



Bristol Campus
3815 Otter Street Bristol, PA 19007

SCHOOL CATALOG

2024-2025

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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

In the Pennco Tech tradition, we promote educational excellence by encouraging academic and technical curiosity, innovation, and creativity by emphasizing the importance of providing students with hands-on training and the tools to make them resourceful and productive members of the workforce. Through personal attention and a dedicated faculty and staff, our students become leaders and experts in their fields and chosen professions. Our mission is to empower our students to better their lives and to contribute positively to the organizations and communities in which they work and live. We encourage and foster partnerships among the business community and industry leaders. We are passionate and agile in responding to the changing needs of our students, employers, and the communities we serve through the process of ongoing assessment, evaluation, and improvement.



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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 new catalog. No verbal changes or representations to this catalog may be made by any member of Pennco Tech's staff.

Pennco Tech is an Equal Opportunity Trainer.

Pennco Tech is an accredited institution.



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

ADDITIONAL APPROVALS

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

- 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 facilitate the Pennsylvania State Inspection and Emission Control Certification Programs.
- Automotive and Collision Repair 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.
- Welding Program added to the school program offering March 2022.
- As we enter 2023 Pennco Tech will celebrate our 50th year in operation.
- Automotive Technology Day Diploma program added October 2023.

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/her obligations in an ordered society as well as in his/her 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* or possess an associate’s degree or higher from an accredited institution, (associate degree and beyond proven by submission of an official transcript or College Degree from the college).
- 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.

NON-DISCRIMINATION POLICY

Pennco Tech accepts students based upon the credentials presented. Pennco Tech is dedicated to a policy of non-discrimination on any basis including race, religion, color, gender, sexual orientation, genetic information, age, disability, or national origin. We will make reasonable accommodations to applicants and students with disabilities to the extent required by applicable law.

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 an 1800 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 transferability/acceptance of Pennco Tech credits and or hours by any other institution are made at the sole discretion of the receiving institution. No representation is made concerning the transferability of any credits/hours 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.

Pennco Tech’s use of Distance Education: Pennco Tech **does not use Distance Education, or online learning, as a primary delivery method for any of its course** content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in issues of inclement weather and/or pandemic issues as approved by the State of New Jersey and ACCSC.

Pennco Tech uses Microsoft TEAMS as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop and your Instructor will train your class on how to use Microsoft TEAMS for those times it may be needed as discussed above.

All other school services to students will be offered in-person on-campus and never by way of online Distance Educational services.

Occupational Safety and Health Administration - OSHA

The Occupational Safety and Health Administration (OSHA) requires safe standards for working men and women, and provides training and education to these workers to ensure a safe environment. Pennco Tech is one of only a few official OSHA Test sites offering a Certified OSHA Trainer through the OSHA organization. The OSHA 10 and 30 certification courses for “Construction Safety and Health” is offered to the Electrician, HVAC&R, and Plumbing students on the Bristol Campus. The students have the opportunity to graduate with their OSHA 10 or OSHA 30 certification card depending on their future aspirations. The OSHA 10-hour safety program consists of training for entry level workers promoting the most updated health and safety regulations. The OSHA 30-hour course is more appropriate for supervisors or workers with some safety responsibility. Through this training, OSHA trained instructors help to ensure that workers are more knowledgeable about workplace hazards in the construction field. For additional information on course schedules and costs, please reach out to our Director of Education.

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 Thursday from 7:30 a.m. to 3:00 p.m., Fridays will start at 7:30 a.m. and end at 2:00 p.m. and occasionally end at 3:00 p.m. for an average of 34 hours per week. Evening sessions are on Monday, Wednesday and Thursday from 6:00 p.m. to 10:00 p.m.

GRADING SYSTEM and 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
0-59%	FAILURE

REQUIRED COMPLETION RATE

CLOCK HOURS PER PROGRAM	WEEKS	MAX WEEKS TO COMPLETE PROGRAM
1800	52	78
1350	40	60
1200	35	53
1200 (EVENING)	100	150
960	28	42
960 (EVENING)	80	120
900	26	39
900 (EVENING)	75	113
600	17	26
600 (EVENING)	50	75

GRADE AND ATTENDANCE RECORDS

ALL records of attendance and final Term/Program grades are maintained by the Registrar's Office electronically. Students can view this information on their student portal. If needed an Official Transcript can be requested from the Registrar by going to the Bursar's Office window in building 3. Upon graduation all students are provided an Official Transcript and a Program Graduation Document.

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);
- c. Satisfy all financial obligations to Pennco Tech; and
- d. Complete Exit Counseling with SLDC or on Studentaid.gov.

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);
- d. Satisfy all financial obligations to Pennco Tech; and
- e. Complete Exit Counseling with SLDC or on Studentaid.gov.

Associate in Specialized Technology Degree

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

- a. Possess a High School Diploma or GED
- b. Be enrolled in a Degree Program
- c. Receive a passing grade, 60% or higher, in each Term of the program
- d. Complete program requirements with a minimum GPA of 70%
- e. Attend 100% of the total clock hours of the program. (Excused absences and made up time count as attending class)
- f. Satisfy all financial obligations to Pennco Tech; and
- g. Complete Exit Counseling with SLDC or on Studentaid.gov.

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.

LEAVE OF ABSENCE

Pennco Tech's formal LOA Policy is that we DO NOT allow students to take an approved leave of absence. If a student must leave school for an extended period of time, 14 or more consecutive days, the student must meet with a member of the Education Office and request to withdraw from school in writing. Failure to do this will result in the student being unofficially withdrawn by the school on day 14 of their absence.

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

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 66.66% (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 66.66% 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
0-59%	FAILURE

REQUIRED COMPLETION RATE

CLOCK HOURS PER PROGRAM	WEEKS	MAX WEEKS TO COMPLETE PROGRAM
1350	40	60
1200	35	53
1200 (EVENING)	100	150
960	28	42
960 (EVENING)	80	120
900	26	39
900 (EVENING)	75	113
600	17	26
600 (EVENING)	50	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 300

hours $300/450 = 66.66\%$

Expressed in Calendar time

$8.66 \text{ weeks}/13 \text{ weeks} = 66.66\%$ (Both items checked according to Maximum Timeframe)

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

Financial Aid Warning

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

At the end of each payment period the student's cumulative grade point average will be determined as well as the students' pace of completion. Students who do not achieve a cumulative grade point average of 70% or a Pace of Completion of 66.66% 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 66.66% 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 Director of Human Resources is designated as the Title IX coordinator.

Ms. Teresa Gallagher
TGallagher@penncotech.edu
Direct dial: 267-554-7623
Director of Human Resources
3815 Otter St.
Bristol, PA 19007
215-785-0111 ext. 342

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 AND CANCELLATION POLICY

Pennco Tech reserves the right to amend the terms of its Refund & Cancellation Policy to meet the Federal, State, Accrediting Body or any other regulatory agency statutes, guidelines or regulations in effect when an applicant or student withdraws or is terminated.

Students are eligible for a full refund on advance payments when one of the following occurs: 1. an applicant 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.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment.

Students cancelling **after** the fifth calendar day following the date of enrollment but prior to the beginning of classes, monies paid to the school shall be refunded except the nonrefundable amount of the application or registration fee of \$100.00

If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun but prior to completion of the term, semester or quarter, the following minimum refunds apply:

1. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester or quarter, the tuition charges refunded by the school shall be at least 75% of the tuition for the term, semester or quarter.
2. For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, semester or quarter, the tuition charges refunded by the school shall be at least 55% of the tuition for the term, semester or quarter.
3. For the student withdrawing or discontinuing after 25% but within 50% of the term, semester or quarter, the tuition charges refunded by the school shall be at least 30% of the tuition.
4. For a student withdrawing from or discontinuing the program after 50% of the term, semester or quarter, the student is entitled to no refund.

If after the commencement of classes either: (1) the student should withdraw or discontinue for any reason or (2) the student 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 period relative to the total hours in the payment period.

For students receiving Third-Party funding assistance, VA assistance including VOC Rehabilitation, Post 9/11, and Yellow Ribbon, and need additional information or questions answered, you should speak directly to your appointed financial aid representative located in the Financial Aid Office.

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 used. Please visit our Campus Admissions Office or the Imagine America webpage for additional information.

GRANTS

The Pennsylvania State Grant Program awards grants to students, based on financial need, residency, and program enrollment, only the AST Degree 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.

Title 38 United States Code Section 3679(e) School Compliance Form

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended as follows:

Effective August 1, 2019, the State Approving Agency, or the Secretary when acting in the role of the State Approving Agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- This policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
 1. The date on which payment from VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- This policy ensures that we will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, statute allows this policy to require Ch. 31 and Ch. 33 students to take the following additional actions:

 1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
 2. Submit a written request to use such entitlement.
 3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
 4. This policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

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 Pennco Tech as the first in their family to attend college. Learn more about our student services and how we can help you succeed.

Visit the Student Services office in building 3 next to the Library to learn more about the services we have to offer.

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 contact 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 or the Accrediting Commission.

State Board of Private Licensed Schools Mailing Address:
607 South Drive, Floor 3E
Harrisburg, PA 17120

Phone: 717-783-8228

Fax 717-772-3622

E-Mail: ra-pls@pa.gov.

Contact 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 | complaints@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 complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

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 Program is on the following pages, number 21 and 22.

Pennco Tech Sexual Misconduct Comprehensive Policy AND Anonymous Reporting of Sexual Harassment

For a review of our school policy follow this link:

<https://www.penncotech.edu/wp-content/uploads/2022/11/Campus-Security-Security-Reporting-Manual-R9-2022.pdf>

For access to our Anonymous Reporting of Sexual Harassment follow this link: <https://www.pennco.edu/report.html>

PROGRAM EQUIPMENT

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
On Vehicle Brake Lathes

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
Mazda Equipment and Automobiles

Collision Repair

Multi-Spot M83-S
210 Miller MIG Welder Matic
Miller Matic 140
Plasma Cutter
3M Automix Body Filler System
Burning and Welding Equipment
Specialized Hand and Air Tools
Plastic Welders

Conventional and Computerized Measuring Systems
Grinders
Dual Action Sanders
Spray Booths
Paint Guns
4- & 10-Ton Porto Power
Water Based Paint Mixing
EZ Liner Frame Bench

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
Oil & Gas Hydronics

Compressors
Evaporators
Condensers
Controllers
A.C. Units
Commercial Refrigeration Units
Ice Machines
Biological Freezers
Heat Pumps
Mini Split A.C.
Condensing Furnaces

Electrician Program

Conduit/Pipe Benders and Pipe Threaders
Telephone and Computer Cables
Stick Houses for both Residential and Commercial Work Environment
Motors
Transformers
Switches
LED Conversion Kits
Service Panel

Outlet Boxes
Receptacles
Breakers
Luminaires
Exhaust and Paddle Fans
Heaters
Thermostats
Solar Trainer

Medical Assistant

Computers
Microsoft® Software
AED Trainer
Overhead Projector
Patient Examining Tables
Stethoscopes
Sphygmomanometer
Otoscope
Ophthalmoscope
Exam Light
NASCO Demo Dose Inject-Ed-Injection Simulator

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

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

Welding

Miller Augmented Reality Welding System
Miller Multimatic 255 w/Dual Cyl Welders
Plasma Cutter
Drill Press
Oxyacetylene Systems
Grinders



PROGRAM OFFERINGS

**AUTOMOTIVE TECHNOLOGY
DAY SCHOOL
DIPLOMA**

AUTOMOTIVE TECHNOLOGY DAY SCHOOL		
Number of Months 10		
Number of Weeks 40	Total Program Hours 1350	
Term		Clock Hours
ATXD 101	Chassis	450
ATXD 102	Electrical & Computer Engine Management	450
ATXD 103	Engines & Service Shop	450
	Total Clock Hours	1350

Program Objective:

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

This program will enable a graduate to obtain an entry-level position with the following and similar job titles: Automotive Service Technician, Motor Vehicle Mechanic, General Auto Tech, Lube Tech, Service Tech, Tire Repair-Changer-Tire Tech, Parts Specialist and Service Advisor.

Pennco Tech does not use Distance Education, or online learning, as a primary delivery method for any of its course content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in issues of inclement weather and/or pandemic issues. Pennco Tech uses Microsoft TEAMS as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop and your Instructor will train your class on how to use Microsoft TEAMS for those times it may be needed as discussed above.

Course descriptions may be found at the back of the catalog

**AUTOMOTIVE TECHNOLOGY MODIFIED
EVENING SCHOOL
DIPLOMA**

AUTOMOTIVE TECHNOLOGY MODIFIED EVENING SCHOOL		
Number of Months 25		
Number of Weeks 100	Total Program Hours 1200	
Term		Clock Hours
ATXE 101	Chassis	240
ATXE 102	Electrical	240
ATXE 103	Engines	240
ATXE 104	Computerized Engines Management	240
ATXE 105	Service Shop	240
	Total Clock 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.

Pennco Tech does not use Distance Education, or online learning, as a primary delivery method for any of its course content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in issues of inclement weather and/or pandemic issues. Pennco Tech uses Microsoft TEAMS as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop and your Instructor will train your class on how to use Microsoft TEAMS for those times it may be needed as discussed above.

Course descriptions may be found at the back of the catalog

**ELECTRICIAN
DAY SCHOOL
DIPLOMA**

ELECTRICIAN DAY SCHOOL

Number of Months 7

Number of Weeks 26

Total Program Hours 900

Term

Clock Hours

ELC 101

Electricity Fundamentals

300

ELC 102

Residential Wiring & Electrical Grounds

300

ELC 103

Commercial Electrical Applications

300

Total Clock 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.

Pennco Tech does not use Distance Education, or online learning, as a primary delivery method for any of its course content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in issues of inclement weather and/or pandemic issues. Pennco Tech uses Microsoft TEAMS as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop and your Instructor will train your class on how to use Microsoft TEAMS for those times it may be needed as discussed above.

Course descriptions may be found at the back of the catalog

**ELECTRICIAN
EVENING SCHOOL
DIPLOMA**

ELECTRICIAN EVENING SCHOOL

Number of Months 18

Number of Weeks 75

Total Program Hours 900

Term		Clock Hours
ELC 101	Electricity Fundamentals	300
ELC 102	Residential Wiring & Electrical Grounds	300
ELC 103	Commercial Electrical Applications	300
Total Clock 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.

Pennco Tech does not use Distance Education, or online learning, as a primary delivery method for any of its course content in any Program/Course offered by the school. We will ONLY use online training for your lecture material in issues of inclement weather and/or pandemic issues. Pennco Tech uses Microsoft TEAMS as its delivery system for online classes when used. If you do not own a computer that has a camera and microphone, the Education Department will offer you the opportunity to sign out a school-owned laptop and your Instructor will train your class on how to use Microsoft TEAMS for those times it may be needed as discussed above.

Course descriptions may be found at the back of the catalog

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

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION DAY SCHOOL

Number of Months 9

Number of Weeks 35

Total Program Hours 1200

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

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Course descriptions may be found at the back of the catalog

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

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION EVENING SCHOOL

Number of Months 19

Number of Weeks 80

Total Program Hours 960

Term		Clock Hours
ARE 101	Fundamentals	240
ARE 102	Commercial Refrigeration	240
ARE 103	Air Conditioning	240
ARE 104	Heating Systems	240
	Total Clock 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 HV AC & R systems utilized in industrial, commercial, and residential installations. EPA and R-410A training and testing are offered to the student during this program.

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**MEDICAL ASSISTANT
DAY SCHOOL
DIPLOMA**

MEDICAL ASSISTANT DAY SCHOOL

Number of Months 5

Number of Weeks 18

Total Program Hours 600

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

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**MEDICAL ASSISTANT
EVENING SCHOOL
DIPLOMA**

MEDICAL ASSISTANT EVENING SCHOOL		
Number of Months 12		
Number of Weeks 50	Total Program Hours 600	
Term		Clock Hours
MAA 101	Medical Administrative Assisting	300
MAA 102	Clinical Medical Assisting	300
Total Clock 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.

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**PLUMBING & HEATING TECHNOLOGY
DAY SCHOOL
DIPLOMA**

PLUMBING & HEATING TECHNOLOGY DAY SCHOOL

Number of Months 7

Number of Weeks 26

Total Program Hours 900

Term		Clock Hours
ARD 101	Fundamentals	300
ARD 104	Heating Systems	300
PLM 101	Plumbing	300
Total Clock 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.

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Course descriptions may be found at the back of the catalog

**WELDING
DAY SCHOOL
DIPLOMA**

WELDING DAY SCHOOL

Number of Months 7

Number of Weeks 26

Total Program Hours 900

Term

Clock Hours

WLD 101

Welding Fundamentals

450

WLD 102

Advanced Welding

450

Total Clock Hours

900

Program Objective:

The Welding program prepares students for entry level welder positions. Students develop key fundamental skills during the initial course and learn to apply these skills using different and more complex welding procedures. The welding procedures include Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW/MIG), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Gas Welding (GTAW/TIG). Using each of these procedures, students learn to weld plate in various positions including horizontal, vertical, and overhead. Students also learn various techniques for cutting and preparing metal for welding procedures. Upon successful completion of all components of this program, the graduate should possess the working knowledge and skills to qualify as a welder using any one of three standard welding processes in construction, fabrication, or plant maintenance work settings. Students should be able to successfully complete pre-qualification tests for any construction structural or pipe related projects.

This program will enable a student to obtain an enter-level positions with the following and similar job titles:

Welder-helper, Welder, Brazer, Cutter, Fabrication Welder, Fitter/Welder, Industrial and Maintenance Welder, Shielded Metal Arc welder, and Solderer.

THIS PROGRAM DOES NOT CERTIFY/LICENSE OR GUARANTEE BECOMING A CERTIFIED/LICENSED WELDER IN PENNSYLVANIA OR ANY OTHER STATE. A REVIEW OF CERTIFICATION/LICENSEING REQUIREMENTS FOR PENNSYLVANIA/NEW JERSEY WILL BE INCLUDED IN COURSE WLD 101.

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**WELDING
EVENING SCHOOL
DIPLOMA**

WELDING EVENING SCHOOL

Number of Months 18

Number of Weeks 75

Total Program Hours 900

Term		Clock Hours
WLD 101	Welding Fundamentals	450
WLD 102	Advanced Welding	450
Total Clock Hours		900

Program Objective:

The Welding program prepares students for entry level welder positions. Students develop key fundamental skills during the initial course and learn to apply these skills using different and more complex welding procedures. The welding procedures include Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW/MIG), Flux Core Arc Welding (FCAW), and Gas Tungsten Arc Gas Welding (GTAW/TIG). Using each of these procedures, students learn to weld plate in various positions including horizontal, vertical, and overhead. Students also learn various techniques for cutting and preparing metal for welding procedures. Upon successful completion of all components of this program, the graduate should possess the working knowledge and skills to qualify as a welder using any one of three standard welding processes in construction, fabrication, or plant maintenance work settings. Students should be able to successfully complete pre-qualification tests for any construction structural or pipe related projects.

This program will enable a student to obtain an enter-level positions with the following and similar job titles: Welder-helper, Welder, Brazer, Cutter, Fabrication Welder, Fitter/Welder, Industrial and Maintenance Welder, Shielded Metal Arc welder, and Solderer.

THIS PROGRAM DOES NOT CERTIFY/LICENSE OR GUARANTEE BECOMING A CERTIFIED/LICENSED WELDER IN PENNSYLVANIA OR ANY OTHER STATE. A REVIEW OF CERTIFICATION/LICENSEING REQUIREMENTS FOR PENNSYLVANIA/NEW JERSEY WILL BE INCLUDED IN COURSE WLD 101.

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COURSE DESCRIPTIONS

Automotive Technology Program – Diploma

1350 Clock Hour Day Courses

ATXD-101 Chassis

(Prerequisite: None)

Learning Outcomes:

- *Understand industry standards of shop safety and safe handling of hand, air, and power tools
- *Understand the applications of industry standards, fasteners, gaskets, and sealants
- *Understand the basic operation, construction and maintenance of cooling, fuel, lubrication, brakes, suspension, wheels and alignment
- *Understand and apply principles of electricity applicable to the automotive industry
- * Understand and apply principles of torch use
- *Understand and apply principles of theory and operation of suspension systems
- * Understand and apply principles of theory and operation 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 the abs systems
- *Understand and apply standard methods and procedures of diagnostic and repair to the whole chassis
- *Will be able to properly complete an Internet Research Project

ATXD 102 Electrical & Computer Engine Management

(Prerequisite: ATXD 101)

Learning Outcomes:

- *Understand and apply principles of basic electricity and electronics
- *Understand and apply the use of multimeters when testing electrical components
- *Understand and apply the principles of series and parallel circuits
- *Understand and apply the principles of direct and alternating currents
- *Understand and apply the principles of ignition coils and ignition circuits, and testing
- *Understand and apply the principles of the relationship between magnetism and electricity
- *Understand and apply the principles of magnetism and how it relates to alternators and starter motors
- *Understand and apply the principles of relays and transistors and how they relate to the automobile
- *Understand and apply the principles of refrigeration and how to diagnose and test A/C Systems
- *Understand and apply principles of theory and operation of computerized engine management systems
- *Understand and apply principles of theory and operation of sensors
- *Understand and apply principles of theory and operation of fuel delivery and fuel injection systems
- *Understand and apply principles of theory and operation of ignition systems
- *Understand and apply principles of theory and operation of emission systems
- *Understand and apply standard methods and procedures of the diagnosis and repair of automotive electronic and electrical systems
- *Understand electric and hybrid vehicle safety and service procedures
- *PA Emission Certification Course

ATXD103: Engines and Service Shop
(Prerequisite: ATXD 101, ATXD 102)

Learning Outcomes:

- *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 principles of theory and operation in a transfer case
- *Understand and apply principles of theory and operation of a differential
- *Understand and apply methods and procedures of engine identification, disassembly, inspection, precision measurement, repair, overhaul, and reassembly
- *Understand and apply standard methods and procedures of diagnostic and repair to the whole engine
- *Understand and apply 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.
- *Understand and apply good work ethics, while maintaining professionalism in the shop
- *PA Safety Inspection Training and Testing

Automotive Technology Modified Program – Diploma
1200 Clock Hour Evening Courses

ATXE 101: 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 airbag systems
- *Understand and apply principles of wheel alignment
- *Understand and apply principles of restraint systems
- *Understand and apply standard methods and procedures of diagnostic and repair to the whole chassis

ATXE 102: Electrical
(Prerequisite: None)

Learning Outcomes:

Understand and apply principles of basic electricity and electronics

- *Understand and apply the use of multimeters when testing electrical components
- *Understand and apply the principles of series and parallel circuits
- *Understand and apply the principles of direct and alternating currents
- *Understand and apply the principles of ignition coils and ignition circuits and testing
- *Understand and apply the principles of the relationship between magnetism and electricity
- *Understand and apply the principles of magnetism and how they relate to alternators and starter motors
- *Understand and apply the principles of relays and transistors and how they relate to the automobile
- *Understand and apply the principles of refrigeration and how to diagnose and test A/C Systems

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ATXE 103: Engines

(Prerequisite: None)

Learning Outcomes:

- *Understand and apply the principles of theory and operation of the internal combustion engine
- *Understand and apply the principles of theory and operation of all major components and support systems of the engine
- *Understand the operating principles of the cooling and lubrication systems
- *Understand and apply methods and procedures of engine identification, disassembly, inspection, precision measurement, repair, overhaul, and reassembly
- *Understand and apply standard methods and procedures of diagnostic and repair to the whole engine

ATXE 104: Computerized Engine Management

(Prerequisite ATXE 102)

Learning Outcomes:

- *Understand and apply principles of theory and operation of computerized engine management systems
- *Understand and apply principles of theory and operation of sensors
- *Understand and apply principles of theory and operation of fuel delivery and fuel injection systems
- *Understand and apply principles of theory and operation of ignition systems
- *Understand and apply principles of theory and operation of emission systems
- *Understand and apply standard methods and procedures for the diagnosis and repair of automotive electronic and electrical systems
- *PA Emission Certification Course

ATXE 105: Service Shop

(Prerequisite: (ATXE 101, ATXE 102, ATXE 103, ATXE 104)

Learning Outcomes:

- *Understand and apply removal and replacement of an engine
- *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 a strong sense of safety awareness.
- * Understand and apply knowledge in diagnostics in all phases of automotive repairs.
- *Understand and apply proper automotive repair procedures
- *Understand and apply good work ethics, while maintaining professionalism in the shop
- *PA Safety Inspection Training and Testing

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Electrician Program – Diploma

900 Clock Hour Day and Evening Courses

ELC 101 Electricity Fundamentals

(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 & Electrical Grounds

(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 Commercial Electrical Application

(Prerequisite ELC 101)

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 the student will receive an OSHA 10 certification card.

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Heating, Ventilation, Air Conditioning & Refrigeration – Diploma

1200 Clock Hour 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.

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Heating, Ventilation, Air Conditioning & Refrigeration Modified– Diploma

960 Clock Hour 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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Medical Assistant – Diploma

600 Clock Hour 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 biohazardous 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.

Plumbing and Heating Technology – Diploma

900 Clock Hour 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.

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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.

Welding – Diploma

900 Clock Hour Day and Evening Courses

WLD 101 Welding Fundamentals

(Prerequisite None)

Learning Outcomes:

- * Understand and demonstrate Shop Safety.
- * Understand, identify and properly utilize the tools/equipment in the welding industry.
- * Understand Alloy identification.
- * Understand and identify Welding symbols.
- * Demonstrate the ability to properly read blue prints.
- * Understand and identify the electrical principles of welding.
- * Understand and able to identify the development of welding processes, welding processes and the occupational opportunities in the welding industry.
- * Understand and able to demonstrate proper stick welding.
- * Understand and able to demonstrate proper MIG Welding.
- * Understand and able to identify the industry specific types, terms, joints and designs of welds.
- * Internet Research Project.

WLD 102 Advanced Welding

(Prerequisite WLD 101)

Learning Outcomes:

- * Understand and identify the components of Oxyacetylene Welding (OAW)
- * Understand and identify the components of Shielded Metal Arc Welding (SMAW)
- * Understand and identify the types of welding positions for SMAW.
- * Understand and identify the components of Gas Tungsten Arc Welding (GTAW)
- * Demonstrate an ability to perform overhead welding
- * Demonstrate the ability to perform horizontal welding
- * Demonstrate the ability to properly perform TIG welding.
- * Understand the process to take the certified welder's exam.

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School Directory

School Administration:

Michael Hobyak	President
Jason Hobyak	Vice President
Colon Hobyak	Operations Executive
Chris Ryan	Executive Director of Business Admin
Karl Mancuso	Executive Director of Admissions
Gene Bomgardner	Executive Director of IT
Debbie Keifrider	Executive Director of Financial Aid
Teresa Gallagher	Executive Director of Human Resources
TBA	Executive Director of Marketing
Danielle J. Cattell	School Director
Sondra Koob	Director of Education
Mark Raccagno	Evening Education Supervisor
Chase Kilmer	Director of Student Services
Tekoa Capps	Director of Career Services
Amanda Cottrell	Director of Registrars
Jack Carduff	Director of Maintenance
Mark Raccagno	Librarian

Admissions Representatives:

Chad Thomas	Assistant Director of Admissions	
Traci Coakley	Matt Newman	John Slaven
Jared Roberts	Sean Roberts	

Financial Aid Administrators: Assistant Director-TBA

FA Coordinating Mgr. Pattie Himes

Career Service Administrators: Lisa Lund and Evan Hartwell

General Administration:

Tonya Bauman	Christine Galasso
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Faculty:

Auto Tech	Collision Repair	Electrician	General Education
Nick DiTaranto	Lew Wolcott	Brain Amoroso	Mark Raccagno
Greg Badessa	Michael Navarra	Eric Ruszin	
Rand Feldman		Robert Engel	
John Doyle		Christian Freeman	
Kevyn Sills		Robert Mayer	
Tom Diamond			

HVAC&R/Plumbing

Dave Engel
Joe Donnelly
Martin Slemmer
Robert Wright
Joe McHenry

Medical Assistant

Kristen McKay
Zoe Amoroso
Kimberly Ruszin

Welding

Tanner Costello
Nick Amoroso
Wallace Okulicz
Vincent Giralolami
Fred Chamberlain

Staff:

Angela Nemeth - Corporate Office Business Manager	Cathy Gonzalez - Assistant Director of Financial Aid
Matthew Love - IT Tech	Vincent Coppola – Cafeteria Manager
Jessica Funsten & Amaa– Registrar	Carmelita Donnelly - Business Office Administrator
Victor Hom - Student Loan Coordinator	Sean Costello – Business Office Manager
John Knorr – IT Tech	Linda Coppola - Bursar

2024 Pennco Tech Holidays Bristol Campus

January 1, 2024	Monday	New Years Day	No Day Classes/Night Classes rescheduled Tuesday, Jan 2, 2024
January 15, 2024	Monday	Martin L. King Jr. Day	No Day Classes/Night Classes Rescheduled Tuesday, Jan 16, 2024
May 27, 2024	Monday	Memorial Day	No Day Classes/Night Classes Rescheduled Tuesday, May 28, 2024
July 4, 2024	Thursday	Independence Day	No Day Classes/Night Classes Reschedule Tuesday, July 2, 2024
July 5, 2024	Friday	Independence Day	No Day Classes/No Evening make-up
September 2, 2024	Monday	Labor Day	No Day Classes/Night Classes Rescheduled Tuesday, Sept 3, 2024
November 27, 2024	Wednesday	Thanksgiving Eve	Day Classes Held/Night Classes Rescheduled Tuesday, Nov 19, 2024
November 28, 2024	Thursday	Thanksgiving Day	No Day Classes/Night Classes Rescheduled Tuesday, Nov 26, 2024
November 29, 2024	Friday	Thanksgiving-Day After	No Day Classes/No Evening Make-up
December 23, 2024	Monday	Christmas Holiday	No Day Classes/Night Classes Rescheduled Tuesday, Dec 10, 2024
December 24, 2024	Tuesday	Christmas Eve	No Day Classes/No Evening Classes
December 25, 2024	Wednesday	Christmas Day	No Day Classes/Night Classes Rescheduled Tuesday, Dec 17, 2024

**2024 Pennco Tech Holidays
Bristol Campus
Continued**

December 31, 2024	Tuesday	New Year's Eve	No Day Classes/No Evening Classes
January 1, 2025	Wednesday	New Year's Day	No Day Classes/Night Classes Rescheduled Tuesday, Jan 7, 2025

Bristol Tuition

Automotive Technology – Day - Diploma

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools/Tech Fee
40	3	1350	34	M-F-7:30-3:00	\$100.00	\$23,000	\$1,640

Automotive Technology Modified Evening

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools/Tech Fee
100	5	1200	12	M,W,T6:00-10:00	\$100.00	\$22,000	\$1,640

Electrician-Day

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools/Tech Fee
26	3	900	34	M-F-7:30-3:00	\$100.00	\$18,500	\$1,570

Electrician-Evening

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools/Tech Fee
75	3	900	12	M, W,T6:00-10:00	\$100.00	\$18,500	\$1,570

Heating, Ventilation, Air Conditioning & Refrigeration (Day)

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools/Tech Fee
35	4	1200	34	M-F-7:30-3:00	\$100.00	\$23,500	\$1,605

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

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools/Tech Fee
80	4	960	12	M, W,T6:00-10:00	\$100.00	\$20,300	\$1,605

Medical Assistant - Day

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools/Tech Fee
18	2	600	34	M-F-7:30-3:00	\$100.00	\$11,000	\$675

Medical Assistant - Evening

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools/Tech Fee
50	2	600	12	M, W,T6:00-10:00	\$100.00	\$11,000	\$675

Plumbing & Heating Technology

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools/Tech Fee
26	3	900	34	M-F-7:30-3:00	\$100.00	\$17,900	\$1875

Welding - Day

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools/Tech Fee
26	2	900	34	M-F-7:30-3:00	\$100.00	\$18,500	\$1160

Welding – Evening

Week	Term	Hours	Hrs/W	Week Sch	Reg Fee	Tuition	Books/Tools/Tech Fee
75	2	900	34	M-F-7:30-3:00	\$100.00	\$18,500	\$1160

Rev 3.2024

Pennco Tech Bristol Future (Possible) Class Schedule

Please see the Admissions Department for the most current copy of our future class schedule.

Class starts for most Programs offered by Pennco Tech begin every **TEN** (10) weeks throughout the year for Day Programs and every **Twenty** (20) weeks for our Evening Programs.

NOTES

Admissions Representative: _____
Program: _____ **Start**
Date: _____

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

Day Hours: Monday – Friday 7:30 am - 3:00 pm (Occasionally Friday until 2 pm) Evening

Hours: Monday, Wednesday & Thursday 6:00 pm – 10:00 pm

2024-2025 PENNCO TECH COST OF ATTENDANCE

Program	Day/Evening	HRS	Total Tuition	Fees	Student Residing at Home with Parents	Student Living Off Campus Not in Institutionally Owned or Operated Housing	Students Living On Campus	Transportation	Books, Supplies & Course Materials	Transportation on Campus	Miscellaneous	Campus
HVAC	Day	1200	\$23,500.00	\$250.00	\$9,891.00	\$18,848.00	\$9,413.00	\$3,200.00	1,455.00	\$1,600.00	\$298.00	Bristol, PA
HVAC-Modified	Evening	960	\$20,300.00	\$250.00	\$23,490.00	\$44,764.00	\$22,358.00	\$7,600.00	1,455.00	\$3,800.00	\$945.00	Bristol, PA
Automotive Technology	Day	1350	\$23,000.00	\$250.00	\$14,836.00	\$28,272.00	\$14,120.00	\$4,800.00	1,490.00	\$2,400.00	\$596.00	Bristol, PA
AT-Modified	Evening	1200	\$22,000.00	\$250.00	\$29,672.00	\$56,544.00	\$28,241.00	\$9,600.00	1,490.00	\$4,800.00	\$1,193.00	Bristol, PA
Electrician	Day	900	\$18,500.00	\$250.00	\$7,418.00	\$14,136.00	\$7,060.00	\$24,200.00	1,420.00	\$1,200.00	\$298.00	Bristol, PA
Electrician	Evening	900	\$18,500.00	\$250.00	\$22,254.00	\$42,408.00	\$21,818.00	\$7,200.00	1,420.00	\$3,600.00	\$895.00	Bristol, PA
Medical Assistant	Day	600	\$11,000.00	\$250.00	\$4,945.00	\$9,424.00	\$4,707.00	\$1,600.00	525.00	\$800.00	\$199.00	Bristol, PA
Medical Assistant	Evening	600	\$11,000.00	\$250.00	\$14,836.00	\$28,272.00	\$14,121.00	\$4,800.00	525.00	\$2,400.00	\$596.00	Bristol, PA
Welding	Day	900	\$18,500.00	\$250.00	\$7,418.00	\$14,136.00	\$7,060.00	\$2,400.00	\$1,010.00	\$1,200.00	\$298.00	Bristol, PA
Welding	Evening	900	\$18,500.00	\$250.00	\$22,254.00	\$42,408.00	\$21,181.00	\$7,600.00	\$1,010.00	\$3,600.00	\$895.00	Bristol, PA
Plumbing and Heating	Day	900	\$17,900.00	\$250.00	\$7,418.00	\$14,136.00	\$7,060.00	\$2,400.00	\$1,725.00	\$1,200.00	\$298.00	Bristol, PA

Program	Day/Evening	HRS	Total Tuition	Fees	Student Residing at Home with Parents	Student Living Off Campus Not in Institutionally Owned or Operated Housing	Books, Supplies & Course Materials	Transportation	Miscellaneous	Campus
HVAC	Day	1200	\$23,500.00	250	\$9,891.00	\$13,248.00	\$1,430.00	\$7,760.00	\$298.00	Blackwood, NJ
HVAC-Modified	Evening	960	\$20,300.00	250	\$23,490.00	\$31,464.00	\$1,430.00	\$18,430.00	\$298.00	Blackwood, NJ
Collision Repair	Day	900	\$16,500.00	250	\$7,418.00	\$9,936.00	\$1,470.00	\$5,820.00	\$945.00	Blackwood, NJ
Collision Repair-Mod	Evening	960	\$17,000.00	250	\$23,490.00	\$31,464.00	\$1,470.00	\$18,430.00	\$945.00	Blackwood, NJ
Automotive Technology	Day	1350	\$23,000.00	250	\$14,836.00	\$19,872.00	\$1,485.00	\$8,730.00	\$447.00	Blackwood, NJ
AT-Modified	Evening	1200	\$22,000.00	250	\$29,672.00	\$39,747.00	\$1,485.00	\$23,280.00	\$1,193.00	Blackwood, NJ
Diesel Technology	Day	1350	\$23,000.00	250	\$14,836.00	\$19,872.00	\$1,615.00	\$8,730.00	\$447.00	Blackwood, NJ
Electrician	Day	900	\$18,500.00	250	\$7,418.00	\$9,936.00	\$1,240.00	\$5,820.00	\$298.00	Blackwood, NJ
Electrician	Evening	900	\$18,500.00	250	\$22,254.00	\$29,808.00	\$1,240.00	\$17,460.00	\$895.00	Blackwood, NJ
Medical Assistant	Day	600	\$11,000.00	250	\$4,945.00	\$6,624.00	\$860.00	\$3,880.00	\$199.00	Blackwood, NJ
Medical Assistant	Evening	600	\$11,000.00	250	\$14,836.00	\$19,872.00	\$860.00	\$11,640.00	\$596.00	Blackwood, NJ

TOTAL COST OF ATTENDANCE BLACKWOOD CAMPUS:

TOTAL COST OF ATTENDANCE BRISTOL CAMPUS:

		Student Residing at Home with Parents	Student Living Off Campus Not in Institutionally Owned or Operated Housing
HVAC	Day	\$43,129.00	\$46,486.00
HVAC-Modified	Evening	\$64,198.00	\$72,172.00
Collision Repair	Day	\$32,403.00	\$34,921.00
Collision Repair-Mod	Evening	\$61,585.00	\$69,559.00
Automotive Technology	Day	\$48,748.00	\$53,784.00
AT-Modified	Evening	\$77,880.00	\$87,955.00
Diesel Technology	Day	\$48,878.00	\$53,914.00
Electrician	Day	\$33,526.00	\$36,044.00
Electrician	Evening	\$60,599.00	\$68,153.00
Medical Assistant	Day	\$21,134.00	\$22,813.00
Medical Assistant	Evening	\$39,182.00	\$44,218.00

		Student Residing at Home with Parents	Student Living Off Campus Not in Institutionally Owned or Operated Housing	Students Living On Campus
HVAC	Day	\$38,584.00	\$47,541.00	\$36,506.00
HVAC-Modified	Evening	\$54,030.00	\$75,304.00	\$49,098.00
Collision Repair	Day	\$30,122.00	\$37,960.00	\$28,705.00
Collision Repair-Mod	Evening	\$50,755.00	\$72,029.00	\$45,823.00
Automotive Technology	Day	\$44,972.00	\$58,408.00	\$41,856.00
AT-Modified	Evening	\$64,205.00	\$91,077.00	\$57,974.00
Diesel Technology	Day	\$52,161.00	\$58,879.00	\$28,803.00
Electrician	Day	\$50,594.00	\$70,748.00	\$46,558.00
Electrician	Evening	\$18,854.00	\$23,333.00	\$17,816.00
Medical Assistant	Day	\$32,342.00	\$45,778.00	\$29,227.00
Medical Assistant	Evening	\$29,876.00	\$36,594.00	\$28,318.00