SCHOOL CATALOG

2026

LAUREL TECHNICAL INSTITUTE
UNIONTOWN, PA

LAUREL TECHNICAL INSTITUTE
PENN TWP, PA

LAUREL COLLEGE OF TECHNOLOGY
MORGANTOWN, WV

LAUREL COLLEGE OF TECHNOLOGY
FORT MILL, SC

www.laurel.edu

Laurel Technical Institute
Pennsylvania Main Campus
11 East Penn Street
PO Box 877
Uniontown, PA 15401
Phone: 724-439-4900

Laurel College of Technology
West Virginia Branch Campus
200 Wedgewood Drive
Morgantown, WV 26505
Phone: (304) 381-2633

Laurel College of Technology
South Carolina Branch Campus
345 Patricia Lane, Suite 105
Fort Mill, SC 29708
803-802-0700

Laurel Technical Institute
Penn Township Satellite
1100 Randal Court
Export, PA 15632

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

Accredited by:

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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MISSION STATEMENT

Laurel Technical Institute and Laurel College of Technology (Laurel) 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 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 Technical Institute and Laurel College 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 occupational degrees (Associate in Specialized Technology and Associate in Specialized Business) and diploma programs that correspond with employment needs of the regional business community. The school's distance education programs are approved nationally through NC-SARA. In addition, programmatic accreditation is maintained for specific programs. Many of these programs lead to professional licensure. Each of our programs was developed with significant input from regional employers who serve as valuable resources including their participation on our Program Advisory Committees (PAC).

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 our programs and our students.

We also have certifications available in many programs, and students are able to sit for most of their exams through our PearsonVue testing center. We 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.

Our students able to participate in and successfully complete study-related internships or clinical rotations that give them valuable work experience prior to graduation. These internships and clinical rotations – which feature an excellent opportunity for hands-on, practical experience – often lead to employment opportunities for our students and graduates. Laurel believes that hands-on learning is one of the most beneficial ways to absorb knowledge and skills.

Our campus in Downtown Uniontown includes two historic buildings with more than 63,000 square feet of space and more than 35 acres of on-site parking with a covered footbridge connecting these two buildings to our parking lot; plus a School of Trades that houses our trades-related 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, a cosmetology clinic, medical labs, and a student center.

We have seen over 5,000 graduates pass through our doors and many dreams realized. We believe that capitalizing on the existing strengths of the region 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 -related programs, allied medical programs, and trades.

In 2023, we added a branch in South Carolina offering Cardiovascular Technology and Electrical Systems Technician, with plans to expand program offerings.

This year, we added a satellite location in Export, PA. And, Laurel Business Institute became Laurel Technical Institute to consolidate the naming conventions used within the organization and to better depict the program offerings of the schools.

The school collaborates with members of its program advisory committees to review the curriculum and course content and ensure that it meets the requirements and needs of students and employers.

SCHOOL FACILITIES & EQUIPMENT

The 3-building main campus of Laurel Technical Institute is located in Uniontown, PA with two branch campuses--Laurel College of Technology located in Morgantown, WV and in Fort Mill, SC and a satellite location--Laurel Technical Institute in Penn Township, PA.

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 flexible classrooms, labs and clinics that facilitate skills instruction and hands-on implementation of those learned skills. Each location has administrative & staff offices, offices for admission, financial aid, accounting, placement, etc., and 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 Technical Institute and Laurel College 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.

LICENSES

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

Laurel College of Technology 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 College of Technology (SC) is licensed by the South Carolina Commission on Higher Education (SCCHE), 1122 Lady Street, Suite 400, Columbia, SC 29201, Telephone (803) 737- 2260, 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 (now Laurel Technical 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/OWNERSHIP

Nancy M. Decker Owner
President and CEO
BS in Business Education, Indiana University of Pennsylvania

Dr. Douglas S. Decker Owner
Chief Operating Officer
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
Chief Operating Officer
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

Dr. Michelle Borland
Vice President of Nursing
DNP in Nursing Practice, Walden University; MSN in Nursing Education, Waynesburg University; BS 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

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

Bonnie Jean Marsh
Vice President of Institutional Effectiveness
MEd, Math & Computer Science, California University of Pennsylvania; BA in English & Psychology, Geneva College

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

Sherri Rimel
Campus President - Laurel College of Technology
Program Director Cosmetology
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

McKenna Gower
Campus Director
LRS Coordinator – Uniontown
Teaching Specialty: General Education
BA in English, Kent State University; MA in Literary and Cultural Studies, Carnegie Mellon University

Cindy Carey
Campus Director – Fort Mill
M.Ed., Cheyney University; BS in Biology, Temple University

Kristen Gigliotti
Director of Education – Penn Township
Deputy Title IX Coordinator
MS in Curriculum and Instruction, Saint Vincent College; BA in Psychology, Saint Vincent College

Alfred Vallano
Director of Education – Laurel College of Technology - WV
Student Services Coordinator
MEd, University of Pittsburgh; BS in Finance, Pennsylvania State University

Lisa L. Dolan
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

Mea Forte
Director of Financial Aid
Courses toward AS in Business, Columbia Southern University

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

C. Celena Allen
Cardiovascular Technician Program Director – Fort Mill
MHA, Webster University; BS in Professional Biology, Charleston Southern University

Dr. Christy Barnhart
Practical Nurse Program Director - Morgantown
Doctor of Health Science, California University of Pennsylvania; MSN, Waynesburg University; BSN, California University of Pennsylvania; Licensed Registered Nurse

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

Chiquita Foster
Practical Nurse Program Director
Teaching Specialty: Allied Health
MS in Nursing Education, Lenoir Rhyne University; BS in Nursing, Winston-Salem State University

Dr. Hillary Santee
Director of Nursing - Morgantown
Teaching Specialty: Nursing
DNP, BS in Nursing, West Virginia Wesleyan College; Registered Nurse

Laura Shean
Respiratory Therapy Clinical Director
MBA - Leadership & Management, BA in Allied Health Leadership, Seaton Hill University; AST in Respiratory Care, Western School of Health & Business Careers; Certified Respiratory Therapy, Registered Respiratory Therapist, National Board for Respiratory Care

Quentin Taraszewski
Director of Career Services – Penn Township
BA in Sociology – Clarion University

Zachary Yurchisin
Program Director Respiratory
MBA Youngstown State University; BS in Respiratory Care, University of Cincinnati; AST in Respiratory Care, Laurel Technical Institute

UNIONTOWN/PENN TOWNSHIP FACULTY

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

Danielle Bailey
Teaching Speciality: Nursing
LPN Diploma, Pennsylvania Institute of Health & Technology;
AD in Nursing, Laurel College of Technology

Brian Blankenship II
Teaching Specialty: Trades
Diploma in Electrical Technician, Brightwood Career Institute

Angela Dodd
Cosmetology Supervisor - Uniontown
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
Welding Program Supervisor
Teaching Specialty: Trades
AST in Welding & Fabrication Technology, Triangle Tech

Christine Hinebaugh
Teaching Specialty: Nursing
BS in Nursing, York College of Pennsylvania

Brooke Kirchbaum,
Teaching Specialty: Nursing
AD in Nursing, BS in Nursing, Pennsylvania State University

Taylor Knauff
Teaching Specialty: Cosmetology
Cosmetology Diploma, Valley Career & Technology;
Teacher License & Cosmetology License, Pennsylvania State Board of Cosmetology

Timothy Lough
Assistant Trades Instructor
Teaching Specialty: Trades
AST in Electrical Technician, Laurel Business Institute

Anthony McFarlin
Teaching Specialty: Trades
AST in Maintenance Electricity and Construction Technology, Triangle Tech

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

Marsha Prinkey
Teaching Specialty: Cosmetology
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

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

MORGANTOWN FACULTY

Jeffrey Adams
Teaching Specialty: Trades
Trades Certificates, Sheet Metal Workers Local 12 JAC

Audrey Caldwell
Teaching Specialty: Nursing
AD in Nursing, Westmoreland County Community College; Licensed Registered Nurse

John Craig
Teaching Specialty: Trades
AST in Electrical Technician, Laurel College of Technology

Eman Al-Aswadi
Teaching Specialty: Nursing
MSN, South College; MSN, University of North Carolina; BSN, Fayetteville State University; ADN, Robeson Community College; BS, Athletic Training, University of North Carolina

Mellissa Gutermuth
Teaching Specialty: Cosmetology
Diploma in Cosmetology, Morgantown Beauty College; Cosmetology Instructor License, State of West Virginia Board of Barbers and Cosmetologists

Amber Harris
Teaching Specialty: Allied Heath
Master's in Hospital Administration, Ashford University; Regents Bachelor of Arts, West Virginia University

Crystal Hatfield
Teaching Specialty: Nursing
MSN, BSN, Waynesburg University, Licensed Registered Nurse

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

Brooke Huntington
Teaching Specialty: Cosmetology
Cosmetology Instructor License, State of West Virginia Board of Barbers and Cosmetologists

Sue Jarrett
Teaching Specialty: Nursing
BS of Nursing, Waynesburg University

Calera Jones
Teaching Specialty: Cosmetology
Cosmetology Instructor License, State of West Virginia Board of Barbers and Cosmetologists

Sean Meador
Teaching Specialty: Trades
AD in Homeland Security & Safety, Piedmont Community & Technical College; AST in Electrical Technician, Laurel College of Technology

Elizabeth Pino
Teaching Specialty: Nursing
BS of Nursing, West Virginia University

Samantha Rubin
Teaching Specialty: Nursing
MS in Nursing, Georgetown University; BS in Sports Management
Seton Hill University; AAS in Nursing, Westmoreland County Community College

Larry Shaw
Teaching Specialty: Trades
GED, WV Department of Education; Trade-Related Training

Sherry Simmons
Teaching Specialty: Nursing
BAED Fairmont State, ABN Fairmont State, BS in Nursing, Carlow, MS in Nursing, Carlow

Ashley Swiger
Teaching Specialty: Nursing
BS in Nursing, West Virginia University

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

Cindee Wolf
Teaching Specialty: Nursing
MS in Nursing, Walden University; BS in Nursing, Pennsylvania Western University

Holly Yauch
Teaching Specialty: Nursing
MS in Nursing, Carlow University; BS in Nursing, AD in Nursing, Pennsylvania State University

FORT MILL 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

Albert Bolin
Teaching Specialty: Trades
BS in Technical Management, Devry University; AD in Refrigeration Mechanics, York Technical College

Charles Buchanan
Teaching Specialty: Trades
AOT in Electricity/Electronics, York Technical College

Judith Nelson
Teaching Specialty: Allied Health
AAS in Cardiovascular Technology, Eastwick College

Nancy Perez
Teaching Specialty: Allied Health
MS in Health Services Administration, Strayer University

Disha Patrekar
Teaching Specialty: Allied Health
BA in Healthcare Administration,
Ashford University; Certificate in Cardiac Medical Sonography, MCI Institute of Technology

Lakendria Thornton-Maynard
Teaching Specialty: Allied Health
BS in Business Wright State University; AD in Respiratory Therapy, California College of Health Sciences; AD in Cardiovascular Science, Saint Leo University

DISTANCE EDUCATION
Brooke Corley
Distance Education Admission Representative
Master's in Education (M.Ed.), BS in Psychology, Bethany College

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

Jennifer Foxman
Director of eLearning
BA in Psychology, Allegheny College

Jacquelyne Jefferson
Financial Aid
BS in Accounting (Continuing), Southern New Hampshire University

Patrice Mills
Student Success Advisor
BS in Social Sciences, University of Maryland Global Campus

Dr. Arian Moore
Director of Education for eLearning
Ph.D. in Organizational Leadership, MA in Journalism, Regent University; BA in Communications, Howard 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

Aaliyah Richardson
Financial Aid Administrator
Core Courses, Southwestern College

Dawn Sape
CMA Skills Instructor
Teaching Specialty: Distance Education
ASCP Phlebotomy, Phlebotomy Training Center; Diploma in Medical Assisting, MTCTC; Licensed Practical Nurse, Western Area Career and Technology Center

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

Antoinette Zbyl
Librarian – Remote
MS Library & Information Science, San Jose University

SUPPORT STAFF
Deb Anderson
Senior Admission Representative - Fort Mill
CareerLink and Community Representative
ASB in Business Management & Marketing, Community College of Allegheny County

Vanessa Anderson
Admission Representative – Penn Township
Master of Humanities/Humanities English, Tiffin University; BA in Mass Media/Communications, Wilburforce University

Ama Y. Acquah
Teaching Assistant CVT – Fort Mill
Diploma in Cardiovascular Technology, Laurel College of Technology (SC)

Leslie Bartock
Human Resources Assistant
Academic Diploma, Uniontown Area High School

Tina Bolin
Administrative Assistant – Fort Mill
Associate in Business, York Technical College

Rebecca Bono
Practical Nursing Supervisor – Penn Township
MSN, Waynesburg University; BSN, Slippery Rock University; Licensed Registered Nurse

Candace Chisler
Payroll / HR Generalist
ASB in Administrative Office Technology, Laurel Business Institute

Marvin Christian
Financial Aid Coordinator – Fort Mill

Isabel Cruz
Admission Representative – WV
BA in Social Work, West Virginia University

Gregory Fike
Senior Admission Representative
BS in Communications/Journalism, Pennsylvania State University

Leslie Freeland
Financial Aid Administrator – WV
Fairmont State University

Cori Haddix
Marketing Manager
BS in Graphic Technology, Fairmont State University

Carla Hager
Front Desk Receptionist
AST in Medical Insurance Management, Laurel Business Institute

Trisha Hall
Financial Aid Administrator – Fort Mill
MBA, BS in Business, University of Phoenix

Lauren Hess
Admission Representative
BA in Communications Studies, Robert Morris University

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

Lori Lowman
Career Services Administrator
BS in Education, Pennsylvania Western University

Samantha Lucas
Administrative Assistant – Fort Mill
Academic Diploma, State of South Carolina

Kseniia Merkulova
Student Financial/Career Services Administrator – Fort Mill
Master's Degree in International Economics, V.N. Karazin Kharkiv National University

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

Lori Mobley
Administrative Assistant/Front Desk – WV
Diploma in Data Processing and
Computer Programing, Hammel College

Tess Neville
Admission Representative – Penn Township
BS in Business Administration, Geneva College

Terri Nicklow
Purchasing Agent
Academic Diploma, Hempfield Senior High School

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

Michelle OShanka
Fiscal Assistant – WV
Diploma in Cosmetology, Bella Capelli Academy

Teresa Roberts
Administrative Assistant- Fort Mill
AAS in Human Resources Management, York Technical College

Joshua Silvis
Admission Representative – Penn Township
MBA, Argosy University

Donna Straight
Fiscal Assistant
Classes in Accounting & Business Administration, Westmoreland County Community College

Suzanne Thomas
Assistant Director of Admission
Spa Technician, Guilford Community College

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

Louis Tom
Maintenance Supervisor
Certification, Central Westmoreland Career & Technical

Amanda Vasquez
Admission Representative – Fort Mill
BS in Elementary Education, University of Central Florida

Lanae Watland
Career Services Administrator – WV
BS in Sociology, Marshall University

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 [1]
- 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 [2]
- Background Check consent form
- Some Laurel programs have additional admission requirements

[1] Submit one of the following: a 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 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. Home school diplomas must follow the requirements of the state of residency at the time the high school diploma is issued in order to be accepted as a valid diploma by Laurel.

[2] 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 724-983-0700. 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 additional 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. Additionally, a potential CVT student is required to achieve a minimum score of 20 on the Wonderlic 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, 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 or VP of Nursing 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 or VP of Nursing reviews and approved the transfer of credits. An interview with the Campus President or VP of Nursing and Nursing Director is required of all candidates.

***Practical Nursing*:** All qualified applicants will be interviewed by the Practical Nursing Director and Campus President or VP of Nursing 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.

ADN To BSN: In addition to the general Admission Requirements as stated in the school catalog, the following additional program specific requirements apply to the ADN to BSN.

Potential students applying to the entry-level portion of the ADN to BSN program must take the Test of Essential Academic Skills (TEAS) and score proficient, advanced or exemplary. 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 the 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 or VP of Nursing 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.

Upon completion of the Associate Degree portion of the program, students will be awarded an Associate Degree in Nursing and will be eligible to take the NCLEX exam. Students will continue the BSN portion of the program contingent on passing the NCLEX within 90 days of graduation. Failure to meet this contingency will result in removal from the program.

ADN To BSN Admission As A Transfer Student:

Students from other postsecondary institutions may apply for admission by following the Procedures for Application in Laurel's catalog. 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.

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.

All passed courses of students previously attending any of the Laurel Campuses are 100% transferable. Courses will be conveyed as a letter grade on the transcript. Prerequisite requirements apply.

Additional Requirements

An ADN Transfer student must also:

1. Hold an active, unencumbered RN license.
2. Have a minimum cumulative GPA of 3.0 on all college-level coursework; non-nursing courses must have been passed with a grade of a B or higher to be considered for transfer credit.
3. Applicants with a GPA below 3.0 may be considered for provisional admission on a case-by-case basis. Consideration for provisional admission may include the number of seats available in the program and the number of hours completed in previous degree programs.
4. Students transferring in would start in the six semester if all general education requirements and other course requirements are met. See program outline for courses/subjects required.
5. Acceptance and placement in the program are dependent on the individual's academic record and the number of spaces available in the program.
6. Spaces are extremely limited.
7. Application should be initiated at least 6 months in advance of the semester for which the applicant is enrolling.

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 because of the results of his/her background check, or may deny enrollment into certain programs because 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 or equivalency in order to enter into any program at Laurel. Students will not be eligible to attend if the school does not have documentation as listed under the Admission section that properly validates high school completion or equivalency 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 who 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 Technical Institute at 11 East Penn Street, PO Box 877, Uniontown, PA 15401; by phone at 724-439-4900; or by email at admission@laurel.edu.
2. Complete the application and return it to Laurel 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 contingent 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 the Consumer Information page on Laurel's website.

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

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 advance placed and transferred may not exceed 49% of the number of credits in the student's program.

COSMETOLOGY TRANSFER REQUIREMENTS

A person transferring from another cosmetology school to Laurel 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.

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 advance placed **and** transferred may not exceed 49% of the number of credits in the student's program.

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

Internal Acceptance of Courses

All passed courses of students previously attending any of the Laurel Campuses are 100% transferable. Courses will be conveyed as a letter grade on the transcript. Prerequisite requirements apply.

This information is also available on the Consumer Information page of Laurel's website.

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 becomes 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 associated fees are clearly outlined in the tuition supplement of the catalog and 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.

EXPLANATION OF FEES

In additional to required program tuition and book costs, the following fees are mandatory and will be added to the student's bill. Fees can be one-time only or billed each semester. Students should carefully review the Statement of Understanding for their program to understand the specific costs associated with the chosen program.

MANDATORY FEES

Application Fee - The incoming applicant is required a $50 one-time fee with their Application for Admission. 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.

Student Support Services Fee – Students are charged a $325 fee each semester to support various student services that directly involve or benefit students, including, but not limited to, recreational activities such as field trips, outside speakers, library database access, student portal access and student advising.

Laboratory Fees/Clinical Fees - Laboratory fees apply specifically to programs that include a laboratory or clinic component. These fees are essential for ensuring that students have access to the necessary materials and supplies during their hands-on training. The Statement of Understanding for the program provides the cost of the laboratory/clinic fees and in which semester the fee is assessed.

Graduation Fee – Students are charged a one-time fee of $195 to cover the costs directly related to graduation (diplomas, venue rental, caps/gowns, etc.). This cost will also include the final audit and close out of the academic and financial records of the student.

Technology Fee – Students are changed a fee of $150 each semester to encompass a broad range of services and resources essential for maintaining an effective learning environment through technology.

Criminal Background Check – Students are charged a one-time fee of $45 to determine whether there are convictions in a student's history that would pose a risk to persons involved in the program and/or prohibit the individual from being licensed or employed or participating in a school internship or clinical experience.

Specific Program Fees – Students enrolling in specific programs need to be aware of various additional fees and requirements that may apply. These fees are listed on a Statement of Understanding for each program, signed by the students when they enroll. In addition, internship sites and clinical rotations–particularly those related to healthcare facilities and educational facilities–may have additional requirements such as liability insurance, immunizations, drug screening, physicals, 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.

License Examination Fees – These fees are charged to a student taking a program that will require a professional license in order to work, and include all cosmetology-related, nursing-related and respiratory therapy programs. Students should check with their home state, county or municipality for any additional license requirements as not all programs will necessarily qualify for a specific licensure or certification other than those indicated above. Typically, licensure fees are charged in the student's final semester.

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.

OPTIONAL FEES

Students can choose to pay for additional certifications, student kit upgrades, school merchandise, school services such as lockers or transcripts, school organization memberships, or other activities if they choose.

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.

Financial aid applicants are required to present a valid government-issued photo ID to verify their identity. This requirement is part of the process to prevent fraud and ensure that aid goes to eligible students.

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:

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

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

a. If a student enrolls and withdraws or discontinues after his/her scheduled classes have begun but prior to the student's having attended any classes, he/she shall be entitled to a refund of all monies paid the school, less the application fee.
b. If a student enrolls and withdraws or discontinues after attendance in his/her scheduled classes has been recorded, the refund policy stated in the table 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. Students faced with a mitigating circumstance should communicate with school officials or the appropriate department to explore available options. These circumstances can lead to academic concessions, such as extended deadlines, leave of absence options, or even program withdrawal without penalty. .
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. 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 Technical Institute may offer a number of scholarships for individuals who want to pursue career education. Laurel Technical 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 information that is more detailed 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 Technical 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.

Student Support Services & Activities

Student support services enhance the overall educational experience by providing resources, advice, and extracurricular 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.

Laurel's commitment to student success in employment is heavily influenced by the quality of education offered through its program-related courses. This includes specialized courses designed to equip students with essential career skills.

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

The Library/Learning Resource Center (LRC) plays a crucial role in supporting the academic pursuits of students by providing extensive resources across various topics. Students are first introduced to the LRC during the Student Success course, ensuring they are familiar with the available resources and how to utilize them.

Resources include participation in AccessPA. 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. Access PA features over 29 million holdings and more than four million unique records, and facilitates resource sharing among libraries, allowing students to borrow materials not held at their home library. Students can utilize its resources from anywhere.

Students also have access to Aquinas Online Library, which is integrated with Canvas. The Aquinas Online Library functions as a vital resource providing extensive access to a wide range of resources beyond traditional books. The library is tailored specifically for educational institutions, ensuring alignment with curricular requirements and departmental goals. Students will have access to eBooks, scholarly articles, and employment opportunities, helping students achieve academic and professional success. Aquinas also provides the school with reports to monitor student and faculty usage, facilitate contact with the librarian, and review material assessments. The prompt communication with the Aquinas librarian enhances the support system available to students, allowing them to seek assistance easily. Overall, Aquinas Online Library enhances the learning experience by providing essential resources and support tailored for student success.

PARKING

Free on-site parking is available to all students at both the main campus and branch campuses. 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 that 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.

Membership is available to Laurel 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.

American Welding Society-Student Chapter

Students are the future of the welding industry. The American Welding Society recognizes this. That is why we invite students, wanting to expand their welding knowledge and take a more active role in their careers, to get more involved with welding. Active participation in an AWS Student Chapter provides the knowledge, experience and networking needed to begin a successful career. Participation in a Student Chapter can provide AWS Student Members valuable experience for career and personal development. There are over 100 AWS Student Chapters located at schools across the country. Through Student Chapter participation, you can learn and sharpen the skills needed for a successful career in the welding industry. Involvement in a Student Chapter will also provide you with networking opportunities. Meet other welding students and professionals at Chapter meetings, local AWS Section meetings, and the FABTECH International & AWS Welding Show. Volunteer as a Chapter Officer and gain valuable leadership skills that will help throughout your career.

OTHER STUDENT ACTIVITIES

In addition to student organization activities, our students and organizations participate in several on-campus and off-campus activities. Students actively engage in a variety of on-campus and off-campus activities that foster community spirit and involvement. These activities not only enhance their educational experience but also positively affect the local community. The Christmas party is an annual favorite, along with fundraisers, cookouts, and community service projects at local hospitals, care centers, the Salvation Army, and more.

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 childcare 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.

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

Policies & Procedures

If you have questions regarding any policies, procedures, or internal processes, please consult the Campus President. The Campus President can assist you effectively and refer you to the proper department.

ACADEMIC INTEGRITY

Laurel holds its students to high standards of academic excellence and views academic integrity as the essential foundation of that excellence.

Laurel has identified acts that violate the Academic Integrity policy. These acts include, but are not limited to:

Unauthorized Assistance

Unauthorized assistance is defined as receiving or providing any help during the completion of academic work that is not permitted by the instructor or the specific guidelines of the course or institution.

This includes, but is not limited to:

- Copying work from another student or outside source, taking answers from another student during an exam or quiz, or having another student or non- student perform some or all work on assignments or in a course.
- Using unauthorized materials, such as utilizing a stolen exam, an instructor's textbook, or an online test bank.
- Facilitating another student's act of academic dishonesty and/or tampering with the academic work of another student.
- Using unauthorized artificial intelligence (AI) tools and websites to complete assignments/exams.
- Resubmitting work completed in another course (with the following exception: resubmitting work into a course that the student is retaking, provided that the original work submitted in the same previous course was not in violation of the Academic Integrity policy), or resubmitting work completed at another school without express permission from the instructor.

Plagiarism

Plagiarism is defined as copying words or ideas from one or more sources without proper and factual attribution.

When paraphrasing, students must use appropriate in-text citations and/or references and are not permitted to borrow too closely, too much, and/or too often from an external source without giving credit to the original author. This includes the use of AI tools to generate content. Student submissions need to reflect the work of the student; therefore, students are not permitted to copy the words or ideas from one or more sources if that information comprises the majority of their work, whether credit is given to those sources or not.

Use of Artificial Intelligence (Ai) Tools

Laurel Institutes recognizes that AI can serve as a helpful tool in the classroom to support learning, generate ideas, teach applicable workplace skills, and assist in better understanding concepts. However, AI cannot be used as a substitute for a student's original work and should not be used to replace original thought or authentic engagement with the material being studied.

Therefore, consistent with the policies stated above, the following guidelines apply to the use of AI tools. Any violation of this policy, as with the policies stated above, is subject to sanctions as outlined in the Code of Conduct.

Students are prohibited from using AI to produce content for any assignments, projects, or assessments. This policy is crucial to maintaining the integrity and quality of educational standards.

Students are prohibited from using AI to record any meeting, lecture, or any other communication, in either audio or written format, without express permission from the instructor and participants.

Students are prohibited from using AI tools to assist with any multiple-choice exams, quizzes, or assessments. This includes using AI to select or verify answers for multiple-choice questions.

When AI is permitted and used, students are required to disclose its use and properly cite any AI-generated content with in-text citations and a reference list.

Students are responsible for ensuring that any information generated from AI tools for use in assignments is accurate, and has been checked through a valid source.

AI must be used in accordance with applicable laws, rules, and regulations, including, but not limited to, protecting personally identifiable information of others and refraining from sharing copyrighted material.

Instructors are available to discuss the appropriate use of AI in their courses. Whenever there is a question as to whether or not an AI tool is approved, it is expected that students will discuss it with their instructor before using the tool.

Enforcement

Faculty are available to discuss the appropriate use of AI in each of their courses. If in doubt, discuss this issue prior to utilization.

Academic administration reserves the right to monitor the use of AI and to ensure compliance with this policy and applicable laws.

Failure to comply with this policy will be subject to disciplinary action up to and including termination of the student's enrollment at the Institution.

Laurel reserves the right to review any assignment or exam submitted by students during their entire academic career at Laurel for evaluating compliance with this policy.

ATTENDANCE

Laurel emphasizes the importance of class attendance as a critical factor in student success. The attendance policy is designed to ensure that students acquire the necessary skills and knowledge for their future careers. 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, and threating 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 attended Laurel are expected to uphold a standard of conduct that reflects the professionalism expected in the workplace. The administration is committed to maintaining a respectful and conducive learning environment. 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.

ANTI-HAZING POLICY

Laurel is committed to providing a safe, respectful, and inclusive environment for all students and employees. Hazing in any form is strictly prohibited.

Hazing includes any action, activity, or situation—whether physical, mental, emotional, or psychological—that subjects individuals to abuse, harassment, humiliation, or risk of harm as part of initiation or membership in a group, regardless of consent.

No student, employee, or affiliate of Laurel may participate in or condone hazing activities.

Hazing is strictly prohibited during any official or unofficial Laurel activity, whether on or off Laurel property.

Any individual found responsible for hazing will be subject to disciplinary action, which may include suspension, expulsion, termination, or legal referral.

All are encouraged to report hazing concerns confidentially to Campus Presidents/Directors. Reports will be taken seriously and investigated promptly.

CONSUMER INFORMATION DISCLOSURE

Consumer Information can be found on the Consumer Information page of Laurel's website.

and includes the following information:

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

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

CLERY ACT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act, Laurel 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 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, 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.

FOOD & DRINK

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.

LEAVES OF ABSENCE

A student may request a leave of absence (LOA) 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 does not assume responsibility for any loss or damage to a student's personal belongings or vehicles while on school grounds or during school-related activities. Students should take care of their own possessions and vehicles, as the school will not provide compensation or assistance in cases of theft, loss, or damage.

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 Academic Integrity Policy, 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 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/. 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

Laurel's policy strictly prohibits sexual harassment, discrimination, and harassment among students, employees, and non-employees, emphasizing that such conduct is unacceptable and will not be tolerated. This policy aims to maintain a respectful and safe environment for everyone involved. 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 experiencing harassment 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, Vice President of Institutional Effectiveness; 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 emphasize the importance of maintaining a respectful and non-hostile environment for all students. 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 experiencing harassment 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, Vice President of Institutional Effectiveness; 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, Vice President of Institutional Effectiveness, 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 arrange 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.

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 are required to register with the Selective Service System. Students who fail to register will be ineligible to receive Title IV Funds, which include federal financial aid programs such as Pell Grants, federal loans, and work-study opportunities.

TRANSCRIPT REQUESTS

A request for an official transcript must be made in writing to Laurel. A $20 fee must accompany each written request. If a check is used to pay the fee, the check must clear before the transcript is 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 are not permitted to enter the school via any other entrance under any circumstances. Visitors must ring the front desk for entry. Upon entry, visitors need to sign in, providing details such as the specific person or department they wish to visit, and clarifying the reason for being on school property. Once approved, a visitor's pass will be issued. This pass must be worn visibly while in the building to identify the individual as an authorized guest. When visitors leave, they must return the pass and sign out. This process keeps track of who is on school grounds and enhances safety.

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

Laurel maintains a strict weapons policy to ensure the safety and well-being of all students, staff, and visitors on campus.

No weapons of any kind are allowed on school property. This includes firearms, knives, and any other items classified as weapons. A student found bringing a weapon onto school grounds would face disciplinary action, which may include termination from the school.

Any threats to shoot or harm others will be treated as a serious violation. This includes threats directed at students, employees, or visitors.

Immediate Suspension: Students making threats will be suspended immediately while an investigation is conducted.

Reporting to Law Enforcement: Such violations will be reported to law enforcement authorities, reflecting the seriousness with which the school treats these issues.

Termination and Legal Action: If it is verified that a violation occurred, the student will be terminated from the school, and appropriate legal action may be pursued.

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 students 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

The complete Grievance Procedure can be found here in this catalog and on the website.

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 on the Consumer Information page.

POLICY CHANGES

The catalog for Laurel is designed to provide students with the most accurate and current information available at the time of publication. However, certain aspects are subject to change. All information, including but not limited to fees, book costs, course offerings, programs, admission requirements, and graduation requirements, may be altered without prior notice. Any changes made will take effect immediately and will apply to all enrolled students, regardless of when these changes are implemented. **Exception:** Students will be notified at least 60 days in advance of any tuition changes.

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. Hybrid courses and are taught 30% or less online.

CLASS SIZE

Classes can range in size, with the maximum number for most classes ranging from 8 to 20; Nursing degree programs can accommodate up to 40; laboratory class sizes range 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 and costs 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, medical courses have the prefix MED, and Welding & Fabrication with Pipeline Technology courses have the prefix WFP. Additional combinations are added as necessary with program additions or changes in objectives.

The numbering sequence designation represents course level.

Level	Course Range	Description
Foundations	100-125	Introductory courses that lay the groundwork for the program.
Program Courses	126-275	Intermediate courses building on foundational knowledge.
Final Courses	276-299	Capstone or essential courses that complete the associate degree.
Higher Level	300-400	Advanced courses for bachelor degree students, focusing on specialized topics.

COURSE 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 ¾ or ½ 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.

PROGRAM CHANGES

All program changes implemented will first be approved through the appropriate regulating agencies including state licensing boards, program specific boards (e.g., nursing, cosmetology), and by the Accrediting Commission of Career Schools and Colleges.

This multi-tiered approval process is crucial for maintaining educational quality, regulatory compliance, and the integrity of accredited programs.

PROGRAM ADVISORY COMMITTEES

Laurel conducts annual Program Advisory Committee (PAC) meetings for each program or program group to ensure that its offerings remain relevant to the community and aligned with current industry standards and workforce needs.

Meetings focus on ensuring that the program aligns with community needs, tailoring curriculum and training to prepare students effectively for local job markets.

PAC serves as a platform to discuss and update the curriculum based on the latest trends and standards required in various occupational fields.

The committee evaluates available resources to support student success, such as faculty qualifications, teaching materials, and technological tools.

The PAC is comprised of individuals who understand the requirements of the occupational areas relevant to the programs. This includes representatives from the employment community and practicing professionals, providing valuable insights and recommendations.

These meetings are pivotal for continuously enhancing program quality and ensuring graduates are well prepared for their future careers.

COURSE SEQUENCE CHANGES

A well-structured course sequence ensures that students build their knowledge progressively. Each course often relies on prerequisites or foundational knowledge gained in earlier courses. However, in certain circumstances course sequences may change. These changes could be due to various factors, including but not limited to curriculum updates, faculty availability, and accreditation requirements. These changes can occur at any time and without prior notice.

PROGRAM MEASUREMENTS

Programs are measured in semester credits or clock hours, as delineated in the program information.

A clock hour is defined as 50 minutes of instruction in a 60-minute period.

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship/clinical; and/or out-of-class work/preparation. Per ACCSC Standards, in order for the program to be recognize in credit hours, the program must be comprised of a majority of courses that require out-of-class work/preparation. Programs that do not have an out-of-class

work/preparation component are considered clock hour programs.

OUT OF CLASS WORK

To adequately comprehend content and achieve success in a 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 TO CREDIT HOUR CONVERSION

Non-degree educational programs under the US Department of Education regulations require adherence to specific guidelines concerning credit hour measurement and financial aid eligibility. These standards ensure that instructional time is reflected accurately, facilitating the calculation of financial aid for students.

For non-degree programs, the following guidelines apply:

Conversion Rate: A standard conversion dictates that 30 in-class hours of instruction equals one semester credit hour.

Instruction Time: This conversion includes time spent in direct instructional activities, reflecting the amount of time students actively engage in learning.

By adhering to these guidelines, non-degree programs can effectively support students in obtaining financial aid while ensuring compliance with regulatory standards.

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, associate degrees in nursing (occupational), and a bachelor degree in nursing.

In order to earn a 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, Computer Network Security Technician and Respiratory Therapy.

These diploma programs are approved by the Pennsylvania Department of Education: Clinical Medical Assistant, Practical Nursing and Welding & Fabrication with Pipeline Technology. Cosmetology-related diploma programs are approved by the Pennsylvania State Board of Cosmetology. Practical Nursing is also approved by Pennsylvania State Board of Nursing.

West Virginia - Laurel College of Technology offers a variety of programs accredited by state boards and commissions in West Virginia, ensuring that students receive quality education recognized by industry standards.

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 and bachelor degree level programs.

Cosmetology-related diploma programs are approved by the West Virginia State Board of Barbers & Cosmetologists. Associate Degree in nursing credentialed programs are approved by the State of West Virginia, Board of Examiners for Registered Professional Nurses.

South Carolina - A diploma in Cardiovascular Technology, a diploma in Electrical Systems Technician and an occupational associate degree in Respiratory Therapy are approved by South Carolina Commission on Higher Education.

COURSE DELIVERY METHODS

Course delivery methods include traditional face-to-face classes, completely online courses, and hybrid courses that mix both formats. These courses can be asynchronous, allowing students to learn at their own pace, or synchronous, where classes are held at scheduled times. Regardless of the delivery method, all courses are designed to meet the same high standards, ensuring students receive a comparable educational experience.

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 with 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 experience to comprise solutions to future experience(s). Case studies will be comprised of an appropriate problem situation that is relevant to both 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 including 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 his or her 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).

NC-SARA PARTICIPATION

Laurel is member state of NC-SARA who has established comparable national standards for interstate postsecondary distance Education. Recognizing the growing demand for distance education opportunities, higher education stakeholders – including state regulators and education leaders, accreditors, the U.S. Department of Education, and institutions – joined together in 2013 to establish the State Authorization Reciprocity Agreements (SARA), which streamline regulations around distance education programs. More than 2,400 institutions in 49 member states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands all voluntarily participate in SARA. California is not a member state.

Student Complaint Procedure for Distance Education: As a SARA-participating institution, NC-SARA consumer protection provisions require the institution's home state, through its SARA State Portal Entity, to investigate and resolve allegations of dishonest or fraudulent activity by the state's SARA-participating institutions, including the provision of false or misleading information. The student should first begin the complaint process with Laurel found here and if resolution is not found, the student can then contact the institution's home state SARA Portal Entity.

State Portal Entity Contact
Jennifer Stone
Higher Education Associate II
Pennsylvania Division of Higher Education, Access, and Equity
333 Market St
Harrisburg, PA 17126
717.783.6786
jennstone@pa.gov

Additional information from the NC- SARA complaint website is available here.

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[1]	0.0	n/a
T-transfer credit[2]	0.0	n/a
AP-advanced Placement[2]	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.

[1] "W" grades will not be used in calculating the grade point average.

[2] "T" and "AP" grades will not be used in calculation the grade point average, but will count toward academic progress.

GRADUATION REQUIREMENTS

To graduate from Laurel, students must complete all required courses with a cumulative GPA of at least 2.0. Students in an ADN or BSN program need a GPA of 3.0 or higher. Respiratory Therapy also requires a 3.0 to graduate. 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. 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.

Only students enrolled in a 12-month or longer program are considered for valedictorian or salutatorian honors, and must have a cumulative Grade Point Average of 3.8 or higher. This ensures that candidates have demonstrated consistent academic performance over an extended period.

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.

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 Technical Institute. A $20 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 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.

Student Academic Transcripts are maintained as a permanent record for 50 years after graduation, termination or withdrawal as required by the Pennsylvania Department of Education, Private Licensed School, by the West Virginia Council for Community and Technical College System, and by the South Carolina Commission on Higher Education. 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. In addition, financial aid and accounting records are kept for a minimum of three years from the end of the award year.

The Pennsylvania Department of Education requires all licensed/registered schools to upload the prior academic year's transcript to the Central Depository no later than September 30 of the same year.

GRIEVANCE PROCEDURE

Laurel strives to meet the needs of all our students and address any concerns brought to our attention. Concerns regarding a particular class or instructor should first be discussed privately with that instructor. If a satisfactory solution has not been reached, then the student should discuss the situation with the Department Director or Lead Instructor. If further action is required, the student should speak with their Campus President or Campus Director.

McKenna Gower, LBI Campus Director
Sherri Rimel, LCOT Campus President
Cindy Carey, LIOT Campus Director
Lauren Chaney, LTI Campus Director
Jennifer Foxman, Director of eLearning

Level 1 Grade Appeal Process

A student who has a complaint about an individual faculty member should discuss it directly with that faculty member and try to resolve it at that level. See the Grievance Policy for any questions regarding official complaint procedures.

A student who attempts to initiate the Grade Appeal process at a higher administrative level will be encouraged to address the issue with the faculty member first. The Program Director/Lead Instructor shall make a good-faith effort to have the student initially confer with the faculty member. If the issue is not resolved at the faculty member level, the student can appeal to the appropriate Program Director/Lead Instructor. Under no circumstances should a student become the subject of retaliation at any level of the process when seeking resolution of a student-faculty dispute.

PROCEDURE

If a student refuses to confer with the faculty member, or if no resolution is reached at that level, the student is to confer with the faculty member's Program Director/Lead Instructor. If such a meeting occurs, the Program Director/Lead Instructor will:

- If possible, inform the faculty member of the student's request and issue, if known, prior to the meeting.
- Not engage in a substantive discussion with the student (i.e., not inquire into the actual details or circumstances surrounding the complaint), but listen to the student's concerns;
- Inform the student that the concerns expressed will be communicated to the faculty member.
- After the meeting, inform the faculty member of the concerns raised by the student.
- The Program Director/Lead instructor should attempt to mediate a resolution between faculty member and the student.

If an acceptable solution is not reached, the student must document their complaint in writing and submit it to the Campus President/Director

The Campus President/Director will make a judgment about the student complaint. If the Campus President/Director finds against the complaint, the student may appeal to LEVEL II.

If the Campus President/Director judges that the student's complaint could be valid, the faculty member will be asked to respond in writing to the complaint.

The Campus President/Director will consider the faculty member's written response and could dismiss the complaint, at which time the student could appeal to LEVEL II.

Alternatively, the Campus President/Director could conclude that there is a basis for the complaint and would then schedule a conference with the student and the faculty member in an effort to resolve the issue.

LEVEL II Grade Appeal Process

To initiate Level II of the appeal, the student must file an appeal form with the VP of Education within fourteen (14) calendar days following the date on which the grade was received. The VP of Education, in consultation with a panel of other hi-level administrators, will review the form to determine whether there is a substantive basis for the appeal. If so, the VP of Education will appoint a Grade Appeals Committee composed of members unaffiliated with the situation to render an objective judgment on the claims presented. A hearing will be scheduled between the student and school officials to present the facts and render a decision.

A substantive appeal may be filed on the following grounds:

CAPRICIOUS EVALUATION: Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily in a written statement during the first week of the course) or grade assigned arbitrarily on the basis of a whim or impulse. The student may not claim capriciousness if they disagree with the instructor's subjective professional evaluation.

ERROR: Demonstrable, objective determination that a mathematical or clerical error resulted in the entry of an incorrect grade.

In addition to the form, the student may submit a written narrative providing context to the complaint, and the faculty member will be requested to submit the course grading procedure and any other pertinent information in writing. Appeals based on capriciousness will be reviewed in light of the faculty members' announced evaluation and grading system. A Hearing will be scheduled with the student and school officials, and the committee will decide the outcome. The decision will be documented and sent to the student via email, standard mail, and certified mail following the hearing.

General Complaints

For general academic or operational complaints, students can submit a report via the school's online complaint form at www.laurel.edu/academic-report-form Issues related to administration, staff, student services, or. facilities should be addressed with Dr. Douglas S. Decker, COO. The faculty or administration will strive to clarify or resolve any concerns. If still dissatisfied, students may contact the Pennsylvania State Board of Private Licensed Schools, Division of Postsecondary Proprietary Training, Pennsylvania Department of Education, at 607 South Drive, Floor 3E, Harrisburg, PA 17120, or call 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 email submitcomplaint@che.sc.gov. submitcomplaint@che.sc.gov More details are available on the SCCHE website.

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

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by email at complaints@accsc.org or at https://www.accsc.org/student-center/complaints/

INTERNSHIPS

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 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.

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 & HIPPA POLICY

Students in the Allied Health and Nursing programs complete clinical rotations instead of an internship. The students begin clinical rotations at various points in their program of study at Laurel. Each program of study has its own program handbook, available through its learning management system and provided during the admission process. Please consult the program's handbook for each program's specific policies, procedures, and expectations. For all programs, students must have reliable transportation to and from each clinical site and specialty rotation. Clinical rotations are generally limited to a 90-mile radius of the campus location. See the program handbook for a list of potential clinical sites.

Students must achieve a passing grade in each program-specific course as defined by their program handbook in order to advance to the next clinical rotation. If a student does not receive a passing grade on two clinical rotations, they are dismissed from the program. In addition, students who do not achieve a passing grade in any two more program-specific courses will be dismissed from the program.

If a clinical site requests a student's removal from the site for any reason, the student receives a failing grade for the course. See the program handbook for specific remediation and readmission procedures for failed clinical rotations. If a student is removed from a clinical rotation twice, the student is dismissed from the program.

Violations of clinical handbook policies, such HIPAA, the unauthorized use of cell phones, social media, etc. while at clinical sites, will result in program dismissal. See below for details of the HIPAA, Patient Privacy and Safety policy resulting in program dismissal:

This policy outlines the expectations and disciplinary actions for medical students participating in clinical rotations who violate the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The goal is to protect patient privacy, ensure legal compliance, and uphold the ethical standards of Laurel Technical Institute and Laurel College of Technology.

This policy applies to all allied health students enrolled at Laurel Technical Institute, and Laurel College of Technology who are participating in clinical rotations at affiliated hospitals, clinics, or other healthcare facilities.

- HIPAA: A federal law that protects sensitive patient health information from being disclosed without the patient's consent or knowledge.
- PHI (Protected Health Information): Any information about health status, provision of healthcare, or payment for healthcare that can be linked to a specific individual.
- Violation: Any unauthorized access, use, or disclosure of PHI, whether intentional or unintentional.
- Violations may include, but are not limited to:
- Discussing patient information in public areas.
- Sharing PHI via unsecured email, text, or social media.
- Accessing patient records without a clinical need.
- Taking photos or videos of patients without authorization.
- Leaving patient charts or electronic devices containing PHI unattended.
- Intentional or accidental posting of patient information on social media.

Students must report any suspected HIPAA violation immediately to the Clinical Site Supervisor, and Laurel Technical Institute or Laurel College of Technology, Clinical Coordinator or HIPAA Compliance Officer

Reports may be made confidentially and without fear of retaliation.

Upon receiving a report of a potential HIPAA violation:

1. The Clinical Education Office, in coordination with the Compliance Office, will conduct a timely investigation.
2. The student will be notified and given an opportunity to respond to the allegations.
3. Documentation of the findings and any resulting actions will be maintained in the student's academic record.

Disciplinary actions will be based on the severity and frequency of the violation. Actions may include:

Violation Level	Examples	Disciplinary Action
Level 1: Minor	Accidental, first-time offense (e.g., discussing a case in a semi-private area) as defined by HIPAA regulations	Written warning and reported to identified individuals above, HIPAA re-training
Level 2: Moderate	Inappropriate access to records without intent to harm, as defined by HIPAA regulations	Written warning, suspension from rotation, and required remediation
Level 3: Severe	Intentional or Accidental misuse or disclosure of PHI, posting PHI online/social media, and/or repeated violations.	Immediate removal from clinical rotation and dismissal from the program

Appeal Process

Students may appeal disciplinary decisions within 10 business days of notification. Appeals must be submitted in writing according to the procedures outlined in the 'Grade Appeal' section of the School Catalog.

Confidentiality

All investigations and proceedings related to HIPAA violations will be handled in a manner that maintains confidentiality to the extent possible.

Acknowledgement and Training

All students are required to complete all institutional and clinical site HIPAA training and then review and sign a policy acknowledgement prior to beginning clinical rotations, indicating completion of training coursework, understanding, and agreement to comply.

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 placed on Academic Probation and reestablishes SAP at the end of Academic Probation period, will be removed from Academic Probation.

Students in ADN Nursing Programs and Respiratory Therapy

Students in these programs who do not maintain an overall QPA of at least 3.0 will be placed on academic probation for one semester. When a 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.

Students in Cardiovascular Technology and Respiratory Therapy

Starting with the January 2026 cohort, students in the Cardiovascular Technology or Respiratory Therapy program must maintain a QPA of 3.0. If a student's QPA falls below a 3.0, the student will be placed on academic probation. If a student is on academic probation and if the student's GPA falls below a 3.0 for two consecutive terms, the student will be terminated from the program. If the student's GPA for example, is a 3.0 but their overall QPA is below a 3.0, a 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 by the end of the program. Students cannot graduate without a cumulative QPA of 3.0.

Progression: 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 student can continue in the program while on extended probation as long as they are making progress each term and have enough credits remaining to achieve a cumulative GPA of 3.0 for the program. Students cannot graduate without a cumulative QPA of 3.0. Please see the specific program student handbook on the Laurel website for Academic Standards including minimum GPA requirements and other policies relating to the 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 period 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 period 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.

EFFECTS OF COURSE WITHDRAWALS, INCOMPLETIONS, AND FAILURES

When students encounter challenges during their academic journey, actions like course withdrawals, incompletions, failures, and leaves of absence can significantly affect their educational path and graduation timeline.

Students should proactively communicate with their instructors and utilize institutional resources to manage their academic progress effectively. Students are notified at the time of course withdrawals, incompletions, failures, and leaves of absence and the effect on graduation.

DEGREE PROGRAMS

Pennsylvania
Cardiovascular Technology (AST)
Computer Network Security Technician (AST)
Electrical Technician (AST)
Respiratory Therapy (AST)

West Virginia
ADN TO BSN (BSN)
Electrical Technician (AST)
HVAC Technician (AST)
LPN/Paramedic to ADN Transition (ADN)
Nursing (ADN)

IMPORTANT: 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 Technical Institute's accrediting agency, the Accrediting Commission of Career Schools & Colleges (ACCSC).

GEN174/GEN174DE	Applied Finance	CMP113/CMP113DE	Technology Fundamentals
PSY159/PSY159DE	Applied Psychology	CMP135/CMP135DE	Internet Research & Resources
PSY160/PSY160DE	Introductory Psychology	MAT171/MAT171DE	Introductory Algebra
PSY161/PSY161DE	Interpersonal Psychology	EMP191/EMP191DE	Career Exploration & Professional Development
ENG180/ENG180DE	Business English I	MED204/MED204DE	Medical Law & Ethics
ENG208/ENG208DE	Business English II	PHY101/PHY101DE	Physics for Health Sciences
EMP144/EMP144DE	Customer Service	MAT170/MAT170DE	Applied Math I

AST – Associate in Specialized Technology
ADN - Associate Degree in Nursing
BSN – Bachelor Degree in Nursing

ADN TO BSN

30 Months
CIP CODE: 51.3801

Educational Objective: This transitional program is designed for current Registered Nurses (RN) who hold an Associate Degree in Nursing (ADN) and would like to continue their education to earn a Bachelor Degree in Nursing (BSN). (Please see Transfer information in the Program Specific Admission Requirements in this catalog.) This entire program can also be taken as a stand-alone program.

Program Overview: The ADN to BSN program allows students to apply past education and professional experience toward the BSN. Students can potentially transfer up to 71 credits toward the completion of this program. Full transfer credit is given to previous graduates of Laurel's Associate Degree in Nursing program. The ADN To BSN degree is designed to enhance the student's nursing practice while building upon current skills and abilities. Students learn to implement globally focused and culturally appropriate strategies for health promotion and disease prevention across the life span as well as develop the ability to use decision-making and leadership skills. The ADN To BSN program prepares students for expanding professional roles in the healthcare system.

Credential Awarded: Graduates of this program will earn a Bachelor of Science in Nursing (BSN).

License Available[1]: Registered Nurse (After taking all ADN courses and successfully passing the NCLEX exam)

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 West Virginia RN Board, WV Higher Education Policy Commission, 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 for Full-Time Student: This program is 2,390 clock hours of training taught over 30 months for students taking the entire program. The BSN portion of this program totals 735 hours of training taught over 10 months and will be taught online.

Clinical rotation experiences will be scheduled during site available times, which could include evenings and weekends.

Required Courses:

Course #	Course	Clock Hours	Credits
[1]POSSIBLE TRANSFER CREDITS TECHNICAL COURSES (ADN COURSES)			
NUR101/NUR101DE	Health Assessment	145	5
NUR119/NUR119DE	Pharmacology	45	3
NUR102/NUR102DE	Fundamentals of Nursing	175	6
MED128/MED128DE	Pathophysiology for Nursing Care	45	3
NUR203/NUR203DE	Mental Health Nursing	145	5
NUR202/NUR202DE	Med-Surg Nursing I	195	5.5
NUR204/NUR204DE	Med-Surg Nursing II	210	6.5
NUR205/NUR205DE	Family Health in Nursing	165	5
NUR206/NUR206DE	Simulation Experience in Nursing	60	3
NUR207/NUR207DE	Professional Role	80	3
NUR224/NUR224DE	NCLEX Certification Prep	45	3
[1]POSSIBLE TRANSFER CREDITS GENERAL EDUCATION (ADN COURSES)			
MAT172/MAT172DE	Algebra	45	3
PSY160/PSY160DE	Introductory Psychology	45	3
MED126/MED126DE	Anatomy & Physiology I	45	3
MED127/MED127DE	Anatomy & Physiology II	45	3
PSY162/PSY162DE	Human Growth & Development	45	3
ENG183/ENG183DE	English	45	3
[1]POSSIBLE TRANSFER CREDITS OTHER ADN COURSES (ADN COURSES)			
EMP144/EMP144DE	Customer Service	45	3
EMP291/EMP291DE	Career Development	30	2
ADDITIONAL REQUIRED COURSES TOWARD BSN			
MAT300DE (GE)	Statistics	45	3
ENG305DE (GE)	Oral Communication	45	3
HLT310DE (GE)	Ethics in Healthcare	45	3
HLT322DE	Enhanced Patient Safety and Quality Care	30	2
NUR321DE	Research and Evidence-Based Practice in Nursing	60	4
NUR323DE	Informatics for Nursing	45	3
NUR400DE	Critical Care Nursing	60	4
NUR410DE	Capstone 1	45	3
HLT422DE	Finance	45	3
NUR420DE	Capstone 2	45	3
NUR424DE	Nursing in Community Systems	45	3
HLT423DE	Leadership and Management	75	5
HLT425DE (GE)	Multiculturalism	45	3
NUR426DE	Geriatric and Chronic Disease Management	60	4
NUR430DE	Capstone 3	45	3
		2390	**120**

As a licensed registered nurse, you can practice in another state through a process called reciprocity or endorsement, but you must meet that state's specific licensing requirements. Additionally, if you are in a state that is part of the Nurse Licensure Compact (NLC), you may be able to practice in other NLC states without obtaining a new license. Check with that state's nursing board for additional information.

Cardiovascular Technology

20 Months
CIP CODE: 51.0901

Educational Objective: The Cardiovascular Technology program focuses on diagnosing and treating heart and vascular conditions. This field combines medical technology, anatomy & physiology with patient care, training students to use various imaging techniques and technologies. This 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 that 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 in this catalog and on our website at http://laurel.edu/consumer-information.

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 1,895 clock hours/73 credits of training during 75 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	**Course**	**Clock Hours**	**Credits**
MED121	Medical Terminology	45	3
MED122 MED122DE	Anatomy & Physiology	75	5
CVT101	Clinical Diagnostic & Patient Procedures	60	3
CVT103	Introduction to Cardiac Anatomy & Imaging	105	4
CVT104	Non-Invasive Testing	60	3
CVT105	Cardiovascular Imaging and Pathology I	105	4
MED220 MED220DE	Pathophysiology	45	3
CVT206	Ultrasound Physics and Instrumentation	45	3
CVT106	Cardiovascular Imaging and Pathology II	105	4
CVT110	Clinical I	150	3
MED210	Pharmacology	30	2
CVT107	Introduction to Vascular Sonography	45	2
CVT205	Advanced Cardiac Sonography	105	4
CVT210	Clinical II	150	3
CVT289	Certification Prep	30	2
CVT222	Clinical III	500	10
APPLIED GENERAL EDUCATION			
CMP113 CMP113DE	Technology Fundamentals	45	2
PHY101	Physics for Health Sciences	45	3
MAT171	Introductory Algebra	45	3
MED204 MED204DE	Medical Law & Ethics	30	2
ENG180	Business English I	45	3
PSY159DE	Applied Psychology	30	2
		1895	**73**

Offered through the Morgantown Branch Campus.

COMPUTER NETWORK SECURITY TECHNICIAN

20 Months
CIP CODE: 11.1003

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/15-1231.00

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

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 1,665 clock hours/78 credits of training during 75 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

Course #	Course	Clock Hours	Credits
TECHNICAL COURSES			
ELC101	Introduction to Trades	45	2
NAS173	Computer Repair & Maintenance	75	4
NAS138	Introduction to Networks	45	3
NAS183	Local Area Networks	45	2
NAS238	Network Security	45	2
NAS188	Network Operating Systems I	75	4
NAS167	IT Support Technology	45	2
NAS163	3D Printing Design & Development	60	3
NAS230	Cyber Security	60	3
NAS185	Cloud Computing Basics	45	2
NAS231	Wireless Technology	45	2
NAS239	Network Infrastructure	45	2
NAS258	Network Operating Systems II	75	4
NAS240	Advanced Cyber Security	60	2
ELC125	Voice, Data and Video Installation & Maintenance	60	2
NAS260	Certification Prep I	60	2
NAS279	Advanced Server Administration	60	3
ELC102	Blueprint Reading	30	2
ELC216	Building Security & Fire Alarm Installation	60	3
ELC217	Building Access Systems	45	2
NAS277	Network Design & Development	45	2
NAS294	Advanced Network Administration	45	2
EMP285	Internship	150	3
APPLIED GENERAL EDUCATION			
MAT170	Applied Math I	45	3
ENG180DE	Business English I	45	3
ENG208DE	Business English II	45	3
GEN174DE	Applied Finance	45	3
CMP113 CMP113DE	Technology Fundamentals	45	2
CMP135DE	Internet Research & Resources	30	1
EMP191DE	Career Exploration & Professional Development	45	2
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
		1665	**78**

Offered through the Uniontown main campus and the Penn Township Satellite.

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

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 1,605 clock hours/75 credits 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
HVC103	Fundamentals of Electricity	75	3
ELC205	Industrial Wiring I	60	3
ELC129	Smart Technology	45	2
ELC124	Electrical 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
ELC115	Introduction to the NEC	60	3
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
ELC225	Electrical Troubleshooting	30	1
ELC220	Introduction to Electronics	45	2
APPLIED GENERAL EDUCATION			
MAT171 MAT171DE	Introductory Algebra	45	3
CMP113 CMP113DE	Technology Fundamentals	45	2
PSY161	Interpersonal Psychology	45	3
EMP144 EMP144DE	Customer Service	45	3
CMP135 CMP135DE	Internet Research and Resources	30	1
ENG180	Business English I	45	3
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
		1605	**75**

Offered through the Uniontown main campus and the Penn Township Satellite.

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 have not 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

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 1,605 clock hours/75 credits 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
HVC103	Fundamentals of Electricity	75	3
ELC205	Industrial Wiring I	60	3
ELC129	Smart Technology	45	2
ELC124	Electrical 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
ELC115	Introduction to the NEC	60	3
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
ELC225	Electrical Troubleshooting	30	1
ELC220	Introduction to Electronics	45	2
APPLIED GENERAL EDUCATION			
MAT171 MAT171DE	Introductory Algebra	45	3
CMP113 CMP113DE	Technology Fundamentals	45	2
PSY161	Interpersonal Psychology	45	3
EMP144 EMP144DE	Customer Service	45	3
CMP135 CMP135DE	Internet Research and Resources	30	1
ENG180	Business English I	45	3
OTHER COURSES			
EMP291	Career Development	30	2
GEN101	Student Success	15	1
		1605	**75**

Offered through the Morgantown Branch Campus.

HVAC Technician

20 Months
CIP CODE: 47.0201

Educational Objective: The HVAC 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 HVAC Technician curriculum is designed to teach the student how to design and install heating, ventilation and air conditioning systems. Students will learn the skills needed to maintain HVAC components and troubleshoot electrical systems. Students will learn the latest industry practices and techniques to become a HVAC Service Technician. This program prepares students for entry-level careers such as HVACR technician, installation technician and refrigeration technician.

For additional information, please visit:
https://www.bls.gov/ooh/installation-maintenance-and-repair/heating-air-conditioning-and-refrigeration-mechanics-and-installers.htm
https://www.onetonline.org/link/summary/49-9021.00

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

Certifications Available: EPA 608 Universal Certification

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 2,015 clock hours/80 credits of training during 45 weeks for typical full-time students. Classes can be held Monday through Friday, from 8:00 am to 4:00 pm including scheduled breaks.

Required Courses:

TECHNICAL COURSES			
Course #	**Course**	**Clock Hours**	**Credits**
ELC101	Introduction to Trades	45	2
ELC102	Blueprint Reading	30	2
HVC103	Fundamentals of Electricity	75	3
HVC104	Introduction to HVACR and Heating Systems	75	3
HVC111	Ductwork Fabrication	75	3
HVC112	Plumbing Basics	75	3
HVC114	Introduction to HVAC Maintenance	60	3
HVC115	Residential Refrigeration	60	3
HVC116	Basic HVAC Maintenance	45	2
HVC201	HVAC-R Troubleshooting I	75	3
HVC202	Commercial Systems I	45	2
ELC124	Electrical Motors	75	3
HVC203	Commercial Systems II	60	2
HVC204	HVAC-R Troubleshooting II	75	3
HVC216	Boiler Systems	45	2
HVC211	Chiller and Other Units	60	3
HVC212	Pump Systems	60	3
HVC213	Automation Controls	60	2
HVC215	HVAC System Installation	105	4
EMP293	Internship	500	10
APPLIED GENERAL EDUCATION			
PSY161	Interpersonal Psychology	45	3
MAT171	Introductory Algebra	45	3
CMP113	Technology Fundamentals	45	2
ENG180	Business English I	45	3
EMP144	Customer Service	45	3
EMP191	Career Exploration & Professional Development	45	2
OTHER COURSES			
EMP152	Internship Prep	15	1
EMP291	Career Development	30	2
		2015	**80**

Offered through the Morgantown Branch Campus.

LPN/PARAMEDIC TO ADN TRANSITION

16 Months
CIP CODE: 51.3801

Educational Objective: The LPN/Paramedic to ADN Transition program curriculum is designed to assist the licensed practical nurse (LPN) and paramedic in making the transition to registered professional nurse (RN). 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.

To meet the needs of working healthcare professionals, this program can be completed in a campus-based or hybrid format.

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 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 this program. At least three 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 - WV 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.

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.

As a licensed registered nurse, you can practice in another state through a process called reciprocity or endorsement, but you must meet that state's specific licensing requirements. Additionally, if you are in a state that is part of the Nurse Licensure Compact (NLC), you may be able to practice in other NLC states without obtaining a new license. Check with that state's nursing board for additional information.

Full Admission Requirements available here.

LPN/PARAMEDIC TO ADN TRANSITION
16 Months
CIP CODE: 51.3801

Typical Course Schedule: This program is 1,585 clock hours/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 NUR119H	Pharmacology	45	3
NUR103 NUR103H	Nursing Transition	175	6
MED128 MED128H	Pathophysiology for Nursing Care	45	3
NUR203 NUR203H	Mental Health Nursing	145	5
NUR202 NUR202H	Med-Surgical Nursing I	195	5.5
NUR204 NUR204H	Med-Surgical Nursing II	210	6.5
NUR205 NUR205H	Family Health in Nursing	165	5
NUR206 NUR206H	Simulation Experience for Nursing	60	3
NUR207 NUR207H	Professional Role Transition	80	3
NUR224 NUR224H	NCLEX Certification Prep	45	3
APPLIED GENERAL EDUCATION			
ENG180 ENG180DE	Business English I	45	**3**
EMP144 EMP144DE	Customer Service	45	**3**
OTHER COURSES			
EMP291 EMP291DE	Career Development	30	2
TRANSFER CREDITS			
Note: Must include at least 3 general education credits		**300**	**20**
		1585	**71**

Offered through the Morgantown Branch Campus.

NURSING

20 Months
CIP CODE: 51.3801

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 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.

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 - WV 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.

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 1,655 clock hours/71 credits 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
PSY162	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-Surgical Nursing I	195	5.5
NUR204	Med-Surgical 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			
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
		1655	**71**

Offered through the Morgantown Branch Campus.

Please see professional licensure requirements at the West Virginia RN Nursing Board.

As a licensed registered nurse, you can practice in another state through a process called reciprocity or endorsement, but you must meet that state's specific licensing requirements. Additionally, if you are in a state that is part of the Nurse Licensure Compact (NLC), you may be able to practice in other NLC states without obtaining a new license. Check with that state's nursing board for additional information.

Full Admission Requirements available here.

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 second, third, fourth and fifth 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), and 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), 264 Precision Blvd. Telford, TN, 37690. For more information, you can reach them at 817-283-2835 or visit their website www.coarc.com.

Additional Admission Requirements: Potential candidates for the Respiratory Therapy program undergo a two-step interview process. Candidates first meet with an admission representative who is able to present a program overview. The second interview takes place with the Respiratory Therapy Program Director, who is able to provide a detailed description of the curriculum and clinical requirements and determine if the program is an appropriate fit for the candidate.

Job shadowing is another admission requirement of the Respiratory Therapy program. The admission representative schedules the candidate at a local hospital for a half-day shift to observe the role of a Respiratory Therapist in the hospital setting. After the job shadowing experience, the candidate submits an essay to the Respiratory Therapy Program Director.

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 1,765 clock hours/75 credits 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
		1765	**75**

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

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

Offered through the Uniontown Main Campus, and Fort Mill Branch Campus.

DISTANCE EDUCATION PROGRAMS

Distance Education Programs*
Accounting & Business Administration
Clinical Medical Assistant
Cloud Computing Technology
Medical Billing & Coding
Medical Laboratory Technician

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

ACCOUNTING & BUSINESS ADMINISTRATION (DE)*

20 Months
CIP CODE: 52.0305

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

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 1,605 clock hours/82 credits 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	c	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
		1605	**82**

This program is administered from the Uniontown main campus.

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

CLINICAL MEDICAL ASSISTANT (DE)*

12 Months
CIP CODE: 51.0801

Educational Objective: The Clinical Medical Assistant Program is designed to prepare students for a rewarding career in the healthcare industry. It combines theoretical knowledge with hands-on training, equipping graduates with the essential skills to support healthcare providers effectively. 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

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 1,275 clock hours/58 credits of training during 45 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**
MED123DE	Patient Assessment	150	6
MED121DE	Medical Terminology	45	3
MED122DE	Anatomy & Physiology	75	5
CMP113DE	Technology Fundamentals	45	2
EMP191DE	Career Exploration & Professional Development	45	2
MED225DE	Electronic Medical Records	45	3
MED124DE	Clinical Office Operations	150	6
MED220DE	Pathophysiology	45	3
MED222DE	Medical Office Procedures	45	3
MED125DE	Clinical Diagnostic Procedures	75	3
MED219DE	Pharmacology	45	3
PHL212DE	Phlebotomy	45	3
MED204DE	Medical Law & Ethics	30	2
MCD157DE	Coding Essentials	30	2
MED216DE	Computerized Medical Billing	60	3
MED289DE	Certification Prep	15	1
EMP285	Internship	150	3
EMP292	Internship	150	3
OTHER COURSES			
EMP291DE	Career Development	30	2
		1275	**58**

This program is administered from the Uniontown main campus.

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

CLOUD COMPUTING TECHNOLOGY (DE)*

20 Months
CIP CODE: 11.0902

Educational Objective: The Cloud Computing Technology program is designed to equip students with the knowledge and skills needed to thrive in today's digital landscape, focusing on cloud computing technologies and their applications across various industries. This program covers a diverse range of topics including cloud foundations, development, security, and management. This 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/15-1231.00

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

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 1,755 clock hours/80 credits 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**
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
NAS241DE	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 I	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
		1755	**80**

This program is administered from the Morgantown branch campus.

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

MEDICAL BILLING & CODING (DE)*

20 Months
CIP CODE: 51.0713

Educational Objective: This program educates students on how to manage healthcare data and ensure that healthcare providers are reimbursed for their services. This program combines medical terminology, coding systems, and billing procedures necessary for accurate healthcare documentation. 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

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 1,515 clock hours/81 credits 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
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
		1515	**81**

This program is administered from the Morgantown branch campus..

***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 trains students to perform laboratory tests that aid in the diagnosis and treatment of diseases. This program encompasses theoretical knowledge and practical skills in areas such as microbiology, hematology, and clinical chemistry. This 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 (MLT) Certification through the American Medical Technologists

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 1,745 clock hours/79 credits 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
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
MLT176DE	Clinical I	100	2
MLT105DE	Immunohematology I	45	2
MLT202DE	Chemistry II	60	3
MLT203DE	Hematology II	60	3
MLT207DE	Laboratory Math	30	2
MLT185DE	Clinical II	100	2
MLT208DE	Body Fluids	60	3
MLT104DE	Microbiology I	45	2
MLT204DE	Microbiology II	75	4
MLT205DE	Immunohematology II	75	4
MLT257DE	Clinical III	150	3
MLT209DE	Certification Prep	15	1
MLT278DE	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
		1745	**79**

This program is administered from the Morgantown branch campus.

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

DIPLOMA PROGRAMS

Pennsylvania
Cosmetology
Esthetics/Nail Technician
HVAC Systems Technician
Master Teacher of Cosmetology
Nail Technician
Practical Nursing
Welding & Fabrication with Pipeline Technology

West Virginia
Cosmetology
Esthetics
Hair Styling
HVAC Technician
Nail Technician

South Carolina
Cardiovascular Technology
Electrical Systems Technician
Practical Nursing

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

CARDIOVASCULAR TECHNOLOGY (South Carolina)

20 Months
CIP CODE: 51.0901

Educational Objective: The Cardiovascular Technology program focuses on diagnosing and treating heart and vascular conditions. This field combines medical technology, anatomy & physiology with patient care, training students to use various imaging techniques and technologies. This 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 that 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.

Changes are made with the approval of the South Carolina Commission on Higher Education and the Accrediting Commission of Career Schools & Colleges.

Required Courses:

TECHNICAL COURSES			
Course #	**Course**	**Clock Hours**	**Credits**
MED121	Medical Terminology	45	3
MED122 MED122DE	Anatomy & Physiology	75	5
CVT103	Introduction to Cardiac Anatomy & Imaging	105	4
CVT101	Clinical Diagnostic & Patient Procedures	60	3
CVT206	Ultrasound Physics and Instrumentation	45	3
CVT105	Cardiovascular Imaging and Pathology I	105	4
MED210	Pharmacology	30	2
CVT104	Non-Invasive Testing	60	3
CVT110	Clinical I	150	3
CVT106	Cardiovascular Imaging and Pathology II	105	4
MED220 MED220DE	Pathophysiology	45	3
CVT107	Introduction to Vascular Sonography	45	2
CVT210	Clinical II	150	3
CVT205	Advanced Cardiac Sonography	105	4
CVT289	Certification Prep	30	2
CVT222	Clinical III	500	10
APPLIED GENERAL EDUCATION			
CMP113 CMP113DE	Technology Fundamentals	45	2
MAT171	Introductory Algebra	45	3
MED204 MED204DE	Medical Law & Ethics	30	2
ENG180	Business English I	45	3
PSY159DE	Applied Psychology	30	2
		1850	**70**

Typical Course Schedule: This program is 1,850 clock hours/70 credits of training during 75 weeks (5 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 the Fort Mill Branch Campus.

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.

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 1,250 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
		1250

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

Offered through the Uniontown Main Campus.

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

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.

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 1,800 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
		1800

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

Offered through the Morgantown Branch Campus.

Please see professional licensure requirements at the West Virginia State Board of Barbers and Cosmetologists.

ELECTRICAL SYSTEMS TECHNICIAN (SOUTH CAROLINA)

12 Months
CIP CODE: 46.0302

Educational Objective: The Electrical Systems 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 Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, industrial and advanced manufacturing facilities. Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, the National Electrical Code, low voltage systems, fire and safety alarms, building access systems, basic computer technology and other subjects as local needs require. Diploma graduates should qualify for a variety of entry-level jobs assisting in the layout, installation, troubleshooting, and maintenance of electrical or electronic systems.

For additional information, please visit:
https://www.bls.gov/ooh/construction-and-extraction/electricians.htm
https://www.onetonline.org/link/summary/47-2111.00

Credential Awarded: Graduates of this program will earn a diploma in Electrical Systems Technician.

Certifications Available: OSHA10 Hour General Industry, NFPA70e Low Voltage Safety, NCCER Core and Electrical 1, 2, 3, and 4.

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

Typical Course Schedule: This program is 1,170 clock hours/54 credits 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**
ELC107	Introduction to Trades	60	3
ELC127	Residential Wiring Concepts	45	2
HVC103	Fundamentals of Electricity	75	3
ELC115	Introduction to the NEC	60	3
ELC205	Industrial Wiring I	60	3
ELC123	Low Voltage Wiring	45	2
ELC124	Electrical Motors	75	3
ELC219	PLC Programming	75	3
ELC229	Advanced PLC Programming	75	3
ELC202	Raceway Systems	75	3
ELC211	Industrial Wiring II	60	3
ELC206	Electrical Distribution	75	3
ELC225	Electrical Troubleshooting	30	1
ELC128	Smart Technology	45	2
ELC214	Industrial Automation Controls	75	3
APPLIED GENERAL EDUCATION			
PSY161 PSY161DE	Interpersonal Psychology	45	3
MAT171 MAT171DE	Introductory Algebra	45	3
CMP113 CMP113DE	Technology Fundamentals	45	2
ENG180 ENG180DE	Business English I	45	3
OTHER COURSES			
EMP112	Career Development	15	1
		1125	**52**

Offered through the Fort Mill Branch Campus.

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, and 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.

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 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 the Morgantown Branch Campus.

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.

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

Required Courses:

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

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

Offered through the Uniontown Main Campus.

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.

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 1,000 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
		1000

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

Offered through the Morgantown Branch Campus.

Please see professional licensure requirements at the West Virginia State Board of Barbers and Cosmetologists.

HVAC SYSTEMS TECHNICIAN

12 Months
CIP CODE: 47.0201

Educational Objective: The HVAC Systems 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: An HVAC (Heating, Ventilation and Air Conditioning) systems technician specializes in installing, repairing and maintaining heating, ventilation, and air conditioning systems. They ensure these systems function optimally, providing comfortable, safe and efficient environments for living and working. The job of an HVAC technician is multidimensional, combining practical skills with technical knowledge. Students in this program will learn the fundamentals of electricity, plumbing basics, HVAC maintenance and troubleshooting, and wiring—both residential and commercial. Students will take the necessary high level courses while working on live equipment and practicing essentials tasks, mastering both the theory and practical aspects of HVAC work.

For additional information, please visit:
National Center for Educational Statistics
Occupational Information Network (O*Net)

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

Certifications Available: EPA608 Universal Certification, National Center for Construction Education and Research Certifications; CPR & First Aid Certification

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

For more information about our graduation rates, the median debt of students who completed the program and other important information, please see Consumer Information Disclosure found in this catalog and on our website at http://laurel.edu/consumer-information.

Typical Course Schedule: This program is a total of 1,185 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**
ELC101	Introduction to Trades	45	2
ELC102	Blueprint Reading	30	2
HVC103	Fundamentals of Electricity	75	3
HVC104	Introduction to HVAC-R and Heating Systems	75	3
HVC112	Plumbing Basics	75	3
HVC114	Introduction to HVAC Maintenance	60	3
HVC116	Basic HVAC Maintenance	45	2
HVC201	HVAC-R Troubleshooting I	75	3
ELC124	Electrical Motors	75	3
HVC202	Commercial Systems I	45	2
HVC203	Commercial Systems II	60	2
HVC211	Chiller and Other Units	60	3
HVC212	Pump Systems	60	3
HVC216	Boiler Systems	45	2
HVC217	Building Automation and Controls	105	4
HVC204	HVAC-R Troubleshooting II	75	3
APPLIED GENERAL EDUCATION			
ENG180	Business English I	45	3
MAT171	Introductory Algebra	45	3
CMP113	Technology Fundamentals	45	2
PSY161	Interpersonal Psychology	45	3
		1185	54

Offered through the Uniontown Campus and Penn Township Satellite.

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
http://www.onetonline.org/link/summary/25-2032.00
http://www.onetonline.org/link/summary/39-5012.00

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.

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

Required Courses:

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

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

Offered through the Uniontown Main Campus.

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, and 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.

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 (PA & WV).

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: The Uniontown program is 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. West Virginia's program is 400 hours and covers the WV State Board curriculum requirements.

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 the Uniontown Main Campus.

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

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 the Morgantown Branch Campus.

Please see professional licensure requirements at the West Virginia State Board of Barbers and Cosmetologists.

PRACTICAL NURSING (PA)

12 Months
CIP CODE: 51.3901

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

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 1,500 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 that could include evenings and weekends.**

Required Courses:

Course #	Course	Credits	Clock Hours
LPN101	Nutrition Therapy	3	45
LPN102*	Fundamentals of Nursing	9	250
LPN103	Human Growth & Development	3	45
LPN122	Anatomy & Physiology	5	80
LPN119	Pharmacology	5	75
LPN202*	Medical-Surgical Nursing I	9.5	240
LPN204*	Medical-Surgical Nursing II	9.5	240
LPN205*	Family Health Nursing	9.5	185
LPN224	NCLEX-PN Certification Prep	3.5	55
LPN225*	Leadership & Transition into Practice	9.5	285
		66.5	**1500**

Offered through the Uniontown Main Campus and the Penn Township Satellite.

Additional Admission Requirements for the Practical Nursing Program:
Complete Admission requirements are available in the Practical Nursing Handbook available through the Admission Department.

As a licensed practical nurse, you can practice in another state through a process called reciprocity or endorsement, but you must meet that state's specific licensing requirements. Additionally, if you are in a state that is part of the Nurse Licensure Compact (NLC), you may be able to practice in other NLC states without obtaining a new license. Check with that state's nursing board for additional information.

PRACTICAL NURSING (SC)

12 Months
CIP CODE: 51.3901

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 Practical Nurse Scope of Practice. The program integrates didactic, skills laboratory and simulation education to prepare the student for real-time learning in the clinical setting. As part of this 12-month program, with students become competent in areas of anatomy and physiology, nutrition, nursing ethics, pharmacology, and patient care. 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

Changes are made with the approval of the South Carolina State Board of Nursing 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 1,315 clock hours of training during 12-months for full-time students, **organized into three 15-week terms.** 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	Credits
MED122	Anatomy & Physiology	75	5
MAT171	Introductory Algebra	45	3
LPN111	Nursing Fundamentals	235	9
PSY165	Psychology of Human Development	45	3
LPN112	Nutrition	45	3
LPN212	Medical Surgical I	275	8
ENG180	Business English I	45	3
LPN219	Pharmacology	75	5
LPN214	Medical Surgical II	175	6
LPN215	Family Health	95	4
LPN216	NCLEX-PN Certification Prep	45	3
LPN217	PN Leadership	160	5
		1315	**57**

Offered through the Fort Mill Branch Campus.

Additional Admission Requirements for the Practical Nursing Program: Complete Admission requirements are available in the Practical Nursing Handbook available through the Admission Department.

As a licensed practical nurse, you can practice in another state through a process called reciprocity or endorsement, but you must meet that state's specific licensing requirements. Additionally, if you are in a state that is part of the Nurse Licensure Compact (NLC), you may be able to practice in other NLC states without obtaining a new license. Check with that state's nursing board for additional information.

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/51-4121.07
https://www.aws.org/

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

Certifications Available: CareerSafe OSHA-10

Qualifications Available: D1.1 SMAW, D1.1 Flux Core Welding, 6G Pipe

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 1,170 clock hours/55 credits 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
WFP107	Shielded Metal Arc Welding	120	5
WFP117	SMAW Pipe Welding and Specialty Metals	120	5
WFP115	Welding Inspection Techniques	30	2
WFP106	Gas Metal Arc Welding	150	7
WFP109	Flux Cored Arc Welding	90	4
WFP112	Gas Tungsten Arc Welding	150	7
WFP110	Layout and Fabrication	105	5
WFP214	Combination Pipe Welding	120	5
WFP116	Multi-Process Pipe Welding	90	4
WFP220	Welding Certification Prep	30	2
CMP113	Technology Fundamentals	45	2
EMP291	Career Development	30	2
		1170	**55**

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 the Uniontown Main Campus.

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. 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.

A

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 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 using 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 assign correct coding for hospitals and physicians. **Prerequisite: MCD177 Coding**

Advanced Cyber Security NAS240– 2 credits
This course will give an in-depth look at network security practices and techniques. We will examine way that networks are tested and use those test results to improve network security. We will also use the results of our penetration testing to create security policies for our network users and machines. The course uses a practical, hands-on approach to cybersecurity techniques. Topics will include penetration testing, Intrusion Detection systems, firewalls, results reporting and countermeasures. Student will learn how to test network security, create policies to counter security vulnerabilities and create reports for management and users.
Prerequisite: NAS230 Cyber Security

Advanced Cyber Security NAS241DE – 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. **Prerequisite: 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 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 PLC Programming ELC229 - 3 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: ELC219 PLC Programming

Advanced Server Administration NAS279 – 3 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 Windows Server Active Directory, & NAS258 Network Operating Systems II**

Advanced Server Administration 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: NAS239DE Network Infrastructure, NAS243DE Windows Server Active Directory, & NAS258DE Network Operating Systems II**

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 LPN122 – 5 credits
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. The content is presented in six units. The first unit describes the body as a whole discussing homeostasis, cell structure, growth and development and tissues. Unit two introduces the student to support and movement structures including the skin, skeletal tissues, skeleton, articulations, muscles and muscle contraction. Unit three involves communication, control and integration. The nervous system cells, signaling, the central, peripheral and autonomic nervous systems, general senses, special senses, and endocrine gland and regulation. Unit four involves transportation and defense including the blood, heart, blood vessels, circulation, lymphatic system, immune response and stress regulation. Unit five covers respiration, nutrition and excretion. Finally, students will develop an understanding of the respiratory tract, ventilation, gas exchange and transport, digestive tract, nutrition and metabolism, urinary system, fluid and electrolyte balance, and acid-base balance.

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 (GE) - 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 as it relates to the field of study.

Applied Math I MAT170/MAT170DE (GE) - 3 credits
This general education course will explore practical mathematics through a detailed examination of practical applications as it relates to the field of study. 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 (GE) – 2 credits
This general education course is a social science course that explores classic psychological principles as they apply to life and work as it relates to the field of study. 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.

Automation Controls HVC213 - 2 credits
This course explains how computers and microprocessors are used to manage zoned HVAC systems. The class provides coverage of various network protocols and systems controllers, and introduces trainees to the various means of connection and system interface. The course covers heat recovery/reclaim devices, as well as other energy recovery equipment used to reduce energy consumption in HVAC systems. It also covers air properties and gas laws, as well as the use of psychrometric charts. Students will learn the tools, instruments, and procedures used to balance an air distribution system.

B

Basic HVAC Maintenance HVC116 - 2 credits
This course covers the operating principles, applications, installation, and adjustment of fixed and adjustable expansion devices used in air conditioning equipment. Students will learn about information related to maintenance-oriented materials, as well as guidelines for the inspection and periodic maintenance of various systems and accessories. The course will also cover the application of gaskets and seals, as well as the adjustment of different types of belt drives. Students will discuss information on inspection and maintenance requirements for selected equipment.

Blueprint Reading ELC102 - 2 credits
This course will cover the basic principles of industrial print reading. Topics to be covered will include interpreting dimensional drawings and schematics including welding schematics, locating key parts and components in drawings, and developing an understanding of single-line drawings, pictorial diagrams, schematic diagrams, and ladder diagrams.

Blueprint Reading WFP104 - 1 credit
This course will introduce students to the study of industrial blueprints. Emphasis is place on terminology, symbols, graphics descriptions, and welding processes, including systems of measurement and industry standards, interpretations of plans and drawings used by industry.

Body Fluids 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.

Boiler Systems HVC216 - 2 credits
This course covers the fundamentals of gas, electric and boiler heating systems. Topics include system components, standard forms and functions of popular residential heating systems, installation practices and service procedures.

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 Automation and Controls HVC217 – 4 credits
This course explains how computers and microprocessors are used to manage zoned HVAC systems. The class provides coverage of various network protocols and systems controllers, and introduces trainees to the various means of connection and system interface. The course covers heat recovery/reclaim devices, as well as other energy recovery equipment used to reduce energy consumption in HVAC systems. It also covers air properties and gas laws, as well as the use of psychometric charts. Students will learn the tools, instruments, and procedures used to balance an air distribution system.

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 (GE) - 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 as it relates to the field of study.

Business English II ENG208/ENG208DE (GE) - 3 credits
This general education course focuses on basic writing including research and correspondence as it relates to the field of study. 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.

C

Capstone 1 NUR410DE - 3 credits
This course is designed to explore the current ethical practice issues within nursing practice. Students will identify research project during this semester, develop a PICOT, and develop a research project outline.

Capstone 2 NUR420DE - 3 credits
This course guides the student to use evidence based peer-reviewed research to support hypothesis and begin the building of their research paper.

Capstone 3 NUR430DE - 3 credits
This course allows the students to complete their evidence-based research paper and presentation of information for review.

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**

Cardiovascular Imaging and Pathology I CVT105 – 4 credits
This course equips students with a foundational understanding of the fundamental principles and methodologies of 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, congenital disease and embryology.

Cardiovascular Imaging and Pathology II CVT106 – 4 credits
This course offers a comprehensive exploration of transesophageal echocardiography (TEE) and its role in cardiac imaging. Students will learn to identify normal cardiac anatomy, flow patterns, and standard protocols associated with TEE. The curriculum examines specialized echocardiographic applications utilized across diverse healthcare settings, as well as the clinical indications and quality assurance principles essential to high-quality cardiac ultrasound practice. Learners will develop a foundational understanding of ventricular diastolic filling dynamics and Doppler evaluation techniques. In addition, the course emphasizes the basic principles, approaches, limitations, and examination methods relevant to the assessment of common cardiac diseases.

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 Development EMP112/EMP112DE – 1 credit
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 MED289DE - 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 certification examinations in information technology.

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**

Chiller and Other Units HVC211 - 3 credits
This course expands on the study of product and process refrigeration equipment by describing systems used in cold storage and food processing applications, as well as transportation refrigeration. Various types of defrost systems are covered in detail. The course also describes alternative devices used to reduce energy consumption, including wood, coal, and pellet-fired systems, waste-oil heaters, geothermal heat pumps, solar heating, in-floor radiant heating, and direct-fired makeup units. Also introduces application-specific computer room environmental and air turnover systems.

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 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 MED125DE - 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.

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 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 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 imagining 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 III – MLT257 – 3 credits, Clinical IV MLT278 – 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.

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 MED124DE - 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 Computing Basics NAS185 – 2 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.

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 AWS Certified Cloud Practitioner (CLF-C01) exam.

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 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 WFP214 – 5 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.

HVC202 Commercial Systems I – 2 credits
This course describes the systems, equipment, and operating sequences commercial airside system configurations such as constant volume single-zone and multi-zone, VVT, VAV, and dual-duct VAV. The class also covers principles, processes, and devices used to control humidity and air cleanliness, as well as devices used to conserve energy in HVAC systems. Students will be introduced to hot water heating systems, focusing on safe operation of the low-pressure boilers and piping systems in residential applications.

HVC 203 Commercial Systems II – 2 credits
This course reviews basic properties of water and describes how water pressure is related to the movement of water through piping systems. Students will focus on the use of steam for storing and moving energy in HVAC systems and reviews the fundamentals of water that relate to steam and describes the basic steam system cycle. Students will discuss a steam system's operational components—steam boilers and their accessories and controls; steam system loads, including heat exchangers/converters; and terminal devices. The course also covers the applications, principles, and troubleshooting of retail refrigeration systems and presents the importance of establishing good relations with customers and provides guidance on how to achieve that goal. Focuses on ways for a technician to make a good first impression and describes how to communicate in a positive manner with customers.

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.

Commercial Wiring Concepts ELC128 - 2 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**.**

Communications MTC151 – 60 clock hours
This course is designed to provide the student teacher with the knowledge and skills needed to communicate effectively in a classroom environment. The course will cover a variety of topics including effective presentations, effective questioning, effective listening skills, critical principles for correcting performance, appropriate student self-assessment, teamwork concepts & motivation, steps in team building, barriers to communication, and integrating humor into the classroom.

Computer Repair & Maintenance NAS173/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 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 - 4 credits
This course introduces the function and principles of operation for adult volume and pressure ventilators. High frequency ventilators and noninvasive ventilation will be reviewed. Concentration will be on specific controls, internal/external circuitry, monitoring systems and alarms. **Prerequisites: RES219 Introduction to Pharmacology and RES222 Cardiopulmonary Anatomy & Physiology**

Critical Care II RES202 - 4 credits
This course expands on the function and principles of operation of adult volume and pressure ventilators. Concentration will be on initial ventilator settings, ventilator settings for specific disease management, assessment of the mechanically ventilated patient and methods to improve ventilation and oxygenation. Principles of evaluating scientific literature will be discussed with a student case study research project. **Prerequisites: RES102 Critical Care I and RES220 Pathophysiology**

Critical Care Nursing NUR400DE – 4 credits
This course focuses on the advanced modalities of and the nursing priorities and care of persons experiencing acute trauma and/or critical illness/emergencies.

Customer Service EMP144/EMP144DE (GE) - 3 credits
This general education course will emphasize the skills necessary to interact effectively and appropriately with customers as it relates to the field of study, 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.

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. This course 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.

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 imagining 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.

D

Ductwork Fabrication HVC111 - 3 credits
This course describes the factors related to air movement and its measurement in common air distribution systems, presents the required mechanical equipment and materials used to create air distribution systems and introduces basic system design principles for both hot and cold climates. Students will also cover layout, fabrication, installation, and insulation of sheet metal ductwork. Also includes selection and installation of registers, diffusers, dampers, and other duct accessories.

E

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 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.

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

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 ELC225 – 3 credits
This course reinforces the students' ability to troubleshoot circuits. Residential, commercial and industrial troubleshooting will be covered.

Electronic Medical Records 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 research and report on one critical aspect of medical records.

Enhanced Patient Safety and Quality Care HLT322DE – 2 credits
Learners build and demonstrate the skills necessary to contribute to the quality improvement of health care and patient safety. Learners analyze elements of successful quality improvements as well as factors that lead to patient safety risks. In addition, learners identify organizational interventions to promote patient safety and facilitate quality improvement processes to achieve desired patient, systems, and population outcomes.

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 one 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.

Ethics in Healthcare HLT310DE - 3 credits
This course builds on the ethical and legal foundations for professional nursing practice and health care services. Ethical, legal, and moral/social principles along with the ANA Code for Nurses are applied to common and complex health care related situations.

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.

F

Family Health LPN215 – 4 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. Simulation, lab, and clinical experiences reinforce theory concepts. Clinical observation of the birthing process and skills the PN student is not permitted to perform.

Family Health Nursing LPN205 – 9.5 credits
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/NUR205H - 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

Finance MAT422DE - 3 credits
This general education course that focuses on the core concepts of financial management covering. The course is designed to familiarize students with important financial concepts and issues confronting managers including reviewing operational and capital budgets. Students will learn how to read and understand key data communicated in a company's financial statements by recognizing the key elements that make up financial statements.

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**

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. This course 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.

Fundamentals of Electricity HVC103 - 3 credits
This course serves as an introductory exploration into electricity generation, focusing on principles, applications, and various methods used across the industry. Students will learn basic electrical theory to include: defining terms, units of measure, electron flow, producing electrical current, effects of electrical current, Ohm's Law, series circuits, components, effects of changing voltage and resistance, circuits, power used in circuits by components, parallel circuits, differences between series and parallel circuits.

Fundamentals of Nursing LPN102 – 9 credits
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**

G

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.

Geriatric and Chronic Disease Management NUR426DE - 4 credits
This course will provide specialized clinical management of older adults that focuses on common chronic diseases encountered in healthcare practice. Cover strategies for caring for older patient in the healthcare setting.

H

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.

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

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 – 3 credits
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 and understanding of Piaget's theory of intellectual development; Erickson's psychosocial theory of personality; Maturational theory/stages (Gessell); Kohlberg's theory of moral development; and Behavioral and social learning theories.

Human Growth and Development PSY162 - 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.

HVAC System Installation HVC215 - 4 credits
This course presents the procedures for the startup and shutdown of hot water, steam heating, chilled water, and air handling systems. It also covers the start-up and shutdown of typical cooling towers and packaged HVAC units. The procedures for both short- and long-term shutdowns are included. The class defines the issues associated with indoor air quality and its effect on the health and comfort of building occupants. The course provides guidelines for performing an IAQ survey and covers the equipment and methods used to monitor and control indoor air quality. Students learn how to interpret drawings used in commercial construction, including mechanical drawings, specifications, shop drawings, and as-builts. The class explains how to perform takeoff procedures for equipment, fittings, ductwork, and other components. The course identifies factors that affect heating and cooling loads, explains the process by which heating and cooling loads are calculated, and how load calculations are used in the selection of heating and cooling equipment.

HVAC-R Troubleshooting I HVC201 - 3 credits
This course covers a variety of fasteners, hardware, and wiring terminations used in HVAC systems including the installation of these components. The course provides information and skills to troubleshoot control circuits and electric motors found in heating and cooling equipment. Students will also discuss guidance related to troubleshooting cooling systems.

HVAC-R Troubleshooting II HVC204 - 3 credits
This course provides a thorough review of the heat pump operating cycle, and presents troubleshooting procedures for components. Students will cover information and skills needed to troubleshoot gas-fired furnaces and boilers. The class will discuss the construction and operation of oil-fired heating systems and their components. The course includes servicing and testing of oil furnaces and procedures for isolating and correcting oil furnace malfunctions and delivers information and skills needed to troubleshoot various air treatment accessories used with heating and cooling equipment.

I

Immunohematology 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.

Immunohematology 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 Immunohematology I**

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.

Industrial Automation Controls ELC214 - 3 credits
This course introduces the student to the solid-state devices common in an industrial environment. It will cover how many of the control components operate, including solid-state relays, rectifiers, SCR drives for direct current motors, variable frequency drives for alternating current motors, and the inputs and outputs of programmable controllers.

Industrial 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.

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. P**rerequisite: ELC205 Industrial Wiring I**

Informatics for Nursing NUR323DE - 3 credits
Learners leverage technology to effectively and efficiently achieve desired patient, systems, and population outcomes. Learners develop and demonstrate generalist-nursing practices needed to manage health information and patient care technologies. Learner also develop strategies to improve security of patient information.

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 (GE) - 1 credit
This general education course introduces the student to the growing variety of services and information on the World Wide Web as it relates to the field of study. 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 MED123DE Patient Assessment, MED124DE Clinical Office Operations, and MED125DE 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: MED123DE Patient Assessment, MED124DE Clinical Office Operations, and MED125DE Clinical Diagnostic Procedures.

Internship EMP293 – 10 credits
This internship provides valuable experience for those looking to enter the heating, ventilation, air conditioning, and refrigeration (HVACR) field. This internship involves working alongside experienced technicians, gaining hands-on training in various aspects of HVAC systems

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.

Interpersonal Psychology PSY161 – 3 credits
This general education course is an introduction to the theories and skills necessary for successful interpersonal relationships within various settings such as family, workplace, and social groups. It provides an overview of effective personal and professional skills that can enhance relationships. The students will learn to improve their verbal and nonverbal communication, self-disclosure, active listening, stress management, relationships, and other vital interpersonal areas in their field of study.

Introduction to Cardiac Anatomy & Imaging CVT103 – 4 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. This course introduces students to the fundamental concepts of hemodynamic monitoring, equipping them with the skills to assess and communicate vital health information effectively. The curriculum includes an introduction to supervised basic hemodynamic monitoring before, during, and after procedures, including arrhythmia recognition.

Introduction to Electronics ELC220 – 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.

Introduction to HVAC Maintenance HVC114 - 3 credits
This course explains operating principles of compressors used in comfort air conditioning and refrigeration systems. The course includes installation, service, and repair procedures. The course also covers characteristics and applications of pure and blended refrigerants, and provides extensive coverage of lubricating oils used in refrigeration systems. Students will discuss refrigerant handling and equipment servicing procedures for HVAC systems in an environmentally safe manner.

Introduction to HVACR and Heating Systems HVC104 - 3 credits
This course provides the introduction of HVACR systems. Students will learn the basic principles or heating, ventilation, air conditioning, and refrigeration. The principles for HVAC installation and service will also be discussed. Heating systems including hydronic, electric, and combustible gas will be discussed.

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 the NEC ELC115 – 3 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 Trades ELC107 - 3 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 Vascular Sonography 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 imagining 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.

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 (GE) - 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 as it relates to the field of study.

Introductory Psychology PSY160/PSY160DE (GE) - 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 as it relates to the field of study.

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, RhIg dosage and # compatible units; and statistics for quality control and test specificity and sensitivity. **Prerequisites: MAT171DE Introductory Algebra**

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 and Management HLT423DE - 5 credits
This course is designed to enhance students learning of leadership styles, students will explore the difference between leadership and management.

Leadership & Transition into Practice LPN225 – 9.5 credits
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.

M

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.

Mechanical Principles & Systems ELC108 - 2 credits
This course introduces the student to the machines that deal with the transmission and control of energy using various mechanical and electrical power transmission components. It will give students an understanding of how these components operate and how they should be maintained. Topics to be covered include maintenance principles, safety, mechanical power transmission fundamentals, rigging, bearings, and sealing devices.

Medical Law & Ethics MED204/MED204DE (GE) – 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 as it relates to the field of study. The role of the allied healthcare professional will be emphasized.

Medical Office Procedures 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 I LPN212 – 8 credits
This course covers basic medical-surgical principles and skills. Nursing judgment is applied in relationship to clients who have medical-surgical and mental health care needs. Students provide care based on Maslow's hierarchy of needs. The course includes health promotion and the wellness/illness continuum as well as continuity of care for clients who have diseases and disorders of the sensory, integumentary, Gastrointestinal, Hepatic, Pancreatic, urinary, genitourinary, endocrine, mental health, and musculoskeletal. Simulation, lab, and clinical experiences reinforce theory concepts.

Medical-Surgical II LPN214 – 6 credits
This course builds on Med-Surgical Nursing I utilizing nursing judgment and the nursing process in the classroom, simulation, and clinical settings that include patients who experience complex/critical care needs. Students will demonstrate an in-depth understanding of the role of LPN/LVN. Disease processes covered in this course include the care of patients with fluid and electrolyte imbalances, infection, shock, pain, cancer, and emergent conditions. Simulation, lab, and clinical experiences reinforce theory concepts.

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.

Medical-Surgical Nursing I LPN202 – 9.5 credits
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.

Medical-Surgical Nursing II LPN204 – 9.5 credits
This course builds on Med-Surgical Nursing I utilizing nursing judgement and the nursing process in classroom, simulation, and clinical settings that 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 I NUR202/NUR202H - 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**

Med-Surgical Nursing II NUR204/NUR204H - 6.5 credits
This course builds on Med-Surgical I utilizing critical thinking and the nursing process in classroom, simulation, and clinical settings that include patients who experience critical care needs. **Prerequisites: NUR202 Med-Surgical Nursing I**

Mental Health Nursing NUR203/NUR203H - 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 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.

Multi-Processing Pipe Welding WFP116 – 4 credits
A comprehensive course on the welding of pipe using the flux cored welding process. Welding will be done using various positions with emphasis on welding in the position 6G using various electrodes. Topics covered include gas selection, equipment setup, and safe shop practices.

Multiculturalism HLT425DE - 3 Credits
This general education course discusses the coexistence of different cultures within a single society, where each culture is respected and has equal rights and opportunities. It explains that instead of a single official culture, a multicultural society includes diverse people who maintain their own traditions, languages, and customs while also participating in the broader community. Discussions will center around how this impacts society and the workplace.

N

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.

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 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.

NCLEX Certification Prep NUR224/NUR224H - 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**

NCLEX-PN Certification Preparation LPN216 – 3 credits
This course provides the student with competencies and strategies to enhance preparation for success, thorough content reviews, and test-taking strategies. Students will develop a comprehensive personal plan for study identifying strengths and areas of weakness.

NCLEX-PN Certification Preparation LPN224 – 3.5 credits
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 NCSBON 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.

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 Fundamentals LPN111 – 9 credits
This course introduces the student to the fundamentals of nursing principles and skills and starts the development of clinical skills needed to provide care to clients. Students study the nursing practice concepts used as an interdisciplinary approach to providing care to adult and elderly clients. The Nursing Process is introduced to assist in the implementation of planned care in the clinical setting. The course presents principles of health promotion, maintenance, and restoration across the lifespan. Laboratory, simulation, and clinical experiences reinforce theory concepts.

Nursing in Community Systems NUR424DE - 3 credits
Learners analyze the community and public health milieu, with emphasis on health promotion and disease prevention for culturally diverse people within a variety of community settings. Learners apply principles of community and public health, health promotion, epidemiology, social determinants of health, and social justice to achieve equity, eliminate disparities, and create environments to improve health and safety. Learners also examine leading health care indicators, health policy, and emergency preparedness.

Nursing Transition NUR103/NUR103H - 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 LPN112 – 3 credits
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 healthcare delivery system and how nutrition can be emphasized to promote health maintenance.

Nutrition Therapy LPN101 – 3 credits
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.

O

Oral Communication ENG305DE - 3 credits
In this general education course, students are challenged to articulate ideas, give presentations, and participate in discussions to develop effective communication in a professional setting. This course will focus on developing the listening, speaking, and nonverbal communication skills needed for effective interprofessional collaboration in the profession of choice. Effective communication requires a keen ability to alter communication styles with various Individuals, and coworkers in order to be successful.

P

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/MED128H – 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 MED123DE - 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 – 60 clock hours
This course is designed to provide the student teacher with the knowledge to develop skills necessary to function successfully as a master educator. The course will cover a variety of topics including the profile of a master educator, educator relationships, professional, performance evaluations, personal image and self- promotion, role playing and preparing for licensure and employment.

Pharmacology LPN119 – 5 credits
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. Additionally, as students' progress in the course each will develop an understanding of the technical and clinical aspects of immunization, skin testing, the performance of venipuncture and the administration and withdrawal of intravenous fluids to the extent each function is an authorized function of an LPN.

Pharmacology LPN219 – 5 credits
This course introduces students to contemporary practice and skills essential to the role of the practical nurse. 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. Laboratory and simulation experiences reinforce theory concepts.

Pharmacology MED210 – 2 credits
This course is designed to provide the student with advanced knowledge of clinical medicine and with specific understanding of disease processes, signs and symptoms, diagnosis, treatment, prognosis and prevention. It will aid the student in the ability to explain disease processes to patients and other health care professionals.

Pharmacology MED219 – 2 credits
This course is designed to introduce the student to the proper pronunciation, spelling, and basic pharmacological use of commonly prescribed medications. Review of approved medical abbreviations 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 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 NUR119/NUR119H - 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**

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 LNP119 - 75 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. Additionally, as students' progress in the course each will develop an understanding of the technical and clinical aspects of immunization, skin testing, the performance of venipuncture and the administration and withdrawal of intravenous fluids to the extent each function is an authorized function of an LPN. This course integrates a skills lab component for application of knowledge of key skill-required components.

Phlebotomy PHL212/PHL212DE - 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 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/PH101DE (GE) – 3 credits
This general education course explores mechanics, waves, fluids, thermodynamics, electromagnetism, optics, and assorted topics in modern physics as it relates to the field of study. 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.

PLC Programming ELC219 - 3 credits
This course will introduce students to programmable logic controllers (PLC). Basic terminology will be covered, as well as input/output, processor units, memory organization, numbering systems, ladder diagrams, and programming a PLC.

Plumbing Basics HVC112 - 3 credits
This course describes how to identify types of copper tubing and fittings used in the HVACR industry and how they are mechanically joined. Students will also learn the identification and application of various types of plastic piping, along with their common assembly and installation practices. The course will introduce the equipment, techniques, and materials used to safely join copper tubing through both soldering and brazing. Students will cover the required personal protective equipment, preparation, and work processes in detail. Also provides the procedures for brazing copper to dissimilar materials. Explains how to identify various carbon steel piping materials and fittings. Covers the joining and installation of threaded and grooved carbon steel piping systems, including detailed descriptions of threading and grooving techniques.

Plumbing Basics HVC112 – 3 credits
This course describes how to identify types of copper tubing and fittings used in the HVACR industry and how they are mechanically joined. Students will also learn the identification and application of various types of plastic piping, along with their common assembly and installation practices. The course will introduce the equipment, techniques, and materials used to safely join copper tubing through both soldering and brazing. Students will cover the required personal protective equipment, preparation, and work processes in detail. Also provides the procedures for brazing copper to dissimilar materials. Explains how to identify various carbon steel piping materials and fittings. Covers the joining and installation of threaded and grooved carbon steel piping systems, including detailed descriptions of threading and grooving techniques.

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 Role Transition NUR207/NUR207H - 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**

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, and professional image, communicating for success, professional practices, and career planning.

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.

Psychology of Human Development PSY165 – 3 credits
This course provides an examination of human development across the lifespan with emphasis on common physical, cognitive, emotional, and social developmental milestones.

Pump Systems HVC212 - 3 credits
This course explains water problems encountered in heating and cooling systems and identifies water treatment methods and equipment. The course covers basic water testing procedures and chemistry. Students will learn that pumps and compressors are used throughout industry as well as in much of the world. It is important to be able to produce the flow and pressure of a fluid. In this example, fluid is described as a liquid or a gas. A pump is used to move a liquid

or a gas in large volumes, amounts that would not be possible with atmospheric pressure alone. Compressors are used to pressurize air to levels that are above atmospheric pressure. Once the flow of a fluid is produced or air has been pressurized, the fluid can be used in a process either as an ingredient or to produce work.

R

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.

Research and Evidence-Based Practice in Nursing NUR321DE - 4 credits

Learners interpret research and apply an evidence-based practice model to make informed decisions in care planning. Learners analyze the relevance and effectiveness of evidence in the processes of clinical reasoning and judgement to support interventions that result in desired patient, systems, and population outcomes.

Residential Refrigeration HVC115 - 3 credits

This course explains the fundamental operating concepts of the refrigeration cycle and identifies both primary and secondary components found in typical HVACR systems. It also introduces common refrigerants, describes the principles of heat transfer and the essential pressure-temperature relationships of refrigerants, and introduces basic control concepts for simple systems. Students will also cover the principles of reverse cycle heating, describe the operation of heat pumps, and explains how to analyze heat pump control circuits.

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.

Residential Wiring Concepts ELC127 -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.

Respiratory Therapy 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**

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**

S

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/NUR206H - 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 ELC129– 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 and Specialty Metals WFP117 - 5credits
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: WFP107 Shielded Metal Arc Welding

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

State Board Practicum 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 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.

State Laws & Theory CWV141 – 45 credits
This course aims to equip students with the essential knowledge needed for the theoretical portion of the West Virginia State Board of Cosmetology exams. It covers a comprehensive range of topics relevant to both the theory and state law exams. This course will comprehensively cover various essential topics to prepare students and will further enhance students' understanding of sanitation processes and infection control measures, which are vital components of practicing cosmetology safely and legally.

Statistics MAT300DE - 3 credits
This general education course will explore statistical methodology including exploratory data techniques, estimation, inference, comparative analysis by parametric, nonparametric, and robust procedures. Analysis of variance (one-way), multiple comparisons, and categorical data, and analysis of variance, simple and multiple, linear and nonlinear regression, and analysis of covariance will be covered.

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.

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.

T

Teacher State Board 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.

Technology Fundamentals CMP113/CMP113DE (GE) - 2 credits
This general education course provides students with knowledge and skills needed to operate a computer with basic system software as it relates to the field of study. It includes explanations of hardware and hands-on skills for using product features in spreadsheets, word processing, presentation, and similar applications.

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.

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**

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.

U

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.

V

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.

Virtual Technology & Cloud Software II CSA240DE – 3 credit
This course is a continuation of Virtual Technology & Cloud Software I and expands on the student's knowledge of cloud applications. Topics include cloud computing protocols, cloud storage, applications for Software as a Service (SaaS), and social media management. The student will also learn how to effectively operate and implement various management and cloud software applications commonly used in modern businesses. Prerequisite: CSA140 Virtual Technology & Cloud Software I.

Voice, Data and Video Installation & Maintenance 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.

W

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 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

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

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**

School of Trades & Technology

School of Cosmetology

School of Healthcare

Online Education

LAUREL TECHNICAL INSTITUTE
UNIONTOWN, PA

LAUREL TECHNICAL INSTITUTE
PENN TWP, PA

LAUREL COLLEGE OF TECHNOLOGY
MORGANTOWN, WV

LAUREL COLLEGE OF TECHNOLOGY
FORT MILL, SC

Description	Accounting & Business Administration	ADN TO BSN (TRANSFER IN)	ADN TO BSN (FULL PROGRAM)	Cardiovascular Technology	Cardiovascular Technology SC
LOCATION	DE	DE	MORGANTOWN	HERMITAGE, WV	FORT MILL
CREDENTIAL	ASB	BSN	BSN	ASB	DIPLOMA
SEMESTERS	5	3	8	5	5
LENGTH (MONTHS)	20	10	30	20	20
Clock Hours	1605	735	2390	1895	1850
Credits	82	49	120	73	70
Tuition	19975	10000	43865	29268	29268
App Fee	50	50	50	50	50
Grad Fee	195	195	195	195	195
Tech Fee	750	450	1200	750	750
Books (Estimated)	1166	1422	3177	2554	2173
CBC Fee	45	45	45	45	45
Liability			40	40	40
Student Support	1625	975	2600	1625	1625
Lab Fees			925	740	740
Equipment Student Kit				240	240
Uniforms					
Supplies					
Exams Certification			375	433	433
Training / Software Fees					
Memberships Subscriptions			3056	150	150
Clinical Site Fee			64		
TOTAL PROGRAM COST	**23806**	**13137**	**55592**	**36090**	**35709**

LAUREL INSTITUTES

Description	Clinical Medical Assistant	Cloud Computing Technology	Computer Network Security Technician	Cosmetology
LOCATION	DE	DE	HERMITAGE, UNIONTOWN	UNIONTOWN, HERMITAGE
CREDENTIAL	DIPLOMA	AST	AST	DIPLOMA
SEMESTERS	3	5	5	3
LENGTH (MONTHS)	12	20	20	12
Clock Hours	1275	1755	1695	1300
Credits	58	80	78	
Tuition	11985	19975	29160	17500
App Fee	50	50	50	50
Grad Fee	195	195	195	195
Tech Fee	450	750	750	450
Books (Estimated)	1516	2017	2212	562
CBC Fee	45	45	45	45
Liability	40			
Student Support	975	1625	1625	975
Lab Fees	520	1000	1000	900
Equipment Student Kit	100		1240	2398
Uniforms				
Supplies				
Exams Certification	80	385	438	93
Training / Software Fees	160			
Memberships Subscriptions				
Clinical Site Fee				
TOTAL PROGRAM COST	**16116**	**26042**	**36715**	**23168**

LAUREL INSTITUTES

Description	Cosmetology WV	Culinary Arts	Electrical Systems Technician (SC)	Electrical Technician	Esthetics
LOCATION	MORGANTOWN	HERMITAGE	FORT MILL	UNIONTOWN, MORGANTOWN, HERMITAGE	MORGANTOWN
CREDENTIAL	DIPLOMA	ASB	DIPLOMA	AST	DIPLOMA
SEMESTERS	4	5	3	4	2
LENGTH (MONTHS)	14	16	12	16	8
Clock Hours	1800	1555	1125	1605	600
Credits		63	52	75	
Tuition	19278	24152	11985	23328	10320
App Fee	50	50	50	50	50
Grad Fee	195	195	195	195	195
Tech Fee	600	750	450	600	300
Books (Estimated)	562	1653	916	1600	484
CBC Fee	45	45	45	45	45
Liability		40			
Student Support	1300	1625	975	1300	650
Lab Fees	1600	1000	1800	2400	200
Equipment Student Kit	2371	375	875	875	
Uniforms	27	250			40
Supplies					967
Exams Certification	228	290	845	2217	228
Training / Software Fees					
Memberships Subscriptions		25			
Clinical Site Fee					
TOTAL PROGRAM COST	**26256**	**30450**	**18136**	**32610**	**13479**

LAUREL INSTITUTES

Description	Esthetics/Nail Technician	Hair Styling	HVAC Systems Technician	HVAC Technician
LOCATION	UNIONTOWN	MORGANTOWN	UNIONTOWN, PENN TWSHP	MORGANTOWN
CREDENTIAL	DIPLOMA	DIPLOMA	Diploma	AST
SEMESTERS	2	2	3	4
LENGTH (MONTHS)	8	8	12	20
Clock Hours	600	1000	1185	2015
Credits			54	80
Tuition	9045	11490	17496	27770
App Fee	50	50	50	50
Grad Fee	195	195	195	195
Tech Fee	300	300	450	600
Books (Estimated)	941	562	650	609
CBC Fee	45	45	45	45
Liability				
Student Support	650	650	975	1300
Lab Fees	150	800	1700	2400
Equipment Student Kit	1193	1415	1425	1425
Uniforms				
Supplies				
Exams Certification	186	186	1100	1025
Training / Software Fees				
Memberships Subscriptions				
Clinical Site Fee				
TOTAL PROGRAM COST	**12755**	**15693**	**24086**	**35419**

LAUREL INSTITUTES

Description	LPN Paramedic to ADN Transition	Master Teacher of Cosmetology	Medical Billing & Coding	Medical Laboratory Technician	Nail Technican
LOCATION	MORGANTOWN	UNIONTOWN HERMITAGE	DE	DE	UNIONTOWN
CREDENTIAL	ADN	DIPLOMA	ASB	AST	DIPLOMA
SEMESTERS	4	2	5	5	1
LENGTH (MONTHS)	16	8	20	20	4
Clock Hours	1585	600	1515	1745	200
Credits	71		81	79	
Tuition	33768	9045	19975	19975	3440
App Fee	50	50	50	50	50
Grad Fee	195	195	195	195	195
Tech Fee	600	300	750	750	150
Books (Estimated)	1600	369	2048	2023	0
CBC Fee	45	45	45	45	45
Liability	40			40	
Student Support	1300	650	1625	1625	0
Lab Fees	740	200	0	1000	0
Equipment Student Kit	0	47			
Uniforms		27			
Supplies				160	
Exams Certification	375	110		75	93
Training / Software Fees					
Memberships Subscriptions	3080			100	
Clinical Site Fee	64				
TOTAL PROGRAM COST	41857	**11038**	**24688**	**26038**	**3973**

LAUREL INSTITUTES

Description	Nail Technican WV	Nursing	Paramedic	Practical Nursing SC
LOCATION	MORGANTOWN	MORGANTOWN	UNIONTOWN	FORT MILL
CREDENTIAL	DIPLOMA	ADN	DIPLOMA	DIPLOMA
SEMESTERS	1	5	3	3
LENGTH (MONTHS)	4	20	12	12
Clock Hours	400	1655	1220	1270
Credits		71	48	54
Tuition	6966	33865	12210	19995
App Fee	50	50	50	50
Grad Fee	195	195	195	195
Tech Fee	150	750	450	450
Books (Estimated)	464	2064	525	1524
CBC Fee	45	45	45	45
Liability		40	45	45
Student Support	325	1625	975	975
Lab Fees	0	925	300	555
Equipment Student Kit				350
Uniforms				
Supplies				
Exams Certification		375	415	330
Training / Software Fees				
Memberships Subscriptions		3080		1890
Clinical Site Fee		64		75
TOTAL PROGRAM COST	**8195**	**43078**	**15210**	**26479**

LAUREL INSTITUTES

Description	Practical Nursing	Respiratory Therapy	Respiratory Therapy2	Welding & Fabrication w/Pipeline Technology
LOCATION	UNIONTOWN, HERMITAGE	UNIONTOWN, FORT MILL	HERMITAGE	UNIONTOWN, HERMITAGE
CREDENTIAL	DIPLOMA	AST	AST	DIPLOMA
SEMESTERS	3	5	5	3
LENGTH (MONTHS)	12	20	20	12
Clock Hours	1500	1765	1765	1170
Credits	66.5	75	75	55
Tuition	19995	40845	40845	**17496**
App Fee	50	50	50	**50**
Grad Fee	195	195	195	**195**
Tech Fee	450	750	750	450
Books (Estimated)	801	2342	2343	**614**
CBC Fee	45	45	45	45
Liability	45	40	40	
Student Support	975	1625	1625	975
Lab Fees	450	740	740	3300
Equipment Student Kit	350	187	202	**1005**
Uniforms				**75**
Supplies				
Exams Certification	270	810	810	**665**
Training / Software Fees		605	605	
Memberships Subscriptions	1960	175	175	
Clinical Site Fee				
TOTAL PROGRAM COST	**25586**	**48409**	**48425**	**24870**

LAUREL INSTITUTES

Laurel 2026 School Calendar

Spring 2026 Term

Jan 1 ..... New Year's Day/School Closed
Jan 12 ..... Spring Term begins
Jan 19 ..... Martin Luther King, Jr Day/School Closed
Jan 26 ..... Last day to drop or add classes
Feb 16 ..... President's Day/School Closed
March 6 ..... Last day of Side A classes
March 9 ..... Mid-Term starts
April 3 ..... Good Friday/School Closed
April 29 ..... Spring Term ends

Summer 2026 Term

May 4 ..... Summer Term begins
May 18 ..... Last day to drop or add classes
May 25 ..... Memorial Day/School Closed
June 19 ..... Juneteenth/School Closed
June 26 ..... Last day of Side A classes
June 27-July 5 ..... Fourth of July Break
July 3 ..... Fourth of July/School Closed
July 6 ..... Mid-Term starts
Aug 25 ..... Summer Term ends
Sept 7 ..... Labor Day/School Closed

Fall 2026 Term

Sept 8 ..... Fall Term begins
Sept 22 ..... Last day to drop or add classes
Oct 27 ..... Last Day of Side A
Oct 28 ..... Mid-Term starts
Nov 11 ..... Veteran's Day/School Closed
Nov 26-27 ..... Thanksgiving Holiday/School Closed
Dec 22 ..... Fall Term ends
Dec 25, 2026 & Jan 1, 2027 ..... Christmas-New Year's Holidays/School Closed

Revised: 9/22/2025

PARAMEDIC

12 Months (50 weeks)
CIP CODE: 51.0904

Educational Objective: To prepare individuals with the advanced skills and knowledge to provide emergency medical care.

Program Overview: This program involves a combination of classroom instruction, hands-on laboratory training, and supervised clinical and field experience building upon the foundation of EMT training to equip students with the ability to handle a wide range of medical and trauma emergencies.

Students in this program will develop advanced emergency medical assessment and interventions skills; apply clinical knowledge in emergency and trauma care scenarios; and demonstration professional competency in prehospital emergency services. Students who complete the program are eligible to apply for the National Registry Paramedic Certification Examination.

Licensure Requirements: Paramedics in Pennsylvania must be certified/registered by the Pennsylvania Department of Health and meet state requirements and biennial registration.

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

Certifications Available: National Registry of Paramedics, BLS, ACLS, and PALS

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 Department of Health 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 1,220 clock hours/48 credits 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 that could include evenings and weekends.**

Required Courses:

Course #	Course	Clock Hours	Credits
PAR100	Advanced Anatomy & Physiology for Paramedics	80	5
PAR101	Introduction to Paramedic Practice	60	3.5
PAR102	Emergency Pharmacology	40	2
PAR103	Airway and Respiratory Management	50	3
PAR104	Clinical Experience I	200	4
PAR105	Cardiology	50	3
PAR106	Trauma Management	50	3
PAR106	Medical Emergencies	70	4
PAR108	Special Populations/EMS Operations	75	4.5
PAR109	Clinical Experience II	200	4
PAR200	Assessment-Based Management/ Emergency Procedures	100	6
PAR201	Review and NREMT Prep	15	1
PAR202	Simulation	30	1
PAR203	Clinical and Field Practice	200	4
		1220	**48**

Offered through Laurel Technical Institute.

ADMISSION REQUIREMENTS

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 [1]
- 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 [2]
- Background Check consent form
- Some Laurel programs have additional admission requirements

[1] Submit one of the following: a 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. Home school diplomas must follow the requirements of the state of residency at the time the high school diploma is issued in order to be accepted as a valid diploma by Laurel.

[2] 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.

ADDITIONAL ADMISSION REQUIREMENTS FOR PARAMEDIC PROGRAM

Potential students enrolling in the Paramedic program must have a high school diploma with a minimum overall GPA of 2.5, an active, unencumbered EMT certification, and an interview with the Paramedic Program Director.

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. All course work must be completed to the satisfaction of each instructor. Graduation from any program of study is not dependent on passing any type of certification or licensing exam.

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

CLASS SIZE

Classes range in size, with the maximum number of students per class ranging from 8 to 24; laboratory class size ranges from 6 to 15 students depending on equipment available. Class sizes can also vary depending on the programs to enable the student to receive the attention and practical experience necessary for their chosen fields.

Cost Information

Application Fee - $50
Tuition - $12,210
Books - $525
Criminal Background Check - $ 45
Liability Insurance - $45
Lab Fees -$300
Student Support Fee - $975
Graduation Fee - $195
Technology Fee - $450
AACLS/PALS Exam - $240
Paramedic Exam - $175

Total for Program - $15,210

Paramedic Curriculum Overview

PAR100 Anatomy and Physiology for Paramedics (80 hrs)- (5 cr)
This course will cover a review of anatomy and physiology (40 hours), as well as incorporating an oversite of pathophysiology (40 hrs) for the practicing paramedic.

PAR101 Introduction to Paramedic Practice (60 hrs) (3.5 cr)
This class is the first in a series intended to prepare competent entry-level Paramedics with the EMS systems and roles,) as well as the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. It will provide the foundations of emergency care, including patient assessments, rapid identification of patient problems, and determining the appropriate course of action ECG basics will be introduced. 10 hrs will be spent in lab.

PAR102 Emergency Pharmacology (40 hrs) (2 cr)
This class would be a comprehensive class to describe medications, dosages and administration of medication used in the emergency care settings. Practicum Checkpoints: Continue clinical time, continue field time. 10 hrs will be spent in lab.

PAR103 Airway and Respiratory Management (50 hrs) (3 cr)
This course will be a comprehensive review of airway management. Including basic airway management (nasal cannula, non-rebreather, BVM), CPAP/Bipap, intubation techniques (video laryngoscope and supra-glottic), advanced airways, and managing airway compromise. 10 hrs will be spent in lab.

PAR 104 Clinical I 200 hours (4 cr)
This clinical experience will include 200 hours in a hospital setting.

PAR105 Cardiology (50 hrs) (3 cr)
This class will explain cardiac Rhythm Strips, arrhythmias, 12-lead application, interpretation, and transmission. Additionally, it would begin to teach the provider rhythm identification, management of rhythms, and treatment including but not limited to pacing, cardioversion, and defibrillation in accordance to a variety of cardiac emergencies, and cardiac arrest management and treatment. 10 hrs will be spent in lab.

PA106 Trauma Management (50 hrs) (3 cr)
This course will cover a broad range of traumatic conditions, including shock, burns, poisoning, and fractures, and head/spine injuries. 10 hrs will be spent in lab.

PAR107 Medical Emergencies (70 hrs) (4 cr)
This course covers a broad range of medical emergencies, including diabetes, neurological emergencies, and toxicology. 10 hrs will be spent in lab.

PAR108 Special Populations/EMS Operations (75 hrs) (4.5 cr)
This course will also address the unique emergency care needs of specialized populations such as OB/GYN and the Newborn, pediatrics, geriatric patients, and patients with mental challenges. 10 hrs will be spent in lab.

PAR 109 Clinical I 200 hours (4 cr)
This clinical experience will include 200 hours in a hospital setting of an ED.

PAR200 Assessment-Based Management/ Emergency Procedures (100 hrs) (6 cr)
This course will cover rescue awareness/HazMAt, EMS Operations. 20 hrs will be spent in lab.

PAR201 Review and NREMT Prep (15 hrs) (1cr)
This course will prepare the student to take their paramedic board.

PAR202 Simulation (30 Hrs) (1cr)
Students will participate in simulated experiences that cover all emergency situations a paramedic may experience.

PAR203 Clinical and Field Practicum (200 hrs): (4 cr)
This rotation is focused on the ambulance and practical experience in the field.
This course provides paramedic students with hands-on prehospital experiences and is the final course in the series preparing for a paramedic certification. Under the direct supervision and evaluation of a certified paramedic, interns complete a prehospital field experience. Students gain practical experience in real-world emergency situations, responding to calls and providing patient care in the field.

Total
1220 hours/48 credits

Pennsylvania Human Relations Commission

Education Provisions

Pennsylvania Human Relations Act
Pennsylvania Fair Educational Opportunities Act

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

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

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

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

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

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

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

For further information, write, phone or visit the Pennsylvania Human Relations Commission:
Executive Offices: 333 Market Street, 8th Floor · Harrisburg, PA 17126
(717) 787-4410 · (717) 787-7279 (TTY) or visit us at **www.phrc.state.pa.us**

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

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

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

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

VETERANS AFFAIRS EDUCATIONAL BENEFITS, TUITION AND FEES

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

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, Laurel Technical Institute/Laurel College of Technology (Laurel) 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.

- Laurel 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 Laurel 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 Laurel.

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

- Laurel 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 Laurel due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, the statute allows Laurel 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 Laurel 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.

Laurel 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. Laurel Housing and Dining fees are not included in the deferred payment for tuition and fees. Students may contact the Laurel 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.

VA School Codes
LTI - Uniontown, Facility Code 24985438
LTI - Hermitage, Facility Code 24962438
LTI - Sharon Satellite, Facility Code 24X27738
LCOT WV- 24927548
LCOT SC - 25003340

Pennsylvania
Human Relations Commission

C.R.O.W.N. PROTECTIONS

C.R.O.W.N.– **C**reating a **R**espectful and **O**pen **W**orld for **N**atural **H**air

Protected Class

The Pennsylvania Human Relations Commission (PHRC) is empowered to investigate complaints of discrimination on the basis of race, which includes:

- traits associated with race, including hair texture and protective hairstyles.

Under the Pennsylvania Human Relations Act (PHRA), protections are available in employment, housing, commercial property, public accommodations and educational institutions.

Under the Pennsylvania Fair Educational Opportunities Act (PFEOA), protections are available for most post-secondary schools. Coverage may otherwise be available under the PHRA, except those schools that are fully private.

Examples of Hair Discrimination

- Firing a person because of their hairstyle.
- Creating company policies requiring employees to alter their hair outside of safety codes.
- Creating school policies restricting how students can wear or treat their hair.
- Retaliation for filing a complaint or opposing unlawful behavior.

What do I do if I believe that I have been discriminated against?

- If you believe that you have experienced illegal discrimination, file a complaint or report a bias incident with the PHRC.
- A **dedicated, neutral PHRC investigator** will walk you through the process and help prepare your complaint.
- **You will not incur any attorney fees during the PHRC's investigatory process**, although you have the right to obtain private legal counsel if you choose.
- Complaints of discrimination **must be filed with the PHRC within 180 days** of the alleged act of harm.
- Pennsylvania law also protects you from retaliation. This means taking certain actions against you for filing a complaint opposing unlawful activity, or helping with an investigation against the law.

To file a complaint, visit www.pa.gov/PHRC, call 717- 787-4410 (717-787-7279 TTY) or contact the regional office nearest you:

Harrisburg
555 Walnut Street, Suite 808
Harrisburg, PA 17101
717-787-9780 | 717-787-7279 (TTY)

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

Pittsburgh
301 5th Avenue, Suite 390, Piatt Place
Pittsburgh, PA 15222
412-545-5395 | 412-565-5711 (TTY)

phrc@pa.gov

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