Incorporated in the Commonwealth of Pennsylvania on June 7, 1985 to meet the employment needs of the community.

Accredited by the Accrediting Council for Independent Colleges & Schools

Accredited by the Commission on Accreditation for Respiratory Care

Accredited by the National Accrediting Agency for Clinical Laboratory Science

Licensed by the Pennsylvania State Board of Private Licensed Schools

Licensed by the Pennsylvania State Board of Cosmetology

Licensed by the State College System of West Virginia

Licensed by the West Virginia State Board of Barbers and Cosmetologists
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MISSION STATEMENT

Laurel Business 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 Business Institute are:

1. To Serve the Student by:
   - Offering appropriate education 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

2. To Serve the Employers by:
   - Providing quality graduates to meet the employment needs of our regional employers

3. 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 descriptive in nature. It does not constitute an irrevocable contract between the student and Laurel Business Institute. LBI 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 LBI in its publications.
HISTORY AND PHILOSOPHY

Laurel Business Institute was established in 1985 to meet the employment and training needs of this community by preparing individuals for jobs that do and will exist. We offer a wide variety of specialized associate degree programs that correspond with employment needs of the regional business community. Each of our programs was developed with significant input from regional employers.

In addition to continually updating our programs and developing new ones, we support our students by staying abreast of future employment trends and by developing our facilities in a way that supports their professional development.

We firmly believe that third party certifications are important credentials recognized by employers nationally and internationally as a statement of an individual’s proficiency in a particular field. We have certifications available in many programs of study and students are able to sit for most of their exams at LBI through our PearsonVUE testing center.

Our 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.

Our campus in Downtown Uniontown includes two historic buildings with more than 63,000 square feet of space and more than 3.5 acres of on-site parking with a covered footbridge connecting these two buildings to our parking lot and School of Trades which houses our Welding, Industrial Maintenance and Electrical Technology program. LBI has its own private fiber optic network for internal and external internet and data connections, a learning resource center linked with ACCESS PA, cosmetology and massage clinics, a respiratory therapy lab, a pharmacy technician lab, a medical lab, a medical laboratory technician lab, and a student center.

Since the days of Sears and West Penn Railways, both of which were housed in our buildings early in the last century, these two historic structures have evolved into what is today LBI. We have seen more than 2,000 graduates pass through our doors and many dreams realized. And, it is no accident that the school is housed in historical buildings. After all, we believe that capitalizing on the existing strengths of the region – its people, its brick and steel buildings, and its underlying resourcefulness – are the best way to generate positive energy and create successful career opportunities for our graduates. In 2013 we opened a Learning Site in Morgantown, West Virginia, in the Westover Plaza which houses our School of Cosmetology.

ACCREDITATION STATEMENT

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

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

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.
**INCORPORATION**

Laurel Business Institute was incorporated in the Commonwealth of Pennsylvania on June 7, 1985

<table>
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<tr>
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<th>FACULTY</th>
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<tbody>
<tr>
<td>Decker, Nancy M.</td>
<td>Albert, Jack</td>
</tr>
<tr>
<td>Chief Executive Officer &amp; President</td>
<td>Clinical Director Respiratory Therapy</td>
</tr>
<tr>
<td>BS in Business Education, Indiana University</td>
<td>Teaching Specialty: Allied Medical</td>
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<tr>
<td>of Pennsylvania</td>
<td>Med, Administration &amp; Policy Studies, University of Pittsburgh; BS in</td>
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<tr>
<td></td>
<td>Biology, Slippery Rock University; BS in Respiratory Care, Ohio State</td>
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<tr>
<td></td>
<td>University; Registered Respiratory Therapist; Certified Pulmonary</td>
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<tr>
<td></td>
<td>Function Technologist, National Board for Respiratory Care</td>
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<tr>
<td>Jolliffe, Vicki M.</td>
<td>Bellotti, Dawn</td>
</tr>
<tr>
<td>Vice President of Finance</td>
<td>Teaching Specialty: Allied Health and Phlebotomy</td>
</tr>
<tr>
<td></td>
<td>BS in Nursing, Pennsylvania State University</td>
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<tr>
<td>Santore, Jr., Charles</td>
<td>Butchki, April</td>
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<tr>
<td>Vice President of Human Resources &amp; Career</td>
<td>Program Director Respiratory Therapy</td>
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<tr>
<td>Services</td>
<td>Teaching Specialty: Allied Medical</td>
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<tr>
<td></td>
<td>Med, Education, Indiana University of Pennsylvania; BS in Respiratory</td>
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<td>Care, Indiana University of Pennsylvania; Registered Respiratory</td>
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<td></td>
<td>Therapist; Certified Pulmonary Function Technologist, National Board</td>
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<td>for Respiratory Care</td>
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<tr>
<td>Marsh, Bonnie Jean</td>
<td>Caldwell, Justin</td>
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<tr>
<td>Executive Director</td>
<td>Teaching Specialty: Business</td>
</tr>
<tr>
<td>MS, Math &amp; Computer Science, California</td>
<td>BS in Bioengineering, Minor I Economics, Minor in Engineering Mechanics</td>
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<tr>
<td>University of Pennsylvania; BA in English</td>
<td>Pennsylvania State University</td>
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<tr>
<td>Angel, Malinda E.</td>
<td>Dennis, Steven</td>
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<tr>
<td>Director of Career Services</td>
<td>Assistant Network Administrator</td>
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<tr>
<td>ASB in Accounting; ASB in Business Administration, Laurel Business Institute</td>
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<tr>
<td></td>
<td>Teaching Specialty: Information Technology</td>
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<td>AST in Network Administration&amp; Security, Laurel Business Institute; AST</td>
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<td>in Computer Software, Laurel Business Institute</td>
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<tr>
<td>Clyde, Maria</td>
<td>Douglas, Ashley</td>
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<tr>
<td>Director of Admission</td>
<td>Teaching Specialty: Allied Health</td>
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<tr>
<td>Diploma in Consumer Lending, American Institute of Banking</td>
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<td>Pharmacy West Virginia University</td>
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<tr>
<td>Decker, Douglas S.</td>
<td>Cherry, Kevin</td>
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<tr>
<td>Director of Admission &amp; Marketing</td>
<td>Teaching Specialty: Business</td>
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<tr>
<td>Executive Director, Laurel Technical Institute</td>
<td>BS in Bioengineering, Minor I Economics, Minor in Engineering Mechanics</td>
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<tr>
<td>MBA, Seton Hill University; BS in Business</td>
<td>Pennsylvania State University</td>
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<tr>
<td>Administration, Point Park College; AST in</td>
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<tr>
<td>Information Technology, Laurel Business Institute</td>
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<tr>
<td>Hartley, Toni R.</td>
<td>Fosbrink, Debra</td>
</tr>
<tr>
<td>Director of Education</td>
<td>Teaching Specialty: Cosmetology</td>
</tr>
<tr>
<td>Teaching Specialty: Accounting &amp; Business</td>
<td>Diploma in Cosmetology, Pittsburgh Beauty Academy</td>
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<tr>
<td>BS in Business Finance, California University</td>
<td>Teacher License and Cosmetology License, Pennsylvania State Board of</td>
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<tr>
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<td>Cosmetology</td>
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<tr>
<td>Lapikas, Kenneth</td>
<td>Geroux, Joyce</td>
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<tr>
<td>Director of Information Technology</td>
<td>Program Director Medical Laboratory Technician</td>
</tr>
<tr>
<td>Teaching Specialty: Information Technology</td>
<td>Teaching Specialty: Allied Medical</td>
</tr>
<tr>
<td>BS in Computer Information Systems, Chapman</td>
<td>MS in Clinical Education and Administration, University of Pittsburgh;</td>
</tr>
<tr>
<td>University; Associate in Applied Management &amp;</td>
<td>BS in Medical Technology, Wisconsin University</td>
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<tr>
<td>Leadership, Air University Command</td>
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<tr>
<td>Migyanko, Stephanie M.</td>
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<tr>
<td>Vice President of Financial Aid</td>
<td></td>
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<tr>
<td>AST in Computer Management, Laurel Business</td>
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<tr>
<td>Institute</td>
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</tbody>
</table>
**FACULTY (Cont.)**

**Gessner, Susan C.**  
Teaching Specialty: Allied Medical  
MA in Elementary Education, California University of Pennsylvania; BS in Nursing, Duquesne University

**Herbert, Bill**  
Teaching Specialty: Trades  
AST Electrical Engineer Technician Pennsylvania State University

**Margovic, Adam**  
Teaching Specialty: General Education  
BA English, Pennsylvania State University

**Meese, JoAnna**  
Network Administrator  
Teaching Specialty: Information Technology  
AST in Computer Management, Laurel Business Institute

**Palya, Mary Jewel**  
Teaching Specialty: Business  
BS in Business Education, Indiana University of Pennsylvania

**Petro, Sandi**  
Teaching Specialty: Allied Health  
BS in Business Administration, California University of Pennsylvania

**Pickering, Christine**  
Teaching Specialty: Cosmetology  
Pittsburgh Beauty Academy  
South Hills Beauty Academy

**Rimel, Sherri**  
Program Director Cosmetology  
Teaching Specialty: Cosmetology  
Diploma in Cosmetology, Pittsburgh Beauty Academy of Greensburg; Teacher License & Cosmetology License, Pennsylvania State Board of Cosmetology; AD in Applied Science (Nursing), Community College of Allegheny County; Teacher License & Cosmetologist License, State of West Virginia Board of Barbers and Cosmetologists

**Romero, Karen M.**  
Teaching Specialty: Massage  
Therapeutic Massage Technician Program, Career Training Academy

**Russell, Debra L.**  
Teaching Specialties: Early Childhood Education & General Education  
MS in Education, California University; BS in Education, California University

**Seabury, Melissa A.**  
Teaching Specialty: Massage Therapy  
BS in Marketing, Florida State University  
Diploma in Massage Therapy, Florida College of Natural Health

**Selby, Jimmie L.**  
Teaching Specialty: Trades  
Diploma in Welding, Dundalk Vocational School

**Tickner, Paul A.**  
Teaching Specialty: Business & General Education  
Bachelor of Agricultural Science, La Trobe University; Diploma in Secondary Education, Melbourne University

**Weimer, Robert N.**  
Teaching Specialty: Trades  
AAS in Diesel Mechanics Technology, Westmoreland County Community College; Diploma in Welding Engineering Technology, Westmoreland County Community College

**SUPPORT STAFF**

**Dolan, Lisa L.**  
Admission Representative  
Diploma in Medical Secretarial Studies, Laurel Business Institute

**Hall, Lynn**  
Financial Aid Administrator  
ASB in Accounting, Laurel Business Institute

**Harshman, Derek**  
Accounting Administrator  
ASB in Accounting, Laurel Business Institute

**Hicks, Brandi**  
Admission Representative  
Diploma in Massage Therapy, Laurel Business Institute

**Johns, Amy**  
Administrative Assistant  
Computer Management, Laurel Business Institute

**Nicklow, Terri**  
Purchasing Agent  
Academic Diploma, Hempfield Senior High School

**Stafford, Megan**  
Career Services Administrator  
AST in Medical Accounts Payable Coding and Billing

**BOARD OF DIRECTORS**

The Board of Directors of Laurel Business Institute is comprised of representatives from the regional business and medical communities. Current members are:

- **Nancy M. Decker**.............................................LBI
- **Gene James**.............................................Technology Consultant
- **Joann Kaminsky**...............................The Uniontown Hospital
- **Greg Parsons**...............................Parsons Insurance Services
- **Michael Quinn**...............................Chestnut Ridge Counseling
- **Rusty Smalley**...............................George Smalley Electric
- **William Ulmer**...............................George Smalley Electric
LBI administration, staff, and faculty are represented in a substantial number of business, educational, professional, and community organizations including:

- Access Pennsylvania and Power Library
- Accrediting Council for Independent Colleges and Schools
- American Association of Cosmetology Schools
- American Association of Respiratory Care
- American Heart Association
- American Library Association
- American Massage Therapy Association
- American Purchasing Society
- American Red Cross
- American Society for Clinical Pathology
- Business and Professional Women’s Association
- Committee on Accreditation for Respiratory Care (CoARC)
- Community Foundation of Fayette County
- Council for Higher Education Accreditation
- Fayette Chamber of Commerce
- Fayette Regional Health System
- Fayette Vo-Tech Advisory Committee
- Girl Scouts of America
- Greene County Vocational Technical Advisory Council
- Health Occupations Students of America
- Imagination Library
- National Accrediting Agency for Clinical Laboratory Sciences
- National Association for the Education of Young Children
- National Association of Temporary and Staffing Services
- National Council for Teachers of English
- Northeast Association of Student Employment Administrators
- Pennsylvania Association of Financial Aid Administrators
- Pennsylvania Association of Private School Administrators
- Pennsylvania Library Association
- Pennsylvania Training Assistance Trust Fund
- State Board of Private Licensed Schools
- Pennsylvania School Counselors Association
- Phi Beta Lambda
- Pittsburgh Human Resources Association
- Tri-State Society for Human Resource Management
- Uniontown Area School District Technology Plan Committee
- Uniontown Hospital Board of Trustees
- Uniontown Kiwanis Club
- Uniontown High School Advisory Council
- West Virginia Service Providers Association
- Westmoreland-Fayette Workforce Investment Board
- Westmoreland Human Resources Association
ADMISSION

Applicants to Laurel Business Institute are 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 LBI programs have additional admission requirements

* Payment of the Application Fee at time of enrollment may be waived for students re-entering LBI within less than 364 days of having withdrawn, graduates from an LBI 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 Business 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 including drug screening requirements.

Students requesting admission to Early Childhood Education, 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 LBI 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 LBI.

Information regarding criminal background checks is included in the Student Disclosure Form.

All buildings that house Laurel Business 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 Business Institute at 724-439-4900 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 Business Institute at 11 East Penn Street, PO Box 877, Uniontown, PA 15401; by phone at 724-439-4900; or by email at admission@laurel.edu.
2. Complete the application and return it to Laurel Business 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 Business 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 Executive Director, providing an explanation of the changes that have occurred in his/her life that 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 Executive Director to re-enroll. The Executive Director will determine what previously earned credits from LBI 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 LBI 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 Business 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 Executive 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 Business 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.

The combined total number of credits advance placed and transferred may not exceed 49% of the number of credits in the student’s program.
COSMETOLOGY TRANSFER REQUIREMENTS

A person transferring from another cosmetology school to Laurel Business 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 Business 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 LBI, a cyber school agreement, or through LBI’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 724-439-4900 or 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 8. 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 Business Institute from the previous institution and must supply a catalog or course description for any course they wish to transfer to Laurel Business Institute. Courses having a “B” grade or better will be considered for transfer credit. A placement test may also be required.

The combined total number of credits advance placed and transferred may not exceed 49% of the number of credits in the student’s program.

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 Business Institute courses to other postsecondary institutions will be governed by the policies of the institutions to which Laurel Business 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 to accept those credits.

FINANCIAL ASSISTANCE

Students of Laurel Business 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, PA Tip Grant for Trades, Federal Work Study, and Federal Direct Loans.

As a matter of philosophy, Laurel Business 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 Business 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 Business 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 Business 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 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>
<thead>
<tr>
<th>Percentage of Time to Total Time of Program</th>
<th>Amount of Total Institutional Costs Owed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01 % to 4.9%</td>
<td>20% of Institutional Costs</td>
</tr>
<tr>
<td>5% to 9.9%</td>
<td>30% of Institutional Costs</td>
</tr>
<tr>
<td>10% to 14.9%</td>
<td>40% of Institutional Costs</td>
</tr>
<tr>
<td>15% to 24.9%</td>
<td>45% of Institutional Costs</td>
</tr>
<tr>
<td>25% to 49.9%</td>
<td>70% of Institutional Costs</td>
</tr>
<tr>
<td>50% and over</td>
<td>100% of Institutional Costs</td>
</tr>
</tbody>
</table>

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 Business 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 Business 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.

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 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 occurred before 60% of the term was 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

SCHOLARSHIPS
Laurel Business Institute may offer a number of scholarships for individuals who want to pursue career education. LBI’s scholarship committee awards these scholarships based on their evaluation of class rank, grade point average, attendance, assessment scores, biographical questionnaire, scholarship reference form, essay, and personal interview. Applications and more detailed information are available for LBI’s Admission Department.

High School Scholarships:
- **Milton T. Decker Memorial Scholarship** - Full tuition for high school seniors with GPA of 3.5 or better
- **John D. Mihm Memorial Scholarship** - Half tuition for high school seniors with a GPA of 3.0 or better

Non-Traditional Scholarships:
- **Christopher D. Decker Memorial Scholarship** - Half-tuition for individuals who are not yet LBI students and who are not high school seniors. Individuals who have applied for this award in the past include those who have earned their GEDs and want to continue their educations, those who have transferred from another school to LBI, those who want to start a new career, and many others. Named for LBI founder, Christopher Decker, this scholarship reflects the deep belief he had in people—in their ability to be strong in the face of difficulties, in the strength it takes to start a new path in life, and in the importance of second chances.

- **Ruth H. and Milton T. Decker Memorial Scholarship** - is available to students who have already completed at least two semesters of one of LBI’s associate degree programs and who have maintained a 3.25 GPA. Individual awards will vary from year to year.

Scholarship funds will be applied to tuition, books, fees and equipment and will not be given directly to the student. Any federal, state or agency grant funding the student receives will be credited to the student’s outstanding balance before the scholarship funds are applied. Any scholarship money not needed to cover direct education costs will be returned to the scholarship fund.

TUITION, BOOKS, AND FEES

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 at 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 may 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 Executive Director. An additional per-credit charge may be assessed for course overloads and/or repeated courses.

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. Tuition charges are reviewed annually, textbook costs are reviewed each semester, 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 Business 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.

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 AND ACTIVITIES

ACCESS PENNSYLVANIA & POWER LIBRARY

Laurel Business Institute is a member of the Access Pennsylvania library network. This membership connects Laurel Business Institute to a statewide database of more than 2600 school, public, academic, and special libraries in Pennsylvania with more than 22 million titles and over 75 million items. Through Interlibrary loan, Access Pennsylvania gives students access to these statewide resources and enables others across the state to use school’s resources.

CALENDAR

Laurel Business 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 Business 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 Business 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 Business 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 Business Institute does not charge tuition for refresher courses in keeping with the Refresher Courses policy on page 15. 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 Director of Career Services 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 Business 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 Executive Director and the Executive Director of Education are 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 Business 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 LOCKERS
Lockers are available for student use at a cost of $5 per semester or payment period. Students interested in obtaining a locker should contact the Accounting Department.

STUDENT OF THE MONTH
The LBI Student-of-the-Month honor is a recognition program for exemplary students at Laurel Business Institute. A list of students who are near the end of their program 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 LBI.

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

Laurel Business Institute started a chapter in June 2011. 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 Business Institute sponsors the Lambda Beta Sigma Chapter of Phi Beta Lambda.

Student Veterans Association (SVA) is a coalition of student veteran groups on college and university campuses across the country and is the only unified voice for veterans actively trying to earn their college degrees today. SVA’s mission is to provide military veterans with the resources, support, and advocacy needed to succeed in higher education and following graduation. SVA is the only veterans group with an on-campus model. The SVA model depends on Chapters to achieve this mission locally. Chapters are local peer-to-peer support groups, or student organizations on college campuses with a mission aimed at assisting fellow student veterans. Each chapter is member based, student led, and student operated.
Policies and Procedures

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. At the end of the term, the absences will be totaled for each student, and both semester and cumulative totals will appear on the transcripts.

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.

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

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 page 28.)

Conduct

Students attending Laurel Business 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 Executive 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 – School Website: http://www.laurel.edu/consumer-information

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 Procedures Handout

Gainful Employment Disclosures – School Website: http://www.laurel.edu/consumer-information

Clery Act

Clery Act: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Laurel Business Institute provides information for on-campus and off-campus crimes statistics for the past (3) calendar years prior to October 1 of each year and on its website at www.laurel.edu. In addition, and again, prior to October 1 of each year, each student will receive a copy of the complete Annual Security Report (ASR) including crime statistics by email or the student may request a paper copy.

The Violence Against Women Act requires that if a student or employee who reports to an institution of higher education that the student or employee has been a victim of domestic violence, dating violence, sexual assault or stalking shall be provided with a written explanation of the student or employee’s rights and options. Further, a student or employee who reports to an institution of higher education that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether it occurred on or off-campus, shall be provided with a written explanation of his or her rights and options. Written notification to victims about options for, and available assistance in,
changing academic, living, transportation, and working situations, if requested by victim and if reasonable available, regardless of whether victim chooses to report the crime to campus police or local law enforcement.

Written notification of students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community.

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 Executive 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 Executive Director.
- Laurel Business Institute will refer any criminal activities to the local police department. Laurel Business Institute encourages its students and employees to report any suspicions of criminal activity to the Executive Director promptly. The local police department handles school criminal matters once notified by the school.
- Laurel Business 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 Executive Director who will handle the incident appropriately.
- Federal regulations require that Laurel Business Institute provide statistical information about the number of occurrences for certain crimes on campus for the last year.
- Laurel Business 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 Business 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 Business Institute. Please refer to Laurel Business 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 Business 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, 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 Business 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. Midrifts 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 Business 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 Business 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 Executive 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-
- 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 Executive 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 race, color, national origin, age, sex, religion, disabilities or genetic information.

The buildings housing Laurel Business 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 Business Institute at 724-439-4900 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 Business 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 Business 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 Business Institute’s honor code will be brought before the Executive 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 LBI 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 Executive Director 30 days prior to the leave of absence. All leaves of absence will be approved or disapproved by the Executive Director. The Executive 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 Business 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 the Department of Education has waived the Default Status.

PERSONAL PROPERTY
Laurel Business 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 Business 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 Business 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 that has been created in, entered in, stored in, downloaded from, or used on the Laurel Business 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 Business 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 Business Institute that sexual harassment, discrimination, and harassment of and between Laurel Business Institute students, employees, and non-employees is unacceptable conduct and will not be tolerated. Laurel Business 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 to not only 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 is not 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 sexually oriented 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 Bonnie Marsh, Executive Director; or to Toni Hartley, Executive Director of Education; 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 Business 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 based on 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 in 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 Business 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 Bonnie Marsh, Executive Director; or to Toni Hartley, Executive Director of Education; 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 Bonnie Marsh, Executive Director; Toni Hartley, Executive Director of Education; 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 to 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 Business 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 Business 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 LBI students and/or employees must be submitted in writing and approved in advance by the Executive Director.

**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 Executive 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 would 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. 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.
   a. 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.
   b. 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.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Laurel Business 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 our website at http://www.laurel.edu/consumer-information

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

TUTORING SERVICES

Laurel Business 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 Executive Director of Education 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 interrupt their training for personal reasons temporarily. The Veteran’s Administration does not recognize a Leave of Absence for personal reasons. If a student is granted a Leave of Absence from the school, the Certifying Official must report to the VA that the
student is Withdrawn from the school based on Last Day of Attendance.

**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.

**VISITORS**

All visitors must enter through the front door of the school and sign in with the receptionist. Visitor badges will be provided and must be worn while on Laurel Business Institute property. Spouses, children, or other visitors are required to wait at the front reception area or outside the school in the visitors’ parking spaces. Students expecting visitors should plan to meet their visitors at the front desk. The receptionist will not page the student nor will the visitor be allowed to walk through the school looking for the student.

Children can only be brought to school in cases of extreme emergencies and only if the child is of an age that he or she can be left alone while the parent is taking an exam or attending class. Additionally, the student must obtain permission from the Executive Director to bring the child to school. The child must remain in the lunchroom while the parent is in class. The student is responsible for his or her child while on school premises. All children must be registered at the front desk upon arrival and receive a visitor’s badge.

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

CERTIFICATIONS
Students at Laurel Business 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, Therapeutic Massage courses have the prefix MT, Welding & Fabrication with Pipeline Technology courses have the prefix WFP, Respiratory Therapy courses have the prefix RES, and Industrial Maintenance courses have the prefix IMT.

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 Executive Director or Director of Education.

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 ¼ 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 HOURS
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 HOUR PROGRAMS
Clock-to-Credit hour Conversion 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 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 HOURS
Clock hour programs are calculated using clock hours only. There are no credits assigned.

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

CREDENTIALS AWARDED
Laurel Business 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:
• Accounting & Business Administration
• Administrative Office Technology
• Business Administration
• Early Childhood Education
• Medical Assistant
• Medical Billing & Coding
• Medical Laboratory Technician
• Medical Office Administration
• Network Administration & Security
• Respiratory Therapy
• Therapeutic Massage

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:
- Pharmacy Technician
- Industrial Maintenance Technician
- Welding & Fabrication with Pipeline Technology

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

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 Business 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>
<tr>
<td>P-passed</td>
<td>0.0</td>
<td>n/a</td>
</tr>
<tr>
<td>WP-withdrew passing</td>
<td>0.0</td>
<td>n/a</td>
</tr>
<tr>
<td>WF-withdrew failing</td>
<td>0.0</td>
<td>n/a</td>
</tr>
<tr>
<td>T-transfer credit</td>
<td>0.0</td>
<td>n/a</td>
</tr>
<tr>
<td>AP-advanced Placement</td>
<td>0.0</td>
<td>n/a</td>
</tr>
<tr>
<td>I-incomplete</td>
<td>0.0</td>
<td>n/a</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 Business Institute, the student must have satisfactorily completed 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 of study 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 of study, 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 written approval from the Executive Director before being 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 page 37-38 of this catalog.

GRIEVANCE PROCEDURE
Laurel Business 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 Executive 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 Executive 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, 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, or by phone at 1-202-336-6780.

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 Executive 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, 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 Executive Director and/or Executive Director of Education 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 9 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 Executive Director of Education 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 Executive Director of Education. 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 Executive Director of Education individually. All attempts will be made to accommodate the student’s needs.

STANDARDS FOR Satisfactory Academic Progress

Laurel Business 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 timeframe 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 timeframe 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>Min. 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 timeframe, 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 9 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 Business 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 Executive 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 timeframe 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 Executive Director or Director of Education 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 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 Executive Director or Executive Director or Director of Education. 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 9 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 BUSINESS INSTITUTE

Programs & Course Descriptions

<table>
<thead>
<tr>
<th>PROGRAMS &amp; COURSE DESCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialized Associate Degree Programs</td>
</tr>
<tr>
<td>Accounting</td>
</tr>
<tr>
<td>Administrative Office Technology</td>
</tr>
<tr>
<td>Business Administration</td>
</tr>
<tr>
<td>Computer Software with Digital Media &amp; Design</td>
</tr>
<tr>
<td>Cosmetology</td>
</tr>
<tr>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>Medical Assistant</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding</td>
</tr>
<tr>
<td>Medical Laboratory Technician</td>
</tr>
<tr>
<td>Medical Office Administration</td>
</tr>
<tr>
<td>Network Administration &amp; Security</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
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<tr>
<td>Therapeutic Massage</td>
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*Please note that the courses listed below fulfill the general education requirements as put forth by Laurel Business Institute’s accrediting agency, the Accrediting Council for Independent Colleges and Schools (ACICS):*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>131</td>
<td>Introduction to Computers</td>
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<tr>
<td>135</td>
<td>Introduction to the Internet</td>
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<tr>
<td>171</td>
<td>Introductory Algebra</td>
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<tr>
<td>174</td>
<td>Applied Finance</td>
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<tr>
<td>282</td>
<td>English II</td>
</tr>
<tr>
<td>283</td>
<td>Communications</td>
</tr>
<tr>
<td>144</td>
<td>Customer Service</td>
</tr>
</tbody>
</table>
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, Payroll, and Legal Office Procedures.

Graduates of this program will earn 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 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.

* 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 16 and on the website at http://nces.ed.gov/collegenavigator/

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<th>Course</th>
<th>Cl.</th>
<th>Cr.</th>
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<td>Microsoft PowerPoint</td>
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<td>Adobe Acrobat</td>
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<td>English I</td>
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<td>Student Success</td>
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<td>Business Law</td>
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<td>Human Resources Mgt.</td>
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<td>Business Organization &amp; Mgt.</td>
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APPLIED GENERAL EDUCATION

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CAREER PREPARATION

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<td>291</td>
<td>Career Development</td>
<td>45</td>
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</table>

TOTALS 1515 73
Accounting and Business Administration
18 Months

The Accounting and 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 web page design. In addition, they will develop supervisory and customer service skills and gain an understanding of human resources management.

Graduates of this program will earn a specialized associate degree.

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

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

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| PROGRAM COURSES |
|------------------|--------------|---|---|
| Course # | Course | Cl. | Cr. |
| 172 | Accounting I | 45 | 3 |
| 272 | Accounting II | 45 | 3 |
| 372 | Accounting III | 75 | 5 |
| 153 | Business Organization & Mgt. | 45 | 3 |
| 160 | Business Law | 45 | 3 |
| 376 | Computerized Accounting | 45 | 2 |
| 274 | Payroll | 45 | 3 |
| 176 | Economics | 45 | 3 |
| 143 | Marketing & Sales | 45 | 3 |
| 180 | English I | 45 | 3 |
| 190 | Student Success | 15 | 1 |
| 101 | Keyboarding I | 45 | 2 |
| 270 | Applied Math II | 45 | 3 |
| 232 | Microsoft Word | 45 | 2 |
| 234 | Microsoft Excel | 45 | 2 |
| 253 | Business Plan Development | 30 | 2 |
| 334 | Advanced Microsoft Excel | 45 | 2 |
| 235 | Microsoft PowerPoint | 45 | 2 |
| 333 | Microsoft Access | 45 | 2 |
| 156 | Human Resources Mgt. | 45 | 3 |
| 261 | Adobe Acrobat | 45 | 2 |
| 170 | Applied Math I | 45 | 3 |
| 435 | Website Technology | 45 | 2 |

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<td>502</td>
<td>Internship</td>
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<tr>
<td>291</td>
<td>Career Development</td>
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</table>

TOTALS 1635 84
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 earn a specialized associate degree.

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

Exams & Licenses
- State Board preparation for Cosmetologist License

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* 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 16 and on the website at http://nces.ed.gov/collegenavigator/

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

### PROGRAM COURSES

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course</th>
<th>Clock Hours</th>
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<tr>
<td>COS101</td>
<td>Hair Shaping I</td>
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<tr>
<td>COS102</td>
<td>Hair Styling I</td>
<td>90</td>
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<tr>
<td>COS122</td>
<td>Chemical Texture Services</td>
<td>60</td>
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<tr>
<td>COS111</td>
<td>Manicuring</td>
<td>105</td>
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<tr>
<td>COS131</td>
<td>Esthetics &amp; Histology</td>
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<tr>
<td>COS103</td>
<td>Hair Structure &amp; Chemistry</td>
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<tr>
<td>COS104</td>
<td>Salon Retailing &amp; Clinic Prep.</td>
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<td>COS105</td>
<td>Hair Coloring I</td>
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<td>COS121</td>
<td>Cosmetology Science Theory</td>
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<td>COS106</td>
<td>Ethnic Hair Studies</td>
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<td>COS201</td>
<td>Hair Shaping II</td>
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<td>COS202</td>
<td>Hair Styling II</td>
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<td>COS205</td>
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<td>COS305</td>
<td>Advanced Techniques</td>
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<td>COS143</td>
<td>Salon Operations</td>
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<td>COS142</td>
<td>State Board Practicum</td>
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<tr>
<td>COS141</td>
<td>State Board Laws &amp; Theory</td>
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### APPLIED GENERAL EDUCATION

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<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
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### CAREER PREPARATION

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<td>COS503</td>
<td>Clinic III</td>
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<tr>
<td>291</td>
<td>Career Development</td>
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</table>

**TOTAL** 1675
Early Childhood Education
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 childcare 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 earn a specialized associates 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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<td>Language Arts for Early Childhood</td>
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<td>Health, Nutrition &amp; Safety for Children</td>
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<td>Observation &amp; Evaluation</td>
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<td>Mathematics for Early Childhood</td>
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<td>Child Care Management</td>
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**TOTALS** 1515 81
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 that include learning and practicing a variety of hands on skills used to assist the physician.

Graduates of this program will earn 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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Medical Billing & Coding

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 earn a specialized associate degree.

Careers

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

Certifications Available

- Microsoft certification in Word

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Medical Laboratory Technician

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 earn a specialized associate degree.

Careers
- Medical Laboratory Technician
- Laboratory Technician
- Laboratory Assistant

Certification Available
- Certification through the American Society of Clinical Pathologists

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APPLIED GENERAL EDUCATION

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CAREER PREPARATION

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<td>Career Development</td>
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TOTALS         | 1775 | 82   |
Medical Laboratory Technician
18 Months

Mission Statement
LBI’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
LBI’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
LBI’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 analyses 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 Business Institute’s Medical Laboratory Technician program has been awarded initial accreditation for five years as of April 30, 2012, by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119, 847-939-3597.

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 16 and on the website at http://nces.ed.gov/collegenavigator/
Medical Office Administration
18 Months

The Medical Office Administration program is designed to develop advanced medical secretarial skills and a specialized knowledge of medical office procedures.

This program provides students with preparation for employment as either a medical secretary or medical office assistant. The course work includes basic preparatory courses in keyboarding and word processing along with the medical courses in Medical Terminology, Anatomy & Physiology, Medical Records Systems, Medical Office Procedures, Medical Law & Ethics, and Computerized Medical Billing.

Graduates of this program will earn a specialized associate degree.

Careers
- Medical Office Assistant
- Medical Secretary

Certifications Available
- Microsoft certifications in Excel & Word

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| PROGRAM COURSES |
|-----------------|-----|-----|
| Course # | Course                      | Cl. | Cr. |
| 101     | Keyboarding I               | 45  | 2   |
| 121     | Medical Terminology         | 45  | 3   |
| 180     | English I                   | 45  | 3   |
| 170     | Applied Math I              | 45  | 3   |
| 190     | Student Success             | 15  | 1   |
| 122     | Anatomy & Physiology        | 75  | 5   |
| 232     | Microsoft Word              | 45  | 2   |
| 172     | Accounting I                | 45  | 3   |
| 207     | Office Technology           | 45  | 3   |
| 225     | Medical Record Systems      | 45  | 3   |
| 331     | Advanced Microsoft Word     | 45  | 2   |
| 222     | Medical Office Procedures   | 45  | 3   |
| 219     | Pharmacology                | 45  | 3   |
| 152     | Internship Prep             | 15  | 1   |
| 316     | Computerized Medical Billing| 60  | 3   |
| 201     | Keyboarding II              | 30  | 1   |
| 234     | Microsoft Excel             | 45  | 2   |
| 204     | Medical Law & Ethics        | 30  | 2   |
| 156     | Human Resources Management  | 45  | 3   |
| 261     | Adobe Acrobat               | 45  | 2   |
| 334     | Advanced Microsoft Excel    | 45  | 2   |

APPLIED GENERAL EDUCATION

| Course # | Course                        | Cl. | Cr. |
| 131     | Introduction to Computers     | 45  | 2   |
| 135     | Introduction to the Internet  | 30  | 1   |
| 282     | English II                    | 45  | 3   |
| 174     | Applied Finance               | 45  | 3   |
| 144     | Customer Service              | 45  | 3   |
| 283     | Communications                | 45  | 3   |

CAREER PREPARATION

| Course # | Course                      | Cl. | Cr. |
| 501     | Internship                   | 150 | 3   |
| 502     | Internship                   | 150 | 3   |
| 291     | Career Development           | 45  | 3   |

TOTALS  1500  76
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 earn 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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| TOTALS  | 1725 80 |
Respiratory Therapy
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 earn a specialized associate degree.

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

Certifications Available
- CPR
- ACLS

This program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Road, Bedford, Texas, 76021-4244. For more information, you can reach them at 817-283-2835 or visit their website www.coarc.com.

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*prerequisite courses for professional portion of program
Therapeutic Massage
16 Months

Massage therapists are employed by resorts, hotels and cruise lines; spas & salons; hospitals, chiropractic offices; health and fitness centers; and self employed in private practice.

Students will learn a wide variety of massage styles and modalities that include Eastern paradigms, sports massage, reflexology, hydrotherapy, energy-based modalities and spa therapies. Also included in the curriculum are courses in anatomy and physiology, kinesiology, pathophysiology, customer service, and practice management. In addition, students will have the opportunity for supervised practice in the school’s massage clinic.

Graduates are eligible to sit for national certification in massage therapy given by the National Certification Board for Therapeutic Massage and Bodywork or for the Massage & Bodywork Licensing Examination (MBLEX), given by the Federation of State Massage Therapy Boards in order to apply for initial licensure. Licensure is required to practice in the Commonwealth of Pennsylvania. Graduates of this program will earn a specialized associate degree.

Careers
• Massage Therapist
• Certified Massage Therapist
• Licensed Massage Therapist
• Therapeutic Massage Technician

Certifications Available
• Certification in Massage Therapy by the National Certification Board for Therapeutic Massage and Bodywork
• Certification in Massage Therapy by the Federation of State Massage Therapy Board

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**This program is measured in clock hours per USDE regulations for financial aid purposes.
## PROGRAMS & COURSE DESCRIPTIONS

**Diploma Programs**

- Cosmetology
- Esthetics/Nail Technician
- Industrial Maintenance Technician
- Master Teacher of Cosmetology
- Pharmacy Technician
- Welding & Fabrication with Pipeline Technology
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 earn 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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<tr>
<th>Course #</th>
<th>Course</th>
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<tbody>
<tr>
<td>COS101</td>
<td>Hair Shaping I</td>
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<tr>
<td>COS102</td>
<td>Hair Styling I</td>
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<td>COS122</td>
<td>Chemical Texture Services</td>
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<td>COS111</td>
<td>Manicuring</td>
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<td>COS131</td>
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<tr>
<td>COS103</td>
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<td>COS105</td>
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<td>COS121</td>
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<td>COS106</td>
<td>Ethnic Hair Studies</td>
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<td>COS201</td>
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<td>COS205</td>
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<td>COS305</td>
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<td>COS501</td>
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<td>COS142</td>
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CAREER PREPARATION

| Course | Career Development | 45 |

TOTAL 1350
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 earn 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
- Skin Care Technician
- Nail Technician

Exams & Licenses
- State Board preparation for Esthetics
- State Board preparation for Nail Technician

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

12 months

The Industrial Maintenance 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.

Students will learn to use critical thinking and problem-solving skills, along with learning about judgment and decision-making. Students entering into this field will develop the following attributes:

1. Dependability
2. Attention to detail
3. Cooperation, ability to work on a team
4. Self-control
5. Integrity
6. Taking the initiative
7. Adaptability/flexibility
8. Working independently
9. Analytical thinking

Careers

- Industrial Maintenance Technician
- Electromechanical Technician
- Industrial Maintenance Mechanic

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.

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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 earn 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.

Careers
- Master Teacher of Cosmetology
- Cosmetology Instructor
- Instructor

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

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**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 earn a diploma.

Careers

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

Certification Available

- National Pharmacy Technician Certification

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<td>PT203</td>
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<td>144</td>
<td>Customer Service</td>
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<td>291</td>
<td>Career Development</td>
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TOTALS 975 53
Welding & Fabrication with Pipeline Technology
12 months

The Welding & 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 Business Institute does not guarantee that a student will pass these certification examinations.

Careers
- Welding Technician
- Fabricator
- Pipefitter

Certifications
- AWS
- ASME

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<td>WFP115</td>
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**CAREER PREPARATION**

| **T291 Career Development for Trades** | 30 | 2 |

**TOTALS**

| **1110** | **54** |

Please note: Graduates of this program may find the need to travel, sometimes extensively, if seeking employment within the Welding Industry. Relocation may be a necessity for employment.
PROGRAMS & COURSE DESCRIPTIONS

Certificate Programs
Esthetics
Nail Technician
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 earn a certificate. 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
- Skin Care Technician

Exams & Licenses
- State Board preparation for Esthetics

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*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 16.
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 earn a certificate. 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.

Careers

- Nail Technician

Exams & Licenses

- State Board preparation for Nail Technician

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

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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 372 Accounting III 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

Accounting Practicum 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 Accounting III

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 with 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 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 timesaving 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 IMT302 - 4 credits
This course continues with the concepts taught in IMT 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: IMT301 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: 238 Network Operating Systems II, and 534 Windows Server Active Directory

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.
**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 RES101 Respiratory Therapy I, RES 110 Clinical Application I, RES222 Cardiopulmonary Anatomy and Physiology, RES219 Pharmacology, 219 Pharmacology, 220 Pathophysiology, and 227 Coding and must be completed with a “C” grade or better or advanced placement.

**Anatomy & Physiology MT122 – 60 clock hours**
The student will become acquainted with anatomical structures and corresponding body functions. All major body systems will be studied in depth, and reference to bodily malfunction and corresponding disease process for each system will be included. Actual case situations will be discussed to facilitate application principles. This course is a prerequisite to MT220 Pathophysiology, MT116 Postural Assessment, MT117 Stretching, MT222 Special Populations, MT211 Trigger Point Therapy, MT215 Injury Massage, MT213 Sports Massage, MT214 Therapeutic Techniques, MT219 Energy Based Modalities and MT218 Eastern Paradigm and must be completed with a “C” grade or higher 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 students 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 IMT102 - 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 - 2 credits**
This course will introduce students to the study of industrial blueprints. Emphasis is place on terminology, symbols, graphics descriptions, and welding processes, including systems of measurement and industry standards, interpretations of plans and drawings used by industry. This course is a prerequisite for WFP110 Layout and Fabrication 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 MLT209 Certification Preparation and MLT301 Clinical Internship 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 cardipulmonary system. Topics to be discussed include the process of ventilation, oxygen transport, the cardiovascular and renal systems, and how they relate to cardipulmonary 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

Career Development 291 - 3 credits
This course is intended to provide the graduating student with information, instruction, and practice in job exploration, career planning, and job search techniques. The student will receive instruction about employment applications, cover letters, resumes, and use of the Internet for online job searches. In addition, emphasis will be placed on the development of effective interview skills through classroom practice and role-playing. To complete the course requirements, each student will participate in a one-on-one interview.

Career Development for Trades T291 - 2 credits
This course is intended to provide the graduating student with information, instruction, and practice in job exploration, career planning, and job search techniques. The student will receive instruction about employment applications, cover letters, resumes, and use of the Internet. In addition, emphasis will be placed on the development of effective interview skills through classroom practice and role-playing. To complete the course requirements, each student will participate in a one-on-one interview.

Certification Prep 329 - 1 credit
This course will prepare medical assistant students to take the medical assistant certification test. 
Prerequisite: 328 Clinical III

Certification Prep 535 - 1 credit
This course is designed to assist students in preparing for a variety of information technology certification examinations. The course will review for the following exams: CompTIA A+ Service Technician Exam, CompTIA Network + Certified Professionals Exam.

Certification Preparation MLT209 - 1 credit
This course prepares MLT students for their professional certification examination. The course will provide students with information related to the certification examination process including application, development, content guidelines, scoring and results reporting. Course content will review chemistry, hematology, microbiology, immunology, blood bank/immunohematology, and urinalysis and body fluids. This course is a prerequisite for graduation and must be completed with a “C” grade or better or advanced placement.

Prerequisites: MLT204 Microbiology, MLT205 Immunohematology II, and MLT208 Body Fluids

Certification Prep MT221 – 30 clock hours
This course is designed to prepare the student for the MBLex test given by the Federation of State Massage Therapy Boards. This course will be a review of the student’s education as well as guidance in taking the test, what would be the best answers, and the process by which those answers are chosen. 
Prerequisites: MT112 Essentials of Massage and Bodywork, MT113 Professional Development & Ethics, MT122 Anatomy & Physiology, and MT123 Kinesiology

Certification Prep PT204 - 3 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.

Chemical Texture Services COS122 – 60 clock hours
This course is designed to provide the student with the knowledge needed to perform a chemical texture service. The course will cover a variety of topics, including the history of permanent waving, professional terminology, the chemical reactions of solutions and neutralizers; various perm wraps, and testing procedures.

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, 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 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, salon retailing, and appointment making. All work will be done under the supervision of an instructor.

Clinic I MT501 – 100 clock hours
This course is designed to provide the student, under supervision, with the opportunity to perform Swedish massages, Trigger Point therapy, Injury massages, and Sports massages in the school’s clinic. This course is a prerequisite for MT503 Clinic II and must be completed with a “C” grade or better or advanced placement. Prerequisite: MT501 Clinic I

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 II MT502 – 100 clock hours
This course is designed to provide the student, under supervision, with the opportunity to perform Swedish massages, Trigger Point therapy, Injury massages, and Sports massages in the school’s clinic. This course is a prerequisite for MT503 Clinic II and must be completed with a “C” grade or better or advanced placement. Prerequisite: MT501 Clinic I

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, salon retailing, and appointment making. All work will be done under the supervision of an instructor.

Clinic III MT503 – 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, salon retailing, and appointment making. All work will be done under the supervision of an instructor.

MT502 Clinic II
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.

Clinical II 228 - 6 credits
This course is designed to give the student more advanced clinical skills that are essential to becoming a medical assistant. These skills will include pharmacologic principles, injections, assisting with minor surgical procedures, sterile aseptic techniques, and documentation. The student will also complete a skills checklist during the semester. All skills must be completed satisfactorily to progress to Clinical III. This course is a prerequisite for 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 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 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. 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, 122 Anatomy and Physiology and RES171 Introductory Algebra

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: RES110 Clinical Application I, RES101 Respiratory Therapy I, RES219 Introduction 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: RES102 Critical Care I, RES210 Clinical Application II, 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 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 conduct a computer forensics investigation properly. 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: 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 538 Network Operating Systems II, 367 IT Support Technology, 233 Computer Forensics and Investigation, and 439 Network Infrastructure and must be completed with at least 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 & 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.

**Deep Tissue Massage MT217 – 45 clock hours**
This course instructs students on the correct way to perform a deep tissue massage. Deep tissue bodywork is a modality that can be used on problems such as postural dysfunctions, holding patterns, myofascial pathologies and adhesions. In this modality, the techniques used teach the students how to access the deeper stabilizing muscles while also treating the more superficial ones. **Prerequisites: MT112 Essentials of Massage & Bodywork I, MT122 Anatomy & Physiology, and MT123 Kinesiology**

**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**

**Eastern Paradigm MT218 – 45 clock hours**
This course teaches students basic beliefs and practices of Eastern Paradigm. Students are instructed in Shiatsu, Acupressure and other Eastern practices. **Prerequisites: MT122 Anatomy & Physiology, MT123 Kinesiology, and MT12 Swedish Massage**

**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 IMT104 - 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: IMT105 Electrical Studies II**

**Electrical Studies I IMT103 - 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 IMT105 - 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: IMT103 Electrical Studies I**

**Energy Based Modalities MT219 – 45 clock hours**
This course introduces students to basic characteristics, holds and unwinding techniques. Students will learn about polarity massages, which use opposing touch points to balance the positive and negative energies of the body. The course will also cover acuyoga, the practice of applying yoga positions to stimulate pressure points for balancing energy centers of the body. Students will also be introduced to Reiki, the practice of using the energy of the therapist as well as the energy of the client to heal mind, body, and spirit. **Prerequisites: MT122**
Anatomy & Physiology, MT123 Kinesiology, and MT212 Swedish Massage

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

Essentials of Massage & Bodywork MT112 – 90 clock hours
This course introduces to the student the basic strokes, techniques and hands-on skills that are essential for proper table and body mechanics, basic Swedish massage, seated chair massage, reflexology, aromatherapy and the use of essential oils. Proper forms of touch and how to professionally approach the client through sensitivity and perceptivity training. This course is a prerequisite for MT212 Swedish Massage, MT211 Trigger Point Therapy, MT213 Sports Massage, MT215 Orthopedic Massage, MT217 Deep Tissue Massage, MT218 Eastern Paradigms and must be completed with a “C” grade or better in order to advance.

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 also cover various types of cornrows, adding and removing hair extensions, and assessing physical hair damage.

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. Prerequisite: WFP106 Gas Metal Arc Welding

Fundamentals of Mechatronics IMT304 - 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.

Gas Metal Arc Welding WFP106 - 7 credits
This course introduces the student to the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and the safe use of tools/equipment. Students will also receive instruction in various joint designs. This course is a prerequisite for WFP 109 Flux Core Arc Welding and must be completed with a “C” grade or higher.

Gas Tungsten Arc Welding WFP112 - 7 credits
Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment, and safe use of tools and equipment. Welding instruction done in various positions and joint designs.

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

Hair Coloring I COS105 – 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 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 – 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 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 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 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.
The course will cover a variety of topics, including principles of
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.

**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 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**

**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 MLT204
Microbiology II, MLT205 Immunohematology II, and MLT208
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 Mathematics**

**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, blood group genetics and inheritance
and testing principles, reagents and procedures. This course is
a prerequisite for MLT205 Immunohematology II, MLT204
Microbiology II and MLT208 Body Fluids 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 IMT303 – 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 IMT204- 3 credits**
This course is designed to introduce the student to developing and implementing preventative maintenance for both electrical and mechanical equipment.

**Industrial Wiring I IMT106 – 3 credits**
This course introduces students to electrical systems in the industrial environment. Topics to be covered include: site plans, power distribution, signaling systems, motor controls and motor installation. This course is a prerequisite for IMT205 Industrial Wiring II and must be completed with a “C” grade or better or advanced placement. **Prerequisites:** IMT103 Electrical Studies I and IMT105 Electrical Studies II

**Industrial Wiring II IMT205 – 3 credits**
This course continues educating students on electrical systems in the industrial environment. Topics to be covered include: power factor, ventilation, system protection, lightning protection, site lighting, basic programmable logic controllers, fiber optics, hazardous locations, and harmonics. **Prerequisite:** IMT106 Industrial Wiring 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 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, 432 Digital Design Technology, 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 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, MLT207 Laboratory Mathematics, and MLT103 Hematology I 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, 338 Network Operating Systems II and 431 Wireless Technology. Students must earn 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 7 and Window 8.

**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 432 Digital Design Technology and 435 Website Technology and must be completed with a “C” grade or better or advanced placement.

**Introduction to 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 IMT101 - 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. This course is a prerequisite for RES222 Cardiopulmonary Anatomy and Physiology, RES219 Pharmacology, and RES101 Respiratory Therapy I and must be passed with a “C” grade or better or advanced placement.

**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 Keyboarding I**

**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 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**

**Kinesiology MT123 – 60 clock hours**
This course will enable the massage therapist to realize the importance of muscle function as it is related to the field of massage therapy. Students will be able to recognize different types of muscle interactions. Students will have an understanding of the different joints of the human anatomy, and learn the muscles of the body including location, purpose, possible actions, nerve intervention, and common disorders of each group. This course is a prerequisite to MT217 Deep Tissue, MT117 Stretching, MT221 Certification Prep, MT220 Pathophysiology, MT222 Special Populations, MT211 Trigger Point Therapy, MT215 Orthopedic Massage, MT213 Sports Massage, MT214 Therapeutic Techniques, and MT501 Clinic I and must be completed with a “C” grade or higher or advanced placement.

**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; 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, MLT105 Immunohematology 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 and Fabrication WFP110 - 5 credits**
A fundamental course in layout and fabrication related to the welding industry. Major emphasis will be on structural shapes and uses in construction. **Prerequisite: WFP104 Blueprint Reading**

**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 Windows7, MAC, 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**

**Manicuring COS111 – 105 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, 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.

Massage Protocols MT312 – 45 clock hours
This course exposes students to situations seen by most massage therapists. It teaches students to evaluate every aspect of a client. Students will meet, assess, and design protocols for individuals according to age, occupation, sex, health, and their overall situation. Prerequisites: MT211 Trigger Point Therapy, MT212 Swedish Massage, MT213 Sports Massage, MT215 Orthopedic Massage, MT217 Deep Tissue Massage, and MT218 Eastern Paradigm

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 Principles & Systems IMT201 - 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 IMT202 Mechanical Drives and must be completed with a C grade or better.

Mechanical Drives IMT202 - 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: IMT201 Mechanical Principles and Systems

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: 101 Keyboarding I and 131 Introduction to Computers

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 also 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 word 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 RES101 Respiratory Therapy I, RES 110 Clinical Applications I, RES 219 Pharmacology, RES 222 Cardiopulmonary Anatomy and Physiology, 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 MLT 105 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 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

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

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 Health MT125 – 45 clock hours
This course is designed to give the student a broad base of the many modalities and practices related to the natural health field including homeopathy, nutritional therapy, western herbalism, naturopathy, Bach flower remedies, relaxations and visualization, Chiropractic and health activities of daily living. The explanation of each modality, its origins, how it works, common uses, safety and clinical results when available are the components of the lessons.

Network Design & Development - 537 - 2 credits
This course presents a structured network design process that 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 importance of planning, and creating network diagrams, flowcharts and organizational charts. Students will be introduced to the importance of brainstorming to design professional layouts for a networks infrastructure using computer aided software. Students will design various network infrastructures that will fulfill the needs of various network operating systems used in today’s business settings. Students will propose and design new and upgraded network operating systems following prospective budgets and timelines. This course is a prerequisite for 537 Network Design and Development, and must be completed with at least a “C” grade or better or advanced placement.

**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**

**Orthopedic Massage MT215 – 45 clock hours**
This course educates students to be knowledgeable and caring practitioners who can identify and treat musculoskeletal dysfunction through viewing and hands-on palpation. This course is a prerequisite for MT312 Massage Protocols and must be completed with a “C” grade or better or advanced placement. **Prerequisites: MT122Anatomy & Physiology, MT123 Kinesiology, MT212 Swedish Massage, and MT113 Professional Development and Ethics.**

**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 MT220 – 45 clock hours**
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 tests and drugs that relate to each system. **Prerequisites: MT122 Anatomy & Physiology and MT123 Kinesiology**

**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.
**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: 172 Accounting I**

**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.

**Personal Health & Wellness MT119 – 30 clock hours**
This course teaches students the concepts of behavior change for health and wellness. Yoga, nutrition, weight management, resistance exercise, increasing flexibility, as well as drawing up behavior change contracts and keeping a wellness journal will be included. **Prerequisites: MT122 Anatomy & Physiology, MT123 Kinesiology, and MT212 Swedish Massage**

**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,
Phlebotomy 321 - 3 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 IMT302 Advanced PLC Programming and must be completed with a “C” grade or better.

Pneumatics and Hydraulics IMT203 - 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.

Postural Assessment MT116 – 30 clock hours
This course will introduce students to the basics of postural distortions. Students will learn what type of client requires postural analysis and why. Students will be taught to visualize the most common structural distortions and the cause of these pathologies. Students will develop skills in using plum lines, grid patterns, and the gait analysis path. Prerequisites MT112 Essentials of Massage, MT122 Anatomy & Physiology and MT123 Kinesiology

Practice Building MT118 – 15 clock hours
This course will introduce the student to the criteria necessary for building his/her own practice. Topics to be covered will include forms of businesses such as partnership and sole proprietors, licensing requirements, basic bookkeeping and advertising. Discussions will cover targeting markets, marketing plans, and financial requirements. Students will develop a marketing project, design a business card, and file health claim forms.

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. Prerequisites MLT103 Hematology I, and MLT206 Immunology

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

Pipe Welding I WFP211 - 5 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 WFP 212 Pipe Welding II and must be completed with a “C” grade or better or advanced placement. Prerequisite: WFP Shielded Metal Arc Welding III

Pipe Welding II WFP212 - 4 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: WFP211 Pipe Welding I

PLC Programming IMT301 - 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 IMT302 Advanced PLC Programming and must be completed with a “C” grade or better.
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.

**Professional Development & Ethics MT113 – 60 clock hours**
This course teaches students to recognize and anticipate some of the complex dynamics and issues encountered in the client/therapist relationship and how they can develop the necessary skills to negotiate these interactions. Informed consent, scope of practice and ethics will be discussed. Self-care, body mechanics and therapeutic modalities will be introduced. Professional Development and Ethics, includes self-esteem, as well as personal attitude and appearance development, and diet and nutrition as part of personal development. This course is a prerequisite for MT501 Clinic, MT118 Practice Building, MT318 Certification Prep., and must be completed with a “C” grade or better or advanced placement.

**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. This course is a prerequisite for 531 Graphic Design & Development and must be completed with a “C” grade or better or advanced placement.

**Reflexology MT115 – 45 clock hours**
This course teaches the practice of manipulating reflex areas (the 10-zone theory) in the feet and hands that connect to major organs, body parts and joints. It explains the physiological benefits of foot and hand massage and incorporates the principles of reflexology into the general massage session.

**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, and 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 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.

**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 – 5 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.. This course is a prerequisite for WFP 305
Shielded Metal Arc Welding III and must be passed with a "C"
grade or higher or advanced placed. Prerequisites: WFP 105
Shielded Metal Arc Welding I

Shielded Metal Arc Welding III WFP305 – 3 credits
In this course, students will also prepare for and complete their
AWS D1.1 3G certification test plate. Students will learn about
the AWS D1.1 code and how it applies to welded structures.
Classroom material covered will include Advanced Shielded
Metal Arc Welding, Welding Codes and Standards, Testing and
Inspection of Welds, and Welder Certification. Additional
blueprint reading will also be discussed. Safety standards are
done in compliance with ANSI Z49.1 Safety in Welding, Cutting,
and Allied Processes.. This course is a prerequisite for WFP 211
Pipe Welding I and must be completed with a “C” grade or
better or advanced placement

Spa Therapies MT216 – 60 clock hours
This course instructs the student in the art of Aroma Therapy,
the benefits and application of essential oils, Hot Stone
Therapy, the benefits and application of Basalt lava-rock stones,
and Body Treatment Therapies, including exfoliating body
scrubs, various body wraps and hydrating body treatments.
Prerequisite: MT212 Swedish Massage MT112 Essentials of
Massage and Body Work, MT123 Kinesiology and MT122
Anatomy and Physiology.

Special Populations MT222 – 30 clock hours
This course instructs the student in the art of geriatric
massage and infant and pregnancy massage; the positive
benefits of infant massage in child development, and the
importance of the early touch experience on infants; the
techniques for proper geriatric massage; the techniques to
relieve the discomforts of pregnancy and full body massage
for the expectant mother in preparation for labor and birth;
and the application of proper draping skills and side-lying
positions for the expectant mother. Prerequisites: MT122
Anatomy & Physiology and MT123 Kinesiology

Sports Massage MT213 – 45 clock hours
This course teaches students how massage can enhance
athletes’ conditioning and performance, reduce injury
potential, and aid injury rehabilitation

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,
hairstyling, 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

Stretching MT117 – 45 clock hours
This course will introduce students to passive, active, and
static stretching. Students will learn the application of
proprioceptive neuromuscular facilitation in depth, which will
provide assistance to them during massage sessions.
Prerequisites: MT122 Anatomy & Physiology and MT123
Kinesiology

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.

**Swedish Massage MT212 – 45 clock hours**
This course introduces the student to the basic strokes and hands-on skills that are the groundwork for massage techniques utilized in basic Swedish massage. It will introduce students to sensitivity and perceptive training, and the basics of approaching a client through therapeutic touch. Student is responsible for giving and receiving Swedish massage while demonstrating proper body mechanics. Chair massage is also introduced. This course is a prerequisite for MT211 Trigger Point Therapy, MT215 Orthopedic Massage, MT213 Sports Massage, MT214 Therapeutic Techniques, MT219 Energy Based Modalities, MT218 Eastern Paradigm, MT312 Massage Protocols, MT216 Spa Therapies, and MT501 Clinic and must be completed with a “C” grade or better or advanced placement. **Prerequisites:** MT112 Essentials of Massage and Body Work, MT122 Anatomy & Physiology and MT123 Kinesiology

**Therapeutic Techniques MT214 – 45 clock hours**
This course is designed to provide the student with specific basic knowledge for the specialized modalities of lymph drainage, myofascial release and myotherapy. Prerequisites: MT122 Anatomy & Physiology, and MT123 Kinesiology, and MT212 Swedish Massage

**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

**Trigger Point Therapy MT211 – 45 clock hours**
This course teaches students to visualize muscles that are lacking range of motion due to trigger points. Students learn common pathologies that are caused by trigger points and how to alleviate chronic pain and dysfunction through the use of trigger point therapy. This course is a prerequisite for MT312 Massage Protocols and must be completed with a “C” or higher or advanced placement **Prerequisites:** MT112 Essentials of Massage and Body Work, MT122 Anatomy & Physiology, and MT123 Kinesiology

**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. This course is a prerequisite for 533 Advanced Website Technology and must be completed with a “C” grade or better or advanced placement. **Prerequisites:** 131 Introduction to Computers and 135 Introduction to the Internet

**Welding Inspection Techniques WFP115 - 2 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:** 138 Introduction to Networks
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Morgantown Learning Site
Laurel Business Institute - School of Cosmetology

INCORPORATION
Laurel Business Institute was incorporated in the Commonwealth of Pennsylvania on June 7, 1985

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<tr>
<th>Corporate Officer</th>
<th>SUPPORT STAFF</th>
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<tbody>
<tr>
<td>Decker, Nancy M.</td>
<td>Margovic, Adam</td>
</tr>
<tr>
<td>Chief Executive Officer &amp; President</td>
<td>Admission Representative/Administrative Assistant</td>
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<tr>
<td>BS in Business Education, Indiana University of Pennsylvania</td>
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<tr>
<th>Administration</th>
<th>Faculty</th>
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<tr>
<td>Decker, Nancy M.</td>
<td>Sherri R. Rimel</td>
</tr>
<tr>
<td>Chief Executive Officer &amp; President</td>
<td>Assistant Campus Director</td>
</tr>
<tr>
<td>BS in Business Education, Indiana University of Pennsylvania</td>
<td>Teaching Specialty: Cosmetology</td>
</tr>
<tr>
<td>Clyde, Maria</td>
<td>Diploma in Cosmetology, Pittsburgh Beauty Academy of Greensburg; Teacher License &amp; Cosmetology License, Pennsylvania State Board of Cosmetology; AD in Applied Science (Nursing), Community College of Allegheny County; Teacher License &amp; Cosmetologist License, State of West Virginia Board of Barbers and Cosmetologists</td>
</tr>
<tr>
<td>Director of Admission</td>
<td>Jolliffe, Vicki M.</td>
</tr>
<tr>
<td>Fiscal Assistant - Sharon</td>
<td>Vice President of Finance</td>
</tr>
<tr>
<td>Diploma in Consumer Lending, American Institute of Banking</td>
<td>ASB in Accounting, Laurel Business Institute</td>
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<tr>
<td>Hartley, Toni R.</td>
<td>Marsh, Bonnie Jean</td>
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<tr>
<td>Director of Education</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Teaching Specialty: Accounting &amp; Business</td>
<td>MEd, Math &amp; Computer Science, California University of Pennsylvania; BA in English &amp; Psychology, Geneva College</td>
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<tr>
<td>BS in Business Finance, California University of Pennsylvania</td>
<td>Migyanko, Stephanie M.</td>
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<td>Santore, Jr., Charles</td>
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<tr>
<td>Vice President of Financial Aid</td>
<td>Teacher and Cosmetology License, West Virginia, Clarksburg Beauty Academy</td>
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<tr>
<td>AST in Computer Management, Laurel Business Institute</td>
<td>Brenda Waller</td>
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<tr>
<td>Rhodes, Amy</td>
<td>Teaching Specialty: Cosmetology</td>
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<tr>
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<tr>
<td>Teaching Specialty: Cosmetology</td>
<td>Teacher and Cosmetology License, Pennsylvania and West Virginia. PA Esthetics</td>
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Policies for WV Students

CLOCK HOUR ATTENDANCE POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at Laurel Business Institute. Students receiving funds under any Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

Attendance

The school’s attendance policy follows the requirements of the West Virginia Board of Barbering and Cosmetology in that all students are required to attend classes at least eighty percent of the time they are enrolled in school. Students are required to account for any absence of more than twenty percent of the time after enrollment by a written excuse from a doctor, dentist, or someone who can verify to the Board the necessity of the students’ absences. The attendance rate is calculated by dividing the actual hours by the scheduled hours from the beginning of the course.

A daily class record is kept for each student, showing the number of hours devoted to the respective subjects, the number of clinical operations performed, the total number of hours the student attends, and the days each student is absent.

In addition, a monthly record of the student’s entire enrollment is kept and sent to the Board to show the number of months and the days that each student is absent and present, the hours devoted to each subject, and the number of clinical operations performed by the student to date.

An electronic time clock is used to record student hours. Students are required to clock in upon arrival, and out for lunch breaks and when leaving for the day. Students will only receive hours that are electronically recorded.

DRESS CODE

Students are required to wear the provided uniforms at all times during school hours. These uniforms must be kept clean and neat at all times. The student is responsible for washing his or her own uniforms.

GRIEVANCE PROCEDURE

Laurel Business 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 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 still not satisfied, he or she may contact the West Virginia State Board of Barbers and Cosmetologists at 1201 Dunbar Avenue, Dunbar, WV 25064, or by phone at 1-304-558-2924. 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.

STUDENT REGISTRATION

No student shall be permitted to enter any class for study or be given credit for any work done in the school prior to the time his or her permit has been received from the WV Board of Barbers and Cosmetologists.
Cosmetology
14 Months

The comprehensive cosmetologist curriculum covers a wide variety of skills including classes in hair shaping, styling and coloring, manicuring and pedicuring, skin care, and chemical services. Our licensed instructional staff teaches both theoretical and practical applications. Students will have the opportunity to work for supervised practice in the school’s full-service cosmetology clinic.

Upon completion of this program, the student will be able to sit for Cosmetologist licensing exam through the West Virginia State Board of Barbers and Cosmetologist after completion of 1,800 hours of instruction AND successful completion of the Cosmetologist program. Licensure is required in the State of West Virginia.

Graduates of this program earn a diploma.

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

Exam & License
- State Board preparation for Cosmetologist License

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 West Virginia State Board of Barbers and Cosmetologist and the Accrediting Council for Independent Colleges and School.

* 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 the school’s website www.laurel.edu/lbi.

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

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<th>PROGRAM COURSES</th>
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**TOTALS** 1835
**Hair Styling**  
**8 Months**

The comprehensive hair stylist curriculum covers a wide variety of skills including classes in hair shaping, styling and coloring, wigs, braiding, hair additions, and chemical services. Our licensed instructional staff teaches both theoretical and practical applications. Students will have the opportunity to work for supervised practice in the school’s full-service cosmetology clinic.

Upon completion of this program, the student will be able to sit for Hair Stylist licensing exam through the West Virginia State Board of Barbers and Cosmetologist after completion of 1,000 hours of instruction AND successful completion of the Hair Stylist program. Licensure is required in the State of West Virginia.

Graduates of this program earn a diploma.

**Careers**
- Hair Stylist
- Hair Dresser
- Hair Colorist

**Exam & License**
- State Board preparation for Hair Stylist License

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 West Virginia State Board of Barbers and Cosmetologist and the Accrediting Council for Independent Colleges and School.

* 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 the school’s website www.laurel.edu/lbi.

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<td>Principles of Hair Design</td>
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<td>Hair Styling II</td>
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<td>WV205</td>
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<tr>
<td>WV142</td>
<td>State Board Practicum</td>
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**CAREER PREPARATION**

| WV504               | Clinic | 210 |

**TOTALS**  
**1050**
COURSE DESCRIPTIONS

WV101 Professional Development in Cosmetology - 60 Hours
This course is designed to provide the student with the basic knowledge in professional development, effective communication, and human relations as it relates to cosmetology. The course will cover a variety of topics including business management and ownership, life skills, your professional image, communicating for success, professional practices, types of salon businesses, and seeking employment.

WV141 State Board Laws & Theory - 45 Hours
This course is designed to provide the student with the knowledge needed to prepare them for the theoretical portion of the West Virginia state board of cosmetology, which includes both theory and state law exams. 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 and barbering, preparation by apprenticeship method, cosmetology legislative rules and Chapter 30, Article 27 West Virginia code, penalties, and fees. The curriculum will also cover sanitation processes and guidelines, sanitation in the licensed facility, first aid, and general infection control as it relates to State Board law.

WV121 Cosmetology Science Theory I - 120 Hours (90 hours Theory Work, 30 hours Practical Work)
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 regulations and principles of prevention, universal precautions, infection control, and bacteriology. Also included in this course is anatomy and physiology that includes the various systems, skin structure, growth and nutrition, and skin disease and disorders as well as structures of the skin. Students will learn proper hand washing techniques and will learn to properly disinfect various tools and implements, including foot spas and basins.

WV122 Cosmetology Science Theory II - 135 Hours (105 hours Theory Work, 30 hours Practical Work)
This course will cover a variety of topics including: chemistry and electricity, electrical equipment safety and electrotherapy, as well as light energy and light therapy, chemical composition of the hair, properties of the hair and scalp, hair and scalp analysis, hair growth, hair loss, and disorders of the hair. Shampooing, and rinsing and conditioning techniques and applications will also be covered.

WV201 Principles of Hair Care and Design - 30 Hours
This course is designed to provide the student with the basic knowledge of trichology as well as hair-brushing and understanding shampoos, conditioners, draping procedures, and principles and elements of hair design. The course will include the philosophy of hair design, elements and principles of hair design, as well as the influence of hair types on a hairstyle. Creating harmony between a hairstyle and various facial structures will also be included. Designing for men will be included in this course as well as draping procedures and pre-service procedures such as cleaning and disinfecting, basic station set-up, stylist preparations, greeting the client, advising and promotion of products, scheduling the next appointment and preparing the work area for the next client.

WV204 Wigs, Braiding, and Hair Additions - 45 Hours
This course will cover understanding human vs. synthetic wigs and hair, including the advantages and disadvantages of each. Students will learn proper technique in wig measurement, application of the wig, as well as cleansing, cutting, and styling wigs. Students will learn the basics of braiding as well as advanced braiding such as rope braids, fishtail braids, invisible braids, single braids with and without hair additions, and cornrows. Students will be taught to add and remove hair additions.

WV102 Hair Shaping I - 60 Hours
This course is designed to provide the student with the basic knowledge in the principles of hair shaping and basic cutting techniques. This will include client consultation, professional terminology, introduction of hair cutting tools, posture and body positioning essential to haircutting as well as safety in haircutting. Basic cuts will include the blunt cut (0 degree cut), a graduated haircut (45 degree cut), the uniform layered cut (90 degree cut), the long-layered cut (180 degree cut), as well as other various cutting techniques for each type of haircut. Knowledge of clippers and trimmers as well as men’s basic clipper cutting will also be included in this course.

WV202 Hair Shaping II - 45 Hours
This course is designed to provide the student with the knowledge needed to perform various advanced 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 service. Other advanced techniques include Point-cutting, slithering and notch cutting to create texture within a haircut.
WV103 Hair Styling I - 45 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 client consultation, wet hairstyling basics, finger waves and pin curl applications to learn manual dexterity. Roller sets will be included as well as comb out techniques, blow-dry/styling and thermal styling techniques. Hair wrapping and thermal hair straightening (hair pressing) are also included in this course. The artistry of hairstyling along with styling of long hair and formal styling will also be an area of learning in this course.

WV203 Hair Styling II - 60 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 long hair designs including wedding designs, hair twisting and knotting, as well as creating Avant Garde styles and trend styles while utilizing hair styling aides and accessories.

WV501 Clinic I - 250 Hours
This course is designed to provide the student with the knowledge to perform skills as a future professional of cosmetology in a salon atmosphere. The course will cover a variety of topics, including: all hair, services dealing with cosmetology, product knowledge, professionalism, and salon retailing. All work will be done under the supervision of a licensed instructor.

WV105 Hair Coloring I - 60 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 the law of 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. Other procedures include client consultations, the hair color service record card, patch-testing, and preliminary strand testing.

COS205 Hair Coloring II - 45 Hours
This course is designed to provide the student with the basic knowledge to 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, utilization of toners, highlighting techniques including cap-frosting and various foiling techniques.

WV122 Chemical Texture Services - 60 Hours
This course is designed to provide the student with the knowledge needed to perform a chemical texture service. The course will cover a variety of topics, such as the structure of hair which will include the basic building blocks of hair, types of rods, end wraps and sectioning, professional terminology, the chemistry of permanent waves including chemical reactions of solutions and neutralizers, various perm wraps and testing procedures. This course will also provide students with the basic knowledge of chemical hair relaxers including thio relaxers, hydroxide relaxers, lye-based and no lye based relaxers, strand testing, and hair treatments that are needed after chemical texturizing services.

WV131 The Science of Aesthetics and Skin Care - 180 Hours
This course is designed to provide the student with the basic knowledge needed in Esthetics involving the histology of the skin. This course will also cover a variety of services including skin analysis, client consultations, skin care products, facial equipment, facial massage, histology of the skin, electrotherapy and light therapy facial treatments, state board procedures, and various make up applications such as basic make-up applications, special occasion, and corrective make-up applications. Application of artificial eyelashes will also be included as well as both temporary and permanent hair removal.

WV111 The Science of Nail Technology - 105 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 nail structure and growth, nail diseases and disorders, basic manicuring and massage for women and men, pedicuring and advanced nail techniques such as nail art, nail tips and wraps, monomer liquids and polymer powder nail enhancements as well as UV gels.

WV502 Clinic II - 250 Hours
This course is designed to provide the student with the knowledge to perform skills as a future professional in cosmetology in a salon atmosphere. The course will cover a variety of topics, including: all esthetics and skin care services and all nail technician services, product knowledge, professionalism, and salon retailing. In addition, students will also focus on Aesthetics and skin care as well as Nail technology as two additional skill areas. All work will be done under the supervision of a licensed instructor.
WV503 Clinic III - 210 Hours
This course is designed to provide the student with the advanced knowledge to operate in a salon atmosphere on a more independent level. The course will cover a variety of topics including Aesthetics and skin care services and all nail technology services, product knowledge, professionalism, and salon retailing. All work will be done under the supervision of a licensed instructor.

WV504 Clinic III - 230 Hours
This course is designed to provide the student with the advanced knowledge to operate in a salon atmosphere on a more independent level. The course will cover a variety of topics including product knowledge, professionalism, and salon retailing. All work will be done under the supervision of a licensed instructor.

WV142 State Board Practicum - 30 Hours
Course Description for Cosmetology Candidates:
This course is designed to provide the student with the knowledge needed to prepare them for the practical portion of The West Virginia State Board of Barbers and Cosmetology practical exam. The course will cover a variety of practical exam service requirements including the licensing process and six core domain services that must be performed during the State Practical Exam. These services include set up and client protection, Thermal Curling, Haircutting, Chemical Waving, Virgin Hair Lightening Application and Color Retouch, as well as Virgin Relaxer Application and Relaxer Retouch. One or more of the following tasks may be included as additional testing services and will be taught in this course. The skills tasks include Blow dry styling, Shaping and Pin Curl Placement, Roller Placement, Basic Facial, Manicure, Sculptured Nail, and Hair Removal of the Eyebrows.

WV143 State Board Practicum - 30 Hours
Course Description for Hairstylist/Hair-Design Candidates:
This course is designed to provide the student with the knowledge needed to prepare them for the practical portion of The West Virginia State Board of Barbers and Cosmetology practical exam as it applies to Hair Stylists/Hair Design. The course will cover a variety of practical exam service requirements including the licensing process and six core domain services that must be performed during the State Practical Exam. These services include set up and client protection, Thermal Curling, Haircutting, Chemical Waving, Virgin Hair Lightening Application and Color Retouch, as well as Virgin Relaxer Application and Relaxer Retouch.

NOTE: Clinic time may be utilized as necessary for lecture and demonstration of State Board Practical Exam review for the Hairstylists.
Addenda
Laurel Business Institute 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 21............................................................................................................................................Graduate Luncheon
Jan 22...........................................................................................................................................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 13..........................................................................................................................................Graduate Luncheon
May 14..........................................................................................................................................Graduate Ceremony
May 25..........................................................................................................................................Memorial Day – School Closed
May 27............................................................................................................................................Orientation

**Summer 2015 Term**
May 27...........................................................................................................................................Start Date for Cosmetology and Trades Classes
May 28...........................................................................................................................................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 3................................................................................................................................................Fourth of July Holiday - School Closed
July 22..............................................................................................................................................Mid-Term
Sept 7 .............................................................................................................................................Labor Day Holiday – School Closed
Sept 10 ...........................................................................................................................................Summer Term Ends
Sept 16 ..........................................................................................................................................Graduate Luncheon
Sept 17 ..........................................................................................................................................Graduation Ceremony
Sept 22............................................................................................................................................Orientation

**Fall 2015-2016 Term**
Sept 22...........................................................................................................................................Start Date for Cosmetology and Trades Classes
Sept 23................................................................................................................................................All Other Programs Begin Fall Classes
Sept 29................................................................................................................................................Last day to drop or add classes
Nov 10 ............................................................................................................................................Mid-Term
Nov 11 .............................................................................................................................................Veterans’ Day Holiday – No Classes
Nov 26 – Nov 30 ................................................................................................Thanksgiving Holiday – No Classes
Nov 26 & 27 ........................................................................................................................................School Closed
Dec 23, 2015 – Jan 1, 2016 ................................................................................................Christmas Holiday – No Classes
Dec 25, 2015 & Jan 1, 2016 ................................................................................................School Closed
Jan 4, 2016 ....................................................................................................................................Fall Semester Resumes
Jan 14, 2016 ....................................................................................................................................Fall Term Ends
Jan 18, 2016 .....................................................................................................................................Martin Luther King Jr. Holiday- School Closed
Jan 20, 2016 .....................................................................................................................................Graduate Luncheon
Jan 21, 2016 .....................................................................................................................................Graduation Ceremony
Jan 25, 2016 .....................................................................................................................................Orientation

Revised 5/13/2015
LBI School of Cosmetology in Morgantown
2015 School Calendar

**Fall 2014- 2015 Term**
Jan 1.................................................................................. New Year’s Day (School Closed)
Jan 2..........................................................................................Fall Classes Resume
Jan 16......................................................................................Last day for Fall Classes
Jan 19......................................................................................Martin Luther King Jr. Holiday- School Closed
Jan 21......................................................................................Graduate Luncheon
Jan 22........................................................................................Graduation Ceremony

**Spring 2015 Term**
Jan 22......................................................................................Orientation/Spring Classes Begin
Jan 28......................................................................................Last day to drop or add class
Feb 16.......................................................................................Presidents’ Day Holiday – School Closed
Mar 18......................................................................................Mid-Term Start/Side B Classes Begin
Apr 3.........................................................................................Good Friday - School Closed
May 8......................................................................................Last day for Spring Classes
May 13......................................................................................Graduate Luncheon
May 14........................................................................................Graduate Ceremony

**Summer 2015 Term**
May 21......................................................................................Orientation/Summer Classes Begin
May 25......................................................................................Memorial Day – School Closed
May 28......................................................................................Last day to drop or add classes
June 29- July 3..........................................................Fourth of July Holiday and Summer Vacation - No Classes
July 3.........................................................................................Fourth of July Holiday - School Closed
July 22......................................................................................Mid-Term Start/Side B Classes Begin
Sept 7......................................................................................Labor Day Holiday – School Closed
Sept 11......................................................................................Last day for Summer Classes
Sept 16......................................................................................Graduate Luncheon
Sept 17........................................................................................Graduate Ceremony

**Fall 2015- 2016 Term**
Sept 17......................................................................................Orientation /Fall Classes Begin
Sept 23......................................................................................Last day to drop or add classes
Nov 10......................................................................................Mid-Term Start/Side B Classes Begin
Nov 11......................................................................................Veterans’ Day Holiday – No Classes
Nov 26 & 27 ................................................................................Thanksgiving Holiday -- School Closed
Dec 22 – Jan 1 ..............................................................................Christmas Holiday – No Classes
Dec 25 & Jan 1.........................................................................School Closed
Jan 4........................................................................................Fall Classes Resume
Jan 15........................................................................................Last Day for Fall Classes
Jan 18......................................................................................Martin Luther King Jr. Holiday- School Closed
Jan 20......................................................................................Graduate Luncheon
Jan 21......................................................................................Graduation Ceremony
Jan 27........................................................................................Orientation/Spring Classes Begin

Revised 12-19-2014
TUITION SUPPLEMENT TO CATALOG – Credit Hour Programs

<table>
<thead>
<tr>
<th>PROGRAM</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</td>
<td>$21,985</td>
<td>$3,611</td>
<td>5 Semesters 18 Months</td>
<td>80</td>
<td>1545</td>
<td>Degree 1</td>
</tr>
<tr>
<td>Administrative Office Technology</td>
<td>$21,985</td>
<td>$3,931</td>
<td>5 Semesters 18 Months</td>
<td>73</td>
<td>1515</td>
<td>Degree 1</td>
</tr>
<tr>
<td>Business Administration</td>
<td>$21,985</td>
<td>$3,575</td>
<td>5 Semesters 18 Months</td>
<td>80</td>
<td>1575</td>
<td>Degree 1</td>
</tr>
<tr>
<td>Computer Software with Digital Media &amp; Design</td>
<td>$21,985</td>
<td>$3,615</td>
<td>5 Semesters 18 Months</td>
<td>78</td>
<td>1680</td>
<td>Degree 2</td>
</tr>
<tr>
<td>Early Childhood Education**</td>
<td>$21,985</td>
<td>$4,063</td>
<td>5 Semesters 18 Months</td>
<td>81</td>
<td>1515</td>
<td>Degree 1</td>
</tr>
<tr>
<td>Industrial Maintenance Technician**</td>
<td>$13,191</td>
<td>$1,584</td>
<td>3 Semesters 12 Months</td>
<td>48</td>
<td>1080</td>
<td>Diploma</td>
</tr>
<tr>
<td>Medical Assistant**</td>
<td>$21,985</td>
<td>$3,363</td>
<td>5 Semesters 18 Months</td>
<td>85</td>
<td>1710</td>
<td>Degree 1</td>
</tr>
<tr>
<td>Medical Billing &amp; Coding**</td>
<td>$21,985</td>
<td>$4,256</td>
<td>5 Semesters 18 Months</td>
<td>81</td>
<td>1545</td>
<td>Degree 1</td>
</tr>
<tr>
<td>Medical Laboratory Technician**</td>
<td>$29,170</td>
<td>$2,678</td>
<td>5 Semesters 18 Months</td>
<td>82</td>
<td>1775</td>
<td>Degree 2</td>
</tr>
<tr>
<td>Medical Office Administration</td>
<td>$21,985</td>
<td>$3,751</td>
<td>5 Semesters 18 Months</td>
<td>76</td>
<td>1500</td>
<td>Degree 1</td>
</tr>
<tr>
<td>Network Administration &amp; Security</td>
<td>$21,985</td>
<td>$3,977</td>
<td>5 Semesters 18 Months</td>
<td>80</td>
<td>1725</td>
<td>Degree 2</td>
</tr>
<tr>
<td>Pharmacy Technician**</td>
<td>$13,191</td>
<td>$2,001</td>
<td>3 Semesters 12 months</td>
<td>53</td>
<td>975</td>
<td>Diploma</td>
</tr>
<tr>
<td>Respiratory Therapy**</td>
<td>$31,370</td>
<td>$2,487</td>
<td>5 Semesters 18 Months</td>
<td>71</td>
<td>1690</td>
<td>Degree 2</td>
</tr>
<tr>
<td>Welding &amp; Fabrication with Pipeline Technology**</td>
<td>$13,191</td>
<td>$622</td>
<td>3 Semesters 12 Months</td>
<td>53</td>
<td>1110</td>
<td>Diploma</td>
</tr>
</tbody>
</table>

1 Associate in Specialized Business  2 Associate in Specialized Technology
* All charges are reviewed annually, and if adjusted, become effective for all students currently enrolled or planning to enroll.
** Criminal Background Check required - $45.00 fee

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 program specific Statement of Understanding lists additional costs.
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</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.

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. 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.
## TUITION SUPPLEMENT TO CATALOG – Clock Hours

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>TUITION *</th>
<th>BOOKS *</th>
<th>LENGTH</th>
<th>CLOCK HOURS</th>
<th>EARNED</th>
<th>HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology – See Licensing Requirements section</td>
<td>$19,740</td>
<td>$1,592</td>
<td>16 Months</td>
<td>1675</td>
<td>Degree 1</td>
<td>$11.79</td>
</tr>
<tr>
<td>Cosmetology – See Licensing Requirements section</td>
<td>$16,440</td>
<td>$1,060</td>
<td>12 Months</td>
<td>1350</td>
<td>Diploma</td>
<td>$12.18</td>
</tr>
<tr>
<td>Esthetics 2 – 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>$723</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>
<td>$11.79</td>
</tr>
<tr>
<td>Therapeutic Massage **</td>
<td>$21,426</td>
<td>$2,096</td>
<td>16 Months</td>
<td>1665</td>
<td>Degree 1</td>
<td>$12.87</td>
</tr>
<tr>
<td>Nail Technician 2 – 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 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.

** Criminal Background Check required - $45.00 fee

* All charges are reviewed annually, and if adjusted, become effective for all students currently enrolled or planning to enroll.

### 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 Business 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.

### FOR COSMETOLOGY TRANSFER STUDENTS ONLY--FORFEITURE OF HOURS:

Upon evaluation of academic transcripts, theoretical knowledge, and practical skills, the Campus Director and Cosmetology Supervisor have awarded me _______ hours toward the completion of an LBI cosmetology program. And, I understand that any additional hours I have accumulated from an outside institution(s) will not transfer in and will not count as hours completed toward the LBI diploma or degree.

_________________________  ______________________________
Applicant's Signature     Date
The following fees are in addition to tuition and book charges and any fees listed on the required Statement of Understanding attached to this enrollment agreement:

<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</td>
</tr>
</tbody>
</table>

Each payment period unless program is under 900 hours

The tuition, book costs, and fees are billed at the start of the program. Books are purchased by the school for the student. If a student chooses to purchase 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.
TUITION SUPPLEMENT FOR LBI SCHOOL OF COSMETOLOGY (WV)

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>TUITION *</th>
<th>BOOKS*</th>
<th>LENGTH</th>
<th>CLOCK HOURS</th>
<th>EARNED</th>
<th>HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology – See Licensing Requirements section</td>
<td>$14,331</td>
<td>$410</td>
<td>14 Months</td>
<td>1835</td>
<td>Diploma</td>
<td>$7.81</td>
</tr>
<tr>
<td>Hair Styling – See Licensing Requirements section</td>
<td>$8,631</td>
<td>$410</td>
<td>8 months</td>
<td>1050</td>
<td>Diploma</td>
<td>$8.22</td>
</tr>
</tbody>
</table>

* All charges are reviewed annually, and if adjusted, become effective for all students currently enrolled or planning to enroll. Tuition includes textbooks, student kits, and student shirts. For a breakdown, please refer to Statement of Understanding. All other fees apply.

The applicant must sign a Statement of Understanding prior to acceptance. The following fees are in addition to the tuition and any costs listed on the required Statement of Understanding attached to the enrollment agreement:

- Application Fee: 50.00
- Graduation Fee: 175.00
- Student Service Fee: 450.00 Each Payment Period

Tuition and fees are billed at the start of the program.

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.