



Bristol Campus
3815 Otter Street Bristol, PA 19007

SCHOOL CATALOG
2018-2020

January 2019

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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.



Accrediting Commission of Career Schools and Colleges

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:

- Licensed by the Department of Education, Commonwealth of Pennsylvania, State Board of Private Licensed Schools.
- Approved by the Pennsylvania Department of Education to Award the Associate in Specialized Technology Degree to graduates of the:
 - Automotive Technology Program.
- Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).
- All programs approved for the training of veterans.
- Listed as an authorized training facility by
 - Pennsylvania Office of Vocational Rehabilitation
 - New Jersey Department of Rehabilitation.
- Listed as an authorized trainer by the Pennsylvania Department of Transportation, Bureau of Traffic Safety, to teach the Pennsylvania State Inspection and Emission Control Certification Programs.
- Automotive and Auto Body instructors are generally certified by the National Institute for Automotive Service Excellence (ASE) in their individual specialties as well as in other technical areas.
- Listed as an eligible institution under the Federal Direct Student Loan programs (Direct Stafford and Direct PLUS).
- All students are also eligible and may apply for:
 - Federal PELL Grants
 - Federal Supplemental Educational Opportunity Grants
 - Federal Direct Loans through the U.S. Department of Education
 - Sallie Mae Private Loan Program.
- Pennsylvania residents are eligible to apply for the State Grant administered by the Pennsylvania Higher Education Assistance Agency.

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 2001 our Pharmacy Technician Program was added.
- In December 2003 the Electrician Program was added.
- In August 2006 Bristol added our Plumbing and Heating Technology Program, and
- The year 2018 brings Pennco Tech to 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 their 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 Bristol Township near the Pennsylvania side of the Burlington Bristol Bridge. It is easily accessible from the I-95/Route 413 Interchange; Route 13; the Pennsylvania Turnpike; and Route 130 in New Jersey.

Training is conducted within three adjacent buildings, totaling 102,000-sq. ft. of floor space, situated on more than seven acres of land. A full service cafeteria is also provided for the students and is located in Building #2. Free parking is available for all students.

Limited “on campus” housing is available. The school also makes information available to students regarding living accommodations in private homes and apartments in the vicinity; however, it cannot assume any responsibility for the safety or health of those residing in private homes, rooms, or apartments.

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 various makes and models of automobiles. 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 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 webpage 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: a state – endorsed 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*
- Home School Diplomas must be accompanied with a transcript for all four years of high school. This can be any combination of home schooled courses and/or state-endorsed high school courses BUT they must be on a formal transcript.

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. Only grades of “C” or better will be considered for potential transfer credit. 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 diploma 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. Our Grading System is as follows:

Grading System

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

Required Completion Rate

Clock Hours Per Program

Maximum Timeframe to complete Program

Hours	Weeks	Weeks
2100	60	90
1200	34	51
1200 (evening)	100	150
960	27	40
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 (below 60%) 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.

RE-ENTRY 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 re-entry 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 re-enter at the point at which they stopped attending. Prior to the point of re-entry, 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 re-entering 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.

Diploma

To be eligible for a Diploma 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.

Associate in Specialized Technology Degree

To be eligible for an Associate in Specialized Technology Degree, the student must:

- a. Receive a passing grade, 60% or higher, in each Term of the program
- b. Complete program requirements with a minimum GPA of 70%.
- c. Attend 100% of the total clock hours of the program. (Excused absences and made up time count as attending class)
- d. Be enrolled in a Degree Program
- e. Possess a High School Diploma or GED; and
- f. 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 Department 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
- 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 Department as to why they are not attending class for fourteen (14) consecutive calendar days, they will be dismissed from their program. **While the USDOE gives students 14 consecutive calendar days of non-attendance, Pennco Tech may drop a student after ten(10) consecutive days of absences if there is NO CONTACT from the student as to why they are not attending classes.**

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
Below-60%	Failure

Required Completion Rate

Clock Hours Per Program		Maximum Time Frame to complete a program	
Hours	Weeks	Hours	Weeks
2100	60	2100	90
1200	34	1200	51
1200 (evening)	100	1200	150
960	27	960	40
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 weeks/13 weeks = 70% (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 student's 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 Bristol Campus that is:

Alfred W. Parcels, Jr.
Pennco Tech
3815 Otter St.
Bristol, PA 19007
215-785-0111

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

For Students in attendance on or before January 31, 2019

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 five 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 five calendar days. If cancellation is requested more than five 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 **30** 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.

For Students starting training on and after February 1, 2019

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 five 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 five calendar days. If cancellation is requested more than five 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 **30** days after the date of determination of withdrawal. Tuition is charged from the class start date through the last date of attendance. If the student withdraws prior to seventy percent completion of their payment period (equal to or less than 69.9%), the tuition is charged pro rata to the scheduled hours in the current payment period. In the event a student withdraws at seventy percent (or more) of completion, all tuition charges are deemed fully earned within that current 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 (6) full scholarships are awarded annually between the Pennsylvania and New Jersey Pennco Tech Campuses. The value of which will vary depending on the programs in which the winners enroll.

Half-tuition scholarships are sponsored for the Cooperative Industrial Education (CIE) program. CIE handles all selection criteria for these scholarships. For more information on being an applicant for this program contact your CIE Instructor or Guidance Counselor's office at your high school.

Also for high school seniors only is the Imagine America Foundation, www.imagine-america.org, Career and Technical Education Scholarship Program. Pennco Tech is one of many schools where this scholarship can be use. Please visit our Campus Admissions Office or the Imagine America webpage for additional information.

GRANTS

The Pennsylvania Higher Education Assistance Agency (PHEAA) awards grants to students, based on financial need, residency, and program enrollment, only the AST Degreeed programs qualify. The State of Pennsylvania now offers (PATIP) and (EAP) for Pennsylvania residents. 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

Pennco Tech has 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 PenncoTech 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

On-campus Dorms may be available. Other 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, they may then contact the Vice President of Pennco Tech in writing.

If after these avenues have been thoroughly exhausted and the student feels that the school has not adequately addressed a concern, the student may consider contacting the Pennsylvania Department of Education State Board of Private Licensed Schools at:

State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
Telephone (717)783-8228 Fax: (717)772-3622 or e-mail ra-pls@pa.gov.

Or the Accrediting Commission of Career Schools and Colleges (ACCSC) by following the steps outlined below:

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. 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:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Alfred W. Parcels, Jr., the School Director or online at 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 deems 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

Vaccination / Immunization

Pennco Tech does not require vaccination/immunization documentation to attend school. 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. The state of Pennsylvania does require proof of vaccination if a student requests to live in our on Bristol Campus Dorm (Please see the Director of Student Services for additional information).

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.

GRADUATION/COMPLETION RATES

PENNCO TECH – BRISTOL, PA DISCLOSURE

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

See Comprehensive List of Equipment per department on following pages.

PROGRAM EQUIPMENT

Heating, Ventilation, Air Conditioning & Refrigeration

- Oil Furnaces (Standard)
- Gas Furnaces (High Efficiency, Modulating, Standard)
- Electric Furnaces (Standard)
- Oil-Fired Boilers (Standard)
- Gas-Fired Boilers (Standard)
- Humidifiers
- Baseboards
- Unit heaters (Hydronics)
- Zone Valves (Hydronics)
- Soldering & Brazing Projects
- Torches
- Compressors
- Evaporators
- Condensers
- Controllers
- A.C. Units
- Commercial Refrigeration Units
- Ice Machines
- Biological Freezers
- Heat Pumps
- Mini Split A.C.
- Condensing Furnaces
- Oil & Gas Hydronics

Automotive Body and Paint Technology

- Multi-Spot M83-S
- 210 Miller MIG Welder Matic
- Miller Matic 140
- Hyper Therm Power Max 380
- 3M Automix Body Filler System
- Burning and Welding Equipment
- Measuring Systems for Body Work
- Grinders
- Dual Action Sanders
- Spray Booths
- Sprayers
- 4 and 10 Ton Porto Power

Automotive Technology

- Transmission Flush (Fluid Exchange)
- Coolant Flush Machine
- Power Steering Fluid Exchange
- Brake (Service) Flush Machine
- Diagnostic Scan Tools (Up-To-Date)
- Road Force Tire Balance
- Tire Modern Equipment Change (Up-To-Date)
- I/M Machine
- Burning and Welding Equipment
- Alignment Equipment
- Diagnostic Equipment for Engine Performance
- Brake Lathes
- Small Gas Engines
- Automotive Engines
- Automotive Lifts
- Specialized Automotive A/C Equipment
- Hunter Alignment Racks
- Mitchell On Demand
- ALLDATA computer programs
- School owned training vehicles to include Hybrid vehicles

Electrician Program

- Conduit (Assorted Types) and Tools to work with Conduit
- Telephone and Computer Cables
- Stick Houses for both Residential and Commercial Work Environment
- Motors
- Transformers
- Switches
- Outlet Boxes
- Receptacles
- Breakers
- Luminaries
- Fans
- Heaters
- Thermostats
- Service Panel

Medical Assistant-Administrative

- Computers
- Microsoft® Software
- AED Trainer
- Overhead Projector
- Patient Examining Tables
- Stethoscopes
- Sphygmomanometer
- Otoscope
- Ophthalmoscope
- Exam Light
- Mercury Thermometers
- Digital Oral Thermometers with disposable sleeves
- Digital Pulse Ox
- Digital Scale with Height Indicator
- Balance Beam Scale
- EKG Machines
- Centrifuge Refractometer
- Microscope
- Simulation Arms and Hands

Pharmacy Technician

- Overhead Projector
- Counting Trays
- Prescription Bottles
- Computers
- Pennco R/X Pharmacy Management® Software
- Analytical Balance
- 100 Gm weight
- Wedgewood Mortars & Pestles
- Stainless Steel Spatulas
- Graduates (Conical & Cylindrical)
- Beakers
- Stirring Rods
- Glass Ointment Tiles Weight Papers and Boats
- Containers-Jars Ointment Tubes

Plumbing and Heating Technology

- Conventional Gas Water Heater Units
- Electric Water Heaters
- Tankless Gas Water Heaters
- Kitchen Sinks
- Faucets
- Garbage Disposals
- Dishwashers
- Installations
- Lavatories
- Water Closets
- DWV Piping
- PVC
- Cast Iron
- Pex Tubing
- Urinals

PROGRAM OFFERINGS

**HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION
 DAYSCHOOL
 DIPLOMA**

Total Hours: 1200

Number of Weeks: 35

<u>Term</u>	<u>Clock Hours</u>
ARD 101 Fundamentals	300
ARD 102 Commercial Refrigeration	300
ARD 103 Air Conditioning	300
ARD 104 Heating Systems	300
Total Program Hours:	1200

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 HVAC&R systems utilized in industrial, commercial, and residential installations. EPA and R-410A training and testing are offered to the student during this program.

Course descriptions may be found at the back of the catalog

**HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION
 MODIFIED – EVENING SCHOOL
 DIPLOMA**

Total Hours: 960

Number of Week: 80

<u>Term</u>	<u>Clock Hours</u>
ARE 101 Fundamentals	240
ARE 102 Commercial Refrigeration	240
ARE 103 Air Conditioning	240
ARE 104 Heating Systems	240
Total Program Hours:	960

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 HVAC&R systems utilized in industrial, commercial, and residential installations. EPA and R-410A training and testing are offered to the student during this program.

Course descriptions may be found at the back of the catalog

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

Total Hours: 960

Number of Weeks: 28

<u>Term</u>	<u>Clock Hours</u>
ABDBR 108 Collision Repair	480
ABDBR 109 Surface Prep and Paint	480

Total Program Hours: 960

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 refinishing and painting of automobiles and light trucks.

Course descriptions may be found at the back of the catalog

**AUTOMOTIVE BODY & PAINT TECHNICIAN
MODIFIED – EVENING SCHOOL
DIPLOMA**

Total Hours 960

Number of Weeks 80

<u>Term</u>	<u>Clock Hours</u>
ABE 101 Basic Body Repair	240
ABE 102 Major Body Repair	240
ABE 103 Surface Preparation	240
ABE 104 Refinishing & Painting	240

Total Program Hours: 960

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 refinishing and painting of automobiles and light trucks.

Course descriptions may be found at the back of the catalog

**AUTOMOTIVE TECHNOLOGY
DAY SCHOOL
ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE**

Total Hours: 2100 Number of Weeks: 62

Total Semester
Credit Hours 93

First Term	<u>Clock Hours</u>
ATD 101 Fundamentals	105/105
GEN 101 Computer Applications	20/30
GEN 104 FD. Technical Writing	24/16
 Second Term	
ATD 111 Engines	125/135
GEN 109 EN. Technical Writing	24/16
 Third Term	
ATD 102 Chassis	105/105
GEN 100 Automotive Math Skills	20/30
GEN 105 CH. Technical Writing	24/16
 Fourth Term	
ATD 103 Electrical	105/105
GEN 102 Applied English Fundamentals	20/30
GEN 106 EL. Technical Writing	24/16
 Fifth Term	
ATD 109 Computerized Engine Management	125/135
GEN 108 CEM Technical Writing	24/16
 Sixth Term	
ATD 108 Power Train	125/135
GEN 107 PT. Technical Writing	24/16
 Seventh Term	
ATD 110 Diagnosis & Repair	125/135
GEN 110 DR. Technical Writing	24/16
Total Program Hours	1043/1057

Program Objective:

This program will enable a student to seek employment as an entry-level Automotive Technician with knowledge in both foreign and domestic cars. The graduate will be equipped with the basic knowledge to repair, replace and diagnose most systems and sub-systems, using test equipment found in the auto industry today. Supportive instruction throughout the program acquaints the student with oral and written communication techniques. In addition, Applied General Education courses will provide students with skills in vocational math, English language usage, communication through writing, and basic computer applications.

Course descriptions may be found at the back of the catalog

**AUTOMOTIVE TECHNOLOGY
MODIFIED - EVENING SCHOOL
DIPLOMA**

Total Hours: 1200

Number of Weeks: 100

Term

Clock Hours

ATE 101	Engines	240
ATE 102	Electrical	240
ATE 103	Power Train	240
ATE 104	Chassis	240
ATE 105	Computerized Engine Management	240
Total Program Hours		1200

Program Objective:

This program will enable a student to seek employment as an entry-level Automotive Technician with knowledge in both foreign and domestic cars. The graduate will be equipped with the basic knowledge to repair, replace and diagnose most systems and sub-systems, using test equipment found in the auto industry today. Supportive instruction throughout the program acquaints the student with oral and written communication techniques.

Course descriptions may be found at the back of the catalog

**ELECTRICIAN
DAY SCHOOL
DIPLOMA**

Total Hours 900

Number of Weeks: 26

<u>Term</u>		<u>Clock Hours</u>
ELC 101	Electricity Fundamentals	300
ELC 102	Residential Wiring & Electrical Grounds	300
ELC 103	Commercial Electrical Applications	300
Total Program Hours		900

Program Objective:

This program will enable a student to obtain entry-level positions with the following and similar job titles: Electrician, Electrician Helper, and 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 PENNSYLVANIA OR ANY OTHER STATE. A REVIEW OF LICENSING REQUIREMENTS FOR PENNSYLVANIA WILL BE INCLUDED IN COURSE ELC 101.

Course descriptions may be found at the back of the catalog

**ELECTRICIAN
EVENING SCHOOL
DIPLOMA**

Total Hours 900

Number of Weeks 75

<u>Term</u>		<u>Clock Hours</u>
ELC 101	Electricity Fundamentals	300
ELC 102	Residential Wiring & Electrical Grounds	300
ELC 103	Commercial Electrical Applications	300
Total Program Hours		900

Program Objective:

This program will enable a student to obtain entry-level positions with the following and similar job titles: Electrician, Electrician Helper, and 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 PENNSYLVANIA OR ANY OTHER STATE. A REVIEW OF LICENSING REQUIREMENTS FOR PENNSYLVANIA WILL BE INCLUDED IN COURSE ELC 101.

Course descriptions may be found at the back of the catalog

**MEDICAL ASSISTANT - ADMINISTRATIVE
DAY SCHOOL
DIPLOMA**

Total Hours 600

Number of Weeks: 18

<u>Term</u>		<u>Clock Hours</u>
MAA 101	Medical Administrative Assisting	300
MAA 102	Clinical Medical Assisting	300
Total Program Hours		600

Program Objective:

Through lecture and appropriate lab training the program will provide the graduate with the technical, manual, and psychomotor skills and knowledge to be employed as an entry level medical assistant in a broad range of applications including clinical medical assistant, medical administrative assistant, patient care technician, multi-skilled technician, ECG technician, phlebotomist, telemetry monitor technician, patient services associate, home health aide, hospital unit secretary, and patient safety associate.

Course descriptions may be found at the back of the catalog

**MEDICAL ASSISTANT – ADMINISTRATIVE
EVENING SCHOOL
DIPLOMA**

Total Hours: 600

Number of Weeks: 50

<u>Term</u>		
MAA 101	Medical Administrative Assisting	300
MAA 102	Clinical Medical Assisting	300
Total Program Hours		600

Program Objective:

Through lecture and appropriate lab training the program will provide the graduate with the technical, manual, and psychomotor skills and knowledge to be employed as an entry level medical assistant in a broad range of applications including clinical medical assistant, medical administrative assistant, patient care technician, multi-skilled technician, ECG technician, phlebotomist, telemetry monitor technician, patient services associate, home health aide, hospital unit secretary, and patient safety associate.

Course descriptions may be found at the back of the catalog

**Pharmacy Technician
Day School
Diploma**

Total Hours 900

Number of Weeks: 26

<u>Term</u>		<u>Clock Hours</u>
PT 101	Pharmacy Technician I	360
PT 102	Pharmacy Technician II	360
PT 999	Applied Pharmacy Technician Externship	180
	Total Program Hours	900

Program Objective:

This program will enable a graduate to obtain entry-level employment as a Pharmacy Technician, Pharmacy Clerk, Pharmaceutical Insurance Technician or Pharmacy Inventory Clerk. Graduates of this program may work directly under the supervision of a Registered Pharmacist and they may have the duties of interpreting, typing, calculating quantities, filling and dispensing prescriptions, counting, measuring and compounding medications, ordering and maintaining inventory, filling hospital orders, preparing unit dose medications and preparing intravenous admixtures.

Course descriptions may be found at the back of the catalog

**PLUMBING & HEATING TECHNOLOGY
DAYSCHOOL
DIPLOMA**

Total Hours: 900

Number of Weeks:26

<u>Term</u>		<u>Clock Hours</u>
ARD 101	Fundamentals	300
ARD 104	Heating Systems	300
PLM 101	Plumbing	300
	Total Program Hours:	900

Program Objective:

Upon completion of this program, the graduate will have the skills and documentation necessary to obtain an entry-level position in the plumbing and heating industry. The graduate will possess the skills necessary to install, repair, and maintain most plumbing and heating systems used in residential, commercial and industrial installations. Additional supportive instructions throughout the program acquaint the student with oral and written communication techniques, effective job search skills and resume preparation.

THIS PROGRAM DOES NOT LICENSE OR GUARANTEE BECOMING A LICENSED PLUMBER IN PENNSYLVANIA OR ANY OTHER STATE. A REVIEW OF LICENSING REQUIREMENTS FOR PENNSYLVANIA WILL BE INCLUDED IN COURSE PLM 101.

Course descriptions may be found at the back of the catalog

COURSE DESCRIPTIONS

Heating, Ventilation, Air Conditioning & Refrigeration Day Courses

ARD 101 Fundamentals (Prerequisite None)

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.

ARD 102 Commercial Refrigeration (Prerequisite ARD 101)

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.

ARD 103 Air Conditioning (Prerequisite ARD 101)

Learning Outcomes:

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

ARD 104 Heating Systems (Prerequisite ARD 101)

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 the theories of Hydronics through gas and oil low pressure boilers
- * Understand and apply industry fundamentals of solar heating.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at www.penncotech.edu/disclosure.php and select Bristol Student Consumer Information.

Heating, Ventilation, Air Conditioning & Refrigeration (Modified*) Evening Courses

ARE 101 Fundamentals (Prerequisite None)

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.

ARE 102 Commercial Refrigeration (Prerequisite ARE 101)

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.

ARE 103 Air Conditioning (Prerequisite ARE 101)

Learning Outcomes:

- * Understand practical applications of Psychometrics and the Psychometric Chart
- * Understand and apply heat loss and heat gain for residential load calculations
- * Understand and apply principles of air flow and balancing duct systems
- * Understand and apply residential duct design
- * 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
- * Understand and apply theory of air to air and ground source heat pumps.

ARE 104 Heating Systems (Prerequisite ARE 101)

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 industry fundamentals of solar heating
- * Understand the theories of Hydronics through gas and oil low pressure boilers.

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Electrician Day and Evening Courses

ELC 101 Basic Electrical (Prerequisite None)

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.

ELC 102 Residential Wiring (Prerequisite ELC 101)

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.

ELC 103 Electrical Wiring for Commercial Application (Prerequisite ELC 101 & 102)

Learning Outcomes:

- * Understand and apply principles of commercial electrical plans and specifications
- * Understand and apply industry standard methods of wiring, splicing, grounding, and luminaires
- * 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.
- * Understand and apply both relay and motor control logic for three phase and single phase motor systems.
- * Understand and apply basic conduit bending and installation for both PVC and EMT type conduit, also learn how to cut and thread RMC type conduit.
- * Students will be given the opportunity to attend OSHA 10 training classes, upon completion and passing a final exam students will receive an OSHA 10 certification card.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at www.penncotech.edu/disclosure.php and select Bristol Student Consumer Information.

Plumbing and Heating Technology

Day Courses

ARD 101 Fundamentals (Prerequisite None)

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.

ARD 104 Heating Systems (Prerequisite ARD 101)

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 industry fundamentals of solar heating
- * Understand the theories of Hydronics through gas and oil low pressure boilers.

PLM 101 Plumbing (Prerequisite None)

Learning Outcomes:

- * Understand and apply industry standards and service to plumbing systems in accordance with the National Plumbing Code
- * Understand principles of operation of drain waist-vent systems and water supply systems
- * Understand and apply a working knowledge of pipe fitting used in various plumbing systems
- * Understand and apply industry methods of pipe installation and connections used in the plumbing industry
- * Understand and apply industry methods of service to general appliances including water heaters, sinks, toilets, sanitary drainage systems, potable water supply, and storm water drainage systems
- * Understand and demonstrate principles of lead, oakum and cast iron pipe joints.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at www.penncotech.edu/disclosure.php and select Bristol Student Consumer Information.

Automotive Body & Paint Technician Day Courses

ABDBR 108 Collision Repair (Prerequisite None)

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 Autobody industry
- * Understand and apply principles of frame measuring and pulling procedures
- * Understand and apply principles body structure, assessment and repair
- * Understand and apply principles of panel replacement
- * Understand and apply principles of panel alignment, remove/replace panels and align.

ABDBR 109 Surface Prep and Paint (Prerequisite ABDBR 108)

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
- * Understand and demonstrate a working knowledge of different types of primers, paints, body filler, and putty
- * Understand and apply principles of paint removal and procedures of sanding, taping, and masking a car
- * Understand and apply principles of paint booth maintenance
- * Understand and apply standard methods and procedures of assessment and repair necessary for surface preparation before priming and painting
- * 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, pin-stripping, decal overlaying, and final detailing for vehicle delivery.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at www.penncotech.edu/disclosure.php and select Bristol Student Consumer Information.

Automotive Body & Paint Technician Modified

*** Evening Courses***

ABE 101 Basic Body Repair (Prerequisite None)

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 plasma cutting
- * Understand and apply principles of oxyacetylene cutting
- * 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.

ABE 102 Major Body Repair (Prerequisite ABE 101)

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 frame measuring and pulling procedures
- * Understand and apply principles body structure, assessment and repair
- * Understand and apply principles of panel replacement
- * Understand and apply principles of panel alignment, remove/replace panels and align
- * 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.

ABE 103 Surface Preparation (Prerequisite ABE 101 & 102)

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
- * 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.

ABE 104 Refinishing, Painting (Prerequisite ABE 101,102,103)

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, pin-stripping, decal overlaying, and final detailing for vehicle delivery.

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Automotive Technology

Day Courses

ATD 101 Fundamentals (Prerequisite None)

Learning Outcomes:

- * Understand early developments, design, and progresses of the automotive industry
- * 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 shop manuals, service information, and vehicle information
- * Understand and apply advanced skills of precision measurement
- * Understand and apply the operational principles of the internal combustion engine
- * Understand the basic operation, construction and maintenance of cooling, fuel, lubrication, brakes, suspension, air conditioning, wheels and alignment
- * Understand the different types and makeup of oils and fuels used in the automotive and diesel industries
- * Understand and apply principles of safety when using oxyacetylene cutting
- * Understand and demonstrate tire service – mounting and balancing
- * Understand and demonstrate battery service and diagnostics
- * Understand and apply basic principles of electricity applicable to the automotive industry
- * Understand and demonstrate proper Preventive Maintenance (PM) service.

ATD 102 Chassis (Prerequisite ATD 101)

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 standard methods and procedures of diagnostic and repair to the whole chassis.

ATD 103 Electrical (Prerequisite ATD 101)

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 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 principles of restraint systems
- * Understand and apply principles of electrical windows, power seats, wiper and miscellaneous accessory diagnostics
- * Understand and apply the principles of refrigeration and how to diagnose and test A/C Systems.

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ATD 108 Power Train (Prerequisite ATD 101)

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.

ATD 109 Computerized Engine Management (Prerequisite ATD 101, ATD 103)

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 the principles of ignition coils and ignition circuits, and testing
- * 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 drivability issues
- * Students to review and take the PennDOT Emissions Inspector Certification course.

ATD 111 Engines (Prerequisite ATD 101)

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, and reassembly
- * Understand and apply standard methods and procedures of diagnostic and repair to the whole engine.

ATD 110 Diagnosis & Repair (Prerequisites ATD 101,102,103,108,109,111)

Learning Outcomes:

- * Understand and apply a strong sense of safety awareness
- * Understand and apply good work ethics, while maintaining professionalism
- * Understand and apply knowledge in diagnostics in all phases of automotive repairs
- * Understand and apply a sense of what takes place in an actual automotive shop
- * Understand and apply proper automotive repair procedures
- * Students to review and take the PennDOT Vehicle Equipment and Inspection Certification course.

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Automotive Technology Modified

Evening Courses

ATE 101 Engines (Prerequisite None)

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, and reassembly
- * Understand and apply standard methods and procedures of diagnostic and repair to the whole engine.

ATE 102 Electrical (Prerequisite None)

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 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 principles of electrical windows, power seats, wiper and miscellaneous accessory diagnostics
- * 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.

ATE 103 Power Train (Prerequisite none)

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.

ATE 104 Chassis (Prerequisite none)

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 demonstrate tire service – mounting and balancing
- * Students to review and take the PennDOT Vehicle Equipment and Inspection Certification course
- * Understand and apply standard methods and procedures of diagnostic and repair to the whole chassis.

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ATE 105 Computerized Engine Management (ATE 102)

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 the principles of ignition coils and ignition circuits, and testing
- * Students to review and take the PennDOT Emissions Inspector Certification course
- * Understand and apply standard methods and procedures of diagnosis and repair of drivability issues.

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**Applied General Education Day Courses for the
Associate in Specialized Technology Degree Program**

GEN 100 Automotive Math Skills (*Prerequisite None*)

Learning Outcomes:

- * Understand how to solve general automotive math problems
- * Understand the electrical properties of voltage, current, resistance, and power in electrical circuits
- * Understand the operation of a series and of parallel circuit
- * Apply Ohm's Law and Watt's Law to calculations in series and parallel circuits.

GEN 101 Computer Applications (*Prerequisite None*)

Learning Outcomes:

- * Understand how to create automotive shop orders in Mitchell Manager Plus
- * Understand how to create technical lists to be used with shop orders in Mitchell Manager Plus
- * Understand how to look up technical information and specifications in Mitchell Pro Demand
- * Understand how to create effective employment documents under the direction of Career Services.

GEN 102 Applied English Fundamentals (*Prerequisite None*)

Learning Outcomes:

- * Understand the basic parts of speech
- * Understand how the basic parts of speech are used to create effective sentences
- * Understand basic technical vocabulary related to automotive electrical circuits
- * Apply concepts involved in technical vocabulary to the analysis of automotive electrical diagrams and schematics.

GEN 104 Fundamentals: Technical Writing (*Prerequisite None*)

- * Apply technical content in the form of a paper by writing effective sentences and paragraphs from a gained understanding of fundamental concepts in the automotive industry.

GEN 105 Chassis: Technical Writing (*Prerequisite None*)

- * Apply technical content in the form of a paper by writing effective sentences and paragraphs from a gained understanding of an automobiles chassis system.

GEN 106 Electrical: Technical Writing (*Prerequisite None*)

- * Apply technical content in the form of a paper by writing effective sentences and paragraphs from a gained understanding of an automobiles electrical system.

GEN 107 Power Train: Technical Writing (*Prerequisite None*)

- * Apply technical content in the form of a paper by writing effective sentences and paragraphs from a gained understanding of the power train assembly.

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GEN 108 Computerized Engine Management: Technical Writing (*Prerequisite None*)

- * Apply technical content in the form of a paper by writing effective sentences and paragraphs from a gained understanding of computerized engine management concepts in the automotive industry.

GEN 109 Engines: Technical Writing (*Prerequisite None*)

- * Apply technical content in the form of a paper by writing effective sentences and paragraphs from a gained understanding of engines used in the automotive industry.

GEN 110 Diagnoses and Repair: Technical Writing (*Prerequisite None*)

- * Apply technical content in the form of a paper by writing effective sentences and paragraphs from a gained understanding of trouble shooting, repair and inspection techniques in the automotive industry.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at www.penncotech.edu/disclosure.php and select Bristol Student Consumer Information.

**Medical Assistant – Administrative
Day and Evening Courses**

MAA 101 (Prerequisite None)

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 profession of 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.

MAA 102 (Prerequisite MAA 101)

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.

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Pharmacy Technician Day Courses

PT 101 (Prerequisite None)

Learning Outcomes:

- * Understand the role the CPhT plays in the pharmacy profession
- * Understand pharmacy jurisprudence and its significance to the pharmacy profession
- * Understand pharmaceutical calculations and business application principles
- * Understand the relationship between anatomy/physiology(A/P) and pharmacy and the A/P related to the Skin, Muscle, Skeletal, Central Nervous and Sensory Systems
- * Understand the actions and pharmacology of selected drug classes
- * Learn the brand and generic names of 100 commonly dispensed medication
- * Understand hospital drug delivery, interpreting hospital orders, filling unit dose cassettes, parenteral dosage administration and requirements for repackaging medications
- * Understand prescription processing fundamentals to include interpreting prescriptions, typing labels and filling and dispensing prescriptions.

PT 102 (Prerequisite PT 101)

Learning Outcomes:

- * Understand the anatomy/physiology of the endocrine, cardiovascular, digestive, respiratory, urinary and reproductive systems
- * Understand the actions and pharmacology of selected drugs classes
- * Understand the automation delivery systems, pharmacy computer applications, material management, and prescription reimbursements procedures
- * Understand the duties and responsibilities of pharmacy technicians working in the hospital practice setting to include common used hospital injectable medications
- * Understand the processes of sterile and non-sterile compounding
- * Understand pharmaceutical calculations involved in compounding sterile and non-sterile preparations
- * Prepare for the National Certification Exam.

PT 999 (Prerequisite PT 101 & 102)

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 hours.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at www.penncotech.edu/disclosure.php and select Bristol Student Consumer Information.

School Directory

School Administration:

John Hobyak, Jr.	Chief Executive Officer
Michael Hobyak	President
Jason Hobyak	Vice President
Glenn Slater	Vice President
Alfred Parcels, Jr.	School Director
Chris Ryan	Director of Business Administration
Keena Fitzhugh	Executive Director of Financial Aid
Hakiem Coles	Director of Education
Danielle Cattell	Director of Student Services
Teresa Scheerer	Director of Career Services
Gene Bomgardner	Corporate Director of IT
Jack Carduff	Director of Maintenance
Mark Raccagno	Evening Supervisor/Librarian

Admissions Representatives:

John Derito	Traci Coakley
Bobby Fisher	

Financial Aid Administrators:

Senior FA Manager: Kristen Nieves	Pattie Himes	Maria Jean-Brian
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Career Service Administrators:

General Administration:

Sandy Amenta	Amanda Cottrell	Amarilis Berrocal
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Faculty:

HVAC&R/Plumbing

David Engle
John Testa
Tim Stockton
Roy Shepherd
Martin Slemmer
Christopher Vallone

Auto Tech

Nick DiTaranto
Rand Feldman
Frank Homza
Mark Wharton
John Doyle

Auto Body

Michael Rogowski
Lew Wolcott
Jim Palaio
Lionel Johnson

Electrician

Brain Amoroso
Martin Slemmer
Dan Spickler
Charles Bashwiner
Eric Ruszin
Fred Northup

Medical Assistant – Administrative

Kristen Himes
Mark Stuchko
Mohammed Haque

Pharmacy

Michelle Miller

General Education

Allan Grady

Staff:

Angela Nemeth - Corporate Office Business Manager
Cathy Gonzalez - Assistant Director of Financial Aid
Amy Haruch - Human Resources Manager
Sondra Koob - Registrar
Sean Costello - Business Office Administrator
Victor Hom - Student Loan Coordinator
Matthew Love - IT Tech

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 – 10:00 pm

2019 Pennco Tech Holidays Bristol Campus

December 31, 2018	Monday	New Year's Eve	Night Classes Rescheduled
January 1, 2019	Tuesday	New Year's	No Classes Scheduled
May 27, 2019	Monday	Memorial Day	No Day Classes/Night Classes Rescheduled
July 4, 2019	Thursday	Independence Day	No Day Classes/Night Classes Rescheduled
July 5, 2019	Friday	Closed	Day class rescheduled
September 2, 2019	Monday	Labor Day	No Day Classes/Night Classes Rescheduled
November 27, 2019	Wednesday	Thanksgiving Eve	Day Classes will be held/Night Classes Rescheduled
November 28, 2019	Thursday	Thanksgiving Day	No Day Classes/Night Classes Rescheduled
November 29, 2019	Friday	Day after Thanksgiving	No Classes Scheduled
December 23, 2019	Monday	Closed	Day & Night Classes Rescheduled
December 24, 2019	Tuesday	Christmas Eve	No Classes Scheduled
December 25, 2019	Wednesday	Christmas	No Day Classes/Night Classes Rescheduled
December 30, 2019	Monday	Closed	Day & Night Classes Rescheduled
December 31, 2019	Tuesday	New Year's Eve	No Classes Scheduled
January 1, 2020	Wednesday	New Year's	No Day Classes/Night Classes Rescheduled

Bristol Tuition

Heating, Ventilation, Air Conditioning & Refrigeration (Day)

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools
35	4	1200	34	M-F-7:30-3:00	\$100.00	\$21,995	\$1,270

Heating, Ventilation, Air Conditioning & Refrigeration (Modified Eve)

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools
80	4	960	12	M,W,T6:00-10:00	\$100.00	\$19,145	\$1,270

Automotive Technology Day

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools
62	7	2100	34	M-F-7:30-3:00	\$100.00	\$32,995	\$1,510

Automotive Technology Modified Evening

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools
100	5	1200	12	M,W,T6:00-10:00	\$100.00	\$20,995	\$1,490

Auto Body & Paint Tech Day

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools
28	2	960	34	M-F-7:30-3:00	\$100.00	\$15,870	\$1,345

Auto Body Paint & Technology Modified Evening

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools
80	4	960	12	M,W,T6:00-10:00	\$100.00	\$15,870	\$1,345

Electrician-Day

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools
26	3	900	34	M-F-7:30-3:00	\$100.00	\$17,900	\$1,360

Electrician-Evening

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools
75	3	900	12	M,W,T6:00-10:00	\$100.00	\$17,900	\$1,360

Medical Assistant – Administrative - Day

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools
18	2	600	34	M-F-7:30-3:00	\$100.00	\$9,250	\$620

Medical Assistant - Administrative - Eve

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools
50	2	600	12	M,W,T6:00-10:00	\$100.00	\$9,250	\$620

Plumbing & Heating Technology

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools
26	3	900	34	M-F-7:30-3:00	\$100.00	\$17,900	\$1585

Pharmacy Technician

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools
26	3	900	34	M-F-7:30-3:00	\$100.00	\$10,950	\$545

Bristol Orientation/Start/Grad Schedule 2019

Start	Class	D/E	Orient	FA Lit	Grad
1/2	PHARM	D	day 1		7/3/19
1/7	Electrician	D	1/2		7/11/19

2/7	ABPT	D	1/29		8/27/19
2/7	ACRH	D	1/29		10/15/19
2/7	PLUMB	D	1/29		8/13/19
2/7	AUTO	D	1/29		4/24/20
2/13	MAA	D	1/22		6/17/19

3/8	Electrician	D	2/26		9/12/19
3/15	PHARM	D	2/26		9/17/19
3/18	MAA	E	3/11		2/27/20

4/10	ACRH	D	4/2		12/18/19
4/10	PLUMB	D	4/2		10/15/19
4/10	AUTO	D	4/2		6/26/20
4/16	MAA	D	4/9		8/19/19
5/9	Electrician	D	4/30		11/13/19

5/16	ABPT	E	5/6		11/25/20
5/16	ACRH	E	5/6		11/25/20
5/16	AUTO	E	5/6		4/14/21
5/17	ABPT	D	5/7		12/9/19
5/29	PHARM	D	5/21		12/2/19

6/12	ACRH	D	6/4		2/24/20
6/12	PLUMB	D	6/4		12/18/19
6/12	AUTO	D	6/4		8/28/20
6/18	MAA	D	6/11		10/21/19
6/20	Elect	E	6/10		11/25/20

Start	Class	D/E	Orientation	FA Lit	Grad
7/12	Electrician	D	7/2		1/22/20

8/12	PHARM	D	8/6-6:00pm		2/21/20
8/14	ACRH	D	8/6-6:00pm		4/24/20
8/14	PLUMB	D	8/6-6:00pm		2/24/20
8/14	AUTO	D	8/6-6:00pm		10/30/20
8/20	MAA	D	8/6-6:00pm		12/26/19
8/28	ABPT	D	8/6-6:00pm		3/23/20

9/9	MAA	E	9/3		8/20/20
9/13	Electrician	D	8/6-6:00pm		3/24/20
10/3	ABPT	E	9/23		4/14/21
10/3	ACRH	E	9/23		4/14/21
10/3	AUTO	E	9/23		9/1/21

10/16	ACRH	D	10/8		6/26/20
10/16	PLUMB	D	10/8		4/24/20
10/16	AUTO	D	10/8		1/18/21
10/22	MAA	D	10/15		2/28/20
10/24	PHARM	D	10/15		5/6/20

11/14	Electrician	D	11/5		5/26/20
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12/10	ABPT	D	12/3		7/1/20
12/12	Elect	E	12/2		5/19/21
12/19	ACRH	D	12/10		8/28/20
12/19	PLUMB	D	12/10		6/26/20
12/19	AUTO	D	12/10		3/11/21
12/27	MAA	D	12/17		4/30/20

As of: 12/19/18

Not running
depends on enr

RED - HS PRIME - orientation dates tentative

Orientations will be on Tuesday morning at 9am for most of the Day classes except Prime HS