

PENN COMMERCIAL Business/Technical School

ACCREDITED MEMBER A.C.I.C.S.

Name _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____

High School _____

Year of Graduation _____

Best time to call _____

*I would like more information on the following
Associate Degree, Diploma and Certificate programs:*

DAY AND EVENING CLASSES AVAILABLE

Check Start Date: JAN APR JULY OCT

Interested in: Day Evening Classes

ASSOCIATE DEGREE (18 months)

BUSINESS ADMINISTRATION (check one)
 Accounting Marketing & Management
 Human Resources

ENGINEERING / DRAFTING WITH CAD

OFFICE ADMINISTRATION (check one)
 Executive Legal Medical

HEATING, VENTILATION, AIR CONDITIONING
AND REFRIGERATION

MEDICAL ASSISTANT

NETWORK ADMINISTRATOR

DIPLOMA PROGRAMS

ACCOUNTING (12 months)

BUSINESS OFFICE SPECIALIST (12 months)

COSMETOLOGY (12 months)

ELECTRICIAN (9 months)

INFORMATION TECHNOLOGY MANAGEMENT (18 months)

MASSAGE THERAPY (12 months)

MEDICAL BILLING AND CODING (12 months)

MEDICAL OFFICE ASSISTANT (12 months EVENING)

MEDICAL TRANSCRIPTION (12 months)

OFFICE APPLICATIONS SPECIALIST (12 weeks)

CERTIFICATE

PHLEBOTOMY (12 weeks)

Program you would like to see: _____

Lifetime Job Placement Assistance

*The #1 reason students choose
Penn Commercial
Business/Technical School*

Placement of our successful graduates is the #1
measure of our success.

Penn Commercial provides a wide range of
employment-related services to students,
graduates and alumni at no charge. Our number
one goal is to teach others how to effectively
find employment. The school develops job
leads, following up on employer contacts, and
posting job openings. The student actively
participates in this process.

The Placement Department is available to
consult with students on career opportunities
upon graduation. Alumni are also welcome to
contact placement for career opportunities.

We are 100% committed to assisting our
graduates find the best job available.

Nicole Sarchet
Placement Director



Designed for Your Success!

- ✓ *New campus*
- ✓ *Convenient location
(Oak Spring Road off I-70, Exit 19)*
- ✓ *Over 75 years of service to the
community*
- ✓ *Financial aid for those who qualify*
- ✓ *Degree in as little as 18 months
(A.C.I.C.S. accredited)*
- ✓ *Diploma in as little as 9-12 months
(A.C.I.C.S. accredited)*
- ✓ *Focused education - only the
classes you need*
- ✓ *Employable Business/Technical
programs*
- ✓ *Lifetime job placement assistance*
- ✓ *Day and evening classes*
- ✓ *Small class size*
- ✓ *Staff tutoring at no additional cost*
- ✓ *On-location daycare*
- ✓ *FREE parking*



242 OAK SPRING ROAD
WASHINGTON, PA 15301

(724) 222-5330 Ext. 1
Toll-Free (888) 309-7484

E-mail: pcadmissions@penncommercial.net
Website: www.penncommercial.net

Unlock A Brilliant Future Today!



Our Graduates Get Jobs!



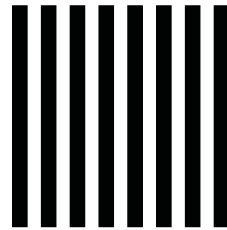
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PENN COMMERCIAL BUSINESS/TECHNICAL SCHOOL

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



Office Administration

(Executive Office Administration/Legal Office Administration/Business Office Specialist)

Emphasis on computer applications (word processing, accounting, database management). Enhance communication/organizational/administrative skills. Train for all office functions from accounting to records management.

Network Administrator

Have an interest in computers? Learn network security to defend against hackers and viruses. Build a custom computer. Hands-on training includes Microsoft, Unix, databases and wireless technologies.

Electrician

Hands-on theory and lab experiments in residential, industrial, light commercial circuit design and installation. Includes introduction to the National Electrical Code.

Engineering Drafting w/CAD

Basic manual drafting with extensive CAD instruction and 3D Drafting. Become a mechanical, architectural, structural, or topographical drafter.

Heating, Ventilation, Air Conditioning & Refrigeration (HVACR)

Train for positions as service and installation mechanics, estimator, field sales, lab technician. Prepare to take EPA and CFC certifications.

Medical Assistant

Prepare to work side-by-side with the doctor. Learn patient care and clinical laboratory testing. Prepare for the American Association of Medical Assistants CMA certification exam.

Medical Office Administration

Train to work in the front office of a medical practice. Work with patient's charts and reports. Prepare for Medical Administrative certification exam.

Medical Billing/Coding

Learn to document, record, and assign all levels of ICD and CPT codes. Become proficient in medical insurance form completion. Prepare for certification exam at the conclusion of program.

Medical Transcription

Train for employment as a medical transcriptionist. Become proficient with all medical document formats.

Phlebotomy

Learn to draw blood specimens, complete lab tests, and record QC/QA for any medical facility. Prepare for Phlebotomy certification.

Business Administration *(Accounting/Human Resources/Marketing & Management/Information Technology)*

Prepare for an exciting career in the business world. Train in the fields of accounting, human resources, marketing/management, and information technology. Includes hands-on training, problem-solving and leadership skills for today's workplace.

Cosmetology

Prepare for a rewarding and exciting career in the cosmetology field. Train to become a stylist, product educator, salon manager and owner. Training includes up to date technique's for today's salon.

Massage Therapy

Looking for a rewarding career that offers you a sense of accomplishment? Look no further than your hands. Massage Therapy training at Penn Commercial provides you with knowledge of the human body and the power of touch.



BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO 180 WASHINGTON PA

POSTAGE WILL BE PAID BY ADDRESSEE

PENN COMMERCIAL
242 OAK SPRING RD
WASHINGTON PA 15301-9841

