JANUARY 2015 CATALOG

Commonwealth Technical Institute

at the Hiram G. Andrews Center

Providing Technical & Career Education Since 1959

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
COMMONWEALTH TECHNICAL INSTITUTE

Commonwealth of Pennsylvania
Tom Wolf, Governor

Department of Labor & Industry
Kathy Manderino, Secretary

Commonwealth Technical Institute
at the Hiram G. Andrews Center

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operated by

Commonwealth of Pennsylvania

Department of Labor & Industry

Office of Vocational Rehabilitation

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pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

www.dli.state.pa.us

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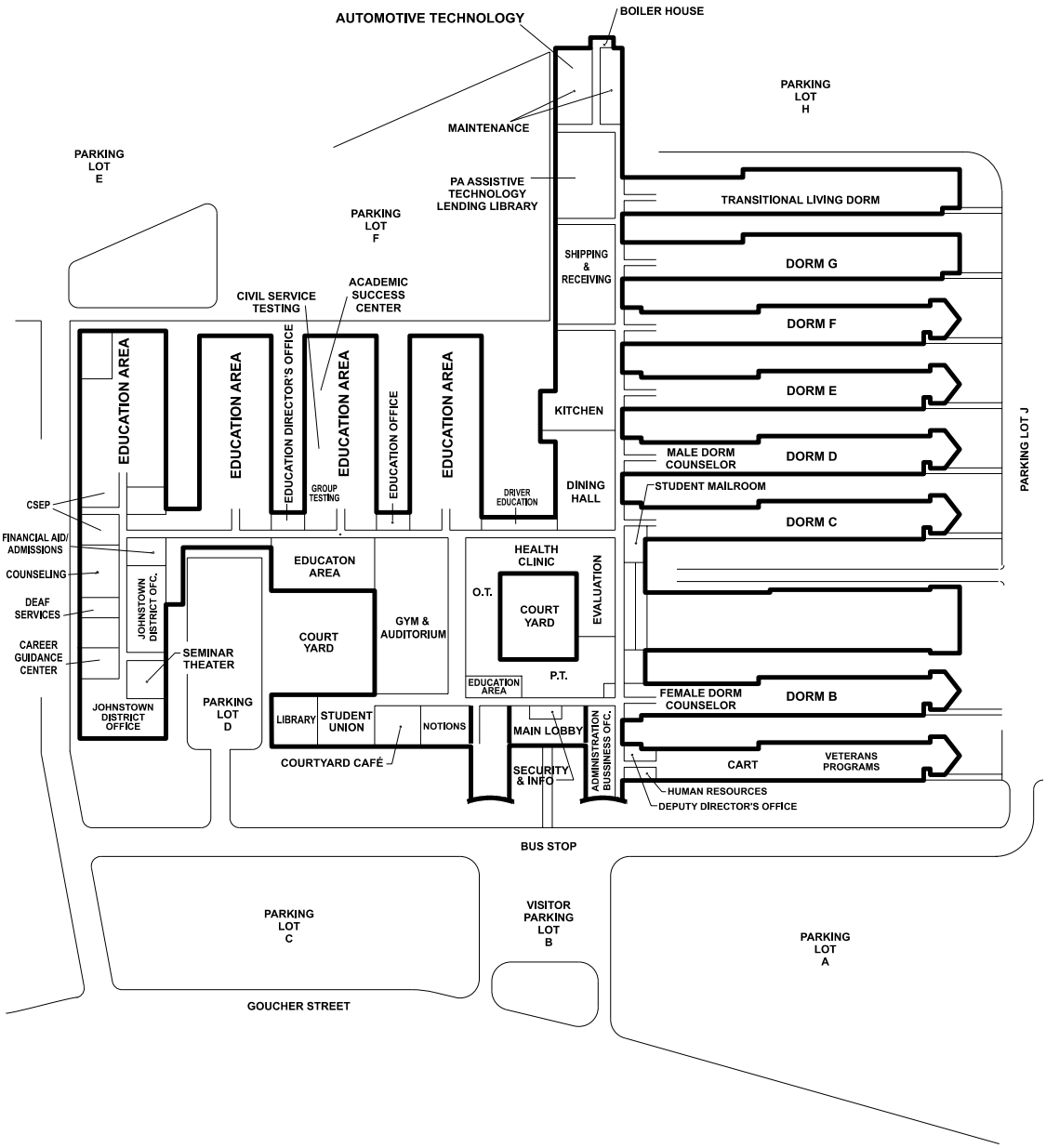
AUTOMOTIVE TECHNOLOGY
BOILER HOUSE
PARKING LOT H
MAINTENANCE
PARKING LOT E
PA ASSISTIVE TECHNOLOGY LENDING LIBRARY
TRANSITIONAL LIVING DORM
PARKING LOT F
SHIPPING & RECEIVING
DORM G
ACADEMIC SUCCESS CENTER
CIVIL SERVICE TESTING
DORM F
EDUCATION AREA
EDUCATION AREA
EDUCATION DIRECTOR'S OFFICE
EDUCATION AREA
EDUCATION OFFICE
EDUCATION AREA
KITCHEN
DORM E
MALE DORM COUNSELOR
DORM D
PARKING LOT J
GROUP TESTING
DRIVER EDUCATION
DINING HALL
STUDENT MAILROOM
CSEP
DORM C
FINANCIAL AID/ ADMISSIONS
HEALTH CLINIC
EDUCATON AREA
COUNSELING
JOHNSTOWN DISTRICT OFC.
O.T.
COURT YARD
EVALUATION
DEAF SERVICES
COURT YARD
GYM & AUDITORIUM
CAREER GUIDANCE CENTER
SEMINAR THEATER
P.T.
EDUCATION AREA
FEMALE DORM COUNSELOR
DORM B
JOHNSTOWN DISTRICT OFFICE
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ADMINISTRATION BUSSINESS OFC.
COURTYARD CAFÉ
CART
VETERANS PROGRAMS
SECURITY & INFO
HUMAN RESOURCES
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PARKING LOT A
GOUCHER STREET

FLOOR PLAN

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"Photographs in this catalog were taken at the Commonwealth Technical Institute at the Hiram G. Andrews Center and show students and staff participating in classroom and related activities."

Administrative Staff

Administration

Jill Moriconi, M.S., CRC ..... Acting Director

Commonwealth Technical Institute

Karen Bilchak, M.Ed. ..... Education Director
Joe Smolko ..... Education Supervisor
M. Elaine Moxley, LPN ..... Education Supervisor
Rebecca Halza, M.Ed., CRC ..... Education Supervisor
Stacy Mihm, MLIS ..... Librarian

Operations Staff

Christopher Zakraysek, M.S. ..... Director of Institutional Management
Bonnie Chiappini ..... Human Resources Director
Rebecca W. Marshall, B.S. ..... Director of Institutional Development
Amy Hawkins, B.A. ..... Accountant
Greg Slagle ..... Purchasing Agent
Kimberly Kycko ..... Purchasing Agent
Becky Crum, M.S., RD, LDN ..... Director of Dietetic Services
Keith Walker ..... Dietary Supervisor
George Younkin ..... Dietary Supervisor
Robert McKissick ..... Storekeeper

Facilities Maintenance Staff

Greg Tunstall ..... Facilities Maintenance Manager III
James Zabrosky ..... Building Maintenance Foreman
Randy Erdley ..... Building Maintenance Foreman
Jennie Wolf ..... Custodial Supervisor

Student Services

Stacie Andrews, M.A., CRC ..... Director of Student Services
Pending ..... Night Administrator
Jason Gies, M.A., CRC ..... Director of Admissions, Counseling Supervisor
Amanda Prince, M.S., CRC, COMS ..... Learning Support Services Director
Darlene Seals ..... Dormitory Counseling Supervisor

Allied Health Services

Cynthia Martin, M.A., CRC, LPC, CVE ..... Director of Allied Health Services
Thomas R. Ellenberger, M.D. ..... Physician
George Pueblitz, M.D. ..... Physician
Raul Rodriguez-Feo, M.D. ..... Psychiatrist
Pending ..... Nurse Supervisor
Deborah Sturm, M.S., M.S. ..... Vocational Evaluation Supervisor

Security Department

Tim Williams ..... Security Officer III
Matt Raich ..... Security Officer II

CTI Faculty & Staff

John Barr, A.A.S.	Drafting
Jennifer L. Baxter, M.Ed.	Business Education
Teira Cramer	Instructional Aid
Nicholas Duranko, M.Ed.	Technical Mathematics
Pamela Evans-Hartland, M.A.	COR Remedial English
Bruce Fleck, A.S.T.	Dental Laboratory Technology
Kimberely Fox, A.A.S.,	Culinary Arts
Kathleen Frederick, B.S.	COR Life Management Skills
Robert Giebfried, CVI	Automotive Technology
Noel Graham, B.S.	Culinary Arts
Thomas Halza, AAS, CVI	Building Maintenance
George Hockenberry	Networking and Telecommunications Technology
Joy Kutchman, B.S.	Printing Technology
Matt Majercsik	Culinary Arts
Michael Matolyak Jr., B.A.	Networking and Telecommunications Technology
Pending	Culinary Arts
Donald R. Meier, B.S.	Driver Education
Stacey Mihm, MLIS	Librarian
Pending	Medical Office Assistant
Patricia O. Palmiscno, M.A.	COR Remedial Reading
Karen Rizzo	Clerical
W. Greg Simmons, B.A.	Business Education
Joe Roach, B.A.	Materials Management and Distribution
Lora Roxby, B.S.	Business Education
Brian Susko, M.Ed.	Building Maintenance
J. Kirk Gennett	Building Maintenance
Bernice Varner, RN	Nurse Aide
Pending	Business Retail Sales
Lisa Walsh, B.S.	COR Remedial Math
William Walter	Small Engine and Equipment Repair
Amber Wilson	Clerical
Cindy Zibura	Instructional Aid

Student Services Division

Stacie Andrews, MA, CRC, Director of Student Services

Admissions
Jason Gies, MA, CRC, Supervisor
Michelle Maggs

Center for Assistive & Rehabilitative Technology
Melinda Couslin, MA, CRC, CVRT, COMS, Deaf-Blind Specialist, Certified Braille Transcriber
Bob Jubina, BS, OTR/L
Fred Lego, COTA/L
University of Pittsburgh Staff

Cognitive Skills Enhancement Program
Thomas Johns, MA, CRC
University of Pittsburgh Staff

Counseling
Jason Gies, MA, CRC, Supervisor
Karen Dayton, MA
Scott Fetterman, MS
Anita Flanagan
Ashley Locke
Galen Miller, M.Ed., CRC
Anna Moore, MA, CRC, LPC
Sharon Stephens
Martin Tran, MA, CRC

Deaf & Hard of Hearing Services
Pascal Mutabazi, M.Ed., CRC
Sign Language Specialists Staff

Blindness/Visual Services and Disability Support Services
Melinda Couslin, MA, CRC, CVRT, COMS, Deaf- Blind Specialist, Certified Braille Transcriber

Drug and Alcohol Services
Scott Fetterman, MS

Academic Success Center
Amanda Prince, MS, CRC, COMS, Supervisor
Samanatha Poraczsky, BS

Recreation and Programming
Pending
Mallory Dixon
Jeff Dunbar
Tom Kegg
Deanna Sherry
Linda Wentz
Pending
Pending

Transitional Living Program
Fred Lego, COTA/L

Dormitory Services
Darlene Seals, Supervisor
Joseph Ambrovcik
Bryan Davis
Brenda Fockler
Janette Harvey
Robert Hensal
Ken Kindya
Melinda Kycko
Erin Martin
Ashley Nixon
Raymond Toth

Licenses - Approvals - Accreditations - Memberships - Partnerships

Licenses

- Pennsylvania State Board of Private Licensed Schools

Approvals

- Pennsylvania Department of Education to award degrees of Associate in Specialized Technology and Associate in Specialized Business
- Bureau of Vocational Rehabilitation Services
- Bureau of Blindness and Visual Services
- Approved for the Education of Veterans
- Pennsylvania Act 101 Equal Educational Opportunity Program

Accreditations

- Accrediting Commission of Career Schools and Colleges (ACCSC)
- Commission for the Accreditation of Rehabilitation Facilities (CARF)
  (certificates of licensure and accreditation are available for review)

Memberships

- American Library Association (ALA)
- Cambria County Health and Welfare Council
- Cambria/Somerset Labor Management Committee (CSLMC)
- Council For Opportunity In Education
- Greater Johnstown YMCA
- Greater Johnstown/Cambria County Chamber of Commerce
- National Consortium of State Operated Comprehensive Rehabilitation Centers (SOCRC)
- National Fire Protection Association
- Pennsylvania Association of Career and Technical Administrators
- Pennsylvania Association of Notaries
- Pennsylvania Association of Student Financial Aid Administrators (PASFAA)
- Printing Industries of America/Graphic Arts Technical Foundation

Partnerships

- Temple University Institute on Disabilities
- University of Pittsburgh
- Veterans Leadership Program of Western Pennsylvania Inc.
- Veterans Community Initiatives Program

Commonwealth Technical Institute at the Hiram G. Andrews Center History

Located in suburban Johnstown, Pa., the Hiram G. Andrews Center campus covers more than 45 acres.

Taking three years to build, it was the world's first and largest rehabilitation facility especially designed to provide comprehensive rehabilitation services under one roof.

From its opening in April 1959, it has achieved worldwide recognition, attracted distinguished visitors from many countries and has provided individualized educational and rehabilitation programs for resident and commuter students. An individual's program may include vocational evaluation, educational programming and physical restoration.

As the only self-supporting government facility in Pennsylvania, it is not funded by direct legislative appropriations, but relies instead upon payment for services rendered.

Mission

The mission of the Commonwealth Technical Institute at the Hiram G. Andrews Center, or CTI@HGAC, is to offer quality, individualized, postsecondary education that provides career opportunities and independent life skills.

Philosophy

The Commonwealth Technical Institute at the Hiram G. Andrews Center conducts a comprehensive program of services featuring the integration of education, counseling, evaluation and physical restoration in a barrier-free environment.

At the Commonwealth Technical Institute at the Hiram G. Andrews Center, education is not confined to the classroom. While the majority of a student's time and attention is focused on education and training, job skills are only part of the learning experience. A continuum of support services, ranging from vocational evaluation and career exploration to independent living skills, combine to offer our students the skills they will need to live, work and contribute in the community. This variety of services also enables the individual to examine personal behavior and make positive changes in preparing for entry-level employment.

Objectives

The Commonwealth Technical Institute at the Hiram G. Andrews Center's major goal is to provide the resources and environment that will enhance the educational process leading to independence and self-sufficiency by:

- Encouraging students to evaluate their capabilities,
- Providing the support services needed by the student in order to pursue and complete an educational program,
- Providing a curriculum with the flexibility to allow for addressable needs.

The Community

Johnstown, remembered for the tragic floods of 1889, 1936 and 1977, and renowned for its funicular inclined plane, is also recognized as the home of the world's first and largest comprehensive educational rehabilitation facility, the Commonwealth Technical Institute at the Hiram G. Andrews Center.

Located in the southwest corner of Cambria County, Johnstown has modern schools, shopping malls, a galleria, plazas and churches to serve the multiethnic community of more than 80,000 persons. A flood museum, symphony orchestra, community theater and artist series are some of the cultural activities available. Additionally, Johnstown was chosen as the site for the filming of two major motion pictures, "Slapshot" and "All The Right Moves." Johnstown has been one of the most crime-free cities in Pennsylvania. Johnstown is home to the All American Amateur Baseball Tournament and the Sunnehanna Amateur Golf Tournament. Culturally diverse, Johnstown hosts the Flood City Music Festival, the Ethnic Festival and the Log Cabin Arts Festival during the summer.

Nearby are several of the state's largest recreational areas. Numerous streams and rivers, state parks and forests offer various types of recreation in the summer and winter.

Johnstown's modern public transportation system, which includes buses with wheelchair lifts, affords all HGAC students the opportunity to take advantage of the city's many attractions.

Facilities and Equipment

The Commonwealth Technical Institute at the Hiram G. Andrews Center, which is completely barrier-free, covers 12 acres (522,370 square feet) under one roof.

Each student is provided with an individual work station, specialized adaptive tools and equipment as needed.

Interested applicants are urged to visit the school and explore its opportunities. Tours for individuals and groups can be arranged by appointment. Call 814-255-8200 or 1-800-762-4211 (PA only).

Vocational Rehabilitation Counseling

The counseling component assists students to develop and reach their educational and personal goals. The Vocational Rehabilitation Counselor guides students through problem-solving and decision-making processes to increase self-advocacy skills and independence. Services are provided based on individual need and may include vocational guidance, individual and group counseling, referrals for therapeutic programming, case management and facilitation of multidisciplinary staffings.

Cognitive Skills Enhancement Program (CSEP)

CSEP focuses on preparing individuals with cognitive disabilities, learning disabilities, attention-deficit hyperactivity disorder, stroke and traumatic brain injury for vocational training and placement. Students work to improve skills in self-knowledge, communication, self-advocacy, problem solving and organization, and the effective use of accommodations and assistive technology.

CSEP is a one-term, stand-alone program. A customer does not have to attend a vocational training program at HGAC in order to participate in CSEP. OVR customers can be referred for CSEP and return home for vocational training or placement. Program components include cognitive enhancement, assistive technology, social cognition, night support, vocational cognition, vocational planning and mentorship in the community.

Center for Assistive and Rehabilitative Technology (CART)

In the CART department, highly trained specialists evaluate customers' abilities and match them with appropriate assistive technology to maximize independence in the home, school and/or work environments. Assistive technology assessment is provided in the areas of positioning and mobility, computer access, environmental controls, driver assessment and vehicle modification, devices for activities of daily living, devices for visual and/or auditory impairments, and home/school/work modifications specific to architectural barriers and ergonomics. Assessment, equipment recommendations, and training needs are addressed by CART staff.

CART also offers a customized program which provides more extensive assistive technology training for an individualized period of time, ranging from several days to several months, thus requiring a residential stay at HGAC. This program provides feedback on customers' abilities to function independently in a post-secondary school or work environment. The assistive technology needs required to achieve customers' individual goals are explored, modified and implemented in a variety of settings, such as CART training labs, work tryouts and job shadowing experiences. Outcomes of the customized program are intended to assist customers to transition to school or work in the most effective and efficient manner.

Deaf/Hard of Hearing Services

The Deaf/Hard of Hearing Services unit, under the direction of a vocational rehabilitation manager, includes a Rehabilitation Counselor for the Deaf and certified interpreters, all of whom are fluent in American Sign Language and are knowledgable about the use of assistive listening devices. Vocational evaluation and remediation services are customized to meet the needs of the students. Specialized day and evening services are available for students.

Services for Students with Visual Impairments

Accommodations for students who are blind and visually impaired are provided. The Evaluation Unit has access to the Comprehensive Vocational Evaluation System (CVES) and, as in training programs, dorms, recreation and counseling, materials are provided in alternate formats such as Braille, large print, electronic and auditory. Assistive technology is also available. Orientation to the center is also provided.

Disability Support Services

Support services are provided to assist students with accommodations that may be needed during their training program. Services may include providing materials in alternate formats, note-taking assistance, testing accommodations, strategies in using assistive technology and in time management. A peer counselor is also available.

Reduced Transit Program

In Johnstown, persons with disabilities are able to ride city buses at reduced fares during non-peak hours during the day. An identification card must be presented when boarding to qualify for a reduced rate. This program is also applicable in additional cities throughout the state. Details of the program may be obtained from the Recreation Department.

Living Arrangements

HGAC has two types of living arrangements: dormitory and transitional living.

Campus Dormitory Living

Seven dormitories offer single and double rooms, with a capacity for 350 students. Dormitory Counselors provide 24 hour support for the students with independent living activities in a residential setting. Light housekeeping services are provided, and laundry facilities are available, at no charge.

Transitional Living

The program facilitates independence for students with severe physical disabilities. Students live in private dorm rooms or apartments, developing independent living skills. Students are taught attendant management and play a major role in program planning. Advocacy and empowerment are focused on during the transitional living program.

Commuting

Students from the local area may choose to commute; lockers are provided for convenience.

Allied Health Services

The Allied Health Division provides health and rehabilitation services, including a student health clinic, physical therapy, occupational therapy, speech therapy, the Center for Assistive and Rehabilitative Technology and Pennsylvania's Assistive Technology Lending Library.

Student Health Clinic

The clinic provides a comprehensive, caring atmosphere that encourages students to maintain a healthy lifestyle and helps them succeed in their vocational training. The clinic maintains a medical file on all students. The following services, and more, are offered: treatment for acute/chronic conditions, emergency and non-emergency situations, first aid, medication administration and monitoring, individual health teaching, outside referrals and scheduling of diagnostic testing. Registered nurses staff the clinic from 7 a.m. to 11 p.m.

Physical Therapy

Physical Therapy provides individualized treatment programs for students with physical disabilities or limitations affecting their vocational objectives. Work hardening therapy includes lifting techniques, body mechanics, posture training, fitness and conditioning. Prosthestic and orthotic training, massage, mobilization, whirlpool, ultrasound, traction and electrical stimulation are provided with the goal of achieving maximum physical potential.

A staff physiatrist is available four days a week to conduct evaluations.

Occupational Therapy

Occupational Therapy, or OT, provides therapeutic intervention for students with disabilities. OT is used to meet educational goals and to maximize independence in Activities of Daily Living, or ADL.

Available services include work tolerance and physical capacity testing, perceptual motor evaluations, upper extremity activities, perceptual and cognitive retraining, and ADL treatment.

The goal of OT is to help clients improve functional capabilities. The OT department handles a wide variety of referrals and requests from counselors, educators, the physiatrist and HGAC.

Speech Therapy

Individuals admitted to HGAC receive a speech and hearing test. If results show speech therapy is needed, it will be scheduled. Speech therapy services include speech and language evaluations, speech and hearing screenings, follow-ups and training.

Vocational Evaluation

Vocational Evaluation is an empowering process that provides the potential student with information necessary for sound vocational planning. By participating in the evaluation process, individuals learn how to identify their vocational strengths and weaknesses and how to locate and use vocational reference materials. They receive information about various job requirements and about matching their abilities to those specific occupations.

The vocational evaluator has the responsibility of selecting, administering and interpreting test and work samples, and providing vocational counseling to help the individual choose a realistic vocational goal.

Therapeutic Services

Therapeutic Services are provided by three psychological services associates. Students have the opportunity to maximize their potential by addressing social and emotional issues that may hinder the vocational process.

Placement

Prior to graduation, students are referred to job preparedness classes. Completing applications, resumé writing, interviewing skills, videotaped mock job interviews and employer contacts are focused on in this program.

The placement counselor, rehabilitation counselors and the instructors are actively involved with finding employers and making referrals to prepare students for specific job vacancies. Graduating students are helped in developing a network of potential employer contacts. Graduates may schedule an appointment with the placement counselor to use resouces to find job placement. Graduation from this school does not guarantee employment.

Pennsylvania's Assistive Technology Lending Library

Pennsylvania's Assistive Technology Lending Library provides the opportunity for Pennsylvanians to borrow and assess assistive technology devices prior to purchase. The assistive technology loan program was created and implemented in conjunction with the Institute on Disabilities at Temple University and is underwritten by the Commonwealth of Pennsylvania. The library is located on the Hiram G. Andrews Center's campus and services are free to all Pennsylvanians with disabilies.

For more information about Pennsylvania's Assistive Technology Lending Library call toll-free 800-204-7428 or visit http://www.ioddev.org/search inventory.php.

Career Guidance Center

The Career Guidance Center, or CGC, provides occupational information materials for career exploration.

Supervised and independent research at the CGC provides students with an opportunity to make important career decisions. Job duties, occupational outlooks, salaries, chances for advancement, qualifications, and type and length of training are all important factors to consider when choosing a career or an educational facility.

HGAC Security

The security office provides a safe and secure environment for HGAC. The center has 24-hour coverage, card entrances and security cameras located throughout the building that record and monitor activity. Security makes frequent rounds inside the building and is available for reporting and dealing with inappropriate or illegal behavior. In addition, the security office works closely with the local police department.

Student Activities

Recreation

A spacious recreation hall with daily programs offers activities such as ceramics, bingo, dances, movies, crafts, pool tables and pool tournaments. A wide variety of team sports comprise the bulk of gymnasium activities. A safe and well-equipped weight room and fitness area provides students with a supervised conditioning program. Supervised, off-campus trips include concerts, bicycling trips, sporting events and special events occurring in the Johnstown area. Recreation Department's hours of operation are Monday-Saturday, 3pm to 11pm.

Student Advisory Committee

Students have the opportunity and responsibility of self-government. Dormitory and commuter students elect representatives to the Student Advisory Committee, which has the responsibility to conduct and coordinate its activities with HGAC managers and supervisors on issues of interest and concern. All students are eligible to take part in the election of officers and to attend meetings.

Independent Living Skills

The Independent Living Skills program provides students with the opportunity to acquire independent skills needed to function in daily living and the world of work. The program identifies and addresses a variety of individual needs. Experiential learning activities are offered, including meal preparation, clothing care and selection, environmental care and the use of public transportation.

Evening Programming

Evening Programming implements individualized programming to help improve personal hygiene, self-esteem, social relationships, cultural diversity, social skills and adjusting to the school setting. Guidance is provided in group sessions that emphasize social issues, and students participate in off-campus social events to practice their social skills.

Hours of Operation

Unless otherwise noted, normal business hours for most departments including Vocational Evaluation, Student Services and Education are 8am to 4:30pm.

Admissions

Applications may be submitted to the HGAC admissions office throughout the year. Qualified applicants are accepted without regard to race, sex, religion, age, color, national origin, ancestry, disability, sexual orientation or HIV/AIDS status.

Requirements

The school generally admits as students: (1) People with a certificate of graduation from a secondary education school or the recognized equivalent GED, or (2) People who are beyond the age of compulsory school attendance in Pennsylvania and have the ability to benefit from the training offered by HGAC. A high school diploma or GED certificate is required for admission to any of the Specialized Associate Degree programs.

In addition, there are some expectations or criteria for individuals who are referred for admissions. These are necessary characteristic for individuals to succeed while at CTI@HGAC and should be taken into consideration. The individual referred:

- Verbalizes a desire to obtain employment upon training completion
- Wants to take an active role in their rehabilitation and vocational program
- Verbalizes a motivation and a willingness to learn
- Has a stabilized disability
- Seems to understand acceptable social behavior, including getting along with peers, following rules and accepting supervision
- Can live independently in the CTI dormitory environment
- Has the potential to exercise good judgement when balancing academic, social and leisure activities
- Does not have a history of harming self or others

Procedures

Applications to HGAC may be made through, but not limited to, the following:

- Direct application to HGAC's admissions office
- Bureau of Vocational Rehabilitation Services district offices
- Veterans Administration
- Bureau of Blindness and Visual Services
- Vocational rehabilitation agencies outside of Pennsylvania
- Private insurance companies
- Other state agencies

Acceptance

Applicants will be notified in writing or, if requested, alternate format, of their acceptance to HGAC. Any applicant refused admission has a right to appeal in writing to the Director of Admissions, 727 Goucher Street, Johnstown, Pa 15905. The next step is the OVR Appeal Process Procedure.

Federal & State Regulations Pertaining to Student Financial Aid

Financial aid is available to all qualifying students enrolled in eligible programs based on their expected family contribution as determined by the federal processor. The Financial Aid Office administers the following need-based grant programs:

- Federal Pell Grants
- Pennsylvania Higher Education Assistance Agency, or PHEAA Grants
- Federal Supplemental Educational Opportunity Grant, or FSEOG
- Academic Competitiveness Grant, or ACG

In addition to the above aid, eligible students can receive aid for education-related expenses by participating in the Federal Work Study Program. The Federal Work Study Program provides employment during the academic year to students who demonstrate financial need as indicated on their federal Pell Grant award letter.

To be considered for financial aid, students must complete the Free Application for Federal Student Aid, or FAFSA, each year and maintain satisfactory progress:

- Maintain a minimum quality point average of 2.0;
- Successfully complete 67 percent of all attempted credits;
- Meet the standards of the CTI@HGAC attendance policy.

The Financial Aid Office checks for satisfactory progress at the end of each semester. Courses with a "W" (withdrawal) or an "F" grade will be considered as courses attempted but not successfully completed. Students can apply for financial aid for up to 150 percent of attempted credits for their programs. Students who change majors will be allotted the amount of time needed to complete the new program without regard to time spent in previous course work.

All students in eligible programs are encouraged to apply for financial aid. Information regarding eligible programs, additional qualifications for aid and satisfactory progress requirements are available in the Financial Aid Office.

Financial Aid Appeal Process

Students who are denied financial aid due to a lack of satisfactory progress will be notified in writing and may appeal this decision based on mitigating circumstances. Documentation regarding the mitigating circumstances must be submitted to the HGAC Appeal Committee. The Appeal Committee's decision is final and financial aid will either be resumed or suspended based on that decision.

Refund Policy

Rejection and Starting Date

An applicant rejected by the school shall be entitled to a refund of all money paid. In the unlikely event the school's start date is postponed, alternative plans and start date will be instituted, or, if not practical, full refunds will be issued within 30 days.

Cancellation Policy

An applicant who cancels enrollment within three days of signing an enrollment agreement will be entitled to a full refund of all money paid. This refund policy applies to the stated program price attributable to each term for withdrawal or termination. Refunds will be issued within 30 days of the cancellation date. This refund policy applies to the stated program price attributable to each term for withdrawal or termination.

Withdrawal

Refunds are calculated on a pro rata basis from the first day of the term to the last day of attendance. The student's last day of actual class attendance is the termination date for tuition refund purposes. Refunds for room and board will be calculated on a pro rata basis from the first day of the term until the last day of residency. Refunds will be issued within 30 days of the last day of attendance for tuition, and within 30 days of the last day of residency for room and board.

Title IV Refund and Repayment Policy

Federal regulations require each educational school to have a written policy for the refund and repayment of federal aid received by students who withdraw during a term for which payment has been received. These policies are effective only if a student completely terminates enrollment (i.e., cancels registration, withdraws or is dismissed) or stops attending classes before completing 60 percent or more of the enrollment period.

Students who resign within the add-drop period are eligible to receive 100 percent refund of tuition. Following the add-drop period, adjustments to tuition resulting from official resignation are based on the effective date of resignation and in accordance with the federal mandated calculation as specified in Section 484B of the Higher Education Act. The law also specifies the order of return of Title IV funds to the programs from which they were awarded.

The calculation is based on the period of enrollment completed and the percentage is computed by dividing the total number of calendar days in the term by the number of calendar days completed as of the date of student notification. The percentage of Title IV assistance to which the student is entitled, or has "earned," is equal to the percentage of the term completed, up to 60 percent. If the resignation occurs after 60 percent of the term is completed, the percentage is equal to 100 percent.

The amount of Title IV aid that must be returned is based on the percentage of "unearned" aid. That percentage is computed by subtracting earned aid from 100 percent. The school is required to return the lesser of (1) the unearned aid percentage applied to institutional charges or (2) the unearned aid percentage applied to the total Title IV aid received.

The student is required to return the difference between the amount of unearned aid and the amount returned by the school. The student will be billed for the amount owed the Title IV programs and any amount due to the school resulting from the return of Title IV funds used to cover school charges. Students must return only half the amount of grant funds calculated.

Funds are returned to the following Title IV sources in order of priority:

1. Federal Pell Grant
2. Federal SEOG
3. Other Title IV assistance for which the return of funds is required
4. Other federal, state, private or institutional financial assistance
5. Student

The PHEAA grant and other outside aid will be reduced by the unearned percentage but not to create a debit balance on the student's account.

Institutional aid will be reduced by unearned percentage times the aid program's percentage of the aid as compared to total aid but not to create a debit balance.

If less aid is disbursed than was earned, the student may receive a late disbursement for the difference.

Program of Study and Articulation for Advanced Credit Transfer

The Program of Study incorporates secondary and postsecondary education elements including: coherent and rigorous content aligned with challenging academic standards and relevant career and technical content in a coordinated, non-duplicative progression of courses that align secondary and postsecondary education to adequately prepare students to succeed in postsecondary education.

Programs of Study may include the opportunity for secondary students to participate in dual or concurrent enrollment programs, acquire college-level credit or equivalent clock hours, leading to an industry-recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree.

Articulation for advanced credit transfer is possible when Perkins-allocated, postsecondary institutions and Pennsylvania secondary schools offering SOAR Programs of Study agree to the terms and conditions stated in the Perkins Statewide Articulation Agreement. This agreement outlines the conditions between secondary and postsecondary institutions and student qualification measures allowing the student to acquire postsecondary education credits leading to an industry-recognized credential or certificate at the postsecondary level or an associate or baccalaureate degree.

CTI@HGAC programs participating in the Program of Study concept are designated as participants in the CTI@HGAC Catalog.

School Regulations

Conduct

Students are expected to conduct themselves in a manner which will permit personal and educational growth for themselves and others, and to follow the HGAC Student Code of Conduct issued to each student at orientation.

Attendance and Tardiness

Attendance is the first priority in order to achieve success in the school and work environment; therefore, students are expected to attend all scheduled classes. No system of class cuts is recognized as an approved absence. An emergency absence is one due to personal illnes, illness or death in the immediate family, or other emergency circumstances which will be reviewed on a case-by-case basis. Missed assignments must be made up. Tardiness of ten minutes or more will be counted as a full clock hour of absence.

All absences and tardiness are recorded by the instructor in each program. If an instructor determines that satisfactory progress is being impeded because of absences and/or tardiness, a program review conference with the counselor, student and instructor will be held. Taking into account the student's academic and attendance history, the conference will result in a warning, probation or termination.

To be eligible for a Specialized Associate Degree or diploma, students must attent at least 90 percent of their scheduled classes.

Leave of Absence (LOA)

A leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A request must be made 48 hours in advance and in writting. The period of the LOA may not begin until the student has submitted the request in writing and the school has approved a written and signed request for an approved LOA. A leave of absense period may not exceed 180 days within any 12 month period.

Time away from CTI will be considered an absence. CTI may grant more than one LOA in the event that unforeseen circumstances arise provided that the combined leaves of absence do not exceed 180 days within the 12 month period. If the student does not return following the leave of absence, CTI will terminate the student and apply the school's refund policy in accordance with CTI's refund policy.

Make-Up Time

Classroom work missed during an emergency absence can be made up through arrangements with the instructor. Students who have their training interrupted and want to return must make arrangements through the Counseling and Admissions Offices.

Reasons for Termination of Training

- Unsatisfactory progress
- Excessive absences
- Failure to comply with the provisions of the HGAC Student Code of Conduct
- Failure to fulfill outstanding financial or other obligations to CTI@HGAC

If a student is terminated from HGAC for disciplinary reasons, the student is also terminated from CTI.

Rights and Notices

State licensing requirements regarding advance notice to students, as well as licensing board approvals for program changes, will be followed. Students will be notified in advance of any changes that affect their program.

CTI@HGAC is released and relieved of all student claims that may arise as a result of the school's failure to perform hereunder as a result of acts of nature, strikes or other circumstances beyond its control and cannot assume responsibility for student property on or off the premises.

The Family Educational Rights and Privacy Act of 1974 provides students with the right to inspect educational records maintained about them by CTI@HGAC, the right to a hearing to challenge the contents and to make explanation for challenged information. The law also provides that CTI@HGAC will maintain confidentiality of student records except with respect to special cases as noted in the legislation. CTI@HGAC, at its discretion, may provide information in accordance with the provisions of the act. Students who request educational information after graduation must do so in writing.

CTI@HGAC, in compliance with existing federal and state laws and regulations, does not discriminate against or exclude from participation in any benefits or activities of any staff member or student, on the grounds of race, sex, religion, age, color, sexual orientation, national origin, ancestry or disability.

Individuals with AIDS or a positive HIV antibody test shall not be denied admission or continued enrollment at CTI@HGAC. This policy and implementation thereof is based upon current guidelines of the Center for Disease Control and American College Health Association.

Public Information Regarding Students

As required by the Family Education Rights and Privacy Act, CTI@HGAC has designed the following student information as public or "directory information." This information may be disclosed by CTI@HGAC at its discretion to individuals, agencies, and institutions for purposes relating to activities approved by and associated with CTI@HGAC: name, address, telephone number, date and place of birth, programs of study, dates of attendance and award(s) received.

Students currently enrolled have the right to withhold disclosure of all categories of public information. Written notification must be received in the Education Office prior to the end of the second week of the term in which the withholding of directory information is to take effect. Students are cautioned that withholding information can have adverse consequences when CTI@HGAC is unable to verify attendance, degrees or diplomas to agencies, insurance companies, or prospective employers. Former students and alumni are not covered under the Family Education Rights and Privacy Act and therefore, CTI@HGAC is not obligated to honor requests for nondisclosure of public information from former students.

Illegal Drug Use

HGAC maintains a drug-free school and workplace. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the school and all its auxiliary sites. There are opportunities to learn about the dangers of drugs and alcohol. The school maintains a list of approved drug and alcohol counseling and rehabilitation programs, and they are available to all students and employes. Students and employes must read and sign the drug-free policy.

OVR's Nondiscrimination Policy

OVR prohibits discrimination on the basis of race, color, national origin, sex, disability, religion, sexual orientation, ancestry, HIV/AIDS status and age.

Any applicant or customer of OVR who believes he or she is being discriminated against may contact OVR at the following address:

Office of Vocational Rehabilitation
Hiram G. Andrews Center
727 Goucher Street
Johnstown, PA 15905
Telephone 814-255-8200
Toll Free 800-762-4211

Regulations Pertaining To Veterans Receiving Assistance

Leave

A leave of absence is granted only to students who wish to temporarily interrupt their training for personal reasons. A request for leave must be made in advance and in writing. Time away from the school will be considered an absence. The Veterans Administration (VA) will be notified immediately when a VA sponsored student is granted a leave of absence.

Class Cuts

Class cuts are not permitted and shall be recorded as absences.

Absence

In order to attain satisfactory progress, students must meet the standards of the CTI@HGAC attendance policy.

Make-Up Work

Make-up work is not permitted for the purposes of receiving VA training allowance.

Unsatisfactory Progress

When a student has failed to maintain prescribed standards for progress, the VA will be promptly notified so educational assistance benefits can be discontinued in accordance with the law.

Recertification

Students whose VA benefits have been terminated because of unsatisfactory progress, may apply for re-entry according to school policy. The school must approve the student's reenrollment and notify the VA.

Credit for Previous Education and Training

Appropriate credit will be given for comparable previous education and training, and the training period will be shortened accordingly.

National School Lunch and School Breakfast Program

Students under the age of twenty-one attending the Commonwealth Technical Institute at the Hiram G. Andrews Center, participate in the National School Lunch and School Breakfast programs.

Nondiscrimination Statement: All program benefits are available to students under the age of 21 regardless of race, color, sex, age, disability, or national origin.

Complaint Procedures: Any complaints of discrimination should be submitted in writing within 180 days of the incident to:

USDA, Director, Office of Civil Rights
Room 326-W, Whitten Building
1400 Independence Avenue, SW
Washington, DC 20250-9410
or call: 202-720-5964 Voice/TDD

School Calendar

Term Dates

All program areas have term dates as listed:

- 2015 Spring Term January 5 - April 24
- 2015 Summer Term May 4 - August 21
- 2015 Fall Term August 31 - December 18
- 2016 Spring Term January 4 - April 22
- 2016 Summer Term May 2 - August 19
- 2016 Fall Term August 29 - December 16

Term
One term consists of 16 weeks.

Academic Year
An academic year consists of two consecutive terms. Students must complete a minimum of 24 credits over two consecutive terms or complete a minimum of 384 clock hours over two consecutive terms.

Term Breaks
There will be a minimum one week break between terms.

Holidays
New Year's Day -- Martin Luther King Day -- Presidents Day -- Memorial Day -- Independence Day
Labor Day -- Columbus Day -- Veterans Day -- Thanksgiving Break -- Christmas Day

Schedules
Generally, students attend classes from 8 a.m. until 4 p.m., five days per week, with 1 1/2 hour for lunch and two 15-minute breaks. Program lengths vary according to program. Credits and clock hours are listed within each program description.

Student Performance

Grading System

A	=	90-100	=	Outstanding Achievement
B	=	80-89	=	Above Average Performance
C	=	70-79	=	Average Performance
D	=	60-69	=	Below Average Performance
F	=	Below 60	=	Unsatisfactory
W	=	Withdrawal		
I	=	Incomplete		
S	=	Satisfied by Exam		
T	=	Transferred Credits		
WNA	=	Withdrawal - Not Attempted		

An "I" grade is given for incomplete term work due to emergency circumstances. Time frames and work to be completed are determined by the instructor. If terms of the agreement are not satisfied, the "I" grade will be converted to an "F" grade.

Withdrawal without penalty from courses may occur through the first 12 weeks of the term with the approval of the counselor and instructor. Depending upon the circumstances, withdrawal after the twelfth week may result in a "F" grade.

Quality Points
A = 4 quality points
B = 3 quality points
C = 2 quality points
D =1 quality point
F = 0 quality points

The cumulative quality point average, or CQPA, is determined by dividing the total number of quality points earned by the total number of credits attempted while in that training area. A "D" or "F" grade will not be considered in the CQPA if the course is repeated and a passing grade is received.

Computation of the quality point average, or QPA, is determined by dividing quality points earned by the number of credits attempted in that term.

Grade Reports and Transcripts
Grades are entered on grade reports at the end of each term and copies are issued to students. Transcripts are available upon written request.

Satisfactory Progress
At CTI@HGAC, satisfactory progress is defined as:

1. Maintain a minimum QPA of 2.0 each term. Students must have a minimum CQPA of 2.0 to graduate.
2. Meet the standards of the CTI@HGAC attendance policy.

3. Maintain good standing by being in compliance with the rules and regulations relative to the school and HGAC Student Code of Conduct.

In special cases, a student's program may be extended up to 50 percent of the program hours. Course withdrawals are not included in computing the QPA. In the event a course is repeated, the higher grade is used in computing the QPA. Non-credit remedial courses are not included in computing the QPA.

Probation and Reinstatement

If a student falls below the first two criteria listed under Satisfactory Progress, a conference will be scheduled with the student and the counselor and the student will be placed on one-term probation. At the end of the probationary period, the student's progress will be reevaluated and if satifactory progress has not been met, an extended probation or termination will result. If the requirements are satisfied, the student is reinstated. Reinstatement after termination occurs through the regular admissions process. Students are entitled to Title IV funds while on probation.

Advanced Standing and Transfer of Credit

A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution determines whether to accept credits requested for transfer. No more than 20 percent of program credits can be completed through transfer of credit or credit-by-exam.

Specific questions relative to the transferability of credit-by-exam should be directed to the Commonwealth Technical Institute (CTI) Diretor of Education prior to admission to CTI.

A student may transfer credit and receive advanced standing by one of the following methods.

1. A "B" or higher grade may be transferred from another accreditated postsecondary school if the credit for a course is equal in content to the CTI course and satisfies a CTI program requirement. An official transcript and course description must be submitted to the CTI Education Director for review prior to admission.
2. For the purpose of reviewing the student's request, the CTI Education Director or designee will assist the student with the completion of a Transcript Evaluation and Credit Transfer Application.
3. Credits submitted for consideration must have been completed no more than ten years prior to the request.
4. CTI reserves the right to test proficiency of any student in course work transferred from another institution and to disallow credit in courses in which the student cannot demonstrate satisfactory proficiency.
5. Petition for credit-by-exam for "program related" courses must be approved by the CTI Education Director. The student must earn a "B" or higher in order to receive credit.
6. Advanced standing may be available through articulation agreements with secondary career and technical schools. CTI follows the Pennsylvania Department of Education's Bureau of Career and Technical Education guidelines relative to "Programs of Study".
7. Advanced standing and transfer of credit requests must take place prior to admission or during the first week of class. No credit requests will be considered after the first week of the class.

Portfolio Assessments for Former Diploma Graduates of CTI@HGAC

Under certain circumstances, advanced placement through portfolio assessment can be awarded to CTI@HGAC alumni who wish to apply training and/or practical work experience, subsequent to graduation, toward upgrading their diploma to associate degree status.

The following procedures and rules apply to this process:

1. The student must be a graduate of CTI@HGAC who has received a diploma in a training program and wants to upgrade completed diploma credential to a specialized associate degree in the field related to the program.
2. The student will need to send a requesting "letter of intent" to the CTI@HGAC director of education outlining the request to have a portfolio assessment conducted.
3. The director of education will review the student's status and determine if additional training and/or work experience are needed to receive the specialized associate degree. Requirements will be provided, in writing, to the student. The student will be required to provide documentary proof of all training and/or work experiences subsequent to graduating from CTI@HGAC. This documentation will become part of a portfolio that will be kept as a permanent student record. Decisions of the director of education will be final.
4. The director of education will issue the specialized associate degree award.

Change of Program

A change of program must be initiated by the student and/or counselor with input from the instructor and an add/drop form must be completed and processed.

Knowledge of Requirements

Advisors will help with course and program selection; however, the responsibility for knowledge of requirements, course prerequisites and verification of records remains with the student. Students should be familiar with this catalog and monitor their progress toward graduation.

Graduation Requirements

A. Specialized Associate Degree Programs

1. Completion of the AST or ASB curriculum
2. A cumulative QPA of 2.0 or better
3. Fulfillment of financial and other obligations to HGAC or related service provider
4. Satisfaction of attendance requirements

B. Diploma Programs

1. Completion of the diploma curriculum
2. An overall "C" average or higher
3. Fulfillment of financial and other obligations to HGAC or related service provider
4. Satisfaction of attendance requirements

Degrees and Diplomas

CTI@HGAC offers two types of academic awards.

Degree

To receive an Associate in Specialized Business or Associate in Specialized Technology Degree, a student must enroll in a Specialized Degree Program, maintain a cumulative QPA of 2.0 or better, complete the minimum hours and credits and satisfy attendance requirements.

Diploma

To receive a diploma, the student must complete the required instructional units and attain an overall grade average of "C" or better and satisfy attendance requirements.

Continuing Education

Continuing Education helps students enhance their career opportunities by enrolling in courses at CTI@HGAC. Continuing Education is customized to meet students' needs, complement their abilities and increase employment opportunities.

Continuing Education is determined prior to a student's admission for training and is written into the student's Individual Plan for Employment, or IPE, by the OVR counselor. However, a student already enrolled in a training program can be considered for Continuing Education following a meeting, or special staffing, with the student, CTI advisor and the HGAC counselor to discuss the student's progress. A Continuing Education Plan must be completed and processed. The Continuing Education Plan will commence at the start of the next term.

If a minimum of 12 credits is completed during a term of Continuing Education studies with a CQPA of 2.0 or better and all attendance requirements have been met, the student will be recognized during the graduation ceremony.

Students enrolled in Continuing Education are not eligible for financial aid.

Estimated Cost of Training

Tuition and room and board are charged on a per-term basis and are applied equally to all programs. The cost of tools, texts and uniforms vary for each program and are included in the tuition. Support services are provided as needed and charged according to usage. Itemized charges are presented on a monthly basis to be paid by the 20th of the succeeding month. Charges are subject to change with a two-month notice. All rates may be adjusted July 1 to reflect the annual cost allocation plan based on the U. S. Department of Education OMB circular A-87. In order to determine the total tuition for specific programs, multiply the cost of one term by the number of terms stated on the program page.

Cost of Training

Tuition ..... $5,612.00 per term
Dormitory and Dietary services ..... $5,490.00 per term (stated refund policy applies.)

Cost of Support Services

Evaluation	$185.00 per day
Physical Restoration	$80.00 per unit
Assistive Technology	$87.00 per unit
Driver Education Classroom	$60.00 per unit
Driver Education BTW	$75.00 per unit
Transitional Living	$194.00 per day
Student Activity/Technology Fee	$50.00 per term

The student Activity & Technology Fee funds various activities, programs and events to benefit the student population, as well as the technology used in the dormitories and classrooms. When a student enters a Commonwealth Technical Institute academic program, the student will be assessed a $50.00 non-refundable Student Activity & Technology Fee. The Student Activity & Technology Fee is assessed per term, per eligible student, regardless of living status (residential or commuter).

Charges for support services are provided as needed and charged according to usage.

A fraction of a day or a fraction of an hour will be construed to mean a complete day or a full hour when billings are calculated.

Rates for special support services are available upon request.

Student Financial Aid

Financial aid is available to students who qualify on the basis of demonstrated financial need. Financial aid personnel are available to answer questions during regular business hours.

Enrollment Status

Full time: continuous enrollment for a minimum of 12 credit hours per term in program areas.

Part time: continuous enrollment for less than 12 credit hours per term in program areas.

Comparable Information

Comparable information related to tuition, fees and program length can be acquired from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, Va. 22201, Telephone (703) 247-4212.

Student Complaint/Grievance Procedure

Questions or concerns regarding the school's terms of the enrollment agreement should be directed to the education director at the Commonwealth Technical Institute.

Questions or concerns that are not satisfactorily addressed by the education director may be brought to the attention of the State Board of Private Licensed Schools, 333 Market St., Harrisburg, Pa. 17126-0333.

Schools accredited by the Accrediting Commission of Career Schools and Colleges have a procedure and operational plan for handling student complaints. Students who do not feel the school has adequately addressed a complaint or concern, may contact the commission. All complaints considered by the commission must be in writing, with permission from the complainant(s) for the commission to forward a copy to the school. The complainant(s) will be kept informed as to the complaint's status and the final resolution. Direct all inquiries to the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, Va. 22201, (703) 247-4212. A copy of the Commission's Complaint form is available at the school and may be obtained by contacting the Education Director.

A comprehensive student complaint procedure is issued to students at the new student orientation and is posted in the Education Division office.

Students encountering a problem while at CTI@HGAC are asked to use the following chain of command to expedite a resolution. However, please note that security is always available for reporting and dealing with inapporpriate or illegal behavior.

PROBLEM SOLVING CHAIN OF COMMAND

PROBLEM WITH CTI EDUCATIONAL PROGRAM	PROBLEM WITH YOUR HGAC REHABILITATION PROGRAM
Instructor ↓ Appropriate Education Supervisor ↓ Education Director ↓ HGAC Deputy Director ↓ HGAC Director ↓ District Office Counselor or Client Assistance Program	Vocational Rehabilitation Counselor ↓ Counseling Supervisor ↓ Student Services Director ↓ HGAC Deputy Director ↓ HGAC Director ↓ District Office Counselor or Client Assistance Program
PROBLEM IN THE DORMITORY	**PROBLEMS IN HEALTH CLINIC OCCUPATIONAL THERAPY PHYSICAL THERAPY OR VOCATIONAL EVALUATION**
Dorm Counselor ↓ Dorm Counseling Supervisor ↓ Night Administrator ↓ Student Services Director ↓ HGAC Deputy Director ↓ HGAC Director ↓ District Office Counselor or Client Assistance Program	Director of Allied Health Services ↓ HGAC Deputy Director ↓ HGAC Director ↓ District Office Counselor or Client Assistance Program Client Assistance Program 215-557-7112 1-888-745-2357 (toll free)

Center for Occupational Readiness

Open Entry/Open Exit -- Maximum Enrollment: 60 -- Average Class Size: 15

The Center for Occupational Readiness, or COR, teaches students basic academic and occupational-related interpersonal skills necessary for success in a predetermined training area and in the workforce.

All COR students are pretested to determine their current level of knowledge. The outcome will determine which skills need to be improved upon.

Remediation in math, English, reading and life management skills is self-paced, highly individualized and provides a pre-occupational environment integrated into students' occupational training via a team teaching approach with the occupational instructor.

Emphasis is placed on communication skills and following written and oral directions.

Computer-assisted instruction is used to aid remediation and teaching new materials. Emphasis is placed on preparing students to meet employer expectations and to be succeesful in the workforce.

Student achievement is monitored by progress review staffings involving the student, counselors, instructors and other appropriate staff. Academic progress is also determined through standardized pre and post tests.

No credits or hours are earned toward graduation.

ENGLISH

Maximum Enrollment: 15

The COR English program provides remedial instruction in written and oral communication skills. Students receive instruction in capitalization, punctuation, grammar, usage and sentence structure. Materials are appropiate to the student's reading level.

MATH

Maximum Enrollment: 15

The COR math program provides remedial instruction in math computation and analytical thinking skills. Students receive instruction in whole numbers, fractions, decimals, percentages, pre-algebra and vocationally related units of word problems. Math competency is necessary for entrance into a predetermined vocational training area. Programs are prescribed to meet individual learning differences and one-to-one instruction is used to develop skills. Students also use calculators and various hands-on materials to facilitate learning basic skills and vocationally based mathematics.

READING

Maximum Enrollment: 15

The COR reading program provides remedial instruction in vocabulary and comprehension development. Each student receives an individually prescribed program of instruction that will change as skill level increases. This program includes remediation exercises, vocationally oriented activities, work force literacy skills and relative survival vocabularies.

LIFE MANAGEMENT SKILLS

Maximum Enrollment: 15

The COR Life Management Skills program provides instruction in financial literacy, health-related issues, occupational knowledge, community resources, government and law. Reading, writing and math instruction is also taught as they apply to real life and on-the-job situations. Assignments relate to the students occupational training area. Success in a workforce training area is the primary goal of the program.

Academic Support Programs

Academic Success Center

The Academic Success Center is geared to support and sustain students as they adjust to a college learning environment. Staff is committed to helping students learn how to learn and to work toward their academic goals.

Services include the following:

- Academic advising
- Open classrooms/lab hours during evenings and weekends
- Workshops in basic study skills
- Tutorial services - professional and peer
- Academic, financial and personal counseling
- Information about career options
- Study center tutoring area
- Academic collaboration with CTI@HGAC faculty

ACT 101 Program

The ACT 101 program- administered by the Pennsylvania Higher Education Assistance Agency (PHEAA) - is a part of Pennsylvania's Higher Education Equal Opportunity program. ACT 101 provides academic support services for students enrolled in a program leading to an undergraduate credential (diploma, certificate or degree).

Eligible students are admitted to the ACT 101 program on the basis of their academic potential and motivation in spite of educational, economic or cultural disadvantages which might hinder their ability to pursue higher education. Students must be a Pennsylvania resident and have an annual income within ACT 101 guidelines.

CTI@HGAC's ACT 101 program started in 1987 and continues to enhance student success through academic performance and retention.

TRIO Student Support Services

The Student Support Services, or SSS, Program provides opportunities for academic development, assists with basic requirements and serves to motivate students to successfully complete postsecondary education. The goal of SSS is to increase retention and graduation rates, and to facilitate the process of transition from one level of higher education to the next.

Eligibility

SSS projects may be sponsored only by institutions of higher education or combinations of institutions of higher education. The goal of SSS is to increase the college retention and graduation rates of its participants.

To receive assistance, students must be enrolled or accepted for enrollment in a program of postsecondary education at a grantee institution. Only potential first-generation college students, low-income students and students with disabilities evidencing academic need are eligible to participate in SSS projects. Two-thirds of the participants in SSS projects must be potential first-generation college students from low-income families or participants with a disability. One-third of the participants with disabilities must also be low-income students.

Driver Education

The Driver Education program offers the opportunity to acquire a valid Pennsylvania driver's license. Classroom instruction consists of 30 hours and driver training consists of a minimum of *six hours of driving practice.

In addition to learning how to drive, students learn of risks associated with driving and how to manage those risks. The goal of the Driver Education program is to provide students with the skills, confidence and attitude to safely participate in the highway transportation system. Having a valid PA driver's license will enable students to participate in activities such as education, recreation, employment and social activities.

Courses

DE-1	Driving and Mobility
DE-2	Assessing and Managing Risk
DE-3	Administrative and Traffic Laws
DE-4	Signs, Signals and Markings
DE-5	Basic Control Tasks/Maneuvers
DE-6	Perceptual Skills
DE-7	Effective Driving
DE-8	Driving Environments
DE-9	Sharing the Roadway
DE-10	Natural Laws and Driving
DE-11	Adverse Driving Conditions
DE-12	Vehicle Emergencies
DE-13	Buying a Car
DE-14	Car Maintenance
DE-15	Knowing Yourself
DE-16	Handling Social Pressure
DE-17	Insurance
DE-18	Planning a Trip

Behind The Wheel

DE-19	CTI Driving Range - Vehicle Orientation and Basic Maneuvers
DE-20	CTI Driving Range - Range Exercises
DE-21	On - Street #1 - Residential Area
DE-22	On - Street #2 - Open Highway
DE-23	On - Street #3 - Expressway Driving
DE-24	On - Street #4 - Moderate Traffic
DE-25	On - Street #5 - Rural Environment and Vehicle Emergencies
DE-26	On - Street #6 - Business District
DE-27	Driving Simulator - Night Drive Lesson
DE-28	Driving Test - End of Course Skills Test @ CTI

*More than six hours of behind the wheel training may be needed as determined by the instructor.

ASB Medical Office Assistant

1,504 hours, 4 terms, 16 months — Maximum class size: 25

The Associate in Specialized Business Medical Office Assistant program develops a high degree of competency in the essentials required of a medical office assistant. The program emphasizes office responsibilities, not clinical skills. ASB Medical Office Assistant is a Program of Study participant.

General Entrance Requirements

High school diploma, GED certificate or a high school transcript indicating graduation is required prior to admission. The student must be service oriented and enjoy working with people. Student abilities should include reading comprehension, writing skills, oral comprehension and good finger dexterity.

Instructional Equipment

Instructional equipment includes, but is not limited to, microcomputers, electronic typewriters, transcribers, calculators, audio/visual equipment, fax machines and copiers.

Employment Opportunities

The ASB Medical Office Assistant program provides entry-level opportunities for medical office assistant clerical positions in hospitals, pharmacies, medical clinics, physicians' offices, social services agencies, health departments and insurance companies. Graduates of this program may also find employment with government agencies and companies with medical facilities.

Courses

TERM I		Credits
BE-15	Medical Terminology I	3
BE-13	Anatomy & Physiology I	3
BE-29	Keyboarding	3
BE-23	Records Management	2
RS-09	Personal Success Skills	2
BE-20	Medical Office Procedures	4
		17

TERM II		
BE-16	Medical Terminology II	3
BE-14	Anatomy & Physiology II	3
BE-18	Machine Transcription	2
BE-24	Office Applications	4
RS-01	Business Communications	3
BE-47	Administrative Medical Office	3
		18

TERM III		Credits
BE-48	Computerized Medical Office	2
BE-33	Word Processing	3
BE-42	Medical Insurance Billing	2
BE-19	Medical Machine Transcription	2
BE-21	Accounting I	3
MA-90	Foundations of Mathematics	3
RS-07	Psychology	2
		17

TERM IV		
BE-38	Spreadsheet Applications	3
RS-04	English Composition	3
BE-49	Medical Office Assistant Procedures	3
RS-06	Public Speaking	3
BE-32	Advanced Word Processing	3
BE-35	Accounting II	3
		18

Total 70

AST Architectural Drafting

1,744 hours, 4 terms, 16 months | Maximum class size: 15

The Associate in Specialized Technology Architectural Drafting program offers comprehensive coverage of design drafting for the construction industry. The program presents a detailed study of construction practices and building technology plus the technical capacity to reason, plan and design in terms of sound engineering methods, modern materials, and cost factors. AST Architectural Drafting is a Program of Study participant.

General Entrance Requirements

High school diploma, GED certificate or a high school transcript indicating graduation is required prior to addmission.

Instructional Equipment

Instructional equipment includes, but is not limited to, computer-aided drafting and design systems, white print machines and drafting machines.

Employment Opportunities

Graduates will be qualified for entry-level positions as architectural drafters, cost estimators, representatives for builders and architects, Computer Aided Design and Drafting, or CADD, operators and structural detailers.

Courses

TERM I		Credits
MA-100	Vocational Mathematics	3
MA-101	Pre-Algebra	3
RS-09	Personal Success Skills	2
CD-100	Basic CADD I	2
AD-110	Fundamentals of Drafting	2
AD-111	Orthographic Views/Dimensioning	4
AD-112	Pictorial Drawings/Auxiliary Views & Sections	2
		18

TERM II		
MA-201	Algebra & Trigonometry	4
RS-02	Communications	3
CD-200	CADD II	3
AD-310	Field Practice/Survey Notes/Site Plan	2
AD-311	Structural Framing Plans /Roof & Floor Design	2
ADR-27	Fundamentals of Piping Drafting	1
ADR-28	Fundamentals of Development Drafting	1
ADR-29	Fundamentals of Welding Drafting	2
		18

TERM III		Credits
MA-301	Technical Mathematics I	3
ADR-17	Strength of Materials	3
CD-300	CADD III	3
AD-210	Residential Design Theory & Floor Plans	3
AD-211	Residential Elevations/Sections/Details	4
RS-04	English Composition	3
		19

TERM IV		
MA-401	Technical Mathematics II	3
***	Elective	2
CD-400	CADD IV	3
AD-410	Commercial Plans /Elevations/Sections/Details	3
AD-412	Structural Design and Estimating	3
AD-212	Perspective Drawings	1
		15

Total 70

AST Culinary Arts

1,664 hours, 4 terms, 16 months | Maximum class size: 30

The Associate in Specialized Technology Culinary Arts program provides instruction in basic and advanced skills in the food service continuum. Students are taught the skills essential in kitchen maintenance, sanitation, production and safety. Training is complete once the student is able to independently prepare appetizers, entrees and desserts in the commercial and institutional kitchen. Electives and a practicum round out professional growth and experience. AST Culinary Arts is a Program of Study participant.

General Entrance Requirements

High school diploma, GED certificate or a high school transcript indicating graduation is required prior to addmission. Students must meet the health standards mandated by local and state government and must be free of any food allergies that would prevent working in the food service industry.

Instructional Equipment

Instructional equipment includes, but is not limited to, flat-top range, overhead broiler, convection oven, steam-jacketed kettle, various audio/visual equipment and computers.

Employment Opportunities

Graduates will be qualified to work in entry-level positions as line cooks, short-order cooks, pantry cooks, sauce cooks and hot food cooks in schools, hospitals, hotels, restaurants, fast-food outlets and caterers.

Courses

TERM I		Credits
CA-010	Careers in Food Service	1
CA-020	Professional Growth & Development Application I	2
CA-060	Introduction to Preparation & Service of Food	4
CA-101	Tools and Stationary Equipment	1
CA-135	Food Sanitation and Safety	3
CA-119	Food Service Math	3
CA-125	Technical Communications for Food Service Professionals	3
RS-08	Sociology or RS-07 Psychology	2
		19

TERM II		
CA-102	Weights & Measures/Recipe Conversion	2
CA-113	Culinary Nutrition	2
CA-100	Foods I	5
CA-105	Baking I	4
CA-107	Professional Growth & Development II	1
BE-11	Principles of Business or Elective	3
		17

TERM III		Credits
CA-200	Foods II	5
CA-204	Marketing and Menu Writing	3
CA-205	Table Service	2
CA-206	Supervisory Management	3
CA-207	Professional Growth and Development III	1
***	Elective	2
		16

TERM IV		
CA-300	Foods III	4
CA-208	Baking II	5
CA-209	Cooking Practicum	5
		14

Total 66

AST Dental Laboratory Technology

1,552 hours, 4 terms, 16 months | Maximum class size: 15

The Associate in Specialized Technology Dental Laboratory Technology program provides instruction in removable prosthodontics and fixed restorative techniques. Students develop skills in various specialties within the dental laboratory industry. Related and elective courses enable the student to round out professional growth and development.

General Entrance Requirements

High school diploma, GED certificate or a high school transcript indicating graduation is required prior to admission. Student abilities should include reading comprehension, eye-hand coordination and manual dexterity.

Instructional Equipment

Instructional equipment includes, but is not limited to, Bunsen burners, dental lathes, casting machines, vacuum forming machines, electric furnaces, electric soldering machines, sand blasters, duplicating machines, dental milling machine, 3D scanner, prostheses design software and pneumatic presses.

Employment Opportunities

This field offers a continuing demand for skilled entry-level technicians in commercial dental laboratories, private dental offices, clinics and self-employment. Government dental clinics, such as the Veterans Administration, also employ dental technicians.

Courses

TERM I		Credits
DL-1	Introduction to Dental Laboratory Technology	4
DL-2	Introduction to Full Denture Construction	4
DL-3	Advanced Full Denture Construction	5
RS-09	Personal Success Skills	2
		15

TERM II		
DL-4	Acrylic Partial Denture Construction	5
DL-5	Cast Chrome Frameworks	5
DL-6	Crown and Bridge	5
RS-01	Business Communications	3
		18

TERM III		Credits
DL-7	Advanced Crown and Bridge	5
DL-8	Ceramics	5
RS-07	Psychology	2
BE-21	Accounting I	3
		15

TERM IV		
DL-9	Special Prosthesis	5
BE-11	Principles of Business	3
MA-90	Foundation of Mathematics	3
BE-52	Interpersonal Skills & Customer Service	2
		13

Total 61

AST Mechanical Drafting

1,728 hours, 4 terms, 16 months — Maximum class size: 15

The Associate in Specialized Technology Mechanical Drafting program provides instruction in design drafting for industries involved in mass manufacturing and tool and machine design. AST Mechanical Drafting is a Program of Study participant.

General Entrance Requirements

High school diploma, GED certificate or a high school transcript indicating graduation is required prior to admission.

Instructional Equipment

Instructional equipment includes, but is not limited to, computer-aided drafting and design systems, white print machines and drafting machines.

Employment Opportunities

Graduates will be qualified for entry-level positions as mechanical drafters, junior designers, drafters and mechanical design detailers.

Courses

TERM I		Credits
MA-100	Vocational Mathematics	3
MA-101	Pre-Algebra	3
RS-09	Personal Success Skills	2
CD-100	Basic CADD I	2
AD-110	Fundamentals of Drafting	2
AD-111	Orthographic Views/Dimensioning	4
AD-112	Pictorial Drawings/Auxiliary Views	2
		18

TERM II		
MA-201	Algebra & Trigonometry	4
RS-02	Communications	3
CD-200	CADD II	3
AD-310	Field Practice/Survey/Notes Site Plan	2
AD-311	Structural Framing/Roof & Floor Design	2
ADR-27	Fundamentals of Piping Drafting	1
ADR-28	Fundamentals of Development Drafting	1
ADR-29	Fundamentals of Welding Drafting	2
		18

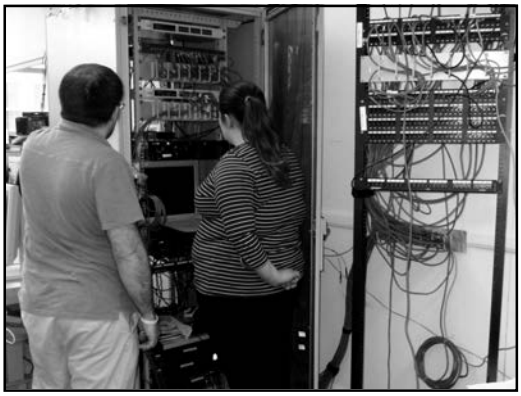
TERM III		Credits
MA-301	Technical Mathematics I	3
ADR-17	Strength of Materials	3
CD-300	CADD III	3
ADR-16	Mechanical Drafting	6
RS-04	English Composition	3
		18

TERM IV		
MA-401	Technical Mathematics II	3
***	Elective	2
CD-400	CADD IV	3
ADR-23	Machine Design	6
BE-52	Interpersonal Skills & Customer Service	2
		16

Total 70

AST Networking and Telecommunications Technology

1,568 hours, 5 terms, 20 months | Maximum class size: 30



The Associate in Specialized Technology Networking and Telecommunications Technology program provides instruction in basic and advanced training in diagnosing and solving network and telecommunication problems. AST Networking and Telecommunications Technology is a Program of Study participant.

General Entrance Requirements

High school diploma, GED certificate or a high school transcript indicating graduation is required prior to admission. Students will be expected to dress in appropriate business attire.

Instructional Equipment

Instructional equipment includes, but is not limited to, volt-Ohm meters, computer labs, various copper and fiber cable testers and several anti-virus and utility software packages.

Employment Opportunities

Graduates will be qualified for entry-level employment as cabling technicians, business machine maintenance technicians, computer service technicians, hardware/software installers, network installers, help desk technicians, cable assemblers, computer assemblers and network technicians.

Courses

TERM I		Credits
MA-100	Vocational Mathematics	3
MA-101	Pre-Algebra	3
CS-2	Computer Architecture I	4
CS-15	Cabling I	5
BE-29	Keyboarding	3
		18

TERM II		
CS-18	Emerging Technologies	4
CS-4	Computer Architecture II	4
CS-11	Operating Systems I	4
CS-16	Cabling II	5
		17

TERM III		
CS-12	Operating Systems II	4
CS-13	Residential Infrastructure	4
BE-52	Interpersonal Skills & Customer Service	2
RS-02	Communications	3
		13

TERM IV		Credits
RS-04	English Composition	3
CS-14	Networking Essentials	5
CS-8A	Practicum I	2
***	Elective	3
		13

TERM V		
BE-33	Word Processing	3
CS-17	Server Technology	4
CS-8B	Practicum II	2
BE-38	Spreadsheet Applications	3
		12

Total 73

Automotive Technology

1,376 hours, 50 credits, 3 terms, 12 months — Maximum class size: 15

The Automotive Technology diploma program provides instruction in entry-level skills in parts replacement, troubleshooting, minor repairs, general engine tune-up and preparation for state inspection of motor vehicles. Students will be eligible to take the Pennsylvania Motor Vehicle State Inspection Examination as part of their training. Proper tool handling, equipment and safety procedures are emphasized throughout the program. Automotive Technology is a Program of Study participant.

General Entrance Requirements

The student should be able to follow instructions and read repair manuals, specification charts and Pennsylvania motor vehicle inspection manuals. A valid driver's license is required. Moderate amounts of walking, lifting and stooping are required, as well as the ability to withstand conditions involving various temperatures, fumes, chemical irritation and noise. The student should have arm-hand steadiness, eye-hand coordination, manual dexterity and finger dexterity.

Instructional Equipment

Instructional equipment includes, but is not limited to, basic engine analyzer, alignment machine, tire changing machine, starter generator tester, alternator tester, brake lathe and computers.

Employment Opportunities

Graduates qualify for entry-level employment at service stations, independent garages, car dealerships and shopping center outlets. Self-employment is also a possibility.

Courses

TERM I		Credits
AT-101	Shop Fundamentals	3
AT-102	Engine Repair	4
AT-104	Brake Systems	4
AT-106	Vehicle Service/Maintenance	4
		15

TERM II		
AT-203	Electrical/Electronics I	6
AT-205	Steering/Suspension	5
AT-207	Engine Performance I	3
AT-208	PA Vehicle Safety Certification	3
RS-10	Employer Expectations	2
		19

TERM III		Credits
AT-303	Electrical/Electronics II	3
AT-307	Engine Performance II	4
AT-309	Manual Drive Train and Axles	3
BR-9	Welding/Brazing	1
AT-311	Practical Automotive Technology Operations	5
		16

Building Maintenance

1,360 hours, 48 credits, 3 terms, 12 months — Maximum class size: 45

The Building Maintenance diploma program provides instruction in basic, entry-level skills and knowledge to help maintenance personnel keep buildings and grounds clean and in a good state of repair. Hands-on training follows classroom instruction. Building Maintenance is a Program of Study participant.

General Entrance Requirements

Students should be able to follow written and oral instructions, have knowledge of math and the ability to read a ruler to 1/16 inch. Student abilities should include walking, crawling, climbing, stooping, pushing, pulling, bending and lifting at least 75 pounds. Students should be able to tolerate various conditions involving temperature, fumes, chemical irritation and noise.

Instructional Equipment

Instructional equipment includes, but is not limited to, computers, hand tools and designated power equipment.

Employment Opportunities

Graduates of this program will be qualified for entry-level employment in shopping malls, public or private schools, apartment buildings, chain stores, motels or public utilities.

Courses

TERM I		Credits
BR-101	Building Repair I	8
BR-102	Seasonal Grounds Keeping I	3
BR-103	Mechanical Maintenance I	3
CA-020	Professional Growth & Development Application I	3
		17

TERM II		
BR-201	Building Repair II	8
BR-202	Seasonal Grounds Keeping II	3
BR-203	Mechanical Maintenance II	3
CA-107	Professional Growth & Development Application II	1
		15

TERM III		Credits
BR-301	Building Maintenance Applications	7
BR-302	Building Maintenance Operations	6
CA-207	Professional Growth & Development Application III	1
RS-10	Employer Expectations	2
		16

Business Retail Sales

1,200 hours, 47 credits, 3 terms, 12 months — Maximum class size: 15

The Business Retail Sales diploma program provides instruction in entry-level employment skills for students interested in a variety of retail and wholesale businesses. Students actively participate in sales and cash register operations. Business Retail Sales is Program of Study participant.

General Entrance Requirements

The student should be able to follow instructions, read merchandise descriptions, make change, retain and transfer four-digit numbers and communicate effectively. Some lifting is required.

Instructional Equipment

Instructional equipment includes, but is not limited to, electronic cash registers, computers, table and hand-held pricing machines, various calculators, coin vending equipment and related equipment found in the work place.

Employment Opportunities

This program prepares students for entry-level employment in apparel chain sales, supermarkets, fast-food operations, quick/full serve operations, stock clerks/order fillers, counter attendants, stock and order clerks, receptionist, customer service representative, information clerks, catalog sales teller, telemarketers, specialty stores, shopping centers, furnishing occupations and department stores.

Courses

TERM I		Credits
RD-1	Equipment & Pricing	3
RD-4	Material Handling & Inventory Control I	3
MA-90	Foundations of Mathematics	3
RD-5	Cash Register Operations	3
RD-6	Retail Sales I	3
RS-11	Basic Keyboarding	2
		17

TERM II		
RD-2	Customer Relations I	3
RD-8	Material Handling & Inventory Control II	3
RD-11	Retail Sales II	4
RS-09	Personal Success Skills	2
BM-4	Marketing Essentials	3
		15

TERM III		Credits
RS-10	Employer Expectations	2
BM-2	Receiving & Merchandising	3
RD-7	Customer Relations II	3
RD-13	Retail Recordkeeping & Store Operations	4
RD-14	E-Commerce	3
		15

Culinary Arts - Kitchen Helper

848 hours, 29 credits, 2 terms, 8 months | Maximum class size: 15

The Kitchen Helper diploma program provides instruction in entry-level skills essential in kitchen maintenance, sanitation, production and safety necessary for employment in food service operations.

General Entrance Requirements

Students must be able to follow instructions and meet the health standards mandated by local and state government and must be free of any food allergies that would prevent working in the food service industry.

Instructional Equipment

Instructional equipment includes, but is not limited to, flat-top range, deep fryer, convection oven, steam-jacketed kettle and various audio/visual equipment.

Employment Opportunities

Graduates are qualified for entry-level culinary arts positions with schools, hospitals, motels, restaurants, fast-food outlets, caterers and other food service operations.

Courses

TERM I		Credits
CA-010	Careers In Food Service	1
CA-020	Professional Growth & Development Application I	2
CA-035	Food Sanitation and Safety	3
CA-050	Kitchen Maintenance	3
CA-060	Introduction to Preparation and Service of Foods	5
CA-101	Tools and Stationary Equipment	1
RS-10	Employer Expectations	2
		17

TERM II		Credits
CA-107	Professional Growth & Development Application II	1
CA-160	Practical Kitchen Operations	6
CA-080	Kitchen Helper Practicum	5
		12

Materials Management and Distribution

1008 hours, 35 credits, 2 terms, 8 months — Maximum class size: 15

The Materials Management and Distribution diploma program prepares students for a variety of positions in business and industry. The program provides instruction in receiving, storing, sorting, packing, shipping, freight handling and controlling of products and materials using computers and electronic devices. In addition, students will be introduced to a variety of industrial lift trucks and materials handling equipment.

General Entrance Requirements

The student should be able to lift up to 70 pounds, walk, stand for extended periods, bend, squat and go up/down ladders. In addition, the ability to read, do basic math, follow instructions, use equipment and computers, the ability to get along with others and to be a team player is also required.

Instructional Equipment

Instructional equipment includes, but is not limited to, hand-trucks and dollies, industrial lift trucks (manual and powered), storage racks and pallet loads, steel shelving, scales, carton sealing equipment, stretch wrap and banding equipment, rolling safety ladders, carton cutting tools, pry bars, calculators, computer systems and electronic devices used for bar codes, scanning, automatic identification and tracking of products and materials.

Employment Opportunities

This program prepares students for employment in a variety of entry-level positions in both the manufacturing and service industries. Some of the positions available to graduates of this program are: material handlers/dock workers, physical distribution specialists, transportation technicians, order processing clerks, order selectors, shipping & receiving agents, production & inventory control technicians, purchasing assistants and materials handling equipment operators. Retail and wholesale stores, distribution centers, manufacturers, transportation companies, public warehousing services, hospitals, universities, U.S. Dept. of Defense supply depot and agencies of the federal and state government are in need of skilled materials management & distribution workers.

Courses

TERM I		Credits
MM-101	Professional Development I	2
MM-108	Materials Handling Equipment I	1
MM-115	Computers and Information Management I	3
MM-120	Receiving and Storage I	4
MM-121	Inventory Management and Shipping I	4
RS-11	Basic Keyboarding	2
		16

TERM II		Credits
MM-201	Professional Development II	1
MM-208	Materials Handling Equipment II	3
MM-215	Computers and Information Management II	4
MM-220	Receiving and Storage II	2
MM-221	Inventory Management and Shipping II	3
MM-222	Purchasing and Transportation	3
BE-33	Word Processing	3
		19

Nurse Aide

348 hours, 1 term, 4 months | Maximum class size: 10

The Nurse Aide diploma program provides instruction in basic nursing assistant skills and principles of restorative care. The overall objective is to provide the training necessary to deliver caring service and respect to residents of a care facility. Students participate in a clinical experience.

General Entrance Requirements

Students must be able to follow written and oral instructions, stand for extensive periods, walk, bend, push, pull and lift and carry 40 pounds. A basic knowledge of addition, subtraction, multiplication, division and the use of fractions is essential. Students must have the desire and ability to learn to provide personal care such as feeding, bathing, dressing and toileting. Students must be able to read and understand complex instructional material in the areas of safety and the use of medical equipment. Students should possess good communication skills in order to convey patient information to others. Students must exercise good judgment, self-control, honesty, integrity, time management and decision-making skills. All students must successfully pass a criminal background investigation, have documentation of a physical examination (within the previous year) indicating no evidence of communicable disease and a negative Two step Mantoux test for tuberculosis prior to admission to the program.

Instructional Equipment

Instructional equipment includes, but is not limited to, manual and electric hospital beds, patient mannequins, mechanical patient lifts, wheelchairs, computers and vital signs equipment.

Employment Opportunities

Graduates are prepared for entry-level positions in hospitals, home health nursing, hospice, private-duty care, attendant care, personal care homes and rehabilitation facilities. Graduates will be able to sit for the "Competency Evaluations for Nurses Aides in Pennsylvania" examination. Successful completion of the competency test meets Omnibus Budget Reconciliation Act (1987) regulations and will certify the graduate for entry-level employment in nursing homes and long-term care facilities.

Courses

TERM I		Hours
NA-11	Introduction to Health Care	45.8 hours
NA-12	Personal Care and Basic Nursing Skills	156.2 hours
NA-13	Principles of Restorative Care	28 hours
NA-14	Mental Health/Social Service Needs	22 hours
NA-15	Clinical Training	96 hours
		348 hours

Office Technology

1104 hours, 51 credits, 3 terms, 12 months — Maximum class size: 30

The Office Technology diploma program provides instruction in basic, entry-level skills and knowledge of clerical and recordkeeping office work. Office Technology is a Program of Study participant.

General Entrance Requirements

The student should be able to follow instructions and read required texts and manuals. Basic arithmetic and reading skills are essential.

Instructional Equipment

Instructional equipment includes, but is not limited to, personal computers, calculators, telephones, copy machines and audio/visual equipment.

Employment Opportunities

This program provides training for entry-level employment in clerical/recordkeeping occupations, including office and administrative assistant, data entry and information processing, couriers and messengers, office machine and communications equipment operator, postal service clerk, library clerk, catalog clerk/order clerk, sales and related occupations, receptionist, switchboard operator/telephone call center, customer service representative, receptionist and information clerk and other related positions.

Courses

TERM I		Credits
RS-04	English Composition	3
BE-21	Accounting I	3
MA-90	Foundations of Mathematics	3
RS-09	Personal Success Skills	2
BE-29	Keyboarding	3
BE-44	Introduction to Windows	3
		17

TERM II		
RS-01	Business Communications	3
BE-37	Data Entry	2
BE-35	Accounting II	3
BE-23	Records Management	2
BE-33	Word Processing	3
BE-18	Machine Transcription	2
RS-06	Intro to Public Speaking	3
		18

TERM III		Credits
RS-10	Employer Expectations	2
BE-24	Office Applications	4
BE-50	Computerized Recordkeeping	2
BE-32	Advanced Word Processing	3
BE-51	Excel Basics	3
BE-52	Interpersonal Skills & Customer Service	2
		16

Printing Technology

1,216 hours, 45 credits, 3 terms, 12 months — Maximum class size: 15

The Printing Technology diploma program provides instruction in basic entry-level skills in operating duplicators, platemakers, paper cutters, collators and binders. Printing Technology is a Program of Study participant.

General Entrance Requirements

Students should be able to follow written and oral instructions, have a working knowledge of basic math skills, follow safety procedures, work as a member of a team and translate rough copy to print. It is also recommended that students be able to stand, walk, lift and bend for extended periods of time.

Instructional Equipment

Instructional equipment includes, but is not limited to, duplicating presses, digital duplicator, large format printer, sublimation printing, mug presses, clam shell presses, laminator, cameras, binding equipment, digital substrate cutter, scanner, and computer design software.

Employment Opportunities

Graduates will be qualified for entry-level employment in an array of printing shops including industries that have their own printing departments such as hospitals, colleges, banks and state and federal agencies.

Courses

TERM I		Credits
OP-101	Pre-Press Applications & Procedures I	4
OP-103	Press Applications & Procedures I	3
OP-105	Post-Press Applications & Procedures I	5
MA-80	Practical Mathematics	2
		14

TERM II		
OP-201	Pre-Press Applications & Procedures II	3
OP-203	Press Applications & Procedures II	5
OP-205	Post-Press Applications & Procedures II	4
RS-10	Employer Expectations	2
		14

TERM III		Credits
OP-301	Pre-Press Applications & Procedures III	6
OP-303	Press Applications & Procedures III	7
OP-307	Post-Press Applications & Procedures III	4
		17

Small Engine and Equipment Repair

1,264 hours, 47 credits, 3 terms, 12 months — Maximum class size: 15

The Small Engine and Equipment Repair diploma program provides instruction in entry-level skills in the service and repair of a wide variety of small engines, repair and adjustment of related equipment and basic skills in sharpening a variety of household and industrial cutting tools and blades.

General Entrance Requirements

The student should be able to follow instructions and be able to read repair manuals and specification charts. It is important to have good manual and finger dexterity in at least one hand. Some lifting is required.

Instructional Equipment

Instructional equipment includes, but is not limited to, bench grinder, coil condenser tester, blade and engine monitor, engine lathe, arbor press, cylinder hone, computers and valve seal cutting machines.

Employment Opportunities

Graduates of this program may find entry-level employment in hardware stores, department stores, lumber yards, manufacturing firms and in shops which sell and service any device powered by a single-cylinder engine. Self-employment is also an option.

Courses

TERM I		Credits
SE-101	Shop Practice & Business Management I	3
SE-102	Engine Basics I	4
SE-105	Carburetion I	3
SE-107	Equipment I	4
		14

TERM II		
SE-201	Shop Practice & Business Management II	3
SE-202	Engine Basics II	4
SE-205	Carburetion II	3
SE-207	Equipment II	4
RS-10	Employer Expectations	2
		16

TERM III		Credits
SE-301	Shop Practice & Business Management III	3
SE-302	Engine Basics III	4
SE-305	Carburetion III	3
SE-307	Equipment III	4
TS-301	Tool Sharpening	3
		17

Course Descriptions

Course hours may vary due to program requirements

AD-110 Fundamentals of Drafting
(2 credits)
Course provides instruction in the use of instruments, lettering, geometric construction, fundamentals of drawing preparation, alphabet of lines, problems in geometric construction and construction of plane figures.

AD-111 Orthographic Views/Dimensioning
(4 credits)
Course provides instruction in three-dimensional relationships, orthographic projections, precedence of lines, selection of views, size and location dimensions and relationships relative to orthographic and pictorial views.

AD-112 Pictorial Drawings/Auxiliary Views & Sections
(2 credits)
Course provides instruction in the use of orthographics in developing isometric or oblique view methods of representation, true shape description, right- and left-hand auxiliary views, front and rear auxiliary views, true determination of the length of a line and principles of sectional views.

AD-210 Residential Design Theory & Floor Plans
(3 credits)
Course provides instruction in architectural drafting conventions to design and draft floor plans, primary considerations including orientation of the building to the site, individual room design, interior traffic flow, exterior design principles and the factors which influence the styling of a residence.

AD-211 Residential Elevations/Sections/Details
(4 credits)
Course provides instruction in exterior materials and methods of dimensioning elevation views, materials and application to wall sections.

AD-212 Perspective Drawings
(1 credit)
Course provides instruction in one- and two-point perspective drawings with emphasis on exterior building perspectives, concepts of scale, texture, rhythm, dominance and subordination, color, contrast and harmony.

AD-310 Field Practice/Survey Notes/Site Plan
(2 credits)
Course provides instruction in surveying instruments and application to performing site surveys, the interpretation of survey data and development of deed descriptions from which site plans are described, the establishment of contour lines and the manipulation of cuts and fills in the solution of various grading problems.

AD-311 Structural Framing Plans/Roof & Floor Design
(2 credits)
Course provides instruction in the production of contract drawings of roof and floor framing members, designs and calculations of open-web steel joists, roof and floor beams and columns.

AD-410 Commercial Plans/Elevations/Sections/Details
(3 credits)
Course provides instruction in the practical study of building construction techniques including preparing working drawings with emphasis on floor plans, building elevations, cross sections, structural wall sections, building code requirements, intersections of building components and the relationship of materials.

AD-412 Structural Design and Estimating
(3 credits)
Course provides instruction in the design and assembly of structural shapes that use bolted or welded connections and methods for calculating the estimated value of projects.

ADR-16 Mechanical Drafting
(6 credits)
Course provides advanced instruction in finer methods of dimensions and tolerances, parts design and methods of manufacture. More precise drawing procedures include limits, fits and tolerances, gears, cams, forging and casting design, detail and assembly working drawings.

ADR-17 Strength of Materials
(3 credits)
Course provides instruction in the calculation of allowable stresses of building and machine components using the AISC Manual of Standard Practices.

ADR-23 Machine Design
(6 credits)
Course provides comprehensive instruction for completing a set of functional drawings for a mechanical device.

ADR-24 Computer Numerical Control Programming
(3 credits)
Course provides instruction in fundamental procedures and programming language to control the operation of computer numeric control machine tools.

ADR-25 Rapid Prototyping - Stratasys FDM3000
(3 credits)
Course provides instruction in the fundamental procedures of model making using the Stratasys FDM3000 Rapid Prototyping Modeler.

ADR-26 Large Format Document Scanning Vectorization & Image Repair
(3 credits)
Course provides instruction in conversion of large format documents to electronic format via scanning and/or vectorization and provides practice in image enhancement.

ADR-27 Fundamentals of Piping Drafting
(1 credit)
Course provides instruction in the standards and techniques for creating basic piping layouts, schematics and double line pipe drawings. First introducing the student to the components of piping systems (fittings, valves, equipment), then how the components are fit together to create the various types of pipe drawings used in the industry.

ADR-28 Fundamentals of Development Drafting
(1 credit)
Course provides instruction in the standards and techniques for creating basic sheet metal development layouts, and to apply CADD methods of drawing to cover sheet metal patterns, flat patterns and development drawings.

ADR-29 Fundamentals of Welding Drafting
(2 credits)
Course provides instruction in the standards and techniques for creating basic welding symbols and their applications and weldment drawings as used in the industry. (Prerequisite: CD-100 Basic CADD1)

AT-101 Shop Fundamentals
(3 credits)
Course provides introductory instruction in automotive shop safety, tool identification, measurements and restoration of threads.

AT-102 Engine Repair
(4 credits)
Course provides instruction in automobile engine and oil types and purposes, how to disassemble/reassemble complete engines and identify cooling system components.

AT-104 Brake Systems
(4 credits)
Course provides introductory instruction in the identification of automobile brake systems.

AT-106 Vehicle Service/Maintenance
(4 credits)
Course provides instruction in the servicing of automobiles including checking/changing of fluids, identifying tire wear and basic automobile care.

AT-203 Electrical/Electronics I
(6 credits)
Course provides instruction in charging and starting systems including repairing and/or replacing batteries, starters, generators and alternators.

AT-205 Steering/Suspension II
(5 credits)
Course provides instruction in the repair and maintenance of the chassis and suspension systems of an automobile ranging from lubrication to linkage, ball joints and shocks.

AT-207 Engine Performance I
(3 credits)
Course provides instruction in fuel, engine and exhaust systems and their relationship to engine performance.

AT-208 PA Vehicle Safety Certification
(3 credits)
Course provides instruction in the Pennsylvania Motor Vehicle Inspection Code and preparation for certification in the inspection of Class I vehicles.

AT-303 Electrical/Electronics II
(3 credits)
Course provides instruction in the diagnosis and repair of the automobile charging system.

AT-307 Engine Performance II
(4 credits)
Course provides instruction in troubleshooting the fuel system, computerized engine controls and exhaust systems of the automobile.

AT-309 Manual Drive Train & Axles
(3 credits)
Course provides instruction in the servicing of standard and/or automatic transmissions, clutch service, U-Joint and axle bearings.

AT-311 Practical Automotive Technology Operations
(5 credits)
Course provides instruction in service writing skills, labor operations, estimating, customer relations and job site preparedness skills.

BE-11 Principles of Business
(3 credits)
Course provides instruction in the interaction between government, business and consumers.

BE-13 Anatomy and Physiology I
(3 credits)
Course provides instruction in the integration and function of muscular, circulatory, nervous and respiratory systems including cellular composition.

BE-14 Anatomy and Physiology II
(3 credits)
Course provides instruction in the integration and function of the digestive, urinary, reproductive and endocrine systems.

BE-15 Medical Terminology I
(3 credits)
Course provides instruction in medical terminology including spelling, root words, suffixes, prefixes and definitions.

BE-16 Medical Terminology II
(3 credits)
Course provides intermediate instruction in medical terminology including word components and their application to systems of the body in health and disease. (Prerequisite: BE-15 Medical Terminology I)

BE-18 Machine Transcription
(2 credits)
Course provides introductory instruction in transcription.

BE-19 Medical Machine Transcription
(2 credits)
Course provides intermediate instruction in the use of transcription devices used by medical and health providers.

BE-20 Medical Office Procedures
(4 credits)
This introductory course provides instruction in the history of medicine, professional behavior in the medical office, office environment and daily operations in a medical office, telephone techniques, scheduling appointments manually and by computer and basic pharmacology.

BE-21 Accounting I
(3 credits)
Course provides instruction in accounting concepts and principles as applied to business.

BE-23 Records Management
(2 credits)
Course provides instruction in filing rules which pertain to cards and correspondence in alphabetic, geographic and numeric filing systems.

BE-24 Office Applications
(4 credits)
Course provides instruction in office procedures including business transactions, the operation and maintenance of office equipment and telephone techniques.

BE-29 Keyboarding
(3 credits)
Course provides instruction in use of the keyboard with an emphasis on speed and accuracy.

BE-32 Advanced Word Processing
(3 credits)
Course provides advanced instruction in computer operations including word processing, correspondence and preparation of business documents. (Prerequisite: BE-33 Word Processing)

BE-33 Word Processing
(3 credits)
Course provides instruction in the concepts and application of word/information processing. (Prerequisite: BE-29 Keyboarding)

BE-35 Accounting II
(3 credits)
Course provides instruction in business accounting transaction procedures including payroll records and deductions, financial statements and use of worksheets. (Prerequisite: BE-21 Recordkeeping I)

BE-37 Data Entry
(2 credits)
Course provides instruction in data entry procedures including computer concepts, efficiency and accuracy.

BE-38 Spreadsheet Applications
(3 credits)
Course provides instruction in the use and design of electronic spreadsheets, databases and graphics.

BE-42 Medical Insurance Billing
(2 credits)
Course provides instruction in insurance form preparation for Medicare and Medicaid including universal claim forms used by Blue Shield, private and nonprofit insurance agencies and workers compensation insurance applying ICD-9-CM and CPT coding system.

BE-44 Introduction to Windows
(2 credits)
Course provides instruction in the use of the Windows operating system.

BE-47 Administrative Medical Office
(3 credits)
Course provides instruction in ethics, law and confidentiality as related to health care, patient reception and processing, medical records management, banking services and procedures, hand washing techniques, infection control and blood borne pathogens.

BE-48 Computerized Medical Office
(2 credits)
Course introduces students to the concepts and skills required for administrative medical office computer usage in the reception area for scheduling appointments, medical office billing, and patient accounting. Students will learn the general flow of information in a medical office and the role computers play.

BE-49 Medical Office Assistant Procedures
(3 credits)
Course provides instruction in CPR, basic first aid, vital signs and basic electro-cardiography. This course prepares the students for possible job placement by revisiting previously introduced competencies and performing job site preparedness skills. When available, the student could have the opportunity to work in a medical office environment.

BE-50 Computerized Recordkeeping
(2 credits)
Course provides instruction in the use of computer software as applied to accounting concepts and business principles.

BE-51 Excel Basics
(3 credits)
Course provides instruction in the basic fundamentals of using Excel in a business office.

BE-52 Interpersonal Skills & Customer Service
(2 credits)
Course provides instruction in psychological principles that influence the behavior of people, and principles of providing excellent customer service.

BM-2 Receiving & Merchandising
(3 credits)
Course provides instruction in merchandising products through preparation, presentation and proper placement, and the efficient handling of incoming merchandise and related competencies including the processing of receiving records, checking methods and returns and claims.

BM-4 Marketing Essentials
(3 credits)
Course provides instruction in dynamic marketing activities that focus on the customer to generate a profitable exchange. Students as marketers will achieve this goal by developing a plan of action that consists of the “Four P’s,” product, place, price and promotion.

BR-9 Welding/Brazing
(1 credit)
Course provides instruction in tools, equipment and the techniques used in arch, oxyacetylene welding and burning.

BR-101 Building Repair I
(8 credits)
Course provides instruction in safety, tools/equipment and materials used in masonry, electrical, carpentry, plumbing, painting and cleaning of commercial facilities.

BR-102 Seasonal Grounds Keeping I
(3 credits)
Course provides instruction in safety, identification and operation of tools and equipment and the basics of building and grounds maintenance.

BR-103 Mechanical Maintenance I
(3 credits)
Course provides instruction in safety, operation and maintenance of tools and power equipment used in building and grounds maintenance.

BR-201 Building Repair II
(8 credits)
Course provides intermediate instruction in maintenance and repairs to the interior of a building including carpentry, electricity, plumbing, painting and masonry. (Prerequisite: BR-101 Building Repair I)

BR-202 Seasonal Grounds Keeping II
(3 credits)
Course provides instruction in the operation of mowers, snow removal equipment, and lawn/landscape installation and maintenance. (Prerequisite: BR-102 Seasonal Grounds Keeping I)

BR-203 Mechanical Maintenance II
(3 credits)
Course provides instruction in troubleshooting operational problems that can occur with building and grounds maintenance equipment. (Prerequisite: BR-103 Mechanical Maintenance I)

BR-301 Building Maintenance Applications
(7 credits)
Course provides instruction in the identification and resolution of building maintenance problems.

BR-302 Building Maintenance Operations
(6 credits)
Course provides instruction in the skills needed for labor operations, customer relations and workplace procedures. Students participate in workplace experiences through practicums.

CA-010 Careers In Food Service
(1 credit)
Course provides instruction in types of restaurants, institutional establishments and career opportunities in the food service industry.

CA-020 Professional Growth & Development Application I
(3 credits)
Course provides instruction in professional growth and development. Student progress is determined through instruction, counseling and evaluation.

CA-035 Food Sanitation and Safety
(3 credits)
Course provides instruction and application in food service sanitation and safety practices.

CA-050 Kitchen Maintenance
(3 credits)
Course provides instruction in the care and cleaning of floors, walls, utensils, pots, and pans, worktables and venting equipment.

CA-060 Introduction to Preparation & Service of Food
(4 credits)
Course provides instruction in pre-preparation, basic preparation and serving/portioning of food.

CA-080 Kitchen Helper Practicum
(5 credits)
Course provides instruction and the supervised application of kitchen helper techniques for maximizing occupational competence.

CA-100 Foods I
(5 credits)
Course provides instruction for entry-level practical preparation of food including pre-preparation of ingredients and preparing, portioning, and serving stocks, soup, sandwiches, meats, seafood, breakfast items, salads/salad dressings, vegetables and potatoes/pasta/rice.

CA-101 Tools and Stationary Equipment
(1 credit)
Course provides instruction in the identification and safe use of tools and stationary equipment.

CA-102 Weights and Measures/Recipe Conversion
(2 credits)
Course provides instruction and application in the use of scales, volume measuring devices and conversion of formulas and recipes.

CA-105 Baking I
(4 credits)
Course provides instruction in the preparation of pies, cakes, rolls, breads, pastries and quick breads.

CA-107 Professional Growth and Development Application II
(1 credit)
Course provides intermediate instruction in employee and work skills, methods and techniques. (Prerequisite: CA-020 Professional Growth and Development I)

CA-113 Culinary Nutrition
(2 credits)
Course provides instruction in the principles of nutrition including identifying and utilizing nutrition, storage, the use and issuing of documents and mathematical computations.

CA-119 Food Service Math
(3 credits)
Course provides instruction in Food Service Math principles necessary for advanced/supervisory/management Culinary Arts personnel including math principles, operational procedures, budget management and purchasing.

CA-125 Technical Communications for Food Service Professionals
(3 credits)
Course provides instruction and practical applications in the area of communications in the culinary field.

CA-135 Food Sanitation and Safety
(3 credits)
Course provides instruction in food service sanitation and safety including the identification and application of proper food sanitation and safety practices including ServSafe Sanitation Certification training.

CA-160 Practical Kitchen Operations
(6 credits)
Course provides instruction in independent practical kitchen operations including dish room operations, scullery, basic food preparation, service of food, elementary bake shop practice, personal hygiene, kitchen safety and sanitation.

CA-200 Foods II
(5 credits)
Course provides intermediate instruction in the preparation and serving of food items. (Prerequisite: CA-100 Foods I)

CA-204 Marketing and Menu Writing
(3 credits)
Course provides instruction in the principles of menu writing and marketing.

CA-205 Table Service
(2 credits)
Course provides instruction and application in the principles of table service.

CA-206 Supervisory Management
(3 credits)
Course provides instruction in the principles and techniques necessary to manage personnel, budgets and purchasing.

CA-207 Professional Growth and Development Application III
(1 credit)
Course provides advanced instruction and application of employee leadership skills. (Prerequisite: CA-107 Professional Growth and Development II)

CA-208 Baking II
(5 credits)
Course provides intermediate instruction in bakeshop production. (Prerequisite: CA-105 Baking I)

CA-209 Cooking Practicum
(5 credits)
Course provides instruction and the supervised application of culinary arts techniques for maximizing occupational competence.

CA-300 Foods III
(4 credits)
Course provides advanced instruction and application of techniques for food preparation. (Prerequisite: CA-200 Foods II)

CD-100 Basic CADD I
(2 credits)
Course provides instruction in computer operating systems, CADD terminology, entity creation and modification to produce elementary three-view drawings.

CD-200 CADD II
(3 credits)
Course provides instruction in the standards and techniques for layering and efficient drawing production including CADD library development and the use of attributes. (Prerequisite: CD-100 Basic CADD I)

CD-300 CADD III
(3 credits)
Course provides instruction in advanced techniques for rapid development of working drawings and three-dimensional solid modeling techniques. (Prerequisite: CD-200 CADD II)

CD-400 CADD IV
(3 credits)
Course provides advanced instruction in customization techniques to increase the efficiency of CADD software and three dimensional solid modeling assembly techniques. (Prerequisite: CD-300 CADD III)

CS-2 Computer Architecture I
(4 credits)
Course provides an introduction into the theory of computer systems operations and the integration of computer components.

CS-4 Computer Architecture II
(4 credits)
Course provides instruction in the practical application and operations of computer systems operation and the integration of computer components.

CS-8A Practicum I
(2 credits)
Course provides instruction and application of AST Networking and Telecommunications Technology curriculum and theory through hands-on experience including troubleshooting and maintaining computer and telephone software and hardware.

CS-8B Practicum II
(2 credits)
Course provides advanced instruction and application in field service work as it applies to the computer and telecommunications market.

CS-11 Operating Systems I
(4 credits)
Course provides instruction in operating systems used for microcomputers.

CS-12 Operating Systems II
(4 credits)
Course provides advanced instruction in microcomputer operating systems.
(Prerequisite: CS-11 Operating Systems I)

CS-13 Residential Infrastructure
(4 credits)
Course provides instruction in the residential integration industry including comprehensive information on the various applications to include voice, data, video, security, home automation, Internet and the basics of residential telecommunication construction and cabling.

CS-14 Networking Essentials
(5 credits)
Course provides instruction in the technology supporting Local Area Network Systems and PBX Telcom Systems.

CS-15 Cabling I
(5 credits)
Course provides instruction in the working knowledge of copper cable systems and the cabling components.

CS-16 Cabling II
(5 credits)
Course provides instruction in the working knowledge of fiber optic cabling systems and the cabling components.

CS-17 Server Technology
(4 credits)
Course provides instruction in the working knowledge of Windows Server Architecture, Active Directory Services, Security Services, Network Services, Availability Services, File and Print Services and Application Services.

CS-18 Emerging Technologies
(4 credits)
Course examines technologies of the past, the evolution of technologies, and investigates new technologies in the networking and telecommunications fields.

DL-1 Introduction to Dental Laboratory Technology
(4 credits)
Course provides instruction in the history of dental laboratories, basic tooth morphology and dental anatomy.

DL-2 Introduction to Full Denture Construction
(4 credits)
Course provides instruction in the theory and practice of full denture construction including models, trays, bite blocks, repairs, relines and articulating.

DL-3 Advanced Full Denture Construction
(5 credits)
Course provides instruction in the setting of teeth, wax-ups, investing, packing, finishing and polishing of full dentures.

DL-4 Acrylic Partial Denture Construction
(5 credits)
Course provides instruction in the theory and practice of flipper construction, wrought-wire, surveying, designing, duplicating, setup, investing and packing and finishing and polishing of acrylic partial dentures.

DL-5 Cast Chrome Frameworks
(5 credits)
Course provides instruction in the practical application of cast chrome cobalt, including designing, surveying, casting, finishing, setting and investing of acrylic work for framework.

DL-6 Crown and Bridge
(5 credits)
Course provides instruction in the construction of single crowns, all metal bridges, inlays and outlays, die and model preparation, casting, finishing, single and multiple unit veneers, investing and spruing and metal polishing.

DL-7 Advanced Crown and Bridge
(5 credits)
Course provides instruction in the construction of frameworks for porcelain fused to metal.
(Prerequisite: DL-6 Crown and Bridge)

DL-8 Ceramics
(5 credits)
Course provides instruction in the theory and application of opaquing, porcelain buildups, carving, staining and glazing, framework and its construction.

DL-9 Special Prosthesis
(5 credits)
Course provides instruction in the theory and practice of special prosthetic appliances including bite openers, night guards, TMJ appliances and obturators.

MA-80 Practical Mathematics
(2 credits)
Course provides instruction in basic applied mathematics.

MA-90 Foundation of Mathematics
(3 credits)
Course provides instruction in the four basic operations, writing and solving fractions and mixed number problems, decimals, rates, ratios and percents.

MA-100 Vocational Mathematics
(3 credits)
This course, taken in conjunction with MA 101, provides instruction in writing and solving fractions and mixed number problems, decimals and integers in preparation for algebraic use in solving real world application problems.

MA-101 Pre-Algebra
(3 credits)
This course, taken in conjunction with MA 100, provides instruction in the mechanics of integer usage and algebraic expressions including an introduction to linear equations and their applications, exponents and variation.

MA-201 Algebra & Trigonometry
(4 credits)
Course provides instruction in problem-solving skills using algebraic concepts and trigonometric functions in practical applications including measurement of angles by degrees and radians, definitions, graphs of natural trigonometric functions, right and oblique triangles.

MA-301 Technical Mathematics I
(3 credits)
Course provides instruction in applied mathematics for the drafting programs including trigonometry, geometrical graphing, and calculations of plane and solid geometric shapes.

MA-401 Technical Mathematics II
(3 credits)
Course provides instruction in applied mathematics for the drafting programs including force systems, measurement conversions and stress calculations of building members and structures. (Prerequisite: MA-301 Technical Mathematics I)

MM-101 Professional Development I
(2 credits)
Course provides instruction in career opportunities, professional associations and work behaviors including employee responsibilities.

MM-108 Materials Handling Equipment I
(1 credit)
Course provides instruction in non-powered materials handling equipment, lifting techniques, body mechanics and building physical stamina.

MM-115 Computers and Information Management I
(3 credits)
Course provides instruction in the preparation and interpretation of forms and documents used to identify, control and track products and materials, and computer application programs including data entry, filing systems and math applications.

MM-120 Receiving and Storage I
(4 credits)
Course provides instruction in unloading carriers, inspecting inbound shipments, material handling, receiving records, marketing and coding of products, computerized data entry, warehouse location systems, storage equipment, math applications and safety procedures.

MM-121 Inventory Management and Shipping I
(4 credits)
Course provides instruction in inventory control systems, cycle counting, stock turns, processing transactions, interpreting reports, order processing and completion, invoicing, packaging for shipment, customer service, computerized data entry and safety procedures.

MM-201 Professional Development II
(1 credit)
Course provides instruction in successful work behaviors, opportunities for advancement, continuing education, human relationships, integrity, interpersonal skills and problem solving. (Prerequisite: MM-101 Professional Development I)

MM-208 Materials Handling Equipment II
(3 credits)
Course provides instruction and the application of powered materials handling equipment including safety and efficient operating procedures. (Prerequisite: MM-108 Materials Handling Equipment I)

MM-215 Computers and Information Management II
(4 credits)
Course provides advanced instruction in the preparation and interpretation of forms and documents, computer application programs, math applications, filing systems, automatic identification and individualized customizing of services. (Prerequisite: MM-115 Computers and Information Management I)

MM-220 Receiving and Storage II
(2 credits)
Course provides instruction in filing claims for loss and damage, returns, business ethics, streamlining procedures, math and computer applications, problem solving, hazardous materials, space requirements, security procedures, storage environments and safety procedures. (Prerequisite: MM-120 Receiving and Storage I)

MM-221 Inventory Management and Shipping II
(3 credits)
Course provides advanced instruction in inventory control systems, inventory analysis, inventory valuation, property assets, bar coding, automatic identification and automatic data collection, materials requirements planning, math and computer applications, packaging and shipping materials, bills of lading, shipping instructions, loading carriers, hazardous materials and safety procedures. (Prerequisite: MM-121 Inventory Management and Shipping I)

MM-222 Purchasing and Transportation
(3 credits)
Course provides instruction in organizational and industrial purchasing, selecting supply sources, math and computer applications, purchase orders, evaluating vendor service levels, internal customers, responsibilities, ethics, laws and regulations, policies and procedures, internal sites and transportation methods as related to shipping of customer products.

NA-11 Introduction to Health Care
(45.8 hours)
Course provides instruction in the legal and ethical standards of care, communication styles, emergency procedures, infection control and maintaining the rights and dignity of residents.

NA-12 Personal Care & Basic Nursing Skills
(156.2 hours)
Course provides instruction in basic nutrition, therapeutic diets, overview of common geriatric population diseases and maintaining residents' basic needs.

NA-13 Principles of Restorative Care
(28 hours)
Course provides instruction in range of motion, promoting independence, body mechanics, transfer techniques, adaptive equipment and rehabilitation skills.

NA-14 Mental Health/Social Service Needs
(22 hours)
Course provides instruction in the aging process, helping residents maintain independence, age-appropriate activities and providing services to residents with cognitive impairments.

NA-15 Clinical Training
(96 hours)
Course provides instruction in directed practice in a nursing home setting.

OP-101 Pre-Press Applications and Procedures I
(4 credits)
Course provides basic instruction in the application of concepts and procedures of pre-press operations.

OP-103 Press Applications and Procedures I
(3 credits)
Course provides basic instruction in the application of concepts and procedures of press operations.

OP-105 Post-Press Applications and Procedures I
(5 credits)
Course provides basic instruction in the application of concepts and procedures of post-press operations including collation and bindery.

OP-201 Pre-Press Applications and Procedures II
(3 credits)
Course provides intermediate instruction in the application of concepts and procedures of pre-press operations.

OP-203 Press Applications and Procedures II
(5 credits)
Course provides intermediate instruction in the application of concepts and procedures of press operations.

OP-205 Post-Press Applications and Procedures II
(4 credits)
Course provides intermediate instruction in the application of concepts and procedures of post-press operations including collation and bindery.

OP-301 Pre-Press Applications and Procedures III
(6 credits)
Course provides advanced instruction in the application of concepts and procedures of pre-press operations.

OP-303 Press Applications and Procedures III
(7 credits)
Course provides advanced instruction in the application of concepts and procedures of press operations.

OP-307 Post-Press Applications and Procedures III
(4 credits)
Course provides advanced instruction in the application of concepts and procedures of post-press operations including collation and bindery.

RD-1 Equipment & Pricing
(3 credits)
Course provides instruction in the maintenance and use of retail equipment including counter equipment, vending machines and price marking tools.

RD-2 Customer Relations I
(3 credits)
Course provides instruction in personal hygiene and grooming, communications and customer interaction.

RD-4 Material Handling & Inventory Control I
(3 credits)
Course provides instruction in handling, displaying and stocking merchandise.

RD-5 Cash Register Operations
(3 credits)
Course provides instruction in cash register operation.

RD-6 Retail Sales I
(3 credits)
Course provides instruction in sales techniques for use in department stores, convenience stores and restaurants.

RD-7 Customer Relations II
(3 credits)
Course provides comprehensive instruction in all phases of customer/salesperson interactions. (Prerequisite: RD-2 Customer Relations I)

RD-8 Material Handling & Inventory Control II
(3 credits)
Course provides advanced instruction in methods and techniques for procurement and inventory control. (Prerequisite: RD-4 Materials Handling & Inventory Control I)

RD-11 Retail Sales II
(4 credits)
Course provides instruction in the use of sales techniques, which are applied in the school's store. (Prerequisite: RD-6 Retail Sales I)

RD-13 Retail Recordkeeping & Store Operations
(4 credits)
Course provides instruction in basic financial records used by retail businesses such as inventory records, sales records, expense records and financial statements in order to evaluate the performance of the business operation. Course provides instruction in how to successfully work in and operate a "school" store including business functions and the skills and attitudes required in any job.

RD-14 E-Commerce
(2 credits)
Course provides instruction in entry-level business activities via the Internet. Business activities include purchasing, selling, promoting, product research, competition research and customer service. Students will learn the pros and cons of "e-retailing" and be made aware of career opportunities in this fast growing retail field.

RS-01 Business Communications
(3 credits)
Course provides instruction in communication practices, electronic communication including business e-mail and attachments, routine business correspondence, positive, informative, negative, persuasive messages.

RS-02 Communications
(3 credits)
Course provides instruction in speech and writing skills for communication including punctuation, nouns and verbs.

RS-04 English Composition
(3 Credits)
Course provides instruction in communication through written composition including spelling, punctuation and sentence syntax.

RS-06 Public Speaking
(3 credits)
Course provides instruction in the fundamentals of speech preparation and presentation.

RS-07 Psychology
(2 credits)
Course provides introductory instruction in principles of psychology.

RS-08 Sociology
(2 credits)
Course provides instruction in the concepts of sociology with emphasis on group interactions and relationships.

RS-09 Personal Success Skills
(2 credits)
Course provides instruction in learning techniques and goal setting.

RS-10 Employer Expectations
(2 credits)
Course provides instruction in interpersonal skills, attitudes and effective work behaviors necessary for obtaining and maintaining employment and career advancement.

RS-11 Basic Keyboarding
(2 credits)
Course provides basic instruction in the use of the keyboard in computer applications.

SE-101 Shop Practice & Business Management I
(3 credits)
Course provides instruction in safety skills, tools of the trade, parts selection, inventory control and management of a small engine shop.

SE-102 Engine Basics I
(4 credits)
Course provides instruction in the operation, tear-down, reassembly, measuring, inspection, repair of two-cycle and four-cycle engines and diesel theory and operation.

SE-105 Carburetion I
(3 credits)
Course provides instruction in the theory and service repair of carburetion and fuel systems.

SE-107 Equipment I
(4 credits)
Course provides instruction in the repair, troubleshooting and service of small engine equipment.

SE-201 Shop Practice & Business Management II
(3 credits)
Course provides intermediate instruction in safety skills, management of a small engine shop, parts selection, inventory control and engine repair. (Prerequisite: SE-101 Shop Practice & Business Management I)

SE-202 Engine Basics II
(4 credits)
Course provides intermediate instruction in the operation, tear down, reassembly, inspection and repair of two-cycle and four-cycle engines and diesel theory and operation. (Prerequisite: SE-102 Engine Basics I)

SE-205 Carburetion II
(3 credits)
Course provides intermediate instruction in the theory and service repair of carburetion and fuel systems. (Prerequisite: SE-105 Carburetion I)

SE-207 Equipment II
(4 credits)
Course provides intermediate instruction in the service, troubleshooting and repair of lawn, garden and light recreational equipment. (Prerequisite: SE-107 Equipment I)

SE-301 Shop Practice & Business Management III
(3 credits)
Course provides advanced instruction in practicing safety skills, parts selection, management of a small engine shop and inventory control. (Prerequisite: SE-201 Shop Practice & Business Management II)

SE-302 Engine Basics III
(3 credits)
Course provides advanced instruction in the operation, tear down, reassembly, inspection and repair of two-cycle and four-cycle engines and diesel theory and operation. (Prerequisite: SE-202 Engine Basics II)

SE-305 Carburetion III
(3 credits)
Course provides advanced instruction in the theory and service repair of carburetion and fuel systems. (Prerequisite: SE-205 Carburetion II)

SE-307 Equipment III
(4 credits)
Course provides advanced instruction in the service, troubleshooting, and repair of lawn, garden and light construction equipment. (Prerequisite: SE-207 Equipment II)

TS-301 Tool Sharpening
(3 credits)
Course provides instruction in the sharpening, setting and joining of cutting edges.

DIRECTIONS TO HIRAM G. ANDREWS CENTER

727 Goucher St., Johnstown, PA 15905

HGAC GPS coordinates for the visitor's parking lot: ***N 40.30235° W 78.94604°***

From the WEST via PENNSYLVANIA TURNPIKE

Exit #91 at Donegal
Proceed 0.2 miles on Route 31 East to Route 711 North
Follow Route 711 North thru Ligonier to Route 271 North
Proceed on Route 271 North approximately 13 miles to Johnstown thru Westmont
At traffic signal, turn right onto Goucher Street, look for green sign to HGAC
HGAC is 1.1 miles on right

From the EAST via PENNSYLVANIA TURNPIKE

Exit #146 at Bedford
Take Route 220 North to Route 56 West
Proceed 27 miles to intersection at Eisenhower Blvd.
Turn left and proceed 4.6 miles, look for green signs to HGAC
Turn left at traffic signal onto Route 403 South, stay in right lane
At next traffic signal, proceed straight up small hill and bear right to stop sign
Proceed to next traffic signal and turn left onto Goucher Street.
HGAC is 1.5 miles on left

From the SOUTH via PENNSYLVANIA TURNPIKE

Exit #110 at Somerset
Follow Route 219 North to Route 403 North, Davidsville exit
Follow Route 403 North thru Davidsville to 3rd traffic signal
Turn left at traffic signal, will see St. Andrew's Church
Proceed up small hill and turn right at stop sign
Proceed to next traffic signal and turn left onto Goucher Street.
HGAC is 1.5 miles on left

From the WEST via ROUTE 30

Follow 30 East to Route 711 North through Ligonier
Proceed on Route 271 North approximately 13 miles to Johnstown thru Westmont
At traffic signal, turn right onto Goucher Street, look for green sign to HGAC
HGAC is 1.1 miles on right

From the EAST via ROUTE 22

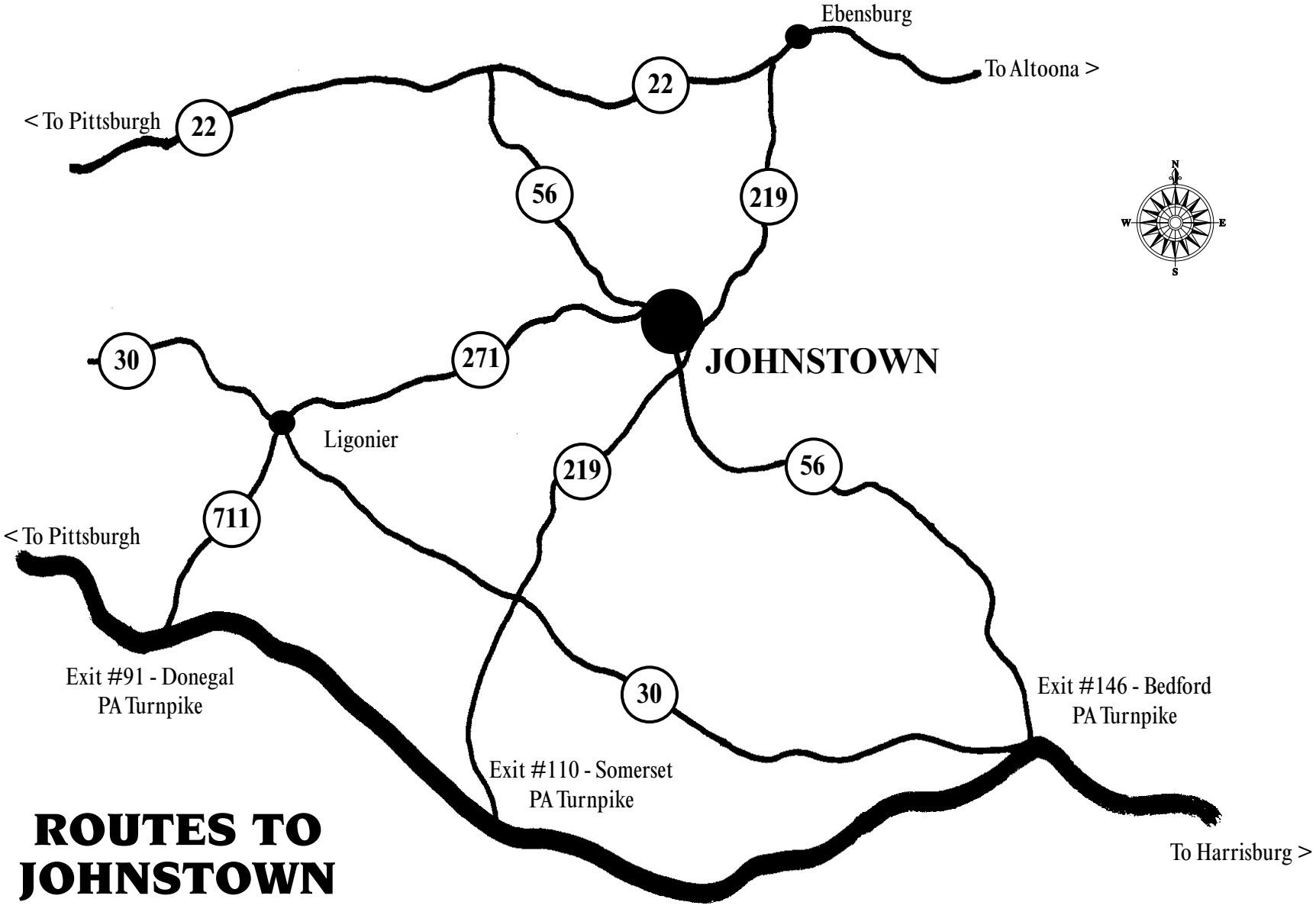
Follow Route 22 West through Ebensburg to Route 219 South
Follow Route 219 South to Route 56 East, Windber exit
Follow Route 56 East to 3rd traffic signal
Turn right onto Eisenhower Boulevard
Proceed 4.6 miles, & look for green signs to HGAC
Turn left at traffic signal onto Route 403 South, stay in right lane
At next traffic signal, proceed straight up small hill
Turn right at stop sign
Proceed to next traffic signal and turn left onto Goucher Street
HGAC is 1.5 miles on left

From the WEST via ROUTE 22

Follow Route 22 East to Route 56 East
Proceed approximately 10 miles to traffic signal at Fairfield Avenue
Turn left onto Fairfield Avenue and proceed to next traffic signal
Turn right onto D Street, D Street becomes Goucher Street
HGAC is 3.5 miles on the right

From the EAST via ROUTE 30

Follow Route 30 West to Route 219 North
Follow Route 219 North to Route 403 North, Davidsville exit
Follow Route 403 North thru Davidsville to 3rd traffic signal
Turn left at traffic signal, will see St. Andrew's Church
Proceed up small hill and turn right at stop sign
Proceed to next traffic signal and turn left onto Goucher Street
HGAC is 1.5 miles on left



ROUTES TO JOHNSTOWN

OVR District Offices

ALLENTOWN BVRS

45 North Fourth Street • Allentown, PA 18102 • (610) 821-6441 Voice • 1-800-922-9536 Voice • (610) 821-6144 TTY • 1-888-377-9207 TTY

Counties Served: Carbon, Lehigh, Monroe, Northampton

ALTOONA BVRS

1130 12th Avenue • Suite 500 • Altoona, PA 16601 • (814) 946-7240 Voice • 1-800-442-6343 Voice • (814) 949-7913 TTY • 1-866-320-7955 TTY

Counties Served: Bedford, Blair, Centre, Fulton, Huntingdon

ALTOONA BBVS

1130 12th Avenue • Suite 300 • Altoona, PA 16601 • (814) 946-7330 Voice • 1-866-695-7673 Voice • (814) 949-7956 TTY • 1-866-320-7956 TTY

Counties Served: Bedford, Blair, Cambria, Centre, Clinton, Columbia, Fulton, Huntingdon, Juniata, Lycoming, Mifflin, Montour, Northumberland, Snyder, Somerset, Union

DUBOIS BVRS

199 Beaver Drive • DuBois, PA 15801 • (814) 371-7340 Voice • 1-800-922-4017 Voice/TTY • (814) 371-7505 TTY

Counties Served: Cameron, Clearfield, Elk, Jefferson, McKean

ERIE BVRS

3200 Lovell Place • Erie, PA 16503 • (814) 871-4551 Voice • 1-800-541-0721 Voice • (814) 871-4535 TTY • 1-888-217-1710 TTY

Counties Served: Clarion, Crawford, Erie, Forest, Mercer, Venango, Warren

ERIE BBVS

4200 Lovell Place • Erie, PA 16503 • (814) 871-4401 Voice • 1-866-521-5073 Voice • (814) 871-4599 TTY • 1-888-884-5513 TTY

Counties Served: Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Potter, Venango, Warren

HARRISBURG BVRS

Forum Place • 555 Walnut St. • 8th Floor • Harrisburg, PA 17101 • (717) 787-7834 Voice • 1-800-442-6352 Voice • (717) 787-4013 TTY • 1-877-497-6545 TTY

Counties Served: Cumberland, Dauphin, Juniata, Lebanon, Mifflin, Perry

HARRISBURG BBVS

Forum Place • 555 Walnut St. • 8th Floor • Harrisburg, PA 17101 • (717) 787-7500 Voice • 1-866-375-8264 Voice • (717) 787-1733 TTY • 1-888-575-9420 TTY

Counties Served: Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry, York

JOHNSTOWN BVRS

727 Goucher Street • Section 10 • Johnstown, PA 15905 • (814) 255-6771 Voice • 1-800-762-4223 Voice • (814) 255-5510 TTY • 1-866-862-6891 TTY

Counties Served: Cambria, Indiana, Somerset, Westmoreland

NEW CASTLE BVRS

100 Margaret Street • New Castle, PA 16101 • (724) 656-3070 Voice • 1-800-442-6379 Voice • (724) 656-3252 TTY • 1-888-870-4476 TTY

Counties Served: Armstrong, Beaver, Butler, Lawrence

NORRISTOWN BVRS

1875 New Hope Street • Norristown, PA 19401 • (484) 250-4340 Voice • 1-800-221-1042 Voice • (484) 250-4357 TTY • 1-888-616-0470 TTY

Counties Served: Bucks, Chester, Delaware, Montgomery

PHILADELPHIA BVRS

444 North Third Street • 5th Floor • Philadelphia, PA 19123 • (215) 560-1900 Voice • 1-800-442-6381 Voice • (215) 560-1944 TTY • 1-800-772-9031 TTY

Counties Served: Philadelphia

PHILADELPHIA BBVS

444 North Third Street • 5th Floor • Philadelphia, PA 19123 • (215) 560-5700 Voice • 1-866-631-3892 Voice • (215) 560-5725 TTY • 1-888-870-4473 TTY

Counties Served: Bucks, Chester, Delaware, Montgomery, Philadelphia

PITTSBURGH BVRS

531 Penn Avenue • Pittsburgh, PA 15222 • (412) 392-4950 Voice • 1-800-442-6371 Voice • (412) 770-2802 TTY • 1-888-870-4474 TTY

County Served: Allegheny

PITTSBURGH BBVS

531 Penn Avenue • Pittsburgh, PA 15222 • (412) 565-5240 Voice • 1-866-412-4072 Voice • (412) 565-3678 TTY • 1-877-255-5082 TTY

Counties Served: Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Washington, Westmoreland

READING BVRS

3602 Kutztown Road • Suite 200 • Reading, PA 19605 • (610) 621-5800 Voice • 1-800-442-0949 Voice • (610) 621-5820 TTY • 1-877-475-7326 TTY

Counties Served: Berks, Schuylkill

WASHINGTON BVRS

201 West Wheeling Street • Washington, PA 15301 • (724) 223-4430 Voice • 1-800-442-6367 Voice • (724) 223-4443 TTY • 1-866-752-6163 TTY

Counties Served: Fayette, Greene, Washington

WILKES-BARRE BVRS

300G Laird Street • Wilkes-Barre, PA 18702 • (570) 826-2011 Voice • 1-800-634-2060 Voice • (570) 826-2023 TTY • 1-888-651-6117 TTY

Counties Served: Bradford, Columbia, Lackawanna, Luzerne, Pike, Sullivan, Susquehanna, Wayne, Wyoming

WILKES-BARRE BBVS

300G Laird Street • Wilkes-Barre, PA 18702 • (570) 826-2361 Voice • 1-866-227-4163 Voice • (570) 826-2023 TTY • 1-888-651-6117 TTY

Counties Served: Berks, Bradford, Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Sullivan, Susquehanna, Tioga, Wayne, Wyoming

WILLIAMSPORT BVRS

The Grit Bldg. • 208 W. 3rd St. • Suite 102 • Williamsport, PA 17701 • (570) 327-3600 Voice • 1-800-442-6359 Voice • (570) 327-3620 TTY • 1-800-706-0884 TTY

Counties Served: Clinton, Lycoming, Montour, Northumberland, Potter, Snyder, Tioga, Union

YORK BVRS

2550 Kingston Road • Suite 101 • York, PA 17402 • (717) 771-4407 Voice • 1-800-762-6306 Voice • (717) 666-7301 Videophone

Counties Served: Adams, Franklin, Lancaster, York

www.dli.state.pa.us

Office of Vocational Rehabilitation

David DeNotaris, Executive Director

Commonwealth Technical Institute

at the Hiram G. Andrews Center

727 Goucher Street, Johnstown, PA 15905

800-762-4211 Toll Free • 814-255-8200 Voice

814-255-3406 Fax

www.hgac.org

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