



SouthHills

School of Business & Technology

State College • Altoona • Lewistown

TAKE THE SMART ROUTE TO SUCCESS

Since 1970, career-focused students have known the smart route to success leads them to South Hills School of Business & Technology. We prepare students for some of today's hottest career fields: Business, Healthcare, Technology, Graphic Arts & Criminal Justice.*

At South Hills, our dedicated team of experienced faculty and staff is devoted to one goal: your success. Our Career Services Team delivers job placement assistance to graduates and every student gets a "real-world" internship. You'll graduate with an Associate in Specialized Business or Associate in Specialized Technology degree in as little as two years. Our small class sizes and friendly, unique campus atmosphere help make the transition to your post-secondary education easy - starting you on your path to lifelong career success.

* Not available at all campuses

Recent high school graduates and returning adult students are equally at home at South Hills. Whether you seek a career change, or advancement in your current job, you'll find our programs feature a practical approach to provide intensive training in your chosen field. You'll graduate with the skills you need to hit the ground running.

South Hills courses are offered at three campus locations across Central Pennsylvania: State College, Altoona and Lewistown.



“The instructors at South Hills were interested in having me be me. They saw who I was, helped me discover and emphasize my strengths. I’ve been running my own successful business for several years now, and still use the marketing and management techniques I learned at South Hills.”

JESSICA DOLAN |

1998 graduate Business Administration – Management & Marketing
Owner, Room to Breathe Home Organizing & Staging

South Hills



BUSINESS

Businesses continue to form the backbone of the economy. Get ready to make your mark with an Associate in Specialized Business (ASB) degree.

business



“Everyone from financial aid to instructors to career services were easily accessible and very helpful any time I needed guidance or assistance. The program-focused coursework and required internship gave me the skills, knowledge, and practical experience that helped to prepare me for my current position at the College of Engineering at Penn State University.”

BECKY PERRY | 2014 graduate, Administrative Professional program
Development Administrative Support, Penn State College of Engineering

ADMINISTRATIVE PROFESSIONAL/AP

ASB (Available at all locations)

Our AP program will prepare you to become a key staff member, administrator, or manager in today's technology-driven office setting. You will learn essential skills for keeping an office performing at an optimum level, and will become fluent in current software – from Microsoft Word, Publisher and Excel to Adobe InDesign and Dreamweaver. Courses cover effective use of social media, office communication, human resources and event planning, office computer networking, web site development skills and more.

Our program graduates are working in career tracks including Office Manager, Project Manager, Support or Software Specialist, Administrative Assistant, Computer Applications Specialist, Executive Assistant, and Payroll Clerk

BUSINESS ADMINISTRATION – ACCOUNTING/BAA

ASB (Available at State College & Altoona)

Every business needs an accountant. The BAA program is designed to provide you with the knowledge required for success in today's multifaceted business world. The program combines accounting, information technology and general business courses, which provide you with the foundation to work for or run any business. Emphasis is placed on financial accounting, cost accounting, tax accounting, auditing, payroll, and computerized accounting.

Career opportunities include Staff Accountant, Accounting Manager, Bookkeeper, Accounting Clerk, Accounts Payable/Receivable Clerk, Payroll Clerk, HR Manager, Business Owner and Controller.

BUSINESS ADMINISTRATION – MANAGEMENT & MARKETING/BAMM

ASB (Available at all locations)

This program will provide you with the tools you need to become an indispensable asset to a company, as well as the leadership and entrepreneurial skills required to start your own business. You will learn marketing and communication skills; principles of buying and selling; methods for creating effective websites, social media sites and ad campaigns; and hands-on training in the most relevant software platforms.

Our graduates have many career choices including Sales Manager, Purchasing Agent, Social Media Marketing Manager, Real Estate Agent, Sales & Marketing Specialist, Store or Property Manager and Business Owner/ Entrepreneur.



HEALTHCARE

Healthcare occupations will add more jobs than any other group of occupations. This growth is due to the aging population.* Prepare to make a difference with an Associate in Specialized Business (ASB) or Associate in Specialized Technology (AST) degree.

*Source: Bureau of Labor Statistics, "Occupational Outlook Handbook" www.bls.gov/ooh

health



"I had already earned a bachelor's degree, but I couldn't find a job, so I entered the Diagnostic Medical Sonography program at South Hills. I was sold on the place from the first moment I visited. In one day at South Hills I learned more than I had learned in an entire year elsewhere."

CAMERON MCMILLAN |

2013 graduate, Diagnostic Medical Sonography Professional Plus program – Cardiovascular Sonographer, Pinnacle Health System

HEALTH INFORMATION TECHNOLOGY/HIT

AST (Available at State College & Altoona)

The South Hills Health Information Technology program trains students in ICD-10 and CPT coding, EHR (electronic health records), healthcare quality improvement, reimbursement systems, and more. Students hone the high-tech skills needed to manage and analyze information for both patients and the facilities where they receive care. You'll find career opportunities at hospitals, physician offices, nursing homes, government agencies, and other healthcare facilities. The HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM)*. Upon successful completion of the HIT program, graduates are eligible to apply and sit for the Registered Health Information Technician (RHIT) examination.

Our HIT grads are employed in positions such as Inpatient and/or Outpatient Coder, Health Data Analyst, Abstractor Medical Records Manager, Health Information Management (HIM) Supervisor and Manager.

**See accreditations on the last page of this booklet.*

ADMINISTRATIVE MEDICAL ASSISTANT/AMA

ASB (Available at State College & Altoona)

South Hills' Administrative Medical Assistant program trains you in the administrative, computer, and communications skills you'll need for a medical office career. Administrative medical assistants are key players in making sure medical records are accurate and that medical offices run smoothly. They are responsible for patient communications, appointment scheduling, medical coding and billing, filing insurance claims and maintaining records.

Our graduates work in such areas as Medical Coder/Abstractor, Transcriptionist, Medical Billing Manager, Medical Unit Secretary and Patient Registrar.

MEDICAL ASSISTANT/MA

ASB (Available at all locations)

The Medical Assistant program at South Hills trains you to use both administrative and clinical skills in a medical setting. Students learn to perform tasks such as records management and billing as well as clinical procedures ranging from collecting specimens to administering medication (as state law permits). The ASB Medical Assistant program at the State College and Altoona campuses is accredited by the Accrediting Bureau of Health Education Schools (ABHES)*. Upon successful completion of the Medical Assistant program at State College or Altoona, graduates are eligible to apply to take the Certified Medical Assistant (CMA) examination. MA graduates at the Lewistown campus are eligible to take the Registered Medical Assistant (RMA) exam.

Our MA graduates work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics.

**See accreditations on the last page of this booklet.*

DIAGNOSTIC MEDICAL SONOGRAPHY/DMS

AST - 3 Years (Available at State College)

Our CAAHEP-accredited* Diagnostic Medical Sonography (DMS) programs prepare you to launch a career working closely with medical professionals. You will learn to use high-tech ultrasound equipment to assess the human body. There are three pathways available, depending on your educational background. Our DMS-Professional program is a diploma program for applicants with a background in medical imaging, such as MRI, X-ray or CT. Our DMS-Professional Plus program is a diploma program for applicants with a previous bachelor's degree. Our DMS Associate in Specialized Technology (AST) degree program requires no previous training. Three specialties are available to every DMS student, according to their interest: cardiac, vascular and general (abdominal, OB/GYN).

Our graduates hold titles including Echocardiographer, Vascular Sonographer, General / Abdominal Sonographer, OB/Gyn Sonographer, Ultrasound Department Manager, Imaging Services Manager.

**See accreditations on the last page of this booklet.*



A man in a light blue button-down shirt is smiling and looking towards the camera. He is standing in a server room, with his hands on a laptop. Behind him are server racks filled with colorful cables (green, blue, yellow, red) and perforated metal doors. The word "TECHNOLOGY" is written in large, bold, green letters across the top left. A white text box on the left contains a paragraph about technology's importance and an Associate in Specialized Technology (AST) degree. The word "technology" is written in large, light green, lowercase letters at the bottom of the image.

TECHNOLOGY

Technology is an increasingly important element in nearly every dimension of modern life. Find your role in the mix with an Associate in Specialized Technology (AST) degree.

technology



"I came from a very small town and a small high school, and some other schools I looked at just felt big and impersonal... I didn't want to be in a classroom with 700 other students where I was just a number. South Hills was very flexible and accommodating to my needs, and I learned skills I use every day here at Sheetz."

DUSTIN CALDWELL | 2010 graduate, Information Technology program
System Specialist II, Sheetz, Inc.



ENGINEERING TECHNOLOGY/ET

AST (Available at State College)

The South Hills Engineering Technology program prepares our students for engineering careers through the study and practice of three disciplines – Architectural, Mechanical and Civil Engineering. This comprehensive program incorporates drafting, solid modeling, Computer-Aided Drafting (CAD) and CNC programming with team building, mathematics and problem-solving skills.

In the South Hills ET program, you will learn to apply engineering principles and utilize state-of-the-art technology to develop innovative solutions. You will become proficient in CAD, learn to design and implement spreadsheets, accurately measure using a variety of precision measuring instruments in the mechanical and civil fields and much more. Our ET students learn to excel at both independent and team-oriented projects.

Classes cover Technical Drawing, Mechanical, Architectural and Civil CAD, Building Codes, Machining Processes, CNC Programming, Mechanical, Architectural and Civil Design, Materials Science and Physics.

Our Engineering Technology graduates work as Quality Engineers, Project Managers, Junior Machinists, Computer Draftsmen, CAD Technicians, Field Technicians, Design Technicians.

INFORMATION TECHNOLOGY/IT

AST (Available at all locations)

The South Hills Information Technology program will prepare you for one of today's most promising professional fields.

Our IT students learn software and hardware inside and out. Within our comprehensive curriculum, students may choose Technical Electives that offer the flexibility to customize their class choices based on their professional interest. The South Hills IT courses are very hands-on and project-based, giving you the skills you need for this red-hot career path.

Our IT students hone their skills in website development, mobile app development, networking, security, database administration, systems administration, programming and troubleshooting. Students also learn project management, content management systems and technical presentation skills.

South Hills IT grads are working in careers that include Computer Support Specialist, Network Administrator, Security Analyst, Programmer, Web Developer, Systems Administrator, Network Systems & Data Communications Analyst and Database Administrator.

HEALTH INFORMATION TECHNOLOGY/HIT

AST (Available at State College & Altoona)

The South Hills Health Information Technology program trains students in ICD-10 and CPT coding, EHR (electronic health records), healthcare quality improvement, reimbursement systems, and more. Students hone the high-tech skills needed to manage and analyze information for both patients and the facilities where they receive care. You'll find career opportunities at hospitals, physician offices, nursing homes, government agencies, and other healthcare facilities. The HIT program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM)¹. Upon successful completion of the HIT program, graduates are eligible to apply and sit for the Registered Health Information Technician (RHIT) examination.

Our HIT grads are employed in Inpatient and/or Outpatient Coder, Health Data Analyst, Abstractor Medical Records Manager, Health Information Management (HIM) Supervisor and Manager positions.

**See accreditations on the last page of this booklet.*

CRIMINAL JUSTICE/CJ

The **Criminal Justice Program** will prepare you for a variety of career options—from law enforcement to investigation to corrections to advocacy. Graduates earn an Associate in Specialized Business (ASB) degree.

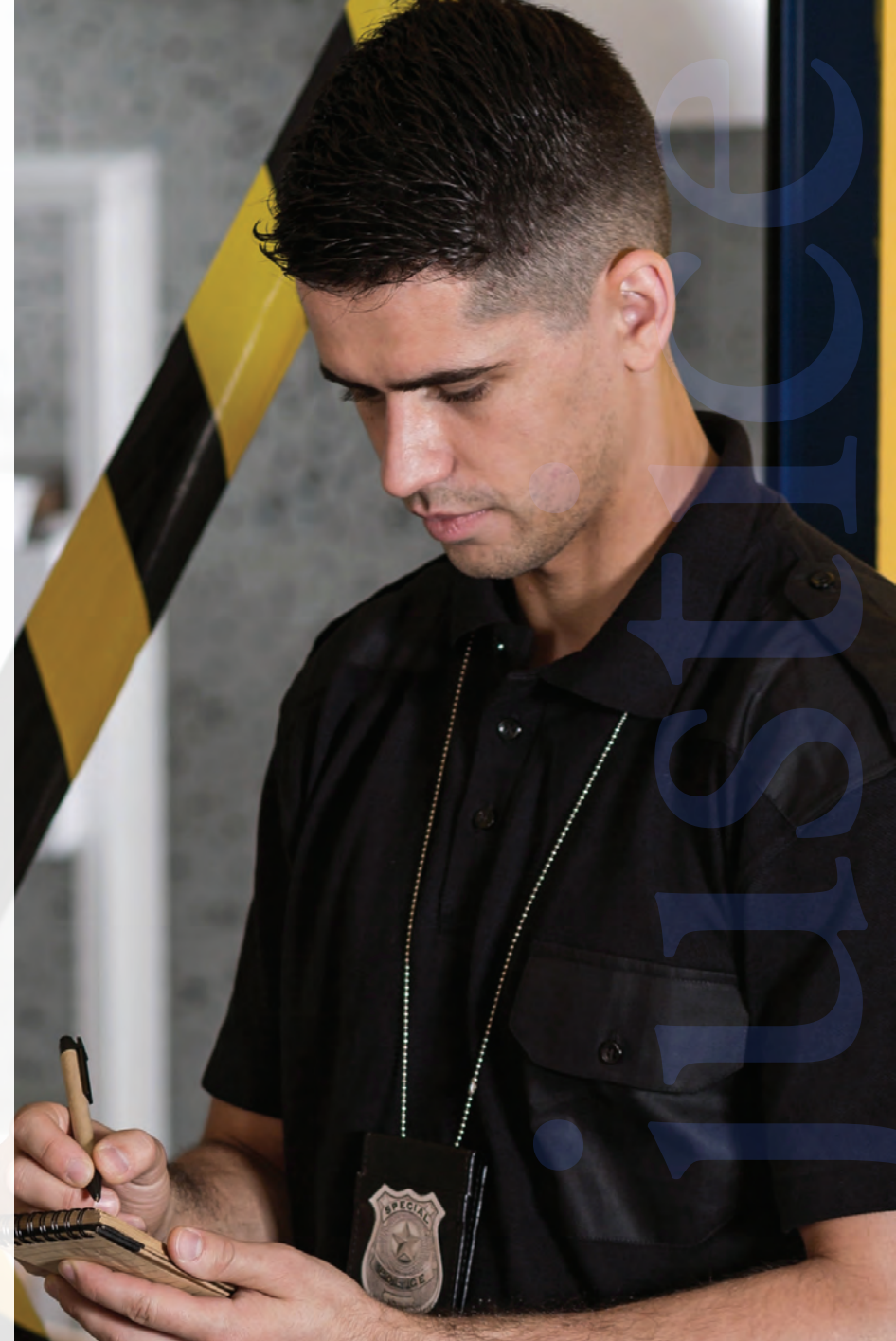
(Available at all locations)

This program combines theory and practice to provide students with an understanding of the criminal justice system and the socio-economic factors that impact the field. You will learn investigative techniques, basic security skills and the criminal legal process and procedures for the PA court system, as well as the basics of criminal and family law. Students also receive training to earn OCAT (pepper spray) and PATH (Practical and Tactical Handcuffing) certificates.

Our CJ graduates work as Local and State Law Enforcement Officers, Juvenile Justice Center Professionals, Corrections Officers, Private Security Guards, Loss Prevention Managers and Victim Advocates.

“We had such a broad range of intensive, personal training – hands-on, practical training – that I use daily on the job. I work every day with people with four-year degrees who just didn’t get the same level of education in the field we covered in two years at South Hills.”

CASSANDRA MCCORMACK | 2013 graduate, Criminal Justice program
Deputy Sheriff, Centre County



GRAPHIC ARTS/GA

The **Graphic Arts** program prepares the creative individual for a visual communication career – through print, web, interactive and social media, illustration and more. Graduates earn an Associate in Specialized Technology (AST) degree.

(Available at State College)

You'll begin designing from day one. Using state-of-the-art software, the Graphic Arts program will train you in typography, web design, corporate identity, packaging, publication design, advertising design, and more. At the end of the program, you will graduate with a versatile, well-rounded print portfolio and web site, ready to launch your career in the field of Graphic Arts.

Our GA graduates are hired for jobs that include Graphic Designer, Publication Designer, Web Designer, Multimedia Specialist, Newspaper Designer, Prepress specialist, Production Artist, Art Director, Creative Director, Layout Artist and more.



"My South Hills education prepared me for success in my career because it gave me a more hands-on approach. The one-on-one interaction with the staff pushed me to be the best I could be and gave me the confidence that I can achieve my goals."

TIARA LOSE SNARE | 2009 graduate, Graphic Arts program
Creative Director, Barash Media



CORPORATE TRAINING & LIFELONG LEARNING

At South Hills, we offer numerous opportunities for your professional development and personal growth.

Our Corporate Training courses can help you to become a more valuable and versatile professional. We offer multi-week classes that run on weekends and evenings, as well as customized packages that can be delivered either at South Hills or on-site at your organization. Courses cover a variety of relevant topics, including: desktop productivity, computer technology, software training, web design and marketing, among others.

Be sure to ask about our new Executive Training series which includes coursework in communications, conflict resolution, problem solving, project management, consultative sales, business planning, and much more!

If you are interested in taking specific classes from one or more of our eleven specialized associate degree programs, without enrolling as a full-time student, we also offer individual 12-week daytime courses.



INTERNSHIPS & CAREER SERVICES

Hundreds of employers partner with South Hills to offer internships to our students and career opportunities to our graduates.

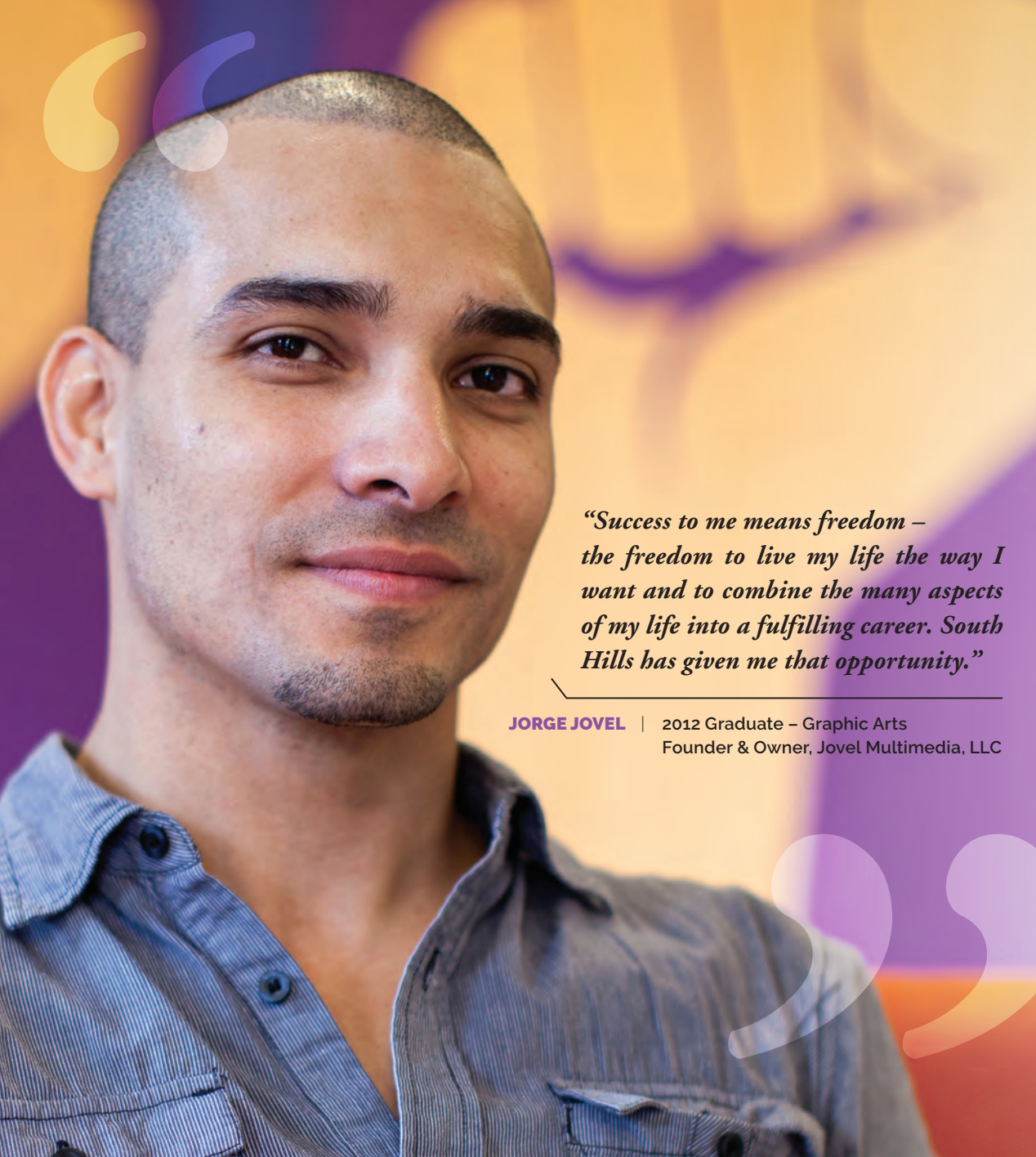
As a South Hills student, you will complete a practical, hands-on 12-week internship or 6-month internship for DMS students before graduation. You'll work alongside seasoned professionals in the career field of your choice.

Your South Hills internship will deliver irreplaceable experience and knowledge, and provide valuable networking connections. Our internship partners include well-established, respected organizations from a wide variety of fields: locations like John Hopkins University, Penn State, Minitab, Central Intermediate Unit 10, Mount Nittany Medical Center, Hershey Medical Center, State College Area School District, government offices throughout Centre, Clinton, Mifflin, Juniata and Clearfield Counties, and many more.

Often, internships may lead to full-time job offers. After your internship, our dedicated Career Services team offers you an invaluable competitive edge on the route to your perfect position.

Our Career Services team brings a wealth of resources and information to all South Hills graduates – past and present. From advice on resume writing and interviewing, to hot leads on who's hiring, the South Hills Career Services team delivers.

Our team is dedicated to putting their experience and expertise to work both for our graduates and for the hundreds of companies and organizations who look to South Hills as their "go-to" choice for hiring decisions.



“Success to me means freedom – the freedom to live my life the way I want and to combine the many aspects of my life into a fulfilling career. South Hills has given me that opportunity.”

JORGE JOVEL | 2012 Graduate – Graphic Arts
Founder & Owner, Jovel Multimedia, LLC

AN OPEN INVITATION!

At South Hills, we are always happy to host visitors. The best way to find out if we're a good fit for you is to come in and:

- Sit in on a class of your choice
- Meet & interview our faculty
- Speak to a career planner
- Consult with our financial aid staff

To set up a visit,
please contact us

1.888.282.7427

admissions@southhills.edu

THE SOUTH HILLS *Advantage*

- ✓ Small class size provides opportunities for individual attention for students
- ✓ Internships are integrated into every program
- ✓ Faculty brings years of practical experience to your classroom
- ✓ Intensive hands-on instruction in every program
- ✓ Courses and Capstone projects in each program build upon previous coursework and help prepare the student for professional and industry certifications (where applicable)
- ✓ Career services and job placement assistance available to graduates
- ✓ South Hills has a long history of building and maintaining successful community and employer relationships

**TEACHING PEOPLE,
CHANGING LIVES
SINCE 1970**

LICENSE

South Hills School of Business & Technology (South Hills) is licensed by the Commonwealth of Pennsylvania, State Board of Private Licensed Schools, 333 Market Street, Harrisburg, PA 17126-0333, 717-783-8228.

ACCREDITATIONS

South Hills is accredited by The Accrediting Council for Independent Colleges and Schools (ACICS), 750 First Street, NE, Suite 980, Washington, DC 20002-4241, 202-336-6780, to award diplomas, Associate in Specialized Business (ASB) degrees, and Associate in Specialized Technology (AST) degrees.

The Health Information Technology (HIT) Associate in Specialized Technology degree program at our State College and Altoona campuses is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). Upon successful completion of the HIT program, State College and Altoona graduates are eligible to apply to take the Registered Health Information Technology (RHIT) examination.

The Diagnostic Medical Sonography (DMS) Associate in Specialized Technology degree program (General, Cardiac, and Vascular concentrations) is accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP). DMS Graduates are eligible to sit for the ARDMS certification examinations.

The Medical Assistant (MA) Associate in Specialized Business degree program at our State College and Altoona Campuses is accredited by the Accrediting Bureau of Health Education Schools (ABHES). Upon successful completion of the MA program, State College and Altoona graduates are eligible to apply to take the Certified Medical Assistant (CMA) examination. MA graduates at the Lewistown campus are eligible to take the Registered Medical Assistant (RMA) exam.

APPROVALS

- *The Secretary of Education, Commonwealth of Pennsylvania, to award the Associate in Specialized Business (ASB) and Associate in Specialized Technology (AST) degrees*
- *Department of Education, Commonwealth of Pennsylvania, for training Veterans*
- *Office of Vocational Rehabilitation, Commonwealth of Pennsylvania, for the training of rehabilitation students*
- *Pennsylvania Higher Education Assistance Agency (PHEAA) for Grants and Loans*
- *Department of Health, Education and Welfare for the Pell (Federal) Grant Program*
- *Microsoft Corporation as a Microsoft Certified Solutions Provider*
- *Pennsylvania Real Estate Commission for South Hills Real Estate courses (Real Estate Fundamentals and Real Estate Practice) for students sitting for the sales exam*

PROGRAMS

For more information about our graduation rates, the median debt of students who completed the program and other important information, **visit our website at www.southhills.edu/disclosures**

**READY TO FIND YOUR FUTURE?
TAKE OUR SHORT QUIZ!**

At South Hills, we want our students to find the perfect program—one that opens the door to a perfect career.

That's why we designed a short, sweet, online Career Quiz to help with the decision-making process.

southhills.edu/careerquiz



State College

480 Waupelani Drive
State College, PA 16801
814.234.7755

Lewistown

124 East Market Street
Lewistown, PA 17044
717.248.8140

Altoona

508 58th Street
Altoona, PA 16602
814.944.6134

southhills.edu

1.888.282.7427

admissions@southhills.edu