

# 2024 SCHOOL CATALOG



UNIONTOWN, PA



MORGANTOWN, WV



FORT MILL, SC

# LAUREL INSTITUTES

[www.laurel.edu](http://www.laurel.edu)

## Laurel Business Institute

### Uniontown Main Campus

11 East Penn Street  
PO Box 877  
Uniontown, PA 15401  
Phone: 724-439-4900  
[lbi@laurel.edu](mailto:lbi@laurel.edu)

## Laurel College of Technology

### Morgantown Branch Campus

200 Wedgewood Drive  
Morgantown, WV 26505  
Phone: (304) 381-2633  
[lbi@laurel.edu](mailto:lbi@laurel.edu)

## Laurel Institute of Technology

### South Carolina Branch Campus

127 Ben Casey Drive  
Fort Mill, SC 29708  
803-802-0700  
[lbi@laurel.edu](mailto:lbi@laurel.edu)

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

Accredited by:



Accrediting Commission of Career Schools and Colleges

Accredited by the Commission on Accreditation for Respiratory Care - PA  
Licensed by the Pennsylvania State Board of Private Licensed Schools - PA  
Licensed by the Pennsylvania State Board of Cosmetology - PA  
Licensed by the State College System of West Virginia – WV  
Licensed by the West Virginia State Board of Barbers and Cosmetologists – WV  
Licensed by the South Carolina Commission on Higher Education- SC

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# 2024 Catalog



# TABLE OF CONTENTS

Mission Statement & Objectives .....	4	Refresher Courses .....	17
<b>SCHOOL PROFILE</b> .....	5	Student Lockers.....	18
History and Philosophy .....	5	Distinguished Graduate.....	18
School Facilities.....	5	Student Organizations.....	18
Accreditation Statement.....	5	Tutoring Services.....	18
Licenses.....	5	Student Portal .....	18
Incorporation .....	5	Student Services Advising .....	18
<b>ADMINISTRATION, FACULTY &amp; STAFF</b> .....	6-8	Voter Registration .....	18
Corporate Officers .....	6	<b>POLICIES AND PROCEDURES</b> .....	<b>19-26</b>
Administration .....	6	Attendance.....	19
LBI Faculty.....	7	Bullying Policy .....	19
LCOT Faculty .....	7-8	Conduct.....	20
Support Staff.....	8	Consumer Information Disclosure .....	19
<b>ADMISSION</b> .....	<b>10-13</b>	Clery Act .....	19
Admission .....	10	Course Substitution.....	19
Program Specific Admission Requirements.....	10	Crime Awareness & Campus Security Report .....	20
Background Checks and Drug Screening .....	11	Disclosure of Student Information.....	20
Validating High School Graduation.....	11	Dress Code .....	21
Foreign Transcripts .....	11	Early Release .....	20-21
English Proficiency .....	11-12	Equal Opportunity/Affirmative Action.....	21
Procedures for Application.....	12	Food & Drink .....	21
Readmittance Policy & Procedures .....	12	Honor Code .....	21
Single-Course Applications .....	12	Leaves of Absence.....	21
Students Seeking Reasonable Accommodations. 12		Loan Default.....	21
Advanced Placement .....	13	Personal Property.....	22
Cosmetology Transfer Requirements .....	13	School Equipment & Facilities.....	22
High School Dual Enrollment .....	13	Termination.....	22
Transfers of Credits.....	13	Sex Crimes Prevention Act .....	22
<b>FINANCIAL ASSISTANCE</b> .....	<b>14-15</b>	Sexual Harassment, Harassment, Discrimination, & Retaliation .....	23-24
Financial Assistance .....	14	Smoking Products Policy .....	24
Refund Policy for Credit Hour Programs .....	14	Student Health .....	24
Refund Policy for Clock Hour Programs.....	14	Solicitation.....	24
Refund Policy for SC Credit Programs.....	16	Student Privacy Rights.....	25
Return of Title IV Funds Policy .....	15	Student Right to Know Act.....	25
Scholarships .....	15	Selective Service.....	25
<b>TUITION, BOOKS &amp; FEES</b> .....	<b>16</b>	Transcripts Requests .....	25
Tuition .....	16	Veterans Regulations .....	26
EBooks/Textbooks .....	16	Vaccination Policy .....	26
Cost Adjustments.....	16	Visitors & Safety.....	26
Certification Test Fees .....	16	Weapons .....	26
Graduation Fee .....	16	West Virginia Cosmetology Program Policies .	26-27
Program Fees .....	16	Emergency Preparedness.....	27
Technology Fee .....	16	Policy Changes.....	27
Student Support Services Fee.....	16	<b>ACADEMIC INFORMATION</b> .....	<b>28-33</b>
<b>STUDENT SUPPORT SERVICES &amp; ACTIVITIES</b> .	<b>17-18</b>	Class Size .....	28
Academic Advising.....	17	Certifications .....	28
Calendar.....	17	Course Numbering System.....	28
Career Services Assistance.....	17	Course or Program Changes.....	28
Learning Resource Center & Access PA .....	17	Credit Hour Programs .....	28
Parking .....	17		

# TABLE OF CONTENTS

Clock to Credit Hour Programs .....	28	Hair Styling (WV) .....	57
Outside Preparation.....	28	Master Teacher of Cosmetology .....	58
Clock Hour Programs .....	28	Nail Technician .....	59
Academic Year Definition .....	28	Practical Nursing .....	60
Credentials Awarded .....	28	Welding & Fabrication with Pipeline Technology.....	61
Distance Education .....	29-30	<b>COURSE DESCRIPTIONS .....</b>	<b>62-82</b>
Dean’s List.....	30		
Grade Level .....	30		
Grading Scale/Assessment System .....	30		
Graduation Requirements .....	30		
Student Records Management .....	31		
Grievance Procedure .....	32		
Internship.....	32		
Clinical Rotations .....	32		
Makeup Policy.....	32-33		
Prerequisite Courses Requirement.....	33		
Schedule Changes .....	33		
Standards for Satisfactory Academic Progress .....	33		
Probation .....	33-34		
Appeal Process.....	34		
Course Drops/Adds.....	34		
Course Repetitions.....	34		
Failed Courses/Dropped Courses .....	34		
Incompletes .....	34		
Withdrawal .....	34		
<b>DEGREE PROGRAMS.....</b>	<b>36-42</b>		
Cardiovascular Technology (WV).....	36		
Computer Network Security Technician.....	37		
Electrical Technician .....	38		
Electrical Technician (WV) .....	39		
LPN/Paramedic to ADN Transition.....	40		
Nursing.....	41		
Respiratory Therapy .....	42		
<b>DISTANCE EDUCATION PROGRAMS .....</b>	<b>44-48</b>		
Accounting & Business Administration.....	44		
Cloud Computing Technology (WV).....	45		
Early Childhood Education.....	46		
Medical Billing & Coding.....	47		
Medical Laboratory Technician .....	48		
Medical Office Administration.....	49		
<b>DIPLOMA PROGRAMS.....</b>	<b>51-61</b>		
Cardiovascular Technology (SC).....	51		
Clinical Medical Assistant .....	52		
Cosmetology .....	53		
Cosmetology (WV).....	54		
Esthetics (WV).....	55		
Esthetics/Nail Technician.....	56		

# MISSION STATEMENT

Laurel Business Institute/Laurel College of Technology/Laurel Institute of Technology 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 Business Institute/Laurel College of Technology 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

The information contained in this catalog is descriptive in nature. It does not constitute an irrevocable contract between the student and Laurel Business Institute/Laurel College of Technology/Laurel Institute of Technology (**Laurel**). Laurel reserves the right to make any changes in the contents of this catalog or in the documented program that it deems necessary or desirable. These changes are made through established procedures and announced by Laurel in its publications.



# School Profile

## HISTORY AND PHILOSOPHY

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

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

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

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

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

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

In 2013, Laurel opened a location in Morgantown, West Virginia, which has expanded to include cosmetology and massage-related programs, allied medical programs, and trades.

And, in 2023, we added a branch in South Carolina offering a program in Cardiovascular Technology with plans to expand program offerings.

## SCHOOL FACILITIES & EQUIPMENT

The 3-building main campus of Laurel Business Institute (LBI) is located in Uniontown, PA with two branch campuses--Laurel College of Technology (LCOT) located in Morgantown, WV and Laurel Institute of Technology located in Fort Mill, SC.

All of the facilities provide an environment that are conducive to good instruction and learning, and support the education programs offered by Laurel. Laurel facilities include classrooms, administrative & staff offices, offices for admission, financial aid, accounting, placement, etc., and laboratories, clinics, trades shops, student facilities, and academic libraries.

All staff and student facilities are air conditioned; and parking areas are provided.

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

Laurel evaluates equipment needs on an ongoing basis. Students work with a range of tools and equipment to better prepare them for employment. The school strives to invest in current technology and to teach students the latest techniques so they are ready for their chosen professions after they graduate.

## ACCREDITATION STATEMENT

The Accrediting Commission of Career Schools & Colleges (ACCSC) accredits Laurel Business Institute, Laurel College of Technology and Laurel Institute of Technology. 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](http://www.accsc.org).

## LICENSES

Laurel Business Institute (Pennsylvania) 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 College of Technology (West Virginia) is licensed by the West Virginia Council for Community and Technical College Education to operate an occupation school and to confer degrees within the State of West Virginia; and by the State of West Virginia, Board of Barbers and Cosmetologists to offer cosmetology programs.

Laurel Institute of Technology is licensed by the South Carolina Commission on Higher Education (SCCHE), 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone (803) 737- 2260, [www.che.sc.gov](http://www.che.sc.gov). Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education. Individual programs are not licensed by SCCHE.

## INCORPORATION

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 President.

# Administration, Faculty & Staff

## CORPORATE OFFICERS

**Nancy M. Decker**

**Owner**

President and CEO

BS in Business Education, Indiana University of Pennsylvania

**Dr. Douglas S. Decker**

**Owner**

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**

President and CEO

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

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

**Bonnie Jean Marsh**

Campus President Laurel Business Institute

MEd, Math & Computer Science, California University of Pennsylvania; BA in English & Psychology, Geneva College

**Sherri Rimel**

Campus President Laurel College of Technology

Program Director Cosmetology - PA

Diploma in Cosmetology, Pittsburgh Beauty Academy of Greensburg; Teacher License & Cosmetology License, Pennsylvania State Board of Cosmetology; AS in Nursing, Community College of Allegheny County; Teacher License & Cosmetologist License, State of West Virginia Board of Barbers and Cosmetologists

**Deborah Yuras**

Vice President of Compliance

ASB in Executive Secretarial Studies, Laurel Business Institute

**McKenna Gower**

**Director of Education**

**LRS Coordinator – Uniontown**

Teaching Specialty: General Education

BA in English, Kent State University; MA in Literary and Cultural Studies, Carnegie Mellon University

**Tammy Allison**

Program Director Practical Nursing

MS in Nursing, University of Phoenix; BS in Nursing, Pennsylvania

State of Phoenix; AD in Nursing, Pennsylvania State University

**Dr. Michelle Borland**

Program Director Nursing (WV)

Teaching Specialty: Nursing

DNP in Nursing Practice, Walden University; MSN in Nursing Education, Waynesburg University; BSN in Nursing, Waynesburg University; BS in Physical Education/Athletic Training, University of Louisville. Licensed as Family Nurse Practitioner both in Pennsylvania and West Virginia; Licensed Registered Nurse both in Pennsylvania and West Virginia; Certified Nurse Practitioner and Certified Nurse Educator

**Justin Caldwell**

Program Director Trades

Teaching Specialty: Trades

AST in Maintenance Electricity, Triangle Tech; US Navy Nuclear Training, NRA Instructor Training

**Lisa L. Dolan**

Associate Director of Admission

Diploma in Medical Secretarial Studies, Laurel Business Institute

**Leslea L. Eckhardt**

Director of Human Resources

ASB in Business Administration, Laurel Business Institute

**Christine Knouff**

Campus President Laurel Institute of Technology

BA in English, Wake Forest University

**Kenneth Lapikas**

Chief Technology Officer

BS in Computer Information Systems, Chapman University; Associate in Applied Management & Leadership, Air University Command



## **LBI FACULTY**

### **James Appleby**

Teaching Specialty: Information Technology  
BS in Cyber Security, Western Governors University: AST in  
Network Administration & Security, Laurel Business Institute

### **Stephen Campbell**

Teaching Specialty: Respiratory Therapy  
AST in Respiratory Therapy, Laurel Business Institute

### **Angela Dodd**

Teaching Specialty: Cosmetology  
Diploma in Cosmetology, Pittsburgh Beauty Academy; Master  
Teacher Diploma, Mon Valley Career and Technology Center;  
Teacher License & Cosmetology License, Pennsylvania State  
Board of Cosmetology

### **Nathan Doss**

Teaching Specialty: Trades  
Certificate in AutoCAD, Certificate in Mechanical CAD, ITT  
Technical Institute

### **Robert Ferrari**

Lead Welding Instructor  
Teaching Specialty: Trades  
AST in Welding & Fabrication Technology, Triangle Tech

### **Kellie Hashmi**

Teaching Specialty: Respiratory Therapy  
AST in Respiratory Therapy, Diploma in Medical Secretarial  
Studies, Laurel Business Institute

### **Charles Hixenbaugh**

Teaching Specialty: Trades  
Diploma in Welding & Fabrication with Pipeline Technology,  
Laurel Business Institute

### **Brooke Kirchbaum,**

Teaching Specialty: Nursing  
AD in Nursing, BSN in Nursing, Pennsylvania State University

### **Tara Morris**

Teaching Specialty: Respiratory Therapy  
AAS - Respiratory Therapy, Allegany College of Maryland;  
Registered Respiratory Therapist, National Board for Respiratory  
Care; BS - Fashion Merchandising, Indiana University of PA

### **Sandi Petro**

Teaching Specialty: Business, Applied General Education, Allied  
Health; BS in Business Administration, California University of  
Pennsylvania

### **Cheryl Petrush**

Teaching Specialty: Nursing  
AD in Nursing, BS in Nursing, Pennsylvania State University;  
Registered Nurse

### **Cindy Pocratsky**

Teaching Specialty: Cosmetology  
Diploma and teacher's certificate in Cosmetology, Prudence  
Snyder Beauty Academy; Teacher License & Cosmetology  
License, Pennsylvania State Board of Cosmetology

### **Thomas Santo**

Teaching Specialty: Trades  
Certificate in Electronics Technology, Tidewater Tech;  
Certification in Electrical Technology, Mon Valley CTC

### **Dawn Sape**

Teaching Specialty: Allied Health  
ASCP Phlebotomy, Phlebotomy Training Center; Diploma in  
Medical Assisting, MTCTC; Licensed Practical Nurse, Western  
Area Career and Technology Center

### **Lori Suitor**

Teaching Specialty: Cosmetology  
Teacher License & Cosmetology License, Pennsylvania State  
Board of Cosmetology

### **Robert Chadd Tressler**

Teaching Specialty: Trades  
Certified ASME, ABS Welder, Dean Institute of Technology

### **Michele Tota**

Library Consultant  
MS in School Librarianship, McDaniel College; BS in Secondary  
Education English, Clarion University of Pennsylvania

## LCOT FACULTY

### Hillary Cahall

Teaching Specialty: Nursing  
BS in Nursing, West Virginia Wesleyan College; Registered Nurse

### Amy Conley-Abston

Teaching Specialty: Nursing  
BSN, Mount State University; MSN Simmons University

### Tania Bosley

Teaching Specialty: Allied Health  
AS in Liberal Arts, Pennsylvania State University; Certified  
Phlebotomy Technician, National Career School

### John Craig

Teaching Specialty: Trades  
AST in Electrical Technician, Laurel Business Institute (WV)

### Anna Marie DeFazio

Nursing Clinical Coordinator  
BSN in Nursing, Wheeling Jesuit University; Registered Nurse

### Lorna Graham

Teaching Specialty: Esthetics  
Diploma in Esthetics Skin Care & Makeup, Pittsburgh Beauty  
Academy; Esthetics Teacher License, State of West Virginia  
Board of Barbers and Cosmetologists

### Anna Holt

Teaching Specialty: Cosmetology  
Diploma in Cosmetology, Morgantown, Beauty College; Teacher  
License & Cosmetologist License, State of West Virginia Board of  
Barbers and Cosmetologists

### Wendy Hose

Teaching Specialty: Nail Technician  
Certificate in Nail Technician, Clarksburg Beauty Academy, Nail  
Technology Instructor License, State of West Virginia Board of  
Barbers and Cosmetologists

### Danielle Lichliter

Teaching Specialty: Nursing  
BS in Nursing, Liberty University; Registered Nurse

### John C. Pauley

Teaching Specialty: Nursing  
BS in Nursing, West Virginia Wesleyan College; Registered Nurse

### Noel Perchinsky

Teaching Specialty: Nursing  
BS in Nursing, Waynesburg University; BS in Psychology,  
California University

### Amy Rhodes

Teaching Specialty: Cosmetology  
Diploma in Cosmetology, Uniontown Beauty Academy  
Teacher License & Cosmetology License, Pennsylvania State  
Board of Cosmetology; Teacher License & Cosmetologist License,  
State of West Virginia Board of Barbers and Cosmetologists

### Amber Shriver

Lead CVT Instructor  
Teaching Specialty: Allied Health  
MHA Health Administration, Ashford University; Regents  
Bachelor of Arts, West Virginia University

### Sherry Simmons

Teaching Specialty: Nursing  
BAED Fairmont State, ABN Fairmont State, BSN Carlow, and MSN  
at Carlow

### Kayla Richter

Teaching Specialty: Cosmetology  
AST in Cosmetology, Diploma in Master Teacher of Cosmetology,  
Laurel Business Institute; Cosmetologist License and Teacher  
License, State of West Virginia Board of Barbers and  
Cosmetologists

### Kathleen Sypolt

Director of Education/LRS Coordinator  
Teaching Specialty: General Education  
MEd in Education, Fairmont University

### Chelsea Terrell

Teaching Specialty: Nursing  
BS in Nursing, Duke University; BS in Biological Sciences, Mount  
Holyoke College

### Alfred Vallano

Student Services Coordinator  
Teaching Specialty: General Education  
MEd, University of Pittsburgh; BS in Finance, Pennsylvania State  
University

## LIOT Faculty

### Lily Berhe

Teaching Specialty: Allied Health  
AAS in Cardiovascular Technology, Central Piedmont Community  
College; BS in Medical Imaging Technology Echocardiography,  
Oregon Institute of Technology; Master of Health  
Administration, Ohio University

### Michelle Mayasich

Lead CVT Instructor  
Teaching Specialty: Allied Health  
BS in Healthcare Administration, AS in Diagnostic Medical  
Sonography, Nebraska Methodist College

### Roma Patel

Teaching Specialty: Allied Health  
MD in Health Care Administration, Purdue University; BS in  
Health Science, Purdue University; BS in Microbiology, MB Patel  
College-India

## **DISTANCE EDUCATION**

### **Cathy Jackson**

Teaching Specialty: Distance Education; General Education and Allied Health  
BS in Safety Science, Indiana University of Pennsylvania;  
Pennsylvania Teacher's Certificate for General Science, Edinboro University

### **Mia Forte**

Financial Aid Administrator  
Columbia Southern University

### **Jennifer Foxman**

Distance Education Student Services Coordinator  
Distance Education Academic Coach  
BA in Psychology, Allegheny College

### **Amanda Mathieson**

Distance Education Enrollment Specialist  
BS in Criminal Justice, Edinboro University

### **Malinda Parsons-Daniel**

Teaching Specialty: Distance Education  
BS in Medical Laboratory Science, University of Cincinnati;  
AAS in Medical Laboratory Technology, Central Virginia Community College

### **Crystal Peters**

Distance Education Administrative Assistant/DE Registrar  
ASB in Administrative Assistant, Laurel Technical Institute

### **Christen Stroh**

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

## **SUPPORT STAFF**

### **Kimberly Beasley**

Admission Representative  
BS in Business Administration, Strayer University

### **Candace Chisler**

Human Resources Assistant  
ASB in Administrative Office Technology, Laurel Business Institute

### **Danielle Friend**

Student Services Coordinator  
Adjunct Instructor  
LRC Coordinator  
MEd in Instructional Leadership, BS in Elementary Education,  
BA in English, Chaminade University of Honolulu

### **Gregory Fike**

Admission Representative  
BS in Communications/Journalism, Pennsylvania State University

### **Cori Haddix**

Digital Marketing Specialist  
BS in Graphic Technology, Fairmont State University

### **Dominic Hamlett**

Admission Representative - SC  
MD in Divinity, Virginia Union University; BS in Business Administration, Kaplan University

### **Nancy Kleba**

Senior Accounting Administrator  
ASB in Office Administration, Laurel Business Institute  
MS in Legal Studies, California University of Pennsylvania; BS in Criminal Justice, California University of Pennsylvania

### **Denise Messenger**

Student Services Coordinator/Administrative  
Assistant Courses in Business, West Virginia University

### **Terri Nicklow**

Purchasing Agent  
Academic Diploma, Hempfield Senior High School

### **Jennifer Oravets**

Student Services Coordinator/Administrative Assistant  
MS in Legal Studies, California University of Pennsylvania  
BS in Criminal Justice

### **Terrie Turney**

Fiscal Assistant/Admission Assistant

### **Suzanne Thomas**

Admission Service Coordinator/Career Services Administrator  
Spa Technician, Guilford Community College

### **Louis Tom**

Maintenance Supervisor  
Certification, Central Westmoreland Career & Technical

**Note: Laurel also employs adjunct faculty skilled in specific areas whose institutional support is essential to creating an environment optimized for successful learning.**

# Admission

## ADMISSION

Applicants to Laurel are considered without regard to age, race, color, creed, religion, gender, 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 Laurel programs:

- Admission interview
- Application for admission
- Minimum score of 75 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
- Student Health Form
- Verification of high school or equivalency completion <sup>1</sup>
- 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 <sup>2</sup>
- Background Check consent form
- Some Laurel programs have additional admission requirements

<sup>1</sup> Submit one of the following: an official high school diploma or transcript indicating high school graduation date; official GED certificate or scores; a certificate of release or discharge from active military duty (DD Form 214) indicating high school graduation or equivalent; a certificate of Record of Military Processing, U.S. DD Form 1966/1 indicating high school graduation or equivalent; an official college transcript that indicates the applicant has graduated from high school; or a degree from an accredited college or university or official transcript conferring degree earned.

<sup>2</sup> Payment of the Application Fee at time of enrollment may be waived for students re-entering Laurel within less than 364 days of having withdrawn, graduates from a Laurel 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 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 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. If an individual fails to meet any of the above requirements prior to the start of the program, his/her enrollment will be cancelled.

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

All buildings that house Laurel 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 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 addition to all the prior Admission Requirements, the following additional program specific requirements apply:

**Cardiovascular Technology (degree or diploma):** A potential student wanting to enroll in Cardiovascular Technology will be required to complete a two-step interview, and achieve a minimum score of 85 on the online assessment exam.

**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, minimum one-page typed essay describing the Job Shadowing experience; and a minimum score of 85 on the online assessment exam. Additionally, a potential RT student is required to achieve a minimum score of 20 on the Wonderlic exam.

**Master Teacher of Cosmetology:** A potential student wanting to enroll in the Master Teacher of Cosmetology program must possess a current Cosmetologist license, esthetician license or nail technician license or be scheduled to take the exam prior to enrollment. License must be obtained within four months of first semester.

**WV Cosmetology programs:** A potential student wanting to enroll in a WV Cosmetology program shall not be permitted to enter any class for study or be given credit for any work done in the school prior to the time his or her permit has been received from the WV Board of Barbers and Cosmetologists. Some programs may require relocation, licensure, and/or certification for employment in some positions.

### **Nursing (WV):**

Potential students applying to the Nursing program must take the Test of Essential Academic Skills (TEAS). For consideration to the program, the potential student must score proficient, advanced or exemplary on the TEAS. A minimum score of 50 in Math and English Components and a 60 on the Science and Reading components is recommended. A student may take the TEAS test only twice during a calendar year. TEAS scores are good for 24 months prior to beginning of the academic year for which the applicant is applying. Nursing program applicants must submit a GED, official high school transcript, and/or post-secondary/LPN transcript with a recommended 3.0 cumulative GPA to be considered. All qualified applicants will be interviewed by the Nursing Director and Campus President after the priority deadline. Prior to scheduling the Nursing interview, each candidate must earn an 85 on the EDUReady assessment that is provided by Laurel admissions. The applicant will

be notified about status approximately 4 weeks or sooner following the completion of all requirements.

Additional information on how to register for the TEAS test and current cost, can contact the Admission department at 304-381-2633.

**LPN/Paramedic to ADN Transition (WV):** In addition to the general Admission Requirements as stated in the school catalog, the LPN/Paramedic to ADN enrolling student must provide an official transcript from a LPN program for consideration and transfer into the program, in addition to having a current LPN license in good standing with the licensing board within that state. Paramedics must have a Paramedic certification in good standing. Admission to the program will be determined once the Campus President reviews and approved the transfer of credits. An interview with the Campus President and Nursing Director is required of all candidates.

**Practical Nursing:** All qualified applicants will be interviewed by the Practical Nursing Director and Campus President after the priority deadline. Applicants will be notified about their status approximately 4 weeks or sooner following the completion of all requirements.

In addition to the general admission requirements, Practical Nursing students must also achieve a minimum score of 20 on the Wonderlic exam; or SAT scores of 450 or higher Math, 450 or higher Reading/Writing taken with the past five years; or ACT score of 19 or higher taken with the past five years; AND a Physical Exam, Immunizations and Vaccines as required by Clinical Sites; 15-Panel Urine Drug Screen; Act 33, 34, 73 Clearances. Complete Admission requirements are available in the Practical Nursing Handbook available through the Admission Department.

#### **BACKGROUND CHECKS AND DRUG SCREENINGS**

Laurel 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 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 may also dismiss an enrolled student because 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 President 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 would be affected by any criminal records.

Certain programs require successful completion of 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. 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. Laurel 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 at Laurel. 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. Laurel accepts the evaluations of foreign coursework from several services. Please contact the admission department for a complete list.

#### **ENGLISH PROFICIENCY**

Laurel 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.

#### PROCEDURES FOR APPLICATION

1. Request an application from Laurel Business Institute at 11 East Penn Street, PO Box 877, Uniontown, PA 15401; by phone at 724-439-4900; or by email at [admission@laurel.edu](mailto:admission@laurel.edu).
2. Complete the application and return it to Laurel along with the required application fee of \$50. The application fee is refunded to any applicant not accepted for study.
3. Evidence must be provided of high school graduation or of satisfactory performance on the GED test or equivalent.
4. A visit to the school is required for all prospective students. This allows the student to speak with a staff member and to see the school's facilities. Admission assessment is also scheduled at this time to confirm that the prospective student has the skills and abilities to complete study successfully at Laurel.
5. The decision regarding acceptance or rejection of the application will be made within two weeks and will be conveyed to the applicant in writing.
6. All courses are taught in English. Students must be able to speak, read, and write English fluently.
7. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
8. Those accepted for admission are required to complete a financial aid appointment prior to beginning classes if they are applying for financial assistance.
9. New students and students who have been readmitted are required to attend an orientation prior to the beginning of classes.

#### READMITTANCE POLICY & PROCEDURES

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

1. The student must complete a new application for admittance with one of the admission representatives. The student must also write a letter to the Campus Director, providing an explanation of the changes that have occurred in his/her life that will enable him/her to succeed in a program. The student must enroll again under the current tuition and fee structure.
2. The student must obtain permission from the Campus President to re-enroll. The Campus President will determine what previously earned credits from Laurel will be accepted to the original or new program.
3. The student must meet with the Accounting Department to verify all financial obligations to the school have been met. If the student has not been a Laurel student for more than one year, a re-entry fee of \$50 must be paid.
4. The student must contact the Financial Aid Office to reapply for financial aid or make satisfactory payment arrangements.

#### SINGLE-COURSE APPLICATIONS

Applicants for single courses who will not enter into a full program are only required to complete the following procedures:

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

Course acceptance will be based on space availability and the student satisfying the prerequisite requirements. Students not enrolling in a program 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 does not discriminate based on 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 based on disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating based on 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  
2370 Broadway Avenue  
Hermitage, PA 16148

To request a copy by email: [bramyera@laurel.edu](mailto: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 Campus President will make the evaluation of any student request for advanced placement 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. Advanced placement is indicated on the transcript with an "AP" and will not be used in calculating the grade point average, but will count toward academic progress.

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 advanced 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 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 that will be submitted to Admission and Financial aid, with a completed Cosmetology program sheet indicating the courses and total number of hours Laurel will accept.

The transferring student must provide Laurel 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 but will not receive a diploma or be considered a graduate of Laurel. 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 graduate.

## HIGH SCHOOL DUAL ENROLLMENT

High school students can enroll for up to six credits per semester either through a concurrent enrollment agreement with Laurel, a cyber-school agreement, or through Laurel's High School Dual Enrollment program. For more information on this program, including charges and courses available, interested students should

contact the admission department at 724-439-4900 or [admission@laurel.edu](mailto: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 from the previous institution and must supply a catalog or course description for any course they wish to transfer to Laurel. 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 advanced 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. Transfer credits will count toward academic progress.

Transfers of Laurel courses to other postsecondary institutions will be governed by the policies of the institutions to which Laurel students are transferring. The listing of credit hours is not meant to infer that credits will transfer into other college programs. A credit hour is a unit of measurement, not necessarily an indication that a credit or credits will transfer. The institution receiving the request for credit transfer decides whether to accept those credits. 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 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 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's will provide students with information about how to complete their Free Application for Federal Student Aid (FAFSA). 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. 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).

*Disclaimer:* These agency approvals do not currently apply to South Carolina students.

Cash only programs are ineligible for financial aid.

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

Laurel'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:

- Students withdrawing or discontinuing during the first seven calendar days of the term will be refunded 75% of the tuition for the term.
- Students withdrawing or discontinuing after the first seven calendar days but within the first 25% of the term will be refunded 55% of the tuition for the term.
- Students withdrawing or discontinuing after 25% of the term but within 50% of the term will be refunded 30% of the tuition.
- Students withdrawing or discontinuing after 50% of the term is complete are not entitled to refunds.

Refunds will be made within 30 days of the official withdrawal date or within 30 days of the date of determination of withdrawal if the student does not officially withdraw. 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. 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.

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'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 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.
- 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 following 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.

Institutional charges 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.

## **REFUND POLICY FOR SC CREDIT HOUR PROGRAMS – GOVERNED BY THE SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION**

A full refund of monies paid by a student will be made if the student cancels the enrollment agreement within seventy-two hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student; or if the applicant is not accepted by the institution.

### **Pro Rata Refund Calculation for Credit Hour Programs**

**A pro rata refund calculation will not apply for any student whose date of withdrawal is after the sixty percent point (in time) in the period of enrollment for which the student has been charged.**

- a. **Pro rata refund is a refund for a student attending the school for the first time of not less than that portion of the tuition, fees, and other charges assessed the student equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student, rounded downward to the nearest ten percent of that period, less any unpaid charges owed for the period of enrollment for which the student has been charged, and less an administrative fee not to exceed one hundred dollars.**
- b. **The portion of the period of enrollment for a credit hour program that remains will be determined by dividing the total number of weeks comprising the period of enrollment for which the student has been charged into the number of weeks remaining in that period as of the last recorded day of attendance by the student.**
- c. **After the student's first period of enrollment, a refund as provided in this section, will be made for students who withdraw in subsequent period(s) of enrollment due to mitigating circumstances. Mitigating circumstances are those that directly prohibit pursuit of a program and which are beyond the student's control: serious illness of the student, death in the student's immediate family, or active duty military service, including active duty for training.**
- d. **After expiration of the seventy-two-hour cancellation privilege, if the student does not attend, not more than one hundred dollars shall be retained.**
- e. **All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier as "new" merchandise. Textbooks and student equipment left at the school for more than 30 days after withdrawal become the property of Laurel Institute of Technology. Any refund due to the student will be applied to the student's account if there is an unpaid cash balance.**
- f. **Refunds shall be paid within forty days after the effective date of termination.**

### **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 45 days of the date of official withdrawal or within 45 days of the date of determination of withdrawal if the student does not officially withdraw. Any post-withdrawal disbursement will be made within 45 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:

- a. Unsubsidized Federal Direct Loan
- b. Subsidized Federal Direct Loan
- c. Federal PLUS Loan
- d. Federal Pell Grant
- e. FSEOG
- f. Any other Title IV program

### **SCHOLARSHIPS**

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

**John D. Mihm Memorial Scholarship** - Half tuition for high school seniors with a GPA of 3.0 or better. Up to seven scholarships may be awarded per year.

**Ruth H. and Milton T. Decker Memorial Scholarship** - is available to students who have already completed at least two semesters of one of Laurel Business Institute's associate degree programs and who have maintained a 3.25 GPA. Individual awards will vary from year to year. Scholarship funds are applied to tuition, books, fees and equipment and will not be given directly to the student. Any federal, state or agency grant funding the student receives will be credited to the student's outstanding balance before the scholarship funds are applied. Any scholarship money not needed to cover direct education costs will be returned to the scholarship fund. The Community Foundation of Fayette County funds this scholarship. One scholarship may be awarded each year.

# 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 President. 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. 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 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 \$495 (\$300 first semester, then \$195 divided among remaining semesters.)

## STUDENT SUPPORT SERVICES FEE

A student support 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 600 clock hours.

# Student Support Services & Activities

## ACADEMIC ADVISING

Instructors provide academic advising for students. The Campus President, Program Director, and the Director of Distance Education are 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 with. If necessary, students will be given information about local social services agencies and other options and referred to them.

## CALENDAR

Laurel 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 at <https://www.laurel.edu/school-calendars>.

## CAREER SERVICES ASSISTANCE

The school administration, staff, faculty, students, and alumni of Laurel 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 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 graduate requesting career services assistance twelve months or more following graduation will be required to take skills verification testing in his or her program.

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 does not charge tuition for refresher courses in keeping with the [Refresher Courses](#) policy. Upon completion of the refresher course or courses, graduates will be given a retest that must be passed with a grade of 76% or better to qualify for career services assistance.

The Director of Career Services or Campus President 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 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 AND ACCESS PA

The Library/Learning Resource Center (LRC) supports 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 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. LCOT Branch Campus students have access to ProQuest making hundreds of full text collections available to students. The ProQuest Platform hosts multidisciplinary content containing scholarly journals, books, video & audio, dissertations & theses, newspapers and more.

## PARKING

Free on-site parking is available to all students at both the main campus and branch campus. Spaces for students with disabilities (temporary or permanent) are also provided 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 are entitled to take refresher courses in their program to update their skills so they may remain competitive in the job market. There is no tuition charge for these courses, which are open to graduates as space is available. Depending on the course, the student may need to purchase a textbook or other material for the class. Refresher courses are available to all alumni. Graduates should contact the Admission Department to schedule refresher courses.



## STUDENT LOCKERS

Lockers are available for student use at a cost of \$5 per semester or payment period. Students interested in obtaining a locker should contact the Accounting Department.

## DISTINGUISHED GRADUATE AWARD

Students are nominated by their instructors in the last semester of their program and must meet the following criteria:

- Be enrolled in a program with a length of a full academic year
- Have a QPA of at least a 3.0
- All grades are "C" or above
- Have an overall attendance percentage of at least 90

No more than one student may be nominated from each program.

## STUDENT ORGANIZATIONS

### Alpha Beta Kappa National Honor Society

Alpha Beta Kappa is the "premier national honor society" for America's private postsecondary schools, institutes, colleges and universities. Alpha Beta Kappa places chapters in institutions which have demonstrated high standards over a period of many years in the education and training of women and men in the numerous fields, trades and occupations essential to modern society. The purpose of the Society is to encourage and recognize superior student academic achievement, character, and leadership.

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

Laurel Business Institute started a chapter in June 2011.

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

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

## TUTORING SERVICES

Laurel 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 Learning Resource Center Coordinator or the Campus President with any difficulties setting up tutoring or with the tutoring program in general.

## STUDENT PORTAL

Laurel 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 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](http://www.fvap.gov).

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



# Policies & Procedures

## ATTENDANCE

As an occupational school, Laurel 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. If a student has missed 14 consecutive calendar days, the student's enrollment will be terminated.

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 Campus President 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.

Laurel 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 calendar 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)

### Tardiness:

Students are expected to attend all classes, arriving on time and remaining in class until the end of the period. Classroom attendance is essential to the educational objectives of the course. Therefore, Roll Call in CANVAS will be taken daily for each class. Students arriving late or leaving early will be recorded as tardy in the system. Student attendance/engagement will be reflected as a grade with a minimum weight of at least 10% of the final grade.

## BULLYING POLICY

Laurel Institutes are committed to providing a safe and harassment-free education and work environment for all students and employees. Laurel Institutes expects all employees and students to treat others with dignity and respect. As part of that commitment, we have developed the following policy to identify intentional or unintentional actions that could be characterized as bullying and lead to disciplinary action up to and including termination of enrollment and/or employment.

### Bullying includes, but not limited to any of the following:

- Repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others with the intention to humiliate or demean.
- Verbally slandering, ridiculing, or maligning a person or his/her family or friends; persistent name calling which is hurtful, embarrassing, insulting, or humiliating; using a person as the butt of jokes; saying things that would be viewed by others in the community as abusive and offensive; persistently interrupting another person or otherwise preventing another person's legitimate attempts to speak; using nicknames after being notified that the nickname is considered by the victim to be offensive; constant public criticism on matters that cannot be documented. Persistent singling out of one person or group of persons in a negative manner.
- Physical - pushing, shoving, kicking, poking, tripping, assaulting, threatening physical assault or damage to a person's work area or property.
- Non Verbal - threatening gestures such as, but not limited to approaching another person aggressively which could reasonably be interpreted as threatening, or making gestures that would reasonably be interpreted as amorous or sexual in nature.

### Cyberbullying:

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, Twitter, and TikTok
- Text messaging and messaging apps on mobile or tablet devices
- Instant messaging, direct messaging, and online chatting over the internet
- Online forums, chat rooms, and message boards,
- Email or mail
- Online gaming communities
- Engaging in verbal bullying via phone, or voicemail; or other communication; and spreading malicious rumors or gossip about another person

***Violation of the bullying policy will result in disciplinary action up to and including termination from enrollment and/or employment.***

## CONDUCT

Students attending Laurel 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 President 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](mailto:compliance@laurel.edu)

## CLERY ACT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act, Laurel updates information for on-campus and off-campus crime statistics for the past three calendar years prior to October 1 of each year. Each student receives a copy of the complete updated Annual Security Report (ASR) including crime statistics by email, the student may request a paper copy, or the report can be downloaded from the school's website at <http://www.laurel.edu/consumer-information>.

The Violence Against Women Act (VAWA) requires that 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. These rights and options include but are not limited to changing academic, living, transportation, and working situations, counseling options, health, mental health, victim advocacy, legal assistance, or other services available for victims both on-campus and in the community. If requested by the victim and if reasonably available, the same options should be available to the victim regardless of whether he or she chooses to report the crime on a formal incident report or to 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 President 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 President.
- Laurel will refer any criminal activities to the local police department. Laurel encourages its students and employees to report any suspicions of criminal activity to the Campus President promptly. The local police department handles school criminal matters once notified by the school.
- Laurel 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 President who will handle the incident appropriately.
- Federal regulations require that Laurel provide statistical information about the number of occurrences for certain crimes on campus for the last year.
- Laurel 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 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. Please refer to Laurel'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 enrollment or hire and yearly by October 1 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 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 Campus President and completing and following the procedures outlined on the file review request 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 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. When interning, students must follow the internship site's dress code.

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

- Any item that is excessively tight, short, or revealing
- Leggings & Spandex
- Mini Skirts
- Inappropriate or offensive imprinted t-shirts
- Tank tops
- Crop tops
- 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 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 President and will be subject to disciplinary action up to and including suspension or termination of enrollment.

## **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 President 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/AFFIRMATIVE ACTION**

All applicants for admission or employment will be considered without regard to race, color, national origin, age, gender, religion, disabilities, or genetic information. Laurel does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students and employees are not subject to a hostile environment in Laurel programs or activities.

The buildings housing Laurel 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 at 724-439-4900 (PA), (304) 381-2633 (WV), or 803-802-0700 (SC) 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 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 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's honor code will be brought before the Campus President 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 Laurel 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 President 30 days prior to the leave of absence. All leaves of absence will be approved or disapproved by the Campus President. The Campus President may waive the end of term requirement and/or the 30-day written notice requirement in emergencies.

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.

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.

If the LOA is granted, it is understood that the projected graduation date will be extended based on the schedule of available courses to complete the program. Students will be notified at the time the LOA is requested.

## **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 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 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 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 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 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.

## **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](#).

## **SEX CRIMES 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 to 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/>.

The sex offender registry maintained by the West Virginia State Police may be obtained at [www.wvsp.gov/](http://www.wvsp.gov/).

West Virginia State Code §15-12 entitled the Sex Offender Registration Act authorizes the electronic release of information regarding certain sex offenders required to register under West Virginia Law.

While all attempts are made to provide complete and accurate information, the West Virginia State Police does not guarantee the accuracy of the information made available to the public via the West Virginia Sex Offender Registry Website. The information released through this site is as complete as has been currently verified and processed by registry personnel. It should be noted and understood that the information released via this site may be in the process of being verified and/or changed OR the listed offender may have changed information without notifying the West Virginia State Police. The West Virginia State Police do not assess the specific risk for re-offense with regard to any offender released via this website.

This information is provided in the interest of public safety and should be used only in order to take appropriate precautions. The information accessed through the use of this website may not be used to threaten, intimidate or harass registered sex offenders and violations of law will be investigated by the West Virginia State Police.

## SEXUAL HARASSMENT, HARASSMENT, DISCRIMINATION & RETALIATION POLICY

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

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

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

### Definition of Sexual Harassment

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

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

The two main forms of sexual harassment are:

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

**Hostile 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 to Bonnie Marsh, Campus President; to Sherri Rimel, WV Campus President; to Leslea L. Eckhardt, Director of Human Resources; or to Nancy Decker, President/CEO or any other member of management.

### Definition of Harassment and Discrimination

It is Laurel'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 gender, 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, gender, nationality, age, disability, religion or belief is in violation of this policy and is forbidden.

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

#### Employee-Student Relationships

An employee is not permitted to engage in unacceptable conduct with a Laurel student such as an amorous, dating or fraternizing relationship, sexual flirtation, sexual advance or any type of sexual relationship, especially if that employee instructs, evaluates, supervises, advises, has authority over or has some influence relating to that student.

Sexual advances, sexual flirtations or requests for sexual favors from an employee toward students are unacceptable behaviors that will result in severe disciplinary action. Sexual oriented or unwelcome personal gifts involving an employee and a student is unacceptable conduct. An employee found to have committed such unacceptable conduct is in violation of this policy and will be subject to disciplinary action up to and including termination of employment.

Any student who is harassed should tell the harasser that the behavior is unwelcome or unwanted in an attempt to stop the action; however, the student being harassed may also report the behavior to the chain of command simultaneously, or it is not required to tell the offender to stop, but report it directly. If the illegal behavior continues, it is now defined as persistent behavior, developing into a more serious sexual harassment violation involving more severe disciplinary action. All sexual harassment violations must be reported immediately to Bonnie Marsh, LBI Campus President; or to Sherri Rimel, WV Campus President; or to Leslea L. Eckhardt, Director of Human Resources; or to Nancy Decker, President/CEO or any other member of management.

#### Confidentiality

The confidentiality of complaints will be assured to the extent consistent with a thorough investigation and business need-to-know. The fact-finding team consists of Bonnie Marsh, Campus President, Leslea L. Eckhardt, Director 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 all 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 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 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 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 Laurel students and/or employees must be submitted in writing and approved in advance by the Campus President.



## 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 President 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 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 online 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 our website at <http://www.laurel.edu/consumer-information>

## SELECTIVE SERVICE

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

## TRANSCRIPTS REQUESTS

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

## **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 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 & SAFETY**

Safety is a priority for all Laurel locations, so in order to ensure the safety of our students, staff and guests, the following visitor policy is in effect:

The front door of each building is locked at all times and is the only means of access for visitors. Visitors (i.e., persons who are not currently enrolled students, faculty or staff with valid Laurel ID Cards) are not permitted to enter the school via any other entrance under any circumstances. Every visitor is required to ring the front desk for entry and sign in with the front desk stating whom they wish to visit and the purpose of their visit in order to be issued a visitor's pass. The visitor will be asked to wear the pass while they are in the building and return the pass and sign out when they leave.

Students expecting visitors such as a family member or food delivery vendor should plan to meet their visitors at the front desk. The receptionist will not page the student nor will the visitor be allowed to walk through the school looking for the student.

Any variance from the above policy must be approved by the Campus President or their designee.

Note: Students and staff are issued door access cards and everyone should be cognizant of people trying to follow them in. No one is to let anyone into our schools at any time. No doors are to be propped open at any time. These steps are necessary steps to provide the safest and most secure environment possible. Any concerns with any visitor should be brought to the immediate attention of the Campus President or member of the administration.

## **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.

## **West Virginia Cosmetology Programs Policies**

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

### **Attendance**

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

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

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

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

### **Dress Code**

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

### **Grievance Procedures**

Laurel 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 Sherri Rimel, Campus President; 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 [www.laurel.edu/academic-report-form](http://www.laurel.edu/academic-report-form) 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.

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) 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. A student is not required to file a complaint with the school prior to filing a complaint with ACCSC. 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](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by Leslea L. Eckhardt, Director of Human Resources or online at [ACCSC Complaint Form](#).

A student making a complaint with the school will be notified in writing of the status of the complaint.

#### **Student Registration**

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

#### **EMERGENCY PREPAREDNESS**

The Emergency Preparedness Plan that is part of the Annual Security Report is distributed to prospective students via email upon enrollment and is revised annually and sent to all students and employees by October 1 each calendar year. It is also available on the school website.

#### **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 campus, online or in a hybrid format.

Course numbers ending in **DE** are considered distance education and are taught at least 31% online. Courses ending in **H** are considered hybrid courses and are taught 30% or less online.

## 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.

DE classes range in size with current maximums at 30 per section for computer courses and 20 per section for other courses. 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.

## CERTIFICATIONS

Students at Laurel 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, Electrical Technician courses have the prefix ELC, Respiratory Therapy courses have the prefix RES, and Welding & Fabrication with Pipeline Technology courses have the prefix WFP. General education designated GEN and English subjects ENG. 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, 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 President.

Courses may only be added during the drop/add period, which is the first fifteen calendar 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  $\frac{3}{4}$  or  $\frac{1}{2}$  time. Any drops or withdrawals made after this period but before the midpoint of the course will be reflected on the transcript as withdrew (W) and will not affect the grade point average. No tuition adjustment will be made. 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

A semester credit hour is the unit used to measure course work. The number of credit hours assigned to the course 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/clinical = 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 CONVERSION

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 awards specialized associate degrees (occupational) and diplomas, and an associate degree in nursing (occupational).

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

**Pennsylvania** - These Specialized Associate Degree programs are approved by the Pennsylvania Department of Education: Accounting & Business Administration, Electrical Technician, Medical Billing & Coding, Medical Office Administration, Computer Network Security Technician and Respiratory Therapy.

The following diploma programs are approved by the Pennsylvania Department of Education: Clinical Medical Assistant, Practical Nursing and Welding & Fabrication with Pipeline Technology.

These diploma programs are approved by the Pennsylvania State Board of Cosmetology: Cosmetology, Esthetics, Nail Technician and Master Teacher of Cosmetology.

Practical Nursing is also approved by Pennsylvania State Board of Nursing.

**West Virginia** - Approved by the West Virginia State Board of Barbers & Cosmetologists: Cosmetology, Hair Styling, Esthetics and Nail Technician.

The Associate Degree in Nursing credentialed programs are approved by the State of West Virginia, Board of Examiners for Registered Professional Nurses.

Laurel College of Technology is permitted by the West Virginia Community Technical College System to offer diploma level programs, and by The West Virginia Higher Education Policy Commission to offer associate degree level programs.

**South Carolina** - A diploma in Cardiovascular Technology is approved by South Carolina Commission on Higher Education.

## DISTANCE EDUCATION

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 are expected to adhere to a set of requirements, expectations, and procedures regarding classroom interaction and student engagement 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 accreditor

**Distance Education Modalities:** Online training differs from traditional campus-based course training. Delivery of course content will occur through various modalities. Listed below are the various modalities that may be used in an online course.

**Online Lecture/Demonstration:** Online lectures will be presented in a variety of ways. Lecture notes placed on a web page for the learner to review and available for downloaded from the site. Some lectures demonstrations will be presented via audio or video multimedia by using specialized software and hardware to allow this creation. Links related to resources and other Web sites will be embedded in the online lectures. Short lectures provide enough information to serve as a basis for further reading, research, or other learning activities. Online lectures are readily available for students to revisit as needed.

**Threaded Discussion:** Instructors will post a topic(s) and the student will complete two tasks: Post a response to a threaded discussion and post responses to two of their classmates' posts per topic. Academic Discussion Boards are considered classroom participation. The responses should be written in proper English and should be based upon researched fact. Each response should focus on the topic that the instructor has provided. The discussion boards are designed with academic debates in mind. Students should treat the discussions as though they are in a classroom setting and the instructor has posed a question for them to answer. If the student's research a discussion question and post based on the materials they used, they must cite their sources within the posting.

**Collaborative Learning:** Collaborative learning will be when two or more students work together to learn. Some courses will assign small groups composed of participants with different ability levels and will utilize a variety of learning activities to master material initially developed by the instructor, or construct responses on substantive issues. Each member of the team will be responsible for learning what is taught and for helping teammates learn. Students will utilize a variety of online collaboration tools in and out of the online learning environment to engage in collaborative learning.

**Multimedia Presentation:** Multimedia as an instructional delivery method uses animation to encourage student interaction with the platform; videos stimulate visual senses to encourage student interaction with the platform; sound stimulates the auditory senses to encourage student interaction with the platform; and concepts are conveyed quickly and effectively to students. The capabilities of ways to enrich learning are enhanced through the use of multimedia.

**Online Drill and Practice:** As an instructional delivery method, drill & practice promotes the acquisition of knowledge or skill through repetitive practice. Many courses will utilize flash cards for terms and concept learning. Some courses will have links to site to practice skills such as math, accounting, etc.

**Research:** Research is used to help student learn to question, plan, gather information, sort and sift information, synthesize, evaluate, write and document resources properly. Students will use the APA format. Students are provided with resources to help them learn the process of research.

**Case Study:** This instructional delivery method will require learners to draw upon their past experience(s) to comprise solutions to future experience(s). Case studies will be comprised of an appropriate problem situation which is relevant both to the interests and experience level of learners and to the concepts being taught.

**Educational game:** Instructional gaming is one method that may increase the performance and motivation of adult learners based on the premise that games generate enthusiasm and enjoyment for the subject matter content. Many of the adopted textbooks for the courses have an educational game component included. Instructional gaming helps the students to maintain focus on the subject matter but to break away from routine structure and instruction.

**Observation:** The instructional delivery method of observation will be utilized when students view a demonstration or how-to process and as a primary means of learning during an externships experience when they are placed into the job setting to observe, participate and learn.

**Simulation:** In an instructional simulation, students learn by actually performing activities to be learned in a context that is similar to the real-world experience. Instructional simulation is used in most cases for unguided discovery learning. Students can generate and test hypotheses in a simulated environment by examining changes in the environment based on their input. This particular type of instruction requires students to involve their learning in an active way. The course plan will incorporate this method to improve student learning by emphasizing applied learning skills.

**Problem Solving:** The instructional method of problem solving encourages students to work through a situation or problem in order to arrive at a solution to improve their critical thinking and applied learning skills.

**Virtual Conferencing:** Virtual conferencing for distance education based on course and instructor preference could be implemented into the virtual classroom. This networking feature promotes interaction, communication and traditional instruction in a non-traditional capacity. The networking between instructor and student would allow for greater expansion of course curriculum and enhance relationship building within the online community.

**Other:** Narration / Product application: Many lectures and demonstrations will be narrated and some text may be as well. Content is being revised and made available to students to download in various formats, print, mobile, and devices.

Most activities in the online courses are asynchronous so that students can log in and participate whenever their schedule allows within the allotted timeframe as set by the instructor. However, the tools to provide synchronous opportunities are available and may be required in some distance education programs.

**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 with a minimum 2.0 grade point average within the maximum allotted timeframe for completion applies.

**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 campus-based version of the course

**Prerequisites for Participation in Online Learning:** Students enrolling in a distance education program must complete an EduReady assessment and an online orientation via Canvas Learning Management System to ensure that distance learning is appropriate for them.

**Online Readiness Orientation:** The institution provides orientation to students prior to the last day of the add/drop period to acclimate them to the specific distance education learning methodology and technology. The Orientation provided includes, but is not limited to, a discussion of expectations of participation, issues related to academic integrity, and navigation of the learning management system or other education delivery systems.

**Academic Attendance:** Last Date of Attendance (LDA) will be defined differently for online courses than residential courses. LDA for online courses will not be defined as a physical or virtual presence in the classroom. LDA for online courses will be defined as the last date in which a student participates in an online course. Participation for determining LDA in an online course will be defined as a Canvas submission of an academic related activity. Examples of acceptable evidence of academic attendance in an online course include submission of an academic assignment, student submission of an exam, and a graded posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.

Per the school's attendance policy for all students, if a student has not submitted an academically related activity for 14 consecutive calendar days, the student's enrollment will be terminated.

**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 be directed to the Director of Distance Education.

**Student Support Services:** Distance Education students will have access to all student support service departments during normal business hours. These department services include career services, accounting/billing, financial aid, registrar, and academic coaching services.

**Identification and Privacy Protection:** Laurel is committed to protecting student identities and privacy. The institution takes identity verification and privacy protection very seriously. The institution and student have a shared responsibility to ensure that the student's privacy and the integrity of the program are protected. In order to secure the private information of the student and the institution, the institution creates a unique username and password (credentials) for each student, faculty member, and administrator. This will ensure that private information is seen only by the respective student and appropriate faculty and administration. If the institution believes that the student's privacy has been or is at risk of being compromised, it will notify the student immediately and take whatever appropriate actions are necessary to reestablish security.

It is the responsibility of the student not to share their credentials with anyone. If a student intentionally shares their unique credentials, it is grounds for, but not limited to, dismissal from online course participation. If a student believes their credentials have been compromised, they are to a distance education administrator immediately so that the credentials can be reset. There is no additional cost to the student for identity verification.

**Technology and Equipment:** All online courses require a reliable connection to the Internet. Students are responsible for setting up their own connection to the Internet. A minimum broadband connection of 512 Kbps or higher is strongly recommended due to the rich media content in many of the online courses. Online students may utilize the facilities and resources of the nearest Laurel campus.

Canvas is best viewed at a minimum of 800x600, which is the average size of a notebook computer. If students want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.

Students will need electronic device to access their online courses.

A laptop is highly recommended to 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. Students may choose to purchase the technology package as detailed on the Technology Statement of Understanding (SOU).

**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/ASSESSMENT SYSTEM

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

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 <sup>1</sup>	0.0	n/a
T-transfer credit <sup>2</sup>	0.0	n/a
AP-advanced Placement <sup>2</sup>	0.0	n/a
I-incomplete	0.0	n/a

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

Prerequisite courses require a "C" grade or 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.

<sup>1</sup>"W" grades will not be used in calculating the grade point average.

<sup>2</sup>"T" and "AP" grades will not be used in calculation the grade point average, but will count toward academic progress.

## GRADUATION REQUIREMENTS

In order to graduate from Laurel, the student must have satisfactorily completed all courses within his or her program. Additionally, the student must have a cumulative grade point average of 2.0 or higher. All course work must be completed to the satisfaction of each instructor. Graduation from any program 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 President 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.

## STUDENT RECORDS MANAGEMENT

The academic transcript is a comprehensive, chronological, certified record of student academic progress. The academic transcript includes all courses taken, course credits or clock hours, transfer credits, grades, grade-point average (GPA), attendance and other pertinent information such as the student's program, starting date and graduation date. The academic transcript is housed separately from financial aid records, which are maintained in the Financial Aid Office.

Transcripts are printed each semester and placed in each student's file. Students will receive a copy of their transcripts after each semester completed. There is no charge to current students for transcripts. A final transcript is printed for each graduate and withdrawn student, placed in the graduate's file, and kept indefinitely.

All current students may request a copy of his/her transcript any time during their enrollment. Graduates and withdrawn students can request an official transcript by doing so in writing to Laurel Business Institute. A \$5 fee must accompany each written request. All balances owed to Laurel must be paid in full before the transcript will be released. All transcripts are maintained onsite and transcript requests are processed onsite.

Student records are maintained in file cabinets in a locked, limited access student records room to protect the confidentiality of all student records and to prevent unauthorized access. In addition, student records are maintained electronically and backed up on a cloud-based system and also on tape. The tape backups are stored in a fire-resistant cabinet and maintained by the Chief Technology Officer. Additional tape backups are done on a scheduled basis and stored off site.

Academic Transcripts are maintained for 50 years after graduation, termination or withdrawal as required by the Pennsylvania Department of Education, Private Licensed Schools and by the West Virginia Council for Community and Technical College System. Nursing students' academic records, including clinical and theoretical experience and student achievement, are kept ad infinitum. Student health records are kept for 5 years following completion of the student's program. And, financial aid and accounting records are kept for a minimum of three years from the end of the award year.

Beginning July 1, 2024, all licensed/registered schools will be required by the Pennsylvania Department of Education to annually upload to the Central Repository the prior academic year's transcripts no later than September 30 of the same year.

## GRIEVANCE PROCEDURE

Laurel 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 Bonnie Marsh, LBI Campus President, Sherri Rimel, WV Campus President or Christine Knouff, SC Campus President.

Students can submit a complaint using the school's online complaint form at [www.laurel.edu/academic-report-form](http://www.laurel.edu/academic-report-form) 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 Pennsylvania State Board of Private Licensed Schools, Division of Law Enforcement Education and Trade Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333, or by phone at 1-717-783-8228.

South Carolina students can file a written complaint with the South Carolina Commission on Higher Education at: SC Commission on Higher Education, Academic Affairs, Attn: Student Complaint, 1122 Lady Street, Suite 300, Columbia, SC 29201. Or E-mail: [submitcomplaint@che.sc.gov](mailto:submitcomplaint@che.sc.gov). Additional information can be found at [https://che.sc.gov/sites/che/files/Documents/Institutions and Educators/Complaint Procedures and Form.pdf](https://che.sc.gov/sites/che/files/Documents/Institutions%20and%20Educators/Complaint%20Procedures%20and%20Form.pdf)

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) 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. A student is not required to file a complaint with the school prior to filing a complaint with ACCSC. 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](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Leslea L. Eckhardt, Director of Human Resources or online at [ACCSC Complaint Form](#).

A student making a complaint with the school will be notified in writing of the status of the complaint.

## 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 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 President.

An internship prep class will be required for all students during the term prior to beginning the internship except for students in the Clinical Medical Assistant program. 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 program complete clinical rotations instead of an internship. The students begin clinical rotations in their second of five semesters at Laurel. Each hospital rotation lasts the entire semester, including seven different hospitals into their educational experience, with several specialty rotations. Clinical rotations are two days per week, Tuesday and Thursday. Each clinical site and specialty rotation has a designated start and end time, which may include a morning or afternoon/evening rotation. Clinical rotations may be 6 or 8 hour shifts, depending on the affiliation agreement between the specific hospital and Laurel. Students must have reliable transportation to and from each clinical site and specialty rotation.

Respiratory Therapy students must pass each core course with a grade of "C" or higher in order to advance to the next 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 Campus President of any inaccuracies immediately. Failure to do so could result in scheduling errors that could affect the student's graduation date.

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

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

### STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

Laurel 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 (QPA) and a 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, 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/or 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.

### Nursing Program Students

Nursing program students who do not maintain an overall QPA of at least 3.0 will be placed on academic probation for one semester. When a nursing student is placed on academic probation or extended probation, the following term, after which probation was granted, the GPA must be a minimum of 2.5.

*Progression:* Nursing students on academic probation must make progress in the following term for which they were placed on probation to progress to the next term. (Show improvement in their QPA.)

*Extended probation:* A nursing student may continue through the program and be placed on extended probation, as long as each term they are making progress and there are enough credits remaining for the student to earn a 3.0 for the program. Students cannot graduate without a cumulative QPA of 3.0. Please see the [Nursing Program Student Handbook](#) on the Laurel website for Academic Standards including minimum GPA requirements and other policies relating to the Nursing program.

### PROBATION

At the end of each semester, student transcripts are tested against Laurel'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 Campus President or their Program Director 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](#) in 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 President 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 SAP 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 the first fifteen calendar days of the beginning of the term. Students should see the Campus President to drop or add courses. Courses dropped within the Drop/Add period do not appear on the transcript.

### **COURSE REPETITIONS**

When a student repeats a course, the original course and grade will remain on the transcript. The new grade will also appear on the transcript. Only the most recent grade received will be used in the calculation of GPA or QPA, though both will be used in calculating successful completion rate.

### **FAILED COURSES /DROPPED COURSES**

When a retake is required because of a failed course or when a dropped course is added, the projected graduation date may be extended based on the rescheduling and the failed course(s) and courses remaining to complete the program. Scheduling of repeated courses is based upon seat availability and prerequisite course requirements. Students will be notified if this occurs.

### **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 President. 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](#) in this catalog.

Any student withdrawing from a course prior to the midpoint of the course will receive the grade of "W" (Withdraw) on his or her transcript 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.

# DEGREE PROGRAMS

## **Degree Programs**

Cardiovascular Technology (WV) (AST)

Computer Network Security Technician (AST)

Electrical Technician (AST)

Electrical Technician (WV) (AST)

LPN/Paramedic to ADN Transition (WV) ADN

Nursing (ADN)

Respiratory Therapy (AST)

**Please note that some programs have additional requirements that can be found in the Program Specific Admission Requirements section of this catalog.**

*Please note that the courses listed below fulfill the applied general education requirements as put forth by Laurel Business Institute's accrediting agency, the Accrediting Commission of Career Schools & Colleges (ACCSC).*

GEN174/GEN174DE	Applied Finance
PSY159/PSY159DE	Applied Psychology
PSY160	Introductory Psychology
ENG180/ENG180DE	Business English I
ENG208/ENG208DE	Business English II
EMP144/EMP144DE	Customer Service
CMP113/CMP113DE	Technology Fundamentals
CMP135/CMP135DE	Internet Research & Resources
MAT171/MAT171DE	Introductory Algebra
EMP191/EMP191DE	Career Exploration & Professional Development
MED204/MED204DE	Medical Law & Ethics
PHY101	Physics for Health Sciences
MAT170/MAT170DE	Applied Math I

## CARDIOVASCULAR TECHNOLOGY

16 Months

CIP CODE: 51.0901

**Educational Objective:** The Cardiovascular 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:** Cardiovascular Technology (CVT) students are trained in the performance of non-invasive testing such as EKG (ECG) and Cardiac Sonography/EEG procedures which provide valuable recorded data utilized in cardiac medical evaluation. Cardiovascular Technicians perform diagnostic, 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. As part of this program, students will take courses in Medical Terminology, Anatomy & Physiology, Phlebotomy, Pathophysiology, Pharmacology, Medical Law & Ethics, Cardiac Sonography, Cardiovascular Technology, and Non-invasive Cardiology. 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: Cardiac Technician, Cardiac Monitor Technician, Echocardiography Technologist, Cardiovascular Technologist, Cardiac Technician, EKG Technician, Medical Assistant, Certified Medical Assistant, and Phlebotomist.

For additional information, please visit:

<https://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm>

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

**Certifications Available:** The material covered in the CVT program provides preparation for graduates to take the national certification examination to become a Certified Cardiographic Technician (CCT) and Certified Rhythm Analysis Technician (CRAT) RCS235 through Cardiovascular Credentialing International (CCI).

### Possible Certification:

Students graduating from this program who have completed one-year of full-time work in cardiac ultrasound (echocardiography) and are able to show evidence of performing 600 cardiac ultrasound studies in their career will be eligible to register for the RCS235 Registered Cardiac Sonographer certification exam through Cardiovascular Credentialing International (CCI).

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](http://laurel.edu/consumer-information) in this catalog and on our website at <http://laurel.edu/consumer-information>.

Laurel 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 College of Technology reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of 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 <https://www.laurel.edu/consumer-information>

**Typical Course Schedule:** This program is a total of 1,790 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:

TECHNICAL COURSES			
Course #	Course Name	Clock Hours	Credits
CVT101	Clinical Diagnostic & Patient	60	3
MED122 MED122DE	Anatomy & Physiology	75	5
CVT102	Medical Instrumentation	30	2
CVT103	Introduction to Cardiovascular	60	3
CVT104	Non-Invasive Testing	60	3
MED220 MED220DE	Pathophysiology	45	3
CVT110	Clinical I	150	3
MED210	Pharmacology	30	2
CVT105	Introduction to Cardiac	120	5
CVT107	Vascular Imaging and Pathology	45	2
CVT206	Ultrasound Physics and	45	3
CVT205	Advanced Cardiac Sonography	105	4
PHL212	Phlebotomy	45	3
CVT210	Clinical II	150	3
CVT289	Certification Prep	30	2
CVT222	Clinical III	500	10
APPLIED GENERAL EDUCATION			
MAT171	Introductory Algebra	45	3
CMP113 CMP113DE	Technology Fundamentals	45	2
MED204 MED204DE	Medical Law & Ethics	30	2
EMP191 EMP191DE	Career Exploration & Professional Development	45	2
PSY159 PSY159DE	Applied Psychology	30	2
PHY101	Physics for Health Sciences	45	3
		<b>1790</b>	<b>70</b>

Offered through Laurel College of Technology.



## COMPUTER NETWORK SECURITY TECHNICIAN

20 Months

CIP CODE: 11.9999

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

**Program Overview:** Computer Network Security Technicians 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 low voltage electrical concepts such as building security, surveillance and electronic control. Courses will include network infrastructure, wireless technology, electrical studies, network design, and IT support technology as well as computer repair & maintenance. Graduates are able to apply for positions with job titles such as: Computer Network Security Technician, 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.

Laurel 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 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 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
ELC101	Introduction to Trades	45	2
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
ELC103	Electrical Studies I	75	3
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
NAS243	Windows Server Active Directory	45	2
NAS155	Project Management	45	2
EMP285	Internship	150	3
ELC102	Blueprint Reading	30	2
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
APPLIED GENERAL EDUCATION			
ENG180DE	Business English I	45	3
MAT170	Applied Math I	45	3
ENG208DE	Business English II	45	3
GEN174DE	Applied Finance	45	3
CMP113	Technology Fundamentals	45	2
CMP113DE			
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
		<b>1695</b>	<b>80</b>

**OFFERED THROUGH LAUREL BUSINESS INSTITUTE.**

## 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 Business Institute has established a Program Advisory Committee to ensure that the curriculum is consistent with current job market trends and employer needs. Upon recommendation from this committee, Laurel Business Institute reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting 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 1,605 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:

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
ELC101	Introduction to Trades	45	2
ELC102	Blueprint Reading	30	2
ELC104	Electrical Studies	150	6
ELC205	Industrial Wiring I	60	3
ELC126	Smart Technology and Renewable Energy	45	2
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	75	3
ELC202	Raceway Systems	75	3
ELC203	Hazardous Locations	15	1
ELC204	Cost Estimating	15	1
ELC206	Electrical Distribution	75	3
ELC218	Electrical Troubleshooting	60	3
APPLIED GENERAL EDUCATION			
MAT171 MAT171DE	Introductory Algebra	45	3
CMP113 CMP113DE	Technology Fundamentals	45	2
CMP135 CMP135DE	Internet Research & Resources	30	1
EMP144 EMP144DE	Customer Service	45	3
GEN174 GEN174DE	Applied Finance	45	3
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
		<b>1605</b>	<b>74</b>

Offered through Laurel Business Institute.

## ELECTRICAL TECHNICIAN (WV)

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. Students enrolled in the West Virginia Electrical Technician program that are 18 years of age are eligible to take the Apprentice Electrician exam and receive the Apprentice License if they haven't already done so.

This program does not meet eligibility requirements for journeyman licensure in the state of West Virginia. Additional field experience is required. Graduates seeking additional licenses such as the Journeyman Electrician or Specialty electrician must contact the West Virginia State Fire Marshal's office for examination information.

**NOTE:** The West Virginia State Fire Marshal has the sole power to approve or deny any application for any West Virginia Electrical Exam. Laurel College of Technology is not involved in the Fire Marshal's decision-making process and has no influence on any final decision made by the Fire Marshal.

Understanding the requirements for employment and certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Students are responsible for inquiring with the appropriate agencies about current requirements. Students with felony convictions may not be eligible for certification.

For additional information, please visit:

<http://www.wvlegislature.gov/wvcode/ChapterEntire.cfm?chap=29&art=3B&section=3>

<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:** Career Safe OSHA 10-hour safety certification, NFPA 70E Low Voltage Electrical Safety Certification, J-STD International Soldering Certification

Laurel College of Technology 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 College of Technology reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of 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 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:

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
ELC101	Introduction to Trades	45	2
ELC102	Blueprint Reading	30	2
ELC104	Electrical Studies	150	6
ELC205	Industrial Wiring I	60	3
ELC126	Smart Technology and Renewable Energy	45	2
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	75	3
ELC202	Raceway Systems	75	3
ELC203	Hazardous Locations	15	1
ELC204	Cost Estimating	15	1
ELC206	Electrical Distribution	75	3
ELC218	Electrical Troubleshooting	60	3
APPLIED GENERAL EDUCATION			
MAT171	Introductory Algebra	45	3
MAT171DE			
CMP113	Technology Fundamentals	45	2
CMP113DE			
CMP135	Internet Research & Resources	30	1
CMP135DE			
EMP144	Customer Service	45	3
EMP144DE			
GEN174	Applied Finance	45	3
GEN174DE			
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
		<b>1605</b>	<b>74</b>

Offered through Laurel College of Technology.

## LPN/PARAMEDIC TO ADN TRANSITION

16 Months

CIP CODE: 29.1141

**Educational Objective:** The LPN/Paramedic to ADN Transition program curriculum is designed for the Licensed Practical Nurse who wants to continue to grow their nursing career by taking the next step to become a Registered Nurse. The student will build upon their LPN skills in order to take the National Council Licensure Examination (NCLEX-RN) for registered nurses and to enter a career as a beginning practitioner of nursing.

**Program Overview:** The growing population yields a high demand for skilled nurses. The Bureau of Labor Statistics estimates that career opportunities for nurses are expected to grow, giving nursing students peace of mind that they may secure jobs in settings including hospitals, clinical practices, nursing homes, home healthcare, or in military service. Students will learn the fundamentals of nursing along with how to provide compassionate nursing care to clients, demonstrate verbal, non-verbal, therapeutic, professional and technological communication skills; apply knowledge or nursing science and disease processes, develop critical thinking skills, and demonstrate proficiency in planning safe and effective patient care all while adhering to legal, ethical and professional standards.

**Transfer Information:** The LPN applicant will need a copy of his/her license in good standing with the licensing board within that state and an official transcript from their technical school or college; or, a Paramedic certification in good standing. The license/certificate would allow the enrolling student advanced placement and to start in the second semester with 20 credits towards the ADN program. At least 3 General Education credits are required from previous programs that must include introductory courses in algebra and psychology. Technical course transfer credits need to include anatomy & physiology. No TEAS scores are required; however, admission to the program will be determined once the Campus President reviews and approves the transfer of credits. An interview with the Campus President and Nursing Director is required of all candidates.

**For additional information, please visit:**

<https://www.bls.gov/ooh/healthcare/registered-nurses.htm>

<https://www.onetonline.org/link/summary/29-1141.00>

**Credential Awarded:** Graduates of this program will earn an occupational Associate Degree in Nursing

**Licensure Available:**

Upon successful completion of the program, graduates are eligible to apply to any state Board of Nursing to take the NCLEX- RN examination. Each state has individual requirements of applicants for licensure for examination. The nursing law of West Virginia addresses criteria for application for licensure. [The West Virginia Board of Examiners for Registered Professional Nurses](#) has the power to deny the opportunity to procure licenses through testing if the applicant has willfully committed a felony under the laws of West Virginia. **Please see professional licensure requirements at the [West Virginia RN Nursing Board](#).**

For additional licensure information, please see the WV RN Board website at [Licensing \(wv.gov\)](#)

Nursing program students please see the [Nursing Program Student Handbook](#) on the Laurel website for Academic Standards including minimum GPA requirements and other policies related to the Nursing program.

**Accreditation:** Laurel College of Technology has been deemed eligible to participate in the candidacy process for accreditation through the Accreditation Commission for Education in Nursing (ACEN). This process is a prerequisite step toward formal review for ACEN initial accreditation.

Laurel College of Technology 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 College of Technology reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of the State of West Virginia, Board of Examiners for Registered Professional Nurses, Accreditation Commission of Education in Nursing (ACEN), 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 71 credits (with transfer credits). Classes are taught for 60 weeks for typical full-time students. Classes can be held Monday through Thursday, from 4:30 pm to 9:30 pm including scheduled breaks. Clinicals are held on Fridays and Saturdays.

**Required Courses:**

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
NUR119	Pharmacology	45	3
NUR103	Nursing Transition	175	6
MED128	Pathophysiology for Nursing Care	45	3
NUR203	Mental Health Nursing	145	5
NUR202	Med-Surg Nursing I	195	5.5
NUR204	Med-Surg Nursing II	210	6.5
NUR205	Family Health in Nursing	165	5
NUR206	Simulation Experience for Nursing	60	3
NUR207	Professional Role Transition	80	3
NUR224	NCLEX Certification Prep	45	3
APPLIED GENERAL EDUCATION			
ENG180	Business English I	45	3
EMP144	Customer Service	45	3
OTHER COURSES			
EMP291	Career Development	30	2
TRANSFER CREDITS			
<b>Note:</b> Must include at least 3 general education credits		300	20
		1585	71

**Offered through Laurel College of Technology.**

## NURSING

20 Months

CIP CODE: 29.1141

**Educational Objective:** The Nursing program is designed to provide the student with the knowledge and skills needed to take the National Council Licensure Examination (NCLEX-RN) for registered nurses and to enter a career as a beginning practitioner of nursing.

**Program Overview:** The growing population yields a high demand for skilled nurses. The Bureau of Labor Statistics estimates that career opportunities for nurses are expected to grow, giving nursing students peace of mind that they may secure jobs in settings including hospitals, clinical practices, nursing homes, home healthcare, or in military service. Students will learn the fundamentals of nursing along with how to provide compassionate nursing care to clients, demonstrate verbal, non-verbal, therapeutic, professional and technological communication skills; apply knowledge of nursing science and disease processes, develop critical thinking skills, and demonstrate proficiency in planning safe and effective patient care all while adhering to legal, ethical and professional standards.

**For additional information, please visit:**

<https://www.bls.gov/ooh/healthcare/registered-nurses.htm>

<https://www.onetonline.org/link/summary/29-1141.00>

**Credential Awarded:** Graduates of this program will earn an occupational Associate Degree in Nursing

**License Available:** Registered Nurse

**Accreditation:** Laurel College of Technology has been deemed eligible to participate in the candidacy process for accreditation through the Accreditation Commission for Education in Nursing (ACEN). This process is a prerequisite step toward formal review for ACEN initial accreditation.

Laurel College of Technology 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 College of Technology reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of the State of West Virginia, Board of Examiners for Registered Professional Nurses, Accreditation Commission of Education in Nursing (ACEN), 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 1,655 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
MED126	Anatomy & Physiology I	45	3
NUR101	Health Assessment	145	5
PSY161	Human Growth & Development	45	3
MED127	Anatomy & Physiology II	45	3
NUR119	Pharmacology	45	3
NUR102	Fundamentals of Nursing	175	6
MED128	Pathophysiology for Nursing Care	45	3
NUR203	Mental Health Nursing	145	5
NUR202	Med-Surg Nursing I	195	5.5
NUR204	Med-Surg Nursing II	210	6.5
NUR205	Family Health in Nursing	165	5
NUR206	Simulation Experience in Nursing	60	3
NUR207	Professional Role Transition	80	3
NUR224	NCLEX Certification Prep	45	3
APPLIED GENERAL EDUCATION			
MAT171	Introductory Algebra	45	3
PSY160	Introductory Psychology	45	3
ENG180	Business English I	45	3
EMP144	Customer Service	45	3
OTHER COURSES			
EMP291	Career Development	30	2
		<b>1655</b>	<b>71</b>

Offered through Laurel College of Technology.

Please see professional licensure requirements at the [West Virginia RN Nursing Board](#).

Nursing program students please see the [Nursing Program Student Handbook](#) on the Laurel website for Academic Standards including minimum GPA requirements and other policies related to the Nursing program.



## 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 mechanical ventilators, and consulting with physicians on continuing care. Students in this program will take classes in a variety of areas including medical terminology, pathophysiology, pharmacology, critical care, and cardiopulmonary anatomy & physiology. Students will also learn to use specific equipment during the lab components of this program. Students in this program have clinical rotations with affiliated hospitals during their 2nd, 3rd, 4th, and 5th semesters. 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:** BLS, ACLS, PALS, and NRP

**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](http://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 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 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 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. Clinical rotation hours vary based on shift and hospital affiliation agreement.

### 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
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
ENG180	Business English I	45	3
ENG208	Business English II	45	3
PSY159DE	Applied Psychology	30	2
CMP113	Technology Fundamentals	45	2
MED204	Medical Law & Ethics	30	2
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
		<b>1765</b>	<b>75</b>

\*prerequisite courses for professional portion of program, student must complete these prerequisites with a "C" grade or better.

Offered through Laurel Business Institute.

Please see professional licensure requirements at [Pennsylvania State Board of Medicine Licensure](#).



# DISTANCE EDUCATION PROGRAMS

## **Distance Education Programs\***

Accounting & Business Administration

Cloud Computing Technology

Early Childhood Education

Medical Billing & Coding

Medical Laboratory Technician

Medical Office Administration

- \* All courses within these programs are offered online with the exception of internships and clinicals.

## ACCOUNTING & BUSINESS ADMINISTRATION (DE)\*

20 Months

CIP CODE: 52.0201

**Educational Objective:** The Accounting & 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 see:

<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.

**Certifications Available:** Microsoft certifications in Excel

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. 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 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. Distance Education courses have no scheduled class times. Students will log in to Canvas and complete work regularly throughout the week.

### Required Courses:

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
ACC127DE	Accounting I	45	3
BUS153DE	Business Organization & Management	45	3
ACC172DE	Accounting II	45	3
MAT270DE	Applied Math II	45	3
CSA132DE	Microsoft Word	45	2
CSA135DE	Microsoft PowerPoint	45	2
CSA134DE	Microsoft Excel	45	2
BUS160DE	Business Law	45	3
ACC227DE	Accounting III	75	5
ACC274DE	Payroll & Tax Accounting	45	3
BUS253DE	Business Plan Development	30	2
ACC273DE	Computerized Accounting	45	2
BUS143DE	Marketing	45	3
BUS156DE	Human Resource Management	45	3
BUS176DE	Economics	45	3
CSA234DE	Advanced Microsoft Excel	45	2
CSA161DE	Adobe Acrobat	45	2
CSA265DE	Microsoft Access	45	2
CSA235DE	Website Technology	45	2
EMP292	Internship	150	3
EMP285	Internship	150	3
APPLIED GENERAL EDUCATION			
MAT170DE	Applied Math I	45	3
ENG180DE	Business English I	45	3
EMP191DE	Career Exploration & Professional Development	45	2
CMP113DE	Technology Fundamentals	45	2
CMP135DE	Internet Research & Resources	30	1
ENG208DE	Business English II	45	3
EMP144DE	Customer Service	45	3
GEN174DE	Applied Finance	45	3
PSY159DE	Applied Psychology	30	2
OTHER COURSES			
GEN101DE	Student Success	15	1
EMP291DE	Career Development	30	2
EMP152DE	Internship Prep	15	1
		<b>1605</b>	<b>82</b>

This DE program is administered from Laurel Business Institute.

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

## CLoud COMPUTING TECHNOLOGY (DE)\*

20 Months

CIP CODE: 15-1231

**Educational Objective:** The Cloud Computing 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:** Cloud technologies help businesses and institutions rapidly develop and deliver a wide variety of cloud-based services and technologies. Students in this program will learn to install, deploy, and troubleshoot software and hardware using critical thinking skills coupled with industry best practices. A strong skill set in security, technical support, and service desk techniques and procedures can help position graduates for exciting professional opportunities in obtaining entry-level cloud, security, networking, and related positions. Students will take courses in cloud software, cyber security, network infrastructure, wireless technology, 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.

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. 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 this catalog and on our website at <http://laurel.edu/consumer-information>.

**Typical Course Schedule:** This program is a total of 1,755 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
NAS131DE	Introduction to Operating Systems	45	3
NAS173DE	Computer Repair & Maintenance	75	4
NAS138DE	Introduction to Networks	45	3
NAS182DE	Cloud Foundations	45	2
NAS230DE	Cyber Security	60	3
NAS188DE	Network Operating Systems I	75	4
NAS167DE	IT Support Technology	45	2
NAS240DE	Advanced Cyber Security	60	3
NAS238DE	Network Security	45	2
NAS231DE	Wireless Technology	45	2
NAS239DE	Network Infrastructure	45	2
NAS258DE	Network Operating Systems II	75	4
NAS260DE	Certification Prep	60	2
CSA140DE	Virtual Technology & Cloud Software I	60	3
CSA240DE	Virtual Technology & Cloud Software II	60	2
NAS243DE	Windows Server Active Directory	45	2
NAS155DE	Project Management	45	2
EMP285	Internship	150	3
NAS279DE	Advanced Server Administration	75	4
NAS294DE	Advanced Network Administration	45	2
NAS277DE	Network Design & Development	45	2
EMP292	Internship	150	3
APPLIED GENERAL EDUCATION			
MAT170DE	Applied Math I	45	3
ENG180DE	Business English I	45	3
ENG208DE	Business English II	45	3
GEN174DE	Applied Finance	45	3
CMP113DE	Technology Fundamentals	45	2
CMP135DE	Internet Research & Resources	30	1
EMP191DE	Career Exploration & Professional Development	45	2
OTHER COURSES			
EMP291DE	Career Development	30	2
GEN101DE	Student Success	15	1
EMP152DE	Internship Prep	15	1
		<b>1755</b>	<b>80</b>

This DE program is administered from Laurel College of Technology.

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

## 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:** Microsoft certification in PowerPoint

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. 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.

### 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
CSA132DE	Microsoft Word	45	2
BUS156DE	Human Resources Management	45	3
APPLIED GENERAL EDUCATION			
MAT170DE	Applied Math I	45	3
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
		<b>1485</b>	<b>79</b>

This DE program is administered from Laurel College of Technology.

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

## MEDICAL BILLING & CODING (DE)\*

20 Months

CIP CODE: 51.0716

**Educational Objective:** The Medical Billing & Coding 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 Degree in Specialized Business.

**Certification Available:** Microsoft certification in Word

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. 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 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. 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
MED121DE	Medical Terminology	45	3
MED122DE	Anatomy & Physiology	75	5
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
EMP292DE	Internship	150	3
ACC127DE	Accounting I	45	3
CSA132DE	Microsoft Word	45	2
APPLIED GENERAL EDUCATION			
MAT170DE	Applied Math I	45	3
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
MED204DE	Medical Law & Ethics	30	2
OTHER COURSES			
EMP291DE	Career Development	30	2
GEN101DE	Student Success	15	1
EMP152DE	Internship Prep	15	1
		<b>1515</b>	<b>81</b>

This DE program is administered from Laurel College of Technology.

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

## MEDICAL LABORATORY TECHNICIAN (DE)\*

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

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. 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 1,745 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
MED121DE	Medical Terminology	45	3
MED122DE	Anatomy & Physiology	75	5
MED220DE	Pathophysiology	45	3
MLT102DE	Chemistry I	60	3
MLT206DE	Immunology	75	4
MLT101DE	Introduction to Medical Lab Science	60	3
MLT103DE	Hematology I	60	3
MLT175	Clinical I	100	2
MLT105DE	Immunohematology I	45	2
MLT202DE	Chemistry II	60	3
MLT203DE	Hematology II	60	3
MLT207DE	Laboratory Math	30	2
MLT185	Clinical II	100	2
MLT208DE	Body Fluids	60	3
MLT204DE	Microbiology II	75	4
MLT205DE	Immunohematology II	75	4
MLT275	Clinical III	150	3
MLT209DE	Certification Prep	15	1
MLT285	Clinical IV	150	3
APPLIED GENERAL EDUCATION			
CMP113DE	Technology Fundamentals	45	2
MAT171DE	Introductory Algebra	45	3
PSY159DE	Applied Psychology	30	2
GEN174DE	Applied Finance	45	3
CMP135DE	Internet Research & Resources	30	1
EMP144DE	Customer Service	45	3
EMP191DE	Career Exploration & Professional Development	45	2
MED204DE	Medical Law & Ethics	30	2
OTHER COURSES			
EMP291DE	Career Development	30	2
GEN101DE	Student Success	15	1
		<b>1745</b>	<b>79</b>

This DE program is administered from Laurel College of Technology.

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



## MEDICAL OFFICE ADMINISTRATION (DE)\*

20 Months

CIP CODE: 51.0705

**Educational Objective:** The Distance Education Medical Office 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:** The Medical Office Administration program is designed to develop advanced medical secretarial skills and a specialized knowledge of medical office procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. The course work includes basic preparatory courses word processing along with the medical courses in Medical Terminology, Anatomy & Physiology, Medical Records Systems, Medical Office Procedures, Medical Law & Ethics, and Computerized Medical Billing. Graduates are able to apply for positions with job titles such as: Medical Office Assistant, Medical Secretary, Admission Coordinator, Medical Office Specialist, Patient Coordinator, Unit Secretary, Unit Support Representative, Secretary, and Office Assistant.

For additional information, please visit:

<https://www.bls.gov/ooh/healthcare/medical-assistants.htm>

<https://www.onetonline.org/link/summary/31-9092.00>

<https://www.onetonline.org/link/summary/43-6013.00>

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

**Certifications Available:** Microsoft certifications in Excel & Word

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. 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 this catalog and on our website at <http://laurel.edu/consumer-information>.

**Typical Course Schedule:** This program is a total of 1,470 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.

### Required Courses:

TECHNICAL COURSES			
Course #	Course	Clock Hours	Credits
MED121DE	Medical Terminology	45	3
MED122DE	Anatomy & Physiology	75	5
CSA132DE	Microsoft Word	45	2
BUS207DE	Office Technology	45	3
MED225DE	Electronic Medical Records	45	3
CSA231DE	Advanced Microsoft Word	45	2
MED222DE	Medical Office Procedures	45	3
MED219DE	Pharmacology	45	3
MED216DE	Computerized Medical Billing	60	3
CSA134DE	Microsoft Excel	45	2
BUS156DE	Human Resources Management	45	3
ACC127DE	Accounting I	45	3
CSA234DE	Advanced Microsoft Excel	45	2
MCD157DE	Coding Essentials	30	2
CSA239DE	Desktop Publishing	45	2
EMP285	Internship	150	3
EMP292	Internship	150	3
APPLIED GENERAL EDUCATION			
MAT170DE	Applied Math I	45	3
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
MED204DE	Medical Law & Ethics	30	2
OTHER COURSES			
EMP291DE	Career Development	30	2
GEN101DE	Student Success	15	1
EMP152DE	Internship Prep	15	1
		<b>1470</b>	<b>75</b>

This DE program is administered from Laurel Business Institute.

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

# DIPLOMA PROGRAMS

## **Diploma Programs**

Cardiovascular Technology (SC)

Clinical Medical Assistant

Cosmetology

Cosmetology (WV)

Esthetics

Esthetics (WV)

Esthetics/Nail Technician

Hair Styling (WV)

Master Teacher of Cosmetology

Nail Technician (PA & WV)

Practical Nursing

Welding & Fabrication with Pipeline Technology

**Please note that some programs have additional requirements that can be found in the Program Specific Admission Requirements section of this catalog.**

## **COURSE DESCRIPTIONS**

## CARDIOVASCULAR TECHNOLOGY (South Carolina)

16 Months

CIP CODE: 51.0901

**Educational Objective:** The Cardiovascular 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:** Cardiovascular Technology (CVT) students are trained in the performance of non-invasive testing such as EKG (ECG) and Cardiac Sonography/EEG procedures which provide valuable recorded data utilized in cardiac medical evaluation. Cardiovascular Technicians perform diagnostic, 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. As part of this program, students will take courses in Medical Terminology, Anatomy & Physiology, Phlebotomy, Pathophysiology, Pharmacology, Medical Law & Ethics, Cardiac Sonography, Cardiovascular Technology, and Non-invasive Cardiology. 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: Cardiac Technician, Cardiac Monitor Technician, Echocardiography Technologist, Cardiovascular Technologist, Cardiac Technician, EKG Technician, Medical Assistant, Certified Medical Assistant, and Phlebotomist. For additional information, please visit: <https://www.bls.gov/ooh/healthcare/diagnostic-medical-sonographers.htm>

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

**Certifications Available:** The material covered in the CVT program provides preparation for graduates to take the national certification examination to become a Certified Cardiographic Technician (CCT) and Certified Rhythm Analysis Technician (CRAT) RCS235 through Cardiovascular Credentialing International (CCI).

### Possible Certification:

Students graduating from this program who have completed one-year of full-time work in cardiac ultrasound (echocardiography) **and** are able to show evidence of performing 600 cardiac ultrasound studies in their career will be eligible to register for the RCS235 Registered Cardiac Sonographer certification exam through Cardiovascular Credentialing International (CCI).

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>.

Laurel 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 College of Technology reserves the right to make program changes to better prepare our students for the job market. Changes are made with the approval of the South Carolina Commission on Higher Education 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 <https://www.laurel.edu/consumer-information>

### Required Courses:

TECHNICAL COURSES			
Course #	Course Name	Clock Hours	Credits
CVT101	Clinical Diagnostic & Patient Procedures	60	3
MED122	Anatomy & Physiology	75	5
CVT102	Medical Instrumentation	30	2
CVT103	Introduction to Cardiovascular Technology	60	3
CVT104	Non-Invasive Testing	60	3
MED220	Pathophysiology	45	3
CVT111	CVT Internship	1503	3
MED210 MED201DE	Pharmacology	30	2
CVT105	Introduction to Cardiac Sonography	120	5
CVT107	Vascular Imaging and Pathology	45	2
CVT206	Ultrasound Physics and Instrumentation	45	3
CVT205	Advanced Cardiac Sonography	105	4
PHL212	Phlebotomy	45	3
CVT211	CVT Internship	150	3
CVT289	Certification Prep	30	2
CVT221	CVT Internship	500	10
OTHER COURSES			
MAT171	Introductory Algebra	45	3
CMP113	Technology Fundamentals	45	2
EMP191	Career Exploration & Profess. Development	45	2
PSY159DE	Applied Psychology	30	2
ENG180	Business English I	45	3
MED204	Medical Law & Ethics	30	2
		<b>1790</b>	<b>70</b>

**Typical Course Schedule:** This program is a total of 1,790 clock hours of training during 60 weeks (4 semesters @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.

**Offered through Laurel Institute of Technology – SC**

## 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, EKG and First Aid

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. 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 this catalog and on our website at <http://laurel.edu/consumer-information>.

**Typical Course Schedule:** This program is a total of 1,275 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
MED216	Computerized Medical Billing	60	3
MED289	Certification Prep	15	1
EMP285	Internship	150	3
EMP292	Internship	150	3
OTHER COURSES			
EMP291	Career Development	30	2
		<b>1275</b>	<b>58</b>

Offered through Laurel Business Institute.

## 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. After completion of a minimum of 1,250 hours of instruction and successful completion of the program, the graduate will be able to take the Cosmetology license exam through the State Board of Cosmetology. Licensure is required in Pennsylvania.

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. 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 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
COS141	State Board Laws, Theory & Skills Review	30
COS283	Clinic I	195
COS293	Clinic II	260
		<b>1250</b>

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

**Offered through Laurel Business Institute.**

**Please see professional licensure requirements at the [Pennsylvania State Board of Cosmetology](#).**

**\* REVISED 07/2024**

## COSMETOLOGY (WV)

14 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, and Nail Technician.

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>

<http://www.wvbbc.com/>

**Credential Awarded:** Graduates of this program will earn a diploma and will also be able to sit for the West Virginia State Board of Barbers and Cosmetologist after completion of 1,800 hours of instruction AND successful completion of the Cosmetologist program. Licensure is required in West Virginia.

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. Changes are made with the approval of the West Virginia State Board of Barbers and Cosmetologist 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 1,835 clock hours of training during 60 weeks for typical full-time students and covers the West Virginia State Board curriculum requirements. Classes can be held 9:00 am to 4:30 pm Monday through Friday with extended hours until 7:00 pm on Wednesdays and Thursdays including scheduled breaks.

### Required Courses:

TECHNICAL COURSES		
Course #	Course	Clock Hours
CWV101	Professional Development in Cosmetology	60
CWV141	State Laws & Theory	45
CWV121	Cosmetology Science Theory I	120
CWV201	Principles of Hair Design	30
CWV102	Hair Shaping I	60
CWV103	Hair Styling I	45
CWV122	Chemical Texture Services	60
CWV105	Hair Coloring I	60
CWV204	Wigs, Braiding, & Hair Additions	45
CWV221	Cosmetology Science Theory II	135
CWV202	Hair Shaping II	45
CWV203	Hair Styling II	60
CWV205	Hair Coloring II	45
CWV199	Clinic I	240
CWV131	The Science of Aesthetics & Skin Care	180
CWV111	The Science of Nail Technology	105
CWV287	Clinic II	240
CWV299	Clinic III	195
CWV142	State Board Practicum	30
		<b>1800</b>

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

**Offered through Laurel College of Technology.**

**Please see professional licensure requirements at [the West Virginia State Board of Barbers and Cosmetologists](#).**

**\* REVISED 07/2024**



## ESTHETICS (WV)

8 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 as a licensed Esthetician by the West Virginia State Board of Cosmetology.

**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, 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>

<http://www.wvbbc.com/>

**Credential Awarded:** Graduates of this program will earn a diploma and will also be able to sit for the West Virginia State Board of Barbers and Cosmetologist exam after completion of 600 hours of instruction AND successful completion of the Esthetics program. Licensure is required in West Virginia.

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. Changes are made with the approval of the West Virginia State Board of Barbers and Cosmetologist 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 school 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 taken during 30 weeks (2 semesters) for typical part-time students and covers the West Virginia State Board curriculum requirements. Classes can be held 4:30 PM to 9:30 PM Monday through Thursday, 20 hours per week.

### Required Courses:

TECHNICAL COURSES		
Course #	Course	Clock Hours
EST140	State Law Theory	30
EST141	Professional Development in Esthetics	70
EST142	The Science of Esthetics	160
EST143	Skin Science and Skin Care Products	40
EST144	Skin Care Treatments & Make-up Essentials	160
EST145	Esthetics Clinic	130
EST146	State Board Practicum	10
		600

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

**Offered through Laurel College of Technology.**

**Please see professional licensure requirements at [the West Virginia State Board of Barbers and Cosmetologists](#).**

NOTE: This program is a part-time evening program.

## 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, Skin Care Specialist, Skin Care Technician, Skin Care Therapist, Spa Technician, Manicurist, Nail Technician, and 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. Students must complete a minimum of 300 hours of instruction of the esthetics portion and a minimum of 200 hours of the nail technician portion of the program AND successfully complete all classes before taking the esthetics licensing and nail technician licensing exams through the State Board of Cosmetology. Licensure is required in Pennsylvania.

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. 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 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	<u>30</u>
		<b>600</b>

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

**Offered through Laurel Business Institute.**

**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](#).**

## HAIR STYLING (WV)

8 Months

CIP CODE: 12.0407

**Educational Objective:** The Hair Styling 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 comprehensive hair stylist curriculum covers a wide variety of skills including classes in hair shaping, styling and coloring, wigs, braiding, hair additions, and chemical services. Our licensed instructional staff teaches both theoretical and practical applications. Students will have the opportunity to work for supervised practice in the school's full-service cosmetology clinic. Graduates are able to apply for positions with job titles such as: Beautician, Cosmetologist, Hair Dresser, Hair Stylist, Hairdresser, Hairstylist, Manager Stylist, Master Cosmetologist, and Stylist.

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>

<http://www.wvbbc.com/>

**Credential Awarded:** Graduates of this program will earn a diploma and will also be able to sit for the West Virginia State Board of Barbers and Cosmetologist after completion of 1,000 hours of instruction AND successful completion of the Hair Styling program. Licensure is required in West Virginia.

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. Changes are made with the approval of the West Virginia State Board of Barbers and Cosmetologist 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 1,050 clock hours of training during 30 weeks for typical full-time students and covers the West Virginia State Board curriculum requirements. Classes can be held 9:00 am to 4:30 pm Monday through Friday with extended hours until 7:00 pm on Wednesdays and Thursdays including scheduled breaks.

### Required Courses:

TECHNICAL COURSES		
Course #	Course	Clock Hours
CWV101	Professional Development in Cosmetology	60
CWV141	State Laws & Theory	45
CWV121	Cosmetology Science Theory I	120
CWV201	Principles of Hair Design	30
CWV102	Hair Shaping I	60
CWV103	Hair Styling I	45
CWV122	Chemical Texture Services	60
CWV105	Hair Coloring I	60
CWV204	Wigs, Braiding, & Hair Additions	45
CWV221	Cosmetology Science Theory II	135
CWV202	Hair Shaping II	45
CWV203	Hair Styling II	60
CWV205	Hair Coloring II	45
CWV289	Hair Stylist Clinic	160
CWV143	State Board Practicum	30
		<b>1000</b>

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

**Offered through Laurel College of Technology.**

**Please see professional licensure requirements at the [West Virginia State Board of Barbers and Cosmetologists](#).**

**\* REVISED 07/2024**

## 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. After completion of a minimum of 500 hours of instruction and successful completion of the program, the graduate will be able to take the Cosmetology Teacher license exam, or Limited Practice Nail Teacher or limited Practice Esthetics Teacher through the State Board of Cosmetology. Additionally, the graduate must already have a Cosmetology license in order to take any of the above exams. Licensure is required in Pennsylvania.

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. 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
		<b>600</b>

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

**Offered through Laurel Business Institute.**

**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>

<http://www.wvbbc.com>

**Credential Awarded:** Uniontown graduates of this program will earn a diploma. After completion of a minimum of 200 hours of instruction and successful completion of the program, the graduate will be able to take the Nail Technician license exam through the State Board of Cosmetology. Licensure is required in Pennsylvania.

Graduates of the West Virginia program will earn a diploma and be able to sit for the Manicurist exam after completion of a minimum of 400 hours of instruction. Licensure is required in Pennsylvania and in West Virginia.

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. Changes are made with the approval of the Pennsylvania State Board of Cosmetology (PA), the West Virginia Board of Barbers and Cosmetologists (WV) 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 - Pennsylvania:

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

*This program is measured in clock hours.*

Offered through Laurel Business Institute.

Please see professional licensure requirements at the [Pennsylvania State Board of Cosmetology](#).

**\* REVISED 07/2024**

### Required Courses – West Virginia:

TECHNICAL COURSES		
Course #	Course	Clock Hours
CWV101	Professional Development in Cosmetology	60
CWV211	Nail Technician Theory	105
CWV212	Nail Technician Clinic	235
		400

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

Offered through Laurel College of Technology.

Please see professional licensure requirements at [the West Virginia State Board of Barbers and Cosmetologists](#).

## PRACTICAL NURSING

12 Months

CIP CODE: 29.2061

**Educational Objective:** This program is designed to provide the student with the knowledge and skills needed to take NCLEX-PN® licensing exam and to enter a career as a beginning practitioner of practical nursing.

**Program Overview:** The Practical Nursing program is designed to provide the student with a quality, student-centered education in practical nursing. The program is designed to prepare a student to perform nursing care safely and effectively within the Pennsylvania Practical Nurse Scope of Practice. The program integrates didactic and simulation education to prepare the student for real-time learning in the clinical setting. As part of this 12-month program, with students will take courses in Nutrition Therapy, Human Growth and Development, Anatomy & Physiology, and Pharmacology. In addition, five core nursing courses\* with associated clinical experiences are included. Students who complete the program are eligible to apply for licensure as practical nurses by taking the NCLEX-PN® licensing exam. Students who complete this program and successfully pass the NCLEX-PN exam, are able to apply for jobs as a Licensed Practical Nurse working in a variety of healthcare settings. For additional information, please visit:

<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm>

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

**Certifications Available:** CPR

**License Available:** Licensed Practice Nurse

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. Changes are made with the approval of the Pennsylvania State Board of Nursing, 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 this catalog and on our website at <http://laurel.edu/consumer-information>.

**Typical Course Schedule:** This program is a total of 1500 clock hours of training during 12-months for full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks. **\*Clinical rotation experiences will be scheduled during site available times which could include evenings and weekends.\***

### Required Courses:

Course #	Course	Clock Hours
LPN101	Nutrition Therapy	45
LPN102*	Fundamentals of Nursing	250
LPN103	Human Growth & Development	45
LPN122	Anatomy & Physiology	80
LPN119	Pharmacology	75
LPN202*	Medical-Surgical Nursing I	240
LPN204*	Medical-Surgical Nursing II	240
LPN205*	Family Health Nursing	185
LPN224	NCLEX-PN Certification Prep	55
LPN225*	Leadership & Transition into Practice	285
		<b>1500</b>

Offered through Laurel Business Institute.

**\* REVISED 09/2024**



## 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, and 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

In order to ensure that the program is relevant to the community, addresses current industry standards, meets workforce needs, and has appropriate resources to support high quality student outcomes, Laurel holds Program Advisory Committee (PAC) meetings annually per program or program group comprised of individuals familiar with the requirements of occupational areas served by the program and represent the employment community and/or practitioners. 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 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
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	Certification Prep	30	1
OTHER COURSES			
EMP291	Career Development	30	2
CMP113	Technology Fundamentals	45	2
		<b>1185</b>	<b>57</b>

**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 Business Institute.

## COURSE DESCRIPTIONS

Course descriptions are subject to change without prior notification. For every hour of classroom instruction, students should expect to devote two hours of preparation outside of class. Specific outside work assignments can be found on the course syllabus provided to the student on the first day of each course.

Course numbers ending in **DE** are considered distance education and are taught at least 31% online. Courses ending in **H** are considered hybrid courses and are taught 30% or less online.

## DISTANCE EDUCATION COURSES

Not all courses offered through Distance Education are available for all programs. Check with Admission for additional information.

### **3D Printing Design & Development NAS163 - 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. **Prerequisite: 131 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.

### **Accounting II 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. **Prerequisite: ACC127 Accounting I**

### **Accounting III ACC227DE – 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. Horizontal and Vertical Analysis and Statements of Cash Flows will also be covered. **Prerequisite: ACC172DE Accounting II**

### **Adobe Acrobat CSA161/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 through the use of Adobe Acrobat. **Prerequisite: CMP113/CMP113DE Technology Fundamentals**

### **Advanced Cardiac Sonography CVT205 – 4 credits**

This course reinforces knowledge from the core courses and requires the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques used to determine the heart's overall health. This course reinforces knowledge of the effects of systemic diseases on the cardiovascular system as it relates to echocardiography through case study reviews. Students will also develop an understanding of the pathology involved in congenital heart disease experienced in the adult patients, Students will describe the principles,

echocardiographic approach, and technical considerations of intraoperative and interventional echocardiography. Students will also develop an understanding of specialized echocardiography applications like 3-D, contrast, and intracardiac echocardiography. **Prerequisite: CVT105 Introduction to Cardiac Sonography**

### **Advanced Coding MCD227 – 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. **Prerequisite: MCD177 Coding**

### **Advanced Cyber Security NAS240/NAS240DE – 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/NAS230DE Cyber Security**

### **Advanced Health Information Technology MED253 – 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.

### **Advanced Microsoft Excel CSA234DE - 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/CSA231DE - 2 credits**

This course expands the student's knowledge of Microsoft Word. The student will use advanced features of Word to enhance documents and presentation of text as well as organize text in documents. The student will learn valuable timesaving tips, learn how to add visual, eye-catching graphics, and master how to manage long documents. **Prerequisite: CSA132/CSA132DE Microsoft Word**

**Advanced Network Administration NAS294/NAS294DE - 2 credits**

This course will prepare students to install, configure, operate, and troubleshoot medium-size routed and switched networks. **Prerequisites: NAS258/NAS258DE Network Operating Systems II and NAS239 Network Infrastructure**

**Advanced PLC Programming ELC213 - 4 credits**

This course continues with the concepts taught in 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/NAS279DE - 4 credits**

This course will provide instruction on how to install and configure the following servers: web, print, mail, and dedicated application servers. **Prerequisites: NAS239 Network Infrastructure, NAS243/NAS243DE Windows Server Active Directory, & NAS258/NAS258DE Network Operating Systems II**

**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.

**Anatomy & Physiology MED122 - 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.

**Anatomy & Physiology MED120 – 90 clock hours**

This course covers the fundamentals of human anatomy relevant for clinical applications for the practical nursing student. Emphasis of this course is on gross anatomy utilizing a systems approach to prepare students to understand the relationship among structures. It presents basic principles of anatomy, physiology, chemistry and microbiology. The structures, functions and interrelationships of all body systems are presented from simple to the complex concepts and discussed as they relate to the maintenance of health and wellness

**Anatomy & Physiology I MED126 - 3 credits**

This course covers the fundamentals of human anatomy relevant for clinical applications. Emphasis of this course is on gross anatomy utilizing a systems approach to prepare students to understand the relationship among structures.

**Anatomy & Physiology II MED127 - 3 credits**

This course covers the Physiology of human anatomy relevant for clinical applications. Emphasis of this course is on internal functions of the human body at the microanatomy level, utilizing a systems approach to prepare students to understand the relationship among systems. **Prerequisite: MED126 Anatomy & Physiology I**

**Applied Finance GEN174/GEN174DE - 3 credits**

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.

**Applied Math I MAT170/MAT170DE - 3 credits**

This general education course will explore practical mathematics through a detailed examination of practical applications. The students will develop the skills necessary for problem solving.

**Applied Math II MAT270DE - 3 credits**

The goal of this course is to provide students with an understanding of the more complex mathematical concepts used in business situations. These concepts include markups and markdowns, inventory, property taxes, simple and compound interest, using credit, and depreciation. Mastery of the electronic calculator will be covered. **Prerequisite: MAT170/MAT170DE Applied Math**

**Applied Psychology PSY159/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.

**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 placed 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 MLT208DE – 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.

**Building Access Systems ELC217 – 2 credits**

This course covers alarm and access control systems. Students will learn general knowledge about alarm and access control systems. Students will learn about various security technologies. You will discuss keyless entry devices, remote access devices, and security system interfaces linked to building access control.

**Building Security & Fire Alarm Installation ELC216 – 4 credits**

This course provides the student with an overview of security and fire alarm systems for residential, commercial, and industrial installation. Students will learn about installation techniques, signaling devices, and alerting devices in low voltage security and fire detection systems. Installation, startup, and testing will be covered.

**Business English I ENG180/ENG180DE - 3 credits**

This general education course offers instruction in the principles of grammar, usage, and style. Study and practice direct the student toward developing efficient use of language.

**Business English II ENG208/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. **Prerequisite:** ENG180/ENG180DE Business English I

**Business Law BUS160DE - 3 credits**

This course deals with the principals 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 BUS153DE - 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 BUS253DE – 2 credits**

This course is designed to be a capstone course for students in the Accounting & 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.

**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 Anatomy and Physiology, and MAT171 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.

**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.

**Certification Prep CVT289 – 2 credits**

This course will prepare cardiovascular technology students to take the cardiovascular technician certification exam.

**Certification Prep MED289 - 1 credit**

This course will prepare clinical medical assistant students to take the medical assistant certification test.

### **Certification Prep MLT209DE – 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.

### **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.

### **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.

### **Chemical Texture Services CWV122 - 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, such as the structure of hair which will include the basic building blocks of hair, types of rods, end wraps and sectioning, professional terminology, the chemistry of permanent waves including chemical reactions of solutions and neutralizers, various perm wraps and testing procedures. This course will also provide students with the basic knowledge of chemical hair relaxers including thio relaxers, hydroxide relaxers, lye-based and no lye based relaxers, strand testing, and hair treatments that are needed after chemical texturizing services.

### **Chemistry I MLT102DE – 3 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.

### **Chemistry II MLT202DE – 3 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 Chemistry I, 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.

**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.

### **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 – 260 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 I CWV199 - 240 clock hours**

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

### **Clinic II CWV287 - 240 clock hours**

This course is designed to provide the student with the knowledge to perform skills as a future professional in cosmetology in a salon atmosphere. The course will cover a variety of topics, including: all esthetics and skin care services and all nail technician services, product knowledge, professionalism, and salon retailing. In addition, students will also focus on aesthetics and skin care as well as nail technology as two additional skill areas. All work will be done under the supervision of a licensed instructor.

### **Clinic III CWV299 - 195 clock hours**

This course is designed to provide the student with the advanced knowledge to operate in a salon atmosphere on a more independent level. The course will cover a variety of topics including Aesthetics and skin care services and all nail technology services, product knowledge, professionalism, and salon retailing. All work will be done under the supervision of a licensed instructor.

### **Clinical I CVT110 - 3 credits**

This course reinforces knowledge from the core courses and requires the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques used to determine the heart's overall health. Students will correlate the electrocardiogram (ECG) characteristics, possible causes, signs and symptoms, and emergency management for sinus, atrial, junctional, ventricular and atrioventricular blocks. The student will develop an understanding of components of a pacemaker system, explain the differences in single-chamber and dual-chamber pacemakers and troubleshoot common pacemaker malfunctions. The student will develop the skills necessary to analyze a 12-lead EKG using a systematic approach to identify the progression of an acute myocardial infarction. **Prerequisites:** CVT101 Clinical Diagnostic & Patient Procedures, CVT103 Introduction to Cardiovascular Technology

### **Clinical II CVT210 – 3 credits**

This course reinforces knowledge from the core cardiovascular technician courses and requires the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques. Students will apply techniques of diagnostic imaging with the use of Doppler for examining vasculature of the body. The student will develop an understanding of the diseases affecting the circulatory system. Students explore alternate diagnostic modalities and identify routine vascular tests performed and skills to perform basic vascular tests commonly performed in vascular laboratories.

### **Clinical III CVT222 – 10 credits**

Students reinforce knowledge from the core courses and require the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques used to determine the heart's overall health. This course reinforces

knowledge of the effects of vascular and systemic diseases on the cardiovascular system as it relates to echocardiography. Students apply concepts of echocardiography to better understand the pathology involved in congenital heart disease experienced in the adult patients. Students will apply the principles, echocardiographic approach, and technical considerations of intraoperative and interventional echocardiography. Students will also develop an understanding of skills required in specialized echocardiography applications like 3-D, contrast, and intracardiac echocardiography. Students identify key components of advanced cardiac life support (ACLS) in this course.

### **Clinical I MLT175 – 2 credits, Clinical II MLT185 – 2 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.

### **Clinical III – MLT275 – 3 credits, Clinical IV MLT285 – 3 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.

### **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 Anatomy and Physiology and MAT171 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, MED122 Anatomy and Physiology, RES175 Clinical Application I, and RES222 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 & Patient Procedures CVT101 – 3 credits**

This course is designed to further expand the student's knowledge and application of clinical skills and patient procedures. 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 Diagnostic Procedures MED125 - 3 credits**

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

#### **Clinic Management MTC147– 90 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 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.

#### **Cloud Foundations NAS182DE – 2 credit**

This course introduces students to the real-world issues and practical solutions of cloud computing. The course will teach the business value of cloud computing, cloud types, steps to a successful adoption of the cloud, impact and changes on IT service management, as well as risks and consequences. The course contains interactives, reading materials, video, and simulations to help students develop a broad understanding of cloud computing. This course prepares students for the following certification exam: AWS Certified Cloud Practitioner (CLF-C01).

#### **Coding MCD177 – 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. **Prerequisite:** MED122 Anatomy & Physiology

#### **Coding Essentials MCD157/MCD157DE – 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 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:** ELC104 Electrical Studies

#### **Communications MTC151 – 55 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/NAS173DE - 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 ACC273DE - 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:** ACC172DE Accounting II

#### **Computerized Medical Billing MED216/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.

**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.

**Cosmetology Science Theory I CWV121 - 120 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 regulations and principles of prevention, universal precautions, infection control, and bacteriology. Also included in this course is anatomy and physiology that includes the various systems, skin structure, growth and nutrition, and skin disease and disorders as well as structures of the skin. Students will learn proper hand washing techniques and will learn to properly disinfect various tools and implements, including foot spas and basins.

**Cosmetology Science Theory II CWV221 - 135 Clock Hours**

This course will cover a variety of topics including: chemistry and electricity, electrical equipment safety and electrotherapy, as well as light energy and light therapy, chemical composition of the hair, properties of the hair and scalp, hair and scalp analysis, hair growth, hair loss, and disorders of the hair. Shampooing, and rinsing and conditioning techniques and applications will also be covered.

**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 - 3 credits**

This course introduces the function and principles of operation for adult volume and pressure ventilators. High frequency ventilators and noninvasive ventilation will be reviewed. Concentration will be on specific controls, internal/external circuitry, monitoring systems and alarms. **Prerequisites: RES219 Introduction to Pharmacology and RES222 Cardiopulmonary Anatomy & Physiology**

**Critical Care II RES202 - 3 credits**

This course expands on the function and principles of operation of adult volume and pressure ventilators. Concentration will be on initial ventilator settings, ventilator settings for specific disease management, assessment of the mechanically ventilated patient and methods to improve ventilation and oxygenation. Principles of evaluating scientific literature will be discussed with a student case study research project. **Prerequisites: RES102 Critical Care I and RES220 Pathophysiology**

**Customer Service EMP144/EMP144DE - 3 credits**

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.

**CVT Internship CVT111 – 3 credits**

This course reinforces knowledge from the core courses and requires the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques used to determine the heart's overall health. Students will correlate the electrocardiogram (ECG) characteristics, possible causes, signs and symptoms, and emergency management for sinus, atrial, junctional, ventricular and atrioventricular blocks. The student will develop an understanding of components of a pacemaker system, explain the differences in single-chamber and dual-chamber pacemakers and troubleshoot common pacemaker malfunctions. The student will develop the skills necessary to analyze a 12-lead EKG using a systematic approach to identify the progression of an acute myocardial infarction.

**CVT Internship CVT211 – 3 credits**

This course reinforces knowledge from the core cardiovascular technician courses and requires the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques. Students will apply techniques of diagnostic imaging with the use of Doppler for examining vasculature of the body. The student will develop an understanding of the diseases affecting the circulatory system. Students explore alternate diagnostic modalities and identify routine vascular tests performed and skills to perform basic vascular tests commonly performed in vascular laboratories.

**CVT Internship CVT221 – 10 credits**

Students reinforce knowledge from the core courses and require the student to draw knowledge from concepts learned and apply them to the clinical and laboratory setting. Students refine assessment skills and review the analysis techniques used to determine the heart's overall health. This course reinforces knowledge of the effects of vascular and systemic diseases on the cardiovascular system as it relates to echocardiography. Students apply concepts of echocardiography to better understand the pathology involved in congenital heart disease experienced in the adult patients. Students will apply the principles, echocardiographic approach, and technical considerations of intraoperative and interventional echocardiography. Students will also develop an understanding of skills required in specialized echocardiography applications like 3-D, contrast, and intracardiac echocardiography. Students identify key components of advanced cardiac life support (ACLS) in this course.

**Cyber Security NAS230/NAS230DE – 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.

**Desktop Publishing CSA239DE - 2 credits**

This course emphasizes the use of the computer as a useful desktop publishing tool. Students will create various publications.

**Prerequisite: CSA132DE Microsoft Word**

### **Economics BUS176DE - 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:**

**ELC104 Electrical Studies**

### **Electrical 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**

### **Electrical Studies ELC104 - 6 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 Troubleshooting ELC215 – 2 credits**

This course reinforces the students' ability to troubleshoot circuits. Residential, commercial and industrial troubleshooting will be covered.

### **Electrical Troubleshooting ELC218 – 3 credits**

This course reinforces the students' ability to troubleshoot 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.

### **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 "mindshift activity" in order to practice various areas of entrepreneurship.

### **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 Clinic EST145 – 130 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 and other various Esthetics services. 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 also cover various types of cornrows, adding and removing hair extensions, and assessing physical hair damage.

### **Family Health Nursing LPN205 – 185 clock hours**

This course introduces the practical/vocational nursing student to the study of the reproductive systems and maternal and child health nursing. The study includes maternity care in a healthy pregnancy with emphasis on physical safety and emotionally satisfying outcomes for both the mother and baby. The course presents topics related to healthy growth and development, family dynamics, common pediatric disorders, and the promotion of healthy behaviors in clients. Content addresses care of mother and baby from conception to postpartum as well as discharge and home care. An overview of high-risk situations and the pediatric client are included. Laboratory, simulation, and clinical experiences reinforces theory concepts. This course assists students to integrate knowledge derived from the bio/psycho/social sciences, humanities, nursing to achieve safe, competent care of pediatric patients and their families who are experiencing normal development and alterations in body systems. Course content is organized by the nursing process in order to achieve best practice outcomes for pediatric patients and their families experiencing bio/psycho/ social/cultural and spiritual needs.

### **Family Health in Nursing NUR205 - 5 credits**

This course covers care practices for women, infants, children, and adolescents. Students will focus on the care of the mother in all stages of pregnancy, labor, and delivery and care of the newborn, infant, and pediatric patient. Students will examine disorders and illnesses common in pregnancy and children in each stage of development from infancy through adolescence.

**Prerequisites:** NUR101 Health Assessment, NUR102 Fundamentals of Nursing, MED127 Anatomy & Physiology II

### **Flux Cored Arc Welding WFP109 - 4 credits**

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes. **Prerequisite:** WFP106 Gas Metal Arc Welding

### **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. **Prerequisite:** WFP111 Pipe Welding I

### **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 offer on campus or online.**

### **Fundamentals of Nursing LPN102 – 250 clock hours**

This course introduces the student to the fundamentals of nursing principles and skills and starts development of clinical skills needed to provide care to clients. Students study the nursing practice concepts used as an interdisciplinary approach to provide care to adult and elderly clients. The Nursing Process, which is a problem-solving method used by the Practical/Vocational nurse, is introduced to assist in the adaptation of care plans and implementation of planned care in the clinical setting. The course presents principles of health promotion, maintenance and restoration across the lifespan. Laboratory and clinical experiences reinforce theory concepts.

### **Fundamentals of Nursing NUR102 - 6 credits**

This course is designed to assist students in theories, concepts and principles to lay the foundation for critical thinking, nursing interventions, communication, and caring in the practice of Nursing. Application of the Nursing process in classroom, simulation, and clinical settings. **Prerequisites:** NUR101 Health Assessment, MED126Anatomy & Physiology I

### **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:** WFP255 Shielded Metal Arc Welding III

### **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.

### **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 Coloring I CWV105 - 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 the law of color theory and hair facts, the level system, and types of hair color, single process color, and double process color, special effects hair coloring and special problems. Other procedures include client consultations, the hair color service record card, patch-testing, and preliminary strand testing.

### **Hair Coloring II CWV05 - 45 clock hours**

This course is designed to provide the student with the basic knowledge to color formulation. The course will cover a variety of topics, including: color evaluations, natural and desired levels, color wheel, neutralizing colors, level to base system, in-depth client consultations, de-colorization, seven stages of lightening, effects of artificial heat on bleach, corrective color and color removers, utilization of toners, highlighting techniques including cap-frosting and various foiling techniques.

### **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 Shaping I CWV102 – 60 Clock Hours**

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

### **Hair Shaping II CWV202 - 45 Clock Hours**

This course is designed to provide the student with the knowledge needed to perform various advanced hair shaping techniques. The course will cover a variety of services, including: men's hair cutting, the bob, the bi-Level haircut, the ponytail cut, asymmetrical cut, complete salon looks, various haircuts with the razor, thinning and blending shear techniques, and state board hair shaping service. Other advanced techniques include Point-cutting, slithering and notch cutting to create texture within a haircut.

### **Hair Structure & Chemistry COS103 – 45 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 CWV103 - 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 client consultation, wet hairstyling basics, finger waves and pin curl applications to learn manual dexterity. Roller sets will be included as well as comb out techniques, blow-dry/styling and thermal styling techniques. Hair wrapping and thermal hair straightening (hair pressing) are also included in this course. The artistry of hairstyling along with styling of long hair and formal styling will also be an area of learning in this course.

### **Hair Styling II CWV203 - 60 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 long hair designs including wedding designs, hair twisting and knotting, as well as creating Avant Garde styles and trend styles while utilizing hair styling aides and accessories.

### **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.

### **Hair Stylist Clinic CWV289 - 160 clock hours**

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

### **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**

### **Health Assessment NUR101 - 5 credits**

This course is designed to introduce the student to the practice of nursing and the role of the nurse as a healthcare provider. Integration of Nursing concepts, principals and models that guide Nursing practice to assess individuals across the lifespan utilizing classroom, simulation, and clinical settings.

### **Health Informatics & Data Governance MED163 – 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. **Prerequisite: MED153 Foundations of Health Information Technology**

### **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.

### **Hematology I MLT103DE – 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 MLT203DE – 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 Chemistry I**

**Human Growth and Development LPN103 – 45 clock hours**

This course provides an examination of human development across the lifespan with emphasis on common physical, cognitive, emotional, and social developmental milestones. Students will develop an understanding of Piaget's theory of intellectual development; Erickson's psychosocial theory of personality; Maturational theory/stages (Gesell); Kohlberg's theory of moral development; and Behavioral and social learning theories.

**Human Growth and Development PSY161 - 3 credits**

Examination of human development across the lifespan with emphasis on common physical, cognitive, emotional, and social developmental milestones.

**Human Resources Management 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.

**Immunology MLT206DE – 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.

**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.

**Prerequisite:** ECE102DE Child Growth & Development

**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. **Prerequisite:** ELC104 Electrical Studies

**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

**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

**Immunoematology I MLT105DE – 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.

**Immunoematology II MLT205DE – 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. **Prerequisite:** MLT105 Immunoematology I

**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 Research & Resources CMP135/CMP135DE - 1 credit**

This general education course introduces the student to the growing variety of services and information on the World Wide Web. 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® is necessary and the responsibility of each student.



### **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: EMP285 Internship 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.

### **Introduction to Cardiac Sonography CVT105-- 5 credits**

This course provides the student with the basic principles echocardiography. Students will develop an understanding of the indications for cardiac echocardiography and a review of the associated cardiac anatomy. Students will discuss basic physics and instrumentation involved. Students will identify the basic cardiac views of the heart and correlate the structures to identify each view and the associated protocols. To assess the hemodynamic status, fluid status and life-threatening conditions, students will also develop an understanding of echocardiography principles, echocardiography approach, exam techniques and cardiac pathology.

### **Introduction to Cardiovascular Technology CVT103 – 3 credits**

This course is an overview of the cardiovascular technology field, from diagnostic and interventional cardiology to radiology, and the differences between the two. Related medical terminology, and the different national accrediting bodies, societies, and examination bureaus are discussed. This course introduces students to patient care, education, and management. The curriculum emphasizes patient identification, patient transportation with proper body mechanics, medical-legal ethics, patient confidentiality, and the required pre-procedure tests for cardiac diagnostic tests. Students are introduced to hemodynamic monitors and record baseline vital signs, and to explain procedures and answer questions for patients and families. The curriculum includes an introduction to supervised

basic hemodynamic monitoring before, during, and after procedures, including arrhythmia recognition.

### **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.

### **Introduction to Medical Lab Science MLT101DE – 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/NAS138DE - 3 credits**

This course offers a practical, systematic look at networking components, how they fit together, and what they can mean to your business. Students will be introduced to the basic concepts of data communication and computer networks. Other topics include network hardware, protocols and standards, network topologies, cabling, servers, workstations, and client software.

### **Introduction to Operating Systems NAS131/NAS131DE - 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 MAT171/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.

### **Introductory Psychology PSY160 - 3 credits**

This general Education course includes the examination of psychological behaviors and social behaviors across the lifespan. This course will explore a journey through all the major psychological concepts and principles.

### **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. **Prerequisite: NAS173/NAS173DE Computer Repair & Maintenance**

### **Laboratory Mathematics MLT207DE – 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, Rhlg dosage and # compatible units; and statistics for quality control and test specificity and sensitivity. **Prerequisites: 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. **Prerequisite: ECE102DE Child Growth & Development**

### **Layout and Fabrication WFP110 - 5 credits**

A fundamental course in layout and fabrication related to the welding industry. Major emphasis will be on structural shapes and uses in construction. **Prerequisite: WFP104 Blueprint Reading**

### **Leadership & Transition into Practice LPN225 – 285 clock hours**

This course facilitates the transition of the student to the role of an LPN. Students apply concepts from the courses in the program to provide holistic care within the scope of the practical nurse.

Emphasis is placed on issues related to nursing and health care as well as skills necessary to provide care to multiple patients and assign tasks to other LPNs and unlicensed personnel. Concepts related to leadership and management are presented as well as career development options that enhance career mobility. Standards of practice and the importance of practicing according to state regulations and statutes are examined.

### **Local Area Networks NAS183 - 2 credits**

This course is a continuation of NAS138 Introduction to Networks. Students will learn about designing, installing, maintaining, and administering networks using a variety of operating systems, including Windows7, MAC, and Linux. Other topics will include TCP/IP, and network security to ensure the reliability and security of your home or business network. **Prerequisite: NAS138 Introduction to Networks**

### **Low Voltage Wiring ELC123 – 2 credits**

This course reinforces introduces 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 an introduction with the hope that you may be motivated to explore this exciting field more on your own.

### **Manicuring, Pedicuring & Nail Design 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, and advanced nail techniques.

### **Marketing 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.

**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.

**Prerequisite:** ECE102DE Child Growth & Development

**Medical Instrumentation CVT102 – 2 credits**

This course will provide an overview of instrumentation systems used in clinical medicine and biomedical research. We will review some circuit theory, and its application to bioinstrumentation. Systems for measuring biologic signals will be discussed including bio potentials, stress and strain, pressure, temperature, and optical properties. Electrical hazards, safety, measuring instruments and techniques will be discussed. There will be applications of theory, calibration, operation, and clinical application of cardiovascular diagnostic instrumentation and methods of hemodynamic data collection, calculation, analysis, and implications.

**Medical Law & Ethics MED204/MED204DE – 2 credits**

This general education course will enable students to develop an understanding of the legal, ethical, and moral implications of working in a medical setting. The role of the allied healthcare professional will be emphasized.

**Medical Office Procedures 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.

**Medical-Surgical Nursing I LPN202 – 240 clock hours**

This course covers basic medical-surgical principles and skills. Nursing judgment is applied in relationship to clients who have medical-surgical health care needs. Students develop and understanding of how to provide care based on Maslow's hierarchy of needs. Students develop an understanding of quality, safety, infection control and professional standards as they provide care to geriatric and medical-surgical patients. Use of information technology to provide basic care are explored as it relates to documentation of client care. The course includes health promotion and the wellness/illness continuum as well as continuity of care for clients who have common diseases and disorders. Students develop organization with fundamental processes involving health and illness and the role of the LPN/LVN. Concepts highlighted include: fluid and electrolyte balance, care of the geriatric client, substance abuse emergency nursing, surgical nursing and oncological nursing. Simulation, lab, and clinical experiences reinforce theory concepts.

**Med-Surgical Nursing I NUR202 - 5.5 credits**

This course is designed to cover content of nursing care of adults experiencing acute and chronic conditions. Application of the Nursing process in classroom, simulation, and clinical settings.

**Prerequisites:** NUR102 Fundamentals of Nursing, NUR119 Pharmacology, MED128 Pathophysiology for Nursing Care, MED127 Anatomy & Physiology II

**Medical-Surgical Nursing II LPN204 – 240 hours**

This course builds on Med-Surgical Nursing I utilizing nursing judgement and the nursing process in classroom, simulation, and clinical settings which include patients who experience critical care needs. Content focuses on the pathophysiology and nursing care of patients with musculoskeletal, neurological, immune, hematologic, lymphatic, and endocrine systems. Students apply concepts from pharmacology in the role of LPN/LVN with IV therapy. IV concepts reference the PA Code 21.203 requirements for IV therapy for the practical nurse. Use of information technology to provide basic care are explored as it relates to documentation of client care. The course includes health promotion and the wellness/illness continuum as well as continuity of care for clients who have common diseases and disorders including mental health disorders as it relates to the associated body system. The student studies how to provide basic health teaching reinforcement to clients with identified disease and disorder health needs, using established teaching plans. Simulation, lab, and clinical experiences reinforce theory concepts.

**Med-Surgical Nursing II NUR204 - 6.5 credits**

This course builds on Med-Surgical I utilizing critical thinking and the nursing process in classroom, simulation, and clinical settings which include patients who experience critical care needs. **Prerequisites:** NUR202 Med-Surgical Nursing I

**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.

**Mental Health Nursing NUR203 - 5 credits**

This course combines theory, simulation, and clinical settings focusing on the care of persons throughout the lifespans with psychiatric mental health disorders and chemical dependencies. Psychopathology of mental disorders are reviewed. Application of the nursing process within a multidisciplinary team approach is highlighted. Communication skills, mental health assessment, and various therapeutic interventions in an acute psychiatric care setting are reviewed. **Prerequisite:** NUR102 Fundamentals of Nursing

### **Microbiology I MLT104DE – 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.

### **Microbiology II MLT204DE – 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.

### **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.

### **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.

### **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.

### **Nail Technician Theory CWV211 – 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.

### **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 ENT212—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.

### **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 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 CWV212 – 240 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.

### **NCLEX-PN Certification Preparation LPN224 – 55 clock hours**

This course provides the student with competencies and strategies to enhance the transition from student to the practical nurse. Students gain an understanding of the role of the National Council of State Boards of Nursing (NCSBN) in developing and administering the LPN licensing examination and steps to apply. Students will develop a comprehensive personal plan for study identifying strengths and areas of weakness. Students are required to use the NCSBN NCLEX-PN Test Blueprint guide in the formulation of their plan for studying. ATI Predictors will be integrated in this course to determine the student's predictor of success on the exam.

### **NCLEX Certification Prep NUR224 - 3 credits**

This course provides the students with NCLEX preparation for success, through content reviews and test taking strategies. **Prerequisites: NUR204 Med-Surgical Nursing II, NUR205 Family Health in Nursing**

**Network Design & Development - NAS277/NAS277DE - 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/NAS188DE Network Operating Systems I**

**Network Infrastructure NAS239/NAS239DE - 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/NAS188DE - 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/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. **Prerequisite: NAS173/NAS173DE Computer Repair & Maintenance**

**Network Security NAS238/NAS238DE - 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/NAS183DE Local Area Networks**

**Non-Invasive Testing CVT104 – 3 credits**

This course provides the student with an introductory overview of the anatomy, physiology, and basic electrophysiology of the heart. Students will master use of the electrocardiogram (ECG) and utilize a systematic approach to the analysis and interpretation of cardiac rhythms. As the student progresses through the course, each will correlate the electrocardiogram (ECG) characteristics, possible causes, signs and symptoms, and emergency management for sinus, atrial, junctional, ventricular and atrioventricular blocks. The student will develop an understanding of components of a pacemaker system, explain the differences in single-chamber and dual-chamber pacemakers and troubleshoot common pacemaker malfunctions. The student will develop the skills necessary to analyze a 12-lead EKG using a systematic approach to identify the progression of an acute myocardial infarction.

**Nursing Transition NUR103 - 6 Credits**

This course is designed to expand the LPN student to the practice of nursing and the role of the RN as a healthcare provider. Integration of Nursing concepts, principals and models that guide Nursing practice to assess individuals across the lifespan utilizing classroom, simulation and clinical settings. This course will assist LPN students in theories, concepts and principles to lay the foundation for critical thinking, nursing interventions, communication and caring in the practice of Registered Nurse. Application of the Nursing process in classroom, simulation, and clinical settings.

**Nutrition Therapy LPN101 – 45 clock hours**

This course explores the various nutrients, their sources, digestion, absorption, metabolism, interaction, storage, and excretion. Students develop an understanding of the basic nutritional concepts. Special emphasis is given to the role nutrition plays in the current health care delivery system and how nutrition can be emphasized to promote health maintenance.

**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. **Prerequisite: ECE102DE Child Growth & Development**

**Office Technology BUS207/BUS207DE - 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.

**Pathophysiology MED220 - 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. **Prerequisites: MED121 Medical Terminology and MED122 Anatomy & Physiology**

### **Pathophysiology RES220 - 3 credits**

This course is designed to provide the student with advanced knowledge of clinical medicine and with specific understanding of disease processes, signs and symptoms, diagnosis, treatment, prognosis and prevention. It will aid the student in the ability to explain disease processes to patients and other healthcare professionals. **Prerequisites:** RES219 Introduction to Pharmacology and RES222 Cardiopulmonary Anatomy & Physiology

### **Pathophysiology for Nursing Care MED128 – 3 credits**

This course focuses on the pathophysiology of common disease conditions affecting human beings across the lifespan. Content focuses on how disrupting normal structures and functions of the human body leads to disease processes. The pathophysiologic bases of common human health alterations and associated clinical manifestations are discussed. **Prerequisite:** MED126 Anatomy & Physiology I

### **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 ACC274DE - 3 credits**

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

**Prerequisite:** ACC127/ACC127DE Accounting I

### **Personal & Professional Conduct MTC259 – 55 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 MED219/MED291DE - 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. **Prerequisites:** MED121 Medical Terminology and MED122 Anatomy & Physiology

### **Pharmacology LPN119 – 140 clock hours**

This course introduces students to contemporary practice and skills essential to the role of the practical nurse. This course introduces the practical/vocational nursing student to the study of the pharmacology. The study includes an introduction to pharmacology, dosage calculations, administration of medications, and classification of drugs. Content addresses a history of pharmacology, basics of pharmacology, patient safety in medication administration, regulations, and prescriptions and labels. Additional topics are review of mathematics, measurement systems, and dosage calculations. Methods of administration are outlined. Lastly, classification of drugs according to the body systems are included. Laboratory reinforces theory concepts of medication administration. This course also introduces the practical/vocational nurse to the technical and clinical aspects of immunization, skin testing, the performance of venipuncture and the IV therapy specific to the Pennsylvania scope of practice for the LPN.

### **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. **Prerequisites:** MED121 Medical Terminology, MED122 Anatomy & Physiology, and MAT171 Introductory Algebra

### **Pharmacology NUR119 - 3 credits**

This course is designed to introduce basic concepts of pharmacokinetics, classifications, indications, contraindications, interactions, and nursing considerations related to medications and their accurate administration. The focus is on concepts of safe administration and monitoring the effects of pharmacotherapeutic agents. **Prerequisite:** MAT171 Introductory Algebra

### **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.

### **Physics for Health Sciences PHY101 – 3 credits**

This general education course explores mechanics, waves, fluids, thermodynamics, electromagnetism, optics, and assorted topics in modern physics. The properties of pulsed waves will be introduced relative to pulse duration, pulse length, pulse repetition, duty factor, intensities, interaction and range equation. This course will also investigate transducers, sound beams, display modes, two dimensional imaging, real time imaging and image storage.

### **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:** ELC104 Electrical Studies



### **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. **Prerequisite: ECE102DE Child Growth & Development**

### **Principles of Hair Care and Design CWV201 - 30 clock hours**

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

### **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.

### **Professional Development in Cosmetology CWV101 - 60 Clock Hours**

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

### **Professional Development in Esthetics EST141 – 70 clock hours**

This course is designed to provide the student with the basic knowledge in professional development, effective communication, and human relations as it relates to Esthetics. The course will cover a variety of topics including the beauty business, being on the job, life skills, professional image, communicating for success, professional practices, and career planning.

### **Professional Role Transition NUR207 - 3 credits**

This course focuses on the transition from student to Professional Nurse. Included in this course will be topics such as legal, ethical, and licensure requirements. **Prerequisites: NUR204 Med-Surg Nursing II, NUR205 Family Health in Nursing**

### **Project Management NAS155 – 2 credits**

Students will examine the organization, planning, and controlling of projects and provide practical knowledge on managing project scopes, schedules and resources.

### **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. **Prerequisite: ELC104 Electrical Studies**

### **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. **Prerequisite: ELC104 Electrical Studies**

### **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. **Prerequisites: MED121 Medical Terminology, MED122 Anatomy and Physiology, and MAT171 Introductory Algebra**

### **Respiratory Therapy II RES201 - 3 credits**

This course introduces students to advanced therapeutic and diagnostic procedures in preparation for diverse and advanced roles in respiratory care. The course will cover pulmonary function testing and equipment, emergency airway management, chest tube management, and non-invasive ventilation strategies. **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**

### **RT Certification 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.

**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**

**Simulation Experience for Nursing NUR206 - 3 credits**

This course will be a review of nursing skills, nursing processes, and care of patients across the lifespan utilizing critical thinking with case studies and simulation in the form of OSCE (Objective Structured Clinical Examination) used in health sciences. **Prerequisites:** NUR204 Med-Surgical Nursing II, NUR205 Family Health in Nursing

**Skin Care Treatments and Make-up Essentials EST144 – 160 clock hours**

This course is designed to provide the student with the knowledge needed in esthetics encompassing the treatment room and how to prepare the room for services. In addition, the course will include various facial Treatments including set up and procedures of each treatment. This course will also cover Facial devices, technology and use. This course will also provide the students with knowledge and application skills for Hair removal, make-up essentials such as basic make-up applications, special occasion, and corrective make-up applications. Advanced Topics and treatments such as chemical exfoliation, Spa Treatments, microdermabrasion and micro needling will be covered.

**Skin Science and Skin Care Products EST143 – 40 clock hours**

This course is designed to provide the student with the knowledge needed in esthetics to understand the physiology and histology of the skin. This course will cover skin analysis and identifying diseases and disorders of the skin. This course will also provide the student with the knowledge to understand skin care product chemistry, ingredients and selection.

**Smart Technology and Renewable Energy ELC126 – 2 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.

**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:** **WFP255 Shielded Metal Arc Welding III**

**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 Laws & Theory C WV141 - 45 Clock Hours**

This course is designed to provide the student with the knowledge needed to prepare them for the theoretical portion of the West Virginia state board of cosmetology, which includes both theory and state law exams. The course will cover general provisions, individual licenses, examinations, display, loss and renewal of licenses and permits, licensure and management of salons, physical requirements of the beauty salon, activities outside a salon, health and safety in salons, licensure and administration of schools of cosmetology and barbering, preparation by apprenticeship method, cosmetology legislative rules and Chapter 30, Article 27 West Virginia code, penalties, and fees. The curriculum will also cover sanitation processes and guidelines, sanitation in the licensed facility, first aid, and general infection control as it relates to State Board law.

**State Board Practicum COS142 – 45 clock hours**

This course is designed to provide the student with the knowledge needed to prepare for the practical skill sets used in the salon setting. The course will cover a variety of services and practical exams, including proper set up and client protection, manicuring, polishing basic facials, thermal curling, haircutting, chemical (permanent) waving, hair lightening and hair coloring, foiling, and chemical relaxing, waxing, braiding, and mock procedures for all services.

### **State Board Practicum CWV142 - 30 clock hours**

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

### **State Board Practicum CWV143 - 30 clock hours**

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

### **State Board Practicum CWV143 - 30 clock hours**

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

### **State Board Practicum EST146 – 10 clock hours**

This course is designed to provide the student with the knowledge needed to prepare for West Virginia State Board of Barbers and Cosmetologists, Esthetics practical exam. The course will cover a variety of practical skill sets the Esthetician graduate must successfully perform and pass in order to become licensed. This course will also prepare the student graduate to pack their state board kit and successfully execute all mock procedures for all services.

### **State Law Theory EST140 – 30 clock hours**

This course is designed to provide the student with the knowledge needed to prepare them for the theoretical portion of the West State Board Theory Law Exam. The course will cover general provisions, individual licenses, examinations, display, loss and renewal of licenses and permits, licensure and management of salons, health and safety in salons, licensure and administration of schools of cosmetology and barbering, preparation by apprenticeship method, cosmetology legislative rules and Chapter 30, Article 27 West Virginia code, penalties, and fees. The curriculum will also cover sanitation processes and guidelines,

sanitation in the licensed facility, first aid, and general infection control as it relates to State Board Law.

### **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.

### **Student Teaching MTC158 – 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.

### **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.

**Prerequisite:** ECE102DE Child Growth & Development

### **Technology Fundamentals CMP113/CMP113DE - 2 credits**

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.

### **The Science of Aesthetics & Skin Care CWV131 - 180 clock hours**

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

### **The Science of Esthetics EST142 – 160 clock hours**

This course is designed to provide the student with the knowledge needed in esthetics encompassing basics in chemistry and chemical safety as well as electricity and electrical safety. The course will cover all aspects of infection control and standard precautions to protect the Esthetician and clients. This course will also provide the student with knowledge of general Anatomy and Physiology in addition to basics of nutrition.

### **The Science of Nail Technology CWV111 - 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 nail structure and growth, nail diseases and disorders, basic manicuring and massage for women and men, pedicuring and advanced nail techniques such as nail art, nail tips and wraps, monomer liquids and polymer powder nail enhancements as well as UV gels.

### **Teacher State Board Class MTC281 – 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.

### **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. **Prerequisite: ELC104 Electrical Studies**

### **Ultrasound Physics and Instrumentation CVT206 – 3 credits**

The purpose of this course is to introduce students to the fundamental principles of acoustical physics. Basic principles of acoustical physics and acoustical waves in human tissue are presented. Emphasis is on ultrasound transmission in soft tissues, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams. The content focuses on the areas of ultrasound instrumentation, image artifacts, biologic effects, and quality control. Exploration of Doppler principles and applications and basic types of equipment. Additional ultrasound physics applications may be discussed.

### **Vascular Imaging and Pathology CVT107 – 2 credits**

This course provides a basic overview of the anatomy and physiology of the vascular system. Students will be introduced to the use of diagnostic imaging with the use of Doppler for examining vasculature of the body. The student will develop an understanding of the diseases affecting the circulatory system. This course provides a history of diagnosis and treatment modalities for vascular conditions identified. Alternate diagnostic modalities will be discussed in conjunction with ultrasound. The student will identify routine vascular tests performed and skills to perform basic vascular tests commonly performed in vascular laboratories.

### **Voice, Data and Video Installation & Troubleshooting ELC125 – 2 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. Other topics to be covered include capacitive loads, three-phase circuits, transformers, electrical services, receptacle and switch connections, and protection circuits.

### **Virtual Technology & Cloud Software I CSA140DE – 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 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. **Prerequisites: CMP113DE Technology Fundamentals and CMP135DE Internet Research & Resources**

### **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 encountered 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.

**Prerequisite: WFP255 Shielded Metal Arc Welding III**

### **Wigs, Braiding, and Hair Additions CWV204 - 45 Hours**

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

### **Windows Server Active Directory NAS243/NAS243DE - 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: NAS258/NAS258DE Network Operating Systems II**

### **Wireless Technology NAS231/NAS231DE - 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.

**Prerequisites: NAS138/NAS138DE Introduction to Networks, NAS173/NAS173DE Computer Repair & Maintenance, and NAS183/NAS183DE Local Area Networks**



# INDEX

Academic Advising .....	17	Incorporation.....	5
<b>ACADEMIC INFORMATION</b> .....	<b>28-33</b>	Internship .....	32
Academic Year Definition.....	28	LBI Faculty .....	7
Accounting & Business Administration .....	44	LCOT Faculty .....	7-8
Accreditation Statement.....	5	Learning Resource Center & Access PA .....	17
Administration .....	6	Leaves of Absence .....	21
<b>ADMINISTRATION, FACULTY &amp; STAFF</b> .....	<b>6-8</b>	Licenses .....	5
Admission .....	10	Loan Default .....	21
<b>ADMISSION</b> .....	<b>10-13</b>	LPN/Paramedic to ADN Transition.....	40
Advanced Placement .....	13	Makeup Policy .....	32-33
Appeal Process.....	34	Master Teacher of Cosmetology.....	58
Attendance .....	19	Medical Billing & Coding.....	47
Background Checks and Drug Screening .....	11	Medical Laboratory Technician.....	48
Bullying Policy .....	19	Medical Office Administration.....	49
Calendar.....	17	Mission Statement & Objectives.....	4
Cardiovascular Technology (SC) .....	51	Nail Technician .....	59
Cardiovascular Technology (WV) .....	36	Nursing .....	41
Career Services Assistance .....	17	Outside Preparation .....	28
Certification Test Fees.....	16	Parking.....	17
Certifications.....	28	Personal Property.....	22
Class Size.....	28	<b>POLICIES AND PROCEDURES</b> .....	<b>19-26</b>
Clery Act.....	19	Policy Changes.....	278
Clinical Medical Assistant.....	52	Practical Nursing.....	60
Clinical Rotations .....	32	Prerequisite Courses Requirement.....	33
Clock Hour Programs .....	28	Probation.....	33-34
Clock to Credit Hour Programs.....	28	Procedures for Application .....	12
Cloud Computing Technology (WV) .....	45	Program Fees.....	16
Computer Network Security Technician.....	37	Program Specific Admission Requirements .....	10
Conduct.....	20	Readmittance Policy & Procedures.....	12
Consumer Information Disclosure.....	19	Refresher Courses.....	17
Corporate Officers .....	6	Refund Policy for Clock Hour Programs .....	14
Cosmetology (WV) .....	54	Refund Policy for Credit Hour Programs .....	14
Cosmetology Transfer Requirements.....	13	Refund Policy for SC Credit Programs.....	16
Cosmetology .....	53	Respiratory Therapy .....	42
Cost Adjustments.....	16	Return of Title IV Funds Policy.....	15
<b>COURSE DESCRIPTIONS</b> .....	<b>62-82</b>	Schedule Changes.....	33
Course Drops/Adds.....	34	Scholarships.....	15
Course Numbering System.....	28	School Equipment & Facilities.....	22
Course or Program Changes.....	28	School Facilities .....	5
Course Repetitions.....	34	<b>SCHOOL PROFILE</b> .....	<b>5</b>
Course Substitution.....	19	Selective Service .....	25
Credentials Awarded.....	28	Sex Crimes Prevention Act .....	22
Credit Hour Programs .....	28	Sexual Harassment, Harassment, Discrimination, & Retaliation.....	23-24
Crime Awareness & Campus Security Report.....	20	Single-Course Applications .....	12
Dean's List.....	30	Smoking Products Policy.....	24
<b>DEGREE PROGRAMS</b> .....	<b>36-42</b>	Solicitation.....	24
<b>DIPLOMA PROGRAMS</b> .....	<b>51-61</b>	Standards for Satisfactory Academic Progress.....	33
Disclosure of Student Information .....	20	Student Health.....	24
<b>DISTANCE EDUCATION PROGRAMS</b> .....	<b>44-48</b>	Student Lockers .....	18
Distance Education .....	29-30	Student Organizations .....	18
Distinguished Graduate.....	18	Student Portal .....	18
Dress Code.....	21	Student Privacy Rights.....	25
Early Childhood Education .....	46	Student Records Management .....	31
Early Release.....	20-21	Student Right to Know Act.....	25
EBooks/Textbooks .....	16	Student Services Advising.....	18
Electrical Technician (WV).....	39	<b>STUDENT SUPPORT SERVICES &amp; ACTIVITIES</b> .....	<b>17-18</b>
Electrical Technician.....	38	Student Support Services Fee .....	16
Emergency Preparedness.....	27	Students Seeking Reasonable Accommodations .....	12
English Proficiency .....	11-12	Support Staff .....	8
Equal Opportunity/Affirmative Action .....	21	Technology Fee.....	16
Esthetics (WV).....	55	Termination .....	22
Esthetics/Nail Technician .....	56	Transcripts Requests.....	25
Failed Courses/Dropped Courses .....	34	Transfers of Credits .....	13
Financial Assistance .....	14	Tuition .....	16
<b>FINANCIAL ASSISTANCE</b> .....	<b>14-15</b>	<b>TUITION, BOOKS &amp; FEES</b> .....	<b>16</b>
Food & Drink.....	21	Tutoring Services .....	18
Foreign Transcripts .....	11	Vaccination Policy.....	26
Grade Level .....	30	Validating High School Graduation .....	11
Grading Scale/Assessment System.....	30	Veterans Regulations.....	26
Graduation Fee .....	16	Visitors & Safety .....	26
Graduation Requirements.....	30	Voter Registration .....	18
Grievance Procedure.....	32	Weapons .....	26
Hair Styling (WV).....	57	Welding & Fabrication with Pipeline Technology .....	61
High School Dual Enrollment.....	13	West Virginia Cosmetology Program Policies .....	26-27
History and Philosophy .....	5	Withdrawal.....	34
Honor Code.....	21		
Incompletes .....	34		





## Laurel 2024 School Calendar

### **Spring 2024 Term**

Jan 1 ..... New Years Day —School Closed  
Jan 15 ..... Martin Luther King Jr Day-School Closed  
Jan 17 ..... Spring Term Begins  
Jan 31 ..... Last day to drop or add classes  
Feb 19 ..... President’s Day-School Closed  
Mar 6..... MidTerm  
Mar 29 ..... Good Friday/School Closed  
Mar 29-Apr 1 ..... Easter Break  
April 26 ..... Spring Term Ends

### **Summer 2024 Term**

May 8.. ..... Summer Term Begins  
May 22 ..... Last day to drop or add classes  
May 27 ..... Memorial Day—School Closed  
June 19. .... Juneteenth—School Closed  
June 27 ..... Last Day of Side A  
June 28-July 9..... Fourth of July Break  
July 4..... Fourth of July Holiday-School Closed  
July 10..... MidTerm  
Aug 27..... Summer Term Ends  
Sept 2 ..... Labor Day School Closed

### **Fall 2024 Term**

Sept 11 ..... Fall Term Begins  
Sept 25 ..... Last day to drop or add classes  
Oct 30..... MidTerm  
Nov 11..... Veteran’s Day Holiday-School Closed  
Nov 28-29 ..... Thanksgiving Holiday-School Closed  
Dec 20 ..... Fall Term Ends  
Dec 25, 2024 & Jan 1, 2025..... Christmas/New Years Holiday-School Closed

(Revision date 03/15/2024)

## Laurel College of Technology 2024 School Calendar

### Spring 2024 Term

Jan 1.....	New Year's Day-School Closed
Jan 2nd - 9th.....	Faculty Christmas/New Years Break-No Classes
Jan 10th-12th.....	Faculty Prep Days
Jan 15.....	Martin Luther King Jr. Holiday-No Classes
Jan 16.....	Spring Term Begins
Jan 23.....	Graduation Luncheon/Ceremony
Jan 30.....	Last day to drop or add classes
Feb 19.....	President's Day Holiday-School Closed
Mar 7.....	Last Day for Side A Classes
Mar 8.....	Side B Classes Begin/Midterm Start
Mar 28.....	Faculty Inservice Day-Clock and Credit Classes Online
Mar 29-April 1.....	Good Friday Holiday-School Closed
May 2.....	Spring Term Ends/Last day for Spring Classes
May 3.....	Faculty Prep Day

### Summer 2024 Term

May 6.....	Summer Classes Begin
May 17.....	Graduation Luncheon/Ceremony
May 20.....	Last day to drop or add classes
May 27.....	Memorial Day Holiday-School Closed
Jun 19.....	Juneteenth-Holiday-School Closed
July 2-July 9.....	Fourth of July Holiday Break-No Classes
July 4.....	Fourth of July Holiday-School Closed
Jul 1.....	Last day for Side A Classes
July 10.....	Side B Classes Begin/Midterm Start
Aug 29.....	Summer Term Ends/Last day for Summer Classes
Aug 30.....	Faculty Prep Day

### Fall 2024 Term

Sept 1-Sept 3.....	Summer Break-No Classes
Sept 2.....	Labor Day-School Closed
Sept 4.....	Fall Classes Begin
Sept 13.....	Graduation Luncheon/Ceremony
Sept 18.....	Last day to drop or add classes
Oct 14.....	Faculty Inservice-credit and clock hour classes online
Oct 23.....	Last day for Side A Classes
Oct 24.....	Side B Classes Begin/Midterm Start
Nov 11.....	Veterans Day-School Closed
Nov 28.....	Thanksgiving Day-School Closed
Nov 29.....	Thanksgiving Break-No Classes
Dec 20.....	Fall Term Ends/Last day for Fall Classes
Dec 23 2024-Jan ??, 2025.....	Christmas/New Years Break-No Classes
Dec 25, 2024 & Jan 1, 2025.....	Christmas & New Years Holidays-School Closed



## **Addendum to 2024 Laurel Catalog**

### **Distance Education Faculty**

#### **Dr. Casey Lynn Allen**

PhD in Industrial/Organizational Psychology, Keiser University; MBA in Leadership, Keiser University;  
BS in Business – Human Resources Management, Keiser University

#### **Heather Amick**

M.Ed. in Early Childhood Education, Carlow University; BS in Human Development and Family Studies,  
Pennsylvania State University

#### **Dr. Jo Anne Bonomi**

Ph.D. in Organization and Management, Capella University; M.Ed. in Education, Capella University; BA in  
Business Communications, Jones International University

#### **Dr. Tarah Coronado**

Doctor of Pharmacy, University of Texas

#### **John Daykon**

Master of Business Administration, University of Pittsburgh; BS in Electrical Engineering, Pennsylvania

#### **Melissa DePaul**

BS in Education, Pennsylvania Western University

#### **Dr. Andrea Goldstein**

PsyD in Clinical Psychology, Carlos Albizu University; MS in Mental Health Counseling, Nova Southeastern  
University; BA in Psychology, Florida Atlantic University

#### **Angela Kenes**

M. Ed in Elementary Education, California University of PA; BA in Anthropology Classics, University of  
Pittsburgh

#### **Tiffany Rosta**

ASB in Clinical Administration/Medical Assisting, Sawyer School

#### **Christen Stroh**

MA in Teaching English/Communications, University of Pittsburgh; BA in Communications, Allegheny  
College

#### **Elizabeth Teague**

##### **Online Faculty Coordinator**

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

#### **Freddy Reyes**

Masters Cleveland State University for Health Science and Bachelors at Bowling Green State University  
for Allied Health



## **Addendum to 2024 Laurel Catalog**

### **Kara Silvers**

Masters of Education at Auburn University for vocational education; BS in Fashion Merchandising, Auburn University

### **Joshua Truitt**

BS in Hospitality Management, Indiana University of Pennsylvania; Certificate in Culinary Arts, Indiana University Academy of Culinary Arts

### **Theresa Lundstrom**

AST in Medical Laboratory Technician, Laurel Technical Institute

### **Miranda McGill**

MBA, Liberty University; BS in Biology, Averett College; AAS in Medical Technology, Central Virginia Community College

### **Wanda Register**

MBA DeVry University, Keller School of Management; BS in Health Informatics and Information Management, Florida A & M University

### **Christopher Augustine**

MS in Education, Wilkes University; BA in Computer Management Information Systems, Holy Family University

### **Brian Garza**

MS in Information Security and Assurance, Western Governors University; BS in Business Administration, DeVry University; AD in Information Systems, Owens Community College

## VETERANS AFFAIRS EDUCATIONAL BENEFITS, TUITION AND FEES

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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](http://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:**



# Program Cost Information



## All Programs Subject to the Following Fees:

Application Fee - \$50

Student Support Services Fee - \$325 each semester unless program is under 600 hours

Graduation Fee - \$195

Technology Fee - \$150- Each Semester

UNIONTOWN, 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) *
<b>CREDIT HOUR PROGRAMS</b>							
Accounting & Business Administration (DE) (5 Semesters)	82	\$27,770	\$985	\$0	\$0	\$0	\$45
Clinical Medical Assistant (3 Semesters)	57	\$16,662	\$1,743	\$520	\$205	\$80	\$245
Computer Network Security Technician (5 Semesters)	78	\$27,770	\$931	\$1,000	\$768	\$0	\$45
Electrical Technician (4 Semesters) AST	70	\$22,216	\$1,370	\$2,000	\$775	\$1,610	\$45
Medical Office Administration (DE) (5 Semesters)	75	\$27,770	\$1,765	\$0	\$0	\$0	\$45
Respiratory Therapy (5 Semesters)	75	\$38,900	\$1,780	\$740	\$309	\$1,425	\$240
Welding & Fabrication with Pipeline Technology (3 Semesters)	57	\$16,662	\$580	\$2,700	\$905	\$1,535	\$60

(DE) – Distance Education

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) *
<b>CLOCK HOUR PROGRAMS</b>							
Cosmetology (3 Semesters)	1250	\$20,520	\$643	\$900	\$1,770	\$93	\$45
Esthetics/Nail Technician (2 Semesters)	600	\$8,610	\$995	\$200	\$889	\$186	\$45
Master Teacher of Cosmetology (2 Semesters)	500	\$8,604	\$507	\$200	\$129	\$93	\$45
Practical Nursing (3 Semesters)	1500	\$22,400	\$1,364	\$450	\$460	\$1,845	\$85
<b>CASH ONLY PROGRAMS</b>							
Nail Technician (1 Semester)	200	\$3,276	INCLUDED	\$0	INCLUDED	\$93	\$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..... \$ 365.00 per credit <sup>1</sup>  
 3/4 Time (9-11 Credits) ..... per semester  
 1/2 Time (6-8 Credits) ..... per semester  
 Less Than 1/2 Time (1-5 Credits) ..... \$ 365.00 per credit <sup>1</sup>

<sup>1</sup> 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>.

11 East Penn Street - UNIONTOWN, PA

# Program Cost Information



MORGANTOWN, WV

**All Programs Subject to the Following Fees:**

Application Fee - \$50

Student Support Services Fee - \$325 each semester unless program is under 600 hours

Graduation Fee - \$195

Technology Fee - \$150 each semester

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) *
<b>CREDIT HOUR PROGRAMS</b>							
Cardiovascular Technology	70	\$27,872	\$2,119	\$555	\$165	\$65	\$85
Cloud Computing Technology – DE	80	\$27,770	\$758	\$1,000	\$0	\$385	\$45
Early Childhood Education - DE	81	\$27,770	\$726	\$0	\$0	\$0	\$85
Electrical Technician	70	\$22,216	\$1,370	\$2,000	\$775	\$1,610	\$45
HVAC Technician	80	\$27,770	\$923	\$2,000	\$775	\$1,315	\$45
LPN/Paramedic to ADN Transition	71	\$32,160	\$1,619	\$740	\$132	\$2,570	\$149
Medical Billing & Coding – DE	79	\$27,770	\$2,042	\$0	\$0	\$0	\$45
Medical Laboratory Technician - DE	79	\$27,770	\$1,770	\$1,000	\$160	\$125	\$85
Nursing	71	\$32,250	\$2,371	\$925	\$160	\$2,035	\$85
<b>CLOCK HOUR PROGRAMS **</b>							
Cosmetology (4 Semesters)	1800	\$18,350	\$578	\$1,200	\$1,650	\$186	\$45
Esthetics	600	\$9,828	\$558	\$150	\$1,220	\$186	\$45
Hair Styling (2 Semesters)	1000	\$10,914	\$578	\$190	\$707	\$325	\$45
<b>CASH ONLY PROGRAMS **</b>							
Nail Technician (1 Semester)	400	\$6,634	INCLUDED	\$0	INCLUDED	\$186	\$0

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

\*\*For Cosmetology, Hair Styling, Esthetics, and Nail Technician West Virginia Law requires \$25 for a Student Registration Permit submitted at least 4 weeks prior to beginning classes. West Virginia also requires a work permit at a cost of \$15. DE = Distance Education

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

Credits Exceeding 18.....	\$ 365.00 per credit
Less Than 1/2 Time (1-5 Credits) .....	\$ 365.00 per credit

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>.

MORGANTOWN WV



# Pennsylvania Human Relations Commission Education Provisions

## Pennsylvania Human Relations Act Pennsylvania Fair Educational Opportunities Act

The Pennsylvania Human Relations Act (PHRA) 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 PHRA 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 PHRA 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 (PFEAct) 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 PFEAct 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 PFEAct 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 PHRA or the PFEAct.

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:  
**Office:** 333 Market Street, 8th Floor · Harrisburg, PA 17126  
(717) 787-4410 · (717) 787-7279 (TTY) or visit us at [www.phrc.state.pa.us](http://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)

**PHILADELPHIA**

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





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