graduate Luncheon
Sept 16.................................................................................................................................. Graduation Ceremony
Sept 21.................................................................................................................................. Orientation

Fall 2015- 2016 Term
Sept 21.................................................................................................................................. Start Date for Cosmetology and Trades Classes
Sept 22.................................................................................................................................. All Other Programs Begin Fall Classes
Sept 28.................................................................................................................................. Last day to drop or add classes
Nov 9...................................................................................................................................... Mid-Term
Nov 11.................................................................................................................................. Veterans’ Day Holiday – No Classes
Nov 26 – Nov 30................................................................................................................. Thanksgiving Holiday – No Classes
Nov 26 & 27......................................................................................................................... School Closed
Dec 21 – Jan 1....................................................................................................................... Christmas Holiday – No Classes
Dec 25 & Jan 1...................................................................................................................... School Closed
Jan 4...................................................................................................................................... Fall Semester Resumes
Jan 14...................................................................................................................................... Fall Term Ends
Jan 18.................................................................................................................................. Martin Luther King Jr. Holiday - School Closed
Jan 19.................................................................................................................................. Graduate Luncheon
Jan 20.................................................................................................................................. Graduation Ceremony
Jan 25.................................................................................................................................. Orientation

Revised 8/14/2014
2014 School Calendar LTI Meadville

**Fall 2013- 2014 Term**
- Jan 2 ............................................................................................................... Fall Semester Resumes
- Jan 16 .............................................................................................................. Fall Term Ends
- Jan 20 ................................................................................................................. Martin Luther King Jr. Holiday- School Closed
- Jan 21 ............................................................................................................... Graduate Luncheon
- Jan 22 ................................................................................................................ Graduation Ceremony
- Jan 27 ................................................................................................................. Orientation

**Spring 2014 Term**
- Jan 27 ............................................................................................................. Cosmetology Programs Start
- Jan 28 ................................................................................................................. Classes Start
- Feb 3 .................................................................................................................... Last day to drop or add class
- Feb 17 .................................................................................................................... Presidents’ Day Holiday – School Closed
- Mar 18 ..................................................................................................................... Mid-Term
- Apr 18 .................................................................................................................... Good Friday - School Closed
- Apr 21 .................................................................................................................... Easter Monday - No Classes
- May 8 ..................................................................................................................... Spring Term Ends
- May 12 ................................................................................................................... Graduate Luncheon
- May 13 .................................................................................................................. Graduate Ceremony
- May 15 – 26 ............................................................................................................ Vacation- No Classes
- May 26 ................................................................................................................... Memorial Day – School Closed
- May 27 ................................................................................................................... Orientation

**Summer 2014 Term**
- May 27 .................................................................................................................. Cosmetology Programs Start
- May 28 ..................................................................................................................... Classes Start
- June 3 ...................................................................................................................... Last day to drop or add classes
- June 30- July 4 ...................................................................................................... Fourth of July Holiday and Summer Vacation - No Classes
- July 4 ...................................................................................................................... Fourth of July Holiday - School Closed
- July 22 .................................................................................................................... Mid Term
- Aug 29 ..................................................................................................................... No Classes
- Sept 1 ...................................................................................................................... Labor Day Holiday – School Closed
- Sept 11 .................................................................................................................. Summer Term Ends
- Sept 15 .................................................................................................................. Graduate Luncheon
- Sept 16 ................................................................................................................... Graduation Ceremony
- Sept 22 ................................................................................................................... Orientation

**Fall 2014- 2015 Term**
- September 22 ...................................................................................................... Cosmetology Programs Start
- Sept 23 .................................................................................................................. Classes Start
- Sept 30 .................................................................................................................. Last day to drop or add classes
- Nov 7 ..................................................................................................................... Mid Term
- Nov 11 .................................................................................................................... Veterans’ Day Holiday – No Classes
- Nov 27 – Dec 1 ..................................................................................................... Thanksgiving Holiday – No Classes
- Nov 27 & 28 ......................................................................................................... School Closed
- Dec 20 – Jan 2 ...................................................................................................... Christmas Holiday – No Classes
- Dec 25 & Jan 1 ..................................................................................................... School Closed
- Jan 5 ..................................................................................................................... Fall Semester Resumes
- Jan 15 ................................................................................................................... Fall Term Ends
- Jan 19 ................................................................................................................... Martin Luther King Jr. Holiday- School Closed
- Jan 20 ................................................................................................................... Graduate Luncheon
- Jan 21 ................................................................................................................... Graduation Ceremony
- Jan 26 ................................................................................................................... Orientation
Addendum to Laurel Technical Institute
2010 – 2012 Catalog

Registered with the Ohio State Board of Career Colleges and Schools
No. 08-07-1870T (Sharon)

GRIEVANCE PROCEDURE (Ohio)

Laurel Technical Institute strives to meet the needs of all our students and resolve any concerns brought to the school’s attention. Concerns regarding a particular class or instructor should first be discussed privately with that instructor. If a satisfactory solution cannot be reached, the student should discuss the situation with the Director. If further action is required, the student should speak with the President.

Any concerns regarding student organizations, the administration, staff, or building facilities should be discussed with the Director.

All possible attempts will be made by the faculty or administration to explain and/or correct any area of concern. If the student is still not satisfied, he or she may contact the State Board of Private Licensed Schools at the Pennsylvania Department of Education at 333 Market Street, Harrisburg, PA 17126-0333, or by phone at 1-717-783-8228. Students may also contact the Accrediting Council for Independent Colleges and Schools at 750 First Street NE, Suite 980, Washington, D.C. 20002-4241, or by phone at 1-202-336-6780. Ohio students may also contact the State of Ohio Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, OH 43215, or by phone at 1-877-275-4219.
## TUITION SUPPLEMENT TO CATALOG

<table>
<thead>
<tr>
<th>CREDIT PROGRAMS</th>
<th>TUITION *</th>
<th>BOOKS *</th>
<th>LENGTH</th>
<th>CREDITS</th>
<th>CLOCK HOURS</th>
<th>EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting &amp; Business Administration</td>
<td>$21,985</td>
<td>$3,727</td>
<td>5 Semesters 18 Months</td>
<td>79</td>
<td>1545</td>
<td>Degree 1</td>
</tr>
<tr>
<td>Administrative Office Technology</td>
<td>$21,985</td>
<td>$3,983</td>
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<td>1515</td>
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<td>Computer Software</td>
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<td>Early Childhood Education**</td>
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<td>1515</td>
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</tr>
<tr>
<td>Health Information Technology**</td>
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<td>$3,902</td>
<td>5 Semesters 18 Months</td>
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<td>1545</td>
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<td>Medical Assistant**</td>
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<td>5 Semesters 18 Months</td>
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<td>1710</td>
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<tr>
<td>Network Administration &amp; Security</td>
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<td>Pharmacy Technician**</td>
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<td>$1,644</td>
<td>3 Semesters 12 months</td>
<td>53</td>
<td>975</td>
<td>Diploma</td>
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<table>
<thead>
<tr>
<th>CLOCK HOUR PROGRAMS</th>
<th>TUITION *</th>
<th>BOOKS *</th>
<th>LENGTH</th>
<th>CLOCK HOURS</th>
<th>EARNED</th>
<th>HOURLY RATE</th>
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<tbody>
<tr>
<td>Cosmetology – See Licensing Requirements section</td>
<td>$16,440</td>
<td>$755</td>
<td>12 Months</td>
<td>1350</td>
<td>Diploma</td>
<td>$12.18</td>
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<td>Cosmetology – See Licensing Requirements section</td>
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<td>16 Months</td>
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<td>Esthetics 3 – See Licensing Requirements section</td>
<td>$4,090</td>
<td>See below 2</td>
<td>4 Months</td>
<td>355</td>
<td>Certificate</td>
<td>$11.52</td>
</tr>
<tr>
<td>Esthetics/Nail Technician – See Licensing Requirements section</td>
<td>$7,071</td>
<td>$700</td>
<td>8 Months</td>
<td>600</td>
<td>Diploma</td>
<td>$11.79</td>
</tr>
<tr>
<td>Master Teacher of Cosmetology – See Licensing Requirements section</td>
<td>$7,071</td>
<td>$238</td>
<td>8 Months</td>
<td>600</td>
<td>Diploma</td>
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</tr>
<tr>
<td>Nail Technician 3 – See Licensing Requirements section</td>
<td>$2,304</td>
<td>See below 2</td>
<td>4 Months</td>
<td>200</td>
<td>Certificate</td>
<td>$11.52</td>
</tr>
</tbody>
</table>

1 Associate in Specialized Business  
2 Associate in Specialized Technology  
3 This program is not accredited and is therefore a “cash only” program. The total includes textbook(s), student kit(s) and all applicable fees, with the exception of the State Board Examination Fee.

* All charges are reviewed annually, and if adjusted, become effective for all students currently enrolled or planning to enroll. Tuition may be adjusted based on government contracts.

** Criminal Background Check required - $45.00 fee
LICENSING REQUIREMENTS FOR COSMETOLOGY
The State Board of Cosmetology requires students to successfully complete 1,250 hours of instruction in order to sit for the Cosmetologist exam, 300 hours in order to sit for the Esthetician exam, 500 hours to sit for the Cosmetology Teacher exam, and 200 hours to sit for the Nail Technician exam. Once the student has accumulated the minimum number of hours and has successfully completed his or her program of study, the Laurel Technical Institute will release an official transcript. No student will receive an official transcript or be permitted to test for their PA State Board licensing until they have successfully completed their program of study.

TUITION INFORMATION

Full Time (12-18 Credits) ................................................................. per semester
Credits Exceeding 18 ................................................................. $ 295.00 per credit
3/4 Time (9-11 Credits) ................................................................. per semester
1/2 Time (6-8 Credits) ................................................................. per semester
Less Than 1/2 Time (1-5 Credits) ............................................... $ 295.00 per credit ***

***Medical Laboratory Technician and Respiratory Therapy students are charged $350 per credit.

A Statement of Understanding is required to be attached to this document.

The following fees are in addition to tuition and book charges and any fees listed on the Statement of Understanding.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$175.00</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>$450.00 per semester or each payment period for clock hour programs unless the clock hour program is under 900 hours</td>
</tr>
</tbody>
</table>

If the program requires classes in any of the following Microsoft courses, there will be a certification test fee of $72 per course at the time the student is scheduled for the class: Microsoft Access, Microsoft PowerPoint, Advanced Microsoft Excel, and Advanced Microsoft Word. Students sponsored by Trade Adjustment Assistance (TAA) will not be charged, but still have the option to take certification exams provided any exam fees are paid for by the student in advance.

The tuition and book costs for each full-time and part-time student are due for payment prior to the beginning of the academic semester. Books are purchased by the school for the student and are billed to the student each semester. If a student chooses to purchase the semester's textbooks on his/her own, the school's accounting office must be notified 45 days prior to class start.

Any additional equipment costs, lab costs and/or fees for the student's program of study are listed on the Statement of Understanding attached to this enrollment agreement. The applicant must sign this Statement of Understanding prior to acceptance.

The application fee of $50 is due with the completed enrollment agreement. If the application fee has been paid, it will be refunded if the student requests cancellation within five calendar days of the enrollment agreement. In addition, the application fee will be refunded to any student not accepted for study. A student canceling after the fifth calendar day following the date of enrollment but prior to the beginning of classes will be refunded any monies paid to the school except as noted above.
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<td>Medical Assistant**</td>
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<tr>
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<td>Welding &amp; Fabrication with Pipeline Technology**</td>
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<td>Diploma</td>
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