



**PENN FOSTER COLLEGE**

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# Student Catalog

Career Diploma and Certificate Programs



Academic Year — 2022

# TABLE OF CONTENTS

A Message from the Chief Executive Officer.....	2
Mission Statement and Institutional Goals.....	4
Getting Started is Easy.....	5
Contacting Penn Foster .....	7
Frequently Asked Questions .....	21
Study Tips and Taking Your Exams.....	22
Submitting Your Exams .....	23
Exam Results .....	23
Graduation.....	26
On the Road to Success .....	27
Programs.....	28
Ownership, Governance, and Administration .....	76

# A Message from the Chief Executive Officer



Dear Penn Foster Student,

Welcome to Penn Foster College. Your decision to enroll with us marks an important step on your path to success. You have chosen an institution that has been helping independent learners succeed since 1890, and we are here to help you too.

This Student Catalog contains information that you will need to know, from a statement of our mission and the outcomes you can expect from your Penn Foster education, to a description of policies and procedures that will guide your study, to learning support services available to you, and to an explanation of our nationally accredited career programs and courses. Please spend some time in reading this document, and be sure to keep it handy as a reference tool throughout your program.

If you have any questions or concerns, please contact us. We are committed to your success.

Best wishes,

A handwritten signature in black ink that reads "William Okun". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

**William Okun**

Chief Executive Officer

# Welcome to Penn Foster College

Penn Foster College is located at 14300 N. Northsight Blvd. in Scottsdale, Arizona, and is authorized by the Arizona State Board for Private Postsecondary Education to award Associate of Science Degrees, Bachelor of Science Degrees, Undergraduate Certificates, and Career Diplomas. Students may contact the college in Arizona at [480.947.6644](tel:480.947.6644).

Penn Foster College has contracted with the Student Service Center at 925 Oak Street in Scranton, Pennsylvania, to offer certain student services. You will be directed throughout your catalog regarding when to use the services of the Student Service Center.

## History

Penn Foster College is a leader in guided independent study. This method of instruction was pioneered by newspaper editor Thomas Foster, founder of the International Correspondence Schools, to help coal miners educate themselves. Since its founding in 1890 in Shenandoah, Pennsylvania, the institution has developed into a worldwide education system. The institution has been offering degree programs since 1975 and has enrolled over 100,000 students in degree programs in Business, Veterinary Technology, Allied Health, Information Technology, and Engineering Technology.



# MISSION STATEMENT AND INSTITUTIONAL GOALS

## MISSION STATEMENT

Penn Foster's mission is to enhance the lives of our students and clients through the acquisition of knowledge, skills, and credentials that will allow them to achieve their goals by advancing in their chosen field, starting a new career, or pursuing lifelong learning.

## PENN FOSTER INSTITUTIONAL GOALS

- Provide educational programs that enable self-motivated, independent learners to acquire core competencies in their chosen technical and professional fields
- Employ contemporary learning strategies based on academic standards of good practice in distance education
- Develop and maintain systems that optimize student opportunities for broadly participative, interactive learning
- Establish and communicate high standards of academic performance for students and the institution
- Assess student learning and institutional effectiveness systematically in order to improve student performance
- Provide an extensive suite of student support services based on student needs and interests
- Conduct fiscally responsible planning that balances the institution's commitment to academic excellence with its concern for profitable financial performance

The mission is supported by an admissions policy that allows students with appropriate prior education to enroll in programs without regard to race, religion, gender, age\*, color, national origin, or physical disability.

The school regularly assesses fulfillment of its mission and achievement of its institutional goals through ongoing studies of student learning, measurement of student satisfaction, and evaluation of career outcomes of graduates.

\* Prospective students must meet the minimum age requirements for enrollment into Penn Foster College programs.

# GETTING STARTED IS EASY

You've already taken the most important step toward success — making the decision to enroll. Now you are ready to begin your Penn Foster College program.

Getting started takes only a few minutes. First, let's look at what you receive in your online materials. These materials are available at your "My Courses" page on our website:

## **Your Student Catalog**

Special information on the Penn Foster experience.

## **Program Outline**

The information you will learn in your program and the order in which you will learn it.

## **Your Lesson Materials**

All you need to get started

## **A Special Offer for You**

Earn \$50 cash for every student you recommend to us!  
(Up to \$100/year).

## **Online Exam Instructions**

Details on submitting your exams online.

If you have not chosen our convenient, automatic payment method, your coupon book will be mailed separately. If you need to contact us regarding your program, you can receive assistance through the Help Center in your Student Portal or by calling our Student Services Center at [1.888.427.1000](tel:18884271000).

# Get Ready to Start Your Program!



## **YOUR STUDENT ID CARD**

It's part of the Welcome Letter you receive in the mail. You'll find your student number on your ID card, which you need to have available whenever you contact Penn Foster.



## **REFER TO YOUR PROGRAM OUTLINE**

Your Program Outline lists all of your lessons and the order in which you should study them. Look on your Program Outline to determine which of your lessons is Lesson 1.



## **READ LESSON 1 THOROUGHLY**

You'll find Lesson 1 on your student portal. Make sure to use the self-checks in your lessons to help you prepare for your first exam. If you have any questions about your lessons, you can contact your instructors through the Help Center, by email, or by calling **1.888.427.1000**.



## **TAKE YOUR FIRST EXAM**

When you feel prepared, your first exam will be available for you online. Click on the button next to the lesson. Once you have completed the exam, click on the **“Submit”** button.

## That's all there is to it.

The rest of this book contains useful information on contacting Penn Foster, taking exams, and answers to other questions you might have. You should review the information to gain the most from your Penn Foster experience.

# CONTACTING PENN FOSTER

At Penn Foster, your success is important to us. That's why we've made it easy for you to contact us whenever you have questions or problems.

## On the Web

Visit [www.pennfoster.edu](http://www.pennfoster.edu) for easy access to your student records, exams, assistance, and more. Take advantage of the comprehensive Questions and Answers section, compiled from years of student service excellence. The Penn Foster student website is your one-stop solution to any questions you might have. (See page 8 for details.)

Visit our **Student Community** to connect with classmates from all programs.

Learn from one another—share stories, offer advice, and connect with peers in the **Social Forums** to make the most out of your Penn Foster experience!

Looking to discuss coursework or find students to form a study group?

Checkout our **Academic Groups** and connect with your instructors and students in your program.

Have questions? The community has multiple **Help Areas** where you can browse for solutions or post questions for quick answers from Student Services reps, instructors, and students.

## Over the Phone

If you have a question that we can't address through the website or email, you can contact our toll-free Student Support Line, [1.888.427.1000](tel:18884271000).

## Contacting the School

Courses at Penn Foster College are designed to ensure success. Students who have questions or problems with any course are encouraged to [visit the website](#). The Penn Foster College website features information on the school and details on every program offered, as well as links to other educational resources. From the website, students can view their records, take exams, and email instructors ([edserv@pennfoster.edu](mailto:edserv@pennfoster.edu)). Visit the site at [www.PennFosterCollege.edu](http://www.PennFosterCollege.edu).

Students who need to call the college or speak with an instructor can call [1-888-427-0600](tel:18884270600). Instructors are on duty to answer questions from 7 a.m. to 4 p.m., Mountain Time (9 a.m. to 6 p.m., Eastern Time), Monday through Friday. After that time, and on weekends and holidays, students may leave a message; calls will be returned the next business day. Callers must have their student numbers available.



# PENN FOSTER On The Web

The Penn Foster website features information on the school and details on every program we offer, as well as links to other educational resources. From our website, you can view your student record, take exams, email your instructor, and more. Visit our site [here](#).

## Get your education quickly and conveniently through the ease of online learning.

- Ease and convenience [on our website](#) — your home for 24/7 student services. With a few clicks of your mouse, you are in control of your education! Be sure to visit the enhanced Frequently Asked Questions (FAQs) section for helpful information.
- Access program material, grade and shipment records, and account information, all online. Download study guides to keep as references. Make payments the easy way or quickly access tuition information.
- Support from your instructors, and from Student Services, is available via email at your convenience.
- Exams are taken and submitted online.



# Accreditation and Licensure

Penn Foster College is licensed by the Arizona State Board for Private Postsecondary Education and is authorized to award Associate of Science Degrees, Bachelor of Science Degrees, Undergraduate Certificates, and Career Diplomas.

Penn Foster is accredited by the Distance Education Accrediting Commission (DEAC). The DEAC is listed by the U.S. Department of Education as a recognized accrediting agency and is recognized by the Council for Higher Education Accreditation (CHEA).

Penn Foster College has been approved by Arizona to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. Please visit <http://nc-sara.org/sara-states-institutions> for a list of participating states.

You can earn Continuing Education Units (CEUs). Penn Foster Career School has been accredited as an Authorized Provider by the International Accreditors for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102. In obtaining this approval, Penn Foster Career School has demonstrated that it complies with the ANSI/IACET Standards which are widely recognized as standards of good practice internationally. As a result of their Authorized Provider membership status, Penn Foster Career School is authorized to offer IACET CEUs for its programs that qualify under the ANSI/IACET Standards. Penn Foster College is also authorized to offer IACET CEUS for its career diploma programs that qualify under the ANSI/IACET Standard.



## Admissions

Penn Foster College enrolls all students without regard to race, religion, gender, age, color, national origin, or physical disability. Penn Foster College Career Diploma programs have minimum age and education requirements. Please visit our minimum age and education requirements page to review these requirements prior to starting the enrollment process. Penn Foster College programs require that students have access to high-speed Internet, a Microsoft® Windows® based computer running Windows® 10 or later or an Apple® Mac® computer running macOS® or later, and an email account. Exceptions to these computer requirements are listed on the [program's websites](#).

## Student Orientation

All new students enrolled at Penn Foster College must complete an orientation at the beginning of their program. This orientation introduces students to the particular field of study and orients them to the process of distance learning and how it is conducted with Penn Foster College. Students may not receive transfer credit for this course as it contains material specific to the school that students are required to know.

## Military Grant

Penn Foster recognizes those who serve in the military. We have special offers for active duty military, veterans, and their dependents for many Penn Foster programs. Please call 1-800-275-4410 to speak with an Admissions Specialist for more details.

Eligibility Requirements:

- Discharge papers (DD214 – Honorable Discharge)
- VA Certificate of eligibility
- VA Statement of Benefits
- Valid Military ID
- Current military orders

Military Grant Terms and Eligibility:

- All active duty military members, veterans, and their dependents are eligible for a post-enrollment Institutional Grant of 30% of the total enrollment.
- The grant will be applied post-enrollment for students who are able to provide the above documentation at the time of enrollment and will be applied to the account balance.
- Students who do not have the documentation at the time of enrollment or who enroll online will have 60 days to supply the eligibility documents for their grant to be applied.

## Tuition and Fees

All students are charged a one-time registration fee as stated on your Enrollment Agreement. Current tuition fees for each program at the time of enrollment are stated on the enrollment agreement. The agreement lists the registration fee and the tuition for each program.

The tuition for a program includes all instruction, student services, and one complete set of program and study guides required to complete the program. Students retain all materials after completion of the program.

Change of Program Fee .....	\$ 50
Extension Fee .....	\$ 125 (subject to change)
Transcript (Print or Electronic) .....	\$ 15

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the Fund STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program.” “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number

## Financial Aid

Penn Foster College offers interest-free monthly payment plans. However, the school does not participate in federal financial aid.

## Cancellation Policy for Programs

You can cancel your enrollment via email or first class mail to the address or number listed in the "contact us" section of Penn Foster's student portal. If you cancel or withdraw from the Program, you will receive a tuition refund, as follows:

1. If you cancel within 6 days after midnight of the day you enroll, you will receive a refund of all monies paid to Penn Foster;
2. If you cancel more than 6 days after enrolling but before submitting a completed Program assignment, you will receive a refund of all monies paid to Penn Foster less the registration fee (the "Non-Refundable Registration Fee");
3. If you cancel after completing at least one Program assignment but less than 50% of the Program assignments, then Penn Foster will retain the Non-Refundable Registration Fee and you will remain responsible for paying Penn Foster for the following:
  - a) 10% of the tuition if you cancel after having completed up to and including 10% of the Program assignments;
  - b) 25% of the tuition if you cancel after having completed more than 10% and up to and including 25% of the Program assignments; and
  - c) 50% of the tuition if you cancel after having completed more than 25% and up to and including 50% of the Program assignments.
4. You are responsible for paying and Penn Foster shall be entitled to receive the entire Program Tuition and the Non-Refundable Registration Fee if you cancel (a) more than 12 months after your enrollment (timeframe may vary depending on the Program selected), or (b) after completing more than 50% of the Program assignments.

All refunds will be issued within 30 days of Penn Foster's receipt of your notice of cancellation. For refund examples go to [refund policy page](#).

# PENN FOSTER ACADEMIC INTEGRITY POLICY

## STUDENT IDENTITY VERIFICATION

All new students are provided with a unique student number. This student number should not be shared with anyone else. In order to gain entry into the online learning management system and access student materials, students need to enter their student number and a unique password that restricts anyone else from accessing their student record. Sharing student numbers or passwords with any other individual is in violation of the Code of Conduct and can lead to disciplinary action. Students will also need to provide a government issued photo ID during the proctored exam process to verify their identity.

## STUDENT CODE OF CONDUCT

Penn Foster has adopted a Student Code of Conduct to protect the rights of students, faculty, staff, and Penn Foster itself. This code ensures that student and faculty/staff interactions are characterized by mutual respect and civility. All Penn Foster students are required to abide by all standards and policies established by the school in their academic work and their personal conduct.

Students should

1. Treat fellow students, faculty, and staff with courtesy, respect, and dignity and behave in a manner that reflects the integrity of the school.
2. Comply with directions of Penn Foster officials acting in the performance of their duties.
3. Accept responsibility for the consequences of their actions.
4. Abide by all published policies including, but not limited to, those that appear in Penn Foster catalogs, study materials, and enrollment agreements.

5. Never misrepresent the school or its staff in any online social communities.
6. Observe all rules on submitting work and taking examinations and will never turn in work that is not their own nor present another person's ideas as their own.
7. Never ask for, receive, or give unauthorized help on graded assignments, quizzes, projects or examinations via any method including email or the internet.

The Student Code of Conduct, as well as the preceding guidelines, applies to all Penn Foster students. An official of Penn Foster may, at his/her discretion, take disciplinary action up to and including dismissal from the school for failure to comply with any aspect of the Student Code of Conduct.

## ACADEMIC DISHONESTY

Cheating can be defined as any inappropriate collaborative activity in which the work submitted to the school does not represent the work of the enrolled student. This would include submission of someone else's work, submission of answers obtained through inappropriate measures, or providing answers to another student. If cheating is suspected, the student will be notified and required to respond in writing to the charges made. The response will go before the Academic Review Board for a decision on the student's enrollment. Disciplinary action can be applied up to and including termination of the student's enrollment. Any inappropriate behavior on the part of a student or proctor in the final exam process will result in an invalid exam, which must be repeated as a make-up test.

## **PLAGIARISM**

Plagiarism is another form of unethical behavior. Plagiarism is dishonestly using another person's ideas or finished work as your own without giving credit for the source. It includes copying or paraphrasing something and using it as if you had done the work yourself. Any act of plagiarism will not be tolerated from students at Penn Foster. Students who submit plagiarized work will be disciplined. Possible measures may include expulsion. The best way to avoid plagiarism is to do your own work.

## **ONLINE BEHAVIOR**

Penn Foster expects students to behave properly and use good judgment when communicating online with the school. Illegal or improper use of the Web within the school's environment will not be permitted and may result in disciplinary action.

## **PROGRAM MATERIAL COPYRIGHT NOTICE**

Penn Foster or its vendors hold all ownership rights in the Program materials. Students are strictly prohibited from copying and/or providing to any third party all or any part of the Program materials that Penn Foster provides to students without Penn Foster's written consent. If a student violates this prohibition, they may be subject to criminal and civil penalties and fines, as well as disciplinary action up to and including expulsion from the Program.

## **DISCIPLINARY ACTION**

Any inappropriate behavior can result in several forms of disciplinary action. This would include anything from awarding a "1" grade on an exam to termination. Faculty members will report inappropriate behavior by students; this will be forwarded to the Academic Review Board for action and a final decision.

## **CUSTOMER'S ACKNOWLEDGEMENT OF RECEIPT**

Customer acknowledges receipt of the above Penn Foster Academic Integrity Policy:

Customer Name: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

The services and materials to be provided to Customer are subject to the Penn Foster Master Services Agreement. All terms shall have the same definition as set forth in the Master Service Agreement between the Parties.

# Student Grievances

## Student Grievance Policy:

Most student complaints can be handled at first point of contact with the school. Student complaints are addressed using the policies and provisions of the enrollment agreement, student catalog, and academic requirements of the school. Students who have a complaint should contact their instructor regarding academic issues or a Student Services Center supervisor regarding servicing issues. The instructor or Student Services Center supervisor will provide a verbal or written response depending on the student's preferred choice of communication. If the student believes that the complaint has not been properly handled at that point, the student should use the following procedure to register a grievance.

## Steps in Grievance Procedure:

1. The student should contact the Academic Team Lead for academic issues or Manager, Student Services either by phone or in writing expressing his/ her concern within 30 days of receiving a response to the original complaint. The Academic Team Lead or Manager, Student Services will respond either by phone or in writing within two weeks of receiving the complaint.
2. If the student feels that the issue is still unresolved, he/she has 30 days to express continued concerns either by phone or in writing to the Academic Program Director or Director, Student Services. A response will be sent to the student within 2 weeks.
3. If the student still believes the grievance is unresolved, he/she may complete the school's grievance form within 30 days from receiving the response from the Academic Program Director. This form can be obtained by contacting Student Service Center. The form can be emailed, faxed, or mailed to the student.
4. All grievance forms will be returned to the Academic Program Director, who will turn them over to the Academic Review Board. The Academic Review Board will meet and render a decision within two weeks of receipt of the grievance form. The decision of the Academic Review Board will be final and will be sent to the student in writing.
5. All grievance forms and final decision notifications will be filed in the office of the Academic Program Director.
6. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1740 W. Adams Street, Suite 3008, Phoenix, AZ 85007, phone # [602-542-5709](tel:602-542-5709). website address: <https://ppse.az.gov/>.



The student may also contact the [www.deac.org](http://www.deac.org) at 1101 17th Street NW, Suite 808 Washington, D.C. 20036, phone # **202-234-5100**.

7. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student also may choose to file a complaint in their state of residence.

## **SARA Complaint Resolution Process**

The Arizona SARA Council has jurisdiction over Arizona SARA-approved institutions, including Penn Foster College, in relation to non-instructional complaints. Instructional complaints, such as grade grievances, are not reviewed by the Council and should not be submitted for review. Prior to registering a non-instructional complaint with the Arizona SARA Council, students must complete the Penn Foster College Grievance Policy shown above and the Arizona State Board for Private Postsecondary Education's complaint process. Non-instructional complaints that have not been resolved through these measures may be submitted online [on their website](#).

## **Complaints Against Faculty**

If a student has a complaint regarding treatment by a member of the faculty or suspects a conflict of interest, the student should report this complaint to the Academic Team Lead of the Department in which the student is enrolled. If the student has consulted with the appropriate supervisor and still believes that the matter has not been dealt with satisfactorily or equitably, the student should contact the Director of Faculty Affairs. If the complaint is still not resolved, the student must submit a formal written signed complaint to the school's Academic Review Board for further consideration.

## **Grade Appeal**

Students who wish to dispute a grade or an answer to a question should contact their instructor. Only an instructor has the authority to change a grade. If the student is not happy with the grade appeal results, he/she should follow the "Student Grievance" procedure listed in this catalog.

## EXTENSIONS

Depending on the program, students are given a certain amount of time to complete all the lesson assignments. Students may request a six-month paid extension. Students who do not complete the program within the required time may need to re-enroll in the program that is current at that time. Previous work would be evaluated against the current curriculum to determine which courses or lessons could be transferred into the new enrollment.

## ONLINE LIBRARY

A librarian is available to answer questions on general research-related topics via email and assist students in research activities during their studies in Penn Foster.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides you with certain privacy rights with respect to student records if (A) you are over the age of 18 or enrolled in a post-secondary program, and (B) you are a parent or legal guardian of a student who is under the age of 18 and not enrolled in a post-secondary program. These rights include:

1. The right to inspect and review your or the minor student's education records within 45 days after Penn Foster receives a written request from you for such access.
2. The right to request an amendment to your or the minor student's education records if you believe something is inaccurate, misleading, or otherwise in violation of your or the minor student's privacy rights; this does not give you any rights to have your or the minor student's grades changed or similar changes made to the record of your or the minor student's academic performance. You need to provide us with a written request

for the change and an explanation for why you think it should be made. If we agree, we will make the correction; if we disagree, we will communicate further with you as to the issue.

3. The right to provide written consent before we disclose personally identifiable information (PII) from your or the minor student's education records, except (a) with respect to Directory Information (discussed more below), and (b) in certain defined situations where FERPA authorizes disclosure without consent, including disclosures to school officials and regulatory bodies with legitimate educational interests.
4. The right to file a complaint with the Family Compliance Office of the U.S. Department of Education, located at 400 Maryland Avenue, SW, Washington, DC 20202, if you believe Penn Foster has violated your or the minor student's FERPA rights.

For Penn Foster students, Directory Information includes:

- Student name
- Dates of attendance
- Penn Foster program
- Enrollment status (graduate, attending, pending, withdrawn)
- Honors and Awards

Unless you notify Penn Foster in writing that you do NOT want your Directory Information disclosed to anyone without your consent, Penn Foster may disclose these categories of information without your consent. Please send any such "opt out" notice to Penn Foster Student Services at 925 Oak Street, Scranton, PA 18515 or fax it to (570) 961-4888. Your decision to "opt out" will remain in effect unless and until you elect to "opt in." In addition, whether or not you have decided to "opt out," Penn Foster will not disclose any of your Directory Information to any third party during the first two weeks following your enrollment.

If you have any questions about your FERPA rights, you can learn more at the government's helpful website at [U.S. Department of Education](https://www.ed.gov).

## ACCOMMODATING STUDENTS WITH DISABILITIES

Penn Foster College believes in opportunity for everyone. Therefore, the school strives to meet the needs of all students by providing instructional support and student services which will enable them to reach their maximum potential. The school does not discriminate on the basis of race, color, gender, religion, national origin, age, or physical disability.

Penn Foster College complies with Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR part 104 (barring discrimination on the basis of disability), and the Americans with Disabilities Act (ADA) of 1990 and the implementing regulations in 29 CFR part 1630 (1991). The school will offer a reasonable accommodation for any qualified student with documented disabilities provided the accommodation does not pose an undue hardship on the school or does not force the school to fundamentally alter the educational course, compromise its academic standards, or place the disabled individual in a better than equal position with nondisabled students. Students must complete the ADA form which is available on the student portal and submit it along with documented evidence of disability to [ADArequest@pennfoster.edu](mailto:ADArequest@pennfoster.edu) to be eligible for any accommodations. All completed requests for accommodations will be reviewed by the ADA Review Committee within five (5) business days. Students will receive written

communication outlining the decision of the committee.

## TRANSFER CREDIT

Penn Foster does not evaluate life-work experience or previous education completed at another school for transfer credit into most career certificate or diploma programs. An Admissions representative will be able to provide information on which programs will accept transfer credit.

## CAREER ASSISTANCE

Penn Foster offers many resources to current students and alumni to help with career planning and job search efforts. Career Cruising, a self-service employment tool is available to students and alumni and provides various resources on employability, including school/job exploration, employment recommendations, career portfolio development, resume-building, nationwide job search engine, tips and advice on improving job search success, and interview tips. Students and alumni can access Career Cruising through the student portal. Penn Foster's Career Coaches work with students and alumni to assist with career exploration, resume review and revision, social media presence, and mock interviews. The Learning Resource Center, which is located in the library, includes guides for career planning, instructions for writing a winning resume, tips and advice to succeed at a job interview and how to follow-up after the interview, and information on negotiating and understanding compensation levels and offers. Job placement is not guaranteed to graduates, upon program completion.

## CAREER SERVICES

Upon completing your career training, Penn Foster also offers access to Alumni Career Services which are designed to help you find employment in your chosen field. Penn Foster also maintains a job board site where students and graduates are encouraged to search through jobs that are posted directly by employers.

### *Career Services include:*

- Resume Preparation
- Job Searches
- Help with Submitting Resumes
- Cover Letter Design
- Interview preparation, & much more.

## SCHOOL CALENDAR

Penn Foster operates 12 months of the year. The school is closed for 8 holidays during the year. The holidays usually include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. The other days may vary. The school's phones will have a "closed" message on these holidays.

# FREQUENTLY ASKED QUESTIONS

## Q. Where can I find my student number?

A. The number is on your Student ID Card which you received with your Welcome Letter.

## Q. How do I submit exams?

A. Exams are submitted via the website [www.pennfoster.edu](http://www.pennfoster.edu). You can complete your exams and receive feedback at this site.

## Q. What if I change my address?

A. The easiest way to change your address is to log on to your Student Portal. Click **“Update My Profile**. Make the necessary changes and hit submit.

## Q. How do I make payments?

A. If mailing in your payment, please submit payment along with the appropriate coupon from your payment book to:

**Student Service Center  
925 Oak Street  
Scranton, PA 18515-0001**

Please be sure to include your student number on all payment materials. Allow one week for your account to be updated.

## Q. How long will it take me to complete my program and receive my Career Diploma or Certificate?

A. Completion times vary, depending on the program in which you are enrolled. Many Penn Foster programs can be completed in a year or less.\* (If it seems you will need to take longer than the time allotted to complete your program, you may contact Penn Foster and request an extension.) Your Enrollment Agreement specified the completion time for your program.

## Q. Are there any additional fees?

A. The following fees are charged, if applicable: additional six-month extension fee of \$125.00 (subject to change); change of program fee of \$50.00. Registration fees vary by program. Your Enrollment Agreement lists the fee.

## Q. What is your cancellation policy?

A. The cancellation policy is provided in detail on page 12 and on the Enrollment Agreement you signed. A copy of your Enrollment Agreement will be returned to you after your application is approved.

## Q. Can I earn credit for previous coursework completed?

A. In most programs, Penn Foster does not evaluate life-work experience or previous work taken at another school for transfer credit into a vocational program.

Penn Foster will evaluate previous training and consider granting credit for students using the GI Bill®. If transfer credit is applied, the program will be shortened, and the balance will be reduced accordingly.

## Q. Will work completed at Penn Foster College transfer to another school?

A. Work completed in Penn Foster College programs may not transfer to other learning institutions. Students planning to continue their education with another school after earning a diploma from Penn Foster College should check with that school regarding transfer policies.

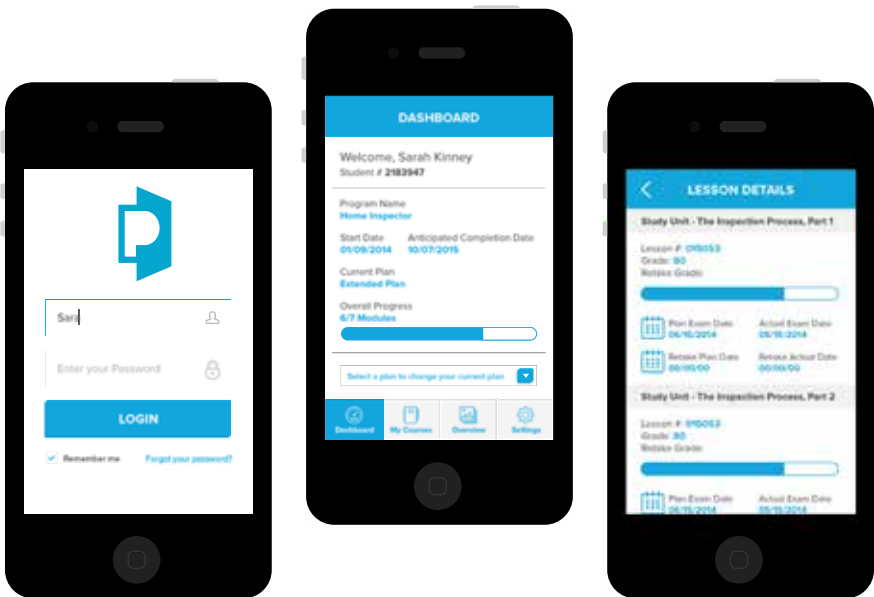
# STUDY TIPS AND TAKING YOUR EXAMS

When you complete a lesson, you must also complete and submit an exam using the Penn Foster online exam system. A lesson can be the content of one study unit or a reading assignment in a study guide. Most exams consist of multiple-choice questions. Lessons also feature helpful self-checks you can use to determine how well you understand the new concepts you have learned. Future lessons become available online when you submit exams, so avoid delays in your studies by submitting exams promptly.

## TAKE ADVANTAGE OF THE STUDY PLANNER

The Penn Foster Study Planner will help you stay organized and on track with your studies. Use it to create a customized study plan so you can finish your program when you want to, sync your study times to your calendars, track your progress, and set alerts for when your next exam is due. Use the Study Planner to set a study plan that works with your schedule and stick to it to reach your graduation goal!

**You can find your Study Planner on your Student Portal, or you can download the app from the iOS, Google Play, or Amazon Appstore.**



## SUGGESTIONS FOR MORE EFFECTIVE STUDYING

- Set up a special place in your home to do your studying and keep all your materials there, within easy reach.
- Schedule your study time. Make sure it doesn't conflict with other important activities.
- Frequent, brief study sessions are more effective than long, "cramming" marathons.
- Make sure to do all the self-check quizzes in the lesson.

## TIPS ON COMPLETING YOUR EXAMS

When it comes time to take your exam, make sure you follow the directions carefully. If you don't understand what you are supposed to do, don't hesitate to call Penn Foster and ask for help.

## SUBMITTING YOUR EXAMS

You must submit all exams online using the Penn Foster exam system that you access from your student portal.

To access an exam, click on **Take an Exam** next to the appropriate lesson title. If the exam involves an essay or a writing assignment, you'll be asked to attach a file of the assignment to submit it to the school.

Read each question carefully before you choose your answer. If you're unsure of an answer, you can mark the question for review by clicking a button at the bottom of the question. Before you submit the exam, you'll be able to see a summary of all of your answers and make changes if you so desire.

## EXAM RESULTS

Students must access the Penn Foster student portal to get evaluations as well as receive feedback. The evaluations will tell students which answers (if any) were incorrect. If students have a question or problem with the exam evaluation, they should contact the school immediately.

## MULTIPLE CHOICE EXAM RETAKE POLICIES

Students are given two chances to pass each exam. An exam may be retaken as soon as the first attempt has been graded; there is no waiting period. Regardless of whether the first attempt resulted in a passing or failing grade, students are given one opportunity to retake the exam and earn the higher of the two scores. This policy is effective for all open exams on a student's record as of October 19, 2017.

Students are presented with a new exam for the retake and must submit the ENTIRE retake online. The retake must be submitted within 30 days of the initial submission, or the first attempt will become the final grade.

For all other exams (subjective, non-multiple choice exams), retakes are required for a failed first attempt, and not offered if the exam was passed. The highest score a student can earn on a retake exam is 65%. The retake grade becomes the final grade. Each program may contain one or more practical exercises, projects, or externships that must be successfully completed in order to meet the requirements for graduation. Some of these may be graded on a pass/fail basis.

## ACADEMIC PROBATION/CANCELLATION

Students who continually score below the passing average on exams (65) may be

placed on academic probation for a period of time during which grades will be closely monitored. Continued academic failure may result in the student's record being submitted to the Academic Review Board. The Academic Review Board members will consider the academic progress of the student and, with the Board's approval, determine if cancellation is required. If cancelled, the student will be notified in the mail and appropriate financial cancellation terms will be applied.

### **STANDARDS OF PROGRESS**

Completion time varies depending on the program, as specified in your Enrollment Agreement. Students may progress more quickly through the program, but are contractually required to complete it within the specified time. Students who do not demonstrate satisfactory progress may be academically cancelled from the program. Re-enrollment in a program is not allowed if the student was enrolled in the same program and was academically failed. Re-enrollment in another program will require review of previous coursework to determine eligibility. If a student is out of school for a period of time and then re-enters into the current curriculum, we will evaluate prior earned credits for possible transfer into the current program.

Students using GI Bill® benefits who have a lesson average below 65 after completing 25% of their lessons will be placed on academic probation and their performance will be monitored by instructors and academic advisors. Students using GI Bill® benefits who have a lesson average below 65 after completing 50% of their lessons will be referred to the Academic Review Board for potential academic dismissal from the program. Students using GI Bill® benefits who have a lesson average below 65 after completing 75% of their lessons will be cancelled from the program by the Academic Review Board for failure to benefit academically.



## EXPECTATION

All Penn Foster students are expected to conduct themselves with the highest academic and ethical standards. Failure to do so will result in disciplinary action. Students who do not achieve passing grades may be subject to academic probation or dismissal.

## THE PENN FOSTER CAREER DIPLOMA GRADING SYSTEM:

Exams and projects will be graded on the following scale:

Lesson Grade (Percentage)	Letter Equivalent	Rating
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
65-69	D	Passing
Below 65	F	Failing

An overall program average of 65% or above is required to graduate. (70% or above for the Pharmacy Technician Professional and Optician Exam Prep programs).



“An investment  
in knowledge  
pays the best interest.”

- Benjamin Franklin

# GRADUATION

When you have successfully completed your program and your account is paid in full, you will achieve your goal — a Career Diploma/Certificate. To be awarded your Diploma/Certificate and earn associated continuing education units (CEUs), you must have:

- ***Passed all program requirements.***
- ***Achieved an overall program average of 65% or above (70% or above for the Pharmacy Technician Professional and Optician Exam Prep programs).***
- ***Met all your financial obligations.\****  
*\* All payments must be clear before Diploma/Certificate will be issued*

## TRANSCRIPTS

Copies of your official Penn Foster College transcript are available in your student portal. If you request your official transcript prior to graduation, it will only be released if certain financial criteria is met. Navigate to the “Forms & Resources” menu, and click the “Official Transcript Request” button to access the Parchment Ordering Service, where you can order digital and/or paper copies of your transcript. Transcripts may be sent directly to you or to someone else (e.g. an employer or another school). You will need to have available the email or physical address where the transcript will be sent to complete the order. It is a \$15.00 fee for all transcript orders.



# On the road to success...

Congratulations! You've taken the first steps on your journey toward reaching your goals. At Penn Foster, we'll do everything we can to make your journey with us a rewarding one. However, there may be times when you find it hard to keep moving forward. If you start to feel that way, just remember these tips to stay on track:

- A good way to stay motivated is to remember why you enrolled. You have a dream of building a better life for yourself, and you have already shown you have the dedication. Don't let anything stop you from achieving your goals.
- Anytime you have a problem with something in your lessons or a question about your Penn Foster experience, contact the school. Every student is important to us — and we want to see you achieve success. You can always turn to your instructor or our helpful Student Services staff for help.
- Set up your Study Planner, and stick to your study schedule as much as you can — but it's okay to give yourself a day off now and then, too. Holidays, special occasions, or just a day to “recharge your batteries...” but don't take too many, because you want to keep moving toward graduation.
- Most of all, take pride in what you are accomplishing. So many people never try to make their dreams come true — just by enrolling, you have shown you are someone who sets goals and works to achieve them. You have much to be proud of.

**GOOD LUCK** from all of us  
at Penn Foster!

# PROGRAMS

## ABC® Certified Wedding Planner Career Diploma

### Program Goal

To prepare students for an entry-level career as an Association of Bridal Consultants® Certified Wedding Planner. Students must be 17 years of age and have an 8th grade education to enroll into this program.

### Program Outcomes

Upon completion of the program, students will be able to:

- Recognize the wedding industry and the skills needed to handle the demands of being a bridal consultant and identify how these skills apply to the tasks needed during the planning process when meeting with clients to determine the type of wedding the client requires
- Understand how to coordinate every detail of events (including rooms, transportation, and food service), from beginning to end, by recognizing the scope of the event, including time, location, and cost, and whom to contract with for services (for example, florists or photographers), and conferring with on-site staff to coordinate details
- Identify how to organize and conduct wedding ceremonies and receptions by reviewing places to ensure they meet the client's requirements and recognize the various types of wedding ceremonies and etiquette to share with a client
- Know how to establish yourself as a professional by studying how to create a professional portfolio; identify which special licenses you'll need to set up suppliers and vendors; support group source files; and define basic marketing concepts that promote the business of consulting
- Comprehend how to develop agendas, budgets, and services according to customer requirements; recognize how to charge clients and collect payments; set up bookkeeping and files, inventory, and billing control; and know how to use appropriate business forms and understand strategies for organizing and managing your home office.
- Recognize how to monitor event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise
- Understand how to promote bridal show services, such as meeting with professional and

trade associations, and producing brochures and other publications, designing and implementing efforts to publicize events

Course Name	Hours
Instruction Set 1	23
Instruction Set 2	53
Instruction Set 3	52
Instruction Set 4	57
Instruction Set 5	56
<b>TOTAL</b>	<b>241</b>

### Course Descriptions

#### Instruction Set 1

Succeed by learning how to use your Penn Foster program. Successful wedding planners are creative and business-savvy professionals.

#### Instruction Set 2

This course provides an overview of the general planning process for weddings and honeymoons. Weddings are deeply rooted in religious and cultural traditions. The course will help you build a solid foundation in wedding etiquette.

#### Instruction Set 3

Set off on the right path by learning the basics of establishing and operating a bridal business. Then, explore how to bring together various wedding components for your clients' weddings. Finally, starting a new business is exciting, but there are inherent risks. To increase your chance of achieving success, the last lesson of this course prepares you for the demands of business ownership.

#### Instruction Set 4

The first lesson of this course is designed to help you better understand the cultures of various ethnic and religious groups. Then, you'll continue to prepare for business ownership. The last lesson of the course prepares you for the financial challenges of business ownership.

#### Instruction Set 5

This course teaches you how to prepare a marketing plan to let people know that you're open for business. One way to market your business is by participating in bridal shows. Finally, you'll learn how to turn your dream of owning a home-based business into a reality.

## Administrative Assistant

For tuition details, please visit our [Administrative Assistant tuition page](#). To enroll in this program, students must be 17 years of age and have completed the 8th grade.

### Program Goal

The goal of this program is to prepare students for an entry-level career as an administrative assistant. Students are expected to complete this program in 12 months.

### Program Outcomes

Upon completion of the program, students will be able to:

- Describe how to maintain paper and electronic filing systems for records and messages as well as organize files, folders, and schedules in proper order so an office can run efficiently
- Explain how to schedule appointments and make travel arrangements for executives and other staff
- Recognize how to answer phones, draft messages, write memos and email when communicating with managers, employees, and customers
- List ways to support staff in conducting research, compiling data, and preparing papers for consideration and presentation by executives, committees, and boards of directors
- Describe how to read, analyze, route, distribute, and answer routine incoming memos, submissions, reports, mail, and email to determine their significance and plan their distribution
- Explain how to communicate well with others in and out of the office
- List how fax machines, videoconferencing software, phone systems, and other office equipment work
- Explain how to create spreadsheets, presentations, reports, messages, databases, and other applications
- Outline how to negotiate with vendors, buy supplies, manage stockrooms or corporate libraries, and get data from various sources
- Prepare reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, or presentation software
- Describe how to greet visitors and to decide whether they should be given access to specific individuals

- Recognize a professional image in an office environment
- List techniques for managing stress and time in professional ways

Course Name	Hours
SYP101 Starting Your Program	11
AAS001 Introduction to Administrative Assistant	47
AAS002 Workplace Communication Skills	26
AAS003 Administrative Office Procedures	35
AAS004 Filing and Record Management	51
AAS005 Technologies in the Workplace	30
ENG010 Business English	66
CSC104 Computer Applications	96
AAS006 Bookkeeping and Office Management	34
TOTAL	395

### Course Descriptions

#### SYP101: Starting Your Program

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful.

#### AAS001: Introduction to Administrative Assistant

In this course, you'll learn about job opportunities for administrative professionals and the importance of lifelong learning to obtain and maintain employment in the field. You'll then explain the importance of consistently maintaining a positive and professional image in the workplace. You'll also review how to manage time effectively.

#### AAS002: Workplace Communication Skills

In this course, you'll learn how working as an administrative assistant can mean working with people around the world. You'll also identify effective ways to communicate with other people.

#### AAS003: Administrative Office Procedures

In this course, you'll learn about administrative office procedures. You'll also learn how to make travel arrangements and plan meetings.

#### AAS004: Filing and Records Management

In this course, you'll discover how to set up, arrange, and maintain a filing system. You'll also learn about managing records in an office environment.

### **AAS005: Technologies in the Workplace**

In this course, you'll learn about technology that's available in the computerized workplace. Finally, you'll learn how to use resources and references to search for information efficiently and effectively.

### **ENG101: Business English**

In this course you'll learn the skills you need to become more confident in your writing.

### **CSC104: Computer Applications**

You'll learn about PC applications in word processing, spreadsheets, and presentation software, as well as create documents, spreadsheets, and presentations. You'll also learn how to integrate the applications.

### **AAS006: Bookkeeping and Office Management**

In this course, you'll learn how to handle a variety of bookkeeping tasks, such as keeping a record of payments as they arrive, sending out bills to those who owe money, and making bank deposits. You'll learn key managerial concepts that will help you keep things running smoothly and efficiently in an office.

## **Auto Repair Technician Career Diploma**

For tuition details, please visit our [Automotive Repair Technician tuition page](#).

### **Program Goal**

To prepare students to enter the automotive repair field by studying the major automotive systems, the procedures for servicing those systems, diagnosing customer concerns, and suggesting service solutions to those concerns while working toward ASE (National Institute for Automotive Service Excellence) certification.

### **Program Outcomes**

Upon completion of the program, students will be able to:

- Recognize the steps necessary to attain certification in the automotive repair field and identify automotive systems
- Recognize engine components that make up the lower-end assembly and describe how the systems and parts work together to make a vehicle run

- Recognize engine components that make up the upper-end assembly and describe how the systems and parts work together to make a vehicle run
- Recognize safety procedures that should be followed in an automotive repair shop and list the various hand tools and specialized tools used when working with automotive systems
- Describe how to perform basic automotive preventive maintenance and routine service procedures to include an engine oil change
- Apply basic mathematical operations (addition, subtraction, multiplication, and division) and interpret the meaning of basic physics concepts of mechanics, forces, thermodynamics, heat, electricity, and magnetism to solve math-related problems
- Identify and interpret the construction and operation of gasoline engines and explain how to diagnose and repair malfunctions in engine components and subsystems
- Describe the process of removing an engine from a vehicle and performing an engine rebuild
- Explain basic electrical concepts and units including resistance, voltage, and current and principles of electricity, magnetism, circuits, and wiring diagrams and how they're used to service all automotive electrical and electronic systems to include using a digital multimeter (DMM)
- Describe the principles and functions of HVAC (heating, ventilation, and air-conditioning) systems and explain how testing and service procedures are performed on these systems
- Describe the operation of computerized gasoline-engine controls and performance systems and explain how to diagnose and repair drivability and emissions malfunctions in these systems
- Identify the components and systems of hybrid electric and fuel cell vehicles and explain their operation
- Identify and interpret the operation of hydraulic brake systems and describe how to diagnose and repair malfunctions in all automotive brake systems
- Identify and interpret the operation of suspension and steering systems and describe how to diagnose and repair malfunctions in steering and suspension systems
- Identify and interpret the construction and operation of manual transmissions/transaxles, rear axles, drive axles, and four wheel drive units, and describe how to rebuild transmissions, transaxles, differentials, transfer cases, and perform in-vehicle routine maintenance, inspections, repairs, and external adjustments

- Identify and interpret the construction and operation of automatic transmissions and transaxles and describe how to rebuild transmissions/transaxles and perform in-vehicle routine maintenance, inspections, repairs, and external adjustments

Course Name	Hours
SYP101 Starting Your Program	11
AUT001 Introduction to Automotive Repair	52
AUT002 Automotive Repair Foundation	47
AUT003 Engine Repair	61
AUT004 Electrical and Electronic Systems	70
AUT005 Heating, Ventilation, and Air Conditioning	25
AUT006 Engine Performance	63
AUT007 Alternative Vehicles	15
AUT008 Automotive Brakes	49
AUT009 Suspension and Steering	48
AUT010 Manual Drive Train	28
AUT011 Automatic Transmissions and Transaxles	23
<b>TOTAL</b>	<b>492</b>

## Course Descriptions

### SYP101: Starting Your Program

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful.

### AUT001: Introduction to Automotive Repair

In this course, you'll concentrate on essential components of an automotive repair technician. You'll also review the parts that make up the lower-end and upper-end assembly and how they work.

### AUT002: Automotive Repair Foundations

In this course, you'll review safety in automotive repair, as well as maintenance. You'll also review math used in auto repair.

### AUT003: Engine Repair

In this course, you'll learn about gasoline and engine operation. You'll also review engine issues as well as how to remove, disassemble, measure, repair, assemble, and install an internal combustion gasoline-fueled engine.

### AUT004: Electrical and Electronic Systems

In this course, you'll explore electricity, as well as capacitance, electromagnetism, and electronics. You'll then identify batteries. Finally, you'll review

interior and exterior safety and entertainment systems.

### AUT005: Heating, Ventilation, and Air Conditioning

In this course, you'll cover the fundamentals of heating, ventilation, and air conditioning (HVAC), including heating and automatic air-conditioning systems operation. Then, you'll review the industry procedures used to diagnose and repair HVAC customer concerns. Finally, you'll discuss the various service procedures used for HVAC systems.

### AUT006: Engine Performance

In this course, you'll cover details about gasoline, alternative fuels, and diesel fuels along with the fundamentals, diagnosis, and service of ignition systems.

### AUT007: Alternative Vehicles

In this course, you'll learn how to identify the components and systems of a hybrid electric and fuel cell vehicle and explain its operation.

### AUT008: Automotive Brakes

In this course, you'll learn how to identify and interpret the operation of hydraulic brake systems and describe how to diagnose and repair malfunctions in all automotive brake systems.

### AUT009: Suspension and Steering

In this course, you'll learn how to identify and interpret the operation of suspension and steering systems. You'll also learn how to diagnose and repair malfunctions in steering and suspension systems.

### AUT010: Manual Drive Train

In this course, you'll learn how to identify and interpret the construction and operation of manual transmissions/transaxles, rear axles, drive axles, and four-wheel-drive units. You'll also learn how to rebuild transmissions, transaxles, differentials, and transfer cases as well as perform in-vehicle routine maintenance, inspections, repairs, and external adjustments.

### AUT0011: Automatic Transmissions and Transaxles

In this course, you'll learn how to identify and interpret the construction and operation of automatic transmissions and transaxles. You'll also learn how to rebuild transmissions/transaxles and perform in-vehicle routine maintenance, inspections, repairs, and external adjustments.

## Bookkeeping

For tuition details, please visit our [Bookkeeping tuition page](#). To enroll into this program, students must be 17 years of age and have completed the 8th grade.

### Program Goal

The program goal for Penn Foster's Bookkeeping Career Diploma program is to prepare graduates for an entry-level career as a bookkeeper. Students are expected to complete this program in 12 months.

Course Name	Hours
BKK010 Orientation to Bookkeeping	21
BKK020 Assets, Liabilities, and Owner's Equity	22
BKK030 Revenue, Expenses, and Financial Reports	25
BKK040 Payroll and Wholesale Accounting	51
BKK050 End of Month Accounting	31
BKK060 Excel for Bookkeeping	27
ACC215 Computer Applications in Accounting — QuickBooks	84
BKK070 Bookkeeping Project	24
TOTAL	285

### Course Descriptions

#### **BKK010: Orientation to Bookkeeping**

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you be successful. You'll then learn the basics of bookkeeping and the roles of a bookkeeper.

#### **BKK020: Assets, Liabilities, and Owner's Equity**

In this course, you'll begin to learn the basics of bookkeeping. You'll learn what books are kept to track how an individual or business earns and spends money. You'll also learn about the three major components of bookkeeping: assets, liabilities, and owner's equity.

#### **BKK030: Revenue, Expenses and Financial Reports**

In this course, you'll start by learning how to set up revenue, expenses, and trial balances on standard bookkeeping forms. Then, you'll learn how to create various financial reports, including

financial statements, ending balance sheets, and closing entries.

#### **BKK040: Payroll and Wholesale Accounting**

In this course, you'll learn about accounting for cash and payroll accounting, accrual accounting and inventory, and wholesale accounting.

#### **BKK050: End of Month Accounting**

This course begins with a look at company assets and then covers end-of-month and end-of-year accounting procedures. Then, you'll learn how to operate and utilize Windows programs, which you'll use throughout your bookkeeping career as you keep electronic forms and records.

#### **BKK060: Excel for Bookkeeping**

Microsoft Office® allows people to create documents, spreadsheets, presentations, and databases. This course will teach you how to use MS Excel.® You'll then learn how to use MS Excel® to organize and format data, including charts, formulas, and more complex tables. Finally, you'll complete a computer applications graded project, which will test the skills acquired in Excel.®

#### **ACC215: Computer Applications in Accounting — QuickBooks**

This course is designed to help you develop an understanding of computerized accounting in conjunction with the QuickBooks software. Throughout this course, you'll work with QuickBooks, inputting data and transactions, viewing financial reports and statements, and more.

#### **BKK070: Bookkeeping Project**

This course will apply everything you've learned in your bookkeeping program. The graded project in this course will require you to call upon all of the skills you've learned to this point to complete a financial record. Be sure to revisit previous courses as needed to make sure you're prepared for this project.

## Dental Assistant Career Diploma

For tuition details, please visit our [Dental Assistant tuition page](#).

### Program Goal

The Dental Assistant Career Diploma Program prepares you for an entry-level position as a dental assistant.



## Program Outcomes

Upon completion of the program, students will be able to:

- Discuss the personality traits, characteristics, and qualifications required to be a successful dental assistant along with the elements and principles of ethical decision making and HIPAA rules that underpin all good clinical practice
- Explain the anatomy and physiology of the head, neck, and oral cavity, including parts of the teeth and types of teeth and how they're charted in a dental office
- Discuss the goals of preventive dentistry and the relationship between nutrition and dental caries
- Identify infectious diseases, the modes of disease transmission, and their relationship to patients and occupational risks in a dental office
- Describe the best practices and procedures for preventing disease transmission in a dental office, including occupational safety and administrative protocols
- Describe the best practices and procedures for obtaining and evaluating radiographic images, including documentation, patient care, equipment, materials, and occupational safety, infection control, and administrative protocols
- Describe the procedures used when assisting a dentist and/or dental hygienist in a dental office, including the materials, medications, and equipment used, documentation, and assisting with emergency situations, patients with special needs, and medically compromised patients
- Describe the skills, strategies, and equipment used for successful communication in a dental office
- Clean and sterilize dental instruments
- Explain the front office responsibilities of a dental assistant, including bookkeeping, record keeping, scheduling, billing, processing insurance claims, and other duties using both physical and digital methods
- Discuss the importance of professional appearance, professional development, and strategies for seeking employment and resume preparation

Course Name	Hours
SYP101 Starting Your Program	11
DNT001 Introduction to Dental Assistant	12
DNT002 Dental Terminology, Anatomy, and Charting	30
DNT003 Preventive Dentistry and Ethics	29
DNT004 Infection Control and Dental Emergencies	45
DNT005 OSHA and Radiology	26

DNT006 Dental Medications and Materials	33
DNT007 Dental Specialties	35
DNT008 Dental Front Office	30
DNT009 Professional Opportunities and Management Software	23
<b>TOTAL</b>	<b>274</b>

## Course Descriptions

### SYP101: Starting Your Program

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills so you're able to use a number of tools that will help you to be successful.

### DNT001: Introduction to Dental Assistant

This course introduces you to dentistry, dental assisting, and being a part of the dental team. You'll learn some of the history of dentistry, beginning with the Egyptians and continuing through the ages. You'll read about the origins of inventions and the predecessors of modern equipment. You'll also learn to identify the members of the dental team and their duties. The different types of dental offices and their separate areas will be described. The professional qualifications and responsibilities of a dental assistant will be addressed, along with a look at how licensure is managed.

### DNT002: Dental Terminology, Anatomy, and Charting

In this course, you'll analyze varying dental terminology, including the oral cavity, dental anatomy, and tooth morphology.

### DNT003: Preventative Dentistry and Ethics

In this course, you'll review preventive dentistry and how nutrition impacts it. You'll also identify how dental law and ethics applies in the office.

### DNT004: Infection Control and Dental Emergencies

In this course, you'll learn about the different facets of the dental operator, including patients, instrumentation, and moisture control. You'll also review disease transmission, pathology, and dental emergencies. Finally, you'll review how to control infection in dentistry.

### DNT005: OSHA and Radiology

In this course, you'll first learn about OSHA regulations and how they're applied in the dental office. Next, you'll discuss radiology. You'll read dental film, diagnose radiographs, and process radiographs.

### DNT006: Dental Medications and Materials

In this course, you'll learn the basics of pharmacology and its relationship to the dental profession. You'll learn various components and methods of how to prepare and administer anesthesia safely. You'll learn about dental restorative materials and how they're used in restorations, and you'll find out about dental impression materials.

### DNT007: Dental Specialties

In this course, you'll learn about endodontics and periodontics, the field of dentistry that deals with the tissues that surround the teeth. You'll be introduced to the specialties of pediatric dentistry and orthodontics and the specialties of prosthodontics and oral and maxillofacial surgery.

### DNT008: Dental Front Office

In this course, you'll learn professional communication skills such as interpersonal communication, the eight levels of relating to others, conflict resolution, and how to greet patients. This course will also discuss how to maintain the reception area and professional skills needed for business administration for the dental assistant.

### DNT009: Professional Opportunities and Management Software

In this course, you'll learn how to use appointment modules, account modules, chart and image modules, and how to manage employee information. You'll learn the importance of maintaining a professional appearance and continuing professional development. This course also provides information on how to search for employment opportunities and what the next steps are once you locate employment opportunities

## Diesel Mechanics/Heavy Truck Maintenance Career Diploma

For tuition details, please visit our [Diesel Mechanics/Heavy Truck Maintenance tuition page](#).

### Program Goal

The Diesel Mechanics/Heavy Truck Maintenance Career Diploma program provides students with knowledge of skills ranging from basic diesel engine operations to troubleshooting and repair. Students will learn how to maintain and do repairs on their own trucks, work for a truck fleet or

dealership, or start a full- or part-time business. Students must be 17 years of age and have an 8th grade education to enroll into this program.

### Program Outcomes

Upon completion of the program, students will be able to:

- Recognize the role of a diesel repair technician and the many exciting career opportunities available to skilled technicians
- Identify the common tools and shop safety procedures used in the repair of heavy-duty vehicles
- Understand the basic operation of a diesel engine and its major components
- Describe the operation of the cooling and lubrication systems of a typical diesel engine
- Identify the various procedures used in the inspection and rebuilding of a typical diesel engine
- Explain the operation of a mechanical fuel injection system, the fuel-delivery system, as well as the properties of the various types of diesel fuels
- Recognize the basics of electrical and electronic engine control systems
- Explain the basic theory and repair of various electrical systems, including the battery, charging system, starting system, and lighting systems
- Recognize the basic operation and repair of heavy-duty truck steering and suspension systems, along with service and repair of vehicle wheels and tires
- Identify the operation of hydraulic and pneumatic braking devices and control systems, the interpretation of fault-indication messages, and the troubleshooting of brake system problems
- Describe the operation and repair procedures for common heavy-duty truck drivelines, automatic transmissions, and manual transmissions and clutch systems
- Identify the safety practices and maintenance procedures for truck and trailer systems
- Recognize the function and operation of heating, ventilation, and air conditioning systems used on heavy-duty trucks

Course Name	Hours
SYPI01 Starting Your Program	11
DMM001 Orientation to Diesel Mechanics/Heavy Truck Maintenance	17

DMM002 Diesel Truck Operation Safety and Technology	34	You will also learn about the varied work performed by diesel technicians involving knowledge of various vehicle components, including several engine systems and accessories.
DMM003 Diesel Engine Fundamentals	36	
DMM004 Truck Engine Lubrication, Cooling, and Exhaust Systems	34	
DMM005 Truck Fuel Systems	39	
DMM006 Truck Electronics and Engine Controls	27	
DMM007 Truck and Trailer Maintenance	13	
DMM008 Truck Electrical Systems	37	
DMM009 Truck HVAC Systems	14	
DMM010 Tires, Suspension and Steering	28	
DMM011 Truck Brake Systems	27	
DMM012 Drivelines and Transmissions	50	
DMM013 Troubleshooting and Repair	69	
TOTAL	436	

## Course Descriptions

### SYP101: Starting Your Program

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful.

### DMM001: Orientation Diesel Mechanics/ Heavy Truck Maintenance

As you start reading this first lesson, you'll learn about the growing diesel-engine-powered vehicle repair field and the increasing need for professional technicians. You'll discover the many exciting career opportunities that are available to skilled technicians. Finally, you'll learn about the basic operation of engines and other vehicle systems.

### DMM002: Diesel Truck Operation, Safety, and Technology

This course will introduce you to the operations of diesel engines, including how the diesel cycle differs from other types of engine cycles, and how (and why) the diesel engine has been a very popular choice for powering a wide range of vehicles. The course includes several major diesel engine components and moves on to cover shop safety and tools.

You will learn about the different types of work environment where diesel technicians work, like the trucking industry, diesel-powered locomotive repair shops, heavy-equipment repair shops, nautical engine overhaul and maintenance facilities, and many other industries that employ technicians who maintain and repair diesel engines.

### DMM003: Diesel Engine Fundamentals

In this course, you'll take a closer look at diesel engine components. In the first lesson, you'll be familiarized with the various components of engine blocks, crankshafts, and piston assembly. In the second part of this course, you'll be introduced to the various functions of the cylinder head, camshaft, and valve train components. Finally, this course will provide an overview of how various components of a diesel engine work and function.

### DMM004: Truck Engine Lubrication, Cooling, and Exhaust Systems

This course continues your study of diesel engine systems. You'll look at lubrication, cooling, air intake, and exhaust systems. You'll soon find that lubricating systems are easy to comprehend once you understand the system's components. You'll also be able to understand how to properly maintain oil filters as well as how to recognize low oil situations. Along with this, you'll look at the functions of components related to engine breathing and troubleshoot the exhaust system.

### DMM005: Truck Fuel Systems

In this course, you'll continue your study of diesel technology by looking at fuel and injection systems. You'll be learning about the different types, essential components, and methods of maintenance for the fuel and injection systems.

### DMM006: Truck Electronics and Engine Controls

This course covers the basics of electricity and then moves on to diesel engine electrical systems, including the charging and starting systems. You'll learn about electronic engine controls.

The information is divided into two lessons; the first lesson focuses on basic electrical theories, the charging systems, and the diesel engine's starting system. The second lesson describes each major component related to the computer control system of engines.

### DMM007: Truck and Trailer Maintenance

This course provides an introduction to the trucking industry and details key career and certification information. You'll also review safety practices and take another look at tools and measuring equipment.

### **DMM008: Truck Electrical Systems**

This course will introduce you to the electrical theories, types of batteries, system monitoring programs, and more such topics related to the truck's electrical system. This course takes another look at basic electrical topics before moving on to cover truck electrical systems, such as starting and charging systems, lighting, and wiring. You'll also study truck computer systems.

### **DMM009: Truck HVAC Systems**

This part of your program looks at truck heating, ventilation, and air-conditioning (HVAC) systems and auxiliary power units (APUs). In this course, you'll learn about important truck HVAC control systems, how they operate, and how to maintain them. You'll also spend some time reading about APUs and their purpose in conjunction with truck HVAC systems.

### **DMM010: Tires, Suspension, and Steering**

This part of your program deals with some of the systems and components that will most likely demand the bulk of your repair efforts. Tires and suspension systems, for example, wear out during much shorter intervals than parts such as engines. You'll also cover wheels, frames, and steering and trailer systems.

### **DMM011: Truck Brake Systems**

This part of your program focuses on truck brake systems, an important topic for just about any heavy-duty truck technician. You'll study different types of brake systems, their components, and how they work.

### **DMM012: Drivelines and Transmissions**

This part of your program covers the driveline system, clutches, and drive axles before moving on to truck manual and automatic transmissions. You'll learn about the major components, operation, and general procedures for servicing these systems.

### **DMM013: Troubleshooting and Repair**

In this course, you'll review engine- and electrical-system operating characteristics, as this knowledge forms the foundation on which all troubleshooting studies and skills are built.

The conclusion of your program focuses on troubleshooting practices as well as how to approach a problem by making the most of the tools and knowledge you've already gained. You'll also cover preventive maintenance topics, including inspections and maintenance

programs. Developing an effective approach to troubleshooting takes time, but it also requires having the right mindset.

## **Dog Obedience Trainer/Instructor Career Diploma**

For tuition details, please visit our [Dog Obedience Trainer/Instructor tuition page](#).

### **Program Goal**

To prepare students for a career as an entry-level dog obedience trainer. Students must be 17 years of age and have an 8th grade education.

### **Program Outcomes**

Upon completion of the program, students will be able to:

- Identify the senses of a canine and know how they function, and define the learning theory and classical and operant conditioning
- Describe common behavior problems and strategies for prevention and treatment, identify the pros and cons of punishment versus reinforcement, as well as the signals and displays that dogs use to communicate with each other and with humans
- Apply knowledge of behavior problems by recommending behavior modification plans for the dogs in three given scenarios
- Define dog testing, state the functions of the American Kennel Club, and list its seven major groups of dog breeds
- Apply knowledge of dog selection by selecting an appropriate breed for the persons in the case studies as well as selecting an inappropriate breed
- Identify the various types of canine training, know the commands to teach dogs basic obedience, and recognize types of dog-training equipment
- Apply knowledge of agility training by examining agility course diagrams and indicating correct and incorrect sequences and identifying handling techniques
- Identify what dog tricks are and know how to use them, describe what play is and why it's important for a domesticated dog, and name recreational activities involving dogs
- Name the exercises required for classes of competition and describe the ways dogs are used to assist humans
- Describe basic nutrition, reproductive function, and caring for a dog in old age, as well as know first-aid procedures for shock and wounds

- Outline a dog training business plan, describe effective advertising and marketing strategies, and describe how canine day care centers are run
- Apply knowledge of the dog training business by writing an evaluation of the demographics as they pertain to starting a dog training business and providing information necessary to develop a business plan

Course Name	Hours
Instruction Set 1	29
Instruction Set 2	30
Instruction Set 3	43
Instruction Set 4	46
Instruction Set 5	38
Instruction Set 6	51
Instruction Set 7	45
Instruction Set 8	79
Instruction Set 9	31
Instruction Set 10	57
Instruction Set 11	36
<b>TOTAL</b>	<b>487</b>

## Course Descriptions

### Instruction Set 1

- Understand how to use your Student Portal
- Access the Penn Foster Community and use it to find answers
- Connect with Penn Foster on various social media sites
- Know the structure of the dog
- Understand the different types of training
- Know the history and ethology of the dog

### Instruction Set 2

- Recognize how dogs see, hear, taste, detect scents, and use touch
- Understand how to use your knowledge of a dog's senses in the training process
- Know how to recognize hearing loss or poor eyesight
- Understand how and why dogs communicate
- Evaluate a dog's demeanor by watching "from head to tail"
- Understand a dog's relationship with its human "pack"

### Instruction Set 3

- Recognize the way in which dogs learn
- Identify and employ scientific theories of psychologists and behaviorists
- Understand how to use a dog's learning abilities to teach and motivate
- Understand conditioning and how it relates to dog obedience training

- Recognize the difference between classical and operant conditioning
- Understand drive theory and its application
- Understand applied dog behavior
- Know the difference between punishment and reinforcement
- Understand the difference between nature and nurture
- Recognize the effects of genetics
- Explain clicker training and the scientific principles behind it

### Instruction Set 4

- Explain temperament testing
- Know how to use temperament testing to evaluate puppies
- Understand how to select the best dog for a particular client
- Recognize proper housetraining techniques
- Understand how to train a dog to go on command, in a litter box, or in one place
- Know how to choose and use a crate

### Instruction Set 5

- Recognize the various types of equipment on the market
- Know how to choose proper food and water bowls, leashes, and toys
- Identify common grooming equipment
- Understand basic obedience training
- Differentiate between traditional, modified traditional, and clicker training methods
- Demonstrate hand signals

### Instruction Set 6

- Know how to ensure a positive human/dog bond at an early age
- Demonstrate puppy house training
- Understand socialization and how to prevent problems in adult dogs
- Instruct clients to teach tricks to their dogs
- Identify positive reinforcement techniques for the dog and handler
- Demonstrate fun and useful tricks
- Recognize play behavior
- Understand play in the context of obedience training
- Know how to increase the dog's motivation for training

### Instruction Set 7

- Identify common behavior problems
- Recognize strategies for the prevention and treatment of behavior problems
- Create treatment plans for behavior problems.
- Recognize signs of illness or distress
- Demonstrate how to respond in the case of an emergency

- Explain reproductive science, medications, and how to care for dogs in old age

### Instruction Set 8

- Know the origination of individual breeds
- Recognize physical and temperamental characteristics
- Identify the American Kennel Club's (AKC) seven major groups of breeds
- Understand the basics of competition obedience
- Explain the various exercises required for different classes of competition obedience
- Know the scoring process for competition obedience trials

### Instruction Set 9

- Identify the various hunting breeds
- Know the rules and regulations of various field trials and hunting tests
- Demonstrate different training methods
- Identify guide, hearing, service, seizure alert, and therapy dogs
- Recognize how dogs can assist in medical emergencies
- Understand the legal aspects of working with an assistance dog

### Instruction Set 10

- Recognize navigating agility courses as a sport
- Understand speed and accuracy in competition
- Understand communication between dog and master
- Understand techniques in ground and water searches
- Identify which dogs are suitable for a particular rescue mission
- Identify organizations involved in search and rescue around the world
- Recognize certificates associated with this work
- Understand sharing "down-time" with dogs
- Recognize different recreational activities, including catching flying discs and walks in the park
- Identify organized activities for the dog and owner

### Instruction Set 11

- Identify the demographics related to starting a dog training business
- Know how to develop a business plan
- Understand advertising and marketing issues
- Identify legal issues related to a small business
- Understand customer relations

- Recognize the requirements for boarding your clients' dogs
- Know cleaning, feeding, exercise, and grooming schedules
- Understand canine day care center staff requirements and management
- Identify various training programs, including at-home, boarding (in-house), and group and puppy classes

## Event Planning Career Diploma

For tuition details, please visit our [Event Planning Program tuition page](#).

### Program Goal

To provide students with the knowledge and skills required to be professional event planners as well as the basic business and self-employment skills necessary to operate an event planning business.

### Program Outcomes

Upon completion of the program, students will be able to:

- Outline the role of the event planner and explain the importance of the interview process in determining the budget, size, and style of events
- Identify the various events associated with event planning, including birthdays, silent auctions, religious celebrations, and showers, and describe the processes that must be followed to successfully schedule and plan these events
- Describe the responsibilities associated with planning and organizing an event, including working with vendors and selecting venues
- Summarize the important business considerations involved in running an event planning business, such as financial management, business planning, marketing, and staff considerations

Course Name	Hours
SYP110: Starting Your Program	11
EVP001: Foundations of Event Planning	44
EVP002: Planning the Big Event	30
EVP003: Types of Events	38
EVP004: Setting Yourself Up for Success	28
<b>TOTAL</b>	<b>151</b>

### Course Descriptions

### **SYP110: Starting Your Program**

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful.

### **EVP001: Foundations of Event Planning**

In this course, you'll learn the role of the event planner and the typical services provided by event planners. It's important to understand how to evaluate your business idea and set yourself apart from the competition. You'll examine the importance of professionalism and manners and how to contract with clients and vendors. Finally, you'll learn about typical event styles and themes, event marketing and promotion, and ways of organizing and controlling events.

### **EVP002: Planning the Big Event**

In this course, you'll learn the event planner's role in determining the guest list, securing a venue, and sending invitations. Documentation and record keeping is extremely important. You'll discover the different types of vendors that event planners work with and learn about finding and interviewing appropriate vendors for events, reviewing samples of work, asking for references, and saying thank you. The budget is another critical part of the event business. You'll learn about the menu, the registry, and methods for receiving and safeguarding gifts during events.

### **EVP003: Types of Events**

In this course, you'll learn about organizing fundraising events, dealing with host committees and sponsors, and planning live auctions. You'll learn about planning for early life events, including baby showers, b'rit milah, b'rit bat, baptisms, christenings, and dedications. You'll study planning for other life events and rituals, including bar and bat mitzvah, quinceañeras, anniversary parties, and birthday parties, including sweet sixteen parties. Finally, you'll learn about things to consider when selecting destination locations, including popular destinations, planning and budgeting, legal requirements, and important travel tips for clients.

### **EVP004: Setting Yourself Up for Success**

In this course, you'll learn how to start and run a successful business. You'll examine the business plan, researching other event planning businesses, and the importance of

business etiquette and protocol. You'll discover the importance of marketing and networking, including social media and other online tools; you'll also learn about hiring reliable assistants. Finally, you'll complete a project-based assignment to demonstrate the strength of your writing skills as well as the development of contracts, timelines, and other important written documentation.

## **Gunsmith Career Diploma**

For tuition details, please visit our [Gunsmith tuition page](#).

### **Program Goal**

To provide students with a working knowledge of basic gun repairs and modifications and to allow students to gain an entry-level career in the gunsmithing field. Students must be 17 years of age and have an 8th grade education.

### **Program Outcomes**

Upon completion of the program, students will be able to:

- Develop a full awareness of the rules for the safe handling of firearms
- Identify and evaluate firearms by type, manufacturer, history, and physical characteristics
- Understand how to disassemble and reassemble various firearms; correctly identify and qualify the fit and finish of each part
- Identify the correct replacement or customization parts required for a job, and properly order them from key suppliers
- Understand how to modify, custom-fit, and install stocks, sights and optics, and accessories on various firearms
- Be familiar with the design, assembly, and fit of the modern sporting rifle, modern revolver, and modern semi-auto sidearm
- Recognize how to identify, evaluate, apply, and repair various metal finishes, including blue and Parkerizing
- Show familiarity with basic machine tool operations required of a gunsmith
- Show basic knowledge of cartridge-loading specifications and basic ballistics

Course Name	Hours
Instruction Set 1	30

Instruction Set 2	167	must be able to identify a gun's exact make,
Instruction Set 3	64	model, and period of manufacture in order to
Instruction Set 4	58	select the correct parts needed to make repairs
Instruction Set 5	69	or modifications. With few exceptions, when it
Instruction Set 6	58	comes to parts, each gun is a law unto itself.
		Over the years, internal pieces are sometimes
TOTAL	446	changed even though the gun's name or model
		are not.

## Course Descriptions

### Instruction Set 1

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful.

This course will also provide you with a sense of direction. You'll learn about core, intermediate, and advanced gunsmith skills that will increase your knowledge about all major aspects of the firearms industry. Then, you'll study how firearm manufacturers, distributors, and retailers fit into the picture. This course also contains a major section dedicated to safety, which is first and always the most important issue when handling firearms. Other important topics include acquiring and using proper tools and proper firearms-cleaning procedures. The course ends by covering an important core skill, preservative packaging.

### Instruction Set 2

Customers will seek out gunsmiths to examine firearms for a variety of reasons. For example, the gunsmith may be asked to report on the history, construction, and value of a firearm. If you're a gunsmith who is adept at such tasks, people will soon recognize you as a resident expert, and they'll seek your services. The ability to identify various firearms and determine their value is an advanced gunsmithing skill that can be a substantial moneymaker. For instance, you may offer an identification and valuation service to make your overall business (retailing, gunsmithing, and so on) more attractive. You may perform appraisals for insurance purposes or assist local law enforcement agencies and other authorities in matters involving firearms identification. You can provide similar services to private attorneys. You can also earn extra profits through buying and selling used guns. If you're primarily interested in assembling an outstanding personal collection, you'll find identification and evaluation skills to be crucial to your success. Finally, when you're troubleshooting and repairing firearms, you

### Instruction Set 3

This course addresses the complete rifle, emphasizing design, function, repair, and modification of different types of actions. Following a brief history of rifle development, the first lesson considers the rifle barrel, thoroughly discussing barrel types, steels, and their applications. The barrel section also covers barrel attachments and their purposes. The purpose of the section on trigger mechanisms is to alert you to the dangers of working on triggers and sears, and to open your eyes to possible legal complications. The final function and troubleshooting sections address lever, pump, bolt, semiautomatic, double-barrel, and single-shot action rifles.

### Instruction Set 4

This course concentrates on shotguns. First, it presents a brief history of shotguns, which highlights important developments in the evolution of shotguns. Next, the course discusses design and repair analyses for various shotgun types. Then, it explains choke and choke performance. The last section of the first lesson covers the purposes for and installation of different shotgun ribs, as well as rib repair.

### Instruction Set 5

In this course about handguns, you'll learn to identify various types of handguns and to classify them according to projected use. Then, you'll study different types of ammunition and their uses. Next, you'll learn about handgun operating systems and firing and safety systems. Finally, the first lesson concludes with a discussion of the Government Model Colt .45 automatic pistol and the Smith & Wesson revolver.

### Instruction Set 6

In this course, you'll learn how various metalworking tools serve the gunsmith. Some tools are simply prerequisites to gainful employment in the field, and you should purchase them immediately. A quality drill press for drill and tap scope work is just one example. An assortment of hand tools, a grinder, and a good solid vise are others. Fortunately, most



of these basic tools are relatively inexpensive. Unfortunately, some tools, like a lathe, milling machine, and welding equipment, are quite expensive. These too, however, soon become a necessity for those pursuing specialty gunsmithing. The first lesson of this course is approached from a task-oriented perspective. It stresses that those purchasing more advanced metalworking tools should be sensible enough to obtain proper training in their use. The lesson covers practical application and safety rather than basic startup procedures. Those coming to this course with an eye to identifying metalworking tools and how they can generate profit will find themselves well-served.

## Home Health Aide Career Diploma

For tuition details, please visit the [Home Health Aide tuition page](#) on the website.

### Program Goal

To prepare students to assist clients with instrumental activities of daily living, monitor and report changes in a client's health, and be an instrumental part of a home care team in the role of a home health aide working in home or community settings. Students must be 17 years of age and have completed high school or have a GED to enroll into this program. Students are expected to complete this program in 18 months.

### Program Outcomes

Upon completion of the program, students will be able to:

- Describe a direct care worker's/home health aide's role in a private home or community setting
- Apply ethical and legal rules and regulations for direct care workers
- Demonstrate oral and written communication skills for speaking with patients, family, medical personnel, and other caregivers using appropriate language and terminology
- Apply standard procedures to maintain clean and safe environments for both themselves and their patients, including residential, transportation, and outside locations
- Demonstrate knowledge and skills in areas of science relevant to the home health aide's role, including anatomy and physiology
- Apply standard practices to assist patients with

the activities of daily living, including bathing, dressing, grooming, meal preparation, physical movement, and mental exercises

- Assess patients' physical and mental condition, including vital signs, behavior, activity level, and mental acuity
- Administer medications, prescribed treatments, and basic first aid as directed by the patients' healthcare managers (when appropriate and allowed)
- React appropriately to emergency situations
- Maintain accurate records of patient care, condition, progress, and change
- Create meal plans according to prescribed dietary recommendations and restrictions
- Develop an instructional plan to teach families how to care for patients and react to emotional, medical, and physical situations
- Discuss unique practices and procedures involved with caring for special populations

Course Name	Hours
SY110 Starting Your Program	9
HHA101 Introduction to the Home Health Aide Role	12
HHA102 Therapeutic Communication	34
HHA103 Body Systems and Medication 1	38
HHA104 Body Systems and Medication 2	51
HHA105 Home Care Procedures	67
HHA106 Nutrition	71
HHA107 Meeting Clients' Needs	56
HHA108 Law, Ethics, and Confidentiality for the Home Health Aide	42
HHA109 Home Health Aide Externship	41
<b>TOTAL</b>	<b>421</b>

### Course Descriptions

#### SY110: Starting Your Program

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful.

#### HHA101: Introduction to the Home Health Aide Role

The course orients the student to Penn Foster's course structure. It introduces the student to the curriculum, the externship, the student portal, and Penn Foster's community. It offers

an overview and introduction to the role of the home health aide working in the home or community setting. Students will explore current trends and career options. Professionalism, regulations, responsibilities, and standards are also discussed.

### **HHA102: Therapeutic Communication**

In this course, you'll learn the importance of human interaction, including verbal and nonverbal communication, the communication feedback loop, barriers, cultural competence, and effective communication techniques. You'll learn how applying communication skills can assist in caring for patients and families to meet their healthcare needs. Effective communication skills will be covered, along with practices involved with caring for special populations. This course also introduces the home health aide to basic medical definitions and abbreviations. It covers word analysis, word usage, roots, prefixes, and suffixes. Emphasis is placed on spelling and constructing medical terms. Development of oral and written skills to understand, spell, and build medical words, as well as developing the ability to speak with patients, families, medical personnel, and caregivers, is discussed.

### **HHA103: Body Systems and Medication 1**

This course will familiarize you with various body systems, including structure, function, diseases, disorders, and treatments. You'll also learn drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders.

### **HHA103: Body Systems and Medication 2**

This course is a continuation of Body Systems and Medication 1. You'll continue to learn about various body systems, drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders. You'll also learn basic medication calculations, storage, how to assist patients with administration, and proper documentation.

### **HHA105: Home Care Procedures**

This course is designed to train you in providing personal care to patients to meet their physical, psychological, and mental needs. You'll develop homemaking and organizational skills as well as a working knowledge of IADLs. You'll learn to apply standard practices and safety procedures. The course demonstrates how to take vital

signs. You'll learn to perform a basic health assessment with concentration on observing patients for condition changes. This course discusses basic infection control and prevention strategies, with emphasis on handwashing and bag technique. You'll explore how to prevent the spread of infection as well as special precautions. The course also demonstrates safety precautions and procedures for maintaining a clean and safe environment for the worker (aide), for patients in the home, at outside locations, and while transporting, along with proper body mechanics.

### **HHA106: Nutrition**

Nutrition is the science that investigates how the human body takes in, breaks down, and uses foods. The course will provide you with basic information on how these processes take place, including information about nutrients and how they contribute to the way the body functions. This will help you to have a better understanding of your decisions about food and diet. You'll also learn about physical activities that can contribute to a healthier lifestyle. Because a central focus of nutrition studies is on health promotion, suggestions for individual nutrition choice will be discussed, as well as tactics for maintaining a healthy weight and keeping food supplies safe.

### **HHA107: Meeting Clients' Needs**

This course provides an overview of various dimensions of aging, including the aging process and how to provide competent care to the aging patient. It explores normal biological aging, attitudes toward aging, myths of aging, and how to monitor and assess for changes in psychosocial and functional status. It teaches how to develop an instructional plan for families to effectively manage physiologic and/or psychosocial changes. It also discusses end of life issues. Finally, it covers how to identify and handle emergency situations.

### **HHA108: Law, Ethics, and Confidentiality in Allied Health**

In this course, you'll learn how law affects healthcare practitioners, the origin of law that affects medical professionals, the basics of the process of litigation and its alternatives, the common-law basis for the confidentiality of healthcare information, and the laws regulating healthcare information collected and maintained by government agencies.

## HHA109: Home Health Aide Externship

This course introduces you to the home health aide externship and discusses the externship process and requirements. This externship provides you with hands-on training. The goal of the externship is to produce a competent home health aide by developing the essential skill sets through hands-on experience. This externship consists of 40 hours of clinical experience.

## HVACR Technician

For tuition details, please visit our [HVACR Technician tuition page](#). To enroll into this program, students must be 17 years of age and have completed the 8th grade.

### Program Goal

To prepare students for an entry-level career as an HVACR technician in the residential and light construction field. Students are expected to complete this program in 12 months.

### Program Outcomes

Upon completion of the program, students will be able to:

- Explain mathematical processes and use of formulas necessary for design, evaluation, and installation of HVACR systems
- Identify basic concepts in electricity, electrical circuits, electronics, and gas components in appliances and how to work with them safely
- Recognize safety procedures and established regulations related to workplace and job requirements
- Describe the refrigeration cycle, gas laws, and properties of refrigerants required for diagnostic and systems design
- Identify drawings, technical diagrams, and specification charts required for installation and repair of HVACR systems
- Define theories and processes for evaluating and installing electrical systems and controls
- List procedures for installing, inspecting, testing, repairing, and maintaining HVACR systems
- Recognize procedures for following government regulations regarding the conservation, recovery, and recycling of refrigerants

Course Name	Hours
SYP110 Starting Your Program	11
HVC010 Orientation to HVACR	11
HVC020 Math and Electrical Basics for HVACR	17
HVC030 Fundamentals of HVACR	42
HVC040 Refrigeration Systems	69
HVC050 Electrical Systems	42
HVC060 Residential and Light Commercial HVACR Systems	82
HVC070 HVACR System Design and Installation	64
HVC080 Commercial Refrigeration Systems and HVACR Maintenance	45
TOTAL	398

### Course Descriptions

#### SYP110: Starting Your Program

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful.

#### HVC010: Orientation to HVACR

In this course, you'll learn about the uses, components, and types of indoor comfort-control systems. You'll explore the types of jobs and the pay scales for comfort-control employees.

#### HVC020: Math and Electrical Basics for HVACR

In this course, you'll get a general overview of the math skills and electrical knowledge required for a career in HVACR. You'll learn basic electrical terms and concepts such as power, voltage, and current. You'll also learn the math needed to perform electrical measurements, calculations, and conversions.

#### HVC030: Fundamentals of HVACR

In this course, you'll study the need for a broad range of technical skills to work with heating, ventilation, air-conditioning, and refrigeration systems. You'll also develop the ability to recognize and correctly employ the tools, equipment, and common materials used by HVACR technicians.

#### HVC040: Refrigeration Systems

The work performed by HVACR technicians is diverse and involves different applications of the

fundamental concepts you've studied. The work also includes a wide range of air conditioning and refrigeration systems. This part of your program explains how those systems work and describes the major components, as well as the accessories used for the proper operation of systems with specific designs. This course discusses the many kinds of components you'll encounter when servicing various types of refrigeration systems and what makes one type better suited for an installation than another. You'll learn how to display good work practices, demonstrate care for the environment, and follow the law when handling refrigerants. Finally, this course discusses system servicing, evacuation, and charging.

### **HVC050: Electrical Systems**

The ability to troubleshoot heating, ventilation, air conditioning, and refrigeration (HVACR) equipment electrical problems is an important aspect of the HVACR technician's role. Troubleshooting involves reading schematic and pictorial diagrams, interpreting the information to isolate the problem and conduct the appropriate tests, and then replacing the correct component. To be effective in achieving the ultimate goal of correct diagnosis, you'll need a firm grasp of the fundamental concepts of electrical safety, basic electricity, and the proper use of test instruments.

### **HVC060: Residential and Light Commercial HVACR Systems**

In this course, you'll describe how air-conditioning and heating systems are installed and serviced in residential and smaller commercial applications. You'll also receive practical tips and instructions.

### **HVC070: HVACR System Design and Installation**

In this course, you'll explore how heating, ventilation, air conditioning, and refrigeration (HVACR) play a huge role in designing residential and commercial spaces. You'll learn about how HVACR is an integral part of all buildings and how taking into account issues like indoor air quality, duct design, and load calculations help make buildings a safer place to live and work. You'll also discover the air conditioners, fans, and various systems and equipment that are in commercial buildings.

### **HVC080: Commercial Refrigeration and HVACR Maintenance**

This course focuses on refrigeration systems related to food preservation and processing, including ice machines. It provides a more general guide to the types of troubleshooting, installation, and maintenance work carried out by heating, ventilation, air conditioning, and refrigeration (HVACR) technicians every day.

## **IT Support Specialist Career Diploma**

For tuition details, please visit our [IT Support Specialist tuition page](#).

### **Program Goal**

The IT Support Specialist Career Diploma Program prepares students for a career as an entry-level IT support technician, teaching such skills as hardware repair and replacement, Windows and Apple operating systems, troubleshooting, and networking.

### **Program Outcomes**

Upon completion of the program, students will be able to

- List technology careers and recognize the interpersonal and business skills necessary to succeed as an IT support specialist
- Identify the tools and test equipment associated with IT support activities, know how hardware and software work together in the operation of a PC, and outline the process for assembling a personal computer
- Identify different types of removable media devices, name the physical components of a hard drive and know the function of each, as well as know how to maintain disks and systems
- Identify electrical terms and symbols, and describe how to recognize a failed power supply and how to replace it, as well as describe a multimeter and its functions
- Identify various operating systems along with their characteristics and features, and discuss the processes required to install hardware and software using Windows and Apple operating systems
- Identify different types of system boards, list the physical components of memory, and describe how memory is accessed

- Describe how to solve basic computer problems; define the differences between a virus, worm, and a Trojan horse; identify the types of threats against a computer system
- Describe how PCs communicate, identify the typical input/output devices encountered in a computer system, and describe the process of configuring routers, switches, as well as static and dynamic routing schemes

Course Name	Hours
SYP101 Starting Your Program	11
CRB200 Workplace Skills for IT Support Specialists	36
ITS101 Computing Hardware, Networking, and Mobile Devices	162
ITS102 Operating Systems and Computer Security	141
INT128 Network Protocols and Internetworking	137
TOTAL	488

## Course Descriptions

### SYP101: Starting Your Program

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful.

### CRB200: Workplace Skills for IT Support Specialists

In this course, you'll learn the interpersonal skills all IT support professionals need to be successful. Whether dealing with coworkers or dealing with external customers, it's important that IT support specialists maintain professionalism in any scenario.

This course will cover the importance of using good communication skills with both coworkers and customers. You'll learn about expectations for appearance, hygiene, and language in professional settings, and you'll discover skills that will help you adapt to an ever-changing work environment. Finally, you'll learn about providing excellent customer service, whether you're working with the public or internal customers within an organization.

### ITS101: Computing Hardware, Networking and Mobile Devices

This course introduces you to the skills needed to become a successful IT support specialist. One way that students demonstrate to employers that they have mastered these

skills is by obtaining A+ certification through CompTIA. The materials in this course and the textbook chapters you'll read align to the 220-1001 Core 1 objectives for the CompTIA A+ Certification Exam.

In this course, you'll become familiar with hardware components, which are an important part of A+ training. You'll also be able to identify the functions of motherboards, memory, hard drives, and other parts of a computer system. You'll also learn about networking and learn how to troubleshoot and secure portable and mobile devices.

You'll also learn how to safely operate a multimeter and work with electrical hardware. You'll learn the fundamentals of DC and AC voltage measurement, DC current measurement, diode measurement, transistor hFE procedure, and multimeter repair.

### ITS102: Operating Systems and Computer Security

This course focuses on operating systems, software, and security, which are key domains in the CompTIA A+ Certification Exam. The materials in this course and the textbook chapters you'll read align to the 220-1002 Core 2 objectives for the CompTIA A+ Certification Exam.

While much of the information in this course focuses on the Windows operating system (OS) and its administrative tools, the Mac and Linux operating systems are covered as well. Information on common commands used with the CLI (Command Line Interface) and scripting is also provided. In addition, you'll learn about troubleshooting software, configuring networks, and handling common security threats while identifying the best practices that successful IT support specialists employ regularly.

### INT128: Network Protocols and Internetworking

In this course, you'll acquire the basic knowledge to understand routing and switching, the underlying mechanisms of all data communication networks. The focus will be on the principles of networking as implemented in the products and practices of Cisco Systems, Inc.

This course is designed for individuals who may not have all the technical prerequisites to become network engineers, but who are motivated to learn what makes networks function. It's not a preparation for the Cisco certification exam. You don't need any previous networking experience or an extensive math

background; the text is written in nontechnical English, so beginners can follow the logic.

ALH028 Law, Ethics, and Confidentiality in Allied Health	42
<b>TOTAL</b>	<b>420</b>

## Medical Administrative Assistant

For tuition details, please visit our [Medical Administrative Assistant tuition page](#). To enroll into this program, students must be 17 years of age and have completed high school or have a GED.

### Program Goal

To prepare students for a career as an entry-level medical administrative assistant, to provide basic knowledge in office procedures, medical terminology, anatomy, and physiology, and to help students develop written and oral communication skills that they can apply to electronic medical records. Students are expected to complete this program in 8-12 months.

### Program Outcomes

Upon completion of the program, students will be able to:

- Identify the procedures for patient record retrieval and reimbursement
- Explain the role of a medical administrative assistant
- Apply computer and information literacy skills using electronic health records software
- Recognize laws and issues related to ethics and confidentiality
- Calculate solutions to mathematical problems related to reimbursement and medical mathematics
- Identify terms and pathological processes related to the various body systems

Course Name	Hours
HIT100 Introduction to Allied Health	25
BUS090 Medical Office Procedures	70
ALH016 Body Systems and Medical Terminology 1	63
ALH017 Body Systems and Medical Terminology 2	40
ALH021 Pathology and Pharmacology	81
HIT130 Electronic Medical Records	71
ALH029 Medical Billing and Health Insurance	28

## Course Descriptions

### HIT100: Introduction to Allied Health

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful. You'll then learn about the healthcare professions involved in the United States healthcare system. You'll learn about their common tasks, where they typically work, and how each role contributes to the patient experience. You'll then discover the hard and soft skills required across different healthcare professional roles. The course ends with an overview of the United States healthcare system. You'll examine the different levels of patient care, the differences between public and private healthcare, how facilities bill for services, and how laws and regulations govern healthcare practices.

### BUS090: Medical Office Procedures

This course is designed to help you develop professional relationships in the workplace and professionally administer and manage office communications and procedures. It also provides a review of basic math operations, along with a basic introduction to working with Word and Excel.

### ALH016: Body Systems and Medical Terminology 1

This course will familiarize you with various body systems including medical terms, structure, function, diseases, disorders, and treatments. You'll also learn drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders.

### ALH017: Body Systems and Medical Terminology 2

This course is a continuation of Body Systems and Medical Terminology 1. You'll continue to learn about various body systems, drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders. You'll also learn basic medication calculations, storage, how to assist patients with administration, and proper documentation.

### **ALH021: Pathology and Pharmacology**

This course describes healthcare professionals who can identify the four subdivisions of pharmacology and different drug classifications, including vitamins and minerals. Pathology and Pharmacology will also prepare you to explain the causes of infectious disease and techniques used to stop its spread. Finally, you'll review the basic etiology of common diseases and conditions.

### **HIT130: Electronic Medical Records**

This course is designed to help you understand the reimbursement process and the various methodologies involved. You'll be introduced to billing cycles and how health information technology is used in medical offices, and learn about basic accounting transaction terminology and apply this information to enter patient charges and payments.

### **ALH029: Medical Billing and Health Insurance**

This course introduces the reimbursement process and the various methodologies involved, such as fee-for-service and episode-of-care methodologies. The course also covers important information regarding payment systems, fee schedules, chargemasters, coding, and the internal audit process. The course also explains the fundamentals of health insurance and types of health insurance.

### **ALH028: Law, Ethics, and Confidentiality in Allied Health**

In this course, you'll learn how law affects healthcare practitioners, the origin of law that affects medical professionals, the basics of the process of litigation and its alternatives, the common-law basis for the confidentiality of healthcare information, and the laws regulating healthcare information collected and maintained by government agencies.

## **Medical Assistant Career Diploma**

For tuition details, please visit our [Medical Assistant tuition page](#). To enroll into this program, students must be 17 years of age and have completed high school or have a GED.

### **Program Goal**

To provide students with the concepts and skills to gain employment in an outpatient setting. Students will be prepared to perform administrative and clinical duties under the direction of a physician, mid-level provider, or licensed nurse.

## **Program Outcomes**

Upon completion of the program, students will be able to:

- Explain the role, responsibilities, scope of practice, standards of care, and credentials of medical assistants
- Using correct terminology, differentiate among the structures and their functions within the six levels of structural organization of the human body
- Identify etiology, processes, symptoms, and treatments for common diseases
- Apply ethical standards and legal responsibilities, including those related to the confidentiality of personal health information, to patient care
- Describe basic medical administrative tasks using electronic medical record software
- Perform clinical and laboratory procedures applicable to the role of a medical assistant in medical office and laboratory settings
- Perform administrative duties applicable to the role of a medical assistant in medical office and laboratory settings

Course Name	Hours
HIT100 Introduction to Allied Health	25
ALH016 Body Systems and Medical Terminology 1	64
ALH017 Body Systems and Medical Terminology 2	40
ALH021 Pathology and Pharmacology	81
HIT130 Electronic Medical Records	71
ALH029 Medical Billing and Health Insurance	28
ALH203 Medical Coding for the Career Professional	160
ALH028 Law, Ethics, and Confidentiality in Allied Health	42
ALH210 Clinical Procedures Theory	95
MAS205 Clinical Procedures Lab	148
MAS225 Externship	161
TOTAL	915

## **Course Descriptions**

### **HIT100: Introduction to Allied Health**

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful. You'll then learn about the healthcare professions involved in the United States healthcare system. You'll learn about their common tasks, where they typically work, and how each role contributes to the patient experience. You'll then discover

the hard and soft skills required across different healthcare professional roles. The course ends with an overview of the United States healthcare system. You'll examine the different levels of patient care, the differences between public and private healthcare, how facilities bill for services, and how laws and regulations govern healthcare practices.

### **ALH016: Body Systems and Medical Terminology 1**

This course will familiarize you with various body systems including medical terms, structures, functions, diseases, disorders, and treatments. You'll also learn drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders.

### **ALH017: Body Systems and Medical Terminology 2**

This course is a continuation of Body Systems and Medical Terminology 1. You'll continue to learn about various body systems, drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders. You'll also learn basic medication calculations, storage, how to assist patients with administration, and proper documentation.

### **ALH021: Pathology and Pharmacology**

This course describes healthcare professionals who can identify the four subdivisions of pharmacology and different drug classifications, including vitamins and minerals. Pathology and Pharmacology will also prepare you to explain the causes of infectious disease and techniques used to stop its spread. Finally, you'll review the basic etiology of common diseases and conditions.

### **HIT130: Electronic Medical Records**

This course is designed to help you understand the reimbursement process and the various methodologies involved. You'll be introduced to billing cycles and how health information technology is used in medical offices, and learn about basic accounting transaction terminology and apply this information to enter patient charges and payments.

### **ALH029: Medical Billing and Health Insurance**

This course introduces the reimbursement process and the various methodologies involved, such as fee-for-service and episode-of-care methodologies. The course also covers important information regarding payment systems, fee schedules, chargemasters, coding,

and the internal audit process. The course also explains the fundamentals of health insurance and types of health insurance.

### **ALH203: Medical Coding for the Career Professional**

In this course, you'll begin with an overview of coding concepts, terms, and procedures. You'll review the features of the ICD-10-CM and ICD-10-PCS manuals. You'll learn to code diagnoses in the ICD-10-CM and use the chapter-specific coding guidelines to code diseases and conditions with specific and unique rules. You'll also learn about general coding guidelines for inpatient and outpatient procedures and physician office coding using CPT, HCPCS Level I, and HCPCS Level II procedure coding..

### **ALH028: Law, Ethics, and Confidentiality in Allied Health**

In this course, you'll learn how law affects healthcare practitioners, the origin of law that affects medical professionals, the basics of the process of litigation and its alternatives, the common-law basis for the confidentiality of healthcare information, and the laws regulating healthcare information collected and maintained by government agencies.

### **ALH210: Clinical Procedures Theory**

This course will provide you with the theoretical principles and clinical skills that are essential to working as a medical assistant. These tasks range from greeting patients and getting information from them to administering injectable medication and teaching patients about special procedures and their plan of care. An applied learning approach to the role of the medical assistant is threaded throughout each unit of the textbook. The specific tasks assigned to you as a medical assistant depends upon many different factors, including the following:

- The laws of the state in which you work
- The policies that apply in the medical setting in which you work
- The physician or physicians for whom you work
- Your own level of skill and professionalism

### **MAS205: Clinical Procedures Lab**

This course focuses on clinical lab procedures. The first thing to take care of while working in a clinical lab is safety. The spread of infection and diseases can compromise the specimens and the people who work in the labs. As you plan on taking the responsibilities associated with the healthcare setting, you must understand that discipline is extremely important to analyze and perform the tasks related to labs. This



course will not only provide you with tasks to practice your skills in the field, it will also help you understand the effective techniques used to ease the lab processes. Read the lessons carefully and apply the knowledge on completing the tasks assigned in the course to be a successful healthcare professional.

### MAS225: Externship

The medical assistant externship provides students with hands-on training in a primary care clinic, an urgent care clinic, or a medical practice. The goal of this externship is to provide you with the hands-on experience necessary for developing your skills as a medical assistant. You'll practice under the direct supervision of a certified medical assistant, nurse, physician assistant, or medical doctor. This externship consists of 160 hours of clinical experience. You're required to complete and submit weekly timesheets signed by your externship preceptor.

## Medical Billing and Coding

For tuition details, please visit our [Medical Billing and Coding tuition page](#). To enroll into this program, students must be 17 years of age and have completed high school or have a GED.

### Program Goal

To prepare students for an entry-level career as a medical coder. Students are expected to complete this program in 12-16 months.

### Program Outcomes

Upon completion of the program, students will be able to:

- Apply CPT, ICD-10, and HCPCS coding guidelines to identify diagnoses, procedures, and patient medical records
- Identify the procedures for patient record retrieval and reimbursement
- Explain the role of a medical coder as a liaison between the health clinician and billing offices
- Apply computer and information literacy skills using electronic health records software
- Identify terms, facts, methods, procedures, concepts, theories, principles, and processes within medical billing and coding scenarios
- Recognize relationships among data and classify items within medical billing and coding scenarios

- Recognize laws and theories, including issues relating to ethics and confidentiality
- Calculate solutions to mathematical problems related to reimbursement and medical mathematics
- Interpret information to make proper coding decisions
- Review basic written and workplace communication skills

Course Name	Hours
HIT100 Introduction to Allied Health	25
BUS090 Medical Office Procedures	70
ALH016 Body Systems and Medical Terminology 1	64
ALH017 Body Systems and Medical Terminology 2	40
ALH021 Pathology and Pharmacology	81
HIT130 Electronic Medical Records	71
ALH029 Medical Billing and Health Insurance	28
ALH028 Law, Ethics, and Confidentiality in Allied Health	42
HIT203 Basic Medical Coding	74
HIT204 Intermediate medical Coding	157
HIT215 Billing and Coding Professional Certification Exam Review	99
<b>TOTAL</b>	<b>751</b>

## Course Descriptions

### HIT100: Introduction to Allied Health

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful. You'll then learn about the healthcare professions involved in the United States healthcare system. You'll learn about their common tasks, where they typically work, and how each role contributes to the patient experience. You'll then discover the hard and soft skills required across different healthcare professional roles. The course ends with an overview of the United States healthcare system. You'll examine the different levels of patient care, the differences between public and private healthcare, how facilities bill for services, and how laws and regulations govern healthcare practices.

### BUS090: Medical Office Procedures

This course is designed to help you develop professional relationships in the workplace and professionally administer and manage office communications and procedures. It also provides

a review of basic math operations, along with a basic introduction to working with Word and Excel.

### **ALH016: Body Systems and Medical Terminology 1**

This course will familiarize you with various body systems including medical terms, structures, functions, diseases, disorders, and treatments. You'll also learn drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders.

### **ALH017: Body Systems and Medical Terminology 2**

This course is a continuation of Body Systems and Medical Terminology 1. You'll continue to learn about various body systems, drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders. You'll also learn basic medication calculations, storage, how to assist patients with administration, and proper documentation.

### **ALH021: Pathology and Pharmacology**

This course describes healthcare professionals who can identify the four subdivisions of pharmacology and different drug classifications, including vitamins and minerals. Pathology and Pharmacology will also prepare you to explain the causes of infectious disease and techniques used to stop its spread. Finally, you'll review the basic etiology of common diseases and conditions.

### **HIT130: Electronic Medical Records**

This course is designed to help you understand the reimbursement process and the various methodologies involved. You'll be introduced to billing cycles and how health information technology is used in medical offices, and learn about basic accounting transaction terminology and apply this information to enter patient charges and payments.

### **ALH029: Medical Billing and Health Insurance**

This course introduces the reimbursement process and the various methodologies involved, such as fee-for-service and episode-of-care methodologies. The course also covers important information regarding payment systems, fee schedules, chargemasters, coding, and the internal audit process. The course also explains the fundamentals of health insurance and types of health insurance.

### **ALH028: Law, Ethics, and Confidentiality in Allied Health**

In this course, you'll learn how law affects healthcare practitioners, the origin of law that affects medical professionals, the basics of the process of litigation and its alternatives, the common-law basis for the confidentiality of healthcare information, and the laws regulating healthcare information collected and maintained by government agencies.

### **HIT203: Basic Medical Coding**

Your first course begins with an overview of coding concepts, terms, and procedures. You'll start by exploring the history of the ICD-10-CM. You'll code diagnoses in the ICD-10-CM and use the chapter-specific coding guidelines to code diseases and conditions with specific and unique rules. You'll finish your course by learning how to code procedures in the ICD-10-PCS, rounding out your training in the basics of coding with ICD-10.

### **HIT204: Intermediate Medical Coding**

In this course, you'll concentrate on procedures and their associated systems. You'll also learn about general coding guidelines for inpatient and outpatient procedures and physician office coding using ICD-10-CM, HCPCS Level I, and HCPCS Level II procedure coding.

### **HIT215: Billing and Coding Professional Certification Exam Review**

This course will prepare you to sit for a certification exam to become a professional coder. You'll review all of the domains that will be covered on the exam, and you'll take practice coding exams to simulate the exam-taking experience.

## **Medical Transcriptionist Career Diploma**

For tuition details, please visit our [Medical Transcriptionist tuition page](#).

### **Program Goal**

To prepare students for an entry-level career in medical transcription. Students must be 17 years of age and have completed high school or have a GED to enroll into this program.

## Program Outcomes

Upon completion of the program, students will be able to:

- Transcribe and interpret dictation into diagnostic test results, operative reports, referral letters, and other documents
- Review and edit drafts prepared by speech recognition software, ensuring that the transcription is correct, complete, and has a consistent style
- Translate medical abbreviations and jargon into the appropriate long form
- Identify inconsistencies, errors, and missing information within a report that could compromise patient care
- Follow up with the healthcare provider to ensure the accuracy of the reports
- Submit health records for physicians to approve
- Follow patient confidentiality guidelines and legal documentation requirements
- Enter medical reports into electronic health records systems
- Perform quality improvement audits

Course Name	Hours
HIT100 Introduction to Allied Health	24
BUS090 Medical Office Procedures	70
ALH016 Body Systems and Medical Terminology 1	64
ALH017 Body Systems and Medical Terminology 2	40
ALH021 Pathology and Pharmacology	81
HIT130 Electronic Medical Records	71
ALH029 Medical Billing and Health Insurance	28
ALH028 Law, Ethics, and Confidentiality in Allied Health	42
HIT207 Medical Transcription 1	79
HIT208 Medical Transcription 1	51
TOTAL	550

## Course Descriptions

### HIT100: Introduction to Allied Health

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful. You'll then learn about the healthcare professions involved in the United States healthcare system. You'll learn about their common tasks, where they typically work, and how each role contributes to the patient experience. You'll

then discover the hard and soft skills required across different healthcare professional roles. The course ends with an overview of the United States healthcare system. You'll examine the different levels of patient care, the differences between public and private healthcare, how facilities bill for services, and how laws and regulations govern healthcare practices.

### BUS090: Medical Office Procedures

This course is designed to help you develop professional relationships in the workplace and professionally administer and manage office communications and procedures. It also provides a review of basic math operations, along with a basic introduction to working with Word and Excel.

### ALH016: Body Systems and Medical Terminology 1

This course will familiarize you with various body systems including medical terms, structures, functions, diseases, disorders, and treatments. You'll also learn drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders.

### ALH017: Body Systems and Medical Terminology 2

This course is a continuation of Body Systems and Medical Terminology 1. You'll continue to learn about various body systems, drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders. You'll also learn basic medication calculations, storage, how to assist patients with administration, and proper documentation.

### ALH021: Pathology and Pharmacology

This course describes healthcare professionals who can identify the four subdivisions of pharmacology and different drug classifications, including vitamins and minerals. Pathology and Pharmacology will also prepare you to explain the causes of infectious disease and techniques used to stop its spread. Finally, you'll review the basic etiology of common diseases and conditions.

### HIT130: Electronic Medical Records

This course is designed to help you understand the reimbursement process and the various methodologies involved. You'll be introduced to billing cycles and how health information technology is used in medical offices, and learn about basic accounting transaction terminology

and apply this information to enter patient charges and payments.

### **ALH029: Medical Billing and Health Insurance**

This course introduces the reimbursement process and the various methodologies involved, such as fee-for-service and episode-of-care methodologies. The course also covers important information regarding payment systems, fee schedules, chargemasters, coding, and the internal audit process. The course also explains the fundamentals of health insurance and types of health insurance.

### **ALH028: Law, Ethics, and Confidentiality in Allied Health**

In this course, you'll learn how law affects healthcare practitioners, the origin of law that affects medical professionals, the basics of the process of litigation and its alternatives, the common-law basis for the confidentiality of healthcare information, and the laws regulating healthcare information collected and maintained by government agencies.

### **HIT207: Medical Transcription 1**

In this course, you'll learn important information that's essential for your career in today's healthcare industry. This course provides you with an understanding of basic transcription information in a healthcare environment. You'll complete a variety of practice simulations using an online learning platform. For the required transcription assignments, you must access your student portal to download the audio files and reports needed to complete the assignments. You must submit these required transcription assignments for grading.

### **HIT208: Medical Transcription 2**

After a brief review of important topics, you'll take a deeper look at some other areas of the profession, including speech recognition and report preparation. This course will build on your Medical Transcription 1 knowledge and practice. You'll complete a variety of practice simulations using an online learning platform. However, for the required transcription assignments, you must access your student portal to download the audio files and reports needed to complete the assignments. You'll use some of these audio files to transcribe reports, and you'll listen to the remaining audio files as you edit the reports that have already been transcribed. You must submit these required transcription assignments for grading.

## **Optician Exam Prep**

For tuition details, please visit our [Optician Exam Prep tuition page](#).

### **Program Goal**

To prepare students to sit for the National Opticianry Competency Examination (NOCE) or the Contact Lens Registry Examination (CLRE).

### **Program Outcomes**

Upon completion of the program, students will be able to:

- Identify the structures and functions of the visual pathway and the anatomy of the eye
- Choose the correct ophthalmological tests, tools, and instruments to examine and treat the eye
- Explain the national and universal laws, regulations, and standards in ophthalmological practices, products, and procedures
- Describe components of ophthalmic frames, steps for measuring lenses, and techniques for adjusting eyeglasses
- Explain the application of mathematical and scientific principles and measurements used in basic optics and lens design
- Describe the principles of contact lenses, the process of fitting contact lenses, and the various types of contact lenses available
- Recognize medications, diseases, viruses, and other conditions that affect the eye
- Prepare for the key skills and requirements necessary to obtain NOCE and CLRE certification

Course Name	Hours
SYP110 Starting Your Program	11
ALH020 Introduction to Opticianry	12
ALH040 Optical Fundamentals	38
ALH024 Ophthalmic Dispensing 1	48
ALH025 Ophthalmic Dispensing 2	65
ALH026 Contact Lens Dispensing	65
ALH030 Professional Practice and Certification Review	66
<b>TOTAL</b>	<b>305</b>

### **SYP110: Starting Your Program**

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills so you're able to use a number of tools that will help you to be successful.

### **ALH020: Introduction to Opticianry**

This course introduces you to opticianry and being part of the eye care team. You'll explore the history of opticianry as well as the origins of many of the items used in eye care and the predecessors of modern equipment. In this course, you'll learn to identify the members of the eye care team and their responsibilities. The course describes the different types of eye care offices and their separate areas. You'll learn about the professional qualifications and responsibilities of an optician and about licensure in the United States. You'll also learn about the different organizations, regulations, and standards that affect opticians in the United States.

### **ALH040: Optical Fundamentals**

In this course, you'll cover the fundamentals of opticianry. This includes understanding basic optical principles, terminology, anatomy, and math. As a professional optician, you should be able to analyze and interpret a written prescription for corrective lenses and recommend the best products to your patients.

Upon completing this course, you should understand the properties of light, how light reacts while passing through ophthalmic lenses, characteristics of spectacle lenses used to correct vision, ocular anatomy, and terminology. You'll also learn about decimals, signed numbers, conversion of English and metric length measurements, essential trigonometric functions, and optical formulas.

### **ALH024: Ophthalmic Dispensing 1**

Opticianry is the application of the science of optics to the fabrication and fitting of prescription eyewear and contact lenses. This course will help you to gain an understanding of the skills required to become an ophthalmic dispenser, better known as an optician. There are two basic types of opticians: dispensing opticians and laboratory opticians. A dispensing optician interprets a doctor's written prescription for eyeglasses or contact lenses and assists the patient in the selection of lenses and frames. In contrast, a laboratory optician interprets the doctor's eyeglass prescription, specifies the selection of lens and frame stock, formulates lens specifications, and performs all technical functions in the making of eyewear.

### **ALH025: Ophthalmic Dispensing 2**

To be able to dispense the most effective and practical lenses for a patient, you need to have a firm understanding of the theories and principles that build the foundation of opticianry and lens dispensing. The start of this course builds on your working knowledge of powers of lenses, optical prism, and other eyewear requirements you've learned in your previous studies. You'll also learn about different types of lens materials and their uses, and the identifying characteristics of each type.

In this course, you'll explore the advantages and disadvantages of various types of lens materials. You'll also look at how lenses can be altered to best suit the environment and lifestyle of the wearer, including which tints to use in specific situations, other coatings that can be applied, and standards and regulations to consider for each category of eyewear.

### **ALH026: Contact Lens Dispensing**

This course is designed to help you to understand the work performed by contact lens fitters. You'll learn about the different types of contact lenses that are available, how to measure the surface of the eye using various instruments, and how to fit contact lenses for various patients. The common complications and fitting problems are reviewed, and you'll see how some contact lenses can be modified in the vision care office. Finally, you'll learn how to care for and handle contact lenses and how to instruct patients in wearing them.

### **ALH030: Professional Practice and Certification Review**

Success as a professional optician is dependent on the quality of education as well as one's ability to perform the required tasks with confidence. In-depth knowledge coupled with a professional outlook helps opticians reach their career goals. In the workplace, opticians should be able to tackle day-to-day challenges, deal with people with varied needs and attitudes, and face new situations on a regular basis.

In this course you'll be introduced to various business function units, the roles of different employees, patient management, and basic finance and accounts of an optical office. You'll also review for the NOCE and CLRE. Both exams are designed to test your knowledge of opticianry topics and skills.

## Optician Career Diploma

Penn Foster College is no longer accepting new enrollments in this program effective 10/5/21.

### Program Goal

To prepare students to sit for the National Opticianry Competency Examination (NOCE) or the Contact Lens Registry Examination (CLRE).

### Program Outcomes

Upon completion of the program, students will be able to:

- Outline various aspects of opticianry and the eye care team
- Identify the skills and requirements necessary of professional dispensing opticians
- Perform mathematical calculations related to the field of opticianry
- Describe components of ophthalmic frames, steps for measuring lenses, and techniques for adjusting eyeglasses
- Identify mathematical principles used in basic optics, different lens designs, and the advantages and disadvantages of different lens materials
- Describe the principles of contact lenses, the process of fitting contact lenses, and the various types of contact lenses available
- Demonstrate effective communication skills in real-world scenarios
- Demonstrate effective computer skills, including the creation of documents, spreadsheets, and presentations
- Explain the writing process, from grammar basics to the creation of professional correspondence
- Demonstrate the skills and requirements necessary of professional dispensing opticians

Course Name	Hours
SYPI01 Starting Your Program	11
ALH020 Introduction to Opticianry	13
ALH023 Optical Principles, Terminology, and Anatomy	25
ALH022 Math for Opticians	41
ALH024 Ophthalmic Dispensing 1	60
ALH025 Ophthalmic Dispensing 2	80
ALH026 Contact Lens Dispensing	68
HUM106 Interpersonal Communication	32
CSC104 Computer Applications	95
ENG010 Business English	66
ALH030 Professional Practice and Certification Review	37
ALH035 Optician Externship	122
TOTAL	650

### SYPI01: Starting Your Program

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills so you're able to use a number of tools that will help you to be successful.

### ALH020: Introduction to Opticianry

This course introduces you to opticianry and being part of the eye care team. You'll explore the history of opticianry as well as the origins of many of the items used in eye care and the predecessors of modern equipment. In this course, you'll learn to identify the members of the eye care team and their responsibilities. The course describes the different types of eye care offices and their separate areas. You'll learn about the professional qualifications and responsibilities of an optician and about licensure in the United States. You'll also learn about the different organizations, regulations, and standards that affect opticians in the United States.

### ALH023: Optical Principles, Terminology, and Anatomy

Optical technology is the science of light and vision. It includes a study of the properties of light, how light reacts while passing through ophthalmic lenses, characteristics of spectacle lenses used to correct vision, terminologies related to ophthalmology, and ocular anatomy. A qualified optical technologist should be able to analyze and interpret a written prescription for corrective lenses and recommend the best products to patients. As an optical technologist, you should be knowledgeable about quality parameters and related guidelines as well. As a professional optical dispenser, you'll want to respond satisfactorily to the queries of patients. A deep understanding of optical concepts will help you to carry out your duties successfully.

### ALH022: Math for Opticians

To understand the theory behind optical aids and the fabrication of glasses, basic skill in mathematical operations is necessary. In this course, you'll learn about decimals, signed numbers, conversion of English and metric length measurements, important trigonometric functions related to sine, cosine, and tangent, along with practice problems containing sine functions. You'll also learn the use of a scientific calculator to solve problems. The next section introduces basic knowledge of algebraic concepts that you can apply to solve problems at work or at home. You will review both the

English and metric systems of measurement and temperature and learn about the use of ratios and proportions to solve problems. You will also have a basic understanding of variables and solving equations. Each section builds on the skills learned in the previous one.

### **ALH024: Ophthalmic Dispensing 1**

Opticianry is the application of the science of optics to the fabrication and fitting of prescription eyewear and contact lenses. This course will help you to gain an understanding of the skills required to become an ophthalmic dispenser, better known as an optician. In addition to their technical skills, opticians must be able to communicate effectively with patients. There are two basic types of opticians: dispensing opticians and laboratory opticians. A dispensing optician interprets a doctor's written prescription for eyeglasses or contact lenses and assists the patient in the selection of lenses and frames. In contrast, a laboratory optician interprets the doctor's eyeglass prescription, specifies the selection of lens and frame stock, formulates lens specifications, and performs all technical functions in the making of eyewear.

### **ALH025: Ophthalmic Dispensing 2**

This course is designed to assist you in competently understanding the work performed by an ophthalmic dispenser, better known as an optician. This course is a continuation of Ophthalmic Dispensing, Part 1.

### **ALH026: Contact Lens Dispensing**

This course is designed to help you to understand the work performed by contact lens fitters. You'll learn about the different types of contact lenses that are available, how to measure the surface of the eye using various instruments, and how to fit contact lenses for various patients. The common complications and fitting problems are reviewed, and you'll see how some contact lenses can be modified in the vision care office. Finally, you'll learn about the care of these lenses and how to instruct patients in wearing them.

### **HUM106: Interpersonal Communication**

In this course, you'll develop more effective personal communication skills to increase your chances for professional success. You'll identify the basic tenets of interpersonal communication, including diction, gesture, tone, and facial expression and practice methods

for improving your skills in each area. You'll also improve your listening skills. The course also reviews the standards for professional communication, including making introductions, interviewing, and dressing professionally.

### **CSC104: Computer Applications**

Microsoft Office allows people to create documents, spreadsheets, presentations, and databases. This course will teach you how to use three popular tools from the MS Office Suite— MS Word, MS Excel, and MS PowerPoint. In this course, you'll learn how to use MS Word to create and edit text documents, insert figures and tables, and format pages for a variety of uses. You'll then learn how to use MS Excel to organize and format data, including charts, formulas, and more complex tables. Next, you'll learn how to use MS PowerPoint to create and deliver slide shows. Finally, you'll complete a computer applications graded project, which will test the skills acquired in Word, Excel, and PowerPoint.

### **ENG010: Business English**

In this course, you'll describe the process of writing, as well as the parts of speech and how to use them. You'll then explain various types of punctuation, rules for capitalization and spelling, and documenting sources for research. You'll construct complete, correct sentences and well-organized, coherent paragraphs and recognize how to plan, develop, revise, and present your work. Finally, you'll prepare for the various kinds of writing most likely needed for a job.

### **ALH030: Professional Practice and Certification Review**

Success as a professional optician is dependent on the quality of education as well as one's ability to perform the required tasks with confidence. In-depth knowledge coupled with a professional outlook helps opticians reach their career goal.

In this course you'll be introduced to various business function units, roles of different employees, patient management, and basic finance and accounts of an optical office. You'll also review for the NOCE and CLRE. Both exams are designed to test your knowledge of opticianry topics and skills.

### **ALH035: Optician Externship**

In the workplace, an optician applies their opticianry knowledge. In this course you'll gain experience to help you along your career path.

## Paralegal Career Diploma

For tuition details, please visit our [Paralegal tuition page](#).

### Program Goal

To prepare students for entry-level positions as paralegals or legal assistants, or to provide a foundation for further training. Students must be 17 years of age and have completed high school or have a GED to enroll into this program.

### Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate a general understanding of the duties a paralegal performs, the importance of privileged communications with clients, and how to avoid conflicts of interest
- Discuss the legal system in the United States, including the origins and history of the law, the development of common law, statutory law, and constitutional law, and the litigation process for both criminal and civil litigation
- Understand the litigation process for both criminal and civil litigation, including discovery, depositions, interrogatories, laws of evidence, venue, important hearsay exceptions, and rights of the accused
- Demonstrate computer literacy using office software
- Demonstrate effective written office communications
- Recognize and use legal terminology appropriately
- Recognize ethical violations and understand ethical rules that regulate conduct of lawyers and paralegals
- Describe different forms of business organization, advantages and disadvantages of various entities, types of torts, defenses to negligence, and the paralegal's role in preparing commonly used documents
- Write an effective legal memorandum; state and characterize facts and legal arguments to best advance a legal position
- Research primary and secondary sources to determine relevant case law, find statutes and other information from appropriate sources using LexisNexis and other internet sources, and correctly cite sources

Course Name	Hours
PLS101 Introduction to Paralegal Studies	27
PLS105 Legal Terminology	43
PLS110 Ethics	20
PLS113 Law and the Legal System	50
PLS005 Business Law Basics	36
PLS006 Litigation Basics	61
CSC104 Computer Applications	95
ENG010 Business English	66
PLS202 Legal Research and Writing	118
TOTAL	512

### Course Descriptions

#### **PLS101: Introduction to Paralegal Studies**

Occupation of the paralegal; strategies for completing the paralegal studies program as an independent learner; value of the paralegal in the practice of law as it's conducted in the traditional legal community as well as in government, education, and business.

#### **PLS105: Legal Terminology**

Basic legal terminology needed to embark on a career as a paralegal; avoiding inaccuracies that can give rise to serious legal consequences; basics of critical thinking in the drafting of good legal arguments.

#### **PLS110: Ethics**

Professional responsibilities that apply to paralegals as they assist their employers and their clients, including maintaining confidentiality and competence; handling fees and funds carefully; and avoiding unauthorized practice of law, conflicts of interest, and potential malpractice.

#### **PLS113: Law and the Legal System**

How history has shaped the organization and structure of our contemporary courts; definition of law; moral or value systems from which our laws have sprung; how the law works.

#### **PLS005: Business Law Basics**

Courts spend a good deal of their time settling business disputes, but much business law doesn't involve litigation at all. Many paralegals work on business matters where clients are buying and selling things—not suing each other. Understanding the basics of the subject will help you make sense of the business-oriented world in which we live.



## PLS006: Litigation Basics

Litigation involves the use of the court system to resolve disputes. Increasingly, paralegals are involved in litigation support.

## CSC104: Computer Applications

Students will learn about PC applications in word processing, spreadsheets, and presentation software, as well as create documents, spreadsheets, and presentations. Students will also learn how to integrate the applications.

## ENG010: Business English

In this course you'll learn the skills you need to become more confident in your writing.

## PLS202: Legal Research and Writing

Provides training in the kind of research and writing that students will actually be doing as paralegals, including the use of <http://lexis.com>, other online resources, and traditional print sources, in order to complete three writing and research projects.

## Payroll Clerk Career Diploma

For tuition details, please visit our [Payroll Clerk, tuition page](#).

### Program Goal

To prepare graduates for an entry-level career as a payroll clerk.

### Program Outcomes

Upon completion of the program, students will be able to:

- Properly classify workers, differentiating employees and private contractors based on the common law rule
- Track employee time and differentiate between types of employee compensation
- Identify, track, and account for all required employee deductions associated with benefits and all required wage taxes
- Explain how payroll interacts with the accounting system and the associated record keeping, controls, and measurements
- Understand the payroll outsourcing process and the pros and cons of outsourcing payroll

Course Name	Hours
SYPI02: Starting Your Program	11
PCL001: Introduction to Payroll and Employees	51
PCL002: Deductions and Payments	30
PCL003: Payroll Accounting and Controls	44
TOTAL	127

## Course Descriptions

### SYPI02: Starting Your Program

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful.

### PCL001: Introduction to Payroll and Employees

In this course, you'll learn the traditional payroll process and the methods used to manage data entry functions to improve operational efficiency. You'll learn the concepts of electronic payment and employee self-service systems. This course also discusses the types of employees and contractors and the importance of confidentiality in the payroll processing function. You'll learn the importance of accurate time tracking and the varieties of technical applications used to track time on the job. This course explains the distinction between wages and salaries and how to calculate compensation for different kinds of wage plans, as well as supplemental wages including overtime, commissions, and sick and vacation pay. You'll be introduced to a wide range of employee benefits and the wage implications and taxability of each type of benefit.

### PCL002: Deductions and Payments

You'll learn how to execute the actual deduction process for benefits and special situations like garnishments. This course also reviews the process of calculating and withholding employee and employer payroll taxes. This course provides instruction on how and when federal, state, and local payroll taxes are actually paid to the appropriate tax agency and on the rules and processes associated with different deposit schedules. You'll also learn about the common types of manual and electronic methods for the distribution of employee compensation.

### PCL003: Payroll Accounting and Controls

This course will help you understand the payroll accounting process, including specific journal entries, the creation of financial statements, the uses of a payroll register, and the preparation of internal and external reports. You'll learn the proper applications of W-2, W-3, and 1099-MISC forms. This course describes the procedures used for the creation and maintenance of payroll data and records necessary for company and IRS compliance. You'll learn the processes for adding employees to the payroll system and the application of documents or systems required for capturing and documenting work time and generating payment/withholding records. This course also covers the types of controls that are used to identify and prevent fraud associated with the payroll process.

You'll learn the calculations and measurements used to monitor and improve the payroll process and to supply critical data used to manage human capital. The course also provides an overview of payroll outsourcing and the business activities required to institute and manage outsourced payroll activities.

## Pharmacy Technician Professional

For tuition details, please visit our [Pharmacy Technician Professional tuition page](#).

To enroll in the Pharmacy Technician Professional program, students must have completed high school or have a GED demonstrating proof of basic math and English proficiency, and must be at least 17 years of age.

### Program Goal

To prepare students to take the Pharmacy Technician Certification Exam (PTCE) or NHA ExCPT exam, and gain entry-level employment as a pharmacy technician. Students are expected to complete this program within 18 months.

### Program Outcomes

Upon completion of the program, students will be able to:

- Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician's role, including anatomy/physiology and pharmacology
- Compare and contrast the roles of pharmacists and pharmacy technicians in ensuring pharmacy department compliance with professional standards and relevant legal, regulatory, formulary, contractual, and safety requirements

- Describe the steps, skills, and knowledge needed to prepare medications requiring compounding of sterile products, chemotherapy/hazardous products, and nonsterile products
- Explain patient- and medication-safety practices in all aspects of the pharmacy technician's roles
- Demonstrate knowledge of quality assurance practices pharmaceuticals, durable and nondurable medical equipment, devices, and supplies
- Apply the steps in the medication order entry and fill process and interpret medication orders
- Demonstrate knowledge of accepted procedures in purchasing pharmaceuticals, devices, and supplies
- Describe the steps needed to initiate, verify, and assist in the adjudication of billing for pharmacy services and goods, and payment for these services
- Describe the use of current technology in the healthcare environment to ensure the safety and accuracy of medication dispensing. Apply standard procedures used when compounding nonsterile products
- Demonstrate knowledge of accepted procedures in purchasing pharmaceuticals, devices, and supplies
- Explain the skills and strategies needed for professional and appropriate personal behavior and interpersonal communication

Course Name	Hours
SYP110 Starting Your Program	9
PHT101 Pharmacy Technician Orientation	14
CRB100 Career Readiness	65
PHT103 Pharmacology, Drug Class, and Body Systems, Part 1	48
PHT104 Pharmacology, Drug Class, and Body Systems, Part 2	39
PHT105 Pharmacy Practice Law and Regulations	31
PHT106 Math Calculations for Pharmacy Technicians	76
PHT107 Pharmacy Sterile and Nonsterile Compounding	55
PHT200 Pharmacy Management and Operations	38
PHT201 Pharmacy Billing and Reimbursement	29
PHT203 Pharmacy Management Software	84
PHT301 Pharmacy Technician Certification Review	50
PHT305 Pharmacy Technician Externship	131
TOTAL	669

## Course Descriptions

### **SYP110 Starting Your Program**

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills so you're able to use a number of tools that will help you to be successful.

### **PHT101 Pharmacy Technician Orientation**

In this course, you'll be introduced to the practice of pharmacy, including the history of pharmacy, technician roles in various practice settings, pharmacy ethics and professionalism, as well as advancing and emerging opportunities for technicians now and in the future.

### **CRB100 Career Readiness**

In this course, you'll learn about personal, interpersonal, and workplace qualities that employers look for in their employees. You'll examine elements of professionalism, communication strategies, and methods for being a good leader and learn how to work with technology and how to work effectively with a team.

### **PHT103 Pharmacology, Drug Class, and Body Systems, Part 1**

This course will familiarize you with various body systems including structures, functions, diseases, disorders, and treatments. You'll also learn drug delivery systems, drug administration routes, medical terminology, drug classifications, and commonly used medications for various organ system disorders.

### **PHT104 Pharmacology, Drug Class, and Body Systems, Part 2**

This course is a continuation of Pharmacology, Drug Class, and Body Systems 1. You'll continue to learn about various body systems, drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders. You'll also learn about specific classes of antibiotics, antifungals, antivirals, and dietary supplements for preventive health. Medications are listed throughout this unit by their generic names, with brand names provided in parentheses.

### **PHT105 Pharmacy Practice Law and Regulations**

In this course, you'll learn how law affects healthcare practitioners, the origin of laws that affects medical professionals, and how to mitigate risk regarding malpractice, crimes, and torts. You'll also learn about the legal basis

for the confidentiality of healthcare information, and the laws regulating healthcare information collected and maintained by government agencies.

### **PHT106 Math Calculations for Pharmacy Technicians**

This course introduces you to basic math, algebra, and pharmaceutical calculations used in pharmacy practice.

### **PHT107 Pharmacy Sterile and Nonsterile Compounding**

This course introduces you to sterile and nonsterile compounding. A strong emphasis is placed on proper aseptic technique and compliance with USP 797 and 800. Compounding practices and equipment are also discussed.

### **PHT200 Pharmacy Management and Operations**

This course introduces you to pharmacy operations. You'll discuss the differences between pharmacy settings, examine the business applications of pharmacy, and review drug information resources, including how and when to use them. You'll also learn how to handle medication safely, and the steps involved in error prevention.

### **PHT201 Pharmacy Billing and Reimbursement**

In this course, you'll learn about the pharmacy reimbursement process. You'll study third-party healthcare plans, reimbursement systems, and claims processing to see how medical services are billed in healthcare institutions. You'll also learn about various health insurance programs, how they're funded, and which types of patients they cover.

### **PHT203 Pharmacy Management Software**

This course is designed to facilitate your mastery of computer and practical skills needed to perform various pharmacy technician-related responsibilities in community and institutional pharmacy practices. The course entails a series of lab activities that walk you through entering and filling prescription orders, including TPN and IV admixtures.

### **PHT301 Pharmacy Technician Certification Review**

This course is designed to strengthen your working knowledge of the concepts essential for pharmacy technician practice and serves as a review to prepare you to take the Pharmacy Technician Certification Exam.

## PHT305: Pharmacy Technician Professional Externship

In this course, you'll start the pharmacy technician externship process and learn the requirements, including State Boards of Pharmacy regulations and requirements as they apply to each state. The pharmacy technician professional externship's goal is to help you become a competent pharmacy technician by developing the essential skill sets through hands-on experience. You'll practice under the direct supervision of a registered pharmacist.

## Residential Electrician

For tuition details, please visit our [Residential Electrician tuition page](#). To enroll into this program, students must be 17 years of age and have completed the 8th grade.

### Program Goal

To prepare students for an entry-level career as an electrician at the apprentice level in the residential and light commercial construction field. Students are expected to complete this program in 18 months.

### Program Outcomes

Upon completion of the program, students will be able to:

- Recognize formulas and their applications to determine quantities and sizes of materials required and their installation processes
- Describe measurement methods and mathematical processes necessary for the preparation and implementation of electrical related projects
- Outline regulations and procedures related to workplace safety
- Explain how to interpret basic electrical blueprints and technical drawings to follow the required specifications of electrical projects
- Explain the composition and usage of materials and processes required for electrical system installations and repairs
- Identify procedures for evaluating and diagnostic testing of electrical components and circuits
- Identify how to apply and comply with the National Electrical Code

Course Name	Hours
ECT101 Electrical Fundamentals	32
ECT102 Electrical Safety and Tools	25.1
ECT103 Reading Electrical Drawings, Schematics, and Blueprints	11.8

ECT104 Conduits, Cables, and Conductors	11.9
ECT105 Electrical Components and Devices	13.8
ECT106 Working with Residential and Small Commercial Electrical Systems	24.5
ECT107 HVAC Systems	15.1
ECT108 The National Electrical Code	93.0
ECT109 Troubleshooting and Electrical Contracting	18.6
TOTAL	376.9

## Course Descriptions

### ECT101: Electrical Fundamentals

In this course, you'll learn tips for how to be a good Penn Foster student. Then, you'll get a general overview of the skills and knowledge required of a residential electrician. You'll learn about the job opportunities for electricians; basic electrical terms and concepts such as power, voltage, and current; and how power is supplied to and throughout a residence. Then, you'll discover how both AC and DC circuits are formed and how to calculate the power supplied through these circuits.

### ECT102: Electrical Safety and Tools

In this course, you'll learn about the various hand and power tools used by electricians on common and specialized jobs. You'll learn how to use these tools properly and care for them to keep them operational. You'll take a more in-depth look at the digital multimeter and why it's such an important tool in the electrician's kit. You'll then learn about the ways to keep yourself and others safe when working with electricity. You'll also learn about the organizations responsible for publishing and enforcing electrical and workplace safety codes. Finally, you'll learn about math principles that electricians use on the job.

### ECT103: Reading Electrical Drawings, Schematics, and Blueprints

Schematic diagrams and blueprints are vital for both the planning and installation phases of a residential electrician's work. Understanding the wiring job in full allows an electrician to be prepared and complete the job efficiently. In this course, you'll discover how schematics and blueprints are prepared. You'll also learn to read schematics and diagrams and to trace wiring diagrams for motor controls.

### **ECT104: Conduits, Cables and Conductors**

In this course, you'll learn to identify the physical and electrical properties and characteristics of conductors. You'll also learn about the types and characteristics of conduit. Both of these areas of knowledge are essential for any wiring job you'll work on throughout your entire career. Many of the skills you'll learn later on in your program build on these basic fundamentals.

### **ECT105: Electrical Components and Devices**

In this course, you'll study several common types of wiring equipment. You'll also learn to identify various types of control devices, including hand-operated switches, automatic switches, magnetically controlled devices, and remote-control systems.

### **ECT106: Working with Residential and Small Commercial Electrical Systems**

In this course, you'll learn to identify and understand common wiring terms and symbols and to use diagrams and plans to connect branch circuits. You'll also learn about transformers and how they're used to transmit electrical power. Then, you'll study how to connect electrical equipment and conductors to wire new circuits. Finally, you'll apply what you learned about wiring new circuits to old work. You'll also discover how electricians use circuit measurement techniques to troubleshoot problems.

### **ECT107: HVAC Systems**

In this course, you'll acquire an understanding of different heating sources and some of the benefits of electric heating. You'll also discover the function of common components within a building's HVAC system, a pneumatic automatic control system, and an electric automatic control system.

### **ECT108: The National Electrical Code**

This course is designed to teach you how to use the National Electrical Code (NEC) as a practical tool to ensure your work complies with the NEC's codes. Engineers, designers, and technicians actually installing systems and components need to comply with the NEC. It's important to think of the NEC as a tool in your collection, something you'll need and use as often as cutting pliers and wire strippers. You should always have this tool close at hand, so there's no need to try and memorize the NEC. This course will teach you how to use and interpret the NEC so you can be sure your work complies with code.

### **ECT109: Troubleshooting and Electrical Contracting**

In this course, you'll learn about the concept of troubleshooting and the methods of approach applied in troubleshooting. These troubleshooting techniques will apply all of the skills learned throughout your program. Then, you'll learn about a potential career path for residential electricians—starting your own business. This course covers the important considerations of starting an electrical contracting business, including the advantages, disadvantages, skills required, and finances.

## **Sterile Processing Career Diploma**

For tuition details, please visit or [Sterile Processing tuition page](#).

### **Program Goal**

The Sterile Processing Career Diploma Program provides students with the knowledge and skills required for entry-level work as a sterile processing technician and to sit for the Certified Registered Central Service Technician (CRCST) exam through the Healthcare Sterile Processing Association (HSPA).

### **Program Outcomes**

Upon completion of the program, students will be able to:

- Recognize the fundamental practices and procedures of aseptic technique
- Identify common pathogens found in the medical setting and the precautionary measures healthcare workers take to minimize the risk of contracting diseases
- Identify HIPAA privacy rules and regulations and patient information commonly maintained by a healthcare facility
- Recognize the duties and requirements of the sterile processing technician in the healthcare setting
- Identify basic concepts of anatomy, physiology, microbiology, microorganisms, and medical terminology related to the duties of sterile processing technicians
- Identify industry regulations and best practice standards common in the sterile processing field and the organizations responsible for setting the regulations and standards
- Identify common and complex surgical instruments, industry-approved practices for

decontamination and sterilization of medical supplies and equipment, and the proper ways to transport equipment

- Identify procedures for effective inventory control and the tracking of instruments, equipment, and supplies
- Recognize quality assurance practices and workplace safety procedures
- Identify the importance of teamwork, workplace communication, and customer relations in the sterile processing setting
- Identify basic concepts of technology, writing, communication, and math skills used in the workplace

Course Name	Hours
SYP110 Starting Your Program	11
STP001 Allied Health Careers	20
STP002 Building Blocks of Sterile Processing	63
STP003 Sterile Processing Technology, Part 1	58
STP004 Sterile Processing Technology, Part 2	84
<b>TOTAL</b>	<b>236</b>

## Course Descriptions

### STP110: Starting Your Program

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful.

### STP001: Allied Health Careers

This course will give you an overview of the allied health field. You'll learn about the history of allied health careers and what the future holds. You'll also discover the roles available to you and the expectations your new job has for professional conduct, the skills and abilities you must possess, and the challenges of this profession. Additionally, this course has an overview of healthcare laws and regulations and the state and federal agencies that create those standards.

### STP002: Building Blocks of Sterile Processing

In this course, you'll be introduced to medical terminology and learn the parts of various words. Then, you'll move to anatomy and physiology to learn more about the various components of the human body and their

functions, such as bones, muscles, and tissues. This lesson also covers directional and regional terms used to better describe a patient's concerns, as well as different regions of the body. In microbiology, you'll learn more about the parts of cells and how various pathogens cause disease. In the last lesson, you'll learn the math and computer skills needed to succeed in your position as a sterile processing technician.

### STP004: Sterile Processing Technology, Part 1

In this course, you'll be introduced to the central processing department and its work processes, as well as employers' expectations. You'll also learn about the regulations and standards that you'll abide by in a healthcare environment.

Next, you'll learn about aseptic technique and how infections spread. This will help you and other healthcare employees protect patients and keep everyone from being exposed to harmful infections.

You'll then go back to the sterile processing department and learn how medical equipment is cleaned, decontaminated, and disinfected. The lesson finishes with an introduction to the surgical instruments you'll be working with.

### STP004: Sterile Processing Technology, Part 2

This course further explores the equipment and processes you'll encounter in the central processing department. First, you'll learn how instruments are prepared and packaged before being transported to various departments in the hospital. Then, you'll look at sterilization techniques and how you'll monitor sterilizers to ensure they're running efficiently. The next lesson outlines best practices for receiving, selecting, and distributing inventory, and how to keep track of equipment being used in your facility. You'll also learn about the specialty departments in the hospital and the equipment they use to care for patients.

Finally, you'll gain the tools needed to succeed in your new career as a sterile processing technician. You'll understand the various workplace hazards you might encounter and how you can help out during an incident. You'll learn how to effectively communicate with your coworkers from a wide range of backgrounds and how to grow your professional and personal reputation

## Tax Preparation Career Diploma

For tuition details, please visit our [Tax Preparation Career Diploma](#).

### Program Goal

To prepare students to prepare and file federal tax returns for individuals and small businesses and to provide the skills necessary to accurately complete common tax forms and schedules in compliance with all applicable tax codes and requirements.

### Program Outcomes

Upon completion of the program, students will be able to:

- Recognize and describe laws and regulations related to taxation for both individuals and small businesses and apply these appropriately to the preparation of tax forms
- Calculate gross income and identify those elements of income that are included and excluded when making this calculation; identify common itemized deductions including medical expenses, charitable contributions, and others; identify and calculate tax losses; identify and calculate deductible business expenses
- Apply capital gains and losses to property transactions; accurately complete a basic Form 1040 Individual Tax Return with typical itemized deductions for a family

Course Name	Hours
SYP110 Starting Your Program	9
TXP001 Filing Status and Income Basics	67
TXP002 Property Income and Deductions	56
TXP003 Small Business Clients and Return Filing	44
<b>TOTAL</b>	<b>177</b>

### Course Descriptions

#### SYP110: Starting Your Program

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful.

#### TXP001: Filing Status and Income Basics

To successfully prepare and file federal tax returns, you must understand how to evaluate your business idea and set yourself apart from the competition. Through applying

your knowledge of the career opportunities available with this training, you'll use the basics of determining taxable and nontaxable income from common sources and calculating income related to retirement contributions, distributions, rollovers, and more.

#### TXP002: Property Income and Deductions

While working in tax preparation, you'll handle income deals with the monies earned from the sale or rental of real estate and monies earned as royalties on intellectual properties. You'll also encounter tax deductions and need to itemize them, itemize a return, and understand deductions' connections to different types of losses. This knowledge will also come in handy when you handle certain business expenses, such as travel and entertainment.

#### TXP003: Small Business Clients and Returns Filing

If you operate a sole proprietorship or you're self-employed, there are certain tax rules and allowances to keep in mind. Understanding medical and retirement plans, depreciation of business assets, and office expenses is key to success, as is completing a typical tax return before filing. You'll also learn how to identify and apply tax credits as well as review the IRS audit process.

## Travel and Tourism Specialist Career Diploma

For tuition details, please visit our [Travel and Tourism Specialist tuition page](#).

### Program Goal

To prepare students for entry-level employment in the travel and tourism field and to prepare for and take the Travel Agent Proficiency (TAP) exam. Students must be 17 years of age and have an 8th grade education to enroll into this program.

### Program Outcomes

Upon completion of the program, students will be able to:

- Comprehend details of accommodations, travel tickets, tours, and/or packages containing two or more passengers, and details of selling these elements to business/leisure clients
- Understand the main categories of travel, including air, rail, cruise and lodging and interpret vendor information to arrange and book appropriate travel for clients
- Apply knowledge of travel costs including fees,

taxes, discounts and other factors to calculate cost of travel accommodations for clients

- Determine one’s own commission rate for any sold product using commissionable and non-commissionable fees
- Prepare or request transportation carrier tickets, and book transportation and hotel reservations, using a computer reservation system
- Comprehend international customs, points of interest, and foreign country regulations
- Compare accommodations, tickets, itineraries, and travel packages to determine which will better suit clients
- Understand the process for starting a travel business including any professional development necessary to work in the travel field
- Prepare for and take the comprehensive Travel Agent Proficiency (TAP) exam

Course Name	Hours
Travel 1	29
Travel 2	40
Travel 3	61
Travel 4	74
Travel 5	35
Travel 6	39
Travel 7	55
Travel 8	31
Travel 9	40
Travel 10	21
Travel 11	25
Travel 12	8
<b>TOTAL</b>	<b>458</b>

## Course Descriptions

### Travel 1

The Starting Your Program course is designed to help you make a smooth transition to Penn Foster, including learning how to use all the tools and resources that are available to you. The goal is to help you become a confident, independent learner.

You’ll learn about the earliest days of personal travel and then examine how travel and tourism has become one of the world’s leading industries. As you progress through this course, you’ll discover what tourism actually is and how it touches so many aspects of our lives. You’ll find out who travels, why they travel, and how they travel. You’ll also learn about the many employment opportunities within the travel industry.

### Travel 2

You’ll begin by exploring the fascinating growth of commercial aviation, from the very first passenger flight to supersonic passenger air travel to today’s jumbo jets. Once you have a solid understanding of the history of commercial aviation, you’ll move on to learning the language of airline travel. Next, you’ll review the basics of airline procedures and operations from a travel professional’s point of view. You’ll then examine the history of important industry resources, from the original airline system timetable to the Official Airline Guide to the modern airline websites and consolidated websites. You’ll learn all about domestic airfares, including the different types of fares and discounts that are available, as well as how to calculate prices for air transportation.

### Travel 3

Geography is the study of the physical features of the earth and its atmosphere, and of human activity as it affects and is affected by these. In this lesson, you’ll learn the basics of physical geography — the names of the continents and the major water and land features that make up our Earth. Geography is a word derived from the Greek words *ge*, meaning “the earth,” and *graphein*, meaning “to describe.” There are many kinds of geography, but travel agents are most concerned with the following three types of geography that enrich the travel experience:

- Physical geography, which is the study of the physical features that distinguish each country. You studied physical geography in World Geography, Part 1.
- Cultural geography, which is the study of the people of different countries. Cultural geography includes their history, religions, ethnic groups, languages, customs, and related information. This aspect of geography will be covered in future lessons.
- Location geography, which is also called place-name geography, is the study of where places are located in relation to one another. This lesson covers location geography, and will introduce you to countries that perhaps you’ve never even heard of!

You’ll continue by exploring key destinations in Europe, Africa, and the Middle East. To make your learning easier, you’ll study these less familiar regions by dividing them into smaller geographic areas. As you discover more about individual destinations, you’ll find that the countries of the world are grouped in many



ways, such as by:

- Geography
- Common ethnic heritage
- Similar political affiliations

You'll learn the important aspects of booking international airline travel. You'll also explore other important considerations you should keep in mind when advising international travelers, such as foreign currencies, airfares, airline carriers, travel documentation, and custom allowances.

#### **Travel 4**

Tourism geography is one of the most important subjects you'll learn as you prepare for your new travel career. While you'll learn the basics about tourism geography in this program, you need to continually stay up-to-date with trends and changes. This lesson covers the major tourist destinations of the Western Hemisphere, including Canada, the United States, the West Indies, Mexico, and Central and South America. Then, you'll explore key destinations in Europe, Africa, and the Middle East. You'll also learn about Asia, Australia, and the South Pacific.

#### **Travel 5**

Before learning about the different accommodations available for your clients, you'll learn about who those clients are. There are different types of lodging guests, which in the industry are called market segments.

Travelers fall into one of four basic markets in the hospitality industry:

- 30% are on business
- 25% are taking a vacation or leisure time
- 25% are attending a group event or a convention
- 20% use hospitality services for a personal reason

Then, you'll learn about one of the most important land products that travel agents sell — accommodations. This material is important to learn and pass on to clients because a hotel selected in a convenient area, with good service, and at the right price can turn an otherwise ho-hum trip into something great. The reverse is also true. Staying in a hotel located far from town can complicate a

business trip; finding out that your hotel by the shore is in fact many blocks from the beach doesn't make for a great family vacation.

To be competitive in today's travel industry, you must provide your clients with complete travel products and services. To do so, you must understand your clients' needs and possess the ability to translate this knowledge into the right travel choices. This lesson will give you a good foundation in how to sell tours and vacation packages. Combining travel products and services into a profitable package benefits both travel agents and their clients.

#### **Travel 6**

Selling cruises is one of the most lucrative markets for travel agents. In fact, travel agents are responsible for a huge percentage of all cruise bookings. Many travel agencies have a cruise department staffed with full-time cruise specialists. In fact, cruises have become so important that today there are hundreds of cruise-only agencies dealing exclusively with cruise and steamship travel.

This course will provide you with important information on the types of cruise ships, the accommodations available on cruise ships, the cost of cruises, and the itineraries of typical cruises. You'll also learn what resources are at your disposal and how to use them to provide your clients with the best information. And, of course, you'll learn how to book the cruise your clients have chosen.

Let's now explore two very important land transportation products — rail travel and car rentals. Trains and cars provide travelers with independence and flexibility, and the chance to visit out-of-the-way places where standard tours don't go. Although most business travelers take a plane or train to their destinations, they often need rental cars to get to their hotels, meet with clients, and sell their products. In fact, a lot of travelers prefer train travel over air travel to get them from place to place. This is especially true of those travelers who are apprehensive about heights and flying.

#### **Travel 7**

Microsoft Word is a word processor application and one of the Microsoft Office products. Word is used to create, edit, print, email, and share documents. In this unit, you'll learn about the features of Word and how they're

used to produce a variety of professional-looking documents. You'll also be learning about document design and layout so that you're able to effectively communicate your message. Whether you use Word professionally, academically, or personally, everything from a basic inquiry letter to a product brochure to personalized mail merge documents are within your reach.

Microsoft Excel is a spreadsheet application and one of the Microsoft Office products. Excel is used to organize, analyze, and interpret data. In this unit, you'll learn about the features of Excel and how they are used to produce spreadsheets that include formulas, functions, charts, and tables. You'll also be learning about spreadsheet planning and how to format and present data for greatest impact. Whether you use Excel professionally, academically, or personally, the techniques you'll learn will help you use spreadsheets effectively.

### **Travel 8**

Computer reservation systems (CRSs), which are commonly called global distribution systems (GDSs) by those in the travel industry, perform thousands of functions that impact practically everything that travel agents do — from selling airline tickets to getting the weather forecast for a specific destination. CRSs compile into one system all of the important resources travel agents need to access, allowing these agents to work efficiently. Though clients can make their own travel reservations online, the fact is that many travelers find the huge volume of information to be quite daunting. At the worst, some information is just plain wrong. One aspect of your job is to research the thousands of pertinent sites on the internet, finding the ones that will best meet your clients' needs.

### **Travel 9**

In this course, you'll choose a CRS — either Apollo or Sabre — and learn about that system.

### **Travel 10**

Selling travel is unlike any other form of retail sales. The buyer doesn't wrap up a tangible product, put it into a bag, and take it home. Some travel agencies sell hundreds of millions of dollars of travel each year, while others barely survive on what they sell. Why? What makes a travel agency successful? Success can be attributed to many different

factors, with the major reasons being successful sales techniques and high-quality customer service.

Think about it this way: Travel agencies sell the same products that are offered by the same suppliers, at similar prices. What sets travel agencies apart from each other is how successful the agents are in selling these products and providing their customers with proper follow-up, which is called service.

Corporate travelers, senior citizens, singles, families, couples, students, and hobbyists are important potential clients to the travel agent, not only as individuals but also as members of groups. Group travel brings very special benefits to the travel industry. It stimulates new business on a large scale, providing higher profit rates of volume bookings to travel agents and suppliers such as airlines, hotels, and tour operators. Thousands of companies, clubs, civic organizations, and other groups are potential buyers of group travel. The popularity of group travel and the huge profit potential of this market require travel agents to become highly creative in developing a variety of group events, from meetings and conventions to golf vacations and whale-watching trips. In this course, you'll discover ways in which you can become successful in travel sales!

### **Travel 11**

In this lesson, you'll review the types of job positions that are available in addition to corporate and retail travel agency sales jobs. This lesson will also discuss how to get these jobs by reviewing how to write professional résumés and cover letters, present yourself during job interviews, and follow up with some job-winning tips. This lesson also covers some general issues about owning your own travel agency and focuses on how you can make your travel business as successful and profitable as possible.

### **Travel 12**

When you reach this lesson, you'll be given information that allows you to sit for the nationally recognized Travel Agent Proficiency (TAP) certification exam. Developed by the American Society of Travel Agents (ASTA) and the Travel Institute, this exam measures the basic knowledge and proficiency of entry-level travel agents.

It's administered independently, so you'll find

a complete information packet on your student page to make arrangements for this exam, which you'll complete in the form of a proctored exam. You'll select the location and the person you want to supervise the exam according to Penn Foster's established policies and qualifications.

## Veterinary Assistant

For tuition details, please visit our [Veterinary Assistant tuition page](#). Students must be 17 years of age and have completed or have a GED to enroll into this program.

### Student Health Policies

Students are responsible for their own medical care and health insurance during their Clinical Externship in the Penn Foster Veterinary Assistant Program. The student is responsible for the costs associated with obtaining medical insurance, and any costs associated with needed medical care. Neither the college nor the program nor the externship site is responsible for needed medical care. Proof of medical insurance will need to be provided to the school as part of the clinical externship documents. Veterinary Assistant students should inform the program faculty immediately if there is any health condition that will interfere with their participation in the Clinical Externship.

It is important to note that all students are required to perform all skills in the oClinical Externship in order to graduate from the program. Program faculty can discuss the options the student has for waiting to complete the Clinical Externship Course. Students will also need to keep our normal enrollment guidelines in mind. They may have to purchase a study time extension, or re-enroll into the program depending on the length of time that has passed. There are additional guidelines regarding pregnancy (See Pregnancy Policy below).

Students need to be aware of the risk of zoonotic disease (rabies, ringworm, brucellosis, intestinal parasites, toxoplasmosis, and so on) that is associated with participation in the Clinical Externship course, and with the veterinary assistant profession in general. Zoonotic diseases are diseases that can be passed between animals and people. People working in the veterinary field are generally considered to be at high risk for encountering zoonotic diseases

due to their daily interactions with animals. Rabies is one example of a zoonotic disease. Students are strongly encouraged to seek pre-exposure rabies vaccination prior to their clinical externship. After discussion with their personal physician, students can elect to waive the rabies vaccination. Students that are not vaccinated will not be allowed to handle non-vaccinated animals, or animals of unknown vaccine status, while in their Clinical Externship. Vaccinated students are highly encouraged to handle only animals with a known vaccine status while completing their clinical externship. A rabies vaccination policy form will be provided with the Clinical Externship Course Materials. This will need to be filled out by the student and returned to the school with the rest of the Clinical Externship documents.

Students will be handling animals during the Clinical Externship. Because of the professional nature of the program, the College is in no way liable for students being bitten or scratched while handling animals during their clinical externship course. It is our policy that students should not handle aggressive animals during their clinical externship. Students should be handling only non-aggressive animals with a known vaccine history. Even with these policies in place, animals can be unpredictable, and bites, scratches and other injuries can occur. If any injury occurs to a student during their clinical externship, they should follow the clinic's protocol and seek appropriate medical care as soon as possible. Students are then required to inform the program's clinical coordinator about the injury.

### Student Pregnancy Policy

Students who become pregnant while enrolled in the Veterinary Assistant Program have the option to voluntarily inform the program faculty of their pregnancy. This must be given to the program in writing, and must include the expected date of delivery. A student will not be considered pregnant until this written disclosure is received by the program.

Upon written disclosure, the student will meet with program faculty to discuss the risks and possible harmful effects of exposure to animals, radiation, anesthetic gases, and other risks to the fetus that are inherent in the practice of veterinary medicine as an assistant. Program faculty will discuss the options available to the student to fulfill the educational requirements of the program. The pregnant student must follow the established program policies and meet the same

clinical and educational criteria as all other students before graduation from the program.

- The student may remain in the program if the student is not at the clinical externship, and therefore is able to continue with the coursework.
- If the student has reached, but not yet started, clinical externship they can stop progress in the program. They will be allowed to restart the program in accordance with our normal enrollment guidelines. Students may be required to pay for a study time extension when they are ready to start the program again. If the student is at risk of going beyond the time limit of the program, they will have to re-enroll into the program according to our normal policies.
- If the student is currently in clinical externship they can voluntarily stop progress in their externship. They will need to notify the clinical coordinator when they are able to continue with their clinical externship. Students will have to re-apply for the clinical externship, and may be required to restart the clinical externship from the beginning. Students will also need to keep our normal enrollment guidelines in mind. They may have to purchase a study time extension, or re-enroll into the program, depending on the length of time that has passed.
- Students may undeclare their pregnancy at any time. This must be done in writing. If they choose this option, they will be considered not pregnant and be required to complete the coursework as designed (including the clinical externships).
- Although it is both the policy and practice of the program to offer the utmost in safety precaution for its students, Penn Foster College or its affiliates will not be responsible for injury to either the pregnant person or child due to hazard exposure during pregnancy. All students will be required to sign a form before each clinical externship verifying that they have read and understand this policy.

### **Penn Foster's Institutional Animal Care and Use Committee (IACUC) Procedures**

The Penn Foster's IACUC mission statement is to provide clinical instructional oversight and evaluation of the veterinary academy program's externships by ensuring compliance with federal regulations

related to the proper care, use, and humane treatment of animals used in research, testing, and education. The veterinary technician externships are created in accordance with the American Veterinary Medical Association's (AVMA) Committee on Veterinary Technician Education and Activities' (CVTEA) standards. The veterinary assistant externship is created in accordance with the National Association of Veterinary Technicians in America (NAVTA) Essential Skills for Assistant Training.

### **Policy on reporting complaints in regards to Penn Foster's use of animals:**

1. Penn Foster's Veterinary Academy is committed to the ethical and humane care and use of animals in teaching situations. If a clinical supervisor, student, or faculty member is aware of any potential violation to the stated animal care and use criteria or observes the mistreatment of animals, they are strongly encouraged to report their concerns.
2. Concerns can be reported directly to the chair and veterinarian by emailing to [vettechpracticum@pennfoster.edu](mailto:vettechpracticum@pennfoster.edu)  
Attention: Veterinary IACUC, Ms. Vicki McLain CVT, LATg, VTS-LAM (Chair).
3. The chair will compose a written document of the issue, the committee's actions/ recommendations, and any other pertinent information.
4. Depending on the committee's recommendations, the document may be forwarded to the institution official, the program director, and the appropriate state veterinary board if deemed necessary.
5. Any action deemed necessary will be clearly documented and handled as appropriate. All information will be filed with the IACUC documents.
6. Penn Foster's Veterinary Academy will not tolerate the harassment or any retaliation directed at anyone who reports actual or possible violations. The Penn Foster IACUC will protect the positions and reputations of those, who, in good faith, make allegations of animal welfare violations. Investigations will be conducted carefully and discreetly as possible.

### **Meetings**

The IACUC meetings are conducted semiannually. At this time, the committee will discuss animal welfare issues where applicable in our Veterinary Academy. We will evaluate the animal care and use protocols, clinical

externships, and ensure compliance with the Animal Welfare Act. The meeting minutes are kept by the chair, who will prepare and distribute them after the meeting to each committee member, the program director, and the institutional officer (IO). If there is a need to appoint a new member of the IACUC, they must be approved by the IO and the incoming member must accept the position.

## Program Goal

To prepare students to work as veterinary assistants under the supervision of veterinarians and veterinary technicians in small or large animal hospitals or clinics and to prepare students to take the national test to become an Approved Veterinary Assistant. Students are expected to complete this program within 18 months.

## Program Outcomes

Office and Hospital Procedures:

- Front Desk: Greet clients, demonstrate proper appointment scheduling and make appointments, prepare appropriate certificates for signature, admit patient
- Perform basic filing and retrieving of medical records
- Perform basic veterinary medical record-keeping procedures
- Demonstrate elementary computer skills, Utilize basic medical terminology
- Perform basic invoicing, billing, and payment on account procedures
- Telephone: Answer and direct phone calls, recognize and respond appropriately to veterinary medical emergencies by notifying the appropriate hospital personnel, request records and information from other veterinary facilities
- Maintain basic cleanliness and orderliness of a veterinary facility: inventory supplies, restock shelves, maintain x-ray, surgery, and laboratory logs, perform basic filing and retrieving of medical records, radiographs, lab reports, and so on.
- Demonstrate knowledge of basic cleaning techniques of animal kennels and bedding, examination rooms, hospital facilities, and surgical suites.

Communication and Client Relations:

- Develop effective client communication skills
- Write business letters and professional electronic communication with clients
- Understand ethical conduct in relationship to the day-to-day operations of a vet hospital
- Describe the roles and responsibilities of each

member of the veterinary health team and the important part that each plays in the delivery of excellent care

- Professional Conduct: Understand the human-animal bond, demonstrate professional and appropriate appearance and language in the workplace, demonstrate appropriate use of electronic communication in the workplace (cell phone usage, text messaging, social networking, digital photography, and so on).

Pharmacy and Pharmacology:

- Legal Issues: Recognize legal issues involving drugs in the workplace, recognize general types and groups of drugs, and demonstrate proper terminology, differentiate prescription drugs from over-the-counter drugs and describe proper prescription label requirements
- Filling medications and inventory control: Label and package dispensed drugs correctly, store, safely handle, and dispose of biological and therapeutic agents, pesticides, and hazardous waste
- Perform inventory control procedures including restocking supplies and checking expiration dates
- Vaccinations: Reconstitute vaccines and be familiar with proper protocols, describe possible routes and methods of drug and vaccine administration that the veterinarian or veterinary technician may choose, and demonstrate appropriate small animal restraint for such protocols.

Examination Room Procedures:

- Restrain patients: Small animals, birds, rabbits, pocket pets, exotics, and large animals
- Basic Procedures: Determine and record temperature, pulse, respiration, body condition score, and weight of patients
- Trim nails (Required: Cats and Dogs. Optional: Birds and Exotics)
- Express anal sacs using the external method, identify external parasites (mites, lice, fleas, and ticks), recognize AKC dog breeds and CFA cat breeds,
- Be able to properly identify the gender of small animal species, particularly felines
- Perform exam room grooming (for example trimming nails, external ear canal cleaning, and so on)
- Be familiar with small animal nutritional requirements, pet food labeling standards, dry matter basis calculations, and the differences between pet food products

Small Animal Nursing (Large Animal Nursing – Optional):

- Safety Concerns: Demonstrate knowledge of basic normal and abnormal animal behavior, utilize patient & personnel safety measures
- Identify potential zoonotic diseases, describe isolation procedures, describe hazardous waste disposal, describe basic sanitation, be familiar with OSHA standards
- Animal Care: Provide routine record-keeping, and observation of hospitalized patients, that is stress the importance of notations made when cleaning and feeding, demonstrate a basic understanding of common diseases and medical conditions,
- Monitor/restrain patients for fluid therapy and record observations, perform hand pilling (dog, cat), demonstrate understanding of treatment plan
- Apply and remove bandages to/from healthy animals — (equine leg and tail wraps are optional)
- Perform therapeutic bathing, basic grooming, and clipping of small animals
- Clean external ear canals, prepare food and prescription diets — be aware of any special dietary needs
- Clean and disinfect cages and kennels (stalls are optional)
- Provide care and maintenance of nursing equipment
- Demonstrate an understanding of the euthanasia and postmortem care

#### Surgical Preparation and Assisting:

- Assist in performing surgical preparations: prepare surgical equipment/supplies, sterilize instruments and supplies using appropriate methods, identify common instruments, identify common suture materials, types, and sizes, assist the veterinarian and/or veterinary technician with preparation of patients using aseptic technique, operate and maintain autoclaves, describe operating room sanitation and care, assist with positioning of surgical patients, aid the veterinarian and/or veterinary technician with physical monitoring of recovering surgical patients, maintain the surgical log
- Facility and Equipment Cleanliness: Maintain proper operating room conduct and asepsis, perform postsurgical clean up, fold surgical gowns and drapes
- Have knowledge of surgical equipment, surgical room and prep area, instrument cleaning and care, and the proper disposal of hazardous medical wastes.

#### Laboratory Procedures:

- Assistance in the laboratory: Collect voided urine samples, determine physical properties of urine including color and clarity, assist in the collection of blood samples for procedures, collect voided fecal samples for examination, prepare fecal flotation solutions and set up fecal flotations and direct smears, assist the DVM or veterinary technician in necropsy procedures, explain how to handle rabies suspects and samples safely, handle disposal of deceased animals
- Laboratory Record Keeping: Ensure all laboratory results are accurately recorded, stock laboratory supplies, file laboratory reports
- Radiology and Ultrasound Imaging:
- Follow recommended safety measures, assist the veterinarian and/or the veterinary technician in the completion of diagnostic radiographs and ultrasound including the restraint and positioning of patients, process diagnostic radiographs; use hand or automatic processing in darkroom; maintain quality control; label, file, and store film and radiographs, properly care for equipment; clean screens; know safety techniques for handling processing chemicals

Course Number	Course Name	Hours
SYP110	Starting Your Program	11
VAS002	Behavior, Handling and Restraint	54
VAS003	Body Systems and Terminology, Part 1	54
VAS004	Body Systems and Terminology, Part 2	31
VAS005	Nutrition, History and Physical Examination	89
VAS006	Emergency and Wound Care	47
VAS007	Small and Large Animal Nursing	79
VAS008	Radiology and Surgical Preparation	45
VAS009	Veterinary Practice and Procedures	62
VAS010	Veterinary Assistant Externship	110*
TOTAL		582

\*The externship consists of 100 hours of clinical experience in an animal setting. Students in this course will also need to complete reading assignments, graded projects, and self-checks throughout the course.

## Course Descriptions

### **SYP110 Starting Your Program**

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful.

### **VAS002 Behavior, Handling, and Restraint**

In this course, you'll get an overview of what's needed to work as a veterinary assistant in a variety of settings. Veterinary assistants work closely with animals alongside other veterinary professionals. This course will introduce you to the skills needed to be a valuable member of the veterinary team in any of the many different areas of the profession. Veterinary healthcare is an exciting, constantly changing field.

### **VAS003 Body Systems and Terminology, Part 1**

This course, provides an introduction to veterinary terminology. You'll learn to recognize, understand, and pronounce anatomical and veterinary procedure terminology. You'll also learn about metric terms and abbreviations. You'll study the anatomical terms to correctly indicate the orientation and location of animal body parts, and you'll recognize cells, tissues, organs, and organ systems, both structurally and functionally. You'll also study the four major classes of joints and explain how they function. Finally, you'll describe the structure and function of skin and the animal's fur, identify the glands and their secretions, explain the structural and functional differences between the organs of the upper and lower respiratory system, and understand how the lungs and the parts of the respiratory system work together to supply oxygen to the body's cells.

### **VAS004 Body Systems and Terminology, Part 2**

In this course, you'll identify the organs of the digestive system and explain the structure and function of each part, compare the structure of the stomach and large intestine of carnivores and herbivores, recognize the organs of male and female reproductive systems and the events that occur during fertilization, and explain the anatomy and functions of the urinary system. You'll also study the organization of the nervous system and how the nervous system receives and interprets information; the four senses and their primary functions, which are to provide animals with an awareness of their environment and assist them in their survival; and the function of the endocrine system and the major glands and hormones that maintain body homeostasis.

### **VAS005 Nutrition, History, and Physical Examination**

In this course, you'll learn about proper nutrition for animals and the veterinary assistant's role in nutritional care. You'll also study the reproductive systems of the male and female animal. You'll study how to care for aging animals. You'll learn about the unique anatomies of birds and reptiles. Finally, you'll learn to take a good medical history, perform a thorough physical examination, and assist the veterinarian with the animal patient in ways that are humane, safe, and effective.

### **VAS006 Emergency and Wound Care**

In this course, you'll learn about what vaccines exist, how vaccines work, and when a vaccination is necessary. You'll also study how to handle telephone calls from pet owners, how to advise owners how to transport injured animals, and how to provide appropriate first aid in transport. You'll learn to recognize the signs of common emergency problems and participate in basic cardiopulmonary resuscitation. In addition, you'll learn to recognize the different types of wounds, explain how a wound heals and the factors that affect wound healing, care for wounds, and identify the proper way to maintain, change, and remove bandages, splints, casts, and slings.

### **VAS007 Small and Large Animal Nursing**

In this course, you'll learn about parasites and parasitology, the different types of animal parasites, and how to diagnose, treat, and prevent parasites. You'll also learn how to monitor and observe an animal's habits and behaviors. You'll study the most common procedures used in veterinary sample collection and diagnosis, the treatment procedures involved in veterinary nursing, and the physical therapy concerns and methods most relevant to the duties of a veterinary assistant. You'll also study the principles and procedures of dog and cat dental prophylaxis, as well as the concerns and procedures of pediatric, geriatric, and routine animal health care. Finally, you'll study veterinary drugs, where they come from, and who regulates them. You'll learn how drugs enter the body and how to ensure that the right amount enters, and you'll identify drugs used for infection, inflammation, vital organs, body systems, disease prevention, and hormone regulation.

### **VAS008 Radiology and Surgical Preparation**

In this course, you'll study the principles of radiology and the veterinary assistant's role in radiology. You'll learn how to prepare patients for radiographic and ultrasound examination and the safety measures and guidelines for radiographic procedures. You'll learn how to label, file, and

store radiographs. You'll also learn to recognize various surgical instruments and how to clean, sterilize (eliminate all bacteria, fungi, and viruses), and maintain the instruments. Finally, you'll learn the general process of admitting a patient to a hospital and the importance of a good relationship with the animal's owner, as well as studying some commonly performed surgical procedures and how to prepare an animal for surgery. You'll learn to recognize anesthetic drugs, how they're used, the anesthetic process, and how an animal is monitored and maintained under anesthesia.

### VAS009 Veterinary Practice Administration and Procedures

In this course, you'll learn how to order and maintain office inventory and supplies and how to admit and discharge patients and prepare appropriate release forms and certificates. You'll study the role of the veterinary assistant within a typical veterinary practice, including how successful interpersonal communication skills can help you deal with clients and coworkers. You'll also study some of the basic accounting principles you'll need to keep accurate records of office financial transactions. You'll prepare billing statements and collection letters, write checks, complete deposit slips, and reconcile bank statements.

### VAS010 Veterinary Assistant Externship

This course introduces the student to the Veterinary Assistant externship. The goal of this clinical externship is to provide you with the hands-on experience necessary to develop the skills you'll need to work as a veterinary assistant. You'll practice under the direct supervision of a licensed veterinarian or credentialed veterinary technician. This externship consists of 100 hours of clinical experience in a full-service companion animal practice to be completed in 8 to 16 weeks.

Students will be required to submit weekly reports and timesheets to Penn Foster College during their externship with signature verification by their approved supervisor. Acceptance into the required externship component of this program requires students to have completed all lessons and graded coursework and have a minimum cumulative grade average of 65%. All costs associated with the externship are the responsibility of the student. Penn Foster College approves the site before the student can begin their externship.

Students are required to have health insurance to successfully complete the externship. In addition, some externship sites may also require the student to obtain liability insurance to protect

the clinical site if the student is injured.

## Veterinary Team Telehealth Career Certificate

For tuition details, please visit our [Veterinary Telehealth tuition page](#).

### Program Goal

This program prepares veterinary healthcare team members to provide telehealth services to patients and clients in a virtual environment. Students will learn key terminology, legal regulations, communication strategies for telecommunication, how to apply those communication skills when performing teletriage, and the importance of effective workflows and standard operating procedures.

### Program Outcomes

Upon completion of the program, students will be able to:

- Apply knowledge of veterinary telehealth principles and legal regulations to effectively address client concerns using professional communication skills
- Analyze client-provided information to appropriately triage potential veterinary emergencies and common health concerns
- Develop and adhere to veterinary telehealth standard operating procedures and workflows

Course Name	Hours
Starting Your Program	9
Veterinary Telehealth Essentials	72
<b>TOTAL</b>	<b>81</b>

### Course Descriptions

#### Starting Your Program

In this course, you'll develop the necessary skills to ensure your success in the program. Starting Your Program is designed to help you make a smooth transition to Penn Foster, including learning how to use all the tools and resources that are available to you, get help when you need it, understand the Code of Conduct, and improve your study skills and time management. The goal is to help you become a confident, independent learner.



## Veterinary Telehealth Essentials

This course introduces you to the field of veterinary telehealth. Throughout the course, you'll develop the necessary skills to effectively address client concerns and patient health via telecommunication. You'll learn to analyze client-provided information to appropriately triage potential veterinary emergencies and common health concerns, all while using professional communication skills. In addition, you'll learn about important legal regulations concerning veterinary telehealth and standard operating procedures and workflows for veterinary practices.

## Wildlife/Forestry Conservation Career Diploma

For tuition details, please visit our [Wildlife/Forestry tuition page](#).

### Program Goal

The Wildlife/Forestry Conservation Career Diploma Program prepares students for an entry-level position in the field of wildlife and forestry conservation. Students must be 17 years of age and have an 8th grade education to enroll into this program.

### Program Outcomes

Upon completion of the program, students will be able to:

- Understand how to gather data on water and soil quality, disease, insect damage to trees and other plants, and conditions that may pose a fire hazard
- Recognize how to locate property lines and evaluate forested areas to determine the species, quality, and amount of standing timber
- Characterize the habits and behaviors of wildlife
- Identify how to maintain trails, campsites, and other recreational facilities
- Understand how to patrol forest areas and enforce environmental protection regulations
- Recognize how to communicate with foresters, scientists, and sometimes the public about ongoing forestry and conservation activities
- Recognize how to suppress forest fires with fire control activities
- Understand how to train other forestry workers and coordinate detection programs

Course Name	Hours
Instruction Set 1	26
Instruction Set 2	38
Instruction Set 3	32
Instruction Set 4	68
Instruction Set 5	73
Instruction Set 6	49
Instruction Set 7	81
<b>TOTAL</b>	<b>367</b>

## Course Descriptions

### Instruction Set 1

The Starting Your Program course is designed to help you make a smooth transition to Penn Foster, including learning how to use all the tools and resources that are available to you. The goal is to help you become a confident, independent learner.

You'll learn about the government conservation agencies and private industries that provide employment in this field. You'll become familiar with the basic organization of these government agencies and learn what these agencies do. Also, you'll become familiar with the technological advances that have enhanced the efficiency of these agencies.

### Instruction Set 2

Upland game birds occupy a wide variety of economic and ecological niches. Some birds are prized as targets for sport shooting, others are valued as gourmet food items, and still others are appreciated simply for their beauty and rarity. As people become more aware of the importance of these birds, conservation societies and hunters' clubs have become increasingly concerned with the preservation of these species. This lesson illustrates the skills and techniques necessary for upland game bird management. It also provides insight into the habits and habitats of several common species. Whether your particular interest is in hunting, conservation, or wildlife study, you'll benefit from understanding more about upland game birds.

You'll also learn important aspects of the biology and management of waterfowl in North America. Emphasis is placed on the most common North American species. However, you'll also

cover biologic concepts that apply to many other species. This lesson will describe the life cycles and habitat requirements of representative species, explain the surveys and data that wildlife managers use, and outline the annual process of establishing waterfowl hunting regulations.

### **Instruction Set 3**

The principles of small mammal management can often be applied to other groups of animals, such as large mammals. However, application of principles alone isn't enough to manage wildlife. People are greatly interested in wildlife species. But unless their observations are careful and frequent, they may draw some poor conclusions regarding the ecological principles related to these species.

A framework for learning about ecological principles as they relate to various species that live in different parts of North America—southern deserts to northern evergreen forests—is essential. You'll learn a little about nature and hopefully will be stimulated to study further. The major objective is to present some of the principles for active, practical wildlife management that you can perform.

You'll first learn about the major small animal species of North America. Then, you'll see how the principles for active, practical wildlife management discussed in Part 1 can be applied to manage the individual species. You'll also learn about the techniques of conflict management.

### **Instruction Set 4**

Big-game management is the backbone of wildlife management. This field has a rich history and an exciting future. The way managers view big-game animals, especially large predators such as bears and wolves, has changed dramatically in the last 100 years. In this course, you'll learn about this history and how current big-game management practices have developed. There are many skills a big-game manager must have, but the foundational skill is the ability to accurately estimate the population size of a given species in a given habitat.

You'll use your estimate of population size to determine how many of these animals to harvest each year. Setting harvest rates is the most powerful tool that you'll have as a manager. In turn, the population size will determine how you'll use other techniques, such as the use of fences or of prescribed burns, to improve big-game habitat. By the time you finish this course, you'll understand what it takes to become a successful big-game manager.

### **Instruction Set 5**

Range management involves two primary tasks: managing the land and the animals that graze on the land. Proper rangeland management is very important because it also influences how wildlife and people use that land. There are numerous types of rangelands that you'll learn about in this course. However, no matter what kind of rangeland you're working with, the primary way that you'll manage this area is by manipulating the animals that use it. In this lesson, you'll learn about the physical characteristics of rangelands, such as climate and soil properties, as well as plants. In particular, you'll learn how to measure vegetation so that you can determine the health of a rangeland. You'll learn how to calculate proper stocking rates. You'll also learn about the different types of grazing systems, such as continuous grazing and short-term grazing. Knowledge about all of these topics will enable you to manage a rangeland so that animals can be successfully grazed while the rangeland is protected for future use.

### **Instruction Set 6**

This course describes the chief identifying characteristics of the important American species of cold-water game fish, as well as their ecological and habitat requirements. You'll also learn about assessing fish population, determining how many fish to maintain in the stream, rehabilitating and improving the habitat of cold-water game fish, and fashioning appropriate fishing regulations. Becoming familiar with these procedures will help you understand how to make informed decisions about the improvement of recreational fishing for cold-water fish.

You'll also learn about managing various species of warm-water game fish in their natural habitats. You'll first take a close look at several warm-water species. Their requirements and behaviors will help you decide how to set up management programs. You'll apply this knowledge as you explore how to raise fish in a pond environment, and then how to manage wild fish in their natural environment. Throughout the lesson, various techniques for monitoring and studying fish populations will be introduced. Finally, you'll review how this knowledge can be applied to a career in fish management.

### **Instruction Set 7**

Every country in the world faces important conservation challenges. Thus, the topic of international conservation is quite broad. Because it would be impossible for us to cover conservation issues for every country in one course, we'll focus on those areas of the world in which most of our students live. Therefore, this course introduces you to the conservation efforts taking place in the Philippines, New Zealand, Australia, the Netherlands, the United Kingdom, and Canada. For each country, you'll learn about basic geographical and climatic conditions, the people who live there, the major industries that support the economy, and the plants and animals native to the area.

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