Laurel Technical Institute - Hermitage
Laurel Technical Institute - Meadville

2021 - 2022 School Catalog
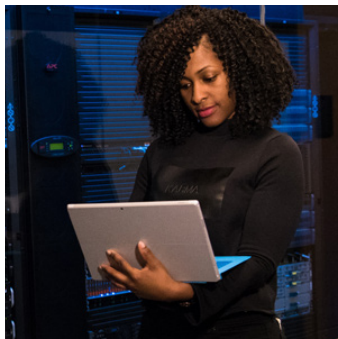
LAUREL INSTITUTES

Hermitage Campus
2370 Broadway Avenue
Hermitage, PA 16148
724-983-0700

Sharon Satellite
200 Sterling Avenue
Sharon, PA 16146
724-983-0700

Meadville Branch
11618 Cotton Road
Meadville, PA 16335
814-724-0700

laurel.edu

Laurel Technical Institute

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2370 Broadway Avenue
Hermitage, PA 16148
Phone: 724-983-0700 - Fax: 724-983-8355

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200 Sterling Avenue
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Meadville Branch Campus
11618 Cotton Road
Meadville, PA 16335
Phone: 814-724-0700 Fax: 814-724-2777

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

Accredited by:

ACCSC
Accrediting Commission of Career Schools and Colleges

◆

Licensed by the Pennsylvania State Board of Private Licensed Schools

◆

Licensed by the Pennsylvania State Board of Cosmetology

◆

Registered with the Ohio State Board of Career Colleges and Schools
No. 08-07-1870T (Hermitage) No. 14-07-2048T (Meadville)

Publication Date: December 7, 2021
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2021-2022 Catalog

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ADDENDUM INCLUDED SEPARATELY

MISSION STATEMENT

Laurel Technical Institute is dedicated to providing a quality, career-focused education and professional certifications for individuals seeking employment in various occupations in response to the needs of the regional employer community.

The objectives for Laurel Technical Institute are:

A. To Serve the Student by
  - offering educational programs to meet regional demand
  - providing career focused education and student support
  - focusing on educational delivery options to meet the needs of our student population

B. To Serve the Employers by
  - providing trained graduates to meet the employment needs of our business community

C. To Serve the Community by
  - participating in community activities, events, or projects

HISTORY AND PHILOSOPHY

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

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

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

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

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

SCHOOL FACILITIES

Laurel Technical Institute is currently housed in three buildings: Hermitage (main campus), Sharon (satellite); and Meadville (branch campus). All of the facilities provide an environment that are conducive to good instruction and learning, and support the education programs offered by Laurel Technical Institute. Laurel Technical Institute facilities include classrooms; administrative & staff offices; offices for admission, financial aid, accounting, placement, etc.; laboratories, clinics, student facilities, and academic libraries.

All buildings that house Laurel Technical Institute meet the current standards for the Americans with Disabilities Act (ADA).

ACCREDITATION STATEMENT

Laurel Technical Institute is accredited by the Accrediting Commission of Career Schools & Colleges. ACCSC's scope of recognition with the U.S. Department of Education includes the accreditation of postsecondary, non-degree-granting institutions and degree-granting institutions that are predominantly organized to educate students for occupational, trade and technical careers to award specialized associate degrees, diplomas, and certificates. The Council for Higher Education Accreditation also recognizes its accreditation of degree-granting institutions.

Accrediting Commission of Career Schools & Colleges can be reached by mail at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, or by phone at (703) 247-4212, or visit their website at www.accsc.org.

LICENSES/REGISTRATIONS

Laurel Technical Institute is licensed by the Pennsylvania Department of Education, State Board of Private License Schools to award certificates, diplomas, and specialized associate degrees; and by The Commonwealth of Pennsylvania Department of the State, Bureau of Professional and Occupational Affairs to operate a cosmetology school.

Laurel Technical Institute is registered with the Ohio State Board of Career Colleges and Schools: No. 08-07-1870T (Sharon) No. 14-07-2048T (Meadville).

INCORPORATION

The parent company, Laurel Business Institute was incorporated in the Commonwealth of Pennsylvania on June 7, 1985.

All requests to review accreditations, approvals and licensing can be made by contacting the Campus Director.

Administration, Faculty & Staff

CORPORATE OFFICERS
Nancy M. Decker
Chief Executive Officer & President
BS in Business Education, Indiana University of Pennsylvania

Dr. Douglas S. Decker
Secretary and Treasurer
Ph.D. Instructional Management/Leadership, Robert Morris University; MBA, Seton Hill University; BS in Business Administration, Point Park College; AST in Information Technology, Laurel Business Institute

ADMINISTRATION
Nancy M. Decker
Chief Executive Officer & President
BS in Business Education, Indiana University of Pennsylvania

Dr. Douglas S. Decker
Executive Vice President of Operations
Ph.D. Instructional Management/Leadership, Robert Morris University; MBA, Seton Hill University; BS in Business Administration, Point Park College; AST in Information Technology, Laurel Business Institute

Amy Braymer
Vice President of Education
Campus Director - Meadville
ADA Compliance Coordinator
BS in Elementary/Special Education, Gannon University

Vicki M. Jolliffe
Vice President of Finance
ASB in Accounting, Laurel Business Institute

Stephanie M. Migyanko
Vice President of Financial Aid
AST in Computer Management, Laurel Business Institute

Charles Santore, Jr.
Vice President of Human Resources & Career Services
Certificate in Data Processing & Computer Programming, Electronic Computer Programming Institute

Deborah Yuras
Vice President of Compliance
ASB in Executive Secretarial Studies, Laurel Business Institute

Melissa Blair
Cosmetology Supervisor - Meadville
Program Director for Cosmetology & Spa Services
Teaching Specialty: Cosmetology
Diploma in Cosmetology, Crawford County Vocational School; Teacher License & Cosmetology License, Pennsylvania State Board of Cosmetology

Justin Caldwell
Program Director for Trades
AST in Maintenance Electricity, Triangle Tech
US Navy Nuclear Training, NRA Instructor Training

Lauren Chaney
Director of Education – Hermitage
BS in Professional Writing/Business Administration, Slippery Rock University

Dr. Christielynn Konopka
Director of Distance Education
Ph.D., Instructional Management & Leadership, Robert Morris University; M.S., Organizational Studies, Robert Morris University; B.A., Communication, University of Pittsburgh, Greensburg

Cathy Jackson
Director of Education - Meadville
BS in Safety Science, Indiana University of Pennsylvania; PA Teacher's Certificate for General Science, Edinboro University

Kenneth Lapikas
Director of Information Technology
BS in Computer Information Systems, Chapman University; Associate in Applied Management & Leadership, Air University Command

Kelly Russo
Director of Admission
Master Degree in Human Resources, University of Scranton; BA in Communications Studies, California University of Pennsylvania

Tracy Zivkovich
Director of Human Resources
MBA in Human Resources, Waynesburg University; BS in Human Resources, Geneva College

FACULTY - HERMITAGE CAMPUS
Arianne Ackerman
Teaching Specialty: Trades
AST in Electrical Technician, Laurel Technical Institute

Jeffrey Barry
Teaching Specialty: Trades
AS in Computer & Electronics Engineering Technology, ITT Technical Institute; Certificates in Industrial Electricity I & II, Trumbull County Technical Center

Kelly Carowick
Teaching Specialty: Trades
Certificates in Construction Electrical Safety and Arc Flash Safety

Cassie Cooper
Teaching Specialty: Culinary Arts
BS in Culinary Arts & Food Service Management, Johnson & Wales University; AS in Culinary Arts, Pittsburgh Technical College

Ella Davensizer
Teaching Specialty: Allied Health Care
BS in Clinical Laboratory Science, University of Cincinnati

FACULTY - HERMITAGE CAMPUS

Dakota DeJulia
Teaching Specialty: Trades
Diploma in Welding & Fabrication with Pipeline Technology, Laurel Technical Institute

Laura Felix
Teaching Specialty: Cosmetology
Diploma in Cosmetology, Pennsylvania State School of Cosmetology; Teacher License and Cosmetology License, Pennsylvania State Board of Cosmetology

Shelli Haag
Teaching Specialty: Allied Health
ASB in Medical Assistant/Secretarial Studies, Shenango Valley School of Business; License Practical Nurse, Crawford County Career and Technical Center

Jessica Mayerchak
Teaching Specialty: Cosmetology
Diploma in Cosmetology, Penn State Cosmetology; Diploma in Master Teacher of Cosmetology, Laurel Technical Institute; Teacher License & Cosmetology License, Pennsylvania State Board of Cosmetology

Mary Mittwede
Program Director Respiratory Therapy /Director of Allied Health
Teaching Specialty: Allied Health Care
BS in Respiratory Care, Youngstown State University; Registered Respiratory Therapist, Registered Pulmonary Function Technologist, Adult Critical Care Specialist, National Board for Respiratory Care

Jacob Morgan
Teaching Specialty: Business
BS in Psychology, Business Certificate, Thiel College

Leo Niklas
Teaching Specialty: Trades
Diploma in Welding & Fabrication with Pipeline Technology, Laurel Technical Institute

Patrick O'Connor
Culinary Lead Instructor
Teaching Specialty: Culinary Arts
AS in Baking & Pastry, Art Institute of Pittsburgh

Brittany Powell
Teaching Specialty: Cosmetology
Diploma in Cosmetology, Laurel Technical Institute; Diploma in Master Teacher of Cosmetology, Laurel Technical Institute; Cosmetology License & Cosmetology Teacher License, Pennsylvania State Board of Cosmetology

Patrick Reigh
Teaching Specialty: Information Technology
Associate in Specialized Technology, Network Administration & Security, Laurel Technical Institute

Tiffany Rosta
Teaching Specialty: Allied Health Care
ASB in Clinical Administration/Medical Assisting, Sawyer School

Portia Shephard
Teaching Specialty- Phlebotomy
MS in Allied Health, Slippery Rock University; BS in Psychology, University of Pittsburgh; AS in Medical Laboratory Technology, Allegheny Community College

Christen Stroh
Teaching Specialty: Distance Education
MA in English & Communications, University of Pittsburgh; BA in Communications, Allegheny College

Robert Studor
Teaching Specialty: Business
Certificate in Drafting & Design, Mercer County Career Center

Elizabeth Teague
E-Learning Educational Developer
Teaching Specialty: Allied Health Care
BS in Health Informatics, Western Governors University; BS in Creative Writing, Slippery Rock University; AD in Health Information Technology, National College; Certificate in RHIT, AHIMA

Tracy Teski
Teaching Specialty: Allied Health Care
BS in Clinical Lab Science, Youngstown State University; AD in Clinical Lab Science, Youngstown State University

Sarah Wright
Student Services Coordinator
Teaching Specialty: Allied Health Care
Certified Pharmacy Technician

Zachary Yurchisin
Clinical Director Respiratory Therapy
BS in Respiratory, University of Cincinnati; Registered Respiratory Therapist, Certified Pulmonary Function Technologist, National Board for Respiratory Care

FACULTY – MEADVILLE CAMPUS

Kristen Hogue
Teaching Specialty: Allied Health Care
ASB in Medical Assistant, Laurel Technical Institute

Bree Karns
Teaching Specialty: Veterinary
AD in Veterinary Technician, Vet Tech Institute of Pittsburgh; Certified Veterinary Technician

Susan Keller
Teaching Specialty: Veterinary Health Care
AS in Radiologic Technology, Gannon University

Taylor Lovin
Teaching Specialty: Cosmetology
Certificate in Cosmetology, Erie County Technical School; Teacher License & Cosmetology License, Pennsylvania State Board of Cosmetology

Tiffany Morris
Teaching Specialty: Massage Therapy
Massage Therapy License, State Board of Massage Therapy

FACULTY – MEADVILLE CAMPUS

Dawn Muntean
Teaching Specialty: Allied Health Care
BS in Pharmacy & BA in Biology, Ohio Northern
University

Marc Sabino
Teaching Specialty: Business
Bachelor of Radiology & Imaging Technology, Kent State University;
AAS in Computer Information Systems, Youngstown State University;

Christina Shongo
Teaching Specialty: Information Technology
AST in Network Administration, Laurel Technical Institute

Theodora Udischas
Teaching Specialty: Cosmetology
Certificate, New Castle Beauty Academy, Master Educator;
Cosmetology Diploma, Pittsburgh Beauty Academy; Teacher License &
Cosmetology License, Pennsylvania State Board of Cosmetology

Rita Winger
Teaching Specialty: Massage Therapy
Certification in Massage Therapy, Pittsburgh School of Massage;
Massage Therapy License, State Board of Massage Therapy

SUPPORT STAFF

Deb Anderson
High School Recruiter – Hermitage, Meadville
CareerLink and Community Representative
ASB in Business Management & Marketing, Community College of
Allegheny County

Amy Fitzgerald
Financial Aid Administrator – Hermitage
BS in Education, Youngstown State University

Maria Gadola
Accounting Administrator – Hermitage, Meadville
BS in Business Administration/Marketing; California State University

Aaron Kimmell
Admission Representative – Hermitage, Meadville
License in Life, Fixed Annuity, Health & Accident Pennsylvania Personal
Lines Home and Auto, Pennsylvania

Lisa Morris
Administrative Assistant
Academic Diploma, Hickory High School

Kylee Orr
Human Resources Coordinator
Digital Marketing Specialist – Hermitage, Meadville
BA in Communications Studies, Youngstown State University

Denise Owens
Senior Financial Aid Administrator - Meadville
ASB in Business Administration, Laurel Technical Institute

Crystal Peters
Office Manager/DE Registrar - Meadville
ASB in Administrative Assistant, Laurel Technical Institute

Sandra Powell
Career Services Administrator
Academic Diploma - Thayer High School

Michele Tota
Learning Resource System Consultant/Coordinator
M.S Library and Information Sciences, McDaniel College; B.S.Ed.
English, Clarion University of PA

Admission

ADMISSION

Applicants to Laurel Technical 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 LTI programs:

- Admission interview
- Application for admission
- Minimum score on the online assessment exam.
- 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 acceptable proof of graduation from an institution providing secondary education, or the equivalent of such graduation. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education.
- Interview with Financial Aid and completion of the Free Application for Federal Student Aid (FAFSA) if student is applying for financial assistance
- Payment of $50.00 application fee*
- Background Check consent form
- Some LTI programs have additional admission requirements

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

The programs at Laurel Technical Institute are designed for obtaining employment and are not avocational in nature. Student enrolling in these programs should do so with the intent to complete the program and pursue a career in that field. Laurel Technical Institute will prepare students educationally for employment and will assist students in all obtaining employment through our Career Services department, but does not, in any way, guarantee employment.

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

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

All students who are accepted will be required to sign a Statement of Understanding form. This form lists fees related to their program (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.

Non-Discrimination: All Laurel Technical Institute applicants will be considered without regard to age, race, color, creed, religion, sex, national origin, marital status, non-job related physical disability, or any other legally protected classification.

All buildings that house Laurel Technical Institute meet the current standards for the Americans with Disabilities Act (ADA). If an individual has any special needs as addressed by the ADA, he or she should contact Amy Braymer, Vice President of Education at 814-724-0700. Reasonable efforts will be made to accommodate those needs. See Statement of Non-Discrimination and Accommodation.

All buildings that house Laurel Technical Institute meet the current standards for the Americans with Disabilities Act (ADA). If an individual has any special needs as addressed by the ADA, he or she should contact Amy Braymer, Vice President of Education at 724-983-0700. Reasonable efforts will be made to accommodate those needs. See Students Seeking Reasonable Accommodations.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

In additional to all the prior Admission Requirements, the following additional program specific requirements apply:

Respiratory Therapy & Medical Laboratory Technician: A potential student wanting to enroll in Respiratory Therapy or in Medical Laboratory Technician will be required to complete job shadowing and a two-step interview.

BACKGROUND CHECKS AND DRUG SCREENINGS

LTI places the safety and welfare of its students, faculty, and staff as a highest priority. As a result, students applying to any program must successfully submit consent for a criminal background check to be eligible to begin classes. Results will be evaluated prior to the end of the add/drop period. Convictions, guilty pleas or nolo contendere pleas for certain drug related, fraud based, or other serious crimes will automatically disqualify a prospective student from remaining actively enrolled: he or she will be unregistered from all courses and the institution without incurring academic or financial penalty. A listing of the specific offenses that are considered can be obtained from the institution.

If a potential applicant believes that the results of the background check are incorrect, the institution will provide the student with the contact information to appeal the institution's decision. However, the application process will not move forward until the appeal is complete and the student may need to re-apply for a future class if the appeal is accepted.

The student is responsible for the cost of the criminal background check.

Laurel Technical Institute may deny admission to an applicant based on the results of his/her background check, or may deny enrollment into certain programs based on those results. Laurel Technical Institute may also dismiss an enrolled student as a result of a criminal conviction during the student's course of study. Applicants with any misdemeanors or felonies may be required to meet with the Campus Director or other designated Campus Administrator for a personal interview prior to final acceptance. Administration will make professional judgment to accept or deny admission based on how the potential of future employment in the chosen field of study would be affected by any criminal records.

Certain programs offered by Laurel Technical Institute require students to successfully complete an internship or clinical coursework at external sites. Before accepting students, some of these sites may require background checks of their own. A student who cannot be placed on a site for any reason, including a background check unsatisfactory to that site, may be unable to finish the program's coursework and, therefore, may be unable to graduate. Employers in many fields also require pre-employment background checks of their own. Background check results

unsatisfactory to employers in a particular field may limit the student's employment opportunities even if that student has graduated from a program in that field offered by Laurel Technical Institute. Information regarding criminal background checks is included in the Student Disclosure Form.

Additionally, some agencies and employers may require candidates to submit to a drug screening test. 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 by these agencies for clinical assignments, externship, or employment following completion of the program. Employment and externship decisions are outside the control of the institution. LTI cannot guarantee clinical rotation and/or externship placements for individuals with criminal, drug-related, or personal background histories that preclude them from working in a professional setting.

VALIDATING HIGH SCHOOL GRADUATION

All students will be required to provide proof of secondary school completion in order to enter into any program of study at LTI. Students will not be eligible to attend if the school does not have documentation that properly validates high school completion prior to the commencement of classes. Valid documentation includes a high school diploma, transcript or GED. A valid institution is one that is recognized as a provider of education by the U.S. Department of Education. A student that submits a diploma or official document from a foreign country must have his or her document translated by an appropriate official and verified that their document is at least equivalent to a US high school diploma. If the school determines that the diploma, GED, or high school transcript may not be valid, the student will not be permitted to attend classes.

FOREIGN TRANSCRIPTS

Students with foreign educational credentials must submit authentic foreign academic documents from all upper secondary and post-secondary educational institutions. Students with foreign educational credentials will not be accepted for admission prior to validation that their foreign educational credentials are authentic and meet admission requirements. Any academic documents submitted for admissions consideration will be retained as property of the school and not returned to the student. Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by U.S. Network for Education Information, USNEI, U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. Documents submitted in a foreign language must be both translated and evaluated for U.S. High School equivalence. LTI accepts the evaluations of foreign coursework from several services. Please contact the admission department for a complete list.

ENGLISH PROFICIENCY

LTI does not provide English as a second language instruction. Students are required to speak English in classes that are taught in English. A student whose native language is not English and are enrolling in programs taught in English are required to provide proof of English proficiency by one of the following: • Test of English as a Foreign Language (TOEFL) with an Internet-Based Test (iBT) score of 61 or higher, Paper-Based Test score of 500 or higher, or Computer- Based Test (CBT) score of 173

• Advanced Placement International English Language (APIEL) with a score of 173 or higher • International English Language Testing System (IELTS) with a level of 6 or higher

• Successful completion (i.e. grade of PASS or 'C' or Better) of accredited high school or accredited college coursework taught in English

NON-DISCRIMINATION

All Laurel Technical Institute applicants will be considered without regard to age, race, color, creed, religion, sex, national origin, marital status, non-job related physical disability, or any other legally protected classification.

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

PROCEDURES FOR APPLICATION

Request an application from Laurel Technical Institute 2370 Broadway Avenue, Hermitage, PA 16148 or 11618 Cotton Rd, Meadville, PA 15335; by phone at 724-983-0700 or 814-724-0700; or by email at lti.admission@laurel.edu

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

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

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

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

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

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

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

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:

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

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

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

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:

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

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

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

STUDENTS SEEKING REASONABLE ACCOMMODATIONS
Statement of Non-Discrimination and Accommodation

Laurel Technical Institute does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of the school, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws. 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.

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a Request for Accommodations form, which is also available on Laurel's website under https://www.laurel.edu/accommodations .

To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the Vice President of Education listed below, who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

Amy Braymer
Laurel Technical Institute
11618 Cotton Road
Meadville, PA 16335
To request a copy by email: bramyera@laurel.edu

For program-specific job requirements, please refer to the BLS/OOH link listed in the catalog for your specific program.

ADVANCED PLACEMENT

Advanced placement may be considered for applicants who have specialized training in high school, college, university, other business or technical institutions, or for those applicants who have significant work experience in a particular field. The evaluation of any student request for advanced placement will be made by the Campus Director prior to the beginning of classes. Official transcripts are required for advanced placement evaluation.

Upon qualifying for advanced placement in a course or courses, appropriate credit will be given to the student, and the student will not be required to take the course or courses at Laurel Technical Institute. Advanced placement is indicated on the transcript with an "AP" and will not be used in calculating the grade point average.

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

If a student is required to take a certification test for the exemption, he or she will be billed for the cost of the exam. Students who have failed a course may not take an exemption exam for that course; they must retake the class regardless of the reason for failure.

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 Technical Institute must meet all admission requirements. We reserve the right to deny or accept all, part, or none of the hours credited at another institution based on personal interviews, practical evaluations, and theory evaluations. The program director or 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. A maximum of up to 49% of the total clock hours earned from the original school may be accepted. Credit will be given for hours earned from other institutions in accordance with the results of both the theory and practical evaluation which will be submitted to admissions and financial aid, with a completed Cosmetology program sheet indicating the courses and total number of hours Laurel Technical Institute will accept.

The transferring student must provide Laurel Technical Institute with the following:

1. An official transcript from the original school listing the hours and grades earned by the student in each clock hour course.
2. Verification from the appropriate licensing authority that the other school is licensed in that state.

Students from Vocational schools that have tested early, passed the state board exam and are within 150 hours of successfully reaching 1250 hours, may pay to finish their hours with Laurel Technical Institute but will not receive a diploma or be considered a graduate of Laurel Technical Institute. Students that need to complete more than 150 hours in order to complete, will be evaluated as a transfer student and placed in the program level necessary for the student to maintain satisfactory progress and complete the program as a Laurel Technical Institute graduate.

HIGH SCHOOL DUAL ENROLLMENT

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

TRANSFERS OF CREDITS

 Students from other postsecondary institutions may apply for admission by following the steps in the section Procedures for Application. In addition, all students must complete a "Transfer Credit Evaluation" form and attach a transcript. All transfer students must have an official transcript sent to Laurel Technical Institute from the previous institution and must supply a catalog or course description for any course they wish to transfer to Laurel Technical Institute. Courses having a "B" grade or better will be considered for transfer credit. A placement test may also be required.

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

 All passed courses of students previously attending any of the Laurel Campuses are 100% transferrable. Prerequisite requirements apply.

 This information is also available on Laurel's website at: https://www.laurel.edu/credit-transfers

Financial Assistance

FINANCIAL ASSISTANCE

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

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

Tuition is billed by the semester or payment period and is due prior to the start of classes. Students who need to make monthly payments may do so by contacting the Accounting Office and making payment arrangements prior to the start of classes.

Laurel Technical Institute's Financial Aid Office will provide students with information about how to complete their Federal Application for Student Financial Aid (FASFA). The prospective student should plan to complete his or her financial aid interview and application at least one month prior to the beginning of classes.

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

REFUND POLICY FOR CREDIT HOUR PROGRAMS – GOVERNED BY PRIVATE LICENSED SCHOOLS

Laurel Technical Institute's refund policy adheres to both state and federal requirements.

The application fee of $50 is due with the completed application. The application fee will be refunded if the student requests cancellation within five calendar days of the initial application or if the student is not accepted. A student canceling after the fifth calendar day following his or her enrollment date but prior to the beginning of classes will be refunded any money paid to the school except the application fee.

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

a. For a student withdrawing from or discontinuing the program during the first seven calendar days of the semester, the tuition charges refunded by the school will be at least 75 percent of the tuition of the semester.

b. For a student withdrawing from or discontinuing the program after the first seven calendar days, but within the first 25 percent of the semester, the tuition charges refunded by the school will be at least 55 percent of the tuition for the semester.

c. For a student withdrawing or discontinuing after 25 percent of the semester but within 50 percent of the semester, the tuition charges refunded by the school will be at least 30 percent of the tuition.

d. For a student withdrawing from or discontinuing the program after 50 percent of the semester, the student is not entitled to a refund.

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. Any post-withdrawal disbursement will be made within 30 days of the date of the determination that the student withdrew.

Book charges and equipment charges are non-refundable. Equipment provided for the term remains the property of the student once they are paid in full. For "cash only" programs, textbooks and supplies become the property of the student once the student receives them and their account is clear. Textbooks and student equipment left at the school for more than 30 days after withdrawal become the property of Laurel Technical Institute. Institutional charges on items not received prior to withdrawal (textbooks, equipment, and fees), will be refunded.

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

REFUND POLICY FOR CLOCK HOUR PROGRAMS

Laurel Technical Institute's refund policy adheres to both state and federal requirements.

The application fee of $50 is due with the completed application. The application fee will be refunded if the student requests cancellation within five calendar days of the initial application or if the student is not accepted. A student canceling after the fifth calendar day following his or her enrollment date but prior to the beginning of classes will be refunded any money paid to the school except the application fee.

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:

Percentage of Time to Total Time of Payment Period	Amount of Total Institutional Costs Owed
0.01 % to 4.9%	20% of Institutional Costs
5% to 9.9%	30% of Institutional Costs
10% to 14.9%	40% of Institutional Costs
15% to 24.9%	45% of Institutional Costs
25% to 49.9%	70% of Institutional Costs
50% and over	100% of Institutional Costs

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. Any post-withdrawal disbursement will be made within 30 days of the date of the determination that the student withdrew. Book charges, equipment, and fees are non-refundable. Equipment provided for the term remain the property of the student once they are paid in full. For "cash only" programs, textbooks and supplies become the property of the student once the student receives them and their account is clear. Textbooks and student equipment left at the school for more than 30 days after withdrawal become the property of Laurel Technical Institute.

Institutional changes on items not received prior to withdrawal (books, equipment, and fees), will be refunded. Any refund due to the student will be applied to the student's account if there is an unpaid cash balance.

RETURN OF TITLE IV FUNDS POLICY

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

The federal government mandates that students who withdraw from all classes may only keep the percentage of financial aid they have earned up to the 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. Any post-withdrawal disbursement will be made within 30 days of the date of the determination that the student withdrew.

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:
Unsubsidized Federal Direct Loan
    Subsidized Federal Direct Loan
    Federal PLUS Loan
    Federal Pell Grant
    FSEOG
    Any other Title IV program

SCHOLARSHIPS

The LTI Presidential Scholarship is available to enrolling students covering 25% of the student's tuition. Two scholarships at each location (Hermitage & Meadville) may be awarded each year. LTI's scholarship committee awards these scholarships based on their evaluation of a completed biographical questionnaire, personal interview and entrance exam score. Applications and more detailed information are available from LTI's Admission Department.

Tuition, Books & 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. Tuition for each semester is billed at the start of classes. 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, no finance or interest charges are associated with the payment plan; however, a late fee of 1.5% of the outstanding balance may be applied if payment is not received by the due date. If a student's account become 90 days past due, the amount due may be turned over to a collection agency. The student may also be responsible for fees associated with the collection of any outstanding debts.

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

Tuition changes will be made at the beginning of a semester and the student will be notified 60 days in advance.

Tuition for students enrolled in "cash only" programs, will not increase for continuous enrollment in the program. Any tuition changes for these programs become effective prior to the class start date.

EBOOKS/TEXTBOOKS

Students are billed for eBooks/textbooks based on their scheduled classes. During the drop-add period, students may choose to opt out of textbooks, or eBooks provided through Redshelf in their Canvas courses, and purchase on their own. Refunds will be issued once Accounting receives the opt-out notification after the drop-add period. All eBooks/textbooks purchased by the student must be the same edition and same ISBN as those on the Laurel list for the current semester. Not all courses have books.

COST ADJUSTMENTS

All tuition charges, book costs, and fees are listed on the tuition supplement to this catalog and on the enrollment agreement. Tuition charges are reviewed annually, book 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 Technical Institute. Students will automatically be charged for their certification exams for the term they are enrolled in the pertinent course. If a certification test can only be taken after an entire program is completed, the student may be charged for that test in the last term. All certification exams must be taken within six months of graduation. There are no refunds for certification exam fees.

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

GRADUATION FEE

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

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.

TECHNOLOGY FEE

With the understanding that the use of technology will be an integral part of our students' lives, it is the objective of Laurel to prepare our students for this future. Our classrooms must have the equipment, technology, and technical support to allow teachers to use technology in their classrooms. As we integrate technology, we will support the teaching and learning that promotes intellectual growth and lifelong learning for students and staff. All Laurel first semester students will be charged a one-time technology fee of $195.

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. No fee is charged for programs under 900 clock hours.

Student Services & Activities

ACADEMIC ADVISING

Academic advising is provided for students by their instructors. The Campus Director is also available to assist students with academic matters.

If a student needs advising, 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 advising options and referred to them.

CALENDAR

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

CAREER SERVICES ASSISTANCE

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

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

Career services assistance success results are primarily from the student's quality education in program-related courses, which include a unique career development course and an internship. These studies give students the skills and understanding they need to learn how to find employment and be productive in their careers. Graduating students and graduates who request career services assistance are required to meet with a Career Services Representative for an interview prior to any career services assistance. Graduates seeking career services assistance need to contact the Career Services Department to complete the career services agreement and career services application, update resumes and take skills testing or refresher courses if applicable, or use any other assistance that the school may legally and ethically provide. Violations of the career services agreement by students and graduates in their job search may result in suspension of career services assistance.

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

Skills verification testing must be passed with a grade of 76% or higher for career services assistance to be provided. If the graduate fails the skills verification test, he or she will be required to take refresher courses to improve his or her skill levels. Laurel Technical Institute does not charge tuition for refresher courses in keeping with the Refresher Courses policy in this catalog. Upon completion of the refresher course or courses, graduates will be given a retest that must be passed with a grade of 76% or better to qualify for career services assistance. The Vice President of 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 Technical Institute graduates who terminate their employment must provide their immediate supervisor with a minimum two weeks written notice prior to leaving (more notice is preferable). Failure to provide appropriate notification is not acceptable and may cause the school to stop providing career services assistance for the graduate.

LEARNING RESOURCE CENTER & ACCESSPA

The Library/Learning Resource Center (LRC) is designed to support the academic activities of the students by providing access to books and resources in a wide range of topics. The collection includes books, reference books, and periodicals as well as databases in electronic format through AccessPA, an online database accessed from any computer, both in and out of school. The AccessPA database is a statewide library catalog that combines the holdings of more than 1,700 school, public, academic, and special libraries in Pennsylvania. The purpose of the database is to facilitate interlibrary loan and resource sharing. The database contains over 29 million holdings of more than four million unique records and is available online at https://accesspa.powerlibrary.org/MVC/. Becoming an AccessPA member gives Laurel Technical Institute the opportunity to become an active participant in regional consortia composed of all types of libraries and to participate in Interlibrary Loan services.

Students are introduced to the LRC during the Student Success course. Students are also encouraged to obtain membership cards for local public libraries.

PARKING

Free on-site parking is available to all students with a covered footbridge connecting the main building to the parking lots. Spaces for students with disabilities (temporary or permanent) are located outside the main building and can be requested by providing documentation to support the disability claim at the time of the request. Information pertaining to an applicant's disability is voluntary and confidential.

REFRESHER COURSES

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

STUDENT ORGANIZATIONS

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

Lambda Beta Society

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

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

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

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

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

STUDENT PORTAL

LTI is always striving to provide the student with valuable information to help the student succeed in the educational journey. The Canvas Login Portal provides secure, self-service web-based access so the student is informed about daily progress in school. This service provides real-time, online access to grade averages, progress reports, homework, missing assignments, announcements, and attendance. This portal can be accessed from any location with an Internet connection. Students are given access during the first week of classes.

STUDENT SERVICES ADVISING

Students experiencing personal problems unrelated to their education will be referred to qualified counselors or agencies outside the school where they can receive assistance. In addition to all faculty and staff being able to help students, each campus has a designated Student Services Coordinator for assistance in resolving issues such as housing, transportation, and child care issues. In addition, each campus has a student resource center with brochures, informational pamphlets, and directories of local student service agencies who provide assistance resolving substance abuse, domestic violence, behavioral counseling and many other relevant topics. Contact the designated Student Services Coordinator for more information.

VOTER REGISTRATION

Laurel Technical Institute encourages all students to register to vote. Voter Registration Forms are available at the school's financial aid office and can be obtained from the U.S. Election Assistance Commission (EAC) website http://www.eac.gov/.

The EAC is a comprehensive resource for information on the Federal elections process. Voting resources for uniformed service members and overseas citizens, including the Federal Post Card Application, a voter registration form for citizens living abroad. Tel.: (800) 438–8683 / Web site: www.fvap.gov .

Please visit: https://www.laurel.edu/register-vote for additional information.

Policies & Procedures

ATTENDANCE

As an occupational school, Laurel Technical Institute believes that class attendance is necessary in order for students to acquire the necessary skills, knowledge, and work ethic to succeed in their career. In each class, student participation and/or class attendance has a minimum weight of at least 10% of the students' final grades. Furthermore, to maintain good academic standing, an overall attendance percentage of at least 80% is required.

Student attendance is monitored at the end of each progress report period as well as at the end of each term. If a student's overall attendance rate falls below 80% at the time of the progress reports, the student will meet with the lead instructor, the program director, or the Director of Education to discuss methods of improving their attendance and the consequences of continued poor attendance. Any student whose attendance rate falls below 80% at the end of a term will be placed on attendance probation for the following term. Students whose attendance falls below 80% in two consecutive terms will be dismissed for failing to meet the conditions of their probation.

LTI does not distinguish between excused and unexcused absences, with the following exceptions.

- Students who are attending a school-sanctioned activity (i.e. field trip, job interview) will not be marked absent, provided the times are comparable.
- Students who are absent with jury duty, documented court orders, or military orders will be marked absent, but the absences will be waived when calculating attendance percentages.
- All other absences will be counted in the attendance grade.

Students may appeal the attendance probation decision to the administration based on extenuating circumstances.

Students who wish to return to school after being terminated for poor attendance must sit out a minimum of one term, and then follow the school's re-entry procedures in applying to be readmitted.

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.)

CODE OF CONDUCT

Students attending Laurel Technical Institute are expected to conduct themselves in a manner acceptable to an employer. The administration reserves the right to terminate any student whose behavior, dress, or conduct does not meet acceptable standards.

A conduct violation can result in any of the following actions: verbal warning, written warning, suspension, or termination.

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

CONSUMER INFORMATION DISCLOSURE

Consumer Information can be found on the school's website at https://www.laurel.edu/consumer-information and includes the following information:

- Annual Security Reports (ASR)
- Graduation and Employment Rates
- Drug & Alcohol Abuse Awareness and Prevention Information (ASR)
- General Information Concerning the School, Including Policies & Procedures- School Catalog
- Financial Aid Information – School Catalog and Financial Procedures Handout
- Student Right to Know Act
- PA Fair Educational Opportunities Act
- Professional Licensure Information
- HEERF Reports (CARE ACT)

At any time, you may request a paper copy of the information on the consumer information page. To do so, please request one via email at compliance@laurel.edu

CLERY ACT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act, Laurel Technical Institute provides information for on-campus and off campus statistics for the past (3) calendar years prior to October 1 of each year and on its website at http://www.laurel.edu/consumer-information. In addition, each student will receive a copy of the complete Annual Security Report (ASR) including crime statistics by the student's choice of email or paper copy. The report can also be downloaded from the school's website at http://www.laurel.edu/consumer-information.

The Violence Against Women Act (VAWA) 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.

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
Crime Awareness and Campus Security Act of 1990 and Amendments of 1998

The Campus Security Act of 1990 requires that as of September 1, 1992, all institutions prepare, publish, and distribute to all current students and employees, and to any applicant for enrollment or employment upon request, the information described below.

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

The Annual Security Report (ASR) can also be downloaded from the school's website at http://www.laurel.edu/consumer-information. A paper copy can also be requested from Human Resources.

DISCLOSURE OF STUDENT INFORMATION

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

DRESS CODE

Laurel Technical Institute observes a casual yet tasteful dress code to allow our students to be comfortable at school. Students should be presentable at all times. Students in programs requiring a uniform must abide by the dress code in their program of study. When interning, students must follow the internship site's dress code.

The following items are unacceptable according to Laurel Technical Institute's dress code policy and **are not to be worn.**
• Any item that is excessively tight, short, or revealing is not appropriate on any class day.
• Leggings & Spandex
• Mini Skirts
• Inappropriate or offensive imprinted T-shirts
• Tank tops
• Crop tops or midriffs
• Hats or headwear (not permitted inside the school at any time)

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

Students ignoring the dress code will be advised by the Campus Director and will be subject to disciplinary action up to and including suspension or termination of enrollment.

Some programs also have dress codes specific to the program. Please check the program Statement of Understanding for more details.

TERMINATION

Laurel maintains the right to terminate a student's enrollment in all courses in a term for a variety of reasons including, but not limited to: academic suspension, suspension for violation of the Code of Conduct and Honor Code, Attendance Policy, Dress Code Policy, Sexual Harassment Policy, Weapons Policy, etc. Students who have been suspended for academic or disciplinary reasons must apply for readmission as described in the Readmission Policy & Procedures.

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 will put the course requirements and due dates on the appropriate form to be handed in with the completed exam. The student must have a financial aid exit interview and have the Financial Aid Administrator sign the Pre-Graduation Release Agreement.
- The student must meet with the accounting department and have the Fiscal Assistant sign the Pre-Graduation Release Agreement.
- The student must turn in the Pre-Graduation Release Agreement and all Pre-Graduation Release Addenda to the Campus Director for final approval.
- The student will not be officially released from classes until all of the above items have been completed. Any class absences prior to this will be unexcused.

EQUAL OPPORTUNITY

All applicants for admission or employment will be considered without regard to race, color, national origin, age, sex, religion, disabilities, or genetic information.

The buildings housing Laurel Technical Institute meet the current standards for the Americans with Disabilities Act (ADA). If a prospective student has any special needs as addressed by the ADA, he or she should contact Laurel Technical Institute at 724-439-4900 and ask to speak to the Admission Department. Reasonable efforts will be made to accommodate his or her needs. See Students Seeking Reasonable Accommodations.

FOOD & DRINK

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

HONOR CODE

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

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

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

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

LEAVES OF ABSENCE

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

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

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

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

LOAN DEFAULT

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

Students in default will be ineligible to receive any federal Title IV funding until the Department of Education has removed the Default Status.

PERSONAL PROPERTY

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

SCHOOL EQUIPMENT & FACILITIES

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

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

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

SEX CRIME PREVENTION ACT

The Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Pennsylvania's General Assembly has determined public safety will be enhanced by making information about registered sexual offenders available to the public through the internet. Knowledge whether a person is a registered sexual offender could be a significant factor in protecting yourself, your family members, or persons in your care from recidivist acts by registered sexual offenders. Public access to information about registered sexual offenders is intended solely as a means of public protection, any other use prohibited.
Pursuant 42 Pa.C.S. § 9799.28, the State Police has established this website to provide timely information to the public on registered sexual offenders who reside, or are transient, attend school, or are employed/carry on a vocation, within this Commonwealth.

Pennsylvania's Megan's Law, 42 Pa.C.S § 9799.32(1), requires the State Police to create and maintain a registry of persons who reside, or is transient, work/carry on a vocation, or attend school in the Commonwealth and who have either been convicted of, entered a plea of guilty to, or have been adjudicated delinquent of certain sexual offenses in Pennsylvania or another jurisdiction.

The sex offender registry maintained by the Pennsylvania State Police may be obtained at: https://www.pameganslaw.state.pa.us/

SEXUAL HARASSMENT, HARASSMENT, DISCRIMINATION, & RETALIATION POLICY

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

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

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

Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature constitute sexual harassment when:
A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education.
B. Submission to or rejection of such conduct by an individual is used as the basis for education decisions affecting such individual.
C. Such conduct has the purpose or effect of unreasonably interfering with an individual's education performance; or creating an intimidating, hostile or offensive education environment.
D. Such conduct will threaten or suggest that a student's refusal to submit to sexual harassment will adversely affect that student's educational status, financial aid, grades, schedule, attendance, any preferential treatment or any other terms or conditions affecting a student's education.

The two main forms of sexual harassment are:

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

Hostile 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 sexual or porn related internet sites.

Physical
- Unnecessary touching or unwelcome physical contacts of an individual including pinching, patting, hugging, kissing, caressing or brushing against another.
- Massaging a person's neck, shoulders or other parts of their body.
- Leaning over, standing too close to, or brushing up against a person; invading their space.
- Blocking, impairing or otherwise interfering with an individual's normal movement.
- Physical or sexual assault

Any student who is harassed should tell the harasser that the behavior is unwelcome or unwanted in an attempt to stop the action; however, the student being harassed may also report the behavior to the chain of command simultaneously, or it is not required to tell the offender to stop, but report it directly. If the illegal behavior continues, it is now defined as persistent behavior, developing into a more serious sexual harassment violation involving more severe disciplinary action. All sexual harassment violations must be reported immediately for Hermitage/Sharon to Dr. Douglas S. Decker, Executive Vice President or for Meadville to Amy Braymer, Vice President 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 Technical Institute's Policy that all relationships during the course of a student's education shall be conducted in an environment that is not hostile or offensive. Harassment and discrimination in the terms and conditions of education against students on all relevant protected classes 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 a violation of this policy and is forbidden.

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

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

Any student who is harassed should tell the harasser that the behavior is unwelcome or unwanted in an attempt to stop the action; however, the student being harassed may also report the behavior to the chain of command simultaneously, or it is not required to tell the offender to stop, but report it directly. If the illegal behavior continues, it is now defined as persistent behavior, developing into a more serious sexual harassment violation involving more severe disciplinary action. All sexual harassment violations must be reported immediately for Hermitage/Sharon to Dr. Douglas S. Decker, Executive Vice President or for Meadville to Amy Braymer, Vice President 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 Dr. Douglas S. Decker, Executive Vice President; Amy Braymer, Vice President 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 PRODUCTS POLICY

The use of smoking products and smoke producing products of any type shall be prohibited on all school owned and operated campus grounds both indoors and outdoors except in designated smoking areas. Designated smoking areas are defined as where smoking receptacles are located. This smoking ban does not apply to public rights-of-way (sidewalks, streets) and on the perimeter of the campus. Tobacco use is not permitted inside any school facilities.

Smoking, as used in this policy, means smoking any substance, including but not limited to, tobacco, cloves, or marijuana.

Smoking products and smoke producing products include, but are not limited to, cigarettes, e-cigarettes, cigars, pipes, vapes/vaporizers, etc. School owned and operated campus grounds include, but are not limited to all campus buildings, campus walkways, campus parking lots, and School owned or leased vehicles.

This policy applies to all employees, students, contractors and visitors, when on the school campus.

STUDENT HEALTH

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

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

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

SOLICITATION

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

STUDENT PRIVACY RIGHTS

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

1. The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access.
   a. Students should submit written requests to the Campus Director that identify the record(s) they wish to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official 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 Technical Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the following:
Family Policy Compliance Office
US Department of Education
400 Maryland Ave, SW
Washington, DC 20202-4605

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

The Privacy Policy is available on line at
https://www.laurel.edu/privacy-policy

STUDENT RIGHT TO KNOW ACT

This Act requires schools receiving federal financial aid to disclose graduate or completion rates for the student body. This information allows students and parents to make informed choices in selecting an institution of higher education. Completion rate information is available on the 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 Technical Institute. A $5 fee must accompany each written request. All balances owed to Laurel Technical Institute must be paid in full; otherwise, the transcript will not be released.

TUTORING SERVICES

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

VETERANS REGULATIONS

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

The Veteran's Administration does not recognize a Leave of Absence. 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.

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.

Probation

For VA purposes the student will be dismissed for failing to meet the terms of his or her probation.

VACCINATION POLICY

Laurel Technical Institute does not require proof of immunization in order to enroll in classes or programs. However, proof of immunization may be required prior to beginning an internship or clinical rotation. This will be based on the policies of the sites.

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 Technical 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 reception 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 Campus 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, book changes, course offerings, programs, admission, and graduation requirements is subject to change without notice and becomes immediately effective for all enrolled students.

Academic Information

> **All programs are measured in semester credits or clock hours. Courses may be delivered on ground, online or in a hybrid format.**

CERTIFICATIONS

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

COURSE NUMBERING SYSTEM

The course numbering system consists of a three letter and three number combination.

Letter prefix designates program or classification of subject matter. Examples are: Cosmetology courses have the prefix COS, Medical Laboratory Technician courses have the prefix MLT, Respiratory Therapy courses have the prefix RES, Industrial Maintenance courses have the prefix IMT, Veterinary Assistant courses have the prefix VTA, and Welding & Fabrication with Pipeline Technology courses have the prefix WFP. Additional combinations are added as necessary with program additions or changes in objectives.

The numbering sequence designation represents course level. Level 100 – 125 represents course foundations, 126 – 275 courses assigned throughout the program of study, and 276-299 final term or highest level classes in a subject area.

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 any time. To process these changes, the student should meet with the Campus Director.

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

If a course is dropped during the drop/add period, the course will not be listed on the transcript for that term, and the tuition charges will be adjusted if the student's status changes to ¾ or ½ time. Any drops or withdrawals made after this period but before midpoint will be reflected on the transcript as a "W" and will not affect the grade point average. No tuition adjustment will be made. All courses dropped after midpoint will receive the grade of "F" and will affect the grade point average accordingly. All courses dropped after the midpoint of the course will receive the grade of "F" and will affect the grade point average accordingly. No tuition adjustment will be made.

CREDIT HOUR PROGRAMS

The school currently uses the following conversion formula.
- 15 clock hours of theory = 1 credit hour
- 30 clock hours of lab = 1 credit hour
- 50 clock hours of internship = 1 credit hour

Please note that 50 minutes of instruction equal one clock hour and the listing of credits is not meant to imply transferability into college programs.

CLOCK TO CREDIT HOUR PROGRAMS

For financial aid purposes, except in certain cases specified by USDE, clock to credit hour programs are calculated using 30 in-class hours of instruction = 1 semester credit.

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 lecture-based instruction, students should expect to devote two hours of preparation outside of class. Course syllabi will describe how academic achievement in out-of-class learning activities is evaluated and weighted into overall course grade.

CLOCK HOUR PROGRAMS

Clock hour courses are assigned credits only to be used to weight courses for calculations of GPA and QPA.

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 Technical Institute awards three levels of credentials– specialized associate degrees (occupational), diplomas, and certificates. At this writing, the Specialized Associate Degree programs approved by the Pennsylvania Department of Education are:

- Digital Media Specialist
- Early Childhood Education
- Electrical Technician
- Entrepreneurship & Business Administration
- Health Information Technology
- Medical Laboratory Technician
- Network Administration & Security
- Respiratory Therapy

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:

- Clinical Medical Assistant
- Industrial Maintenance Technician
- Massage Therapy
- Phlebotomy Technician
- Veterinary Assistant
- Welding & Fabrication with Pipeline Technology

And, these diploma programs are approved by the State Board of Cosmetology:

- Cosmetology
- Esthetics
- Esthetics/Nail Technician
- Master Teacher of Cosmetology
- Nail Technician

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

DISTANCE EDUCATION

Online courses and Distance Education (DE) programs are offered and supported using online or hybrid delivery formats. A hybrid course has content delivered both in class and online. Course learning objectives remain the same regardless of the delivery mode selected. All education will be consistent with the mission of the school. Quality assurance for distance education at Laurel is a process involving faculty, staff, administrators, and students to ensure that online courses meet institutional, accreditation, and/or state licensing standards of quality and best practice. Faculty who choose to participate in online course delivery are expected to undergo training in the technology used to deliver the course for the purpose of maintaining quality course delivery and thereby enhancing student retention and success. Faculty are also expected to adhere to a set of requirements and expectations regarding classroom interaction and student engagement so as to provide a consistent experience for students. The quality assurance standards for online courses are based on nationally accepted standards of quality for online courses including those required by the Accrediting Commission of Career Schools and Colleges (ACCSC) our national accrediting agency. Laurel is a participant in the SARA initiative. www.nc-sara.org

Delivery Platform: Distance Education is delivered through the Canvas Learning Management System (LMS). This LMS supports both online learning and instruction.

Learning Outcomes: The learning outcomes for courses offered via distance education in either a hybrid or a fully online format will not differ from the learning outcomes of the on-ground version of the course.

Prerequisites for Participation in Online Learning: Students enrolling in a distance education program must complete an Online Readiness Evaluation and an online orientation to ensure that distance learning is appropriate for them.

Conditional Enrollment Policy: All new students are "conditionally" accepted for the first 7.5 weeks (provisional period) This allows the student a period to determine if on-line learning is the appropriate delivery method for them and it allows the school to monitor and assess the student's academic and attendance commitment At the end of the "conditional" period, students may be accepted as regular, matriculating students. Students will then be retroactively charged for the semester tuition. If a student is not accepted after the conditional period, the student is terminated from school and no charges are assessed. The administration reserves the right to extend the "conditional" period if deemed necessary to further evaluate the student's progress.

Proof of Participation: Documenting that a student has logged into an online course is not sufficient to demonstrate academic attendance by the student. Students must have participated in an academically related activity, such as participating in an online discussion about academic matters or initiating contact with faculty to ask a question about the academic subject studies in the course by the published drop date. In order to comply with this federal requirement, Laurel Technical Institute offers the following process for documenting attendance when students are enrolled in distance education courses:

Examples of acceptable evidence of academic attendance and attendance at an academically-related activity in a distance education program include: student submission of an academic assignment, student submission of an exam, documented student participation in an interactive tutorial or computer-assisted instruction, a posting by the student showing the student's participation in an online study group that is assigned by the institution, a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as logging into an online class without active participation.

Per the school's attendance policy for all students, if a student has missed 14 consecutive calendar days, the student's enrollment will be terminated.

Graduation Requirements: There will be no additional graduation requirements for students to participate in distance education. The standard requirements of successful completion of the program of study with a minimum 2.0 grade point average within the maximum allotted timeframe for completion applies.

Student Services: Distance Education students will have access to all student services during normal business hours. These include education, tutoring, library resources, accounting, financial aid, and career services.

Privacy: Laurel Technical Institute is committed to protecting student identities and privacy and this commitment extends to the online learning environment. Each student will be issued a unique and private login ID and password for Canvas. Only administrators have the ability to reset passwords for students upon request for ultimate protection and privacy. Once a password is reset, the student is encouraged to update the password him/herself for ultimate protection. For each course taught, only the faculty member assigned to the course will have access to grades, unless an administrator needs to access the course. Additionally, all faculty have been trained on handling FERPA in an online classroom. Students are not charged additional fees to cover the costs of identity verification. There are no special costs specifically associated with distance education.

Technology and Equipment: A student will always have access to Laurel's computer labs in the event that a home-based connection is not functional. No specific tests are used to determine access to distance education courses and programs. We will have an on-site distance education coordinator available to assist students with any issues that may arise.

Laurel Technical Institute issues a laptop for use as part of the student's educational curriculum. Students will need electronic access to technology in the classroom and access to eBooks for classwork associated with their courses of study. The use of a laptop will enhance instruction and provide more enrichment opportunities for students to further their academic accomplishments. This will require the student to secure a device capable of meeting these objectives. Should the student choose, Laurel Technical Institute will provide the device on the Technology Statement of Understanding (SOU) that meets or exceeds the needs of the student in their courses.

Distance Education Makeup Policy: According to the Late Work Policy for Online Courses, students have three (3) days past the original due date to make-up assignments, exams, and discussion posts and replies with a 10% grade deduction for each late day. In all cases, this will be noted on the course syllabus. There is no additional cost for make-up work for credit hour programs. The specific hourly charge is listed on the enrollment agreement and only applies if the student goes over contract. The Veterans Administration does not permit make up of hours for Veterans Benefit.

Any questions regarding Laurel's Distance Education policies should see Dr. Christielynn Konopka, Director of Distance Education.

Distance Education courses are designated with a DE suffix.

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.

Grade Level	Credits	Clock Hours
1	0 – 24	0-900
2	25 – 48	901-end of program

GRADING SCALE

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

All failed course must be repeated unless the student changes

Grade	Cumulative Grade Points	Range (%)
A	4.0	93-100
B	3.0	85-92
C	2.0	76-84
D	1.0	68-75
F	0.0	Below 68
P-passed	0.0	n/a
W-withdrew	0.0	n/a
T-transfer credit	0.0	n/a
AP-advanced placement	0.0	n/a
I-incomplete	0.0	n/a

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 better to advance to the next level course. The student must repeat the course if a "D" or "F" is received.

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

GRADUATION REQUIREMENTS

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

In order to be considered for the honors of valedictorian or salutatorian, a student must have a cumulative Grade Point Average of 3.8 or higher.

During the student's final term, it is possible for the student to be released after the eighth week to accept a study-related, full-time, permanent position and still graduate with his or her class. A student must obtain written approval from the Campus 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.

GRIEVANCE PROCEDURE

The Laurel Technical Institute strives to meet the needs of all our students and solve any concerns that are brought to our attention. Concerns regarding a particular class or instructor should first be discussed privately with that instructor or with the student's advisor. If a satisfactory solution has not been reached, then the student should discuss the situation with the Department Director. If further action is required, the student should speak with Amy Braymer, Vice President of Education or Dr. Douglas S. Decker, Executive Vice President of Operations.

Students can submit a complaint using the school's online complaint form at https://www.laurel.edu/current-students under the drop down box.

Any concerns regarding student organizations, the administration, the staff, or the building facilities should be discussed with Dr. Douglas S. Decker, Executive Vice President of Operations.

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 St, 12th Floor, Harrisburg, PA 17126, or by phone at 1-717-783-8228. Ohio students can also contact the Ohio State Board of Career Colleges and Schools at 30 East Broad Street, Suite 2481, Columbus, OH 43215, or by phone: Toll Free (877) 275-4219.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Chuck Santore, Vice President of Human Resources or online at ACCSC Complaint Form.

INTERNSHIP

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

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

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

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

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

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

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

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

CLINICAL ROTATIONS

Students in the Respiratory Therapy and Medical Laboratory Technician programs complete clinical rotations instead of internships. Respiratory Therapy students begin their clinical rotation in their second semester. Students must pass each core Respiratory Therapy course with a "C" grade or better in order to move on to the next clinical rotation. If during the student's course of study, the student is unable to obtain a passing grade of "C" or better in any two clinical rotations, the student will consequently be dismissed from the Respiratory Therapy program. Medical Laboratory Technician students do their clinical rotation in their last semester of study. Students must pass all core Medical Laboratory Technician courses with a "C" grade or better in order to take part in the clinical rotation.

MAKEUP POLICY

All missed exams can be made up but must be completed within a predetermined number day upon returning to school or on designated days at midterm and the end of the term or the missing grades will be recorded as 0% when calculating course grades. In certain cases, such as competency exams or final exams, students may not be permitted to make up the exam, resulting in a grade of 0%. In all cases, this will be noted on the course syllabus. In the event of an absence, students are permitted to make up all class work but it must be done outside of regular class hours and at the convenience of the instructor or other administrator. Hands-on practical labs missed because of an absence may or may not be made up, and the decision will be made on a case-by-case basis.

There is no additional cost for make-up work for credit hour programs. For clock hour programs only, if a student fails to complete the required clock hours and successfully complete the program by the contract ending date, a charge will be made for each hour needed beyond this date. The specific hourly charge is listed on the enrollment agreement. The Veterans Administration does not permit make up of hours for Veterans Benefits.

PREREQUISITE COURSES REQUIREMENT

Prerequisite courses are designed to prepare the student to be successful in a related course. Generally, the prerequisite course is taught at a lower level and covers information, theories, skills, and vocabulary that the student will be expected to know before taking the higher-level course. All prerequisite courses will be listed as part of the course descriptions in this catalog as well as on the course syllabi. All prerequisite courses must be completed with a "C" grade or better or advance placed in order for the student to enroll in the higher level course.

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 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 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 Director of Education individually. All attempts will be made to accommodate the student's needs.

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

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

The maximum 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 following table indicates the method for measuring satisfactory progress and minimum requirements:

Required Evaluation Point	Minimum Cumulative QPA	Min. Successful Course Completion % of Courses Attempted
25% of maximum program length*	1.25	55%
50% of maximum program length**	1.50	60%
100% of maximum program length**	2.00	67%

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

A student who changes his or her program or returns to earn an additional credential 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," "W," " P," 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 and successful completion rate of at least 67%. Any student not meeting this standard will be placed on academic probation.

The minimum cumulative grade point average required for graduation is 2.0.

All students at Laurel Technical Institute, whether full-time or part-time, are considered under the same set of policies and procedures for all matters relating to standards of satisfactory progress.

A student can reestablish SAP by improving their cumulative grade point average (QPA) and satisfactory completion rate to the minimum requirements for the next evaluation period. A student who is placed on Academic Probation and reestablishes SAP at the end of Academic Probation period will be removed from Academic Probation.

PROBATION

At the end of each semester, student transcripts are tested against LTI's standards of Satisfactory Academic Progress (SAP). A student who (because of failed or withdrawn courses that term) becomes unable to complete their program within with the maximum time frame will be dismissed for failure to make satisfactory academic progress. Students whose cumulative grade point average (QPA) is less than 2.0 (for the first time that term) are placed on academic probation and will meet with the Director of Education to sign an advising form acknowledging their status. A plan to improve academic performance will be discussed, which may involve weekly tutoring or other strategies.

At the end of the following term, probation students will have one of the following outcomes:

- The student's grade point average (GPA) for the term was sufficiently higher than 2.0 so that the cumulative grade point average (QPA) is now above 2.0. In this case, the student has met the terms of probation and his or her status is returned to student in good academic standing for the following term.
- The student's grade point average (GPA) for the term was higher than 2.0 but insufficiently higher to raise the cumulative grade point average (QPA) above 2.0. In this case (provided the student is still on track to complete his or her program with a 2.0 QPA within the maximum time frame of the program) the student will be offered extended probation, and academic progress will be assessed again at the end of the following term.
- For VA Purposes the student will be dismissed for failing to meet the terms of his or her probation.
- The student's GPA for the term was less than 2.0. In this case, the student will be dismissed for failing to meet the terms of his or her probation. 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 of this catalog. All students returning from a probationary dismissal will be required to maintain a grade point (GPA) average of 2.0 or higher at the end of the probationary period in order to continue with their studies.

APPEAL PROCESS

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

In such cases, the determination that the student is making satisfactory progress despite the failure to conform to minimum standards may be made. Documentation to support this decision will be maintained in the student's file.

COURSE DROPS/ADDS

A student wishing to drop or add courses must do so within five school days of the beginning of the term.

Students should see the Campus Director to drop or add courses. Courses dropped within the Drop/Add period do not appear on the transcript.

CLASS SIZE

Classes range in size, with the maximum number of students per class ranging from 8 to 20; laboratory class size ranges from 6 to 15 students depending on equipment available. Class sizes can also vary depending on the programs to enable the student to receive the attention and practical experience necessary for their chosen fields.

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, though both will be used to calculate successful completion rate.

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

Any student withdrawing from a course prior to midterm will receive the grade of "W" (Withdraw) that is not used when calculating the grade point average, but is used when calculating the student's successful course completion percentage. Any student withdrawing from a course after its midpoint will receive the grade of "F" for the course on his or her transcript.

LAUREL TECHNICAL INSTITUTE

Programs & Course Descriptions

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PROGRAMS & COURSE DESCRIPTIONS
Specialized Associate Degree Programs
Digital Media Specialist
Early Childhood Education
Electrical Technician
Entrepreneurship & Business Administration
Health Information Technology
Medical Laboratory Technician
Network Administration & Security
Respiratory Therapy
Diploma Programs
Clinical Medical Assistant
Cosmetology
Culinary Arts
Esthetics
Esthetics/Nail Technician
Industrial Maintenance Technician
Massage Therapy
Master Teacher of Cosmetology
Nail Technician
Phlebotomy Technician
Veterinary Assistant
Welding & Fabrication with Pipeline Technology

Course Descriptions

Please note that the courses listed below fulfill the applied general education requirements as put forth by Laurel Technical Institute's accrediting agency, the Accrediting Commission of Career Schools & Colleges (ACCSC). Most General Education courses are taught through distance education.

Code	Course
GEN174DE	Applied Finance
PSY159DE	Applied Psychology
ENG180DE	Business English I
ENG208DE	Business English II
EMP144DE	Customer Service
CMP113/CMP113	Technology Fundamentals
CMP135DE	Internet Research & Resources
MAT171/MAT17	Introductory Algebra
EMP191DE	Career Exploration & Professional Development

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Digital Media Specialist (DE)*
20 Months
CIP CODE: 11.999

Educational Objective: The Digital Media Specialist program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: People in this field work in visual design, creative advertising and interactive design. Students will explore the principles technology, practical applications, and methodologies that produce creative visual solutions.
From web design and motion graphics to the ever-evolving technology of digital video, this program provides cutting edge educational development. Additionally, the program will include business, technology, digital design and innovation for careers in this popular field. Using software, text, sound, graphics animation, and video, this program trains students on software that explores digital media and design techniques offering a broad foundation of knowledge. Graduates are able to apply for positions with job titles such as: Digital Media Designer, Multimedia Designer, Graphic Designer, Advertising & Marketing Manager, Desktop Publisher, and Multimedia Artist.

For additional information, please visit:
https://www.bls.gov/ooh/computer-and-information-technology/computer-support-specialists.htm
https://www.onetcodeconnector.org/ccreport/15-1151.00

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Technology.

Certifications Available: Microsoft certifications in Access and PowerPoint.

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1,590 clock hours of training during 75 weeks for typical full-time students. Distance Education courses have no scheduled class times. Students will log in to Canvas and complete work regularly throughout the week.

*All courses in this program are offered through Distance Education with the exception of the internships.

Required Courses:

Technical Courses			
Course #	**Course Name**	**Clock Hours**	**Credits**
CSA285DE	Mobile Application Development	45	2
CSA134DE	Microsoft Excel	45	2
MAT170DE	Applied Math I	45	3
CSA132DE	Microsoft Word	45	2
EMP285DE	Internship	150	3
CSA161DE	Adobe Acrobat	45	2
NAS163DE	3D Printing Design and Development	60	3
CSA135DE	Microsoft PowerPoint	45	2
NAS155DE	Project Management	45	2
EMP144DE	Customer Service	45	3
CSA140DE	Virtual Technology & Cloud Software I	45	3
CSA235DE	Website Technology	45	2
CSA244DE	Digital Video & Graphics Production	45	2
CSA278DE	Internet Marketing Tools	45	2
EMP152DE	Internship Prep	15	1
CSA232DE	Digital Design	45	2
CSA239DE	Desktop Publishing	45	2
BUS143DE	Marketing	45	3
CSA253DE	Advanced Website Technology	45	2
CSA262DE	Graphic Design & Development	45	2
CSA265DE	Microsoft Access	45	2
CSA268DE	Website Technology III	75	4
Applied General Education			
CMP135DE	Internet Research & Resources	30	1
CMP113DE	Technology Fundamentals	45	2
EMP191DE	Career Exploration & Professional Development	45	2
ENG180DE	Business English I	45	3
PSY159DE	Applied Psychology	30	2
GEN174DE	Applied Finance	45	3
ENG208DE	Business English II	45	3
EMP292DE	Internship	150	3
Other Courses			
GEN101DE	Student Success	15	1
EMP291DE	Career Development	30	2
		1590	**73**

Offered through Laurel Technical Institute – Meadville.

Early Childhood Education (DE)*

20 Months
CIP Code: 13.1210

Educational Objective: The Early Childhood Education program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: The 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 are able to apply for positions with job titles such as: Teacher's Aide/Assistant, Paraprofessional, Special Education Teaching Assistant, Day Care Owner, Group Supervisor, Infant/Toddler Teacher, Child Care Provider, Nanny, and Caregiver.

For additional information, please visit:
https://www.bls.gov/ooh/personal-care-and-service/childcare-workers.htm
https://www.onetonline.org/link/summary/39-9011.00

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Business.

Certifications Available: CPR and Microsoft certification in PowerPoint

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1,485 clock hours of training during 75 weeks for typical full-time students. Distance Education courses have no scheduled class times. Students will log in to Canvas and complete work regularly throughout the week.

*All courses in this program are offered through Distance Education with the exception of the internships.

Required Courses:

TECHNICAL COURSES			
Course #	**Course**	**Clock Hours**	**Credits**
ECE102DE	Child Growth & Development	90	6
ECE124DE	Introduction to Early Childhood Education	45	3
ECE197DE	Language Arts for Early Childhood	45	3
ECE193DE	Health, Nutrition & Safety for Children	45	3
ECE269DE	Teaching Methods & Learning Styles	60	4
ECE297DE	Observation & Assessment	45	3
ECE198DE	Math & Science for ECE	45	3
ECE229DE	Inclusive Early Childhood	60	4
ECE239DE	Positive Child Guidance	45	3
CSA239DE	Desktop Publishing	45	2
EMP285	Internship	150	3
ECE194DE	Child Care Management	45	3
ECE199DE	Parent & Community Involvement	45	3
CSA135DE	Microsoft PowerPoint	45	2
EMP292	Internship	150	3
MAT170DE	Applied Math I	45	3
CSA132DE	Microsoft Word	45	2
BUS156DE	Human Resources Management	45	3
APPLIED GENERAL EDUCATION			
ENG180DE	Business English I	45	3
ENG208DE	Business English II	45	3
GEN174DE	Applied Finance	45	3
PSY159DE	Applied Psychology	30	2
CMP113DE	Technology Fundamentals	45	2
CMP135DE	Internet Research & Resources	30	1
EMP144DE	Customer Service	45	3
CMP191DE	Career Exploration & Professional Development	45	2
OTHER COURSES			
EMP291DE	Career Development	30	2
GEN101DE	Student Success	15	1
EMP152DE	Internship Prep	15	1
		1485	**79**

Offered through Laurel Technical Institute – Meadville.

Electrical Technician

16 Months
CIP CODE: 46.0302

Educational Objective: The Electrical Technician program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: The Electrical Technician program will prepare graduates for entry-level positions in the electrical field, including those in industrial, residential, construction, commercial, and municipal-related environments. This program will include instruction in residential, commercial, and industrial wiring, layout, motors, and controls. Graduates are able to apply for positions with job titles such as: Electrician, Control Electrician, Construction Electrician, Industrial Electrician, Journeyman Electrician, Journeyman Wireman, Maintenance Electrician, Electrical and Electronics Installer, Commercial Electrician, and Residential Electrician.

For additional information, please visit:
https://www.bls.gov/ooh/architecture-and-engineering/electrical-and-electronics-engineering-technicians.htm
https://www.onetonline.org/link/summary/47-2111.00

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Technology.

Certifications Available: PEC SafeLandUSA™ and SafeGulf, NFPA 70 Certification, CPR & First Aid Certification, Soldering Certification

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1,575 clock hours of training during 60 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

Course #	Course	Clock Hours	Credits
TECHNICAL COURSES			
ELC101	Introduction to Trades	45	2
ELC102	Blueprint Reading	30	2
ELC103	Electrical Studies I	75	3
ELC205	Industrial Wiring I	60	3
ELC104	Electrical Studies II	75	3
ELC124	Electric Motors	75	3
ELC211	Industrial Wiring II	60	3
ELC212	PLC Programming	90	4
ELC213	Advanced PLC Programming	90	4
ELC214	Industrial Automation Controls	75	3
ELC105	Introduction to the NEC	45	2
ELC121	Residential Wiring	105	4
ELC122	Commercial Wiring	120	5
ELC123	Low Voltage Wiring	45	2
ELC201	Transformers	90	3
ELC202	Raceway Systems	90	3
ELC203	Hazardous Locations	15	1
ELC204	Cost Estimating	15	1
ELC206	Electrical Distribution	75	3
ELC215	Electrical Troubleshooting	60	2
APPLIED GENERAL EDUCATION			
MAT171	Introductory Algebra	45	3
PSY159DE	Applied Psychology	30	2
CMP113	Technology Fundamentals	45	2
CMP135DE	Internet Research & Resources	30	1
EMP144DE	Customer Service	45	3
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
		1575	**70**

Offered through Laurel Technical Institute – Hermitage.

Entrepreneurship & Business Administration
20 Months
CIP CODE: 52.0201

Educational Objective: The Entrepreneurship & Business Administration program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: Students will take courses in accounting, business organization and management, business law, marketing, economics, and Microsoft Office applications and Adobe Acrobat. In addition, the student will develop supervisory and customer service skills and gain an understanding of human resources management. Applied General Education courses are also part of this program to reach beyond the area of academic emphasis and enable the student to meet the challenges of education, work, and life. Graduates are prepared for entry-level positions in business such as including, but not limited to: Assistant Manager, Manager/Supervisor, Manager Trainee, Sales Associate, Customer Service Representative, Accounts Receivable/Payable Representative, Bookkeeper, Administrative Assistant/Office Assistant, Accountant, and Auditing Clerk.

For additional information, please visit:
https://www.bls.gov/ooh/office-and-administrative-support/bookkeeping-accounting-and-auditing-clerks.htm
https://www.onetonline.org/link/summary/43-3031.00

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Business.

Certification Available: Microsoft certification in Excel

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1,605 clock hours of training during 75 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	**Course**	**Clock Hours**	**Credits**
ACC127 ACC127DE	Accounting I	45	3
MAT170 MAT170DE	Applied Math I	45	3
ACC172 ACC172DE	Accounting II	45	3
MAT270	Applied Math II	45	3
ACC273	Computerized Accounting	45	2
ACC275	Payroll & Tax Accounting	60	3
BUS156 BUS156DE	Human Resource Management	45	3
BUS153	Business Organization & Management	45	3
BUS160	Business Law	45	3
BUS253	Business Plan Development	30	2
BUS154	Entrepreneurship & Small Business Management	45	3
BUS176	Economics	45	3
EMP285	Internship	150	3
BUS143 BUS143DE	Marketing	45	3
EMP292	Internship	150	3
ACC227	Accounting III	75	5
CSA134 CSA134DE	Microsoft Excel	45	2
CSA234	Advanced Microsoft Excel	45	2
CSA132 CSA132DE	Microsoft Word	45	2
CSA163	Makerspace & Prototype Design	60	2
CSA235 CSA235DE	Web Site Technology	45	2
NAS163	3D Printing Design & Development	60	3
APPLIED GENERAL EDUCATION			
ENG180DE	Business English I	45	3
ENG208DE	Business English II	45	3
GEN174DE	Applied Finance	45	3
PSY159DE	Applied Psychology	30	2
CMP113 CMP113DE	Technology Fundamentals	45	2
CMP135DE	Internet Research & Resources	30	1
EMP144DE	Customer Service	45	3
OTHER COURSES			
EMP291 EMP291DE	Career Development	30	2
GEN101 GEN101DE	Student Success	15	1
EMP152 EMP152DE	Internship Prep	15	1
		1605	**82**

Offered through Laurel Technical Institute – Meadville & Hermitage.

Health Information Technology (DE)*

20 Months
CIP CODE: 51.0999

Educational Objective: The Health Information Technology program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: Individuals in this field compile, process and maintain medical bills for physician's offices and various medical facilities (i.e. nursing homes, medical equipment stores, etc.). They assign the proper ICD-10-CM diagnosis codes, CPT-4 procedure codes and HCPCS procedure codes 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 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, electronic medical records, and computerized medical billing. Graduates are able to apply for positions with job titles such as: Billing Clerk, Billing Coordinator, and Coder.

For additional information, please visit:
https://www.bls.gov/ooh/healthcare/medical-records-and-health-information-technicians.htm
https://www.onetonline.org/link/summary/29-2071.00

Credential Awarded: Graduates of this program will earn an occupational Associate in Specialized Business.

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1,515 clock hours of training during 75 weeks for typical full-time students. Distance Education courses have no scheduled class times. Students will log in to Canvas and complete work regularly throughout the week.

*All courses in this program are offered through Distance Education with the exception of the internships.

Required Courses:

TECHNICAL COURSES			
Course #	**Course**	**Clock Hours**	**Credits**
MED121DE	Medical Terminology	45	3
MED122DE	Anatomy & Physiology	75	5
MED204DE	Medical Law & Ethics	30	2
MED220DE	Pathophysiology	45	3
MED222DE	Medical Office Procedures	45	3
MCD177DE	Coding	75	5
MED219DE	Pharmacology	45	3
MED225DE	Electronic Medical Records	45	3
EMP285	Internship	150	3
MED153DE	Foundations of Health Information Technology	45	3
MED216DE	Computerized Medical Billing	60	3
MED163DE	Health Informatics and Data Governance	45	3
MED253DE	Advanced Health Information Technology	45	3
MCD227DE	Advanced Coding	45	3
CSA134DE	Microsoft Excel	45	2
EMP292	Internship	150	3
MAT170DE	Applied Math I	45	3
ACC127DE	Accounting I	45	3
CSA132DE	Microsoft Word	45	2
APPLIED GENERAL EDUCATION			
ENG180DE	Business English I	45	3
ENG208DE	Business English II	45	3
GEN174DE	Applied Finance	45	3
PSY159DE	Applied Psychology	30	2
CMP113DE	Technology Fundamentals	45	2
CMP135DE	Internet Research & Resources	30	1
EMP144DE	Customer Service	45	3
EMP191DE	Career Exploration & Professional Development	45	2
OTHER COURSES			
EMP291DE	Career Development	30	2
GEN101DE	Student Success	15	1
EMP152DE	Internship Prep	15	1
		1515	**81**

Offered through Laurel Technical Institute – Meadville.

Medical Laboratory Technician
20 Months
CIP CODE: 51.1004

Educational Objective: The Medical Laboratory Technician program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: 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 are able to apply for positions with job titles such as: Medical Laboratory Technician, Laboratory Technician, and Laboratory Assistant.

For additional information, please visit:
https://www.bls.gov/ooh/healthcare/medical-and-clinical-laboratory-technologists-and-technicians.htm
https://www.onetcodeconnector.org/ccreport/29-2012.00

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Technology.

Certification Available: Medical Laboratory Technician through the American Society of Clinical Pathologists

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1,790 clock hours of training during 75 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

Course #	Course	Clock Hours	Credits
TECHNICAL COURSES			
MED121	Medical Terminology	45	3
MLT101	Introduction to Medical Laboratory Science	60	3
MED122	Anatomy & Physiology	75	5
PHL212	Phlebotomy	45	3
MED220	Pathophysiology	45	3
MLT102	Principles of Chemistry	75	4
MED204	Medical Law & Ethics	30	2
MLT202	Chemistry	90	5
MLT103	Hematology I	60	3
MLT104	Microbiology I	45	2
MLT105	Immunohematology I	45	2
MLT206	Immunology	75	4
MLT207	Laboratory Mathematics	30	2
MLT208	Body Fluids	60	3
MLT209	Certification Prep	15	1
MLT278	MLT Clinical	500	11
MLT203	Hematology II	60	3
MLT205	Immunohematology II	75	4
MLT204	Microbiology II	75	4
APPLIED GENERAL EDUCATION			
GEN174DE	Applied Finance	45	3
MAT171DE	Introductory Algebra	45	3
PSY159DE	Applied Psychology	30	2
CMP113	Technology Fundamentals	45	2
CMP135DE	Internet Research & Resources	30	1
EMP144DE	Customer Service	45	3
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
		1790	**84**

Offered through Laurel Technical Institute – Hermitage.
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Network Administration & Security (Hermitage)
20 Months
CIP CODE: 11.9999

Educational Objective: The Network Administration & Security program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: 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. Students will take courses related to building security and access systems and fire alarm installation. In addition, they will learn a variety of operating systems, including Windows, Linux, and MAC. Students will take courses in network infrastructure, wireless technology, network design, and IT support technology as well as computer repair & maintenance. Graduates are able to apply for positions with job titles such as: Network Administrator, Network Support Specialist, IT Consultant, Systems Administrator, Local Area Network Administrator, Network Specialist, Information Technology Specialist, Computer Technician, Computer Support Specialist, Computer Security Analyst, Information Security Analyst, and Data Security Administrator.

For more information, please visit:
https://www.bls.gov/ooh/computer-and-information-technology/home.htm
https://www.onetonline.org/link/summary/15-1152.00

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Technology.

Certifications Available: Cyber Security and Network+

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1, 770 clock hours of training during 75 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

Course #	Course	Clock Hours	Credits
TECHNICAL COURSES			
NAS131	Introduction to Operating Systems	45	3
NAS173	Computer Repair & Maintenance	75	4
NAS138	Introduction to Networks	45	3
NAS183	Local Area Networks	45	2
CSA235	Website Technology	45	2
NAS188	Network Operating Systems I	75	4
NAS167	IT Support Technology	45	2
NAS233	Computer Forensics & Investigation	45	2
NAS238	Network Security	45	2
NAS231	Wireless Technology	45	2
NAS239	Network Infrastructure	45	2
NAS258	Network Operating Systems II	75	4
NAS163	3D Printing Design & Development	60	3
NAS234	Windows Server Active Directory	45	2
NAS155	Project Management	45	2
EMP285	Internship	150	3
EMP292	Internship	150	3
NAS277	Network Design & Development	45	2
ELC123	Low Voltage Wiring	45	2
ELC125	Voice, Data and Video Installation & Troubleshooting	60	2
ELC216	Building Security & Fire Alarm Installation	75	4
ELC217	Building Access Systems	45	2
ELC215	Electrical Troubleshooting	60	2
MAT170	Applied Math I	45	3
APPLIED GENERAL EDUCATION			
ENG180DE	Business English I	45	3
ENG208DE	Business English II	45	3
GEN174DE	Applied Finance	45	3
CMP113	Technology Fundamentals	45	2
CMP135DE	Internet Research & Resources	30	1
EMP191DE	Career Exploration & Professional Development	45	2
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
EMP152	Internship Prep	15	1
		1770	**80**

Offered through Laurel Technical Institute – Hermitage.

Network Administration & Security (Meadville)
20 Months
CIP CODE: 11.9999

Educational Objective: The Network Administration & Security program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: 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, and MAC. Students will take courses in network infrastructure, wireless technology, network design, and IT support technology as well as computer repair & maintenance. Graduates are able to apply for positions with job titles such as: Network Administrator, Network Support Specialist, IT Consultant, Systems Administrator, Local Area Network Administrator, Network Specialist, Information Technology Specialist, Computer Technician, Computer Support Specialist, Computer Security Analyst, Information Security Analyst, and Data Security Administrator.

For more information, please visit:
https://www.bls.gov/ooh/computer-and-information-technology/home.htm
https://www.onetonline.org/link/summary/15-1152.00

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Technology.

Certifications Available: Cyber Security and Network+

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1,695 clock hours of training during 75 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
NAS131	Introduction to Operating Systems	45	3
NAS173	Computer Repair & Maintenance	75	4
NAS138	Introduction to Networks	45	3
NAS183	Local Area Networks	45	2
NAS230	Cyber Security	60	3
NAS188	Network Operating Systems I	75	4
NAS167	IT Support Technology	45	2
NAS240	Advanced Cyber Security	60	3
NAS238	Network Security	45	2
NAS231	Wireless Technology	45	2
NAS239	Network Infrastructure	45	2
NAS258	Network Operating Systems II	75	4
NAS260	Certification Prep I	60	2
NAS266	Certification Prep II	60	2
NAS163	3D Printing Design and Development	60	3
NAS243	Windows Server Active Directory	45	2
NAS155	Project Management	45	2
EMP285	Internship	150	3
NAS279	Advanced Server Administration	75	4
NAS294	Advanced Network Administration	45	2
NAS277	Network Design & Development	45	2
EMP292	Internship	150	3
MAT170	Applied Math I	45	3
APPLIED GENERAL EDUCATION			
ENG180DE	Business English I	45	3
ENG208DE	Business English II	45	3
GEN174DE	Applied Finance	45	3
CMP113	Technology Fundamentals	45	2
CMP135DE	Internet Research & Resources	30	1
CMP191DE	Career Exploration & Professional Development	45	2
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
EMP152	Internship Prep	15	1
		1755	**80**

Offered through Laurel Technical Institute – Meadville.

Respiratory Therapy
20 Months
CIP CODE: 51.0908

Educational Objective: The Respiratory Therapy program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: Respiratory therapists care for patients of all ages, performing diagnostic testing, administering breathing treatments, setting up ventilators, and consulting with physicians. 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. Although the program utilizes numerous clinical sites, learning experiences (didactic, laboratory and clinical) are equivalent for each student in the program. Certified graduates are able to apply for positions with job titles such as: Certified Respiratory Therapist, Registered Respiratory Therapist and Staff Respiratory Therapist.

For additional information, please visit:
https://www.bls.gov/ooh/healthcare/respiratory-therapists.htm
https://www.onetonline.org/link/summary/29-1126.00

Credential Awarded: Graduates of this program will earn an occupational Associate Degree in Specialized Technology and are able to take the Therapist Multiple Choice (TMC) Exam and the Clinical Simulation (CSE) Exam through the National Board of Respiratory Care. Once the TMC Exam is passed, graduates can begin a career as a Certified Respiratory Therapist (CRT), then a Registered Respiratory Therapist (RRT) after the CSE is passed. Licensure is required in the Commonwealth of Pennsylvania.

Certifications Available: CPR and ACLS

Program Accreditation: 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.

Additional Admission Requirements: Potential candidates for the Respiratory Therapy program undergo a two-step interview process. Candidates first meet with an admission representative who is able to present a program overview. The second interview takes place with the Respiratory Therapy Program Director, who is able to provide a detailed description of the curriculum and clinical requirements and determine if the program is an appropriate fit for the candidate. Job shadowing is another admission requirement of the Respiratory Therapy program. The admission representative schedules the candidate at a local hospital for a half day shift to observe the role of a Respiratory Therapist in the hospital setting. After the job shadowing experience, the candidate submits an essay to the Respiratory Therapy Program Director.

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1,765 clock hours of training during 75 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
MED121	Medical Terminology*	45	3
MED122	Anatomy & Physiology*	75	5
RES101	Respiratory Therapy I	150	8
MED204	Medical Law & Ethics	30	2
RES220	Pathophysiology	45	3
RES222	Cardiopulmonary Anatomy & Physiology	45	3
RES201	Respiratory Therapy II	60	3
RES175	Clinical Application I	100	2
RES219	Pharmacology	45	3
RES231	Respiratory Therapy III	60	3
RES102	Critical Care I	90	4
RES210	Clinical Application II	200	4
RES233	Clinical Application III	200	4
RES202	Critical Care II	90	4
RES278	Respiratory Therapy IV	45	3
RES241	Clinical Application IV	200	4
RES294	Respiratory Therapy Certification Prep	30	1
APPLIED GENERAL EDUCATION			
MAT171	Introductory Algebra*	45	3
ENG180DE	Business English I	45	3
ENG208DE	Business English II	45	3
PSY159DE	Applied Psychology	30	2
CMP113	Technology Fundamentals	45	2
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
		1765	**75**

*prerequisite courses for professional portion of program

Offered through Laurel Technical Institute – Hermitage.

Please see professional licensure requirements at Pennsylvania State Board of Medicine Licensure.

Clinical Medical Assistant
12 Months
CIP CODE: 51.0801

Educational Objective: The Clinical Medical Assistant program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: Clinical 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, three clinical courses that include learning and practicing a variety of hands on skills used to assist the physician are part of this program. Graduates are able to apply for positions with job titles such as: Medical Assistant, Certified Medical Assistant, Medical Office Assistant, Unit Clerk, and Medical Secretary/Medical Assistant.

For additional information, please visit:
https://www.bls.gov/ooh/healthcare/medical-assistants.htm
https://www.onetonline.org/link/summary/31-9092.00

Credential Awarded: Graduates of this program will earn a diploma.

Certifications Available: Certified Medical Assistant, Phlebotomy, CPR, and First Aid

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1,215 clock hours of training during 45 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
MED123	Patient Assessment	150	6
MED121	Medical Terminology	45	3
MED122	Anatomy & Physiology	75	5
CMP113	Technology Fundamentals	45	2
EMP191DE	Career Exploration & Professional Development	45	2
MED225	Electronic Medical Records	45	3
MED124	Clinical Office Operations	150	6
MED220	Pathophysiology	45	3
MED222	Medical Office Procedures	45	3
MED125	Clinical Diagnostic Procedures	75	3
MED219	Pharmacology	45	3
PHL212	Phlebotomy	45	3
MED204	Medical Law & Ethics	30	2
MCD157	Coding Essentials	30	2
CMA216	Computerized Billing	30	2
MED289	Certification Prep	15	1
EMP285	Internship	150	3
EMP292	Internship	150	3
OTHER COURSES			
EMP291	Career Development	30	2
		1245	**57**

Offered through Laurel Technical Institute – Hermitage & Meadville.

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Cosmetology
12 Months
CIP CODE: 12.0401

Educational Objective: The Cosmetology program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: 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. Our licensed instructional staff teaches both theoretical and practical applications. Students will have the opportunity for supervised practice in the school's full-service cosmetology clinic. Graduates are able to apply for positions with job titles such as: Cosmetologist, Hair Stylist, Hair Dresser, Nail Technician, and Assistant/Receptionist.

For additional information, please visit:
https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm
https://www.onetonline.org/link/summary/39-5012.00
https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/default.aspx

Credential Awarded: Graduates of this program will earn a diploma and will also be able to sit for the 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 Commonwealth of Pennsylvania.

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1,350 clock hours of training during 45 weeks for typical full-time students and covers the Pennsylvania State Board curriculum requirements. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES		
Course #	Course	Clock Hours
COS101	Hair Shaping I	90
COS102	Hair Styling I	90
COS122	Chemical Texture Services	60
NTS111	Manicuring, Pedicuring & Nail Design	105
EST131	Esthetics & Histology	60
COS103	Hair Structure & Chemistry	45
COS105	Hair Coloring I	60
COS121	Cosmetology Science Theory	45
COS104	Salon Retailing & Clinic Prep	30
COS106	Ethnic Hair Studies	45
COS201	Hair Shaping II	45
COS202	Hair Styling II	45
COS205	Hair Coloring II	45
COS279	Advanced Techniques	60
COS141	State Board Laws & Theory	30
COS142	State Board Practicum	45
COS283	Clinic I	195
COS293	Clinic II	225
OTHER COURSE		
EMP291	Career Development	30
		1350

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

Offered through Laurel Technical Institute – Hermitage & Meadville.

Please see professional licensure requirements at the Pennsylvania State Board of Cosmetology.

Culinary Arts /Culinary Arts DE*
12 Months
CIP CODE: 12.0503

Educational Objective: The Culinary Arts program is designed to train and prepare students for entry-level careers in all aspects of the culinary arts and hospitality fields.

Program Overview: The design of the program is balanced between developing the culinary tactile skills of food preparation and the management qualities necessary for career growth.

Successful students will be prepared to work in a wide range of food service settings, such as restaurants, hotels, catering operations, and institutional kitchens. The program will focus on cooking skills development, problem solving, supervision, kitchen management skills and challenging students to critically evaluate the strengths and weaknesses of culinary operations and identify entrepreneurial approaches to restaurant operations. Graduates are prepared for entry-level positions such as, but not limited to: Prep Cooks, Line Cooks, Sous Chefs, Kitchen Managers, Restaurant Managers, and Food Service Managers.

For additional information, please see:
https://www.bls.gov/ooh/food-preparation-and-serving/chefs-and-head-cooks.htm
https://www.onetonline.org/link/summary/35-1011.00

Credential Awarded: Graduates of this program will earn a diploma

Certifications Available: ServSafe

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

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 in the catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1230 clock hours of training during 45 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	**Course**	**Clock Hours**	**Credits**
CLN101 CLN101DE	Sanitation and Safety	30	2
CLN102 CLN102DE	Introduction to Culinary Arts	45	2
CLN103 CLN103DE	Culinary Fundamentals I	90	4
CLN104	Internship	150	3
MAT170 MAT170DE	Applied Math I	45	3
CLN106 CLN106DE	Culinary Fundamentals II	120	5
CLN107 CLN107DE	Food & Beverage Management	45	3
CLN108 CLN108DE	Internship	150	3
CLN109 CLN109DE	Menu Planning	30	2
CLN113	Internship	100	2
CLN115 CLN115DE	Culinary Fundamentals III	90	4
CLN118 CLN118DE	International Cuisines	75	3
CLN110 CLN110DE	Sustainability, Horticulture & Local Sourcing	75	3
CLN116 CLN116DE	Baking and Pastry Essentials	75	3
CLN105 CLN105DE	Butchery	75	3
APPLIED GENERAL EDUCATION			
CMP113 CMP113DE	Technology Fundamentals	45	2
EMP144DE	Customer Service	45	3
OTHER COURSES			
EMP291 EMP291DE	Career Development	30	2
GEN101 GEN101DE	Student Success	15	1
		1330	**53**

Offered through Laurel Technical Institute – Hermitage.

*This program can be offered on ground or online.

Esthetics
4 Months
CIP CODE: 12.0409

Educational Objective: The Esthetics program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: 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 are able to apply for positions with job titles such as: Aesthetician, Clinical Esthetician, Esthetician, Facialist, Lead Esthetician, Medical Esthetician, Skin Care Specialist, Skin Care Technician, Skin Care Therapist, Spa Technician

For additional information, please visit:
https://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm
https://www.onetonline.org/link/summary/39-5094.00
https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/default.aspx

Credential Awarded: Graduates of this program will earn a diploma and will also be able to sit for the Pennsylvania esthetician licensing exam through the State Board of Cosmetology after completion of 300 hours of instruction AND successful completion of the Esthetics program. Licensure is required in the Commonwealth of Pennsylvania.

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 355 clock hours of training during 4 weeks for typical full-time students and covers the Pennsylvania State Board curriculum requirements. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

NOTE: This program is not eligible for financial aid.

Required Courses:

TECHNICAL COURSES		
Course #	Course	Clock Hours
EST132	Esthetics Theory	255
EST133	Esthetics Clinic	100
		355

Offered through Laurel Technical Institute – Hermitage.

Please see professional licensure requirements at the Pennsylvania State Board of Cosmetology.

Esthetics/Nail Technician
8 Months
CIP CODE: 12.0409
CIP CODE: 12.0410

Educational Objective: The Esthetics/Nail Technician program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in these industries.

Program Overview: 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. Graduates are able to apply for positions with job titles such as: Aesthetician, Clinical Esthetician, Esthetician, Facialist, Lead Esthetician, Medical Esthetician, Skin Care Specialist, Skin Care Technician, Skin Care Therapist, Spa Technician, Manicurist, Nail Technician, Pedicurist

For additional information, please visit:
https://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm
https://www.onetonline.org/link/summary/39-5094.00
https://www.bls.gov/ooh/personal-care-and-service/manicurists-and-pedicurists.htm
https://www.onetonline.org/link/summary/39-5092.00
https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/default.aspx

Credential Awarded: Graduates of this program will earn a diploma and will 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.

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 600 clock hours of training during 30 weeks for typical full-time students and covers the Pennsylvania State Board curriculum requirements. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES		
Course #	Course	Clock Hours
EST132	Esthetics Theory	255
EST133	Esthetics Clinic	100
NTS211	Nail Technician Theory	120
NTS284	Nail Technician Clinic	95
EMP291	Career Development	30
		600

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

Offered through Laurel Technical Institute – Hermitage & Meadville.

Please see professional licensure requirements (Esthetician) at the Pennsylvania State Board of Cosmetology.

Please see professional licensure requirements (Nail Technician) at the Pennsylvania State Board of Cosmetology.

Industrial Systems & HVAC Maintenance Technology
12 months
CIP CODE: 47.0303

Educational Objective: Industrial Systems & HVAC Maintenance Technology program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: The Industrial Systems & HVAC Maintenance Technician program will prepare graduates for entry-level positions in the fields of industrial maintenance, industrial machine repair, building and facility maintenance, commercial plant and equipment servicing, electromechanical operation, industrial mechanic, HVAC maintenance and maintenance mechanic. Students will learn to install, troubleshoot, repair, and upgrade electronic and computer-controlled mechanical systems. Students will be introduced to the fundamentals of heating, ventilation and air conditioning systems. Coursework will include the study of blueprints, schematics, and diagrams, learning about precision measuring instruments, operating metalworking machines to make housings, fittings, and fixtures, a basic overview HVAC components and properties, and repairing and calibrating hydraulic and pneumatic assemblies. Graduates are able to apply for positions with job titles such as: Industrial Maintenance Technician, Skilled Laborer, Technician, Machinery Maintenance Mechanic, Electromechanical Technician, and Industrial Maintenance Mechanic.

For additional information, please visit:
https://www.bls.gov/ooh/installation-maintenance-and-repair/industrial-machinery-mechanics-and-maintenance-workers-and-millwrights.htm
https://www.onetcodeconnector.org/ccreport/49-9071.00

Credential Awarded: Graduates of this program will earn a diploma.

Certifications Available: OSHA 10-hour Safety Certification

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1,080 clock hours of training during 45 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
ELC101	Introduction to Trades	45	2
ELC102	Blueprint Reading	30	2
ELC103	Electrical Studies I	75	3
ELC104	Electrical Studies II	75	3
ELC124	Electrical Motors	75	3
ELC205	Industrial Wiring I	60	3
IMT101	Mechanical Principles & Systems	90	4
IMT102	Mechanical Drives	90	4
IMT103	Pneumatics and Hydraulics	45	2
IMT104	Industrial Equipment Repair	75	3
ELC211	Industrial Wiring II	60	3
ELC212	PLC Programming	90	4
ELC213	Advanced PLC Programming	90	4
HVA101	Introduction to HVAC	60	3
HVA103	HVAC Maintenance & Troubleshooting	75	3
Other Courses			
EMP191	Career Exploration & Professional Development	45	2
CMP113	Technology Fundamentals	45	2
EMP291	Career Development	30	2
		1155	**52**

Offered through Laurel Technical Institute – Hermitage.
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Massage Therapy
9 Months
CIP CODE: 51.3501

Educational Objective: The Massage Therapy program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: 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. Taught by licensed instructors, students will learn a wide variety of massage styles and modalities that include orthopedic and sports massage, spa therapies, and Eastern paradigms. Also included in the curriculum are courses in anatomy and physiology, kinesiology, pathophysiology, and practice management. In addition, students will have the opportunity for supervised practice in the school's massage clinic. Students will be trained and certified in CPR and First Aid prior to graduation. Additionally, training in the state-required child abuse mandate reporting will be provided to students in this program. Graduates are able to apply for positions with job titles such as: Bodywork Therapist, Certified Massage Therapist (CMT), Clinical Massage Therapist, Integrated Deep Tissue Massage Therapist, Licensed Massage Practitioner (LMP), Licensed Massage Therapist, Massage Therapist, Medical Massage Therapist, Registered Massage Therapist, Therapeutic Massage Technician

For additional information, please visit:
https://www.bls.gov/ooh/healthcare/massage-therapists.htm
https://www.onetonline.org/link/summary/31-9011.00
https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/MassageTherapy/Pages/default.aspx

Credential Awarded: Graduates of this program will earn a diploma and will also be able to sit for the Massage & Bodywork Licensing Examination, 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 and in the State of West Virginia.

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 750 clock hours of training during 30 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES		
Course #	Course	Clock Hours
MST112	Essentials of Massage & Bodywork I	90
MST113	Professional Development & Ethics	*65*
MST122	Anatomy & Physiology	60
MST123	Kinesiology	60
MST220	Pathophysiology	45
MST216	Spa Therapies	30
MST218	Eastern Paradigm	30
MST217	Deep Tissue Massage	30
MST211	Trigger Point Therapy	30
MST215	Orthopedic Massage	45
MST212	Essentials of Massage & Bodywork II	30
MST117	Stretching	30
MST222	Special Populations	30
MST214	Therapeutic Techniques	30
MST118	Practice Building	15
MST221	Certification Prep	30
MST283	Massage Clinic	100
		750

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

Offered through Laurel Technical Institute – Meadville.

Please see professional licensure requirements (Pennsylvania) at the Pennsylvania State Board of Massage Therapy.

Master Teacher of Cosmetology
8 Months
CIP CODE: 12.0413

Educational Objective: The Master Teacher of Cosmetology program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: The Master Teacher of Cosmetology program prepares students for positions as cosmetology instructors. These positions include Cosmetology Teacher, Limited Practice Nail Teacher, or a Limited Practice Esthetics Teacher, depending upon the current license the student holds. 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 are able to apply for positions with job titles such as: Master Teacher of Cosmetology, Limited Practice Nail Teacher, Limited Practice Esthetics Teacher, Senior Stylist, Stylist, Salon Assistant Manager/Supervisor, and Cosmetology Teacher.

For additional information, please visit:
https://www.bls.gov/ooh/education-training-and-library/career-and-technical-education-teachers.htm
https://www.onetonline.org/link/summary/25-1194.00

Credential Awarded: Graduates of this program will earn a diploma and will be able to sit for the Teacher licensing exam as a Cosmetology Teacher, a Limited Practice Nail Teacher or a Limited Practice Esthetics Teacher. Students will be able to take the State Board of Cosmetology Instructor exam after completion of 500 hours of instruction, AND successful completion of the Master Teacher program through the State Board of Cosmetology.

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 600 clock hours of training during 30 weeks for typical full-time students and covers the Pennsylvania State Board curriculum requirements. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES		
Course #	Course	Clock Hours
MTC151	Communications	60
MTC152	Procedures & Observation	60
MTC259	Personal & Professional Conduct	60
MTC156	Instructional Methodology	60
MTC155	Instructional Management	60
MTC147	Clinical Management	90
MTC278	Student Teaching	150
MTC281	Teacher State Board	60
		600

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

Offered through Laurel Technical Institute – Hermitage & Meadville.

Please see professional licensure requirements at the Pennsylvania State Board of Cosmetology.

Nail Technician
4 Months
CIP CODE: 12.0410

Educational Objective: The Nail Technician program will provide the student with the skills, knowledge and ability to obtain entry-level employment in this industry.

Program Overview: 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 are able to apply for positions with job titles such as: manicurist, pedicurist, nail technician.

For additional information, please visit:
https://www.bls.gov/ooh/personal-care-and-service/manicurists-and-pedicurists.htm
https://www.onetonline.org/link/summary/39-5092.00
https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Cosmetology/Pages/default.aspx

Credential Awarded: 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.

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

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 in the catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 200 clock hours of training during 4 weeks for typical full-time students and covers the Pennsylvania State Board curriculum requirements. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

NOTE: This program is not eligible for financial aid.

Required Courses:

TECHNICAL COURSES		
Course #	Course	Clock Hours
NTS211	Nail Technician Theory	120
NTS212	Nail Technician Clinic	80
		200

Offered through Laurel Technical Institute – Hermitage.

Please see professional licensure requirements at the Pennsylvania State Board of Cosmetology.

Phlebotomy Technician
15 Weeks
CIP CODE: 51.1009

Educational Objective: The Phlebotomy Technician program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: Phlebotomy Technician work in hospitals, blood drawing stations, physicians' offices, research or other health care settings. Phlebotomy Technicians collect blood specimens for tests used in the detection, diagnosis and treatment of disease. Phlebotomy Technicians typically do the following: draw blood from patients and blood donors, talk with patients and donors so they are less nervous, verify a patient or donor's identity to ensure proper labeling, label the drawn blood for testing or processing, enter patient information into an onsite database, and assemble and maintain medical instruments such as needles, test tubes, and vials. Graduates are able to apply for positions with job titles such as: Lab Assistant, Patient Service Technician, Phlebotomist, Medical Lab Assistant, Certified Phlebotomy Technician

For additional information, please visit:
https://www.bls.gov/ooh/healthcare/phlebotomists.htm
https://www.onetonline.org/link/summary/31-9097.00
https://www.ncctinc.com/certifications/pt

Credential Awarded: Graduates of this program will earn a diploma and will be eligible to sit for the Phlebotomy Technician certification exam.

Certification: Certified Phlebotomy Technician

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 200 clock hours of training during 15 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES		
Course #	Course	Clock Hours
PHL121	Phlebotomy	100
PHL221	Phlebotomy Clinical	75
OTHER COURSE		
EMP111	Career Development	25
		200

Offered through Laurel Technical Institute – Hermitage & Meadville.

Veterinary Assistant

12 Months
CIP CODE: 01.8301

Educational Objective: The Veterinary Assistant program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: Veterinary assistants play a large role in animal care and are an integral member of the veterinary care team in veterinary offices, clinics, and hospitals. Veterinary assistants are responsible for many daily tasks, such as feeding, weighing, and taking the temperature of animals. Other duties may include giving medication and immunizations, procuring samples for testing, cleaning cages, and providing nursing care before and after surgery and other medical procedures. They also move animals and restrain them during testing and other procedures as well as provide grooming services, as needed. In addition to the animal care they provide, veterinary assistants also assist pet owners. They are often the first point of contact for clients, and as such set the tone for their experience. Veterinary assistants educate pet owners about illnesses, medications and general care, and answer their questions and concerns. Students will take veterinary-specific courses in Medical Terminology, Anatomy & Physiology, Pathophysiology & Parasitology, Pharmacology, Nutrition, and Office Administration. Pharmacy Math will also be taught. In addition, they will take three clinical courses that include learning and practicing a variety of hands-on skills used to care for and treat animals and support and assist the veterinary team. Graduates are able to apply for positions with job titles such as: Veterinary Assistant, Veterinary Receptionist, and Animal Care Associate.

For additional information, please visit:
https://www.bls.gov/ooh/healthcare/veterinary-assistants-and-laboratory-animal-caretakers.htm
https://www.onetcodeconnector.org/ccreport/31-9096.00

Credential Awarded: Graduates of this program will earn a diploma.

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1,185 clock hours of training during 45 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	**Course**	**Clock Hours**	**Credits**
VTA104	Veterinary Medical Terminology	60	4
VTA107	Veterinary Anatomy & Physiology	60	4
VTA101	Veterinary Assistant Clinical I	150	6
VTA149	Veterinary Office Administration	45	3
VTA103	Animal Nutrition	45	3
VTA193	Veterinary Pathophysiology & Parasitology	45	3
PHA170	Pharmacy Mathematics	60	4
VTA201	Veterinary Assistant Clinical II	150	6
VTA301	Veterinary Assistant Clinical III	150	6
VTA189	Veterinary Pharmacology	45	3
EMP285	Internship	150	3
EMP292	Internship	150	3
OTHER COURSES			
EMP191DE	Career Exploration & Profession Development	45	2
GEN101	Student Success	15	1
CMP113	Technology Fundamentals	45	2
EMP291	Career Development	30	2
		1245	**55**

Offered through Laurel Technical Institute – Meadville.

Welding & Fabrication with Pipeline Technology
12 Months
CIP CODE: 48.0508

Educational Objective: The Welding & Fabrication with Pipeline Technology program is designed to provide the student with the knowledge and skills needed to apply for an entry-level position in this industry.

Program Overview: Courses in this program 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. Graduates are able to apply for entry-level positions with job titles such as: Aluminum Welder, Fabrication Welder, Fabricator, Fitter/Welder, Maintenance Welder, Mig Welder, Sub Arc Operator, Welder, Welder-Fitter, Welder/Fabricator, Assembly Line Brazer, Brazer, Connector, Electronic Technician, Fabricator, Production Technician, Refrigeration Brazer/Solderer, Refrigeration Specialist, Solderer, Wirer.

For additional information, please visit:
https://www.bls.gov/ooh/production/welders-cutters-solderers-and-brazers.htm
https://www.onetonline.org/link/summary/51-4121.00
https://www.onetonline.org/link/summary/51-4121.07
https://www.aws.org/

Credential Awarded: Graduates of this program will earn a diploma.

Certifications Available: CareerSafe OSHA-10, AWS D1.1 Structural Welding, AWS Flux Core Welding, Pipe Certification, PEC SafeLandUSA™ and SafeGulf Certification

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

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 in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1,110 clock hours of training during 45 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
WFP102	Introduction to Welding	75	4
WFP104	Blueprint Reading	15	1
WFP105	Shielded Metal Arc Welding	120	6
WFP106	Gas Metal Arc Welding	150	7
WFP109	Flux Cored Arc Welding	90	4
WFP110	Layout & Fabrication	105	5
WFP111	SMAW Pipe Welding	120	6
WFP112	Gas Tungsten Arc Welding	150	7
WFP113	Flux Cored Pipe Welding	90	4
WFP115	Welding Inspection Techniques	30	2
WFP212	Combination Pipe Welding	90	4
WFP213	Specialty Metals Welding	45	2
WFP220	Welding Certification Prep	30	1
OTHER COURSES			
EMP191	Career Exploration & Professional Development	45	2
EMP291	Career Development	30	2
		1185	**57**

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.

Offered through Laurel Technical Institute – Hermitage.

3D Printing Design & Development NAS163/NAS163DE - 3 credits
This course offers a practical, interactive and systematic approach to designing, creating and printing 3d objects. Students will learn to design objects, refine and test their designs and automate production using PowerShell scripting. **This course can be offered on ground or online. Prerequisite: CMP113/CMP113DE Technology Fundamentals**

Accounting I ACC127/ACC127DE – 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 can be offered on ground or online.**

Accounting II ACC172/ACC172DE - 3 credits
This course continues to build upon the basic principles learned in ACC127 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 can be offered on ground or online. Prerequisite: ACC127/ACC127DE Accounting I**

Accounting III ACC227 – 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. **Prerequisite: ACC172/ACC172DE Accounting II**

Adobe Acrobat CSA161DE – 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. **This course is offered online. Prerequisite: CMP113DE Technology Fundamentals**

Advanced Coding MCD227DE – 3 credits
This course is designed to expand the student's knowledge of CPT-4 and ICD-10 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. **This course can be offered on ground or online. Prerequisite: MCD177DE Coding**

Advanced Cyber Security NAS240 – 3 credits
This course will give an in-depth look at network security practices and techniques. We will examine way that networks are tested and use those test results to improve network security. We will also use the results of our penetration testing to create security policies for our network users and machines. The course uses a practical, hands-on approach to cybersecurity techniques. Topics will include penetration testing, Intrusion Detection systems, firewalls, results reporting and countermeasures. Student will learn how to test network security, create policies to counter security vulnerabilities and create reports for management and users. **Prerequisite: NAS230 Cyber Security with a "C" grade or better or advanced placement.**

Advanced Health Information Technology MED253DE – 3 credits
This course will discuss a variety of topics in the Health Information Technology field and expand on previous courses. Students will learn statistical formulas such as length of stay, death, autopsy, infections, birth rates and death rates. Students will learn how to analyze the results to determine the significance, validity, reliability and/or manipulation of the results. Topics will include healthcare statistics and analytics, project management, and the roles available in healthcare management. **This course can be offered on ground or online.**

Advanced Microsoft Excel CSA234 - 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: CSA134DE Microsoft Excel**

Advanced Microsoft Word CSA231 - 2 credits
This course expands the student's knowledge of Microsoft Word. The student will use advanced features of Word to enhance documents and presentation of text as well as organize text in documents. The student will learn valuable time-saving tips, learn how to add visual, eye-catching graphics, and master how to manage long documents. **Prerequisite: CSA132 Microsoft Word**

Advanced Network Administration NAS294 - 2 credits
This course will prepare students to install, configure, operate, and troubleshoot medium-size routed and switched networks. **Prerequisites: NAS258 Network Operating Systems II and NAS239 Network Infrastructure**

Advanced PLC Programming ELC213 - 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: ELC212 PLC Programming**

Advanced Server Administration NAS279 - 4 credits
This course will provide instruction on how to install and configure the following servers: web, print, mail and dedicated application servers. **Prerequisites: NAS258 Network Operating Systems II, NAS243 Windows Server Active Directory**

Advanced Techniques COS279 – 60 clock hours
This course is designed to provide the student with the knowledge needed to perform various hair shaping, hair coloring and hair styling techniques. The course will cover a variety of services, including men's hair cutting with beards, black textured hair, the wedge-weight line, the pixie, tension cutting, and variations of the bob, combination cutting, and corrective cutting followed by variations of hair coloring applications including hair lightening and foil placement techniques. Styling will also be included in this course to create the finished look following the hair shaping and hair coloring.

Advanced Website Technology CSA253DE – 2 credits
This course furthers knowledge to students regarding HTML (Hypertext Markup Language). Standard HTML is presented to provide a solid foundation for developing high-quality Web pages which have solid cross-browser consistency. Students will learn advanced Dreamweaver CS6 as a composing program for the rapid development of interactive web sites that include dynamic interactive components. Students will be introduced to JAVA Script language. Conforming web sites to mobile devices**. This course is offered online. Prerequisite: CSA235/CSA235DE Website Technology**

Anatomy & Physiology MED122/MED122DE - 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 can be offered on ground or online.**

Anatomy & Physiology MST122 – 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.

Animal Nutrition VTA103— 2 credits
This course is designed to provide the student with knowledge of basic biological principles and day-to-day practices of pet nutrition.

Applied Finance GEN174DE - 3 credits – 45 clock hours
This general education 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. **This course is offered online.**

Applied Math I MAT170/MAT170DE- 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 can be offered on ground or online.**

Applied Math II MAT270 - 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. **Prerequisite: MAT170/MAT170DE Applied Math**

Applied Psychology PSY159DE - 2 credits
This general education course is a social science course that explores classic psychological principles as they apply to life and work. Students will be presented with strategies to handle challenges they will face in their personal and professional lives. Students are provided a framework for exploring many issues related to human development within the context of everyday situations. **This course is offered online.**

Baking & Pastry Essentials CLN116/CLN116DE – 3 credits
A comprehensive study of Garde Manger and Basic Baking Techniques. This includes the study and preparation of classic and contemporary salads; dressings, appetizers, canapés, vegetable/fruit carvings and salt dough show pieces. Foundational basic baking techniques are covered. **Courses can be offered online or on ground.**

Blueprint Reading ELC102 - 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 - 1 credit
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.

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. **Prerequisites: MLT202 Chemistry, MLT203 Hematology II, MLT105 Immunohematology I, MLT104 Microbiology I and MLT206 Immunology**

Business English I ENG180DE - 3 credits
This general 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 offered online.**

Business English II ENG208DE - 3 credits
This general education 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. **This course is offered online. Prerequisite: ENG180DE Business English I**

Business Law BUS160 - 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 BUS153 - 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 BUS253 – 2 credits
This course is designed to be a capstone course for students in the Entrepreneurship & Business Administration program. 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.

Butchery CLN105/CLN105DE – 3 credits
Students will learn commercial meat preparation, its fabrication, portion control and the importance of safe sanitary butchery practice. Students will select and prepare quality meat, fish and poultry for industry consumption and retail use. Students will be prepared to perform these important tasks in a safe and sanitary environment. **Courses can be offered online or on ground.**

Cardiopulmonary Anatomy & Physiology RES222 - 3 credits
This course is designed to build on Anatomy and Physiology with an emphasis on the cardiopulmonary system. Topics to be discussed include the process of ventilation, oxygen transport, the cardiovascular and renal systems, and how they relate to cardiopulmonary anatomy and physiology. **Prerequisites: MED121 Medical Terminology, MED122/MED122DE Anatomy and Physiology, and MAT171DE Introductory Algebra**

Career Development EMP291/EMP291DE - 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 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. **This course can be offered on ground on online.**

Career Development EMP111 – 25 hours
This workshop is intended to provide the graduating student with basic information, instruction, and practice in job exploration, career planning, resumes, cover letters, and applications as well as job search techniques. The development of effective interview skills will be accomplished through classroom role-playing.

Career Exploration & Professional Development EMP191/EMP191DE - 2 credits
The general education course provides opportunities and resources for students to seek career information related to academic and occupational interest patterns, which form the foundation for sound career decision-making. Students are guided through exercises that assist in identifying needs, values, wants, interest, and abilities. The goal of the course is to help students develop a strong foundation for major/career decision planning through career inventories, research on careers, and personal reflection. **This course can be offered on ground or online.**

Certification Prep MED289 - 1 credit
This course will prepare clinical medical assistant students to take the medical assistant certification test.

Certification Prep I NAS260 - 2 credits
This course is designed to assist students in preparing for a variety of information technology certification examinations.

Certification Prep II NAS266 - 2 credits
This course is designed to assist students in preparing for their information technology certification examination. The course will review for the following exams: CompTIA Network + Certified Professionals Exam.

Certification Prep 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. **Prerequisites: MLT204 Microbiology II, MLT205 Immunohematology II and MLT208 Body Fluids**

Certification Prep MST221 – 30 clock hours
This course is designed to prepare the student for the Massage & Bodywork Licensing Examination 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: MST112 Essentials of Massage and Bodywork, MST113 Professional Development & Ethics, MST122 Anatomy & Physiology, and MST123 Kinesiology**

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. **Prerequisites: MLT102 Principles of Chemistry, MLT103 Hematology I**

Child Care Management ECE194DE – 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. **This course is offered online. Prerequisite: ECE102DE Child Growth & Development**

Child Growth & Development ECE102DE – 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 offered online.**

Cyber Security NAS230– 3 credits

This course, along with related courses, offer a comprehensive guide for anyone wishing to take the CompTIA Security+ SY0-501 Certification Exam. It provides an introduction to the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; and cryptography. The course covers new topics in network security as well, including psychological approaches to social engineering attacks, and Web application attacks.

Inclusive Early Childhood ECE229DE – 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. **This course is offered online. Prerequisite: ECE102DE Child Growth & Development**

Clinic I COS283 – 195 clock hours

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

Clinic II COS293 – 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 Management MTC147 – 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 Application I RES175 - 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. **Prerequisite: MED121 Medical Terminology, MED122/MED122DE Anatomy and Physiology and MAT171DE 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. **Prerequisites: RES101 Respiratory Therapy I, RES175 Clinical Application I, RES219 Pharmacology, and RES22 Cardiopulmonary Anatomy & Physiology**

Clinical Application III RES233 - 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. **Prerequisites: RES102 Critical Care I, RES201 Respiratory Therapy II, RES210 Clinical Application II, and RES220 Pathophysiology**

Clinical Application IV RES241 - 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, RES231 Respiratory Therapy III, and RES233 Clinical Application III**

Clinical Diagnostic Procedures MED125 - 3 credits
This course is designed to further expand the student's knowledge and application of the clinical skills of the medical assistant and to coordinate closely with the internship program. This course includes an introduction to safety measures and regulatory requirements in the clinical laboratory, urinalysis, hematology, microbiology, serology concepts and procedures, physical therapy modalities, and the performance of electrocardiography. Students will also become certified in first aid and CPR.

Clinical Office Operations MED124 - 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.

Coding MCD177DE – 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 can be offered on ground or online. Prerequisite: MED122/MED122DE Anatomy & Physiology**

Coding Essentials MCD157 – 2 credits
The focus of this course is to learn the coding rules for the CPT, ICD-10-CM, 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 are also reviewed. **Prerequisite: MED122/MED122DE Anatomy & Physiology**

Combination Pipe Welding WFP212 – 4 credits
The Combination Pipe welding course is a comprehensive instruction in the welding of pipe using the Gas Tungsten Arc Welding (GTAW) process and Shielded Metal Arc Welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices with emphasis on weld positions 2G, 5G, and 6G using various electrodes. **Prerequisite: WFP211 Pipe Welding II**

Commercial Wiring ELC122 – 5 Credits
This course introduces students to installing electricity in a commercial building. Topics to be covered include: commercial electrical blueprints, branch circuits, lighting circuits, switch controls, circuit protection, motor loads, and special purpose receptacles. **Prerequisite: ELC105 Introduction to the NEC**

Communications MTC151 – 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 Repair & Maintenance NAS173 - 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.

Computerized Accounting ACC273 - 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: ACC172/ACC172DE Accounting II**

Computerized Billing CMA216 – 2 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.

Computerized Medical Billing MED216DE - 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. **This course can be offered on ground or online.**

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.

Cost Estimating ELC204 – 1 credit
This course introduces students to electrical estimating. This course will give students a perspective of the value of their work. This course will provide students with a complete understanding of the estimating process. **Prerequisite: ELC102 Blueprint Reading**

Critical Care I RES102 - 4 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. **Prerequisites: RES219 Pharmacology and RES222 Cardiopulmonary Anatomy & Physiology**

Critical Care II RES202 - 4 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. **Prerequisites: RES102 Critical Care I and RES220 Pathophysiology**

Culinary Fundamentals I CLN103/CLN103DE – 4 credits
Study and kitchen/laboratory experience of quantity and quality food production. Introduction and application of culinary principles and procedures for basic food preparation is experienced. This is a comprehensive hands-on introduction to culinary basics, including classic knife cuts, terminology, equipment, measurements, and ingredients. Passing competencies will include all stocks, mother sauces, soups, vegetables, and grains. Speed, time management and accuracy are emphasized. **Courses can be offered online or on ground.**

Culinary Fundamentals II CLN106/CLN106DE– 5 credits
This course will be a progression from Culinary Fundamentals I and expand on the introduction and application of culinary principles and procedures for basic food preparation. This is a comprehensive hands-on introduction to culinary basics, including classic knife cuts, terminology, equipment, measurements, and ingredients. Passing competencies will include all stocks, mother sauces, soups, vegetables, and grains. Speed, time management and accuracy are emphasized. Students will be on rotation in the school cafe to enhance their experience in a real environment setting. **Courses can be offered online or on ground. Prerequisite: CLN103/CLN103DE Culinary Fundamentals I**

Culinary Fundamentals III CLN115/CLN115DE – 4 credits
Upon successful completion of this course, the student will be able to apply modern techniques in the preparation and presentation of food using sauté and grill techniques. Special emphasis will be placed on a la carte cooking. Students will gain an understanding of the entremetier, garde manger and food storage stations. Proper lock-down and clean up procedure will be taught. Preparation and presentation of salads, cold meats, sandwiches, as well as plate presentation will also be taught. This course is a continuation of Culinary Fundamentals II and prepares students for restaurant-ready skills. **Courses can be offered online or on ground. Prerequisite: CLN106/CLN106DE Culinary Fundamentals II**

Customer Service EMP144DE - 3 credits – 45 clock hours
This general education 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. **This course is offered online.**

Deep Tissue Massage MST217 – 30 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: MST112 Essentials of Massage & Bodywork I, MST122 Anatomy & Physiology, and MST123 Kinesiology**

Digital Design Technology CSA232DE – 2 credits
This course introduces students to the fundamentals and more advanced features of digital photography and graphic editing. Students will be exposed to image editing and media design fundamentals through the use of computer aided software. **This course is offered online. Prerequisites: CMP113DE Technology Fundamentals, CMP135DE Internet Research & Resources**

Digital Video & Graphics Production CSA244DE - 2 credits
This course introduces students to the composition of animation and motion-graphics using 2D and 3D tools of Adobe Photoshop and Adobe Illustrator. Adobe InDesign will introduce students how to create publication proofs and final publications for clients. Students will have an understanding how to integrate Adobe Photoshop, Illustrator and InDesign for web use, final publications, packaging, and preparing publications for press. **This course is offered online. Prerequisite: CSA232DE Digital Design Technology**

Desktop Publishing CSA239DE - 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. **This course is offered online. Prerequisite: CSA132DE Microsoft Word**

Eastern Paradigm MST218 – 30 clock hours
This course teaches students basic beliefs and practices of Eastern Paradigm. Students are instructed in Shiatsu, Acupressure and other Eastern practices.

Economics BUS176 - 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 Distribution ELC206 – 3 credits
This course introduces students to electrical distribution systems in the electrical field. Topics to be covered include: residential services, commercial services, three phase services, distribution transformers and West Penn Power requirements. **Prerequisite: ELC211 Industrial Wiring II**

Electric Motors ELC124 - 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: ELC104 Electrical Studies II**

Electrical Studies I ELC103 - 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, and types of circuits, measuring instruments, and alternating currents.

Electrical Studies II ELC133 - 3 credits
This course continues with the concepts introduced in IMT Electrical Studies I. Topics to be covered include capacitive loads, three-phase circuits, transformers, electrical services, receptacle and switch connections, and protection circuits. **Prerequisite: ELC103 Electrical Studies I**

Electrical Troubleshooting ELC215 – 2 credits
This course reinforces the students' ability to trouble shoot electrical circuits. Residential, commercial and industrial troubleshooting will be covered.

Electronic Medical Records MED225/MED225DE - 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. **This course can be offered on ground or online.**

Entrepreneurship & Small Business Management BUS154 – 3 credits
This course will focus on showing students how to develop an entrepreneurial mindset to create opportunities and take action in varying environments. This course will emphasize practice and learning through action. This course will prepare students for interacting with stakeholders, experiment with ideas, and apply these ideas to start-ups as well as organizations of all kinds. Students will also take action outside the classroom in varying "mindshfit activity" in order to practice various areas of entrepreneurship.

Essentials of Massage & Bodywork I MST112 – 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.

Essentials of Massage & Bodywork II MST212 – 30 clock hours
This class is designed to improve massage technique, use a variety of tools, and provide increased hands-on practice of massage therapy. The students will practice using sustained deep pressure throughout the massage as well as using acquired manual tools to provide needed pressure and benefits.

Esthetics & Histology EST131 – 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 EST133 – 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 EST132 – 255 clock hours
This course is designed to provide the student with the knowledge needed in esthetics, hair removal and makeup procedures. The course will cover a variety of services, including histology of the skin, hair removal, facials and facial massages, electrotherapy and light therapy facial treatments, machine facials, makeup artistry skills and state board procedures.

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

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: WFP105 Shielded Metal Arc Welding**

Flux Cored Pipe Welding WFP113 - 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.

Food & Beverage Management CLN107/CLN107DE – 3 credits
Instruction and practical training covers all aspects of service management if food & beverage operations; includes food and cash controls, styles or service and dining area merchandising. Receptions, banquets, buffets, are covered from bus persons to maître d'. Special event presentations included. **Courses can be offered online or on ground.**

Foundations of Health Information Technology MED153DE – 3 credits
This course is designed to introduce the student to the role of a health information professional in the documentation process and managing the information flow within an organization. It provides an introduction to the healthcare delivery systems, setting up career choices in health information, healthcare settings, management in healthcare, and coding and reimbursement. It prepares the student to face challenges with an ever-changing field. **This course is can be offered on ground or online.**

Fundamentals of Mechatronics ELC206 - 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. **Prerequisite: ELC104 Electrical Studies II**

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. **Prerequisite: WFP105 Shielded Metal Arc Welding**

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. **Prerequisite: WFP105 Shielded Metal Arc Welding**

Graphic Design & Development CSA262DE – 2 credits
This course presents a structured graphic design process that includes identifying the scope of a graphic/media design project, analyzing politics, policies, and budgetary constraints. **This course is offered online. Prerequisite: NAS155DE Project Management**

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.

Hazardous Locations ELC203 – 1 credit
This course introduces the student to hazardous locations as defined by the National Electric Code (NEC). Students will learn to navigate and interpret the NEC article 500. Students will learn to install electrical equipment in classified locations correctly. **Prerequisite: ELC104 Electrical Studies II**

Health, Nutrition & Safety for Children ECE193DE - 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. **This course is offered online.**

Health Informatics & Data Governance MED163DE – 3 credits
In this course, the student will be introduced to health informatics and how it affects healthcare as well as the emerging field of Data Governance. Topics in health informatics will include implementing healthcare information systems, decision support, privacy and security of health information and emerging technologies. Topics for data governance will include types of data, metadata, management of data, data security, and the jobs and challenges in data governance. **This course can be offered on ground or online. Prerequisite: MED153DE Foundations of Health Information Technology**

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.

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. **Prerequisite: MLT102 Principles of Chemistry**

Human Resources Management BUS156/BUS156DE - 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. **This course can be offered on ground or online.**
HVAC Maintenance & Troubleshooting HVA103 – 3 credits
This course describes procedures for troubleshooting basic and complex circuits, thermostats, and high-voltage circuits controlled by thermostats. This course discusses mechanical and electrical electric motor troubleshooting, including drive assemblies, belt tension, pulley alignment, open and shorted windings, shorts to ground, capacitor problems, wiring and connector problems.

Immunohematology I MLT105 – 2 credits
This course provides MLT students with career-entry knowledge and skills related to transfusion medicine through the study of blood-group antigens and antibodies and transfusion of cellular elements and plasma components. Emphasis is placed on the clinical and serologic nature of antibodies and antigens and the immune response to transfused blood products. Other topics included are major blood group antigens/antibodies, pre-transfusion testing and reagents, donor collection and testing, blood components, adverse complications of transfusion and hemolytic disease of the newborn. **Prerequisite: MLT102 Principles of Chemistry**

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. **Prerequisites: MLT202 Chemistry, MLT203 Hematology II, MLT105 Immunohematology I, MLT104 Microbiology I and MLT206 Immunology**

Immunology 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.

Industrial Automation Controls ELC214 - 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 IMT104- 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 ELC205- 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. **Prerequisite: ELC104 Electrical Studies II**

Industrial Wiring II ELC211- 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: ELC205 Industrial Wiring I**

International Cuisines CLN118/CLN118DE – 3 credits
Introduces the classical cooking skills associated with the preparation and service of international and ethnic specific cuisines. The student will be able to understand the similarities between current food production systems in the United States and those in other regions of the world. The student will also be adaptable to various deviations in cooking strategies, develop an understanding of food sources and the availability of these items, making substitutions where warranted. International Cuisine also focuses on the heritage of the Culinary Arts as an art form and the student acquires in-depth artistic appreciation for their chosen profession. **Courses can be offered online or on ground.**

Instructional Management MTC155 – 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 MTC156 – 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.

Internet Marketing Tools CSA278DE – 3 credits
This course introduces students to an exciting and significant part of internet business marketing. Learn to use the Internet as a source for market research, a communicating medium, and as a distribution channel. This course will place emphasis on social media and social marketing, branding and advertising, and email marketing. **This course is offered online. Prerequisites: CMP135DE Intro to Internet, ENG180DE Business English I**

Internet Research & Resources CMP135 - 1 credit – 30 clock hours
This course introduces the student to the growing variety of services and information on the Internet. Gmail 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 Gmail is necessary and the responsibility of each student. **This course is offered online.**

Internship CLN104 (Culinary) – 3 credits
Each 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.

Internship CLN108 (Culinary) – 3 credits
Each 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.

Internship CLN113 (Culinary) – 2 credits
Each 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.

Internship EMP285 - 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. **Prerequisites: EMP152/EMP152DE Internship Prep and approval from lead instructor verifying academic readiness for Internship. Prerequisites for the Clinical Medical Assistant program are: MED123 Patient Assessment, MED124 Clinical Office Operations, and MED125 Clinical Diagnostic Procedures.**

Internship EMP292 - 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. **Prerequisites: EMP152/EMP152DE Internship Prep and approval from lead instructor verifying academic readiness for Internship. Prerequisites for the Clinical Medical Assistant program are: MED123 Patient Assessment, MED124 Clinical Office Operations, and MED125 Clinical Diagnostic Procedures.**

Internship Prep EMP152/EMP152DE - 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. **This course can be offered on ground or online.**

Introduction to Culinary Arts CLN102/CLN102DE – 2 credits
Students will apply history, description, and interrelationships of the hospitality industries with an emphasis on the multifaceted food service industry. Introduction to the world of commercial food production. Students are introduced to culinary theories and develop skills in knife handling, fabrication skills, ingredient identification, small and large equipment use, weights and measures, recipe development and cooking fundamentals. **Courses can be offered online or on ground.**

Introduction to Early Childhood Education ECE124DE – 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. **This course is offered online.**

Introduction to HVAC HVA101 – 3 credits
This course is designed to introduce the fundamentals of heating, ventilating and air-conditioning (HVAC) systems, human comfort and indoor air quality, primary and secondary systems and components. This course will provide a basic overview of HVAC components and properties.

Introduction to Medical Laboratory Science MLT101 – 3 credits
This course introduces MLT students to medical laboratory science and the role laboratory professionals perform as providers of health care in the diagnosis and treatment of patients. Topics include organization, management and testing personnel of the laboratory, major tests performed in each laboratory department and the regulatory and professional agencies and laws governing laboratory activities. Issues of laboratory safety, chemical hygiene, Bloodborne pathogens, needle stick 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.

Introduction to Networks NAS138 - 3 credits
This course offers a practical, systematic look at networking components, how they fit together, and what they can mean to a 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.

Introduction to Operating Systems NAS131 - 3 credits
This course introduces the student to the various desktop and network operating systems. Topics will include LINUX, Mac, Windows 7, Windows 8/8.1, Windows 10, and Windows Server Operating Systems.

Introduction to the NEC ELC105 – 2 credits
This course introduces students to the NFPA 70 National Electrical Code (NEC). Students will learn to navigate and interpret the NEC. Students will use the NEC to install electrical equipment correctly.

Introduction to Trades ELC101 - 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.

Introductory Algebra MAT/171 MAT171DE - 3 credits
The goal of this general education 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 can be offered on ground or online.**

IT Support Technology NAS167/NAS167DE - 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. **This course can be offered on ground or online. Prerequisite: NAS173 Computer Repair & Maintenance**

Kinesiology MST123 – 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.

Laboratory Mathematics MLT207 – 2 credits
This course provides MLT students career-entry knowledge and skills related to mathematical calculations used in determining certain laboratory measurements or performing necessary functions. Course content includes calculations related to clinical chemistry: solutions, dilutions, concentrations and spectrophotometry; hematology: manual cell counts, indices and corrected WBC count; renal clearance, urine colony counts, blood bank: FMH volume, RhIg dosage and # compatible units; and statistics for quality control and test specificity and sensitivity. **Prerequisites: MLT101 Introduction to Medical Laboratory Science, MAT171DE Introductory Algebra**

Language Arts for Early Childhood ECE197DE – 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. **This course is offered online. Prerequisite: ECE102DE Child Growth & Development**

Layout and Fabrication I 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/WFP104DE Blueprint Reading**

Local Area Networks NAS183 - 2 credits
This course is a continuation of 138 Introduction to Networks. Students will learn about designing, installing, maintaining, and administering networks using a variety of operating systems, including Windows 7, Novell, and Linux. Other topics will include TCP/IP, and network security to ensure the reliability and security of your home or business network. **Prerequisite: NAS138 Introduction to Networks**

Low Voltage Wiring ELC123 – 2 credits
This course reinforces students to the functional basis of various low voltage systems and their connecting devices. Students will be introduced to audio, video, security, fire alarm and other common low voltage systems.

Makerspace & Prototype Design CSA163 – 2 credits
This course will explore the emerging maker movement on several levels. Through reading and research you will begin to understand the culture and structure of the maker movement and how it can be implemented in existing schools. You will also have a chance to participate in several aspects of making through prototyping with electronics, microcontrollers and some simple computer programming in C++ on the Arduino. This class is designed to serve as in introduction with the hope that you may be motivated to explore this exciting field more on your own.

Manicuring NTS111 – 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, advanced nail techniques.

Marketing and Sales BUS143/BUS143DE - 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. **This course can be offered on ground or online.**

Massage Clinic MST283 – 100 clock hours
This course is designed to provide the student, under supervision, with the opportunity to perform one-hour Swedish massage sessions in the school's clinic. **Prerequisites: MST112 Essentials of Massage & Bodywork, MST113 Professional Development & Ethics, MST122 Anatomy & Physiology, and MST123 Kinesiology**

Math & Science for ECE ECE198DE – 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 and science development and introduce STEM concepts 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 and science development. **This course is offered online. Prerequisite: ECE102DE Child Growth & Development**

Mechanical Drives IMT102 - 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: IMT101 Mechanical Principles and Systems**

Mechanical Principles & Systems IMT101 - 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.

MLT Clinical MLT278 – 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.

Medical Law & Ethics MED204/MED204DE – 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. **This course can be offered on ground or online.**

Medical Office Procedures MED222/MED222DE - 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. **This course can be offered on ground or online.**

Medical Terminology MED121/MED121DE - 3 credits
This course will acquaint the student with skills in word analysis and word building, pronunciation, and spelling along with word recognition and the accurate application of work elements as related to the language of medicine. Basic human anatomy and physiology are presented when applicable to refine the student's understanding of the appropriate medical terms. **This course can be offered on ground or online.**

Menu Planning CLN109/CLN109DE – 2 credits
Examines the fundamentals of menu planning using the menu as a tool for ordering, selection and procurement of food and beverage items. Menu, labor, and facility computer generated cost analysis and percentages will be addressed. Emphasis is placed on developing the skills necessary to effectively create a professional menu. Provides training in duties and functions of the professional food buyer working in purchasing capacity. **Courses can be offered online or on ground.**

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. Emphasis is directed to proper specimen collection and processing; bacterial structure, morphology and staining; media types and culture/growth requirements; reagents, principles and results of biochemical test procedures and principles/procedures of antimicrobial susceptibility testing methods. **Prerequisites: 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. **Prerequisite: MLT104 Microbiology I**

Microsoft Access CSA265DE - 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. **This course is offered online.**

Microsoft Excel CSA134/CSA134DE - 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 can be offered on ground or online.**

Microsoft PowerPoint CSA135DE - 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. **This course is offered online.**

Microsoft Word CSA132/CSA132DE - 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 can be offered on ground or online.**

Mobile Application Development CSA285DE – 2 credits
This course introduces students to the process of building apps from a variety of domains, including science, engineering, and business. Technologies introduced work with all major mobile and web platforms and applicable in any domain. Students will learn app-centric development methodology using HTML5, JavaScript, jQuery, Node.js and JSON. **This course is offered online. Prerequisites: CMP135DE Introduction to Internet, CSA235DE Website Technology, CSA253DE Advanced Web Site Technology**

Nail Technician Theory NTS211– 120 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 NTS212 – 80 clock 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.

Nail Technician Clinic NTS284—95 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.

Network Design & Development -NAS277- 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: NAS188 Network Operating Systems I**

Network Infrastructure NAS239 - 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. **Prerequisites: NAS183 Local Area Networks and NAS173 Computer Repair & Maintenance**

Network Operating Systems I NAS188 - 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.

Network Operating Systems II NAS258 - 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.

Network Security NAS238 - 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: NAS183 Local Area Networks**

Observation & Assessment ECE297DE – 3 credits
This course is designed to teach observation and assessment 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. **This course is offered online. Prerequisite: ECE102DE Child Growth & Development**

Office Technology BUS207 - 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.

Orthopedic Massage MST215 – 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. **Prerequisites: MST122 Anatomy & Physiology, MST123 Kinesiology, and MST112 Essentials of Massage & Bodywork**

Parent & Community Involvement ECE199DE – 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. **This course is offered online.**

Pathophysiology MED220/MED220DE- 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. **This course can be offered on ground or online. Prerequisites: MED121/MED121DE Medical Terminology and MED122/MED122DE Anatomy & Physiology (Does not apply to Medical Laboratory Technician)**

Pathophysiology MST220 – 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. **Prerequisite: MST122 Anatomy & Physiology**

Pathophysiology RES220 - 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, interpretation of prescriptions, dosage calculations, and drug administration will be utilized for theory application. **This course can be offered on ground or online. Prerequisites: RES219 Pharmacology and RES222 Cardiopulmonary Anatomy & Physiology**

Patient Assessment MED123 - 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.

Payroll & Tax Accounting ACC275 - 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 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: ACC127/ACC127DE Accounting I**

Personal & Professional Conduct MTC259 – 60 clock hours
This course is designed to provide the student teacher with the knowledge to develop skills necessary to function successfully as a master educator. The course will cover a variety of topics, including: the profile of a master educator, educator relationships, professional, performance evaluations, personal image and self-promotion, role playing and preparing for licensure and employment.

Pharmacology MED219DE - 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. **This course is offered online. Prerequisite: MED121DE Medical Terminology and MED122DE Anatomy and 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 can be offered on ground or online. Prerequisites: MED121/MED121DE Medical Terminology, MED122/MED122DE Anatomy & Physiology, and MAT171/MAT171DE Introductory Algebra**

Pharmacology PHA210 – 2 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, interpretation of prescriptions, dosage calculations, and drug administration will be utilized for theory application. **Prerequisite: MED122/MED122DE Anatomy and Physiology**

Pharmacy Mathematics PHA170 - 4 credits
This course will introduce the student to basic mathematics, such as decimals, calculating percentages, adding, subtracting, multiplying and dividing fractions. Roman Numerals, the Metric System, the Apothecary System, the Household System, and the Avoirdupois System will be presented and the student will learn how to convert between these systems along with converting temperatures between the Fahrenheit system and the Celsius systems. Average wholesale price, actual acquisition cost, and calculating profit will also be presented.

Phlebotomy PHL212 - 3 credits
This course will enable the student to become knowledgeable about the functions of the clinical laboratory and the phlebotomist. Students will be exposed to the terminology and the anatomy and physiology necessary to be a phlebotomist and will also have hands-on experience in phlebotomy techniques. This course will also explore the various departments and testing that occur within the clinical laboratory.

Phlebotomy PHL121 – 100 clock hours
This course will provide a complete introduction to the practice of phlebotomy in all its aspects. Students will be exposed to the medical terminology and anatomy and physiology necessary to be a phlebotomist. With an emphasis on specimen collection and handling, the course offers a comprehensive approach to the many situations encountered by the phlebotomist. This course will also explore the various departments and testing that occur within the clinical laboratory, as well as legal and professional issues. Labs and skills practice are included in this course.

Phlebotomy Clinical PHL221 – 75 clock hours
Clinical Internship is designed to provide phlebotomy students with supervised clinical phlebotomy experience in the work environment to acquire career-entry technical and professional skills. Students will participate in collection and transport of patient specimens while practicing safe clinical practices in an accredited laboratory. Students will be required to document the number of successful blood collections as a graduation requirement. Students must complete and submit the clinical requirements listed on the Statement of Understanding prior to the fourth week of PH121 to be scheduled for PH 221. Students not doing so will be out of rotation for this course and will have to wait until space is available to complete. **Prerequisite: PHL121 Phlebotomy**

PLC Programming ELC212 - 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. **Prerequisite: ELC124 Electrical Motors**

Pneumatics and Hydraulics IMT103 - 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.

Positive Child Guidance ECE239DE – 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 practices, solutions to problem behaviors and creating a cooperative, respectful community of children in an early childhood setting. **This course is offered online. Prerequisite: ECE102DE Child Growth & Development**

Practice Building MST118 – 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. **Prerequisite: MST113 Professional Development & Ethics**

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.

Procedures & Observation MTC152 – 60 clock hours

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

Project Management NAS155/NAS155DE– 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 can be offered on ground or online.**

Professional Development & Ethics MST113 – 65 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.

Raceway Systems ELC202 – 3 credits

This course introduces students to electrical raceway systems. Topics to be covered include: general raceway installation requirements, raceway systems, conduit bending.

Residential Wiring ELC121 – 4 credits

This course introduces students to installing electricity in a residence. Topics to be covered include: residential electrical blueprints, branch circuits, lighting circuits, switch controls, circuit protection, and special purpose receptacles.

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. **Prerequisite: MED121/MED121DE Medical Terminology, MED122/MED122DE Anatomy and Physiology, and MAT171DE 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 noninvasive ventilation strategies. **Prerequisite: RES101 Respiratory Therapy I**

Respiratory Therapy III RES231 - 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. **Prerequisite: RES201 Respiratory Therapy II**

Respiratory Therapy IV RES278 – 3 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: RES231 Respiratory Therapy III**

Respiratory Therapy Cert Prep RES294 – 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: RES231 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.

Sanitation & Safety CLN101/CLN101DE – 2 credits
An introduction to the basic principles of sanitation, safety, work simplification, and use and care of institutional food service equipment. Emphasis is on the importance of proper employee training practices as related to food safety. ServSafe Food Manager Certification will be obtained upon successfully passing the exam. **Courses can be offered online or on ground.**

Shielded Metal Arc Welding WFP105 - 6 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. **Prerequisites: WFP102 Introduction to Welding**

SMAW Pipe Welding WFP111 - 6 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. **Prerequisite: WFP105 Shielded Metal Arc Welding**

Spa Therapies MST216 – 30 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.

Special Populations MST222 – 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: MST122 Anatomy & Physiology and MST123 Kinesiology**

Specialty Metals Welding WFP213 -2 credits
Instruction in the Surface Tension Transfer (STT) and Gas Tungsten Arc Welding (GTAW) welding process for aluminum and advanced stainless steel piping. Emphasis on power sources, electrode selection, and various joint designs. A study of the production of various groove welds in 5G-6G positions. Preparation of specimens for testing in various positions.

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

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

Stretching MST117 – 30 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. **Prerequisite: MST123 Kinesiology**

Student Success GEN101/GEN101DE - 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. **This course can be offered on ground or online.**

Student Teaching MTC278– 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.

Sustainability, Horticulture & Local Sourcing CLN110/CLN110DE– 3 credits
Upon completion of this course, students will have an understanding of sustainable, local food systems and how to grow their own ingredients to create fresh farm to table menu choices for their customers. A food system includes growing, harvesting, processing, packaging, transporting, marketing, consuming, and disposal, but also inputs and outputs at each step; human resources that provide labor, research, and education; public policy; and more. Aspects and characteristics of food systems have been linked to a wide range of environmental and social challenges, from climate change and ecosystem degradation to childhood obesity and malnutrition. This multi-disciplinary course will introduce students to the complex topic of food systems, at different scales and from a variety of perspectives. Students will participate in growing and planting exercises and service learning opportunities in the community. **Courses can be offered online or on ground.**

Teacher State Board Class COS281 – 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 ECE269DE - 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. **This course is offered online. Prerequisite: ECE102DE Child Growth & Development**

Technology Fundamentals CMP113/CMP113DE - 2 credits – 45 clock hours

This general education 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 can be offered on ground or online.**

Therapeutic Techniques MST214 – 30 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. **Prerequisite: MST112 Essentials of Massage & Bodywork**

Transformers ELC201 – 3 credits

This course introduces students to transformers and their use in the electrical field. The course covers transformer construction and transformer connections. Basic types of generators will also be covered.

Trigger Point Therapy MST211 – 30 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. **Prerequisites: MST112 Essentials of Massage and Body Work, MST122 Anatomy & Physiology, and MST123 Kinesiology**

Veterinary Anatomy & Physiology VTA107— 4 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.

Veterinary Assistant Clinical I VTA101— 6 credits

This course is designed to prepare the student in basic clinical skills essential to becoming a veterinary assistant. These skills will include animal behavior, restraint and handling, safety, sanitation, and physical exam.

Veterinary Assistant Clinical II VTA201— 6 credits

This course is a furtherance of the clinical procedures performed by a Veterinary Assistant, with a focus on hospitalized patients and laboratory procedures. Students learn the clinical skills used in a hospital and emergency situation, including preparation, grooming, and follow up care. Common laboratory procedures are discussed and performed. Students will learn how to administer and discharge a hospitalized patient, wound and emergency care, grooming procedures, dental care, preparing and administering injections, preparing IVs, fecal analysis, blood and urine collection and testing. **Prerequisite: VTA101 Veterinary Assistant Clinical I**

Veterinary Assistant Clinical III VTA285— 6 credits

This course is designed to further expand the student's knowledge and application of the clinical skills of the Veterinary Assistant and to coordinate closely with the internship program. This course includes an introduction to radiology, surgical preparation, operating room set up, aseptic techniques, anesthesia, and instrumentation. **Prerequisite: VTA201 Veterinary Assistant Clinical II**

Veterinary Medical Terminology VTA104— 4 credits

This course will acquaint the student with skills in word analysis and word building, pronunciation, and spelling along with word recognition and the accurate application of work elements as related to the language of medicine. Basic animal anatomy and physiology are presented when applicable to refine the student's understanding of the appropriate medical terms.

Veterinary Office Administration VTA149— 3 credits

This course prepares students for the administrative side of working in a veterinary setting. Office procedures, accounting, and finance and inventory management are addressed. Customer service, client communications, and the law and ethics of the veterinary field are covered. Special attention is given to the topics of euthanasia and grieving clients. Safety and security practices are discussed as well as stress, burnout, and compassion fatigue.

Veterinary Pathophysiology & Parasitology VTA193— 3 credits

This class provides a comprehensive introduction to Basic animal disease processes and modern practical methods in veterinary clinical laboratory analysis. The course includes blood, urine, feces, and skin scrapings tests with emphasis on both small animals and livestock species. The course also includes the identification, life cycles, prevention, and control of the common external and internal parasites causing disease in companion animals and economic loss in livestock. **Prerequisite: VTA107/VTA107DE Veterinary Anatomy & Physiology**

Veterinary Pharmacology VTA189— 3 credits

This course introduces the student to pharmaceutical nomenclature, classifications, medication dosage forms, as well as the routes of administration, distribution and the elimination of drugs in the veterinary patient. It will also cover mechanisms of drug actions, interactions, contraindications, side effects and methods of administering therapeutic agents. This course will cover these issues by focusing primarily on the gastrointestinal, cardiovascular, respiratory, endocrine and nervous systems for various animals. Additional time will be spent covering specific medication classes used in different animal species.

Virtual Technology & Cloud Software I CSA140 – 3 credits

This course introduces the theory and applicability of virtual technology and cloud software in various industries. The student will learn the major concepts and benefits of cloud software and identify how virtual technology is employed in many aspects of business. With an emphasis on operational security, additional topics include basic computing concepts, web development technologies, decision making strategies for adoption of virtual technologies, and best practices for cloud implementation**.**

Website Technology CSA235/CSA235DE - 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 can be offered on ground or online. Prerequisites: CMP113/CMP113DE Technology Fundamentals and CMP135 Internet Research & Resources**

Website Technology III CSA268DE – 4 credits
This course introduces students to the underlying concepts of planning, testing, and publishing content for mobile devices. Throughout this course, HTML and CSS3, Bootstrap, and JavaScript will be used to create a solid foundation for developing high-quality mobile web sites and apps that will be accessed by different devices. Students will learn the techniques of Responsive Web Design. Students will be able to plan, design, and implement a basic functioning mobile web site/app. Students will learn client-based application creating a web site and mobile site. **This course is offered online. Prerequisites: CMP113DE Technology Fundamentals, CMP135DE Internet Research & Resources, CSA235DE Website Technology, and CSA253DE Advanced Website Technology**

Welding Certification Prep WFP220 – 1 credit
This course will introduce students to the techniques used for welding certification. The course will provide the knowledge associated with the variables encounter during welding procedures and certification testing.

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 NAS243 - 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. **Prerequisite: Network Operating Systems II**

Wireless Technology NAS231 - 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: NAS138 Introduction to Networks & NAS173 Computer Repair & Maintenance**

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Laurel 2022 School Calendar

Fall 2021— 2022 Term
Jan 1 .... New Year's Day—School Closed
Jan 3 .... Classes Resume
Jan 13 .... Fall Term Ends
Jan 17 ....Martin Luther King Jr. Holiday-School Closed
Jan 26 .... Orientation/Spring Class Start
Jan 27 .... Graduation

Spring 2022 Term
Jan 26 ....Spring Term Begins
Feb 1 ....Last day to drop or add classes
Feb 21 .... President's Day-School Closed
Mar 17..MidTerm
April 15 ....Good Friday/School Closed
April 15-18...Easter Break
May 6 ....Spring Term Ends
May 12 .... Graduation

Summer 2022 Term
May 11 ....Summer Term Begins
May 17 ....Last day to drop or add classes
May 30 ....Memorial Day—School Closed
July1-July 12...Fourth of July Holiday/Summer Vacation-No Classes
July 4... Fourth of July Holiday-School Closed
July 13 ....MidTerm
Aug 30...Summer Term Ends
Sept 5 ....Labor Day School Closed
Sept 15 .... Graduation

Fall 2022 Term
Sept 14 .... Fall Term Begins
Sept 20 ....Last day to drop or add classes
Nov 2...MidTerm
Nov 11..Veteran's Day-No Classes
Nov 24-Nov 27 .... Thanksgiving Holiday-No Classes
Nov 24-25 ....Thanksgiving-School Closed
Dec 23 .... Fall Term Ends
Dec 26, 2022 & Jan 2, 2023..Christmas/New Years-School Closed
Dec 23-Jan 10 .... Christmas Break
Jan 5 .... Graduation

(Revision date 09/14/21)

Laurel 2022 School Calendar for Midterm Starts

Late Spring 2022 Term—Starts March 17, 2022-- Ends July 12, 2022

March 17... Start Date for Side B Classes
March 23...Last day to drop or add classes
April 15... Good Friday/School Closed
April 15-18 ....Easter Break
May 9-10 ....MidTerm Break
May 11..Start date for Side A Classes
May 30...Memorial Day-School Closed
June 30...End of Late Spring Term
July 4 .... Fourth of July Holiday—School Closed

Late Summer 2021 Term—Starts July 12, 2022—Ends Nov 2, 2022

July 13.. Start Date for Side B Classes
July 19...Last day to drop or add classes
Aug 31- Sept 13 ....MidTerm Break
Sept 4 .... Labor Day-No Classes
Sept 14 ....Start Date for Side A classes
Nov 1...End of Late Summer Term

Late Fall 2022 Term—Starts November 1, 2022—Ends March 2, 2023

Nov 2 .... Start Date for Side B Classes
Nov 8 ....Last day to drop or add classes
Nov 11 .... Veteran's Day-No Classes
Nov 24-Nov 27 ....Thanksgiving Holiday-No Classes
Nov 24 and 25 .... School Closed
Dec 23-Jan 10..MidTerm Break
Dec 25 – Jan 1, 2023 .... Christmas/New Year's Holiday-No Classes
Dec 2—Jan 17, 2023 ....Mid Term Break
Jan 18..Start Date for Side A Classes
Feb 20 ....Presidents Day-School Closed
March 8..End of Late Fall Term

Spring three-semester program midterm starts will have a tentative completion date of 3/23
Spring four-semester program midterm starts will have a tentative completion date of 7/23
Spring five-semester program midterm starts will have a tentative completion date of 11/23

Summer three-semester program midterm starts will have a tentative completion date of 7/23
Summer four-semester program midterm starts will have a tentative completion date of 11/23
Summer five-semester program midterm starts will have a tentative completion date of 3/24

Fall three-semester program midterm starts will have a tentative completion date of 11/23
Fall four-semester program midterm starts will have a tentative completion date of 3/24
Fall five-semester program midterm starts will have a tentative completion date of 7/24

(Revised 9/14/21)

Program Cost Information

All Programs Subject to the Following Fees:

Application Fee - $50

Student Services Fee - $250 each semester unless program is under 900 hours

Graduation Fee - $195

Technology Fee - $195

HERMITAGE, PA

Program	Credits or Clock Hours Required for Graduation	Tuition for Entire Program *	Estimated Book Cost *	Lab Fees *	Equipment, Uniforms, & Supplies *	Licensing, Certification Exam, & Training Fees *	Other Fees (Criminal Background Check, Liability Insurance, etc. if applicable) *
CREDIT HOUR PROGRAMS							
Clinical Medical Assistant (3 Semesters)	55	$16,020	$1,982	$520	$177	$80	$85
Culinary Arts (3 Semesters)	53	$16,585	$1,235	$750	$600	$40	$85
Electrical Technician (4 Semesters)	70	$21,360	$2,101	$2,000	$750	$648	$45
Entrepreneurship & Business Administration (5 Semesters)	82	$26,700	$2,546	$0	$0	$80	$45
Industrial Systems & HVAC Maintenance Technology (3 Semesters)	52	$16,020	$1,550	$1,500	$1,067	$405	$62
Medical Laboratory Technician (5 Semesters)	84	$34,870	$2,279	$1,000	$165	$0	$85
Network Administration & Security (5 Semesters)	80	$26,700	$3,271	$1,000	$768	$759	$45
Respiratory Therapy (5 Semesters)	74	$37,400	$2,032	$740	$295	$1,390	$240
Welding & Fabrication with Pipeline Technology (3 Semesters)	57	$16,020	$598	$2,400	$895	$440	$60

Program	Credits or Clock Hours Required for Graduation	Tuition for Entire Program *	Estimated Book Cost *	Lab Fees *	Equipment, Uniforms, & Supplies *	Licensing, Certification Exam, & Training Fees *	Other Fees (Criminal Background Check, Liability Insurance, etc. if applicable) *
CLOCK HOUR PROGRAMS							
Cosmetology (3 Semesters)	1350	$19,719	$452	$900	$1,438	$93	$45
Esthetics/Nail Technician (2 Semesters)	600	$8,272	$648	$150	$716	$186	$45
Master Teacher of Cosmetology (2 Semesters)	750	$8,272	$252	$200	$74	$93	$45
CASH ONLY PROGRAMS							
Esthetics (1 Semester)	355	$5,591	INCLUDED	$0	INCLUDED	$93	$0
Nail Technician (1 Semester)	200	$3,150	INCLUDED	$0	INCLUDED	$93	$0
Phlebotomy Technician (1 Semester)	200	$3,150	INCLUDED	$0	INCLUDED	$0	$0

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

TUITION INFORMATION ABOVE BASED ON FULL TIME (12-18 CREDITS)

Credits Exceeding 18…………………………………………………… $ 350.00 per credit [1]
3/4 Time (9-11 Credits) ……………………………………………….. per semester
1/2 Time (6-8 Credits) …………………………………………….... per semester
Less Than 1/2 Time (1-5 Credits)……………………………………. $ 350.00 per credit [1]

[1] Medical Laboratory Technician and Respiratory Therapy students are charged $405 per credit.

If the program requires classes in any of the following Microsoft courses, there will be a certification test fee of **$80 per course** at the time the student is scheduled for the class: Microsoft Access, Microsoft PowerPoint, Advanced Microsoft Excel, and Advanced Microsoft Word. **Certification test fees are nonrefundable.**

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see our website at http://laurel.edu/consumer-information.

HERMITAGE, PA

Program Cost Information

All Programs Subject to the Following Fees:

Application Fee - $50

Student Services Fee - $250 each semester unless program is under 900 hours

Graduation Fee - $195

Technology Fee - $195

Program	Credits or Clock Hours Required for Graduation	Tuition for Entire Program *	Estimated Book Cost *	Lab Fees *	Equipment, Uniforms, & Supplies *	Licensing, Certification Exam Fees *	Other Fees (Criminal Background Check, Liability Insurance, etc. if applicable) *
CREDIT HOUR PROGRAMS							
Clinical Medical Assistant	57	$16,020	$2,041	$520	$177	$80	$85
Digital Media Specialist (5 Semesters) (DE)	73	$26,700	$2,894	$1,000	$0	$0	$45
Early Childhood Education (5 Semesters) (DE)	79	$26,700	$3,369	$0	$0	$0	$45
Entrepreneurship & Business Administration (5 Semesters)	82	$26,700	$2,489	$0	$0	$0	$45
Health Information Technology (5 Semesters) (DE)	79	$26,700	$3,280	$100	$36	$0	$45
Network Administration & Security (5 Semesters)	80	$26,700	$3,036	$1,000	$768	$759	$45
Veterinary Assistant (3 Semesters)	55	$16,020	$991	$535	$95	$0	$45

(DE) Distance Education

CLOCK HOUR PROGRAMS						
Cosmetology (3 Semesters)	1350	$19,719	$452	$900	$1,438	$93	$45
Esthetics/Nail Technician (2 Semesters)	355	$8,272	$648	$150	$716	$186	$45
Massage Therapy (2 Semesters)	750	$10,254	$745	$200	$1,250	$325	$120
Master Teacher of Cosmetology (2 Semesters)	750	$8,272	$252	$200	$88	$93	$45
CASH ONLY PROGRAMS						
Phlebotomy Technician (15 weeks)	200	$3,150	INCLUDED	$0	INCLUDED	$0	$0

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

TUITION INFORMATION ABOVE BASED ON FULL TIME (12-18 CREDITS)

Credits Exceeding 18………………………………………………… $ 350.00 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)…………………………………… $ 350.00 per credit

If the program requires classes in any of the following Microsoft courses, there will be a certification test fee of **$80 per course** at the time the student is scheduled for the class: Microsoft Access, Microsoft PowerPoint, Advanced Microsoft Excel, and Advanced Microsoft Word. **Certification test fees are nonrefundable.**

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see our website at http://laurel.edu/consumer-information.

MEADVILLE, PA

VETERANS AFFAIRS
EDUCATIONAL BENEFITS,
TUITION AND FEES

Title 38 United States Code Section 3679(e) School Compliance Policy

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, Laurel Business Institute/Laurel Technical Institute (LBI/LTI) complies with the requirements as outlined below:

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

- LBI/LTI permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to LBI/LTI Department of Military and Veteran Services a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33, or a Statement of Benefits from the VA website e-benefits, or a VAF 28-1905 form for chapter 31 and ending on the earlier of the following dates:

- The date on which payment from VA is made to LBI/LTI.

- 90 days after the date LBI/LTI certified tuition and fees following receipt of the certificate of eligibility.

- LBI/LTI will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to LBI/LTI due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, the statute allows LBI/LTI to require chapter 31 and chapter 33 students to take the following additional actions:

1. Submit a certificate of eligibility (COE) for entitlement to educational assistance no later than the first day of a course of education.

2. Submit a written request to use entitlement.

3. Provide additional information necessary to LBI/LTI for the proper certification of enrollment.

4. Make payment for a difference between the amount of the student's financial obligation and the amount of the VA education benefits disbursement.

LBI/LTI will hold a student responsible for any portion of tuition and other fees not covered by the VA by the published fee payment deadline. A late fee may be assessed for account balances not covered by the VA education benefit disbursement. LBI/LTI Housing and Dining fees are not included in the deferred payment for tuition and fees. Students may contact the LBI/LTI Office of Financial Aid to discuss available payment options if needed.

If students do not turn in a COE, or Statement of Benefits, and/or CRF by the first day of class, a late fee may be assessed.

VA payment reversals are due within 5 business days. Balances over $300 are subject to late fee assessment.

VA Chapter 30 and 35 students will follow standard student guidelines for payment or payment arrangements by the fee payment deadline.

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

Facility Name: Laurel Business Institute-Uniontown – Facility Code:
Facility Name: Laurel Business Institute-Morgantown – Facility Code:
Facility Name: Laurel Technical Institute-Sharon – Facility Code:
Facility Name: Laurel Technical Institute-Meadville – Facility Code:

Pennsylvania Human Relations Commission
Education Provisions
Pennsylvania Human Relations Act
Pennsylvania Fair Educational Opportunities Act

The Pennsylvania Human Relations Act (PHRAct) prohibits discrimination against prospective and current students of kindergartens, primary and secondary schools, high schools, academies, colleges and universities, extension courses and all educational institutions under the supervision of the Commonwealth. The PHRAct prohibits discrimination because of an applicant's or current student's **race, color, sex, religion, ancestry, national origin, handicap or disability, record of a handicap or disability, or relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support or guide animals.**

The PHRAct does not protect prospective and current students of "distinctly private" educational institutions such as parochial schools, nor does it protect prospective and current students from age discrimination.

The Pennsylvania Fair Educational Opportunities Act (PFEOAct) prohibits discrimination against prospective and current students of any postsecondary institution and any secondary or post-secondary secretarial, business, vocational or trade school subject to the visitation, examination or inspection of and/or actual or potential licensure by the Department of Education because of a prospective or current student's **race, religion, color, ancestry, national origin, sex, handicap or disability, and/or relationship or association with an individual with a handicap or disability.**

The PFEOAct permits religious or denominational institutions to use religion in their admissions, enrollment and program decisions. Educational institutions which are neither state-owned, state-related, nor state-aided may offer single-sex classes. The PFEOAct does not protect prospective or current students from age discrimination.

It is also unlawful to retaliate against any prospective or current student because he or she has filed a complaint with the Commission or to aid or abet any unlawful discriminatory practice under the PHRAct or the PFEOAct.

This notice must be posted conspicuously in easily accessible and well-lighted places at the educational institution where it may be readily seen by those seeking, using or granting any of the educational institution's accommodations, advantages, facilities or privileges. This notice should be exhibited prominently wherever the educational institution exhibits informational notices e.g. Web sites, bulletin boards, and student handbooks and publications.

WARNING: **Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.**

For further information, write, phone or visit the Pennsylvania Human Relations Commission:
9l YW h]j Y˙Officeg: 333 Market Street, 8th Floor · Harrisburg, PA 17126
(717) 787-4410 · (717) 787-7279 (TTY) or visit us at **www.phrc.state.pa.us**

Complaints must be filed within 180 days of the alleged act of discrimination.
To file a complaint contact the Regional Office nearest you:

Pittsburgh
301 5th Ave., Suite 390
Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg
333 Market Street, 8th Floor
Harrisburg, PA 17126-0333
(717) 787-9780
(717) 787-7279 (TTY)

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110 N. 8th St., Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)