



Blackwood Campus

99 Erial Road, Blackwood, NJ 08010

SCHOOL CATALOG

2018

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Educational Satisfaction

We know that getting a passing grade on a lab or exam is not enough for our students. You want to walk away from your schooling with the confidence that you have the skill set to diagnose and repair a problem. We want the same thing for you. With that said, if after your training is completed, you feel that you do not have the skill level you desire, you may make arrangements to return to attend classes in order to better comprehend a lab or lecture material. That is our Educational Satisfaction Commitment to you for choosing and attending Pennco Tech.

Mission Statement

We are dedicated to the development of students to a state of proficiency and confidence through formal education, training and hands-on experience that stimulates the field of study.



www.penncotech.edu

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CHANGES IN CATALOG INFORMATION AND DESCRIPTIONS

Changes in the content of this catalog will be made by addendum or publication of a revised catalog. No verbal changes or representations to this catalog may be made by any member of Pennco Tech's staff.

Pennco Tech is an Equal Opportunity Trainer.

Pennco Tech is an accredited institution.



Pennco Tech is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is recognized by the United States Department of Education as a private, non-profit, independent accrediting agency.

ADDITIONAL APPROVALS

Pennco Tech prides itself on a long history of earning and maintaining accreditation and licensing through various National, Regional, State, and Local agencies. These include the following:

- **ADDITIONAL APPROVALS**
- -Approved by the State of New Jersey Department of Labor and Workforce Development
- -Approved by the New Jersey Department of Education
- -Most programs approved for the training of veterans and war orphans.
- -Listed as an authorized training facility by the Pennsylvania Bureau of Vocational Rehabilitation and the New Jersey Department of Vocational Rehabilitation
- -Approved by the United States Environmental Protection Agency (EPA) to administer a technician certification program under Section 608 of the Clean Air Act for refrigerant recovery and recycling.
- -Automotive, Auto Body and Diesel instructors are generally certified by the National Institute for Automotive Service Excellence (ASE) in their individual specialties.
- -Students are eligible to apply for Federal PELL Grants, Federal Supplemental Education Opportunity Grants (FSEOG), and the Federal Direct Loan Program.
- Listed as an eligible institution under the Federal Direct Student Loan programs (Direct Stafford and Direct PLUS).

HISTORY OF OUR SCHOOL

In 1961, The School of Electronics was founded in Philadelphia, PA by the Philco Corporation. In 1966, the Ford Motor Company, through its subsidiary, Philco-Ford, established the School of Automotive Technology, also in Philadelphia. Philco-Ford was granted our first accreditation by NATTS (now the Accrediting Commission of Career Schools and Colleges, ACCSC) on March 30, 1969. Pennco Tech has maintained continuous accreditation since that date.

In 1973 these two schools were acquired by Pennco Institutes, Inc., a Pennsylvania Corporation. In 1975 the School of Electronics and the School of Automotive Technology moved to Bristol, Pennsylvania, and consolidated as Pennco Tech.

In 1978, a School of Automotive Body Repair was established in Bristol and an additional Pennco Tech facility was opened in Pennsauken, New Jersey, consisting of a School of Automotive Technology and a School of Automotive Body Repair.

- In December of 1979 the Pennsauken Campus gained accreditation from ACCSC.
- In 1984, the Pennsauken Campus was relocated to a larger facility in Blackwood, New Jersey.
- In 1992, the Bristol, Pennsylvania Student Services Department was expanded to include a state licensed on-site childcare facility available to Pennco Tech students and the general public.
- In 2018 Pennco Tech will celebrate our 45th year in operation.

SCHOOL PHILOSOPHY/EDUCATIONAL OBJECTIVES

The development of an individual by formal education and training leads to a more fruitful life for that individual, promotes morale and intelligence, conserves human resources and efforts, aids in the production of wealth, and contributes to economic stability and progress.

To aid the student in this development, Pennco Tech:

- Concerns itself with the student as a total human being who, as a graduate, will seek employment based on his personality, experiences, and aspirations as well as technical training.
- Provides training which fosters individual technical proficiency.
- Engages the student in active participation in the learning process.
- Encourages creativity, experimentation, questioning and evaluation.
- Strives to provide pleasant associations with success rather than frustrating experience with failures.
- Provides experiences through which the student can develop proper attitudes and adaptability toward meeting his obligations in an ordered society as well as in his work environment.

From a practical point of view this philosophy indicates that, since learning takes place within the student, the school is dedicated to helping the student learn. Further, since the school is sensitive to the student's ultimate objective, employment, and employer's needs, learning involves not only technical information, but the other qualities and attitudes that develop the total human being. Thus the student is made aware of the need for self-discipline, neat appearance, clear and concise writing, confident speech, cooperation, honesty, and the many other characteristics that the employer finds desirable in a good employee.

LOCATION/FACILITIES

Pennco Tech is conveniently located in Blackwood New Jersey, just minutes off Route 42 between the Blackhorse Pike and Blackwood Clementon Road. There is free parking for all students.

Training is conducted in two separate buildings, totaling 124,708-sq. ft. of floor space, situated on more than twelve acres of land. Each classroom and laboratory is equipped with the appropriate test and demonstration equipment to adequately train students in their chosen profession. All special tools and test equipment are supplied by Pennco Tech during the student's training. Lecture and/or lab class size shall not exceed a 30 to 1 ratio.

Automotive students are permitted to work on their own cars and cars belonging to members of their immediate family when approved by the instructor and such work coincides with scheduled training.

Practical experience is gained, therefore, in working on products of General Motors, Ford, Chrysler, and virtually every make of foreign automobile. Student work on vehicles during non-school hours is prohibited without permission of Instructor and School Director.

Services for individuals with impairments protected under the Americans with Disabilities ACT (ADA)

- * Designated parking and ramp access to all school buildings
- * Restrooms to accommodate wheelchairs
- * Other specialized equipment and options are available to meet specific needs and are treated on an individual basis; please see the Pennco Tech ADA students with Disabilities Policy on our website at www.penncotech.edu

ADMISSION REQUIREMENTS AND PROCEDURES

All applicant interviews and enrollment documents are completed on Campus. No applicant may start training at Pennco Tech if they are currently attending high school. To be admitted as a regular student to Pennco Tech you must be beyond the age of compulsory school attendance in the State of Pennsylvania and/or have obtained a high school diploma or a GED. Applicants must be able to perform the job duties of their chosen career as outlined in the U.S. Department of Labor publication, *Directory of Occupational Titles*.

- Personal *on site* interview with an Admissions Representative
- Complete In-House developed Entrance Questionnaire
- Submit a completed enrollment form accompanied by a registration fee of \$100.00
- Provide one of the following as proof of education: High School Diploma or Equivalent (GED), or Ability to Benefit (ATB) with passing scores in Verbal = 200 and Quantitative = 210 and also having established eligibility in a Title IV institution prior to July 1, 2012*

The School Director may require a prospective student to submit additional documents or information as may be deemed necessary for acceptance into Pennco Tech. The School Administration will act promptly upon enrollment applications and notify the prospective student in writing of their acceptance.

*ATB students may be required to re-test a US Dept. of Ed. approved examination of the ATB based on a transcript review of their prior educational experience, or their inability to obtain documentation of their original test scores.

Pennco Tech accepts students based upon the credentials presented. Pennco Tech is dedicated to a policy of non-discrimination on any basis, including race, color, gender, sexual preference, religion, or national origin.

ADVANCED STANDING

Applicants with previous comparable training may be admitted with advanced standing and their training period shortened if their schooling, experience, and the results of advanced-standing examinations so warrant. There is no fee for this service. Tuition will be pro-rated in accordance with the school's refund policy. Requests for advanced standing should be made at least 5 business days prior to starting the program. At no time will a student be awarded more than two (2) terms or 600 clock hours for advanced standing in a 2100 clock hour program – nor be awarded more than one term or 300 clock hours for advanced standing in any certificate program.

TRANSFER OF CREDITS

Decisions concerning the acceptance of Pennco Tech credits by any other institution are made at the sole discretion of the receiving institution. No representation is made concerning the transferability of any credits earned at Pennco Tech to any other institution.

EDUCATIONAL REQUIREMENTS AND PROCEDURES

NATURE OF PROGRAMS

All programs of instruction are designed with expected learning outcomes. Through theory, practice and lab assessment the student will have direct experience with their career program of choice.

Pennco Tech is a firm believer that everyone can go on to higher learning. We also feel that there is a school for everyone and that in some cases our educational delivery model is inappropriate for some learners. Programs at Pennco Tech are not designed to be comprehensive transition and postsecondary (CTP) programs for students with intellectual disabilities.

TERM SCHEDULING/SEQUENCE

The sequence in which a student progresses through the program is determined by the Education Department and may not coincide with the sequence used in the catalog.

CLASS HOURS

Each "clock hour" contains at least 50 minutes of instruction. Day classes are in session Monday through Friday from 7:30 a.m. to 3:00 p.m., and occasionally on Friday from 7:30 a.m. to 2:00 p.m. Evening sessions are on Monday, Wednesday and Thursday from 6:00 p.m. to 10:00 p.m. Calendars will be distributed with daily scheduled hours for a three month period of time.

STUDENT SATISFACTORY PROGRESS

For **ALL** programs offered at Pennco Tech, students are required to attain a minimal cumulative grade point average of 2.0 in order to be eligible for graduation.

Grading System

90-100%	4.0
80-89%	3.0
70-79%	2.0
60-69%	1.0
0-59%	Failure

Required Completion Rate		Maximum Timeframe to complete a Program	
Clock Hours Per Program			
Hours	Weeks		Weeks
2100	60		90
1800	52		78
1200	34		51
1200(evening)	100		150
960(evening)	80		120
900	26		39
900(evening)	75		113
600	17		25
600(evening)	50		75

ACADEMIC PROBATION

Any student who fails the first Term of his or her program (0-59%) must repeat that Term, without financial aid, before taking any other individual Term in their Program. If a student fails any subsequent Term in their Program they will be required to retake that Term and receive a passing grade of 60% or higher before they can be considered eligible for graduation.

At the end of each Term, the student's cumulative grade average will be determined. Students who do not achieve a cumulative grade average of 70% or higher at the end of each Term will be placed on *Academic Probation* for the following Term. If, at the end of the probation period, the student's cumulative grade average remains below 70%, the student may be required to repeat the Term or dismissed.

REPEAT POLICY

If a student earns a final term grade below 60%, the student MUST repeat the term. A student may repeat an entire term only one time. If a student is *required* to or *requests* to repeat a term, the second grade and attendance record will substitute for the first grade.

Please note that repeating a term may alter a student's financial aid packaging.

INCOMPLETE ACADEMIC RECORD

A final grade for a term of "I" or Incomplete will be utilized at the discretion of the Education Department. The "I" will be converted to a zero if not made up within the time frame determined by the Education Department

OFFICIAL WITHDRAWAL POLICY & PROCEDURE

In order to officially withdraw from Pennco Tech, a student first must have a meeting with the Director of Student Services, Director of Education, Evening Education Supervisor or School Director to discuss the reason for withdrawing. Additionally, the student must complete and sign a letter of withdraw. The student will then be directed to the Financial Aid department for an exit interview.

READMISSION AND CHANGE OF PROGRAM POLICY

Students who are terminated by the school for academic, disciplinary, or attendance reasons as set forth by school policy may request re-entry after one complete term from the date of termination. This request will be reviewed by the Education Department and submitted to the School Director for approval. This policy does not apply to voluntary withdrawals. A voluntary withdrawal may request reentry at any feasible date in the program.

Students are encouraged to remain in the program in which they originally enrolled until graduation. The school realizes that situations may arise that warrant a change in the student's educational objective by entering a new program. Such changes must be submitted at least 5 business days prior to the end of the term/effective date, in writing to the School Director, stating the reason(s) for the change. The Director will evaluate the request based on the reason(s) stated, grades, attendance, feasibility, and Title IV regulations, if applicable.

If approved, the grades for those terms credited to the new program will be considered in the student's grade point average. However, for the purposes of determining whether the student is completing the program in the maximum allowable time frame, the time spent in the previous program will not be considered.

Students will be allowed only one change of program. A fee may be charged depending on the selected program change. Students who have been dismissed or voluntarily withdrawn prior to the end of a term may be allowed to reenter at the point at which they stopped attending. Prior to the point of reentry, students are expected to attend the portions of the term they have already attended and actively audit the classes. In lieu of tuition, students will be charged a \$25 fee for actively auditing the class. Students reentering after 180 days will be required to retake their entire term if they left prior to completing the term. These students will be required to pay for the entire term a second time.

GRADUATION REQUIREMENTS

The Graduation Requirements are designed to provide all students with program specific learning outcomes that will support them upon entry into their chosen career field.

Certificate of Completion (Professional Development of an individual term)

To be eligible for a Certificate of Completion, the student must:

- a. Complete term requirements with a minimum average grade of 70%
- b. Attend 100% of all scheduled classroom hours (Excused absences and made up time count as attending class); and
- c. Satisfy all financial obligations to Pennco Tech

Program Certificate

To be eligible for a Certificate the student must:

- a. Receive a passing grade, 60% or higher, in each term of their program
- b. Complete program requirements with a minimum average grade of 70%
- c. Attend 100% of all scheduled classroom hours (Excused absences and made up time count as attending class); and
- d. Satisfy all financial obligations to Pennco Tech

ATTENDANCE POLICY

TARDINESS

All students are expected to be in their assigned classroom/lab at 7:30 am for day students and 6:00pm for evening students. Being late to class is disruptive to the educational process at Pennco Tech. Any student not physically present for the start of, or during, a scheduled class period will be considered tardy and their time out of class will be recorded.

EXCUSED ABSENCE

Pennco Tech is a Clock Hour institution with extremely focused curriculums and therefore, attendance is a major factor in student success. Absences may be excused by the Education Department if good cause exists and the student documents the reason for the absence by sending a request through the Student Portal. (Excused Absences cannot exceed 10% of a Financial Aid payment period).

ATTENDANCE PROBATION

Students will be advised by a member of the education team and receive a written notification of their attendance probationary status for exceeding the maximum allowable time available for excused absences, which is 10% of the hours scheduled in a payment period.

MAKE UP WORK/SEAT TIME

When a student is absent from class, he/she will be asked to complete a make-up assignment (**at no additional charge**) relevant to what he/she missed in school that day. Make-up work must be supervised by an instructor and completed during the following times:

- From 3:00-4:00 p.m. in the classroom
- From 3:00-6:00 p.m. in the library day student or 7:30a.m-6:00p.m in the library eve student
- During scheduled evening classes for day students, and during scheduled day classes for evening students; or

Any other time outside a student's regularly scheduled class time. If a student fails to complete his or her make-up assignment he/she will have 10 points deducted from his/her Professional Conduct grade. Furthermore, from an academic standpoint, make up work/seat time is mandatory for incomplete or unsatisfactory lab assessment grades. The purpose of make-up work is to advance the student's ability to achieve student learning outcomes associated with the time absent. All absences are counted against a student's academic record.

CONSECUTIVE ABSENCE & UNOFFICIAL WITHDRAW POLICY

Pennco Tech is committed to educating, preparing, and placing students into qualified and well-paying employment. This training includes conveying the expectations of professionalism to our students that will enable them to succeed in the workplace after completing their education. Employers do not tolerate excessive absenteeism, unexcused absences, and extended absences without personal contact, and neither does Pennco Tech.

If a student, day or evening, fails to attend class and fails to communicate with the Education Team as to why they are not attending class for fourteen (14) consecutive calendar days, they will be dismissed from their program.

LEAVE OF ABSENCE

Leave of absence is granted only to students who wish to temporarily interrupt their training. A Leave of Absence may not exceed 180 days and the student must request the leave of absence in writing. A request for a Leave of Absence must be made in advance accompanied by supporting documentation or the student will be considered withdrawn from school. A subsequent leave of absence may be granted for documented extenuating circumstances. No leave may exceed 180 calendar days. All agencies financially sponsoring students will be notified upon a student's withdrawal or granted leave of absence.

Any student failing to return from a leave of absence will be terminated and the school's refund policy will apply in accordance with applicable and published financial aid requirements.

STUDENT CONDUCT AND TERMINATION

Pennco Tech students are being prepared for a work environment and are expected to conduct themselves in a responsible manner conforming to generally accepted standards of employment. Students may be advised verbally or receive a written notification by a member of the educational staff in areas such as; attendance, behavior, adherence to school policy and dress code, and academics. Students may also be suspended or terminated for any of the following violations:

- Dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institutional documents of identification with intent to defraud;
- Intentional disruption or obstruction of instruction, research, administration, disciplinary proceedings, public meetings, programs, or other school activities.
- Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
- Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
- Failure to comply with directions of institutional officials acting in the performance of their duties.
- Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.
- Violation of Federal Copyright laws and unauthorized peer to peer file sharing. See also the Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
- Jeopardizing the safety or well-being of others.
- Disrespect to the school, staff members or to other students.
- Any other occurrence that the Director deems detrimental to the successful operation of the school.
- Failing to maintain satisfactory academic progress or absenteeism in excess of 20% of all scheduled classroom hours (including excused absence and make up/seat time).

SATISFACTORY ACADEMIC PROGRESS (SAP) Policy for Financial Aid Programs

Federal law and regulations require that all students receiving financial aid maintain Satisfactory Academic Progress (SAP) according to both qualitative and quantitative measures. The following policy represents the standards adopted by Pennco Tech's Financial Aid Office and applies to all students receiving financial aid, including Federal Direct Stafford Student Loans.

Conditions for meeting Satisfactory Academic Progress Policy

Students must meet all components associated with Satisfactory Academic Progress. Students must maintain a grade point average of at least 70% (Qualitative Measure), A Pace of at least 70% (scheduled Clock Hours/weeks Completed for the Payment Period (Quantitative), and Maximum Timeframe (completing the program within 150% of the established program length as it relates to calendar time). Students fail the maximum timeframe component when it becomes mathematically impossible to complete the program within 150% of the published program calendar length timeframe. The Financial Aid Office will notify students via written letter format regarding their SAP status when failing one or more of the aforementioned SAP components. Pennco Tech does not have an appealing process to assist students in regaining Title IV eligibility after failing Maximum Timeframe Standards. Students may consult the Education Department to determine the necessary steps required to complete their academic program.

Students are required to complete 70% of the hours/weeks within a given payment period to maintain their required pace. Students will be checked for both completed hours and weeks as it pertains to SAP. (* Although a student may be making Satisfactory Academic Progress, the student may not be eligible to receive a subsequent disbursement until the total number of hours and weeks are completed for the previous payment period. For a complete description regarding subsequent disbursements, please see the disbursement section of this manual).

Grading System

90-100%	4.0
80-89%	3.0
70-79%	2.0
60-69%	1.0
00-59%	Failure

Required Completion Rate

Clock Hours Per Program

Hours	Weeks
2100	60
1800	52
1200	34
1200(evening)	100
960(evening)	80
900	26
900(evening)	75
600	17
600(evening)	50

Maximum Timeframe to complete a Program

Hours	Weeks	Hours	Weeks
2100	60	2100	90
1800	52	1800	78
1200	34	1200	51
1200(evening)	100	1200	150
960(evening)	80	960	120
900	26	900	39
900(evening)	75	900	113
600	17	600	25
600(evening)	50	600	75

*While a student's Maximum Timeframe is calculated based on the number of weeks it takes the student to complete the program, the student is not eligible to receive additional financial aid funds for more hours than required for the program. With the exception of a re-enter student who enters Pennco Tech after 180 days from separating from the institution the Financial Aid Office cannot pay funds to a student for repeated course hours.

Pace

Pennco Tech evaluates pace as the students attended time compared to that which is scheduled. If the scheduled hours have elapsed, regardless of whether or not the student has attended them, the student will be reviewed for SAP as noted below. Students who repeat a previously completed course will have the amount of time that it takes to complete the repeated term factored into their Maximum Timeframe standing. Students must be mindful of the number of repeated courses included in their current program as this can affect whether or not the student is able to complete the program on time.

Example of Pace

At 450 scheduled hours the student completed 315 hours

$$315/450 = 70\%$$

Expressed in Calendar time

$$9.2 \text{ weeks}/13 \text{ weeks} = 70\% \text{ (Both items checked according to Maximum Timeframe)}$$

***Next SAP review is at 900 scheduled hours (if the student is in an academic program that is longer than one academic year)**

Financial Aid Warning

In order for students in a clock-hour program to receive financial aid, they must maintain Satisfactory Academic Progress toward completion of their degree or certificate. Satisfactory progress is evaluated at the end of each scheduled payment period. If satisfactory progress is not achieved at the end of the scheduled payment period, students will automatically be placed on **Financial Aid Warning**.

At the end of each payment period the student's cumulative grade point average will be determined as well as the students pace of completion. Students who do not achieve a cumulative grade point average of 70% or a Pace of Completion of 70% at the end of the payment period will be placed on Financial Aid Warning for one subsequent payment period. During this warning period, the student will receive any financial aid funds due to him. If the cumulative grade point average is less than 70% or the pace of completion is less than 70% after the **Financial Aid Warning** payment period, the student's financial aid will be terminated. If the student satisfactorily completes the Financial Aid Warning period based on the standards, the student remains eligible for future financial aid funds.

Pennco Tech's Financial Aid Office does not have an appealing process for failing Satisfactory Academic Progress. Students not making SAP for financial aid programs will be required to pay for any additional courses from their own resources. If the student achieves SAP on his/her own, then the student regains eligibility for ALL financial aid programs. Students must visit the Financial Aid Office to inquire about their Satisfactory Academic Progress status and confirm if the successful completion of a course or courses has enabled them to regain Title IV eligibility; breaks in enrollment or paying for additional coursework does not alone assist the student in regaining Title IV eligibility.

Incompletes and Satisfactory Academic Progress

Students who receive an incomplete "I" for any course that is included in their current program will have the incomplete averaged into their cumulative GPA standard. The "I" will affect the student's GPA standing similar to the effect of receiving a zero for the course. Hours achieved from the grade of Incomplete are counted in the student's attempted hours and completed. Students are advised to visit the Education Department to determine how to convert the incomplete grade. Students must notify the Financial Aid Office when a grade of incomplete has been changed. The Financial Aid Office will use the new information to recheck Satisfactory Academic Progress (SAP) for the student and update the student regarding their new SAP status via written notification.

Satisfactory Academic Progress Review for Conflicting/New Information

In all cases the Financial Aid Office must recheck Satisfactory Academic Progress when new information has been received or previous information has been changed. The Financial Aid office will contact the student in written letter format to inform the student of any current or changed information regarding the student's SAP status due to any updates affecting the student's academic record. Students who are unsure of their academic standing in their program must contact the Education Department to resolve any discrepancies or issues.

Transfer Hours and Satisfactory Academic Progress

Only transfer credits that count toward the student's current program are counted (as both attempted and completed hours). Students who receive credit for transfer hours in their current program are not eligible to receive financial aid funds for the course that those transfer hours have satisfied. The student is not eligible to be paid additional financial aid funds or receive additional time for the already completed course as it relates to Maximum Timeframe standards.

Return of Title IV Funds 34 CFR 668.22 (a)(1)

When a recipient of Title IV programs withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance the institution must determine the amount of Title IV program funds that the student earned as of the student's withdrawal date. Pennco Tech calculates Return of Funds based on the student's scheduled payment period hours.

There are Federal Regulations that mandate how title IV funds will be calculated when a student withdraws from school before the completion of a payment period. Students are requested, but not required, to notify the school, in writing of their intention of withdrawing.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw (officially or unofficially), drop out, are dismissed or take a leave of absence. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing more than 60% of a scheduled payment period, the Financial Aid Office must recalculate eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following formula.

Federal Return of Title IV funds formula:

Percentage of payment period completed= the number of hours scheduled to be completed up to the withdrawal date divided by the number of total hours established in the payment period. This percentage is also the percentage of aid earned.

Any break of five days or more is not counted as part of the days in the payment period.

Funds are returned to the appropriate federal program based on the percentage of unearned aid. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student may owe a debit balance to the institution. If a student earned more aid than was disbursed, the institution would owe the student a post-withdrawal disbursement.

Pennco Tech must offer any post-withdrawal disbursement of loan funds within 30 days of the withdraw date and make a post- withdrawal of grant funds within 45 days of the withdraw date. Pennco Tech must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the withdrawal was determined and disburse any loan funds a student accepts within 180 days of the date.

Pennco Tech will notify students of their post-withdrawal disbursement offer of loan funds via mail. Students will have 30 days to accept or decline the disbursement of their loan funds. Students are informed of the amount of their post-withdrawal disbursement and the source. Students are also informed of any remaining balances the loan funds could cover and that the loan funds are to be repaid. At this time the student (if a borrower) will also receive a letter explaining their obligation to complete Exit Counseling since he is no longer enrolled at the institution if the student has remaining loan debt. Pell Grant post withdraw disbursements are automatically applied to the student's account and will be applied to any institutional and non-institutional charges the student has authorized.

As mentioned the institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination that the student withdrew. Return refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required (Federal Share only)
- Other assistance under this Title for which a Return of funds is required (e.g. IAG)

Each student who withdraws has an R2T4 calculation form completed and retained in his/her file. The Aid Administrator will also retain in the file an "attendance running sum" which indicates the students progression through the payment period(s) based on actual attendance, the scheduled hours associated with that attendance and the appropriate payment period used to calculate the students R2T4. Aid that has been disbursed will be considered based on the student's actual payment period progression and aid that could have been disbursed will be included based on applicable eligibility guidelines established by law.

Students who perfectly attend will follow Pennco Tech's "set up" disbursement schedule and payment periods. Students who need additional time to complete payment periods, will have their payment periods extended and subsequent disbursement dates rescheduled to a later date. This rule directly impacts the R2T4 process calculation and will be considered when the determination is being made in regards to the students scheduled hours, attended hours and payment period start and end dates.

Should the student reenter within 180 days, aid that has already been disbursed and retained will be calculated to determine the student's remaining eligibility. Students are encouraged to visit the Financial Aid Office to discuss how reentering may impact the student's financial aid eligibility.

NOTICE OF COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

TITLE IX states, “no person in the United States shall on the basis of sex, be excluded for participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.

Pennco Institutes, Inc. and both of its campuses do not discriminate on the basis of sex in education programs or activities, or employment. All inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator or to the Office for Civil Rights of the United States’ Department of Education.

The School Director is designated as the Title IX coordinator.

For the Blackwood Campus that is:

Gordon W. Ernst, Jr.
Pennco Tech
99 Erial Road
Blackwood, NJ 08012
856-232-0310

The office for Civil Rights of the United States Department of Education is located at:

For Pennsylvania:

Office for Civil Rights, Philadelphia Office
100 Penn Square East, Suite 515
Philadelphia, PA 19107
215-656-8541

For New Jersey:

Office for Civil Rights, New York Office
3200 Old Slip, 26th Floor
New York, NY 10005
646-428-3900

REFUND & CANCELLATION POLICY

Students are eligible for a full refund on advanced payments when one of the following occurs: (1) an application is not accepted by Pennco Tech, (2) the start of the program is rescheduled or canceled (3) the applicant notifies Pennco Tech in writing within three days after signing the enrollment agreement, even if classroom instruction has begun. A request for cancellation that is not made in writing shall be confirmed in writing by the Applicant within an additional period of three calendar days. If cancellation is requested more than three days after an applicant signs the enrollment agreement, the registration fee is nonrefundable. For students receiving Third-Party funding Assistance, VA assistance including VOC Rehabilitation, Post 9/11, and Yellow Ribbon, with whom may need additional information or questions answered, should speak directly to their appointed financial aid representative located in the Financial Aid office. If after commencement of classes either: (1) the applicant should terminate his/her enrollment for any reason or (2) the applicant is terminated for failure to meet academic, attendance, financial or disciplinary standards, remaining prepaid tuition will be refunded within **45** days after the date of determination of withdrawal. Tuition is charged pro rata to the scheduled hours in the current payment period relative to total hours in the payment period.

Non-Federal Financial Aid Programs available to Students

SCHOLARSHIPS

Pennco Tech annually sponsors a full-tuition Scholarship Program. Only high school seniors are eligible to compete for these scholarships. The program is administered by an independent Scholarship Awards Committee. Normally, six full scholarships are awarded annually for both Pennsylvania and New Jersey schools, the value of which will vary depending on the programs in which the winners enroll. Half-tuition scholarships are also sponsored for the CIE and MTA/NJ programs. High School seniors are also eligible for Imagine America Foundation, www.imagine-america.org, Career and Technical Education Scholarship Program.

GRANTS

Students are eligible to apply for a Federal PELL Grant and Federal Supplemental Education Opportunity Grant (FSEOG).

VETERAN BENEFITS

All programs are approved for veterans' benefits.

STATE REHABILITATION

Financial aid in varying amounts is available to qualified handicapped students under various state agencies directing rehabilitation in Pennsylvania, New Jersey, Delaware and other states.

STUDENT SERVICES

All kinds of support; for all kinds of students. Students often have to balance a job, family and other responsibilities along with their academic work. Many students come to Pennco Tech as the first in their family to attend college. Learn more about our student services and how we can help you succeed.

Tutoring – Instructors are available to students after regular class hours on an as-need basis. Students can discuss academic concerns and arrange additional learning time directly with instructors.

Advising – Instructors are able to provide advisement to students in most cases regarding school policy, academic requirements, technical information and career information. Problems or concerns beyond the scope of instructors can be addressed through the Director of Student Services or Director of Education. Assistance for career information or employment opportunities is available through the Career Services Office.

Library – The school maintains a library, which contains a large volume of resource materials including textbooks, reference books, audio visuals and periodicals. Materials are representative of all programs taught at the school and can be checked out to be used as supplemental reading or research information. Students are encouraged to use the materials to expand on or support training information provided in their program. An inventory of the library contents is located in the library. The internet library is available to all students and has access to the World Wide Web.

Housing – Living accommodations are available in private homes and apartments in the vicinity. The school makes information available regarding these accommodations as to their location and relationship with the school; however, it does not assume any responsibility for the safety or health of those residing in private homes, rooms, or apartments.

Transportation - Students can make contact with other students in the school for possible car-pooling or ride-sharing through the Student Services Office. The Office will provide student location and travel route information to all students in the school to help coordinate riders and drivers in the same areas, however, the school does not assume any responsibility for the safety or reliability of drivers.

CAREER SERVICES

Pennco Tech, at no additional charge, assists students in seeking employment after graduation. The assistance takes the form of encouraging and permitting representatives from local and out-of-city concerns to visit the school and interview students about to graduate, maintaining contacts with local and out-of-city concerns to determine employment openings and set up interviews, making contacts with companies that have not previously hired to initiate new employment opportunities, keeping in touch with graduates seeking employment, checking with interviewers who visit the school or those contacting the school as to their satisfaction with the graduates, and maintaining graduation and employment records.

(THERE IS NO GUARANTEE OR PROMISE OF THE AVAILABILITY OF EMPLOYMENT.)

COPYRIGHT INFRINGEMENT

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

If a student feels he/she has a concern that needs immediate attention, or has a complaint during their time at Pennco Tech, he/she can address the concern directly with their instructor. Instructors will complete a Student Advisement Form, listing the student's concerns. Both the student and instructor will sign the form and, if the matter cannot be resolved at that time, the form will be forwarded to the Director of Education for further review and response. If the concern directly involves the instructor, the student can go directly to the Director of Education.

Subsequently, if a student feels that a concern has not been adequately addressed through their instructor or the Director of Education, he/she may contact the School Director. Every effort will be made to satisfy the student's issues within the School Director's ability. If a student still feels his concerns have not been adequately addressed, he may then contact the President of Pennco Tech. If, after these procedures have been exhausted, the student feels that the school has not adequately addressed his/her concern, the student may contact Pennco Tech's accrediting commission, the Accrediting Commission of Career Schools and Colleges (ACCSC.) All complaints reviewed by the Commission must be in written form and should grant permission for the ACCSC to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form, a copy of which is available from the School Director. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. ***Please direct all inquiries to:***

ACCSC
2101 Wilson Boulevard/Suite 302,
Arlington, VA 22201
(703) 247-4212
www.accsc.org

CHANGES IN START DATES, PROGRAM CHANGES – INCLUDING CURRICULUM, TUITION & FEES

Pennco Tech reserves the right to: (1) reschedule program start dates due to insufficient registration or unforeseen contingencies; (2) revise program outlines, lesson materials and fees; (3) make such other changes as the school deem advisable, after approval by the proper authority. Any adjustment to the cost of tuition will be limited to no more than once in a calendar year and at least 60 days advance notice will be given. In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

“In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form assistance. The contact number to call is (609) 292-4287.”

Vaccination / Immunization

Pennco Tech does not require vaccination/immunization documentation. They are required to enter primary schools (K to 12). If you have not received the required immunizations, contact your doctor to update your vaccinations and immunizations.

For additional information regarding vaccinations and immunizations please visit the Centers for Disease Control (CDC): at www.cdc.gov or (800) 232-4636. On the CDC website this information can be found under the Healthy Living tab.

PENNCO TECH – BLACKWOOD, NJ DISCLOSURE OF GRADUATION/COMPLETION RATES

As required by the Federal Student Right to Know and Campus Security Act, Public Law 101-542, the following information is provided on program completion rates at Pennco Tech. Refer to our Website for the latest statistics to include full time students entering school September 1, 2008 or later with class hours that have not exceeded 1½ times the program length.

Student Body Diversity – Race/Ethnicity and Gender

Pennco Tech's student body diversity, including the percentage of enrolled, full time students in the following categories: Male, Female, Self-identified members of a major racial or ethnic group; and Federal Pell Grant recipients. This information is available at: <http://nces.ed.gov/collegenavigator>

Graduation Rates

Graduation rates, by student diversity, are available at: <http://nces.ed.gov/collegenavigator>

Retention Rate Pennco Tech's retention rate statistics are also available at:

<http://nces.ed.gov/collegenavigator>

Program Equipment

A Comprehensive List of Equipment per department can be requested through the School Director's Office.

PROGRAM OFFERINGS

**AUTOMOTIVE BODY & PAINT TECHNICIAN MODIFIED
DAY SCHOOL**

Program Certificate

Number of Weeks 26 Total Program Hours 900

Term		Clock Hours
ABD 108	Collision Repair	450
ABD 109	Preparation & Paint	450

Program Objective:

Through lecture and extensive lab training the program will provide the graduate with the technical, manual and manipulative skills and knowledge to be employed as an entry level auto body technician. Graduates will be competent in a broad area of applications including basic and major body repair, and the prepping, refinishing, and painting of automobiles and light trucks.

Course descriptions may be found at the back of the catalog.

**AUTOMOTIVE BODY & PAINT TECHNICIAN
EVENING SCHOOL**

Program Certificate

Number of Weeks 80

Total Program Hours 960

Term		Clock Hours
ABE 101	Basic Body Repair	240
ABE 102	Major Body Repair	240
ABE 104	Surface Preparation	240
ABE 105	Refinishing, Painting	240

Program Objective:

Through lecture and extensive lab training the program will provide the graduate with the technical, manual and manipulative skills and knowledge to be employed as an entry level auto body technician. Graduates will be competent in a broad area of applications including basic and major body repair, and the prepping, refinishing, and painting of automobiles and light trucks.

Course descriptions may be found at the back of the catalog.

**AIR CONDITIONING, REFRIGERATION & HEATING
DAY SCHOOL**

Program Certificate

Number of Weeks 34 Total Program Hours 1200

Term		Clock Hours
ARD 101	Basic Refrigeration Fundamentals	300
ARD 102	Commercial Refrigeration	300
ARD 103	Air Conditioning	300
ARD 104	Heating Systems	300

Program Objective:

Through lecture and extensive lab training the program will provide the graduate with the technical, manual and manipulative skills and knowledge to be employed as an entry level air conditioning, refrigeration, and heating technician. Graduates will be competent in a broad area of applications including the diagnosis, repair and maintenance of most ACRH systems utilized in industrial, commercial, and domestic installations.

Course descriptions may be found at the back of the catalog.

**AIR CONDITIONING, REFRIGERATION & HEATING
EVENING SCHOOL**

Program Certificate

Number of Weeks 80 Total Program Hours 960

Term		Clock Hours
ARD 101	Basic Refrigeration Fundamentals	240
ARD 102	Commercial Refrigeration	240
ARD 103	Air Conditioning	240
ARD 104	Heating Systems	240

Program Objective:

Through lecture and extensive lab training the program will provide the graduate with the technical, manual and manipulative skills and knowledge to be employed as an entry level air conditioning, refrigeration, and heating technician. Graduates will be competent in a broad area of applications including the diagnosis, repair and maintenance of most ACRH systems utilized in industrial, commercial, and domestic installations.

Course descriptions may be found at the back of the catalog.

**AUTOMOTIVE TECHNOLOGY
DAY SCHOOL**

Program Certificate

Number of Weeks 52 Total Program Hours 1800

Term		Clock Hours
ATD 112	Chassis	450
ATD 113	Electrical & Computer Engine Management	450
ATD 114	Drivetrain	450
ATD 115	Engines & Service Shop	450

Program Objective:

Through lecture and extensive lab training the program will provide the graduate with the technical, manual and manipulative skills and knowledge to be employed as an entry level automotive technician. Graduates will be competent in a broad area of applications including the repair, maintenance, and diagnosis of most systems and sub-systems utilized in the automotive industry.

Course descriptions may be found at the back of the catalog.

AUTOMOTIVE TECHNOLOGY

EVENING SCHOOL

Program Certificate

Number of Weeks 100 Total Program Hours 1200

Term		Clock Hours
ATE 101	Engines	240
ATE 102	Electrical	240
ATE 103	Powertrain	240
ATE 104	Chassis	240
ATE 105	Computer Engine Management	240

Program Objective:

Through lecture and appropriate* lab training the program will provide the graduate with the technical, manual and manipulative skills and knowledge to be employed as an entry level automotive technician. Graduates will be competent in a broad area of applications including the repair, maintenance, and diagnosis of most systems and sub-systems utilized in the automotive industry. *(The number of lab experiments is reduced due to time constraints.)

Course descriptions may be found at the back of the catalog.

DIESEL TRUCK TECHNOLOGY

DAY SCHOOL

Program Certificate

Number of Weeks 52 Total Program Hours 1800

Term		Clock Hours
DTD 112	Electrical & Computer Engine Management	450
DTD 113	Chassis	450
DTD 114	Engines & Drivetrain	450
DTD 115	Preventive Maintenance AC & Welding	450

Program Objective:

Through lecture and extensive lab training the program will provide the graduate with the technical, manual and manipulative skills and knowledge to be employed as an entry level diesel truck technician. Graduates will be competent in a broad area of applications including the repair, maintenance, overhaul, and diagnosis of most systems and sub-systems utilized in the diesel truck and marine industry.

Course descriptions may be found at the back of the catalog.

ELECTRICIAN

DAY AND EVENING SCHOOL

Program Certificate

Number of Weeks: Day 26 Evening 75 Total Program Hours 900

Term		Clock Hours
ELC 101	Basic Electrical	300
ELC 102	Residential Wiring	300
ELC 103	Electrical Wiring for Commercial Application	300

Program Objective:

The objective of this program is to train students to obtain entry-level positions with job titles; Electrician, Electrician Helper, Electrical Installer. Students will be prepared to install electrical systems in both residential and commercial applications.

This program does not license or guarantee becoming a licensed electrician in New Jersey or any other state.
Course descriptions may be found at the back of the catalog.

MEDICAL ASSISTING-ADMINISTRATIVE

DAY AND EVENING SCHOOL

Program Certificate

Number of Weeks: Day 18 Evening 50 Total Program Hours 600

Term		Clock Hours
MAA 101	Medical Administrative Assisting	300
MAA 102	Clinical Medical Assisting	300

Program Objective:

Through lecture and appropriate lab training the program will provide the graduate with the technical, manual, and manipulative skills and knowledge to be employed as an entry level medical secretary in a broad range of applications including data entry, administrative assistant, billing clerk, unit secretary, medical records, billing coordinator, clerk, office assistant, and receptionist.

Course descriptions may be found at the back of the catalog.

PHARMACY TECHNICIAN

DAY AND EVENING SCHOOL

Program Certificate

Number of Weeks: Day 26 Evening 75 Total Program Hours 900

Term		Clock Hours
PT 101	Pharmacy Technician I	360
PT 102	Pharmacy Technician II	360
PT 999	Applied Pharmacy Technician Internship	180

Program Objective:

The objective of this program is to prepare the graduate with the ability to obtain entry-level employment as a Pharmacy Technician, Pharmacy Clerk, or Pharmaceutical Insurance or Inventory Clerk. Graduates of this program may work directly under the supervision of a Registered Pharmacist and may have the duties or reading Physicians orders and hospital charts, preparing medication, maintaining inventory, maintaining patient or customer profiles, typing labels, preparing unit dose medication, IV admixtures and sterile irrigation.

Course descriptions may be found at the back of the catalog.

COURSE DESCRIPTIONS

AIR CONDITIONING, REFRIGERATION, HEATING **Day School**

ARD 101: Basic Refrigeration, Fundamentals

Learning Outcomes:

- *Understand foundational theories of heat transfer and temp/pressure relationships
- *Understand foundational theories of thermodynamics
- *Understand and demonstrate Shop Safety and Tools used in the industry
- *Understand and demonstrate the use of refrigerants and components used with in the refrigeration cycle
- *Understand and apply field skills of brazing, soldering, tubing and fittings
- *Understand how electricity, controls, and wiring schematics are used in the field.

(Prerequisite None)

ARD 102: Commercial Refrigeration

Learning Outcomes:

- *Understand and apply industry methods of service to Compressors/Controls, Condensers/Controls, Metering Devices/Applications, and Evaporators/Product Control
- *Understand and apply advanced skills of motor wiring and interpretation of electrical schematics.
- *Understand and apply industry methods of maintenance and servicing of Ice Machines
- *Understand and apply industry methods of service to Chillers and Cooling Towers

(Prerequisite ARD 101)

ARD 103: Air Conditioning

Learning Outcomes:

- *Understand practical applications of Psychometrics and the Psychometric Chart
- *Understand and apply heat loss and heat gain for residential load calculations through Manual J.
- *Understand and apply principles of air flow and balancing duct systems
- *Understand and apply residential duct design and systems through Manual D.
- *Understand and apply the cycle of refrigeration to residential and commercial air conditioning
- *Understand and apply procedures of installation, troubleshooting, and repairs to residential and commercial air conditioning

(Prerequisite ARD 101)

ARD 104: Heating Systems

Learning Outcomes:

- *Understand the combustion theory, properties of liquid and gases fuels, the proper fuel mixture.
- *Understand what elements are required to establish a flame, products of combustion.
- *Understand and apply skills of electrical schematics and components that apply to the heating industry.
- *Understand and apply theory of air to air and ground source heat pumps.
- *Understand and apply industry fundamentals of solar heating

(Prerequisite ARD 101)

AIR CONDITIONING, REFRIGERATION, HEATING Modified* **Evening School**

ARE 101: Basic Refrigeration, Fundamentals

Learning Outcomes:

- *Understand foundational theories of heat transfer and temp/pressure relationships
- *Understand foundational theories of thermodynamics
- *Understand and demonstrate Shop Safety and Tools used in the industry
- *Understand and demonstrate the use of refrigerants and components used with in the refrigeration cycle
- *Understand and apply field skills of brazing, soldering, tubing and fittings
- *Understand how electricity, controls, and wiring schematics are used in the field.

(Prerequisite None)

ARE 102: Commercial Refrigeration

Learning Outcomes:

- *Understand and apply industry methods of service to Compressors/Controls, Condensers/Controls, Metering Devices/Applications, and Evaporators/Product Control
- *Understand and apply advanced skills of motor wiring and interpretation of electrical schematics.
- *Understand and apply industry methods of maintenance and servicing of Ice Machines
- *Understand and apply industry methods of service to Chillers and Cooling Towers

(Prerequisite ARE 101)

ARE 103: Air Conditioning

Learning Outcomes:

- *Understand practical applications of Psychometrics and the Psychometric Chart
- *Understand and apply heat loss and heat gain for residential load calculations through Manual J.
- *Understand and apply principles of air flow and balancing duct systems
- *Understand and apply residential duct design and systems through Manual D.
- *Understand and apply the cycle of refrigeration to residential and commercial air conditioning
- *Understand and apply procedures of installation, troubleshooting, and repairs to residential and commercial air conditioning

(Prerequisite ARE 101)

ARE 104: Heating Systems

Learning Outcomes:

- *Understand the combustion theory, properties of liquid and gases fuels, the proper fuel mixture.
- *Understand what elements are required to establish a flame, products of combustion.
- *Understand and apply skills of electrical schematics and components that apply to the heating industry.
- *Understand and apply theory of air to air and ground source heat pumps.
- *Understand and apply industry fundamentals of solar heating

(Prerequisite ARE 101)

AUTOMOTIVE BODY & PAINT TECHNICIAN Modified*
Day School

ABD 108: Collision Repair

Learning Outcomes:

- *Understand and apply industry standards of shop safety and safe handling of hand, power, electric, and air tools
 - *Understand and apply principles of welding technologies
 - *Understand and apply principles of metallurgy and working sheet metal
 - *Understand and apply industry standards of application with body fillers and repair of plastic panels, and grit scale
 - *Understand and apply standard methods and procedures of assessment and repair to different metals and plastic used in the automotive industry
 - *Understand and apply safe handling procedures of tools and equipment used in the Auto body industry
 - *Understand and apply fundamental principles of theory and operation of engine cooling and exhaust systems
 - *Understand and apply fundamental principles of theory and operation of air conditioning systems
 - *Understand and apply principles of suspension
 - *Understand and apply principles of brake systems
 - *Understand and apply principles of the whole wheel including tires and balancing
 - *Understand and apply principles of frame measuring and pulling procedures
 - *Understand and apply principles body structure, assessment and repair
 - *Understand and apply standard methods and procedures of assessment and repair to a vehicles major structure, drive train, suspension system, cooling, air conditioning, and brake systems
- (Prerequisite None)*

ABD 109: Preparation & Paint

Learning Outcomes:

- *Understand and apply industry standards of shop safety, equipment, and safe handling of tools
 - *Understand and apply principles of operation and up-keep of HVLP spray guns and air brushes
 - *Understand and demonstrate a working knowledge of different types of primers, paints, body filler, and putty
 - *Understand principles of booth maintenance
 - *Understand and apply principles of paint removal and procedures of sanding, taping, and masking a car
 - *Understand and apply standard methods and procedures of assessment and repair necessary for surface preparation before priming and painting
 - *Understand and apply principles of booth maintenance
 - *Understand and apply principles of the paint spray gun
 - *Understand and apply principles of paint chemistry for tinting, blending and mixing paint
 - *Understand and apply fundamental steps of buffing, air-brushing, pin-stripping, decal overlaying, and final detailing for vehicle delivery
- (Prerequisite ABD 108)*

AUTOMOTIVE BODY & PAINT TECHNICIAN **Evening Class**

ABE 101: Basic Body Repair

Learning Outcomes:

- *Understand and apply industry standards of shop safety and safe handling of hand, power, electric, and air tools
- *Understand and apply principles of welding technologies
- *Understand and apply principles of metallurgy and working sheet metal
- *Understand and apply industry standards of application with body fillers and repair of plastic panels, and grit scale
- *Understand and apply standard methods and procedures of assessment and repair to different metals and plastic used in the automotive industry

(Prerequisite None)

ABE 102: Major Body Repair

Learning Outcomes:

- *Understand and apply safe handling procedures of tools and equipment used in the Auto body industry
- *Understand and apply fundamental principles of theory and operation of engine cooling and exhaust systems
- *Understand and apply fundamental principles of theory and operation of air conditioning systems
- *Understand and apply principles of suspension
- *Understand and apply principles of brake systems
- *Understand and apply principles of the whole wheel including tires and balancing
- *Understand and apply principles of frame measuring and pulling procedures
- *Understand and apply principles body structure, assessment and repair
- *Understand and apply standard methods and procedures of assessment and repair to a vehicles major structure, drive train, suspension system, cooling, air conditioning, and brake systems

(Prerequisite ABE 101)

ABE 103: Surface Preparation

Learning Outcomes:

- *Understand and apply industry standards of shop safety, equipment, and safe handling of tools
- *Understand and apply principles of operation and up-keep of HVLP spray guns and air brushes
- *Understand and demonstrate a working knowledge of different types of primers, paints, body filler, and putty
- *Understand principles of booth maintenance
- *Understand and apply principles of paint removal and procedures of sanding, taping, and masking a car
- *Understand and apply standard methods and procedures of assessment and repair necessary for surface preparation before priming and painting

(Prerequisite ABE 101)

ABD 104: Refinishing, Painting

Learning Outcomes:

- *Understand and apply principles of booth maintenance
- *Understand and apply principles of the paint spray gun
- *Understand and apply principles of paint chemistry for tinting, blending and mixing paint
- *Understand and apply fundamental steps of buffing, air-brushing, pin-stripping, decal overlaying, and final detailing for vehicle delivery

(Prerequisite ABE 101)

AUTOMOTIVE TECHNOLOGY **Day School**

ATD 112: Chassis

Learning Outcome:

- *Understand industry standards of shop safety and safe handling of hand, air, and power tools
 - *Understand the applications of industry standard fasteners, gaskets, and sealants.
 - *Understand the basic operation, construction and maintenance of cooling, fuel, lubrication, brakes, suspension, air conditioning, wheels and alignment
 - *Understand and apply basic principles of electricity applicable to the automotive industry
 - *Understand and apply principles of welding and cutting
 - *Understand and apply principles of theory and operation of suspension systems
 - *Understand and apply principles of theory and operation of steering systems
 - *Understand and apply principles of theory and operation of brake systems
 - *Understand and apply principles of theory and operation of air bag systems
 - *Understand and apply principles of wheel alignment
 - *Understand and apply principles of restraint systems
 - *Understand and apply standard methods and procedures of diagnostic and repair to the whole chassis
- (Prerequisite None)

ATD 113: Electrical & Computer Engine Management

Learning Outcomes:

- *Understand and apply principles of basic electricity and electronics
 - *Understand and apply the use of multi meters when testing electrical components
 - *Understand and apply the principles of series and parallel circuits
 - *Understand and apply the principles of direct and alternating currents
 - *Understand and apply the principles of ignition coils and ignition circuits, and testing
 - *Understand and apply the principles of the relationship of magnetism and electricity
 - *Understand and apply the principles of magnetism and how it relates to alternators and starter motors
 - *Understand and apply the principles of relays and transistors and how they relate to the automobile
 - *Understand and apply the principles of refrigeration and how to diagnose and test A/C Systems
 - *Understand and apply principles of theory and operation of computerized engine management systems
 - *Understand and apply principles of theory and operation of sensors
 - *Understand and apply principles of theory and operation of fuel delivery and fuel injection systems
 - *Understand and apply principles of theory and operation of ignition systems
 - *Understand and apply principles of theory and operation of emission systems
 - *Understand and apply standard methods and procedures of diagnosis and repair of automotive electronic and electrical systems
- (Prerequisite None)

ATD 114: Power Train

Learning Outcomes:

- *Understand and apply principles of clutch theory and operation
 - *Understand and apply principles of gearing and power-flow in a manual transmission
 - *Understand and apply principles of theory and operation in a manual, automatic, and transaxle transmission
 - *Understand and apply principles of theory and operation in a transfer case
 - *Understand and apply principles of theory and operation of a differential
 - *Understand and apply standard methods and procedures of diagnostic and repair to the whole powertrain including mechanical, hydraulic, and electronic components
- (Prerequisite None)

ATD 115: Engines & Service Shop

Learning Outcome:

- *Understand and apply the principles of theory and operation of the internal combustion engine
 - *Understand and apply the operational principles of the internal combustion engine
 - *Understand and apply the principles of theory and operation of all major components and support systems of the engine
 - *Understand the operating principles of the cooling and lubrication systems
 - *Understand and apply methods and procedures of engine identification, disassembly, inspection, precision measurement, repair, overhaul, and reassembly
 - *Understand and apply standard methods and procedures of diagnostic and repair to the whole engine
 - *Understand and apply removal and replacement of an engine
 - *Understand and apply a strong sense of safety awareness.
 - *Understand and apply knowledge in diagnostics in all phases of automotive repairs.
 - *Understand and apply proper automotive repair procedures
 - *Understand and apply good work ethics, while maintaining professionalism in the shop
- (Prerequisite ATD 112, ATD 113, ATD 114)*

AUTOMOTIVE TECHNOLOGY Modified* **Evening School**

ATE 101: Engines

Learning Outcome:

- *Understand and apply the principles of theory and operation of the internal combustion engine
 - *Understand and apply the principles of theory and operation of all major components and support systems of the engine
 - *Understand the operating principles of the cooling and lubrication systems
 - *Understand and apply methods and procedures of engine identification, disassembly, inspection, precision measurement, repair, overhaul, and reassembly
 - *Understand and apply standard methods and procedures of diagnostic and repair to the whole engine
- (Prerequisite none)*

ATE 102: Electrical

Learning Outcomes:

- *Understand and apply principles of basic electricity and electronics
 - *Understand and apply the use of multi meters when testing electrical components
 - *Understand and apply the principles of series and parallel circuits
 - *Understand and apply the principles of direct and alternating currents
 - *Understand and apply the principles of ignition coils and ignition circuits, and testing
 - *Understand and apply the principles of the relationship of magnetism and electricity
 - *Understand and apply the principles of magnetism and how it relates to alternators and starter motors
 - *Understand and apply the principles of relays and transistors and how they relate to the automobile
 - *Understand and apply the principles of refrigeration and how to diagnose and test A/C Systems
- (Prerequisite ATE 101)*

ATE 103: Power Train

Learning Outcomes:

- *Understand and apply principles of clutch theory and operation
 - *Understand and apply principles of gearing and power-flow in a manual transmission
 - *Understand and apply principles of theory and operation in a manual, automatic, and transaxle transmission
 - *Understand and apply principles of theory and operation in a transfer case
 - *Understand and apply principles of theory and operation of a differential
 - *Understand and apply standard methods and procedures of diagnostic and repair to the whole powertrain including mechanical, hydraulic, and electronic components
- (Prerequisite ATE 101)*

ATE 104: Chassis Learning Outcomes:

- *Understand and apply principles of theory and operation of suspension systems
- *Understand and apply principles of theory and operation of steering systems
- *Understand and apply principles of theory and operation of brake systems
- *Understand and apply principles of theory and operation of air bag systems
- *Understand and apply principles of wheel alignment
- *Understand and apply principles of restraint systems
- *Understand and apply standard methods and procedures of diagnostic and repair to the whole chassis
(Prerequisite ATE 101)

ATE 105: Computerized Engine Management**Learning Outcome:**

- *Understand and apply principles of theory and operation of computerized engine management systems
- *Understand and apply principles of theory and operation of sensors
- *Understand and apply principles of theory and operation of fuel delivery and fuel injection systems
- *Understand and apply principles of theory and operation of ignition systems
- *Understand and apply principles of theory and operation of emission systems
- *Understand and apply standard methods and procedures of diagnosis and repair of automotive electronic and electrical systems
(Prerequisite ATE 101, ATE 102)

DIESEL/TRUCK TECHNOLOGY
Day School

DTD 112: Electrical & Computer Engine Management**Learning Outcomes:**

- *Understand industry standards of shop safety and safe handling of hand, air, and power tools
- *Understand shop manuals, service information, and vehicle identification
- *Understand and apply advanced skills of precision measurement
- *Understand and apply fundamental electrical concepts to multi-meters, circuits, electric motors, batteries, starting systems, charging systems, and generators
- *Understand and apply standard methods and procedures according to the D.O.T. of diagnostic and repair to all chassis systems and electrical components
- *Understand and demonstrate a working knowledge of industry standard fasteners and torque specs
- *Understand and apply basic principles of electricity applicable to the automotive/diesel industry
- *Understand and apply the operation of a hand held scan tool
- *Understand and apply principles of theory and operation of the computerized engine management system
- *Understand and apply standard methods and procedures according to the D.O.T. of diagnosis and repair of diesel electronic management systems and air condition
(Prerequisite None)

DTD 113: Chassis**Learning Outcomes:**

- *Understand and apply principles of tire construction, wheels and alignment
 - *Understand basic construction, components, and terms of damage of the chassis and how the various types of damage are detected
 - *Understand steering components and practical applications of geometric analysis to perform wheel and chassis alignment
 - *Understand and apply procedures of disassembling and reassembling manual and power-assist steering gear boxes
 - *Understand types and terminology of wheels/tires, and procedures of maintenance, mounting, and dismounting
 - *Understand and apply theory of operation and procedures of overhaul of fifth wheel
 - *Understand and apply principles of operation and maintenance of wheel hubs, seals and bearings
 - *Understand components of air and mechanical suspension systems and apply methods of removal and replacement
 - *Understand and apply principles of theory and operation of Antilock Braking systems (ABS)
 - *Understand and apply standard methods and procedures according to the D.O.T. of diagnostic and repair to all aspects of brake and hydraulic systems
- (Prerequisite None)*

DTD 114: Engines & Drivetrain**Learning Outcomes:**

- *Understand and apply principles of dynamic and rotational physics towards working angle calculations
 - *Understand and apply ratio calculations related to differentials, transmissions, and planetary gear sets
 - *Understand theory and principles of clutch operation, adjustment, and replacement
 - *Understand the theory of operation and power flow of manual transmissions.
 - *Understand and apply principles of hydro dynamics and power flow of automatic transmissions
 - *Understand principles and theory of operation of Power Take-offs
 - *Understand and apply standard methods and procedures according to the D.O.T. of diagnostic and repair to all aspects of the drivetrain
 - *Understand and apply theory and operation of thermodynamic engine principles
 - *Understand principles and theory of operation of the lubrication systems
 - *Understand principles and theory of operation of the coolant systems
 - *Understand and demonstrate a working knowledge of troubleshooting fuel and cooling systems
 - *Understand and demonstrate proper safety precautions for repairing fuel systems
 - *Understand and demonstrate the proper removal, repair, and replacement of various types fuel injection pumps
 - *Understand and apply standard methods and procedures according to the D.O.T. of diagnostic and repair to diesel engines and subsystems
 - *Understand and apply removal procedures of a diesel engine
 - *Understand and demonstrate diesel engine disassembly procedures
 - *Understand and demonstrate a working knowledge of diesel engine part failure analysis
 - *Understand and demonstrate diesel engine reassembly and startup procedures
- (Prerequisite None)*

DTD 115: Preventive Maintenance, Air Conditioning & Welding

Learning Outcomes:

- *Understand the principals and operation of the emission management system.
- *Understand principles and theory of operation of diesel emission test equipment
- *Understand the principals and operation of the exhaust after treatment system
- *Understand and demonstrate a working knowledge of diesel emission test equipment
- *Understand and apply principles of theory and operation of hydraulic and air brake system components
- *Understand and apply a working knowledge of hydraulics in pumps, actuators, valves, and motors
- *Understand and apply basic principles of welding and the oxyacetylene torch
- *Understand and apply principles of welding technologies including MIG, TIG, and SMAW
- *Understand and apply a working knowledge of fabrication and design
- *Understand and demonstrate a working knowledge of a pre-trip inspection, categories of PM schedules, and criteria for out-of-service in compliance with D.O.T. regulations
(Prerequisite DTD 112, DTD 113, DTD 114)

ELECTRICIAN **Day and Evening School**

ELC 101: Basic Electrical

Learning Outcomes:

- *Understand and apply principles of electrical safety and safe handling of tools and equipment
- *Understand and apply foundational principles and theory of electricity
- *Understand and apply a working knowledge of series, parallel and combination circuits
- *Understand and apply a working knowledge of electrical measuring instruments
- *Understand and apply principles of theory and operation of alternators, DC motors and DC generators
- *Understand and apply principles of resistance, inductive and capacitive loads
- *Understand and apply principles of single and three phase transformers
(Prerequisite none)

ELC 102: Residential Wiring

Learning Outcomes:

- *Understand and apply principles of residential electrical installations and service entrance equipment
- *Understand and apply principles of residential branch circuit analysis and installation
- *Understand and apply industry standard methods of wiring, splicing, grounding, lighting, structured cabling, and electrical installation of residential appliances
- *Understand and apply principles of the National Electric Code
(Prerequisite ELC101)

ELC 103: Electrical Wiring for Commercial Application

Learning Outcomes:

- *Understand and apply principles of commercial electrical plans and specifications
- *Understand and apply industry standard methods of wiring, splicing, grounding, lighting, and luminaries
- *Understand and apply principles of commercial branch circuit analysis and installation
- *Understand and apply principles of load calculations for branch circuits and feeders
- *Understand apply standard methods of troubleshooting and installation of commercial electrical appliances and equipment
(Prerequisite ELC101)

MEDICAL ASSISTING-ADMINISTRATIVE Day and Evening School

MAA 101: Medical Administrative Assisting

Learning Outcomes:

- *Understand and demonstrate a working knowledge of Microsoft office
- *Understand and apply a working knowledge of financial procedures in the medical office
- *Understand fundamental principles of risk management involved with the medical administrative assisting
- *Understand and apply fundamental terms associated with communication utilizing technologies and correct terminology associated with the field of medical administrative assisting
- *Understand and apply principles of the safe handling and disposal procedures of bio hazardous materials

(Prerequisite none)

MAA 102: Clinical Medical Assisting

Learning Outcomes:

- *Understand and demonstrate a working knowledge of general patient care
- *Understand apply fundamental principles of communication utilizing technologies and correct terminology associated with the field of medical assisting
- *Understand and be familiarized with medical law and ethics
- *Understand and demonstrate a working knowledge of phlebotomy
- *Understand and demonstrate a working knowledge of EKG monitoring
- *Understand and apply overall knowledge and skills associated with the expectations of a certified clinical medical assistant *(Prerequisite MAA 101)*

PHARMACY TECHNICIAN Day and Evening School

PT 101: Pharmacy Technician I

Learning Outcomes:

- *Understand the role the CpHT plays in the pharmacy profession
- *Understand pharmacy jurisprudence and its significance to the pharmacy profession
- *Understand anatomy and physiology; body systems, tissue/cellular structures and the pathological conditions in the body
- *Learn the brand and generic names of medications that are used for each body system
- *Understand the pharmacological effects of medications, why they are needed and the body functions involved
- *Understand pharmaceutical calculations and business applications

(Prerequisite none)

PT 102: Pharmacy Technician II

Learning Outcomes:

- *Understand the processes of sterile and non-sterile compounding
- *Understand the Anatomy & Physiology of the endocrine, cardiovascular, digestive, respiratory, urinary and reproductive systems
- *Understand the medications & drug classifications related to each system, brand, generic, and use of selected medications for each body system
- *Understand the automation, drug distribution systems, computer applications, material management, policy and procedure, reimbursement, and pharmacy technicians' role in various pharmacy settings
- *Understand pharmaceutical calculations involved in compounding and IV preparation
- *Prepare for the National Certification Exam

(Prerequisite PT 101)

PT 999: Applied Pharmacy Technician Internship

Six weeks (180 hours) of on the job experience without pay and direct supervision of qualified management personnel is required of each student. The internship will be completed at a pharmacy, hospital, or other appropriate healthcare facility. A written evaluation of each student's performance must be completed by the appropriate person at the internship site.

Note: Internship sites may not be available immediately following completion of term 2. Some sites may require various information on interns including criminal background checks, drug screening and immunization history. The school does not guarantee a specific internship site and hours of operation at site may not match instructional school's hours. *(Prerequisite PT 101 and 102)*

DIRECTORY

School Administration:

John Hobyak, Jr.	Chief Executive Officer
Michael Hobyak	President
Jason Hobyak	Vice President
Glenn Slater	Vice President
Chris Ryan	Director of Business Administration/Human Resources
Gordon W. Ernst Jr.	Executive School Director
Kenna Fitzhugh	Executive Director of Financial Aid
Craig Sigafos	Director of Education
Karl Mancuso	Director of Admissions
Danielle Yeager	Director of Career Services
Nicholas Gibbons	Director of Student Services
Von Lee Lewis	Director of Maintenance
Debbie Keifrider	Assistant Director of Financial Aid
Amy Haruch	Human Resources

Admissions Representatives:

See the list In the Director of Admission's Office

Financial Aid:

Carrie Seher	Senior Financial Aid Manager
Gina Bright	Student Loan Counseling Manager
Jasmine Price	Student Loan Coordinator

Financial Aid Administrators:

See the list In the Assistant Director of Financial Aid's Office

General Administration:

See the list In the Executive School Director's Office

Education/Faculty:

See the list in the Director of Education's Office

Network Administrator: Francis Feola

Maintenance:

See the list In the Director of Maintenance's Office

Programs (Day)	Clock Hours	Length (weeks)	Hours (Per Week)	Tuition	Books & Tools
Air Conditioning, Refrigeration, Heating	1200	34	35	\$20,995.00	\$1,200.00
Automotive Body and Paint Technician (modified)	900	26	35	\$15,750.00	\$1,235.00
Automotive Technology	1800	52	35	\$31,850.00	\$1,300.00
Diesel/Truck Technology	1800	52	35	\$29,395.00	\$1,950.00
Electrician	900	26	35	\$16,427.00	\$1,200.00
Medical Assisting- Administrative	600	17	35	\$9,250.00	\$900.00
Pharmacy Technician	900	26	35	\$10,950.00	\$690.00

Programs (Evening)	Clock Hours	Length (weeks)	Hours (Per Week)	Tuition	Books & Tools
A Air Conditioning, Refrigeration, Heating (modified)	960	80	12	\$19,145.00	\$1,200.00
Automotive Body and Paint Technician	960	80	12	\$15,870.00	\$1,300.00
Automotive Technology (modified)	1200	100	12	\$20,995.00	\$1,300.00
Electrician	900	75	12	\$16,427.00	\$1,200.00
Medical Assisting- Administrative	600	50	12	\$9,250.00	\$900.00
Pharmacy Technician	900	75	12	\$10,950.00	\$690.00

Pennco Tech Holidays Schedule

**** Upon Interview with Admissions, you will receive a copy of the Holiday schedule.**

January 1, 2018	Monday	New Year's	Night make-up needed
January 2, 2018	Tuesday	New Year's	No make-up needed
May 28, 2018	Monday	Memorial Day	Night make-up needed
July 4, 2018	Wednesday	Independence Day	Night make-up needed
September 3, 2018	Monday	Labor Day	Night make-up needed
November 22-23, 2018	Thursday/Friday	Thanksgiving	Night make-up needed
December 24-25, 2018	Monday/Tuesday	Christmas	Night make-up needed
December 31, 2018	Monday	New Year's Eve	Night make-up needed
January 1, 2019	Tuesday	New Year's Day	No make-up needed

Pennco Tech Future(Possible) Class Schedule

**** Please see the Admissions department for a copy of the Future class schedule.**

NOTES

Admissions Representative:

Program:

Start Date

Program (Circle One): **DAY** **EVENING**

Day Hours: Monday – Friday 7:30 am - 3:00 pm

Evening Hours: Monday-Wednesday-Thursday 6:00 pm – 10:00pm