pennsylvania
DEPARTMENT OF LABOR & INDUSTRY
OFFICE OF VOCATIONAL REHABILITATION

CATALOG 2019

COMMONWEALTH TECHNICAL INSTITUTE

Commonwealth Technical Institute at the Hiram G. Andrews Center

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pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

operated by
Commonwealth of Pennsylvania
Department of Labor & Industry

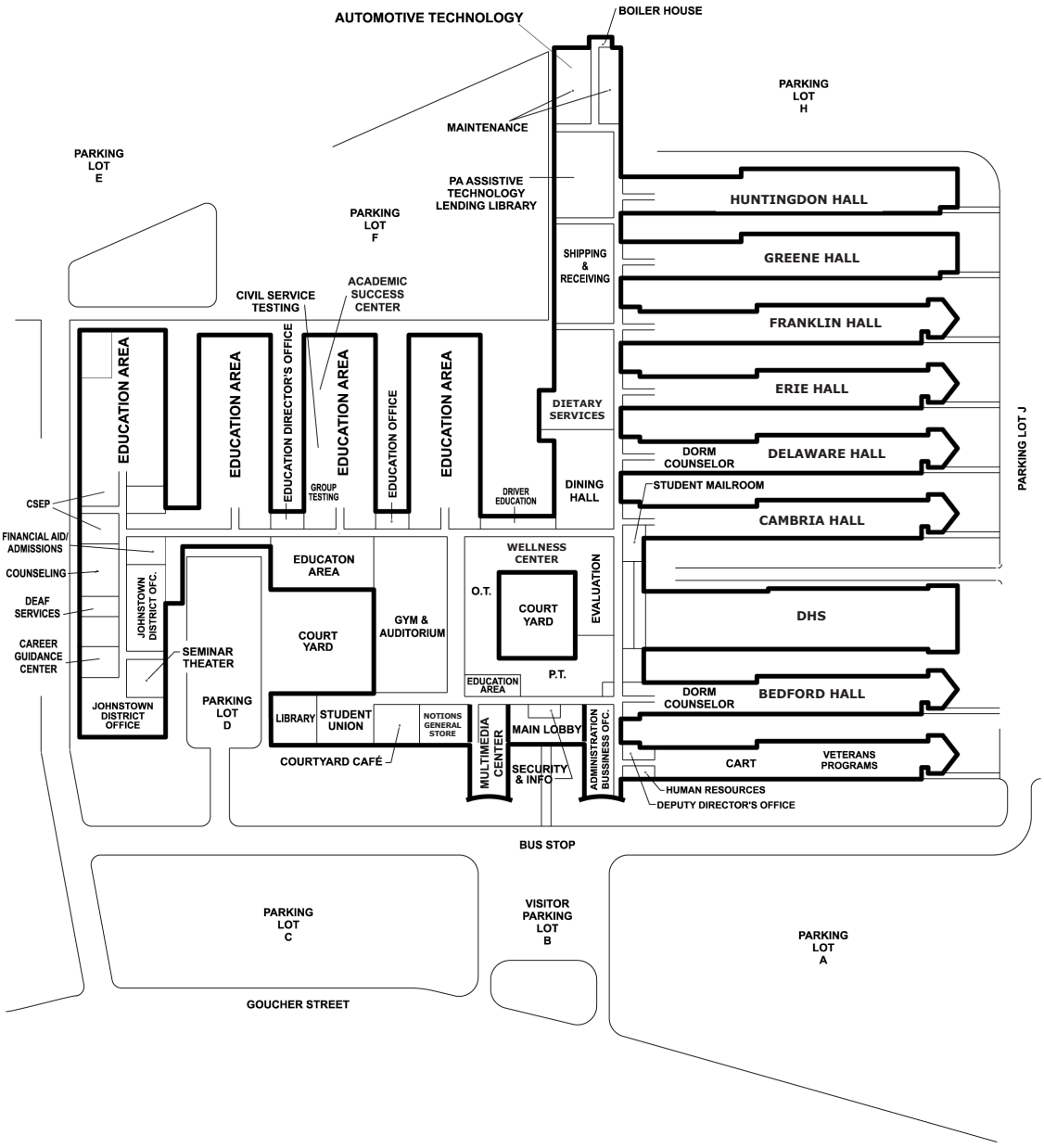
Office of Vocational Rehabilitation

Bureau of Rehabilitation Center Operations
Jill Moriconi, MS, CRC, Director

Accredited by:
Accrediting Commission of Career Schools and Colleges (ACCSC)

www.dli.pa.gov

January 2019


AUTOMOTIVE TECHNOLOGY
BOILER HOUSE
PARKING LOT H
MAINTENANCE
PARKING LOT E
PA ASSISTIVE TECHNOLOGY LENDING LIBRARY
PARKING LOT F
HUNTINGDON HALL
GREENE HALL
SHIPPING & RECEIVING
ACADEMIC SUCCESS CENTER
CIVIL SERVICE TESTING
FRANKLIN HALL
EDUCATION AREA
EDUCATION AREA
EDUCATION DIRECTOR'S OFFICE
EDUCATION AREA
EDUCATION OFFICE
EDUCATION AREA
ERIE HALL
DIETARY SERVICES
DORM COUNSELOR
DELAWARE HALL
PARKING LOT J
GROUP TESTING
DRIVER EDUCATION
DINING HALL
STUDENT MAILROOM
CSEP
CAMBRIA HALL
FINANCIAL AID/ ADMISSIONS
EDUCATON AREA
WELLNESS CENTER
COUNSELING
JOHNSTOWN DISTRICT OFC.
O.T.
COURT YARD
EVALUATION
DEAF SERVICES
GYM & AUDITORIUM
DHS
COURT YARD
CAREER GUIDANCE CENTER
SEMINAR THEATER
P.T.
EDUCATION AREA
DORM COUNSELOR
BEDFORD HALL
JOHNSTOWN DISTRICT OFFICE
PARKING LOT D
LIBRARY
STUDENT UNION
NOTIONS GENERAL STORE
MULTIMEDIA CENTER
MAIN LOBBY
ADMINISTRATION BUSSINESS OFC.
COURTYARD CAFÉ
SECURITY & INFO
CART
VETERANS PROGRAMS
HUMAN RESOURCES
DEPUTY DIRECTOR'S OFFICE
BUS STOP
PARKING LOT C
VISITOR PARKING LOT B
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, MS, CRC .....Director
James Marker, BA .....Deputy Director

Commonwealth Technical Institute

Karen Bilchak, MEd .....Education Director
Joe Smolko .....Education Supervisor
M. Elaine Moxley, LPN .....Education Supervisor
Rebecca Halza, PhD, CRC .....Education Supervisor

Operations Staff

Christopher Zakraysek, MS.....Director of Institutional Management
Bonnie Chiappini .....Administrative Officer
Pending .....Director of Institutional Development
Amy Hawkins, BA.....Accountant
Becky Crum, MS, RD, LDN.....Director of Dietetic Services

Facilities Maintenance Staff

Greg Tunstall .....Facilities Maintenance Manager III
Don Balzarano .....Building Maintenance Foreman
Neil Robertson .....Building Maintenance Foreman

Transition Programs

Stacie Andrews, MA, CRC .....Director of Transistion Programs
Karen Dayton, MA. .....Night Administrator
Amanda Prince, MS, CRC, COMS. .....Academic Success Center Director
Deborah Sturm, MS.....Vocational Evaluation Supervisor

Student Affairs

Jason Gies, MA, CRC .....Director of Student Affairs
Tim Williams .....Dormitory Counselor Supervisor
Thomas R. Ellenberger, MD.....Physician
Yevgeniy A. Suvorov, MD .....Psychiatrist
Ileene Mattis, RN .....Nurse Supervisor
Lori Murphy, MSPT .....Physical Therapist

Security Department

Matt Raich .....Security Officer III
Pending .....Security Officer II

CTI Faculty & Staff

Aimee Barr, MEd ..... Business Retail Sales
John Barr, AAS ..... Drafting
Pending..... Business Education
Jennifer L. Baxter, MEd..... CVS Health Workforce Development
Joy Berezansky, BS..... COR Life Management Skills
Jane Chabon, CCS-P, MA..... Medical Office Assistant
Nicholas Duranko, MEd..... Technical Mathematics
Randy Erdley ..... Culinary Arts
Pamela Evans-Hartland, MA ..... COR Remedial English
Bruce Fleck, AST ..... Dental Laboratory Technology
Kimberely Fox, AAS ..... Culinary Arts
J. Kirk Gennett..... Building Maintenance
Pending..... Culinary Arts
Thomas Halza, AAS, CVI..... Building Maintenance
Barry Jordan..... Welding Technology
Timothy Kozak MEd ..... Business Education
Pending..... Networking and Telecommunications Technology
Donald R. Meier, BS ..... Driver Education
Stacey Mihm, MLIS..... Librarian
Patricia O. Palmiscno, MA..... COR Remedial Reading
Joe Roach, BA ..... Materials Management and Distribution
Lora Rusnak, BS..... Business Education
Bryant Small..... Automotive Technology
David Smith, AAS ..... Welding Technology
Randy Smith, BS ..... Networking and Telecommunications Technology
Brian Susko, MEd ..... Building Maintenance
Larry Urban ..... Instructional Aide
Bernice Varner, RN..... Nurse Aide
Lisa Walsh, BS ..... COR Remedial Math

Direct Student Support Staff

Admissions
Pending, Supervisor
Janice Naugle

Financial Aid
Tracy Saunders

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
Tamra Pelleschi, OTR/L, ATP, Coordinator
Mike Kiel, MA
Roger Little, MA
Chad Schaffranek, ATP

Cognitive Skills Enhancement Program
Thomas Johns, MA, CRC, LPC
University of Pittsburgh Staff
Caitlyn Trabert, MS, CRC
Mike Kiel, MA
Jamie Kulzer, PhD, CRC, LPC
Michael McCue, PhD, CRC
Channing L. Moreland, EdD, NCC
Kylie Pilot, BS
Michelle Schein, PhD, CRC, LPC

Counseling
Pending, Supervisor
Rob Davidson, Tour Coordinator
Jeff Dunbar, MA
Scott Fetterman, MS
Anita Flanagan
Galen Miller, MEd, CRC
Anna Moore, MS, CRC, LPC, ADHD-CCSP
Pascal Mutabazi, MEd, CRC, LPC
Kristi Richardson, MRC
Sharon Stephens
Martin Tran, MA, CRC

Career Guidance Center
Bob Grassi, MS

Deaf & Hard of Hearing Services
Pascal Mutabazi, MEd, CRC, LPC
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

Vocational Evaluation
Debbie Sturm, MS, MS, MS, Supervisor
Bobbi Jo Allison, MSW, LSW
Krista Sloan, LSW
Ashley Landrum, MS
Misty George, MEd
Dave Sedlak, BA
Rebecca Tallari, Med, BSL

Psychological Services
Kelly Dumm, MEd
Cherylann Falsone, MA
Kimberly Seigh, MSW, LSW

Enrichment
Frank Carino
Pending
Melinda Kycko, MS
Deanna Sherry

Transitional Living Program
Fred Lego, COTA/L

Dormitory Services
Tim Williams, Supervisor
Danielle Abbotts
Joseph Ambrovcik
Stephanie Bischof
Bryan Davis
Keegan Fink
Janette Kindya
Robert Hensal
Ken Kindya
Raymond Toth
Linda Wentz

Wellness Center
Ileene Mattis, RNS, Supervisor
Colleen Beam, RN
Charlene Conrad, BSN, RN, BC
Thomas R. Ellenberger, MD
Christina Horner, RN, BSN
Ken Miller, RN
Yevgeniy A. Suvorov, MD

Physical Therapy
Lori Murphy, MSPT
Kelly Leech, LPTA
John Mikolich, LPTA

Occupational Therapy
Jessica Zearfoss, OTR/L

Speech Therapy
Heidi Neissner, MS, CC-SLP

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 Student Financial Aid Administrators (PASFAA)
- Printing Industries of America/Graphic Arts Technical Foundation
- Somerset County Chamber of Commerce

Partnerships

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

Commonwealth Technical Institute at the Hiram G. Andrews Center History

Located in suburban Johnstown, Pennsylvania, 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 health and wellness maximization.

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 Hiram G. Andrews Center is to offer quality postsecondary education and support services to customers as they determine and pursue individual goals of employment and independence.

Philosophy

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 Institutes'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 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; application for admission is possible by contacting the Admissions Office at 814-254-0565 or 1-800-762-4211 ext. 0565. Tours for individuals and groups can be arranged by appointment. Call 814-254-0582 or 1-800-762-4211 ext. 0582 (PA only).

Hours of Operation

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

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:

- 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, Pennsylvania 15905.

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 of the cancellation date.

Cancellation Policy

An applicant who cancels enrollment after five days of signing an enrollment agreement will be entitled to a full refund of all money paid. An applicant who has not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. 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.

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 Return of Aid 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 payment 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 last day of attendance. 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 Supplemental Educational Opportunity Grant
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.

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. Support Services charge is subject to change with a two-month notice. 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.....$4,148.00 per term
Dormitory and Dietary services.....$4,758.00 per term (stated refund policy applies)

Cost of Support Services

Evaluation .....$259.00 per day
Physical Restoration.....$80.00 per unit
Assistive Technology .....$77.00 per unit
Driver Education Classroom .....$60.00 per unit
Driver Education BTW .....$85.00 per unit
Transitional Living.....$220.00 per day
Student Activity/Technology Fee .....$50.00 per term

The non-refundable 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.

Additional charges will be incurred for Specialized Services. Rates for Specialized Services are available upon request.

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 Financial Aid

Financial aid is available to all qualifying students enrolled in eligible programs based on their expected family contribution (EFC) as determined by the federal processor. The Financial Aid Office administers the following need-based grant programs: Federal Pell grant, Federal Supplemental Educational Opportunity grant (FSEOG), and the Pennsylvania Higher Education Assistance Agency (PHEAA) grant.

In addition to the above aid, eligible students can receive aid for education-related expenses by participating in the Federal Work Study (FWS) Program. The Federal work Study Program provides employment during the academic year to students as indicated on their award letter.

All students enrolled in an eligible program are required to apply for financial aid. The student must complete the Free Application for Federal Student Aid (FAFSA) each year. Students can apply for financial aid for up to 150 percent of attempted credits for their program. Students who change majors will be allotted the amount of time needed to complete their new program without regard to time spent in previous coursework.

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.

Financial Aid Satisfactory Academic Progress

Students who were awarded a grant (Federal Pell, Federal Supplemental Educational Opportunity, or Federal Work Study) must attain satisfactory academic progress in their course of study in order to continue to receive financial aid.

Students must maintain a minimum grade point average (GPA) of 2.0; successfully complete 67 percent of all attempted credits; and meet the standards of the CTI attendance policy.

The Financial Aid Office checks progress at the end of each term. Courses with a “W” (withdrawal) or an “F” grade will be considered as courses attempted but not successfully completed.

Financial Aid Warning Status

If at the end of the term, the student has not met either the minimum GPA of 2.0 or the 67 perecent completion standard, the student will be notified in writing that they are being placed on a warning status for one term and the conditions to return to good standing. The student will still be eligible to receive financial aid.

If at the end of the warning period, the student meets both criteria of cumulative GPA and cumulative completion percentage standards, then the warning status will end; and the student is returned to good standing.

Students who fail to achieve satisfactory academic progress following their warning term will have their financial aid suspended and will be notified in writing unless they receive an approved satisfactory academic progress appeal by the Financial Aid Office.

Financial Aid Appeal and Reinstatement

A student who fails to make the satisfactory academic progress and has their financial aid suspended has the right to appeal based on unusual, special, or extenuating circumstances causing undue hardship such as: death of a relative, personal injury or illness, physical disability, documentation that standards are not being met, or any other extraordinary circumstance.

The appeal must be submitted in writing on a form that is available in the Financial Aid Office and be submitted within 15 days. The appeal must include the explanation of the circumstances causing the hardship preventing the student from making satisfactory academic progress and what has changed to prevent a recurrence. Supporting documentation is encouraged.

Initial consideration is determined by the Financial Aid Director. If denied, it may be resubmitted for consideration by an Appeal Committee consisting of the Financial Aid Director, Education Supervisor and Counselor. The student is notified in writing if the appeal is accepted or denied and any financial aid will be awarded at the time of reinstatement. Appeals that are approved may contain an academic plan that if followed ensures the student would be able to meet satisfactory academic progress standards by a specific time period.

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 Students Occupationally and Academically Ready (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.

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 environments 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 attend at least 90 percent of their scheduled classes.

Leave of Absence

A leave of absence (LOA) 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 writing to their counselor for approval. The counselor and student will then meet with the academic advisor to finalize the LOA. 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 absence period may not exceed 180 days within any 12-month period.

In cases where CTI grants a leave of absence to a student who could not provide a request prior to the leave of absence period due to unforeseen circumstances, CTI will secure at a later date, the request and the reason(s) for the leave of absence along with documentation to show that the leave of absence could not have been requested and approved in advance. Examples of acceptable reasons why a student can request a leave of absence include but are not limited to, medical reasons, recurrence of a disability, or personal reasons. In these cases, the beginning date of the leave of absence period can be no earlier than the date that the circumstances prevented the student from attending school.

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 any refunds will subsequently be applied 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. There is no charge for make-up work

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, specialized 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 employees. Students and employees must read and sign the drug-free policy.

Nondiscrimination Policy

CTI@HGAC 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 to CTI@HGAC who believes he or she is being discriminated against may contact the following address:

Hiram G. Andrews Center
Director's Office
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 (LOA) 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 absence 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.

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.

School Calendar

Term Dates

All program areas have term dates as listed:

- 2019 Spring Term Jan. 7 - April 26
- 2019 Summer Term May 6 - Aug. 23
- 2019 Fall Term Sept. 3 - Dec. 20
- 2020 Spring Term Jan. 6 - April 24
- 2020 Summer Term May 4 - Aug. 21
- 2020 Fall Term Aug. 31 - Dec. 18

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 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 12th week may result in an "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 the 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 the 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. Attain 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. Attain 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 satisfactory 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

The director of education 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 director 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 accredited 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 10 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 specialized 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, with sponsoring agency approval, 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.

Specialized Degrees and Diplomas

CTI@HGAC awards two types of academic awards; which are specialized degrees and diplomas.

Specialized 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 a cumulative QPA of 2.0 or better and satisfy attendance requirements.

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. 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

Placement

Prior to graduation, students are referred to job preparedness classes. This program focuses on completing applications, resumé writing, interviewing skills, videotaped mock job interviews and making employer contacts.

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

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 inappropriate or illegal behavior.

HGAC 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	HGAC Vocational Rehabilitation Counselor ↓ Counseling Supervisor ↓ Student Services Director ↓ HGAC Deputy Director ↓ HGAC Director
PROBLEM IN THE DORMITORY	**PROBLEMS IN WELLNESS CENTER, OCCUPATIONAL THERAPY, PHYSICAL THERAPY, OR VOCATIONAL EVALUATION**
Dorm Counselor ↓ Dorm Counseling Supervisor ↓ Night Administrator ↓ Student Services Director ↓ HGAC Deputy Director ↓ HGAC Director	Director of Allied Health Services ↓ HGAC Deputy Director ↓ HGAC Director

ASB Medical Office Assistant

1,504 hours, 70 credits, 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.

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, 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	Introduction to Medical Insurance Billing	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	Effective Business Presentations	3
		18

Total 70

AST Architectural Drafting

1,744 hours, 70 credits, 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.

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, REVIT software, Laser Cutter, and 3-D printers.

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

1,680 hours, 67 credits, 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.

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-020A	Professional Growth & Development Application I	2
CA-060	Introduction to Preparation & Service of Food	5
CA-101	Tools and Stationary Equipment	1
CA-135	Food Sanitation and Safety	3
CA-205	Table Service	2
CA-125	Technical Communications for Food Service Professionals	3
		17

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-119	Food Service Math	3
CA-206	Supervisory Management	3
CA-207	Professional Growth and Development III	1
RS-07	Psychology	2
***	Elective	2
		19

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

Total 67

AST Dental Laboratory Technology

1,552 hours, 61 credits, 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

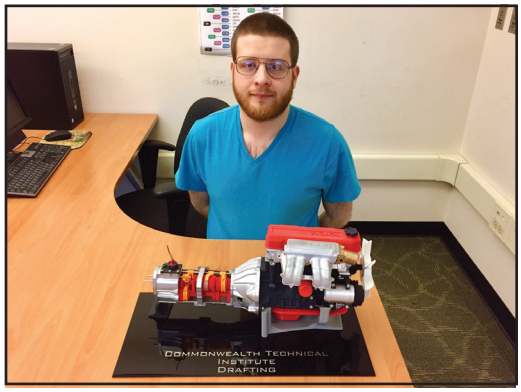
TERM III		Credits
DL-7	Advanced Crown and Bridge	5
DL-8	Ceramics	5
RS-07	Psychology	2
BE-21	Accounting I	3
		15

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, 70 credits, 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.

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, CNC Milling Machine, CNC Lathe, 3-D printers, and Laser Cutter.

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

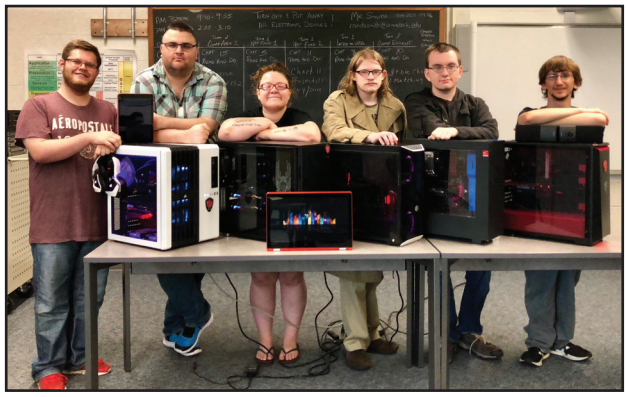
TERM III		**Credits**
MA-301	Technical Mathematics I	3
ADR-17	Strength of Materials	3
CD-300	CADD III	3
ADR-16	Mechanical Drafting	6
RS-04	English Composition	3
		18

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

1,616 hours, 73 credits, 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.

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-14	Network Fundamentals I	5
CS-3	Intro to Web Development	3
		18

TERM II		
CS-18	Emerging Technologies	4
CS-4	Computer Architecture II	4
CS-11	Operating Systems I	4
CS-15	Network Fundamentals II,	5
		17

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

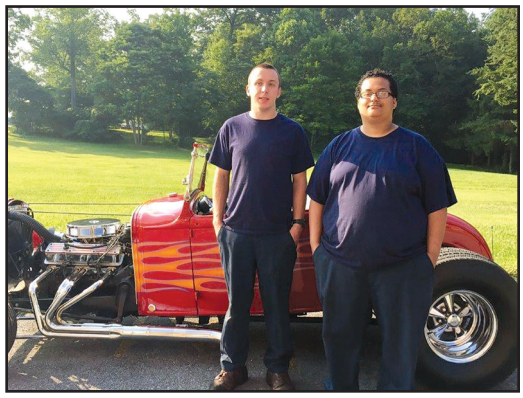
TERM IV		Credits
RS-04	English Composition	3
OS-16	Networking Infrastructure I	5
CS-8A	Practicum I	2
BE-33	Word Processing	3
		13

TERM V		
CS-19	Network Infrastructure II	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.

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

Total 50

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.

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	Facility Maintenance I	3
BR-103	Mechanical Maintenance I	3
CA-020D	Professional Growth & Development Application I	3
		17

TERM II		
BR-201	Building Repair II	8
BR-202	Facility Maintenance 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

Total 48

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.

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, computerized point of sale system with QuickBooks software, computers, computerized pricing equipment, tagging equipment for barcoding, various calculators, coin vending equipment, and related equipment found in the workplace.

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

Total 47

Culinary Assistant

880 hours, 30 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. A negative two step mantoux test for tuberculosis is required prior to admission to the program.

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-020A	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	7
CA-080	Kitchen Helper Practicum	5
		13
	Total	30

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. Department 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

Total 35

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	156.2hours
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

Administrative Assistant

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.

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	Basic Computer Applications	3
		17

TERM II		
RS-01	Business Communications	3
BE-37	Data Entry	2
BE-35	Effective Business Presentations	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	Introduction to Quickbooks	2
BE-32	Advanced Word Processing	3
BE-51	Excel Basics	3
BE-52	Interpersonal Skills & Customer Service	2
		16

Total 51

Welding Technology

1,520 hours, 56 credits, 3 terms, (12 months) Maximum class size: 10

The Welding Technology diploma program provides instruction in basic, entry-level skills and knowledge in the welding and fabrication industry. Hands-on training follows classroom instruction.

General Entrance Requirements

High school diploma, GED certificate or a high school transcript indicating graduation, is required prior to admission. Students should be able to follow written and oral instruction, have knowledge of math and ability to read a tape measure. Students should be able to lift at least 50 pounds and tolerate bright light, loud noise, fumes, and various temperatures.

Instructional Equipment

Instructional equipment includes, but is not limited to, 3D Virtual Reality Augmented Welder, CNC Torchmate Plasma Cutter, Non-Destructive and Destructive Testing Equipment, Lincoln Welding Machines, Break Press, Drill Press and Hydraulic Sheer.

Employment Opportunities

Graduates of the Welding Technology program are qualified for entry-level employment in welding fabrication shops, combination welder, ARC welder, welder-fitter, production line welder, welder helper, and fitter helper.

Courses

TERM I		Credits
WT-101	Welding Fundamentals I	7
WT-102	Safety in Welding	3
WT-103	Fabrication Math I	5
WT-104	Economics of Welding	3

TERM II		
WT-201	Welding Fundamentals II	7
WT-202	Understanding Welding Symbols	3
WT-203	Fabrication Math II	5
WT-204	Metallurgy	4

TERM III		Credits
WT-301	Welding Fundamentals III	7
WT-302	Desctructive Testing	3
WT-303	Science of Non-Destructive Testing	3
WT-304	Metallurgy II	4
RS-10	Employer Expectations	2
		Total 56

*Students will be eligible to take the AWS Certification Test at the completion of the program. The first attempt is covered in the cost of tuition. Subsequent re-takes will be at the student's expense.

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
(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 Effective Business Presentations
(3 credits)
Course provides instructions in the basics of presentation concepts including now to plan, develop, and give a presentation.

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 Basic Computer Applications
(3 credits)
Course provides instruction in Microsoft Office Apps and Microsoft Windows.

BE-47 Introduction to Medical Insurance 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-020A Professional Growth & Development Application I
(2 credits)
Course provides work readiness instruction to Culinary Arts students in professional growth and development. Student progress is determined through instruction, counseling and evaluation.

CA-020D
(3 credits)
Course provides work readiness instruction to Building Maintenance students 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
(5 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 work readiness 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 work readiness 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-3 Intro to Web Development
(3 credits)
Course provides instruction on the foundations of web page design using the fundamental building blocks of HTML and CSS (Cascading Style Sheets).

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)
This work-based learning experience 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)
This work-based learning experience 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 Computing Essentials
(4 credits)
Course provides instruction on overall foundation of computers and information technology and how to apply it in today's business, including people, privacy, ethics and environment.

CS-14 Network Fundamentals I
(5 credits)
Course provides instruction on the fundamentals of networks, including types of networks, network models, protocols, architecture, media and topologies.

CS-15 Network Fundamentals II
(5 credits)
Course provides instruction on the fundamentals of networks, including servers and services fundamentals, networking services, security and network management.

CS-16 Network Infrastructure I
(5 credits)
Course provides instruction in the technology supporting LAN, WAN, MAN, Wi-Fi, and Telecommunication PBX Telcom Systems.

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.

CS-19 Network Infrastructure II
(3 credits)
Course provides instruction in Hyper-V and other virtualization technologies as well as Clouds and Active Directory.

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 work readiness 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 work readiness 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 and 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)
This work-based learning experience course provides instruction in directed practice in a nursing home setting.

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 work readiness 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-09 Personal Success Skills
(2 credits)
Course provides work readiness and self advocacy instruction in learning techniques and goal setting.

RS-10 Employer Expectations
(2 credits)
This course provides work readiness instruction in the critical interpersonal skills and attitudes needed to work effectively with people in a job setting. The classes are designed to enhance the student's ability to maintain employment, once obtained, and advance in a career.

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

WT 101 - Welding Fundamentals I
(7 credits)
Course provides a comprehensive overview of the basic principles of welding and covers the basic science and practical application of the most commonly utilized welding processes.

WT 102 – Safety in Welding
(3 credits)
Course provides a comprehensive overview of welding hazards, safety equipment, ventilation, welding in confined spaces, and safety precautions and specifications.

WT 103 – Fabrication Math I
(5 credits)
Course provides a comprehensive overview of basic math skills.

WT 104 – Economics of Welding
(3 credits)
In this course, participants will learn to identify, measure, and manage the costs of production in order to reduce expenses and ensure quality of manufacturing process.

WT 201 - Welding Fundamentals II
(7 credits)
Course provides a comprehensive overview of principles of welding and covers the basic science and practical application of the most commonly utilized welding processes.

WT 202 - Understanding Welding Symbols
(3 credits)
Course is an in-depth look into the A2.4:2012 Standard Symbols for Welding, Brazing, and Nondestructive Examination; the standard established to specify welding, brazing, and nondestructive examination information by means of symbols.

WT 203 - Fabrication Math II
(5 credits)
Course builds upon the lessons learned in Fabrication Math I.

WT 204 - Metallurgy I
(4 credits)
Course is the introduction to the concepts required to understand the metallurgical techniques that allow welding professionals to accurately design, produce, and inspect welds.

WT 301 - Welding Fundamentals III
(7 credits)
Course provides a comprehensive overview of brazing and soldering. Students will learn the basic science and practical application of the most commonly utilized brazing and soldering processes.

WT 302 - Destructive Testing
(3 credits)
Course content in destructive testing is an essential part of ensuring the integrity and performance of the welds used to manufacture everything from cars, planes, and ships to bridges, buildings, and pipelines.

WT 303 - Science of Nondestructive Testing
(3 credits)
A survey course that is designed to explain the process and breakdown the science behind five of the most common nondestructive tests used in the welding industry.

WT 304 - Metallurgy II - Course builds on the fundamental principles described in Metallurgy I to provide a basic understanding of the nature of metals.

Program	Credential Awarded	Tuition	*Student Activity and Technology Fee
ASB Medical Office Assistant	Associate in Specialized Business	$16,592	$200
AST Architectural Drafting	Associate in Specialized Technology	$16,592	$200
AST Culinary Arts	Associate in Specialized Technology	$16,592	$200
AST Dental Laboratory Technology	Associate in Specialized Technology	$16,592	$200
AST Mechanical Drafting	Associate in Specialized Technology	$16,592	$200
AST Networking and Telecommunications Technology	Associate in Specialized Technology	$20,740	$250
Automotive Technology	Diploma	$12,444	$150
Building Maintenance	Diploma	$12,444	$150
Business Retail Sales	Diploma	$12,444	$150
Culinary Arts – Kitchen Helper	Diploma	$8,296	$100
Materials Management and Distribution	Diploma	$8,296	$100
Nurse Aide	Diploma	$4,148	$50
Office Technology	Diploma	$12,444	$150
Welding Technology	Diploma	$12,444	$150

*Student Activity and Technology Fee - The Student Activity & Technology Fee funds various activities, programs and events to benefit the student population, as well as the wireless 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).

Dormitory and Dietary Services - $4,758 per term

The cost of tools, texts and uniforms vary for each program and are included in the tuition.

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 through 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 Boulevard
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 through 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 through 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

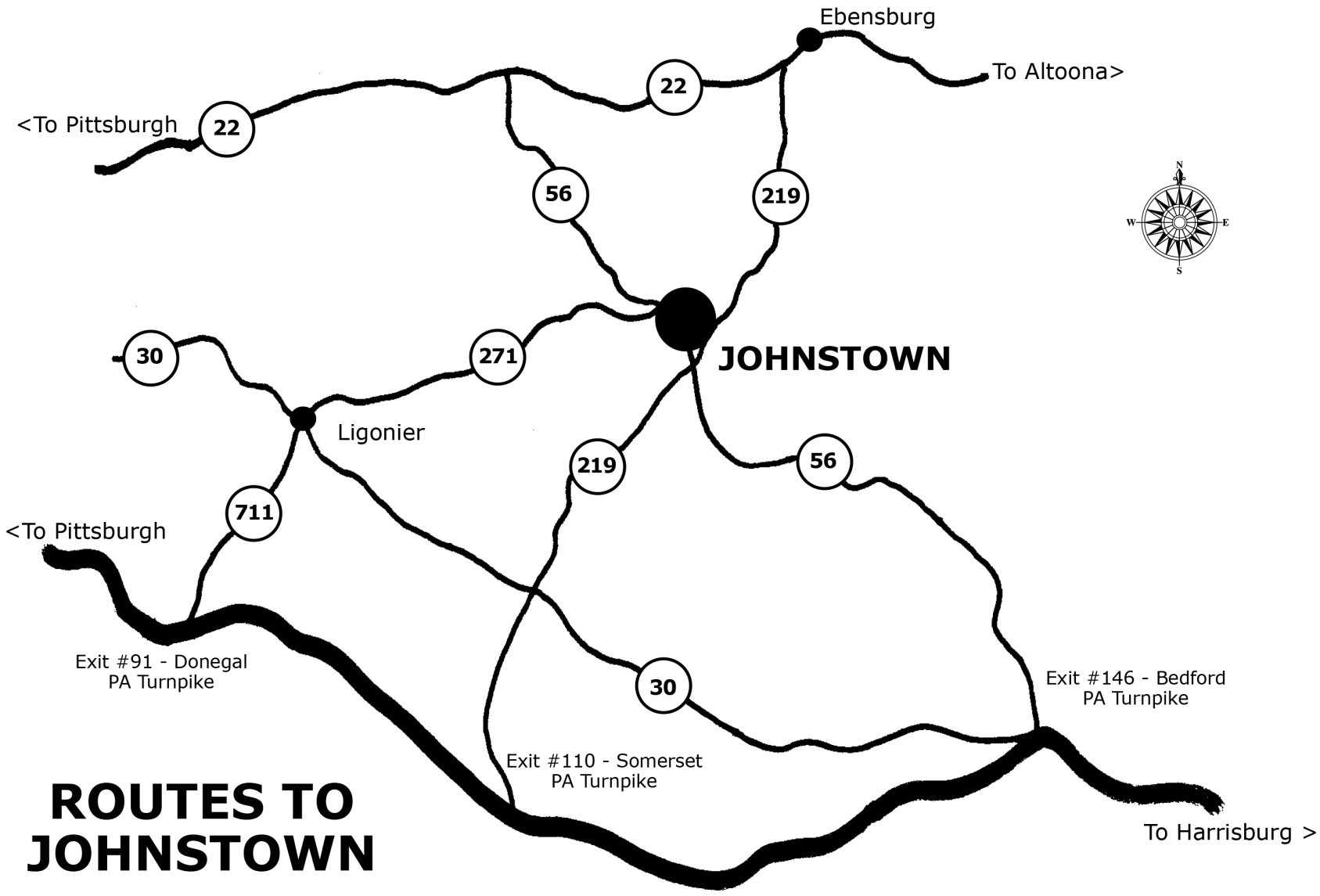
Follow Route 22 West through Ebensburg to Route 219 South
Follow Route 219 South to Route 56 East, Windber exit
Follow Route 56 East to 3rd traffic signal
Turn right onto Eisenhower Boulevard
Proceed 4.6 miles, & look for green signs to HGAC
Turn left at traffic signal onto Route 403 South, stay in right 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 through 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

pennsylvania

DEPARTMENT OF LABOR & INDUSTRY

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program

OVR-550 REV 06-19