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A MESSAGE FROM THE PRESIDENT

There are very few decisions in your lifetime that are more important than the decision to enhance your skills.

Since 1945, New Castle School of Trades has served the needs of our community and the needs of our graduates by matching skills. Emphasis is placed on Attitude, Attendance, Appearance, Academics, and Accountability. These “Five A’s” are the guiding principles that lead to the success of our graduates.

Our Training programs are designed to enhance your talent and provide the most direct route to your new career. The programs are practical and intense. They result in the attainment of viable measurable skills - skills you can use from the very first day of your career!

We invite you to let us show you our commitment to helping you realize your dream.

Rex Spaulding, President
New Castle School of Trades

SCHOOL PHILOSOPHY

It is our philosophy to service with excellence the needs of our community and the needs of our graduates by matching skills. Our training programs are kept practical, intense and results oriented in the attainment of viable measurable skills. Skills you can use!
HISTORY

The New Castle School of Trades was founded in 1945 and has become a multipurpose technical and trade institution. Over the years, the school has moved from the era of educating competent tradesmen, through the phase of the more sophisticated and innovative craftsman, to today’s highly skilled technicians.

In 1954, with the growing number of enrollments, the school outgrew its original location in New Castle and moved to Route 422 in Pulaski, PA.

During January 1973, the school was accredited by the Accrediting Commission of the National Association of Trade and Technical Schools, (ACCSC, formerly NATTS), Washington, D.C. and in 1982, the school was approved by the Pennsylvania Department of Education to award the Associate in Specialized Technology Degree in the Electrical Technology program. The latest Associate in Specialized Technology Degree programs offered at the school are Automotive Technology, Machinist Technology, Refrigeration & A/C Technology, Building Technology, and Diesel, Heavy Equipment Repair & Generator Technology.

Along with the Associate in Specialized Technology Degree programs, diploma programs are offered in: Combination Welding, Commercial Truck Driving, Commercial and Industrial Maintenance and Heavy Equipment Operations with Commercial Truck Driving.

In November 1988, the school was acquired by EFC Trade, Inc. Today, as throughout sixty plus years of operation, the programs continue to practice “hands-on” training and have produced thousands of qualified graduates for successful employment in business and industry.

In July of 2011 the school moved to a new 93,000 square foot facility approximately 6 miles east of the previous facility. The school moved eight of the ten programs: Automotive Technology, Electrical Technology, Building Technology, Refrigeration & A/C Technology, Machinist Technology, Combination Welding, Commercial & Industrial Maintenance, and Construction Trades. Commercial Truck Driving, Heavy Equipment Operations with Commercial Truck Driving, and Diesel, Heavy Equipment Repair & Generator Technology remained at the old school, which is now the Satellite Location.

LOCATION

The main school is located at 4117 Pulaski Road New Castle, PA 16101 – seven miles east of the Ohio-Pennsylvania border- one block off of US Route 422. The Satellite facility is located at 4164 US 422 Pulaski, PA 16143 – one mile East of the Ohio-Pennsylvania border on US Route 422.
FACILITIES

The New Castle school main facility is housed in a brick and block building with approximately 93,000 square feet of floor space. The school is divided into specific shop, classroom, lab and office areas. There are 12 classrooms, one computer lab, library, and each program has its own shop/lab area equipped with tools and equipment. In addition there are advising and career service offices, administrative offices, a student cafeteria, and break areas. Parking is available on school property at no charge to the students. There are designated handicapped parking spots and the building is ADA compliant.

The New Castle School of Trades Satellite Facility is housed in a brick and block building with approximately 50,000 square feet of floor space divided into departments. In addition to the lab areas, there are 7 classrooms with seating capacities of 20-40 students each. All training areas are equipped with applicable tools and equipment. In addition, there are administrative offices, a reference library, and a break area. Parking is available adjacent to the school. Classroom and shop areas located on the first floor are readily accessible to handicapped students. Parking spaces are also reserved for the handicapped.
STATEMENT OF NON-DISCRIMINATION

New Castle School of Trades does not discriminate on the basis of sex, age, disability, race, color, national origin, ancestry, creed, religion or sexual orientation in its admissions to or treatment in its programs or activities, including advertising, training, placement and employment.

The Director of Education is the Compliance Officer of the Title IX – the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance; The Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; The Age Act; and all other nondiscrimination statutes and regulations.

The Compliance Officer is the individual that ensures the school acts in compliance with laws and regulations regarding discrimination. The Director of Education may be reached by phone at 1-800-837-8299 or mail at New Castle School of Trades, 4117 Pulaski Road New Castle, PA, 16101.

The New Castle School of Trades shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state regulations and laws.

Harassment and discrimination are prohibited under New Castle School of Trades policy. The school encourages employees, students and third parties who have been subject to harassment or discrimination to immediately report incidents to designated employees. The New Castle School of Trades will investigate complaints promptly and corrective action will be taken when allegations are substantiated.

The school assures that any investigation will be conducted in an impartial manner, including an impartial decision maker.

No retaliation or reprisals may be taken against an individual for filing a complaint or reporting discrimination under good faith or against any person providing truthful information as a witness in an investigation or related proceeding. Reprisal or retaliation is in itself unlawful discrimination and constitutes an independent violation of this policy.

ADMISSIONS PROCEDURES

Applicants who possess a high school diploma or General Equivalence Diploma must pass an entrance examination. Applicants must also demonstrate, through a personal interview, the desire to complete the course and benefit from the training. Applicants who have the ability to benefit from the training offered by the school and are beyond the age of compulsory school attendance, in the state in which the school is located, and are not high school graduates or possess a General Equivalency Diploma may be admitted into the Commercial Truck Driving Program. These individuals will be admitted upon passing the entrance exam administered by an independent third party tester, but will not be eligible to receive Title IV funding.
Applicants for Advanced Welding w/ Pipe Qualification program must have completed the Combination Welding program or equivalent with a 95% or better attendance, a 3.5 or higher grade point average, pass a drug screen and interview with the Director of Education and School Director. The Director of Education may use professional discretion to modify or waive the G.P.A. or attendance requirement based on the personal interview. The Director of Education will make the final decision on acceptance into the program.

The New Castle School of Trades Representatives who enroll students will make a sound appraisal of the prospective enrollee through a personal interview. The school makes the final decision on all applicants based on the information submitted on the applicant’s qualification form, tests results and the representative’s recommendation. Applicants must have the willingness to work within the school policies and procedures. Applicants for the Commercial Truck Driving Program, Heavy Equipment Operations with Commercial Truck Driving, and Diesel & Heavy Equipment Repair Technology must hold a current drivers license, obtain a CDL (Commercial Drivers License) permit, possess an acceptable driving record from the Motor Vehicle Administration, pass a physical and pass a drug screen.

- Applicant fills out Enrollment Information Sheet
- Applicant views school’s Informational Video
- Applicant takes enrollment evaluation
- Applicant visits and tours school
- Applicant is interviewed by Admissions Representative
- Applicant fills out Enrollment Paperwork (enrollment occurs in school)
- Applicant pays registration fee
- Applicant is interviewed by Financial Aid
- Applicant receives a copy of School Catalog
- Applicant accepts/rejects Enrollment Agreement

LATE ADMISSIONS
New students may enter class no later than the third day of the quarter. Applicants taken after the third day will be eligible for the next quarter.

RE-ADMISSION
Students who have been forced to interrupt their education for any reason may request reinstatement by contacting the Director of Admissions. Re-entry will be determined after a review of the student’s educational transcript and an account balance of $0.00. All reinstating students must have met satisfactory progress requirements for all prior terms. A maximum of one reinstatement past the original start is allowed.

ADVANCED STANDING/TRANSFER CREDIT
Transfer of credits are accepted on the basis of applicability to the chosen program of study. Students transferring from other postsecondary institutions or requesting advanced academic placement may challenge up to 50% of the credit hours required to graduate in a particular program offered by the school.
For credits to be accepted, students must have an official transcript sent directly from the previous educational Institution’s campus. Only courses with a minimum of “C” or equivalent will be considered for transfer credit. To obtain a transfer of credits, a student must submit on an application the courses they wish to have considered for transfer credit. Each transferred course will be posted to the academic transcript reflecting a grade of “TR” and will not be factored into GPA. The Director of Education will determine what credits will transfer.

Arrangements for test-out examinations for core curriculum are to be made through the Admissions Department and with the Director of Education. The time for challenging a course is limited. The minimum passing score is 85% and the student will be required to pass all lab or shop competencies. Courses must be challenged in order of prerequisites. A processing fee of $50.00 must be paid for each test-out course before testing. The test out option for general education courses is offered at no charge. Each course tested-out will be posted to the academic transcript reflecting a grade of “TO” and will not be factored into GPA.

UNIFORM ARBITRATION ACT

By signing an Enrollment Agreement, prospective students agree to the following:

ACKNOWLEDGE WAIVER OF JURY TRIAL AND AVAILABILITY OF AAA RULES
I acknowledge that I understand that both the school and I are irrevocably waiving rights to trial by jury; and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. I understand that the award of the arbitrator will be binding, and not merely advisory. I also acknowledge that I may at any time, before and after my admission, obtain a copy of the rules of the American Arbitration Association, at no cost, from the School Director.

STATEMENT OF CREDIT TRANSFER TO OTHER INSTITUTIONS

The New Castle School of Trades offers training designed for employment in designated fields of study. The training curriculum is not designed with regard to credits being transferable to other institutions of learning. Therefore, the New Castle School of Trades makes no presumptions that credits earned may be transferable to other schools.
STUDENT SERVICES

GRADUATE CAREER SERVICES

From the time a student enrolls at New Castle School of Trades, the primary emphasis is on employability and success in the professional work world. The success of the graduates in the work place is the primary reason most students select a specialized career school.

While no ethical school can guarantee employment, New Castle School of Trades continues to maintain a high percentage of graduates employed in their field of training. Employment success is greatly influenced by the student’s attendance record, academic performance, previous employment history/record and overall attitude.

The New Castle School of Trades qualified staff offers students the following career services: Professional development advising, assistance with employment applications and resumes, cover letters, extending invitations to prospective employers and contacting potential employers.

Student Responsibilities - While the Career Services staff works diligently to assure that every student has employment opportunities, it is the belief of the school that securing employment is ultimately the responsibility of the student.

The goal of the school is to train the student in job search and interview techniques that will be of assistance to the student throughout his/her lifetime.

HOUSING

Students who are relocating and must arrange their own housing may request additional assistance from the Admissions Department.

INFORMATION RESOURCE CENTER (IRC)

The Information Resource Center (IRC) at New Castle School of Trades operates in support of the programs offered by the school. The Information Resource Center offers personal computers with internet access along with other computerized resource materials. An extensive collection of books, periodicals, and multimedia materials exist to contribute to the student’s education experience.

The IRC is open 7:30 AM until 9:00 PM. Monday through Friday.

Students may borrow materials from the IRC. The loan period for books is two weeks; for all other materials, one week. Overdue materials and books are charged at the rate of $.50 per day.

HEALTH, SECURITY AND SAFETY

The school strives to provide its students with a secure and safe environment. Classrooms, laboratories, and shops comply with the requirements of the various Federal, State, and local building codes, and the Board of Health and Fire Marshal regulations.
Students are responsible for their own security and safety both on-campus and off-campus, and must be considerate of the security and safety of others. The school has no responsibility or obligation whatsoever for any student’s personal belongings, including school issued books and tools, that are lost, stolen, or damaged, whether on or off school premises or during any school activities. The school has no responsibility or obligation whatsoever with respect to any altercations or disputes between students, whether on or off the school’s premises or for any damages or injuries arising therefrom. Students should immediately report any medical, criminal, or other emergency occurring on the school premises to the School Director or Director of Education (or any other school employee if such officials are not available.) Upon receipt of any report of a medical or criminal emergency, the school will, on behalf of the student, obtain the services of medical or security professionals, as required. As part of any medical or alleged criminal activity, the school reserves the right to search a student’s locker. Following a criminal emergency, the school may require the reporting student to confirm in writing the details of the criminal emergency reported. Students are encouraged to promptly and accurately report all crimes to school officials and the appropriate police agencies.

The school complies and issues on an annual basis a Security Policies and Crime Statistics Report. This report discloses information about this school’s campus security policies and procedures, and statistics concerning the number of certain crimes that may have taken place on campus. Students may obtain a copy of the report from the School Director.

ADDITIONAL STUDENT SERVICES

Transportation Assistance
The school maintains information on students interested in carpooling. Transportation to and from school is the student’s responsibility.

Parking
Ample parking is available for all students. Only cars with handicapped license plates or permits may use handicapped spaces. Cars without permits or parked in these spaces may be towed or ticketed at the owner’s expense.

Field Trips
New Castle School of Trades believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

Special Lectures
Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

Drug Abuse Prevention
Referral to an off-site drug abuse prevention program is available to any officer, employee, or student of New Castle School of Trades. Referral to the appropriate program will be made by the School Director or their designee.
Tutoring
A student who feels he/she is having difficulty with a course is urged to request assistance from his/her instructor or department head. Additionally, an instructor or tutor can be available for consultation on weekdays, after or before hours.

Make Up Time/Work
There will be no make up time for hours missed. Students may make up work at the discretion of the instructor.
HARASSMENT DEFINED
Harassment consists of verbal, written, graphic or physical conduct relating to a person’s race, color, national origin, ancestry, gender, age disability/handicap, sexual orientation, religion, creed or any other legally protected classification when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects an individual’s ability to participate in or benefit from an educational program or activity or to perform job functions; or it creates an intimidating, threatening or abusive educational or work environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual’s academic or work performance.
- Otherwise adversely affects an individual’s learning or employment opportunities.

SEXUAL HARASSMENT
Sexual harassment consists of unwelcome sexual advances, requesting or demanding sexual favors, displaying or distributing sexually offensive materials and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

- Submission to such contact is made explicitly or implicitly a term or condition of a student’s academic status or an individual’s employment.
- Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting the individual.
- Such conduct deprives a student of educational aid, benefits, services and treatment.
- Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with a student’s school performance or employee’s job performance; or creating an intimidating, hostile or offensive educational or working environment.

HARASSMENT & NONDISCRIMINATION POLICY
This policy covers, without limitation, harassment by a student to another student, a student to an employee, an employee to a student, an employee to an employee, a third party to a student or employee, a student or employee to a third party, a male to male, a female to female, a male to female, a female to male.

The school’s Director of Education is designated as the Coordinator and The School Director is designated as the Compliance Officer to both serve as the Coordinator and Compliance Officer for purposes of Title IX of the Educational Amendments Act of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and all other nondiscrimination statutes and regulations.

The Compliance Officer oversees the school’s policies and actions regarding harassment and discrimination. The Coordinator assists in communicating the
policies and in taking action in the event of a complaint. Both the Compliance Officer and Coordinator accept and respond to complaints. Therefore, a complaint may be made with either individual. In the event that a complaint is against the Compliance Officer it should be made to the Coordinator if against the Coordinator than it should be made to the Compliance Officer.

REPORTING VIOLATIONS; FILING COMPLAINTS
A student, employee or third party who believes he or she has been subject to conduct violating the New Castle School of Trades nondiscrimination and harassment policy is encouraged to promptly report the incident to the Director of Education. A student may report the incident to an administrator, department chairperson or instructor.

A school employee who has been notified or suspects a student has been subject to conduct which constitutes a violation this policy should notify the Director of Education of the incident immediately and no later than twenty four hours unless mitigating circumstances exist and justify a reasonable extension of the timeline. If it is not possible to contact the Director of Education in a timely manner or in the event the complaint is against the Director of Education, the School Director should be notified. The School Director or Director of Education may be reached by telephone at 1-800-837-8299 or mailed at New Castle School of Trades, 4117 Pulaski Road New Castle, PA 16101.

All complaints by a student, employee or third party who asserts to have been subject to conduct violating this policy may be made in writing on the Form for Complaint of Discrimination or Harassment available in the school’s Education Office. If the incident was reported verbally the School Director shall inform the student, employee or third party of the right to file a complaint, the complaint procedure and provide the Form for Complaint of Discrimination or Harassment as well as assist the complainant to file an appropriate written complaint if he/she so desires. If the complainant does not choose to file a written complaint, verbal complaints of discrimination or harassment will also be accepted by New Castle School of Trades.

Complaints shall be filed within thirty calendar days of an incident or they may be deemed untimely. Filings occurring after thirty calendar days due to mitigating circumstances which justify a later filing shall be considered.

Even if no written complaint has been filed by or on behalf of a person who believes a violation of this policy has occurred, the Director of Education or School Director will conduct an informal investigation upon receiving a report of possible violation. The Director will change the victims academic or employment situation if changes are requested by the victim and reasonably available in order to prevent further violations during the period before completion of any informal and formal procedures.

If an informal investigation suggests that a violation of this policy has occurred, the Compliance Officer (Director of Education) shall review the available information and conduct such further investigation as he/she deems appropriate. If the Director of Education concludes that a violation of this policy exists, prompt and corrective action will be taken to ensure that conduct violating this policy ceases and will not reoccur. The Director of Education shall initiate what disciplinary procedures he/she deems appropriate.
RIGHTS DURING COMPLAINT PROCEDURE

While conducting an investigation of a complaint regarding harassment or discrimination and until the conclusion of the procedure, the Director of Education shall be responsible to:

- Permit an employee or student to be accompanied by a representative at any conference, meeting or hearing pertaining to the investigation.
- Provide the opportunity for both the complainant and the accused to present witnesses and evidence.
- Take necessary actions reasonably calculated to prevent any other violations of this policy prior to the completion of the complaint procedure.
- Comply with the confidentiality requirements of this policy.
- Notify the complainant and the accused of the status of the investigation and complaint procedure on a periodic basis and at appropriate stages of the procedure.
- Ensure no retaliation or reprisals may be taken against an individual for filing a complaint or reporting discrimination under good faith or against any person providing truthful information as a witness in an investigation or related proceeding.
- Assure that any investigation is conducted in an impartial manner, including an impartial decision maker.

INVESTIGATION

A formal investigation shall include individual interviews with the complainant, the accused and others with knowledge relative to the incident. The investigator also shall consider all information presented by the complainant and the accused. The investigator may evaluate any information and materials relevant to the investigation. The investigation shall be conducted and completed as thoroughly and speedily as possible.

The obligation of this investigation will not be negated by the fact that a criminal or insurance investigation is pending or has been concluded.

The School Director will report on the status of the investigation to the complainant and the accused within ten calendar days of the complaint file date and every five calendar days thereafter. The school will make every attempt to resolve the complaint within 15 calendar days of the filing. The school may extend the investigation when necessary to ensure equitable resolution.

Upon conclusion of the investigation, the school’s findings shall be provided to the complainant and the accused.

ADMINISTRATIVE ACTION

If the investigation results in a finding that the complainant is factual and constitutes a violation of this policy, the school shall take immediate corrective action calculated to ensure that such conduct ceases and does not reoccur.
Any student or employee found to have engaged in conduct violating this policy shall be subject to disciplinary action up to and including expulsion from school or termination of employment.

CONFIDENTIALITY

The confidentiality of all parties shall be maintained with respect to the filing, investigation and disposition of all complaints under this policy, consistent with the school’s investigative and legal obligations. The school shall not disclose the name of a complainant to an alleged violator/perpetrator/harasser if the complainant so requests, but the scope of a reasonable response to the complaint may be limited as a result.

While a complainant has the right to learn the outcome of his/her complaint, the school shall not disclose to a complainant any sanction or discipline imposed upon a student or employee to the extent such disclosure is prohibited by the Family Educational Rights and Privacy Act or other applicable laws, regulations, rules, constitutional requirements or orders. In rare cases, exceptions may apply.

APPEALS

If the complainant or accused is in disagreement with the outcome of his/her complaint, either party has the right to appeal the decision. The Compliance Officer must be notified that the complainant wishes to appeal a decision. The appeal will be heard by an Appeal Board comprised of the four school managers who have access to consult with the School President.

The appeal will be conducted in an impartial manner by impartial decision makers and the Appeal Board will make a decision within 15 calendar days of the filed appeal date.

EXAMINATION OF STUDENT RECORDS

1. Under the authority of the Family Educational Rights and Privacy Act of 1974, students have the right to examine certain files, academic records, and documents maintained by the school which pertain to them. (Parental financial information excepted.)

2. Records are supervised by the Education Department. Students may request a review of their records at the Education Office. Such review will be allowed during regular business hours under appropriate supervision. A copy of the records may be obtained for a fee of $1.00 per page. When grades are included, the transcript fee applies.

3. Students may request that the school amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their right to privacy.

4. Challenging the records for purposes of correcting or deleting any of the contents must be done in writing with the reason fully stated. However, grades and course evaluations can only be challenged on the grounds that they are improperly recorded. Challenge must be made no later than ninety days after the last date of attendance. The procedure is as follows:
A. The Department Chair involved will review the written challenge and meet with the student. A decision will then be made to retain, change, or delete the disputed information.

B. Should further review be requested, a grievance hearing will be held with the Director of Education at which time the student is afforded a full and fair opportunity to present evidence relevant to the disputed issues. The Director of Education will then make the final recommendation.

C. A copy of the challenge and/or written explanation of the contents will then be included as part of the student’s permanent record.

5. The following items are exempt from the Privacy Act:

A. Parents’ financial information and other financial need data.

B. Records about students made by teachers or administrators, which are maintained by, and accessible only to, the teachers or administrators.

C. Campus security records.

D. Employment records for school employees who are not also current students.

E. Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals and paraprofessionals acting or assisting in such capacities for treatment purposes and which are available only to persons providing the treatment.

CANCELLATION OF CLASSES

Generally, it is school policy to remain open regardless of weather conditions and to hold classes with as many students and instructors as can reach the school. However, should the administration determine that the building must be closed due to inclement weather, the announcement will be broadcast on local radio and/or television.

The school reserves the right to cancel any course or program for which there is insufficient enrollment.

CURRICULUM/POLICIES AND PROCEDURES REVISIONS

Since the New Castle School of Trades periodically reviews, updates, and offers new and additional courses, changes in some programs are inevitable. The school reserves the right to vary the sequence of program courses, revise program and course curriculum content, along with the policies and procedures contained in this catalog.

TOBACCO USAGE POLICY

Any and all tobacco usage is prohibited throughout all classrooms, offices, restrooms, breakrooms and faculty offices. Failure to comply with the New Castle School of Trades Tobacco Usage Policy can result in discipline measures including suspension.
HEALTH/MEDICAL CARE

Students must take proper care of their health so that they can do their best in school. This means plenty of sleep, sufficient exercise, nutritious food, and personal hygiene. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made after school hours.

The school will not be responsible for rendering any medical assistance; but, will refer students to the proper medical facility upon request.

DRESS CODE

New Castle School of Trades maintains a dress code that encourages both safety and professionalism. Faddish attire is not acceptable.

All students are required to wear NCST uniform shirts neatly tucked in. Shirts are issued during the first academic module and are also available for order through the school. If students choose to wear a hat, the hat must be a school issued NCST hat and worn with bill facing forward. Each student will receive one hat. Additional hats may be purchased from the school.

Trousers/pants should be clean and presentable and should not be worn in a manner that would prevent freedom of movement. Shorts and sweat pants are not acceptable. Pant leg length must be, at the minimum, to the ankles. Excessively long pant legs which drag on the floor are a safety hazard and not acceptable.

Hooded sweatshirts are deemed a safety hazard and are not to be worn in the school.

All students must wear properly laced and tied safety leather boots. Some programs may require steel toe safety boots. Safety glasses must be properly utilized in designated areas.

Length of hair is not only a professional issue, but a safety concern. Hair worn long must be tucked inside the shirt collar, tied up or put under a NCST ball cap when around tools/equipment.

Only ear studs less than 1/4” are permitted. Earrings that dangle are not allowed. Absolutely no jewelry is permitted in the Electrical Lab due to shock hazard.

LEAVE OF ABSENCE POLICY

Certain mitigating circumstances may arise which might cause a student to need to be away from school. Any student requesting a Leave of Absence must submit the request in writing to the Director of Education prior to approval of his/her Leave of Absence.

New Castle School of Trades may grant a Leave of Absence (LOA) for the following reasons only:

Medical - Planned or emergency medical treatment for self or immediate family, including pregnancy

Military - Reserve/Active Duty obligations
If required course is not being offered

Students may be granted one leave of absence per 12 month period and must not exceed 180 calendar days. If the student does not return on the scheduled return date, the student will be withdrawn. (Exceptions for mitigating additional circumstances can be approved only by the Director of Education.)

EFFECTS OF LEAVE OF ABSENCE ON SATISFACTORY PROGRESS

Students who contemplate requesting a Leave of Absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a Leave of Absence are not guaranteed that the module required to maintain the normal progression in their training program will be available at the time of reentry.
- Students may have to wait for a module to be offered.
- Students may be required to repeat all courses from which they elect to withdraw prior to receiving a final grade.
- Financial aid and/or tuition costs may be affected.

VOLUNTARY PREPAYMENT PLAN

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Services Office.

PAYMENT POLICIES

Quarterly tuition is due on the first day of class. However, a monthly payment plan is available; monthly tuition is calculated by prorating the amount of tuition owed for the quarter.

Any financial aid, loans, grants, etc. which the student may receive will reduce the amount of monthly payment due to the school. Delinquent payment will be a basis for termination of enrollment.

FINANCIAL OBLIGATIONS

Students who fail to make required payment promptly, issue personal checks which are returned by banks (student will be subject to a $25.00 Non-sufficient Funds Fee), or fail to make good faith efforts to process their financial aid paperwork in a timely manner, are subject to the following restrictions: no academic records, including transcripts or financial aid records, with the exception of financial aid transcripts, will be released to any institution or individual until all financial obligations are satisfied.
ADDITIONAL FEES

**Transcript Fee** - The first official transcript is issued upon graduation free of charge, unless fees have not been paid as stated above. The first copy of a transcript is $5.00 with a charge of $2.00 for each additional copy. A signed release is required before any transcripts will be released.

**Replacement of Degree/Diploma Fee** - Students will be charged $25.00 for a duplicate degree.

**Damage Fees** - Students will be charged for the repair or replacement of any school property lost or damaged through negligence or willful misconduct. This includes damage to any part of the building or its immediate surroundings.

**Test-out fee** - $50.00
**Non-sufficient funds** - $25.00
**Information Resource Center (Overdue materials)** - $0.50 per day
**Tractor Trailer Refresher (4 hour minimum)** - $75.00 per hour

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Persons seeking to resolve problems or complaints should first contact their instructor and then the Department Head. Unresolved complaints should be made to the Director of Education. Students who feel that the complaint has not been adequately addressed should contact the School Director. Written responses will be available to the student within seven working days.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org
A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the School Director or online at www.accsc.org.

New Castle School of Trades is licensed by the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333. All questions should be referred to the School Director. If they are not resolved by the School Director, they may be brought to the attention of the Board.

New Castle School of Trades is registered with the Ohio State Board of Proprietary School Registration, 30 East Broad Street, Suite 2481, Columbus, OH 43215. Toll Free 877-275-4219

All problems or complaints about the school, whether or not the problem or complaint has been resolved to your satisfaction by the school, may be directed to the Executive Director of the Ohio State Board.
FINANCIAL SERVICES

GENERAL INFORMATION

New Castle School of Trades believes that continued education beyond high school is the right of every individual. Lack of financial resources alone should not be a barrier for attending the school of your choice. Financial aid is available for those who qualify.

The purpose of financial aid is to assist those students who, without such aid, would be unable to attend New Castle School of Trades. The primary responsibility for meeting the costs of education rests with the individual student and their families.

DURATION OF AWARDS

All financial aid awards are made for one academic year or less. To continue receiving an award, a student must:

1. Be in good standing with the school,
2. Continue to demonstrate financial need,
3. Maintain satisfactory academic progress,
4. Complete all required financial aid applications each academic year, and
5. Remain drug-free as required by the school’s Drug Free Policy.

Continuation of awards is contingent upon adequate funding of financial aid programs. The following is a description of the financial aid programs available at this school. Additional information can be obtained through the Financial Services Department. Information regarding benefits available from agencies can be obtained through those agencies.

GRANT PROGRAMS (ABILITY TO BENEFIT STUDENTS AND COMMERCIAL TRUCK DRIVING NOT ELIGIBLE)

Federal Pell Grant
The Federal Pell Grant Program provides a foundation of financial assistance that may be supplemented by other resources. Eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

Federal Supplemental Education Opportunity Grant (FSEOG)
Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and/or parents, and the cost of attending the school.

Pennsylvania Higher Education Assistance Agency Grant (PHEAA)
This program provides aid to eligible Pennsylvania residents enrolled in two-year Associate Degree programs, who wish to attend a postsecondary institution, and are in need of financial aid. Students who have been residents of Pennsylvania for at least 12 months prior to the date of application and demonstrate financial need in accordance with PHEAA requirements may be eligible.
FEDERAL LOAN PROGRAMS (ABILITY TO BENEFIT STUDENTS AND COMMERCIAL TRUCK DRIVING NOT ELIGIBLE)

Federal Direct PLUS Loan
This low-interest loan is available to qualified parents of dependent, undergraduate students. This loan program will assist parents in financing the cost of their son or daughter’s postsecondary education. Funds are disbursed through the school by lending institutions or agencies participating in the program.

Federal Direct Stafford/Ford Loan (FDSL)
This low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half-time status, suspends training, or graduates.

Federal Direct Unsubsidized Stafford/Ford Loan (FDUSL)
This low-interest loan is available to those who qualify through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half-time status, terminates training, or graduates.

ALTERNATIVE LOAN PROGRAM

TUITION FINANCING
The New Castle School of Trades may be able to offer alternative loan programs to those who qualify. Contact the Financial Aid Office for additional information.

TRUTH IN LENDING
Cash Payments: Monthly, Bi-Monthly or Quarterly- payable on or before the first day of classes and prior to the 15th day of the month the payment is due. If tuition is satisfied by cash payment while the student is still in school, there is no interest or finance charge. If the applicant is unable to pay all of the tuition costs on the first day, then the student will apply for all financial aid for which he/she may be eligible and apply all disbursements to any outstanding balance. The balance of any costs not covered by financial aid will be paid over the length of the program in monthly installments according to a payment plan (Installment Note) which, if applicable, will be determined by the Financial Aid Department. This payment plan (Installment Note) if used, will become an addendum to the Enrollment Agreement and is legally binding. In the event the student opts to take NCST’s private financing plan to cover the balance of the tuition not satisfied by Federal Student Financial Aid, the annual interest rate is 12% (tuition does not necessarily need to be paid in full by graduation under the private financing plan). If a student seeks outside financing, the interest rate will vary depending on the lender chosen.

SCHOLARSHIP PROGRAM
The New Castle School of Trades offers a scholarship program to deserving high school seniors. These scholarships, for any academic program offered at the school, will vary in dollar amount depending on program preference and scholarship awarded. No awarded scholarship will be for less the 25% of the total tuition cost.
of the program. All high school students are invited to test at either of the two test dates set for potential scholarship students. The student test scores along with their high school GPA and a letter of recommendation are submitted to an independent panel for review. The panel then selects the scholarship recipients.

For further information please contact the Admissions Department.

PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

The Parent Loan for Undergraduate Students is a loan that a parent of a dependent, (undergraduate student) can apply to help pay tuition for that child.

- The maximum interest rate on the PLUS is 9%.
- An origination fee of up to 4% of the loan amount.
- The yearly limit on a PLUS is equal to the student’s cost of attendance minus any other financial aid received.
- The parent must pass a credit check to qualify for the PLUS.
- Repayment begins 60 days after the loan is fully disbursed.

VETERANS EDUCATIONAL BENEFITS

Individuals eligible for benefits from the Veterans Administration should make an appointment to see the VA representative at the school.

The funds available vary from year to year and are based upon changes in federal appropriations and regulations as well as changes in lenders participation in the GSL and PLUS programs.

In order to receive Financial Aid refunds, students must be attending class according to school policy. Before making Financial Aid disbursements, attendance and grades are checked to ensure that the student is in Satisfactory Progress. If the student is repeating classes due to grades and attendance, payment will be delayed until that repeat time is completed successfully.

Students are guaranteed that the tuition rate in effect at the time they begin classes will remain in effect for the duration of their program. There will be no increase in the tuition rate for students once they have begun classes.

Leave of absence is granted only to students who wish to temporarily interrupt their training for personal reasons. A request for leave must be made in advance in writing, or time away from school will be considered an absence. The Veterans Administration will be notified immediately when a veteran student is granted a leave of absence.

Class-Cuts are not permitted and shall be recorded as absences. Make-up work is not permitted for the purposes of receiving Veterans Administration Training Allowance.
THE NEW CASTLE SCHOOL OF TRADES PARTICIPATES IN THE PRINCIPLES OF EXCELLENCE PROGRAM

Educational institutions participating in the Principles of Excellence program agree to the following guidelines:

- Provide students with a personalized form covering the total cost of an education program.
- Provide educational plans for all military and Veteran education beneficiaries.
- End fraudulent and aggressive recruiting techniques and misrepresentations.
- Accommodate Servicemembers and Reservists absent due to service requirements.
- Designate a point of contact to provide academic and financial advice.
- Ensure accreditation of all new programs prior to enrolling students.
- Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.

WITHDRAWAL REFUND AND REPAYMENT POLICY

In accepting applicants, the school has assumed the obligation of furnishing an entire program, including teachers, equipment, laboratories, classrooms and other facilities necessary, at the stated cost. Therefore, except when the Enrollment Agreement is not accepted by the school, cancellation of the Enrollment Agreement by the students may be made only by written notice delivered to the school.

In the event the school is unable to perform any of the obligations under the Enrollment Agreement by reason of fire, strike, work stoppage, riot, utility failures or shortage, damage by the elements, “acts of God” or any unavoidable casualty, the school shall not be responsible for damages or tuition refund caused by delay or failure to perform hereunder, provided said delay does not exceed ninety days and the school evidences positive effort every thirty days to reactive the school.

Refunds will be paid within 45 days of the last date of attendance or within 45 days from the date of receipt of payment in the event that the date of such receipt is after the student’s last date of attendance unless federal or state requirements specify otherwise. Students are required to notify the school of their last date of attendance.

Cancellation Prior to Starting Classes

An applicant will receive a full refund of all monies paid if:

1. The Applicant is not accepted for admission.
2. The Applicant requests it in writing, signed and dated, within five calendar days after signing the Enrollment Agreement, but before starting classes.
3. Applicants who have not visited the school prior to enrollment may cancel without penalty within five calendar days following either attendance at the scheduled orientation procedures or a tour of the school and inspection of equipment.

An applicant requesting cancellation prior to starting classes and under conditions not defined above, will receive a refund of all monies paid in excess of the registration fee.
Withdrawal After Class Begins
The program for which the student has applied is divided into periods of obligation (quarter/segment). The cost per period is stated on the enrollment agreement. The percentage attended of the period is based on the number of weeks completed as a percentage of the number of weeks in that period, unless State requirements specify otherwise. The number of weeks completed is calculated from the first date of the period to the last date of attendance.

COMMONWEALTH OF PENNSYLVANIA
STATE BOARD OF PRIVATE LICENSED SCHOOLS,
DEPARTMENT OF EDUCATION REFUND REQUIREMENTS

Refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

<table>
<thead>
<tr>
<th>If student withdraws:</th>
<th>The student owes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first 7 calendar days of the period of obligation</td>
<td>25% of the tuition cost</td>
</tr>
<tr>
<td>After the first 7 calendar days but within the first 25%</td>
<td>45% of the tuition cost</td>
</tr>
<tr>
<td>After the first 25% but within the first 50%</td>
<td>70% of the tuition cost</td>
</tr>
<tr>
<td>After 50%</td>
<td>100% of the tuition cost</td>
</tr>
</tbody>
</table>

The percentage of a period of obligation completed is based on the number of weeks completed as a percentage of the number of weeks in that period of obligation, unless State requirements specify otherwise. The number of weeks completed is calculated from the first date of the period to the last date of attendance.

Title IV Refund Policy
The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after 60% point-in-time, there are no unearned funds. However, a school must still complete a return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:
Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) The percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:
Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the school 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 borrower may owe a debit balance to the school.
If a student earned more aid than was disbursed to him/her, the school would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student’s withdrawal.

The school must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student’s withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins 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
- Other assistance under this Title for which a return of funds is required (Teach, Iraq and Afghanistan Service Grant, for which a return is required).
ACADEMIC POLICIES

CLASS SCHEDULING

- Classes are scheduled between 8:00 A.M. - 1:00 P.M., 1:00 P.M. - 6:00 P.M., 5:30 P.M. - 10:30 P.M., Monday through Friday. Students will attend class five hours per day.
- Diesel & Heavy Equipment Repair Technology classes are scheduled 8:00 A.M. to 3:00 P.M., Monday through Thursday.
- Heavy Equipment with Commercial Truck Driving Classes 8:00 A.M. - 3:00 P.M., Monday through Thursday.
- Heavy Equipment with Commercial Truck Driving weekend classes are scheduled 7:30 A.M. to 6:00 P.M. Saturday and Sunday.
- Commercial Truck Driving classes are scheduled 8:00 A.M. - 3:00 P.M., Monday through Friday.
- Commercial Truck Driving weekend classes are 8:00 A.M. - 4:00 P.M., Saturday and Sunday.

Although every effort is made to schedule classes for the students’ convenience, New Castle School of Trades reserves the right to alter schedules so that proper facilities, equipment, and faculty are available.

COURSE SIZES

New Castle School of Trades offers educational programs designed to train students in the shortest time possible for entry-level positions in their chosen fields. To provide meaningful instruction and training, classes are limited in size. Standard lecture maximum class sizes are 40:1 student/teacher ratio.

Laboratory/shop classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, maximum laboratory/shop classes are 25:1 student/teacher ratio.

For Commercial Truck Driving classes the number of students assigned to each class is based on a student to teacher ratio that provides adequate time allocation to each individual, both in the classroom and in trucks. The maximum student to teacher ratio is 25:1 in the classroom, 1:10 in the yard and 1:4 in the road trucks.

For Heavy Equipment Operations with Commercial Truck Driving, Diesel & Heavy Equipment Repair Technology, the student to teacher ratio is 40:1 in the classroom and 25:1 on the range or lab. The CDL portion will be the same as stated above for the Commercial Truck Driving Program.
DEFINITION OF TERMS

Certificate - An award issued to a student for successful completion of a course or program of study.
Academic Hour - one clock hour consists of 50 minutes of class time. Clock hours are converted into credit units to allow for comparison with other postsecondary schools.
Conversion - one semester credit equals 1.5 quarter credits (credit unit).
NCST uses Quarter Credits
Quarter Credit Hours - one Quarter credit hour equals 30 units.
1-Clock Hour of Didactic Learning = 2 units
1-Clock Hour of Supervised Lab = 1.5 units
1-Clock Hour of Externship = 1 units
1-Clock Hour of Outside Work = .5 units
Per ACCSC Formula
Diploma - An award issued to a student indicating graduation from a prescribed program of study.
Degree - An award issued for graduation from a prescribed program of study for which New Castle School of Trades has received approval from the proper agencies.
Financial Aid - Students may be awarded financial assistance, if eligible, based on the number of clock hours or credit units they will earn.
Quarter - A period of study consisting of ten weeks.
Payment Period - Title IV funds are awarded based on the number of clock hours or credit units earned for the appropriate program of study. A payment period consists of ten weeks.

STUDENT PROGRESS REPORTS

Students are entitled to a regular accounting as to their academic progress and status. Students placed on academic probation will be informed at the time the action is taken and appropriate advising is part of that process. Students may review their satisfactory progress by requesting a transcript from the Education Department.

Student progress and grades are determined through daily assignments, hands-on assessments, quizzes, written examinations, and attendance.

GRADING SYSTEM

The following grading scale shall apply to all students:

<table>
<thead>
<tr>
<th>GRADES</th>
<th>PERCENTAGES</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-95</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>94-90</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>89-85</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>84-80</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>79-75</td>
<td>2.75</td>
</tr>
<tr>
<td>C</td>
<td>74-70</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
<td>69-65</td>
<td>1.75</td>
</tr>
<tr>
<td>D</td>
<td>64-60</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>59-0</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.00**</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0.00***</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer Credit</td>
<td>0.00****</td>
</tr>
<tr>
<td>TO</td>
<td>Test-Out Credit</td>
<td>0.00****</td>
</tr>
</tbody>
</table>

*** See Withdrawal policy. Does not affect GPA, however, does affect student rate of progress.
** See Incomplete policy.
****See Transfer/Test-Out Credit section, does not affect GPA or rate of progress.
If a required course is failed, it must be taken again. If a student is required to take a course which is a prerequisite to other courses, that course must be taken before advancement to subsequent courses. A course may not be repeated more than once. Special cases may be considered by the School Director. If a course is repeated, the new grade will be averaged into the cumulative GPA.

Students who withdraw (voluntarily or involuntarily) from a course(s) after the Drop/Add period will be assigned the following grade(s):

- “W” - if passing, or if before 50% of grading period is complete.
- “F” - if after 50% of grading period is complete and failing.

MAXIMUM TIME FRAME

To remain eligible for federal funds, student aid recipients must complete their program within a specified time frame. The program time frames are defined as follows:

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>COMPLETION TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Trades</td>
<td>168 credit hours</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>140.25 credit hours</td>
</tr>
<tr>
<td>Building Technology</td>
<td>141.75 credit hours</td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>145.50 credit hours</td>
</tr>
<tr>
<td>Machinist Technology</td>
<td>144 credit hours</td>
</tr>
<tr>
<td>Refrigeration &amp; A/C Technology</td>
<td>146.25 credit hours</td>
</tr>
<tr>
<td>Diesel &amp; Heavy Equipment Repair Technology</td>
<td></td>
</tr>
<tr>
<td>Repair Technology</td>
<td>150.0 credit hours</td>
</tr>
<tr>
<td>Combination Welding</td>
<td>91.50 credit hours</td>
</tr>
<tr>
<td>Advanced Welding &amp; Pipe Qualification</td>
<td>114 credit hours</td>
</tr>
<tr>
<td>Commercial Truck Driving</td>
<td>23.25 credit hours</td>
</tr>
<tr>
<td>Industrial Maintenance</td>
<td>94.50 credit hours</td>
</tr>
<tr>
<td>Heavy Equipment Operations with</td>
<td>79.50 credit hours</td>
</tr>
<tr>
<td>Commercial Truck Driving</td>
<td></td>
</tr>
<tr>
<td>Motorcycle &amp; Power</td>
<td>135.5 credit hours</td>
</tr>
<tr>
<td>Equipment Technology</td>
<td></td>
</tr>
<tr>
<td>Industrial Maintenance</td>
<td>142.5 credit hours</td>
</tr>
<tr>
<td>Wind &amp; Solar Technology</td>
<td></td>
</tr>
</tbody>
</table>

SATISFACTORY PROGRESS

In order to remain eligible for Title IV financial assistance programs, Federal Regulations require that students maintain “Satisfactory Progress.” The following Satisfactory Progress statement, applies to all students enrolled in any of the programs offered at New Castle School of Trades defined as:

1. Maintaining a minimum GPA of 1.00 at the end of the first quarter of the program, a 1.50 GPA at the end of the second quarter of the program, and achieve a 2.00 GPA average upon graduation.
2. Achieving a minimum average attendance rate of 85% per quarter.
3. Completing the program within the published maximum time frame.
4. Maintaining the conditions of probation.
5. The only exception is documental mandatory government military duty.

TRUCK DRIVING, HEAVY EQUIPMENT OPERATIONS WITH COMMERCIAL TRUCK DRIVING, DIESEL & HEAVY EQUIPMENT REPAIR TECHNOLOGY:

1. Maintain a minimum GPA of 1.50 at the end of the first 48 hour segment of the program. A GPA of 2.00 or higher is required upon graduation.
2. Achieving a minimum average attendance of 90% per program.
3. Completing the program within the published maximum time frame.
4. Maintaining the conditions of probation.
5. The only exception is documental mandatory government military duty.
ACADEMIC/FINANCIAL AID WARNING
The initial warning period covers the quarter/segment that starts immediately after the student has been placed on academic/financial aid warning. Students remain eligible for financial aid during this period. They are required to repeat the failed quarter/segment during the warning period unless the quarter is not offered at that time. In that case, the failed quarter/segment must be repeated at the earliest possible date.

If, by the end of the warning period, students achieve the required GPA to meet the minimum standards of satisfactory progress, they are notified that the warning status is removed. If they have not achieved a cumulative GPA for levels required, as stated under satisfactory progress, a student will be withdrawn from training by the school.

APPEALS
Students who wish to appeal the determination that they are not maintaining satisfactory academic progress, may submit a letter to the School Director. The letter should describe any circumstances the student feels deserve further consideration. The decision of the School Director is final.

SUSPENSION
A student may be suspended for failure to adhere to the school’s student conduct policy, or for failure to make acceptable academic and attendance progress.

GRADUATION REQUIREMENTS
A student is eligible for graduation only if:
1. The student has completed all required courses with a passing grade.
2. The student has accumulated the total number of credits required for graduation from his/her course of study.
3. The student has achieved a cumulative point average of 2.0.
4. The student has met all financial obligations to the school.
5. The student has completed the exit interview process.
6. The student has met the attendance requirements of his/her program.

STUDENT AWARDS
Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find these awards can be an asset when they seek future employment. The Education Department can provide information regarding the specific awards presented.

Per Quarter:
• Attendance Award – 95% - 100% attendance
• Academic Award – 3.50 GPA or better
• Dean’s Award – 3.50 GPA or better with 95% or better attendance
Grad Awards (Attendance and GPA for all quarters upon graduation)

- Attendance Award – 98% - 100%
- Honors Award – 3.50 or better GPA
- Honors & Attendance – 3.50 or better GPA & 98% or better attendance
- National Honor Society – 3.90 GPA or better and 98% attendance or better
- Valedictorian – graduate with highest GPA; if two or more students have the same GPA, then it goes by best attendance. If same, then both are valedictorian.

INCOMPLETE, REPETITIONS AND REMEDIAL WORK

Students with course incompletes and repetitions are eligible to continue receiving financial aid if the following conditions are met:

A. The student is otherwise making satisfactory academic progress.
B. The time needed to make up and complete coursework is within the program maximum timeframe.

Incomplete - Student failing to complete all the required coursework must make arrangements with the Director of Education for completion. All incomplete work will become an “F” grade if not completed by date established by the Director of Education.

Repetitions - A student must repeat any failed class in order to meet graduation requirements. A student wishing to repeat a class, for any other reason, must obtain permission from the Director of Education. When a class is repeated, the most recent grade will be calculated into the grade point average. The previously earned grade will remain on the student’s report card, but will not be calculated in the student’s grade point average. A class may be repeated only one time.

Drop/Add Policy - As courses offered at New Castle School of Trades are programmatic in nature, enrollment in all courses offered during a given quarter must be maintained. Students are considered to be in full-time attendance with a schedule of classes offered for the current module. Students may not drop or add individual classes from other modules within their program.

ATTENDANCE POLICY

New Castle School of Trades has no system of excused absences or allowed class cuts, and all absences are recorded regardless of the reason. Attendance is vital to the achievement and acquisition of good work habits. Graduates are screened by prospective employers not only for academic achievement, but for attendance as well. Students are expected to call the school in the event of absence. Attendance is taken every hour in every class. Students may be terminated for the following reasons:

1) Failing to take the final exam in any quarter.
2) Failing to attend classes for 85% per quarter.
3) Failing to attend Heavy Equipment Operations with Commercial Truck Driving, Commercial Truck Driving, and Diesel & Heavy Equipment Repair Technology 90% per quarter.

In addition, students providing the school with official written notification of their intent to drop will be withdrawn.

Absences are recorded in the student’s permanent record and become part of his or her permanent transcript. Veteran and agency sponsored students’ attendance will be reported to the appropriate government agency.
Appeals must be submitted by the student in writing no later than the last day of the grading period, and can only be granted for mitigating circumstances by the School Director.

In the event of an absence or tardy, all missed work must be made up. Students are encouraged to schedule medical or dental appointments after school hours and should notify the appropriate instructor or department chairperson if he/she plans to be absent.

Tardiness/Early Departure
Tardiness is defined as arriving 10 minutes late or leaving 10 minutes early. Students who are tardy to class or leave early are charged 30 minutes of absence for the period. Tardiness is considered a disruption of class. Excessive tardiness will result in disciplinary action.

Make Up Work
Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor. Missed time may be made up if extenuating circumstances exist. Make up time is determined at the discretion of the Director of Education.

WITHDRAWAL AND TERMINATION
Failure to withdraw properly may result in the assignment of failing grades, which then become a part of the student’s permanent record.

Students wishing to withdraw must personally notify the Director of Education and complete an exit process which includes finalization of the student’s records with the Education Office, Business Office, Financial Services Office and the Career Services Office. This process assures the student that all records are correct and that he or she has, or will, receive all services available from New Castle School of Trades.

REINSTATEMENT PROCEDURE
Students who have interrupted their education for any reason may request reinstatement by contacting the Director of Education. Students who were making satisfactory academic progress when they withdrew will be eligible to apply for reentry. Students who were not making satisfactory progress may only be admitted with the School Director’s approval and may be placed on academic probation or have other special conditions placed on their reentry. All students requesting reinstatement will be required to go through a portion of the admission process again.

Students who have been withdrawn for failing to maintain satisfactory academic progress may be reinstated at the start of the next grading period through the appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve the minimum standards of satisfactory progress by the end of the reinstatement term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.
NOTICE
The School Director may use professional discretion to extend, modify, or waive any procedures or requirements pertaining to student academic progress or completion in this catalog which would be in the best interest of the student, provided such action would not be in violation of any regulatory compliance.

STUDENT APPEAL PROCESS
Students whose training programs are interrupted by the school will have the right to appeal that decision due to mitigating circumstances. Students must initiate the process by submitting a written appeal to the School Director.

PROGRAM CHANGES
Students who wish to change programs must contact the Director of Education. In order to be eligible to change programs, the following two criteria must be met:

1. All current program financial obligations to the school.
2. Current program minimum Satisfactory Academic Progress requirements.

PROGRAM ADVISORY COMMITTEES
To uphold our dual commitment to high-quality, career-oriented training with maximum employability of graduates, the school has established Program Advisory Committees (PAC) for each program offered. The Program Advisory Committees are comprised of industry members and employers who formally meet regularly, at least twice per year, and as needed to assist in making decision regarding curriculum changes, equipment purchases and program enrichment. The Program Advisory Committees make it possible for the school to continually graduate students who are in step with, and sometimes ahead of, industry needs.
STUDENT CONDUCT AND DISCIPLINE

The following statements define some behaviors that are not in harmony with the educational goals of New Castle School of Trades:

1. Academic dishonesty such as cheating, plagiarism or knowingly furnishing false information to the school.
2. Forgery, alteration, misuse or mutilation of school documents, records, identification, educational materials, and school property.
3. Obstruction or disruption of teaching, administration, disciplinary procedures or other school activities including public service functions or other authorized activities on or off premises.
4. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of another.
5. Theft of or damage to property of New Castle School of Trades including using or attempting to use school property in a manner inconsistent with its designed purpose.
6. Unauthorized entry to, use of or occupation of school facilities.
7. Intentional or unauthorized interference with a right of access to school facilities or freedom of movement or speech of any person on the premises.
8. Use or possession of firearms, ammunition or other dangerous weapons, substances or materials or bombs, explosives or incendiary devices prohibited by law.
9. Disorderly conduct or lewd, indecent or obscene conduct or expression.
10. Violation of a federal, state or local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which violation occurs on school property or at a school function (Please refer to the Drug Free Policy established by the school for further information.)
11. Rioting, aiding, abetting, encouraging or participating in a riot.
12. Failure to comply with the verbal or written directions of any school official acting in the performance of his/her duty and in the scope of his/her authority or resisting a security officer while acting in the performance of his/her duties.
13. Aiding and abetting or inciting others to commit any act of misconduct set forth in #1 through #12 listed above.
14. Conviction of a crime which is of a serious nature. Upon filing of charges in court involving an offense which is of a serious nature, and it is administratively determined that the continued presence of the student would constitute a threat or danger to the school community, such student may be temporarily suspended pending disposition of the charges in court.
15. Refusal to abide by student dress code policy.

Violation of any of the above may subject the student to any of the following:

A. Reprimand.
B. Specific restrictions may be imposed.
C. Disciplinary probation. Further infractions will result in suspension if they occur within the specified probationary period.

D. Temporary suspension.

E. Termination.

After being terminated, a student may be readmitted only after a written request is approved by the School Director. Readmission will be on a probationary basis only. Students returning must follow the reinstatement procedure noted in this catalog. Any further infraction of the school policies will necessitate permanent termination.

The school understands that every student has certain rights, which must be respected, just as they themselves must respect their obligation to the school.

Rights, however, are not absolute. Along with every right is a corresponding obligation and duty to respect the rights of others, to adhere to all reasonable rules and regulations established for the government of the school, the damaging of the property, rights, and possessions of others.

It becomes incumbent on the part of all students to follow the School’s Student Conduct & Discipline Policy prescribed for the operations of New Castle School of Trades, Pulaski, PA.

Any other offenses which may be detrimental to the staff, students or graduates of New Castle School of Trades may result in the aforementioned penalties at the determination of the School Director.
## PROGRAMS OF STUDY

### GENERAL INFORMATION

New Castle School of Trades offers programs designed to prepare students in the shortest time possible for entry-level positions in business and industry. Certain credits in the diploma programs, may be transferred to the Associate in Specialized Technology Degree offered. The approved program awards presented are listed below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Technology</td>
<td>Associate in Specialized Technology Degree</td>
</tr>
<tr>
<td>Electrical Technology</td>
<td>Associate in Specialized Technology Degree</td>
</tr>
<tr>
<td>Building Technology</td>
<td>Associate in Specialized Technology Degree</td>
</tr>
<tr>
<td>Refrigeration &amp; A/C Technology</td>
<td>Associate in Specialized Technology Degree</td>
</tr>
<tr>
<td>Machinist Technology</td>
<td>Associate in Specialized Technology Degree</td>
</tr>
<tr>
<td>Diesel &amp; Heavy Equipment Repair Technology</td>
<td>Associate in Specialized Technology Degree</td>
</tr>
<tr>
<td>Industrial Maintenance with Wind &amp; Solar Technology</td>
<td>Associate in Specialized Technology Degree</td>
</tr>
<tr>
<td>Motorcycle &amp; Power Equipment Technology</td>
<td>Associate in Specialized Technology Degree</td>
</tr>
<tr>
<td>Combination Welding</td>
<td>Diploma</td>
</tr>
<tr>
<td>Advanced Welding with Pipe Qualification</td>
<td>Diploma</td>
</tr>
<tr>
<td>Commercial Truck Driving</td>
<td>Diploma</td>
</tr>
<tr>
<td>Industrial Maintenance</td>
<td>Diploma</td>
</tr>
<tr>
<td>Construction Trades</td>
<td>Diploma</td>
</tr>
<tr>
<td>Heavy Equipment Operations with Commercial Truck Driving</td>
<td>Diploma</td>
</tr>
<tr>
<td><strong>Commercial Driver's License (CDL) Class “A”</strong></td>
<td><strong>Commonwealth of Pennsylvania</strong></td>
</tr>
<tr>
<td></td>
<td><strong>State of Ohio</strong></td>
</tr>
<tr>
<td><strong>Commonwealth of Pennsylvania Certification Program</strong></td>
<td>Safety Inspection Mechanic Training</td>
</tr>
<tr>
<td><strong>Air Condition Contractors of America (ACCA)</strong></td>
<td>CFC Section 608 Certification Exam</td>
</tr>
<tr>
<td></td>
<td>(Refrigeration Transition and Recovery Certification Exam)</td>
</tr>
<tr>
<td><strong>American Welding Society</strong></td>
<td>Various ASME Certification Exams</td>
</tr>
</tbody>
</table>

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AUTOMOTIVE TECHNOLOGY
Associate in Specialized Technology Degree
93.50 Quarter Credits, 1500 Clock Hours-60 Weeks

OBJECTIVES
The Automotive Technology program is structured to provide the student with the entry level job skills and knowledge necessary to enter the work market as an automotive technician. Graduates are prepared to maintain, diagnose, and service the vehicles found in the automotive industry.

CAREER OPPORTUNITIES
Graduates of the Automotive Technology program should be able to find entry-level employment opportunities as automotive technicians in any of the nine ASE automotive repair categories.

EQUIPMENT
Students will use the following equipment: a computerized automotive information system, four-wheel computerized alignment machine, computerized wheel balancer, articulating arm tire machine, brake lathe, exhaust gas analyzer, diagnostic computer scanners, lab scopes, fuel injection test equipment, basic engine testing tools, specialized automatic transmission tools, electronic circuit testing tools and meters, and air conditioning recovery and recharging equipment.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A103</td>
<td>Engine Repair &amp; Testing</td>
<td>12.50</td>
<td>200</td>
</tr>
<tr>
<td>A104</td>
<td>Electrical Systems</td>
<td>12.50</td>
<td>200</td>
</tr>
<tr>
<td>A204A</td>
<td>Heating &amp; AC Systems</td>
<td>6.00</td>
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</tr>
<tr>
<td>A210</td>
<td>Alternative Energy</td>
<td>6.50</td>
<td>100</td>
</tr>
<tr>
<td>A303</td>
<td>Auto Engine Performance</td>
<td>12.50</td>
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</tr>
<tr>
<td>A401A</td>
<td>Automatic Transmissions</td>
<td>6.00</td>
<td>100</td>
</tr>
<tr>
<td>A402A</td>
<td>Manual Transmissions</td>
<td>6.00</td>
<td>100</td>
</tr>
<tr>
<td>A501A</td>
<td>Suspension &amp; Steering</td>
<td>6.00</td>
<td>100</td>
</tr>
<tr>
<td>A502A</td>
<td>Braking Systems</td>
<td>6.00</td>
<td>100</td>
</tr>
<tr>
<td>M101A</td>
<td>Basic Math</td>
<td>1.50</td>
<td>25</td>
</tr>
<tr>
<td>M201A</td>
<td>Technical Math</td>
<td>3.50</td>
<td>50</td>
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<tr>
<td>R101A</td>
<td>Strategies for Success</td>
<td>1.50</td>
<td>25</td>
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<tr>
<td>R102A</td>
<td>Customer Service</td>
<td>1.50</td>
<td>25</td>
</tr>
<tr>
<td>R104A</td>
<td>Business Management</td>
<td>3.50</td>
<td>50</td>
</tr>
<tr>
<td>R105A</td>
<td>Job Search</td>
<td>1.50</td>
<td>25</td>
</tr>
<tr>
<td>R107A</td>
<td>Computer Concepts</td>
<td>1.50</td>
<td>25</td>
</tr>
<tr>
<td>R150</td>
<td>Personal Finance</td>
<td>1.50</td>
<td>25</td>
</tr>
<tr>
<td>R201B</td>
<td>Fabrication Basics</td>
<td>3.50</td>
<td>50</td>
</tr>
</tbody>
</table>

The order in which the above courses are offered is at the discretion of the school.
OBJECTIVES
This program is designed to provide students with entry level knowledge and skills to install and service electrical applications within the residential/commercial and industrial fields. The program covers in practice and theory residential/commercial wiring, machine control, programmable controllers, telecommunications, solid state and electronic control.

CAREER OPPORTUNITIES
Graduates of the Electrical Technology program will be able to assume entry level positions as panel builders and testers, machine repair technicians, electrical assemblers, electrical helper, electrical apprentice, industrial maintenance technician.

EQUIPMENT
Throughout the program, students will work with the following types of equipment: various types of meters, conduit benders, all phases of motor control equipment, 3-phase motors, single phase motors, assorted residential, commercial, and industrial components, oscilloscope, breadboards, robot and programmable logic controllers.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>E101A</td>
<td>Electricity</td>
<td>3.50</td>
<td>50</td>
</tr>
<tr>
<td>E102A</td>
<td>Construction Wiring</td>
<td>3.50</td>
<td>50</td>
</tr>
<tr>
<td>E103A</td>
<td>Residential Circuitry</td>
<td>6.00</td>
<td>100</td>
</tr>
<tr>
<td>E201A</td>
<td>Electric Motors</td>
<td>6.50</td>
<td>100</td>
</tr>
<tr>
<td>E203A</td>
<td>Commercial Circuitry</td>
<td>3.00</td>
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</tr>
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<td>E300A</td>
<td>NEC Residential</td>
<td>3.50</td>
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<tr>
<td>E304A</td>
<td>Services &amp; Conduit</td>
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<tr>
<td>E401A</td>
<td>Machine Control</td>
<td>7.00</td>
<td>100</td>
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<tr>
<td>E402A</td>
<td>Machine Control Lab</td>
<td>6.00</td>
<td>100</td>
</tr>
<tr>
<td>E501A</td>
<td>AC/DC Power</td>
<td>7.00</td>
<td>100</td>
</tr>
<tr>
<td>E502A</td>
<td>Programmable Controllers</td>
<td>9.50</td>
<td>150</td>
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<tr>
<td>E503B</td>
<td>Telecommunications</td>
<td>3.00</td>
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<tr>
<td>E601A</td>
<td>Solid State</td>
<td>10.00</td>
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<tr>
<td>E602A</td>
<td>Electronic Control</td>
<td>6.00</td>
<td>100</td>
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<td>M101A</td>
<td>Basic Math</td>
<td>1.50</td>
<td>25</td>
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<tr>
<td>M201A</td>
<td>Technical Math</td>
<td>3.50</td>
<td>50</td>
</tr>
<tr>
<td>M202A</td>
<td>Applied Math</td>
<td>3.50</td>
<td>50</td>
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<tr>
<td>R101A</td>
<td>Strategies for Success</td>
<td>1.50</td>
<td>25</td>
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<tr>
<td>R104A</td>
<td>Business Management</td>
<td>3.50</td>
<td>50</td>
</tr>
<tr>
<td>R105A</td>
<td>Job Search</td>
<td>1.50</td>
<td>25</td>
</tr>
<tr>
<td>R107A</td>
<td>Computer Concepts</td>
<td>1.50</td>
<td>25</td>
</tr>
<tr>
<td>R109A</td>
<td>Blueprint Reading</td>
<td>1.50</td>
<td>25</td>
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<tr>
<td>R150</td>
<td>Personal Finance</td>
<td>1.50</td>
<td>25</td>
</tr>
</tbody>
</table>

The order in which the above courses are offered is at the discretion of the school.
BUILDING TECHNOLOGY
Associate in Specialized Technology Degree
94.50 Quarter Credits, 1500 Clock Hours-60 Weeks

OBJECTIVES
This curriculum is designed to provide classroom, lab and “hands-on” training in the residential construction and remodeling fields; with particular emphasis and placed on the fields of carpentry, millwork, masonry, interior and exterior finishes and roofing for entry-level positions in a number of areas.

CAREER OPPORTUNITIES
Upon graduation, students are obtaining positions in the following occupations: carpenters assistants, aluminum/vinyl siding applicators, painters, masonry helpers, construction workers, building maintenance and roofing assistants.

EQUIPMENT
Students in the Building Technology program will work on the following equipment: table saw, radial arm saw, miter saw, disk sander, drill press, mortar mixer, band saw, planner, joiner, router, assorted power tools and pneumatic nailer.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>B101</td>
<td>Safety</td>
<td>1.50</td>
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<tr>
<td>B102A</td>
<td>Building Code Overview</td>
<td>1.50</td>
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<tr>
<td>B103A</td>
<td>Construction Printreading</td>
<td>7.00</td>
<td>100</td>
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<tr>
<td>B104A</td>
<td>Basic Carpentry</td>
<td>3.00</td>
<td>50</td>
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<tr>
<td>B200A</td>
<td>Framing</td>
<td>9.50</td>
<td>150</td>
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<tr>
<td>B201C</td>
<td>Exterior Finishes</td>
<td>9.50</td>
<td>150</td>
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<tr>
<td>B202A</td>
<td>Material Cost Analysis</td>
<td>3.50</td>
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<tr>
<td>B203B</td>
<td>Door &amp; Window Installation</td>
<td>3.00</td>
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<tr>
<td>B205A</td>
<td>Construction Utilities &amp; Services</td>
<td>3.00</td>
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<tr>
<td>B300C</td>
<td>Masonry</td>
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<tr>
<td>B301A</td>
<td>Interior Finishes</td>
<td>4.50</td>
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<tr>
<td>B402A</td>
<td>Carpenter</td>
<td>9.50</td>
<td>150</td>
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<tr>
<td>B501A</td>
<td>Building Services/Projects</td>
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<td>M201A</td>
<td>Technical Math</td>
<td>3.50</td>
<td>50</td>
</tr>
<tr>
<td>M202A</td>
<td>Applied Math</td>
<td>3.50</td>
<td>50</td>
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<tr>
<td>R101A</td>
<td>Strategies for Success</td>
<td>1.50</td>
<td>25</td>
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<tr>
<td>R102A</td>
<td>Customer Service</td>
<td>1.50</td>
<td>25</td>
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<tr>
<td>R104A</td>
<td>Business Management</td>
<td>3.50</td>
<td>50</td>
</tr>
<tr>
<td>R105A</td>
<td>Job Search</td>
<td>1.50</td>
<td>25</td>
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<tr>
<td>R107A</td>
<td>Computer Concepts</td>
<td>1.50</td>
<td>25</td>
</tr>
<tr>
<td>R150</td>
<td>Personal Finance</td>
<td>1.50</td>
<td>25</td>
</tr>
</tbody>
</table>

The order in which the above courses are offered is at the discretion of the school.
REFRIGERATION & A/C TECHNOLOGY
Associate in Specialized Technology Degree
97.50 Quarter Credits, 1500 Clock Hours-60 Weeks

OBJECTIVES
This program is designed to provide students with the entry level knowledge and skills to install and repair: heating, air conditioning and commercial/residential refrigeration equipment. The program covers in practice and theory the electrical requirements from power sources to circuits, diagnosing, troubleshooting and installation of RHVAC equipment and systems including ductwork and sheet metal fabrication.

CAREER OPPORTUNITIES
Graduates will be able to assume entry level positions as air conditioning service and installation technicians, parts and counter persons, building maintenance, refrigeration technicians, furnace installers including sheet metal fabricating.

EQUIPMENT
Students will work on the following types of equipment in the HVAC lab: commercial walk in coolers and freezers, central A/C, high, medium and low efficiency gas furnaces, oil furnaces and sheet metal fabrication brakes and formers.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>H101A</td>
<td>Refrigeration Fundamentals</td>
<td>7.00</td>
<td>100</td>
</tr>
<tr>
<td>H102A</td>
<td>Refrigeration Processes</td>
<td>6.00</td>
<td>100</td>
</tr>
<tr>
<td>H200A</td>
<td>Electricity</td>
<td>7.00</td>
<td>100</td>
</tr>
<tr>
<td>H202A</td>
<td>Electrical Circuitry</td>
<td>6.00</td>
<td>100</td>
</tr>
<tr>
<td>H300A</td>
<td>Climate Control</td>
<td>7.00</td>
<td>100</td>
</tr>
<tr>
<td>H301A</td>
<td>Heating Systems</td>
<td>6.00</td>
<td>100</td>
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<tr>
<td>H400A</td>
<td>Commercial Refrigeration</td>
<td>7.00</td>
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<tr>
<td>H401A</td>
<td>Commercial Applications</td>
<td>6.00</td>
<td>100</td>
</tr>
<tr>
<td>H500A</td>
<td>Sheet Metal Basics</td>
<td>6.00</td>
<td>100</td>
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<td>H501A</td>
<td>Air Distribution Systems</td>
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</tr>
<tr>
<td>H600A</td>
<td>A/C &amp; Heat Pumps</td>
<td>7.00</td>
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</tr>
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<td>H601A</td>
<td>A/C &amp; Heat Pump Lab</td>
<td>6.00</td>
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<tr>
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<td>Basic Math</td>
<td>1.50</td>
<td>25</td>
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<tr>
<td>M201A</td>
<td>Technical Math</td>
<td>3.50</td>
<td>50</td>
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<tr>
<td>M202A</td>
<td>Applied Math</td>
<td>3.50</td>
<td>50</td>
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<td>Strategies for Success</td>
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<tr>
<td>R102A</td>
<td>Customer Service</td>
<td>1.50</td>
<td>25</td>
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<tr>
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<td>3.50</td>
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<tr>
<td>R105A</td>
<td>Job Search</td>
<td>1.50</td>
<td>25</td>
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<tr>
<td>R107A</td>
<td>Computer Concepts</td>
<td>1.50</td>
<td>25</td>
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<tr>
<td>R150</td>
<td>Personal Finance</td>
<td>1.50</td>
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</table>

The order in which the above courses are offered is at the discretion of the school.
MACHINIST TECHNOLOGY
Associate in Specialized Technology Degree
96 Quarter Credits, 1500 Clock Hours-60 Weeks

OBJECTIVES
The Machinist Technology program is geared to provide the beginning machinist with the abilities, skills and techniques for entry-level positions in the field of machine trades. Students will be exposed to a combination of classroom theory and “hands-on” projects that will enable them to quickly develop the skills needed in the machine trades field.

CAREER OPPORTUNITIES
Graduates will be able to assume responsible entry level positions as machinists and machine operators, metalworkers, C.N.C. operators, tool programmers and CAD operators.

EQUIPMENT
Students will utilize the following equipment: horizontal band saw, milling machines, lathes, hydraulic presses, drill press, shaper, fixturing jigs, precision measuring instruments, C.N.C. lathe and mill, toolpost surface, and pedestal grinders.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
</tr>
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<tr>
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<td>Machine Shop Practices</td>
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<td>MT230A</td>
<td>Shaping Operations</td>
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<td>Multiple Machine Operations</td>
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<td>C.N.C. Coordinates and part Geometry</td>
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</table>

The order in which the above courses are offered is at the discretion of the school.
DIESEL & HEAVY EQUIPMENT REPAIR TECHNOLOGY
Associate in Specialized Technology Degree
100.50 Quarter Credits, 1680 Clock Hours - 60 Weeks

OBJECTIVES
Graduates will have the ability to diagnosis troubles and disassemble diesel engines; replace pistons, bearings, gears, valves and bushings; install ignition systems; replace steering/suspension components; replace transmissions and parts; lubricate moving parts; diagnosis problems with and replace chassis assemblies; repair undercarriages and replace and repair pneumatic or hydraulic bake systems. These skills will be taught in both classroom and lab environments.

CAREER OPPORTUNITIES
The students will acquire the entry-level skills necessary to work in the diesel engine and construction equipment mechanics field. The skills can be applied to semi tractors, diesel powered automobiles, heavy-construction equipment and farm equipment.

EQUIPMENT
The students will perform repairs on various semi tractors, diesel engines and heavy construction equipment. The students will use a computerized information system, diagnostic computer scanners, lab scopes, fuel injection test equipment, basic engine testing tools, specialized transmission tools, electronic circuit testing tools and meters.

PROGRAM OUTLINE

<table>
<thead>
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<th>Course No.</th>
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<th>Credit Hours</th>
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<td>Diesel Engine Operations</td>
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<td>Pneumatics &amp; Hydraulics</td>
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<tr>
<td>D112</td>
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<td>Undercarriages</td>
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<td>D212</td>
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<td>Personal Finance</td>
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</table>

The order in which the above courses are offered is at the discretion of the school.
INDUSTRIAL MAINTENANCE WITH
WIND & SOLAR TECHNOLOGY
Associate in Specialized Technology
95 Quarter Credits, 1500 Clock Hours - 60 Weeks

OBJECTIVES
Students will acquire skills in the areas of commercial and industrial electricity, welding, HVAC, pneumatics, hydraulics, gaskets/seals, pumps, plumbing, equipment maintenance, forklift operation, wind power generation and solar power. Students will also be trained in safety procedures and be familiar with tools used in an industrial setting.

CAREER OPPORTUNITIES
The skills acquired in the program will be applicable to entry-level positions as Maintenance Mechanics, Maintenance Engineers and Building Superintendents. These job titles are in demand at manufacturing companies, mills, industrial plants, the gas & oil industry, hospitals, hotels, apartment complexes and real estate management companies. For graduates willing to travel or relocate, opportunities as wind turbine technicians and photovoltaic installers are available.

EQUIPMENT
During the course of study in this program students will be exposed to conduit bending equipment, motor controls, electric motors, test meters, service panels, freezers/refrigerators, air conditioners, heating systems, precision measuring tools, pneumatic equipment, hydraulic equipments, pumps, valves, plumbing tools, plumbing fixtures, arc and MIG welders, cutting torches, wind turbines, solar components and forklift.

PROGRAM OUTLINE

<table>
<thead>
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<th>Course No.</th>
<th>Course</th>
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<td>I151</td>
<td>Fluid Control</td>
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<td>I152</td>
<td>Welding &amp; Cutting</td>
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<td>I153</td>
<td>Combination Welding</td>
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<td>I154</td>
<td>Plumbing, Brazing &amp; Fusion</td>
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<td>I155</td>
<td>Forklift Operation</td>
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<td>I252</td>
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<td>I253</td>
<td>Motors &amp; Electric Power I</td>
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<td>I254</td>
<td>Motors &amp; Electric Power II</td>
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<td>I255</td>
<td>PLCs</td>
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<td>I256</td>
<td>HVAC</td>
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<td>Solar Power</td>
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<td>Intro to Wind Power</td>
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<td>C103E</td>
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<td>R102A</td>
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<tr>
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</table>

The order in which the above courses are offered is at the discretion of the school.
MOTORCYCLE & POWER EQUIPMENT TECHNOLOGY
Associate in Specialized Technology Degree
93 Quarter Credits, 1500 Clock Hours - 60 Weeks

OBJECTIVES
Graduates will have the ability to diagnose, troubleshoot and disassemble small engines; replace pistons, bearings, gears, valves and bushings; install ignition systems; perform wheel alignment and replace steering/suspension components; replace clutches, transmissions and parts; lubricate moving parts; diagnose problems with and replace chassis assemblies; disassemble and replace hydraulic brakes; perform necessary maintenance and checks on various pieces of equipment. The skills will be taught in both classroom and lab environments.

CAREER OPPORTUNITIES
The students will acquire the entry-level skills necessary to work in the small engine repair field. The skills can be applied to motorcycles, all-terrain vehicles, motorboats, personal watercraft, snowmobiles, riding tractors, lawn mowers and various pieces of power equipment.

EQUIPMENT
The students will perform repairs on various small engines. The students will use a computerized information system, tire machine, brake equipment, gas analyzer, diagnostic computer scanners, lab scopes, fuel injection test equipment, basic engine testing tools, specialized transmission tools, electronic circuit testing tools and meters.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
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<tr>
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<td>P101</td>
<td>Small Engine Operations</td>
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<td>P102</td>
<td>Small Engine Maintenance</td>
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<tr>
<td>P103</td>
<td>Intro to Motorcycles</td>
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<td>P104</td>
<td>Motorcycle Basics</td>
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<td>Electrical Fundamentals</td>
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<td>Electrical System Analysis</td>
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<td>Fuel Systems</td>
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<td>Fuel System Analysis</td>
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<td>Drive Trains</td>
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<td>Motorcycle Diagnostics</td>
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<td>R150</td>
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</tbody>
</table>

The order in which the above courses are offered is at the discretion of the school.
**OBJECTIVES**

The Combination Welding program is a series of comprehensive courses to provide individuals with a well-rounded background in various welding applications and techniques based on ASME and AWS specifications. Students will be prepared to participate in a variety of projects with a reasonable chance to pass a welding certification test. This program provides the training for entry-level employment into many facets of the welding field.

**CAREER OPPORTUNITIES**

Graduates of the Combination Welding program have secured employment in positions such as: pipe welders, fitters, repair welders, fabricated metal products welders, burners, and construction welders.

**EQUIPMENT**

During the course of study in this program, students will be exposed to the following equipment: electric arc welders, gas metal arc welders, flux core arc welders, gas tungsten arc welders, oxy fuel, portable and semi-automatic burning equipment, carbon and plasma arc cutting equipment, hydraulic shears, horizontal band saw, hand operated grinders, and beveler.

**PROGRAM OUTLINE**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
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<td>MIG/TIG Welding</td>
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<td>M105C</td>
<td>Welding Math</td>
<td>1.50</td>
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<tr>
<td>R101A</td>
<td>Strategies for Success</td>
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<tr>
<td>R105A</td>
<td>Job Search</td>
<td>1.50</td>
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<tr>
<td>R107A</td>
<td>Computer Concepts</td>
<td>1.50</td>
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</tr>
<tr>
<td>R150</td>
<td>Personal Finance</td>
<td>1.50</td>
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</tr>
</tbody>
</table>

The order in which the above courses are offered is at the discretion of the school.
ADVANCED WELDING WITH PIPE QUALIFICATION
Diploma Program
76 Quarter Credits, 1250 Clock Hours - 50 Weeks

OBJECTIVES
The Advanced Welding with Pipe Qualification Program is a series of comprehensive courses to provide graduates with a well-rounded background in various welding applications and techniques based on ASME and AWS specifications. SMAW, GMAW, flux-cored and TIG will be practiced on various metals and alloys. An emphasis on pipe welding with SMAW, GMAW and flux cored welding makes up the final portion of this program. The ultimate goal of the program is for graduates to succeed in obtaining a pipe qualification.

CAREER OPPORTUNITIES
Graduates of the Advanced Welding with Pipe Qualification Program will be qualified for positions as combination welders, fabricators, repair welders, and structural welders as well as more advanced positions as pipe and pipeline welders in oil & gas related industries.

EQUIPMENT
During the course of this program, students will be introduced to and use oxy fuel equipment, electric arc welders, gas metal arc welders, flux cored arc welders, gas tungsten arc welders, STT welders, a virtual welder, portable and semi-automatic burning equipment, turntable positioners, hydraulic shear, horizontal band saw, grinders and beveller.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>W100A</td>
<td>Stick Welding</td>
<td>3.50</td>
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<tr>
<td>W102A</td>
<td>Stick Welding Lab</td>
<td>6.00</td>
<td>100</td>
</tr>
<tr>
<td>W103A</td>
<td>MIG/TIG Welding</td>
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<td>25</td>
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<tr>
<td>W104A</td>
<td>MIG/TIG Welding Lab</td>
<td>6.00</td>
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<tr>
<td>W106A</td>
<td>Pipe Welding</td>
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<td>W107A</td>
<td>Pipe Stick Welding</td>
<td>7.50</td>
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<td>W110A</td>
<td>MIG/TIG Pipe Welding</td>
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<td>W111A</td>
<td>Non Ferrous Welding</td>
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<td>W113A</td>
<td>Welding Fabrication</td>
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<td>W114B</td>
<td>Certification Practices</td>
<td>4.50</td>
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<tr>
<td>W120</td>
<td>Cutting Practices</td>
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<td>W121</td>
<td>Prints &amp; Symbols</td>
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<td>W210</td>
<td>SMAW Pipeline Practices</td>
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<td>75</td>
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<td>W220</td>
<td>Semi Auto Pipe Welding</td>
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<tr>
<td>W230</td>
<td>Pipe Certification Practices</td>
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<td>Welding Math</td>
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<td>25</td>
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<td>R101A</td>
<td>Strategies for Success</td>
<td>1.50</td>
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<tr>
<td>R105A</td>
<td>Job Search</td>
<td>1.50</td>
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<tr>
<td>R107A</td>
<td>Computer Concepts</td>
<td>1.50</td>
<td>25</td>
</tr>
<tr>
<td>R150</td>
<td>Personal Finance</td>
<td>1.50</td>
<td>25</td>
</tr>
</tbody>
</table>

The order in which the above courses are offered is at the discretion of the school.
COMMERCIAL TRUCK DRIVING
Diploma Program
15.50 Quarter Credits, 264 Clock Hours-7.5 Weeks – Weekend - 16.5 Weeks

OBJECTIVES
The objective of the Commercial Truck Driving course is to qualify students for entry level positions as drivers in over-the-road or local driving vehicles. The focus of the course is on basic information about trucks, truck driving and the trucking industry and the fundamentals of operating trucks and tractor trailers. No prior education or experience with trucks is required. The student, however, must meet the driver qualifications set forth by the Bureau of Motor Carrier Safety and pass the physical examination requirements set forth by the Department of Transportation (D.O.T.).

CAREER OPPORTUNITIES
Graduates of the Commercial Truck Driving program will be able to assume entry-level positions as local and over-the-road tractor-trailer drivers, delivery truck drivers, van drivers, dump truck drivers, and drivers of other vehicles relating to the transport industry.

EQUIPMENT
During the course of study students will train and practice in tractor-trailers similar to those found in the trucking industry.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>T101D</td>
<td>Driver Safety &amp; Procedures</td>
<td>4.50</td>
<td>64</td>
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<tr>
<td>T201 B</td>
<td>Basic Operation</td>
<td>6.00</td>
<td>104</td>
</tr>
<tr>
<td>T301C</td>
<td>Operating Practices</td>
<td>5.00</td>
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</tbody>
</table>

TRACTOR TRAILER REFRESHER TRAINING:
Refresher training is available to graduates of a recognized commercial driving program of former CDL Class “A” holders at a cost of $75.00 per hour (4 hour minimum). The refresher fee must be paid in advance. Training will be scheduled at the discretion of the school. A current CDL class “A” permit is required for refresher training.
HEAVY EQUIPMENT OPERATIONS WITH COMMERCIAL TRUCK DRIVING
Diploma Program
53 Quarter Credits 924 Clock Hours - 33 Weeks - 46.5 Weekends

OBJECTIVES
Graduates of this program will acquire the skills necessary to operate a variety of light/heavy equipment used in the construction and transportation industry. In addition the graduate will be trained to drive a tractor-trailer in order to take the Class A Commercial Driver’s License Test. Through a mix of theory classes and hands-on practice the graduates of the program will be able to operate a tractor (semi truck) and trailer, fork-truck, dump truck, bulldozer, backhoe, front-loader, excavator, tractor and have the ability to maneuver a trailer for the loading and unloading of equipment and materials. These skills are supplemented with math, print reading, soil studies and finishing/grading procedures.

CAREER OPPORTUNITIES
Graduates of Heavy Equipment Operations will be qualified for entry-level positions as Tractor-Trailer Drivers, Dump Truck Drivers, Heavy Equipment Operators, Grade Helpers and Forklift Operators.

EQUIPMENT
Students will operate and use the following major pieces of equipment: Tractor-trailer combinations, dump truck, bulldozer, excavator, front-loader, backhoe, tractor and fork-truck.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
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</thead>
<tbody>
<tr>
<td>HQ101A</td>
<td>Safety &amp; The Heavy Equipment Industry</td>
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<tr>
<td>HQ102C</td>
<td>Heavy Equipment Safety</td>
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<tr>
<td>HQ103C</td>
<td>Heavy Equipment Identification &amp; Maintenance</td>
<td>1.00</td>
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<tr>
<td>HQ104A</td>
<td>Soil Analysis</td>
<td>1.00</td>
<td>16</td>
</tr>
<tr>
<td>HQ105A</td>
<td>Tractor &amp; Forklift</td>
<td>1.50</td>
<td>32</td>
</tr>
<tr>
<td>HQ106B</td>
<td>Dump Truck</td>
<td>1.50</td>
<td>32</td>
</tr>
<tr>
<td>HQ107</td>
<td>Bulldozing</td>
<td>3.50</td>
<td>62</td>
</tr>
<tr>
<td>HQ108B</td>
<td>Backhoe &amp; Frontloading</td>
<td>3.50</td>
<td>64</td>
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<tr>
<td>HQ110A</td>
<td>Earth Moving, Finishing &amp; Grading</td>
<td>6.50</td>
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</tr>
<tr>
<td>HQ113B</td>
<td>Excavators</td>
<td>5.50</td>
<td>96</td>
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<tr>
<td>T101E</td>
<td>Driver Safety &amp; Procedures</td>
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<td>T201C</td>
<td>Basic Operations</td>
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<tr>
<td>T202</td>
<td>Trailer Maneuvering &amp; Cargo Securement</td>
<td>1.50</td>
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<td>T302B</td>
<td>Operating Practices</td>
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<td>C100B</td>
<td>Basic Safety &amp; Material Handling</td>
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<tr>
<td>C102D</td>
<td>Intro to Trades Tools</td>
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<tr>
<td>C103C</td>
<td>Basic Rigging</td>
<td>0.50</td>
<td>12</td>
</tr>
<tr>
<td>C106D</td>
<td>Prints &amp; Site Plans</td>
<td>1.00</td>
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<tr>
<td>C107D</td>
<td>Field Math</td>
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<td>C112A</td>
<td>Communications</td>
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<td>Job Search</td>
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<tr>
<td>R107A</td>
<td>Computer Concepts</td>
<td>1.50</td>
<td>25</td>
</tr>
<tr>
<td>R150</td>
<td>Personal Finance</td>
<td>1.50</td>
<td>25</td>
</tr>
</tbody>
</table>

The order in which the above courses are offered is at the discretion of the school.
INDUSTRIAL MAINTENANCE  
Diploma Program  
63 Quarter Credits, 1000 Clock Hours - 40 Weeks

OBJECTIVES  
Students will acquire skills in the areas of commercial and industrial electricity, PLC's, welding, pneumatics, hydraulics, gaskets/seals, bearings, pumps, valves, plumbing, equipment maintenance and forklift operation. Students will also be trained in safety procedures and be familiar with tools used in an industrial setting.

CAREER OPPORTUNITIES  
The skills acquired in the program will be applicable to entry-level positions as Maintenance Mechanics and Industrial Maintenance Technicians. These job titles are in demand at manufacturing companies, mills, industrial plants, hospitals, hotels, and the gas & oil industry.

EQUIPMENT  
During the course of study in this program students will be exposed to conduit bending equipment, motor controls, electric motors, PLC's, test meters, service panels, precision measuring tools, pneumatic equipment, hydraulic equipment, pumps, valves, plumbing tools, plumbing fixtures, arc and MIG welders, oxy fuel equipment and forklift.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I150</td>
<td>Essentials of Electricity</td>
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<tr>
<td>I151</td>
<td>Fluid Control</td>
<td>6.50</td>
<td>100</td>
</tr>
<tr>
<td>I152</td>
<td>Welding &amp; Cutting</td>
<td>4.50</td>
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<tr>
<td>I153</td>
<td>Combination Welding</td>
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<tr>
<td>I154</td>
<td>Plumbing, Brazing &amp; Fusion</td>
<td>4.50</td>
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<tr>
<td>I155</td>
<td>Forklift Operation</td>
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<tr>
<td>I250</td>
<td>Industrial Mechanics I</td>
<td>6.00</td>
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<td>I251</td>
<td>Industrial Mechanics II</td>
<td>5.00</td>
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<tr>
<td>I252</td>
<td>Electrical Services</td>
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<tr>
<td>I253</td>
<td>Motors &amp; Electric Power I</td>
<td>3.50</td>
<td>50</td>
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<tr>
<td>I254</td>
<td>Motors &amp; Electric Power II</td>
<td>3.50</td>
<td>60</td>
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<tr>
<td>I255</td>
<td>PLCs</td>
<td>4.50</td>
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<tr>
<td>C103E</td>
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<td>C115</td>
<td>Safety &amp; Tools</td>
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<td>R105A</td>
<td>Job Search</td>
<td>1.50</td>
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<tr>
<td>R107A</td>
<td>Computer Concepts</td>
<td>1.50</td>
<td>25</td>
</tr>
</tbody>
</table>

The order in which the above courses are offered is at the discretion of the school.
CONSTRUCTION TRADES
Diploma Program
112 Quarter Credits, 1,800 Clock Hours, 60 Weeks

OBJECTIVES
This curriculum is designed to provide classroom and “hands-on” training in the residential construction and remodeling fields; with particular emphasis placed on framing, interior/exterior finishing, and carpentry skills.

CAREER OPPORTUNITIES
Upon graduation, students can obtain entry-level positions as carpenters, construction workers, siding installers, roofers, framers, drywall installers, home inspectors, and general construction workers.

EQUIPMENT
Students in the Construction Trades program will work with the following equipment: Table saw, radial arm saw, disk and belt sander, drills/drill press, mortar mixer, band saw, planer, jointer, router, circular saw, reciprocating saw, compound miter saw, pneumatic equipment, hand tools, transit.

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
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</thead>
<tbody>
<tr>
<td>B101</td>
<td>Safety</td>
<td>1.50</td>
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<tr>
<td>B103C</td>
<td>Construction Printreading</td>
<td>8.50</td>
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<tr>
<td>B104C</td>
<td>Basic Carpentry</td>
<td>6.00</td>
<td>100</td>
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<tr>
<td>B202A</td>
<td>Material Cost Analysis</td>
<td>3.50</td>
<td>50</td>
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<tr>
<td>B203B</td>
<td>Door &amp; Window Installation</td>
<td>3.00</td>
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<tr>
<td>B204A</td>
<td>Exterior &amp; Interior Finishes</td>
<td>13.50</td>
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<tr>
<td>B207A</td>
<td>Computers in Construction</td>
<td>1.50</td>
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<tr>
<td>B208A</td>
<td>Crew Leadership</td>
<td>1.50</td>
<td>25</td>
</tr>
<tr>
<td>B220</td>
<td>Kitchen &amp; Bath Applications</td>
<td>3.00</td>
<td>50</td>
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<tr>
<td>B300C</td>
<td>Masonry</td>
<td>4.50</td>
<td>75</td>
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<tr>
<td>B303A</td>
<td>Basic Plumbing &amp; Wiring</td>
<td>6.00</td>
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<tr>
<td>B305A</td>
<td>Building Code</td>
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<tr>
<td>B307</td>
<td>Cabinet Installation</td>
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<tr>
<td>B310A</td>
<td>Green &amp; Efficient Building Methods</td>
<td>3.00</td>
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<tr>
<td>B400A</td>
<td>Roof Framing</td>
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<td>B405A</td>
<td>Stair Framing</td>
<td>6.00</td>
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<td>B406A</td>
<td>Home Inspection</td>
<td>7.00</td>
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<tr>
<td>B407A</td>
<td>Project Supervision</td>
<td>3.50</td>
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<td>B501C</td>
<td>Building Projects &amp; Services</td>
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<td>Construction Math</td>
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<td>Basic Math</td>
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<td>Strategies for Success</td>
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<tr>
<td>R105A</td>
<td>Job Search</td>
<td>1.50</td>
<td>25</td>
</tr>
</tbody>
</table>

The order in which the above courses are offered is at the discretion of the school.
COURSE DESCRIPTIONS

A103  Engine Repair & Testing
Introduces the principles, design, construction, operation and maintenance of automotive engines. Activities include shop safety, use of manuals, use of tools and a complete engine tear-down for diagnosis and troubleshooting.

A104  Electrical Systems
This course will provide the students with the needed background to operate electrical testing equipment, interpret electrical wiring diagrams, locate electrical components, test and repair electrical/electronic circuits and components.

A204A  Heating & A/C Systems
This course covers the operation, troubleshooting, and service of heating and air conditioning systems. Service procedures covered include: charging, discharging, evacuating, leak testing, performance testing, and removal and installation of major system components.

A210  Alternative Energy
This course examines the role of hybrid and alternative fuel vehicles in the automotive industry. Carbon and non-carbon based fuels sources will be discussed. Practical hands on work will be performed on a hybrid vehicle.

A303  Auto Engine Performance
This course provides training in the testing and service of ignition systems, emission control systems, fuel systems, and computerized engine controls.

A401A  Automatic Transmission
This course will focus on the operation, troubleshooting and repair of automatic and electrically controlled transmissions and transaxles. Several models will be covered.

A402A  Manual Transmissions
This course covers the operation and service of clutches, manual transmissions, manual transaxles, constant velocity joints, and drive train components.

A501A  Suspension & Steering
In this course the student will be exposed to the fundamentals of automotive suspension and steering systems with emphasis on actual service procedures from diagnostic methods through all necessary corrective operations.

A502A  Braking Systems
This course is a study of drum and disc brake systems, power assisted brakes, antilock brakes, traction control, and brake system service procedures.

B101  Safety
This course provides the student with an understanding of the different types of hand tools, power tools, and equipment used in the field of building construction and the safety precautions followed with their use.
B102A Building Code Overview
This practical aspect of building code use and understanding is important for everyone going into construction. The student will be able to find information as well as apply it in the different areas taught in class.

B103A Construction Printreading
In this course, the student will be introduced to interpreting the various types of construction blueprint plans from symbols, nomenclature and dimensioning towards the application of these plans for construction.

B103C Construction Printreading
In this course, the student will be introduced to interpreting the various types of construction blueprint plans from symbols, nomenclature and dimensioning towards the application of these plans for construction.

B104A Basic Carpentry
The basic concepts of the way wood is cut, fastened, worked and finally finished to build various objects is explored in this course. Basic layout in respects to project construction is also discussed.

B104C Basic Carpentry
The basic concepts of the way wood is cut, fastened, worked and finally finished to build various objects is explored in this course. Basic layout in respects to project construction is also discussed.

B200A Framing
This course is designed to provide the student with the opportunity to acquire the knowledge of specialized techniques in the field of framing. Three different types of stair construction will be employed in the lab as well as cabinet installation.

B201C Exterior Finishes
This course is designed to provide the student with the opportunity to gain the knowledge of various types of siding, its installation along with siding trim and accessories, spouting, roof coverings, flashing and weatherproofing.

B202A Material Cost Analysis
The practical aspects of job costs with material and labor estimation is coupled with the development of proposal and contract writing, meeting performance standards, and customer service is discussed in this course.

B203B Door & Window Installation
This course is designed to provide the students with the opportunity to gain the experience of door and window installation, along with the ability to install and mortise locksets.

B204A Exterior and Interior Finishes
This study will include the different types of finishes for exterior and interior construction, including: Drywall hanging & finishing, painting, paneling, trims & moldings, siding, spouting and roof coverings.
B205A  Construction Utilities & Services
This course covers the various utilities and services encountered in the field of residential construction. A mix of classroom and lab will focus primarily on plumbing with discussions on electrical services.

B207A  Computers in Construction
This course is designed to give the student a working knowledge of computer hardware/software using various computer packages which include Microsoft Word, Excel, 3D Home Architect and Home and Landscape Design Suite.

B208A  Crew Leadership
This course teaches the basic leadership skills required to supervise personnel. It discusses principles of project planning, scheduling, estimating, management, and presents several case studies for student participation.

B220  Kitchen & Bath Applications
This course focuses on the techniques of renovating kitchens and bathrooms. The topics will include tile installation, room layout, and installation of fixtures commonly found in kitchens and bathrooms.

B300C  Masonry
The use of masonry and concrete, their properties, products, types of aggregates, brick work, concrete mixes, brick - block fundamentals and the processes necessary for the layout and preparation as thoroughly discussed in the classroom and lab. In the lab students exhibit their skills needed to successfully construct various masonry projects to include finish work.

B301A  Interior Finishes
This study will include the different types of finishes used on interior construction such as: drywall hanging and finishing, painting, textured ceilings and walls, and trim work.

B303A  Basic Plumbing and Wiring
This class utilizes a predominately lab setting to provide hands-on experience plumbing and electrical. Soldering, chemical welding, and threading will be practiced as well as installing fixtures. Basic wiring, electrical concepts and circuitry will be covered also.

B305A  Building Code
This course teaches the basic leadership skills required to supervise personnel. It discusses principles of project planning, scheduling, estimating, management, and presents several case studies for student participation.

B307  Cabinet Installation
This course will teach the basic principles of kitchen layout, codes related to cabinetry and the installation of pre-fabricated cabinets. Custom cabinetry will be discussed.
B310A  Green & Efficient Building Methods
This course covers energy efficient construction coupled with green renewable building topics. The core of the course is centered on the proper techniques of insulating and sealing a residential building envelope in order to meet today’s strict industry standards on energy efficiency while introducing the student to green products and building techniques.

B400A  Roof Framing
This course introduces the different types of roof styles and framing methods. The lab portion emphasizes gable roofs. The theory portion introduces math and construction methods of framing.

B402A  Carpentry
The basic fundamentals of carpentry are used in this course. Emphasis will be placed on roof framing with various roof styles being covered. This is done by framing a roof system in the lab as well as the calculations to do this.

B405A  Stair Framing
This study includes classroom and lab training in stairs. Different methods of stair construction to include open, closed and cleated stairs. Handrails and balusters will also be covered.

B406A  Home Inspection
This classroom course will introduce the student to exterior inspection procedures, interior inspection procedures and the process of starting a home inspection business. The course will prepare the students for the home inspection exam for certification.

B407A  Project Supervision
This course teaches the basic leadership skills required to supervise personnel. It discusses principles of project planning, scheduling, estimating, management, and presents several case studies for student participation.

B501A  Building Service/Projects
This lab class will provide the student with the opportunity, to apply the various skills learned in carpentry, finish work, roofing, etc. in the program to actually construct projects, building repairs and remodeling projects.

B501C  Building Service/Projects
This lab class will provide the student with the opportunity, to apply the various skills learned in carpentry, finish work, roofing, etc. in the program to actually construct projects, building repairs and remodeling projects.

C100 B  Basic Safety & Material Handling
This course explains the safety obligations for workers, supervisors and managers to ensure a safe work place. The causes and results of accidents as well as the dangers of rationalizing risk will be discussed. The role of company policies and OSHA regulations in maintaining a safe worksite and the handling of specific materials will be reviewed. Includes common job site hazards and protections such as lockout/tagout, personal protective equipment, material handling and HazCom.

-55-
C102D  Intro to Trade Tools
Introduces trainees to hand tools that are widely used in the construction industry,
such as hammers, saws, levels, pullers, vises, and clamps. Explains the specific
applications of each tool and shows how to use them properly. Also discusses
important safety and maintenance issues related to hand tools. Provides detailed
descriptions of commonly used power tools such as drills, saws, grinders, and
Sanders. Reviews applications, proper use, safety, and maintenance. Many
illustrations show power tools used in on-the-job settings.

C103C  Basic Rigging
Explains how ropes, chains, hoists, loaders, and cranes are used to move material
and equipment from one location to another on a job site. Describes inspection
techniques and load-handling safety practices. Also reviews American National
Standards Institute (ANSI) hand signals.

C103E  Basic Rigging
Explains how ropes, chains, hoists, loaders, and cranes are used to move material
and equipment from one location to another on a job site. Describes inspection
techniques and load-handling safety practices. Also reviews American National
Standards Institute (ANSI) hand signals.

C104D  Construction Math
Reviews basic mathematical functions such as adding, subtracting, dividing, and
multiplying whole numbers, fractions, and decimals, and explains their applications
to the construction trades. Explains decimal-fraction conversions and the metric
system using practical examples. Also reviews basic geometry as applied to
common shapes and forms.

C106D  Prints & Site Plans
This course will identify the basic terms, drawing representations and types of lines
used on blueprints. An emphasis is placed on the site plans, land surveys and
geographic divisions.

C107D  Field Math
Reviews basic mathematical functions such as adding, subtracting, dividing, and
multiplying whole numbers, fractions, and decimals, and explains their applications
to the construction trades. Explains decimal-fraction conversions and the metric
system using practical examples. Also reviews basic geometry as applied to
common shapes and forms.

C112A  Communications
This course practices the written, verbal and nonverbal aspects required to
succeed in the work place. How these skills apply to working with customers,
coworkers, managers and supervisors will be discussed. The reasons why proper
communication is so important are outlined in the class.
C115 **Safety & Tools**
Explain the safety obligations of workers, supervisors, and managers to ensure a safe work place. The course introduces common job-site hazards and protections such as lockout/tagout, personal protective equipment (PPE), and HazCom. Trainees are also introduced to tools that are widely used in the industry. Explains the specific applications of each tool and shows how to use them properly.

D102C **Diesel Engine Performance**
In this course the student will learn the concepts of inlet and exhaust systems, diesel fuel filters and separators, fuel systems, governor operations, injection nozzles, corporation fuel systems, engine run-in and dyno testing, engine troubleshooting. Activities include shop safety, use of tools, and engine tear down for diagnosis and troubleshooting.

D103C **Steering & Suspensions**
In this course the student will be exposed to the fundamentals of heavy truck suspension and steering systems with emphasis on actual service procedures from diagnostic methods through all necessary corrective operations.

D107 **Diesel Engine Operations**
This class introduces the principles, design, construction and operation of diesel engines.

D108 **Diesel Engine Repair**
This class introduces the repair and maintenance of diesel engines. Activities include shop safety, use of tools, and engine tear down for diagnosis and troubleshooting.

D109 **Power Train Theory**
This classroom based course provides information on Power Trains. Clutches, transmissions and drive axels will be discussed.

D110 **Power Trains**
This course will cover the major divisions in power trains. Hands on activities will be performed on clutches, transmissions, propeller shafts and drive axle shafts will be covered in this course.

D111 **Pneumatics & Hydraulics**
This course covers the basic principles of pneumatic and hydraulic systems. These principles will later be applied to braking systems.

D112 **Braking Systems**
A theory and lab course covering the basic principles of hydraulic and pneumatic systems as well as how to troubleshoot and make repairs on both systems. These skills will be applied to hydraulic and pneumatic brake systems on heavy trucks and construction equipment.

D113 **Electrical & Electronics I**
This course will provide students with the required background to operate electrical testing equipment interpret wiring diagrams, locate electrical components, and test/repair electrical circuits and components.
D114  Electrical & Electronics II
This course will provide students with the needed background and skills required to perform diagnostics, proper use of diagnostic tools, electronic engine programming, and diagnosis/troubleshooting electrical & electronic problems.

D211  Undercarriages
In this course the undercarriages of track equipment will be covered. The student will become familiar with track and carrier rollers, center tread idlers, track group and link assemblies, sprockets, rollers, guides and shoes.

D212  Heavy Equipment Repair I
In this course basic maintenance and repair of heavy equipment will be discussed. General heavy equipment components will be covered.

D213  Heavy Equipment Repair II
This course will cover diagnostics and repairs on heavy equipment cooling systems, lubrication systems, hydraulic systems, brake system operations, testing and troubleshooting. Tools and attachments will be examined.

E101A  Electricity
This is the study of the fundamental principles of electricity, the history of electricity, structure of matter, and their elements. The theory of basic electricity relative to atoms, electric charges, electron theory, how electricity is produced, alternating and direct current, the effect of electricity and magnetism, the use of multimeters, circuit components, Ohm’s Law pertaining to series and parallel circuits.

E102A  Construction Wiring
This theory course studies the fundamentals of switching circuits, preventing overloads, single and multi-pole switches, and other various types of controlling devices for domestic, commercial and industrial facilities. The National Electric Code is used as the reference for the methods and procedures in this course.

E103A  Residential Circuitry
Students study the fundamentals of circuit applications through the use of various electrical components in this lab class. Switches, receptacles, wiring, etc. are used to set up project circuits related to different types of specific field operations that the student may encounter.

E201A  Electric Motors
A fundamental study involving definitions, NEMA Standards and the construction of various types of single phase motors. The study of operations, characteristics of split phase motors, three phase motors and troubleshooting various motors.

E203A  Commercial Circuitry
This course continues to expand on the lab class dealing with circuit applications and the usage of various devices, applying the National Electric Code regulations and grounding methods that apply to local codes.

E300A  NEC Residential Applications
In this course the students will study the installation practices acceptable by the National Electric Code for Single Family Dwellings.
E304A  Services & Conduit
A lab class where the student will study calculation and installation of residential services, the types of bends angle and length of conduit, the how’s and why’s to use a given size service for a specific home, and the parts of a service from the service drop down through the watt-hour meter to the panel to the branch circuits.

E401A  Machine Control
A study of theory relative to various types of controls, used in industry to include the practical understanding of logic and safety conditions required for the efficient control of single machines or a complex system.

E402A  Machine Control Lab
This course applies the various types of controls, design methods of motor controls, control transformers, fuses, disconnect circuit breakers, relay timers, solenoids and motor starters, extensive applications relative to the types of controls limit switches, temperature controls and switches, timers counters, and the types of motor starters for different types of electrical systems. Troubleshooting control devices and their circuits are also emphasized in this course.

E501A  AC/DC Power
This theory class is the study of power sources. Kirchoff’s Law, series parallel circuits, inductive and capacitance AC/DC circuits, power factors and transformer fundamentals, with hands-on projects.

E502A  Programmable Controllers
This course will focus on the underlying principles of how PLC’s operate and also provide practical information about installing, programming, and maintain a PLC system. No previous knowledge of PLC systems or programming is assumed.

E503B  Telecommunications
Telecommunications is a basic introduction to the different ways that information is transmitted in the electrical field. In this course the students will study the various materials used in the installation of copper communication equipment to include CAT 5, CAT 3, and coaxial cables. The students will also install and test the various equipment in a lab setting.

E601A  Solid State
This theory is the study of solid state components, diodes, transistors, operational amplifiers, timers, SCR’s and their application. Upon completion of this course the student will be able to troubleshoot electronic circuits.

E602A  Electronic Control
An in-depth study of electronic theory, electronic components through the building of discrete electronic circuits, power supplies, a robot and other basic electronic components. Students will also use various types of test equipment, to include: oscilloscopes, breadboards, multimeters and signal generators.
H101A Refrigeration Fundamentals
This theory course offers a brief history of refrigeration, physics of refrigeration, temperature scales and conversion, basic refrigeration systems, refrigeration control devices, the different types of compressors, refrigerant recovery, recharging, pressure testing for leaks and evacuation, and the calculation skills needed to determine the proper displacement and capacity or refrigeration equipment.

H102A Refrigeration Process
This class is designed to supplement and to run concurrently with the Refrigeration Fundamentals course, by cutting, swaying, bending, and brazing tubing to complete a lab project. Students will measure and calculate the size and capacity of compressors in the lab, refrigerant recovery, recharging, pressure testing for leaks and evacuation, disassemble and reassemble compressors, and operate basic refrigeration systems and evaluate its performance.

H200A Electricity
This is the study of the principals of electricity, ohms law, series, trouble shooting techniques, hermetic systems and controls, sequence of operations, and parallel circuits. HVAC controls including relays, thermostats, contactors and motor starters. The use of volt, ohm, amp meters is covered in this course.

H202A Electrical Circuitry
This is a study of the fundamentals of electrical switching circuits, troubleshooting techniques, hermetic systems and controls, sequence of operations for HVAC electrical systems. The wiring of HVAC circuits is covered as well as circuit diagnosis using an electrical meter.

H300A Climate Control
The theoretical aspects of domestic heating and air conditioning systems are the main ingredients of this course. Students will be exposed to relay types and their operation, the circulation of air, development and use of ladder diagrams, design, construction and maintenance of this type of equipment.

H301A Heating Systems
This course is designed to supplement the Climate control class by exposing students to the equipment and practices involved in the installation and servicing of domestic heating systems. Troubleshooting is an integral part of this course. Students will learn to plot psychometric charts, measure air flow using a manometer, evaluate air handler at computer building and electronics labs.

H400A Commercial Refrigeration
A course designed to familiarize the students with the basic criteria used in commercial refrigeration systems. Subjects to be covered include: heat load/gains calculations, equipment selection and location, pipe sizing, installation practices and troubleshooting practices, refrigerant recycling/reclamation, preparation for E.P.A. certification test and sequence of operation and control systems.
H401A  Commercial Application  
Application of basic principles and skills in the troubleshooting, repair and installation of commercial refrigeration equipped and build up systems. Topics covered: defrost methods and controls, multiple evaporator systems, ice makers, split systems of walk-in units, system sizing and installation procedures.

H500A  Sheet Metal Basics  
A study of the basic sheet metal layout, construction, fabrication and sizing of commonly used duct work components and transitions needed to conform to project design criteria.

H501A  Air Distribution Systems  
This course involves the study of air quality for human comfort by applying the principles of thermodynamics. The students develop skills on the modern techniques of heating and cooling calculations. The entire course is based on the use of the most current energy utilization and conversation measures available.

H600A  A/C & Heat Pump  
This course is designed to introduce the students to operation and design residential central air conditioners and heat pumps. Topics covered will include installation, service practices, wiring and control testing.

H601A  A/C & Heat Pump Lab  
In this lab course the students will learn the skills needed to perform service and installation procedures for A/C and heat pump applications. Troubleshooting and diagnosis are a major portion of this curriculum.

HQ101A  Safety & The Heavy Equipment Industry  
This course provides an overview of heavy equipment operation, operator responsibilities, trades safety and career opportunities. Covers basic principles of safety and engine operation.

HQ102C  Heavy Equipment Safety  
This course provides a comprehensive overview of safety requirements on job sites with emphasis on OSHA and NIOSH requirements. Presents basic requirements for personal protection, safely driving equipment, and HazCom. Also presents safety requirements for operating heavy equipment, activities of the Occupational Safety and Health Administration relative to OSHA inspections and reporting requirements, and use of protective gear.

HQ103C  Heavy Equipment Identification & Maintenance  
This course introduces the ten most used pieces of heavy equipment such as dump trucks, backhoes, and bulldozers. Describes the functional operation and uses for each piece of equipment. Covers preventive maintenance responsibilities including and specifying basic equipment subsystems and major mechanical systems; knowing how and when to service equipment; and how and when to complete routine inspections of equipment.
HQ104A  Soil Analysis
This course provides an overview of soil composition and characteristics. Describes different types of soil classification methods and how to use them. Introduces the concept of soil compaction in highway and building construction. Describes basic soil classification methods, details factors affecting classification, and presents soil density and compaction requirements. Also includes requirements for handling and combining different types of materials.

HQ105A  Tractor & Forklift
This course covers the operating procedures of both a tractor and forklift. The attachment of various implements to the tractor is also covered.

HQ106B  Dump Truck
This course covers operation of dump trucks used in the construction industry. Describes duties and responsibilities of the operator, safety rules for driving, and basic preventive maintenance practices.

HQ107  Bulldozers
This course reviews the use and maintenance of the bulldozer, bulldozer operating techniques and bulldozer attachments and their uses. Emphasizes safe operation of the equipment.

HQ108B  Backhoe & Frontloading
This course presents types and designs of backhoe excavators, safe operating techniques of the backhoe and front bucket of the backhoe tractor, and use of the backhoe for trenching and digging foundations. Emphasizes setting up the backhoe safely. It also includes uses of the loader, periodic maintenance, safe operation, and operator safety. Describes the different types of loaders along with the various attachments available.

HQ110A  Earth Moving, Finishing & Grading
In this course various pieces of equipment will be used to move earth and bring it to grade. Students will learn how to use transits and levels to read grades and lay out grade stakes. Several pieces of equipment will be used to meet the objectives.

HQ113B  Excavators
This course presents the use, safe operation, and maintenance of excavators. Describes various operating techniques and explains and demonstrates the use of excavators in ditching, grading, and slope-finishing operations. Also presents information on the operation and maintenance of telescoping excavators. Teaches basic operation of equipment and application of knowledge in performing earthwork activities such as ditching, placing riprap, and slope finishing. Describes safety issues and preventive maintenance activities.

I150  Essentials of Electrical
This theory and lab course cover the basics of electricity. Topics included are safety, conduit bending, anchors/fasteners, electrical theory, testing equipment, National Electric Code and conductors. Introduction to Programmable Logic Controllers and basic print reading will also be covered in the course.
I151  Fluid Control
A theory and lab course covering the basic principles of hydraulic and pneumatic systems as well as how to troubleshoot and make repairs on both systems. Valves and pumps are covered as major components of hydraulic and pneumatic systems.

I152  Welding & Cutting
This course identifies oxy fuel cutting equipment, setup and safety requirements. How to light, adjust, and shut down oxy fuel equipment will be practiced. Trainees will perform cutting techniques that include straight line, piercing, bevels, washing and gouging. Shielded metal arc welding (SMAW) and welding safety is introduced. Students will practice the process of stick welding.

I153  Combination Welding
This course explains how to connect welding current and set up arc welding equipment. Identifies and explains using tools for cleaning welds. SMAW and MIG welding are practiced extensively in the lab.

I154  Pluming, Brazing & Fusion
This theory and lab course covers the joining and installing of copper, plastic and steel pipe. Pipe will be properly cut to measurement and soldering, chemical welding, brazing and threading will be practiced. Various fittings will be identified and used.

I155  Forklift Operation
Covers the basic operation of forklifts with great emphasis on safety.

I156A  Intro to Gas & Oil
This course introduces the students to shale fields rich in gas or oil with specific focus on the Marcellus and Utica shale common to the region. A description of the shale formations, history of drilling and a description of the drilling process are covered. In addition, economics, job opportunities, hydraulic fracturing, gas field terminology and equipment will be discussed.

I250  Industrial Mechanics I
This theory and lab course covers many of the basic operations performed in an industrial setting. Couplings, bearings, seals, gaskets and packing will be the focus of this course and mechanical operations practiced.

I251  Industrial Mechanics II
This theory and lab course covers many of the basic operations performed in an industrial setting. Precision measuring, flow, pressure and level, temperature are covered. Machine maintenance, lubrication and installation are also practiced. Mechanical operations are continued.

I252  Electrical Services
This lab and theory course covers the installation of service panels and proper grounding. Circuit breakers, fuses, contactors and relays will be discussed and installed.

I253  Motors & Electric Power I
This course is a study of both AC and DC motors including the main parts, circuits and connections.
I254  Motors & Electric Power II
This course covers both AC and DC motors with a focus on motor control. Motor protection, sensors, switches, relays, contactors, starters and switches will be discussed and ladder logic practiced.

I255  PLCs
This course will focus on the underlying principles of how PLCs operate and also provide practical information about installing, programming, and maintain a PLC system. No previous knowledge of PLC systems or programming is assumed.

I256  HVAC
This course covers the basic principles, components and operation of refrigeration, air conditioning and heating. NEC requirements, HVAC control wiring and troubleshooting are also covered in both theory and practice.

I257A  Solar Power
This course covers the basics of solar photovoltaic power, familiarizes students with the components of a photovoltaic system and examines the installation, maintenance and troubleshooting of solar PV systems. Hands-on troubleshooting and installation techniques will be performed.

I258A  Intro to Wind Power
This a course covering an introduction to wind power generation. Topics include the evolution of wind power, wind turbines, blades, electrical power distribution and safety, maintenance, troubleshooting and repair.

I260  Renewable Energy
This course explores self-replenishing sources such as sunlight, wind, tides, waves, current and geothermal as alternatives to conventional fuels used for power generation, heating/cooling, and automobile fuel.

M110  Distance Measuring
This course teaches how to use tools for accurate measurement. Included measuring tools are tape measures, micrometers, calipers, protractors, meters and gauge blocks.

M101A  Basic Math
In this class students will study the mathematics covering addition, subtraction’ multiplication, and division of whole numbers, fractions and decimals, and how this material applies towards the trade.

M105C  Welding Math
The material covered in this math course is representative of the mathematics needed in the welding industry. Topics included are: direct measure, English-Metric systems, perimeters, angular measures, areas, volumes and mass (weight) measure.

M201A  Technical Math
Introductory course which includes an arithmetic review of fractions, decimals, percentages, and basic algebraic operations which include; solving single and multiple variable equations, solving word problems, scientific notation and powers and exponents of variables and their application.
M202A   Applied Math
This course is designed to provide the student with experiences in using basic
plane and solid geometry along with right angle trigonometry, with limited usage of
algebra, in the solution of technical math problems.

M205A   Precision Measuring
This course teaches how to use tools for accurate measurement. Included
measuring tools are tape measures, micrometers, calipers, protractors, meters and
gauge blocks.

M303A   Mechanical Principals
In this course all of the concepts of mechanical principles will be covered in detail.

MT101A   Machine Printreading
In this course, the student will be introduced to interpreting and reading industrial
blueprint symbols, nomenclature and basic dimensioning with the learning of how
mechanical drawings are produced.

MT114A   Machine Shop Practices & Safety
In this course the student is introduced to the types of tools and machines that are
commonplace to the machine shop and the setup and layout of a job order. Also,
mechanical maintenance and shop safety is covered.

MT210A   Turning Operations
This study covers the major types of lathes and their attachments, safety,
maintenance, job preparation and basic lathe operations.

MT230A   Shaping Operations
The objective of this course is to explain the types of milling operations, covering
spindles, arbors, feed rates and safety precautions are also explained in this course.

MT240A   Milling Operations
This course demonstrates the setup and use of the milling machines, describes the
functions, of basic cutters and attachments, the use of the dividing head covering
indexing, angular indexing and the cutting of gears.

MT301A   Geometric Tolerancing
This course introduces the subject of tolerancing to the students. Through a
logical sequence of learning activities the student will move from conventional
dimensioning and tolerancing into geometric dimensioning and tolerancing on a
fundamental level.

MT310B   Multiple Machine Operations
Through this lab class students will learn the other machines found in the machine
shop, some of which may be used rather infrequently, but require specific skills to
operate. Projects will be used that have the students using a number of machines
for the completion of their project.

MT400B   C.N.C. Coordinates and Part Geometry
The study of Cartesian coordinates and how machines and CAD CAM programs
use them are the main topic also an introduction into positioning systems as well as
basic tool path and work piece geometry.
MT401B   C.N.C. Milling Operations
Programming, operation, and set-up of CNC Milling centers will be the main focus of this course. Students will be expected to design a CAD drawing, program the tool path and part geometry, set up and run the production piece, complete a time study as well as optimize the efficiency of the operation.

MT402B   C.N.C. Turning Center Operations (Lathe)
Programming, operation and set-up of CNC turning centers will be the main focus of this course. Students will be expected to design a CAD drawing, program the tool path and part geometry, set up and run the production piece, complete a time study as well as optimize the efficiency of the operation.

P100     Hydraulics
A theory and lab course covering the basic principles of hydraulic systems as well as how to troubleshoot and make repairs on the systems.

P101     Small Engine Operations
This course covers the basics of two stroke and four stroke engines. Engine ratings, engine components and engine operations are the focus of this course.

P102     Small Engine Maintenance
This course covers the to removal, disassembly and assembly of two and four stroke engines. Top and lower end engine inspections are performed.

P103     Intro to Motorcycles
This course introduces a the history of motorcycles, types of motorcycles, employment opportunities and the theory of motorcycle operations. Tools of the trade, testing equipment, measuring systems, fasteners and threads, and service checklists are also introduced.

P104     Motorcycle Basics
Motorcycle components, general motorcycle maintenance, frames, suspensions, braking systems, wheels and tires are the main focus of the course.

P105     Electrical Fundamentals
This course covers electrical safety, electrical principles, electrical units basic electrical theory, terms, magnetism, meters, electrical measurement and electronic devices.

P106     Electrical System Analysis
The electrical operating theory from the rotating of the flywheel to engine starting, batteries, starters, circuits magneto, capacitors, ignitions, charging systems and DC circuits are major topics of the course. Electrical testing, diagnosis and repair are performed.

P201     Fuel Systems
This course explores the fuel systems of small engines, motorcycles, outdoor power equipment and outboard motors.

P202     Fuel System Analysis
Various components of fuel systems will be identified and carburetor rebuilding completed. Electronic fuel injection is also a topic of this course.
Drive Trains
Lubrication, oil changing, plug installation and gapping, timing, cooling systems, carburetor synchronizing, chassis inspection, storage procedures, emissions controls and operation will be discussed and practiced in this course.

Motorcycle Repair
Motorcycle and ATV's will be inspected and repaired in this course.

Motorcycle Diagnostics
This course will examine the components, diagnosis of failures and the repair of clutches, transmissions, gears, gear ratios, primary drives, starting systems, final drive systems and electrical systems on various motorcycles and ATV's

Small Engine Repair
This course will focus on the maintenance of equipment with small engines including outboard motors. Operating conditions, ignition systems, engine adjustments, flywheel and key replacements, replacing drive discs, servicing valves, service procedures and removal of carbon deposits will be covered

Small Engine Performance
This course will examine factors affecting engine performance. Throttle control systems, throttle operation and adjustment, governor systems, speed & load, power takeoff, engine selection, exhaust systems, compression systems and fuel systems will be covered.

Power Equipment Analysis
This course provides a hands-on approach to small engine and power equipment troubleshooting methods. Maintenance and repair are also covered.

Advanced Electrical
In this course, students will learn to break down circuits and test components of injection systems, ignition systems, and accessory systems found on motorcycles and power equipment. Students will learn how to properly test and identify sensors. Students will learn to use a peak voltage meter and perform voltage drop tests. Student at end of course will be able to scan and analyze diagnostic trouble codes and perform any electrical component test needed for the motorcycle and power equipment industry.

Strategies for Success
Strategies for Success is a course designed to maximize a student’s success in both school and employment. This class educates in the effective management of change and personal growth through the application of effective thinking skills.

Customer Service
An introduction into the communication skills needed by a technician to deal in a positive manner with a customer. In general, while studying basic human behavior, the student will become a more valuable asset to an employer by being better able to handle customer complaints or problems.

Business Management
A class involving the study of the free enterprise system, problems relative to a small business, financing a small business, record-keeping and organizing.
R105A  Job Search  
This course provides effective job search techniques with emphasis placed on the written and verbal aspects of job placement. Topics include the final resume, employment applications, interviewing techniques, how to find job openings and tools which may be employed in finding those openings.

R107A  Computer Concepts  
This course is designed to give the student working knowledge of computer hardware and software, windows operating systems and common computer programs. Word processing, spreadsheets and databases will be used in the creation of documents.

R109A  Blueprint Reading  
This course is designed so that the student will learn the art of Blueprint Reading through the use of various types of drawings and symbols used in construction today. Blueprints are the plans that a tradesman is required to use in their everyday assignments.

R112B  Fabrication  
This course will provide students with the basic study of the operations of oxy fuel cutting and welding with the various processes, in all positions, along with drilling and tapping necessary for the trades.

R112C  Fabrication  
This course will provide students with the basic study of the operations of oxy fuel cutting and welding various processes, in various positions

R114  Prints & Schematics  
In this course the students will learn to interpret schematic drawings and blueprints. Drawing representation methods, types of lines and schematic exercises will be covered

R150  Personal Finance  
This course prepares the student for the key concepts needed to build their own financial plans and their career. Understanding personal finances, evaluating and making financial decisions, anticipating shortages and problems that can disrupt financial plans are the main areas of focus.

R170  EPA Provision  
This course provides training towards the EPA Section 608 Test in conjunction with HVAC Training.

R201A  Fabrication Basics  
This is a basic study of the operations in the process of oxyacetylene cutting and welding with various processes, in all positions along with the drilling and tapping operations necessary for the trades.

R201B  Fabrication Basics  
This is a basic study of the operations in the process of oxyacetylene cutting and welding with various processes, in all positions along with the drilling and tapping operations necessary for the trades.
T101D (T101E)  Driver Safety & Procedures
This course is the classroom segment of Commercial Truck Driving. It provides training in the knowledge necessary to operate as a truck driver including orientation to the program, filling out log books, map reading, hazmat regulations, what to do in case of an accident, and safety procedures common to all truck drivers.

T106  Driving Procedures
This course provides training in the knowledge necessary to operate as a truck driver including orientation to the program, filling out log books, map reading, hazmat regulations, what to do in case of an accident, and safety procedures common to all truck drivers.

T107  Truck Operations
This course is designed for learning and practicing maneuvers necessary to truck driving. The majority of this course will be spent on the lot performing vehicle inspections, basic control, coupling and uncoupling trailers, backing, shifting, docking, and parallel parking.

T108  Truck Driving Practices
This course is primarily designed for practicing road driving. The following operations will be performed: Pre-trip inspections, preventative maintenance, visual searching, communications, speed management, safe operating procedures, and shifting. The last portion of this course will be used to prepare for the C.D.L. test.

T201B (T201C)  Basic Operation
This segment of the program is designed for learning and practicing maneuvers necessary to truck driving. The majority of this course will be spent on the lot performing vehicle inspections, basic control, coupling and uncoupling trailers, backing, shifting, docking, and parallel parking.

T202  Trailer Maneuvering & Cargo Securement
This course is the practice of backing, parking and placement of trailers through the use of proven successful methods. Securement of loads onto trailers will also be covered in the course.

T301C  Operating Practices
This course is primarily designed for practicing on the road driving. The following operations will be performed: Pre-trip inspections, preventative maintenance, visual searching, communications, speed management, safe operating procedures, shifting and night operations. The last portion of this course will be used to prepare for the C.D.L. test.

T302B  Operating Practices
This course is designed for practicing driving tractor-trailers on the roadways. The following operations will be performed: Pre-trip inspections, preventative maintenance, visual searching, communications, speed management, shifting and night operations. The last portion of this course will specifically focus on preparation for taking the Class A Commercial Driving Test.
TK100  Preventative Maintenance
Basic maintenance on tractor trailers will be covered in this course. Routine Maintenance will be performed on tractor trailers.

TK105A  Commercial Truck Driving
Proportions of this course is in the classroom in getting the knowledge necessary to operate as a truck driver including orientation to the program, filling out log books, map reading, hazmat regulations, what to do in case of an accident, and safety procedures common to all truck drivers. Balance of the course is practicing maneuvers necessary to driving truck, including basic controls, coupling and uncoupling trailers, performing vehicle inspections. Last of the course focuses on the road driving and obtaining their Class A Commercial Driver's License for their domiciled state

W100A  Stick Welding
This course consists of a study of welding equipment, their uses and safe operation. Students are given practical and theoretical instruction in the use of electric arc welders. Personal safety is a foremost study in this course, including clothing, eye, hearing and body protection, as well as protecting others.

W102A  Stick Welding Lab
Course work that features practice in applying stringers and weave beads on mild steel plates in the horizontal, vertical and overhead positions. Practice is on tee joints, corner joints, edge joints, square grooves and vee grooves both with and without backing. Overlay techniques are also practiced. Electrodes practiced will include: E6010, E6011, E7018, E7014, and E7024.

W103A  MIG/TIG Welding
A course that examines inert gas welding equipment, uses and safe operations. Students are given theoretical instruction on semi-automatic welding processes, including gas metal arc welding, flux welding, and gas tungsten arc.

W104A  MIG/TIG Welding Lab
A lab class where the student will become proficient at welding MIG, Fluxcore, Self-shielded, and TIG. Practice will be in the Flat, Horizontal Vertical and Overhead positions on mild steel. All types of joints will be practiced with emphasis on complete penetration.

W106A  Pipe Welding
This course contains the theoretical instruction of pipe welding, covers both Fillet and Groove Welding of pipe in IG (flat), 2G (horizontal), 5G (multiple), and 6G (multiple), positions using stick welding. Also covers Fit-Up and preparation of pipe as well as introductory plate projects, pipe beading and certification procedures. Prerequisite: W102

W107A  Pipe Stick Welding
Practical application of welding technique on 6” sch. 40 and sch. 80 pipe in IG, 2G, 5G, and 6G positions. Pipe setup is single vee-grooved butt joint and many include l/8” to 0” root gap with various thickness lands. Electrodes used: E6010 and E7018.
W110A  MIG/TIG Pipe Welding
In this course the student will learn to weld pipe using the MIG, Fluxcore, self-shielded and TIG welding processes. Students will practice at the fillet welding and groove welding of pipe and tubing on carbon steel, aluminum and stainless steel.

W111A  Non-Ferrous Welding
The purpose of this course is to introduce the students to the welding of stainless steel by stick and TIG. Practice on aluminum will be on common joints in the Flat, Horizontal, Vertical and Overhead positions using MIG and TIG welding.

W113A  Welding Fabrication
In this course, the student will learn to Fabricate off of prints, taught in conjunction with W105-Welding Printreading, the student will become proficient in working from print to work and work to print, emphasis is on accuracy of the work.

W114B  Certification Practices
This hands-on class focuses on using acquired welding skills to simulate welding certification test. Students may practice various types of welding and then have an option to take an actual certification test. There are several types of certifications available.

W120  Cutting Practices
This course is an introduction to cutting, beveling and gouging metal using oxy fuel, plasma arc and carbon arc set ups as applicable. Straight and shaped cuts will be practiced in various positions. The use of a track burner will also be introduced in this course.

W121  Prints & Symbols
In this course students will learn common welding print symbols to include typical layouts for pipe. The essentials of reading and working with blueprints will be practiced. Dimensioning and measurement will also be a focus of this course.

W210  SMAW Pipeline Practices
This course is a practice in stick welding techniques in common with pipeline welding. Simulated qualification/certification tests will be performed and graded according to test specifications and code.

W220  Semi-Auto Pipe Welding
This course prepares students for pipe welding high pressure pipe. This type of welding is commonly used to build pressure vessels in the oil and gas industry as well as for other high pressure pipe applications.

W230  Pipe Certification Practices
This course focuses on using acquired welding skills to simulate pipe welding certification tests. Students will practice on various types and positions of pipe welding and then take a welding qualification test. There are several types of qualifications available to choose from.
SCHOOL CALENDAR

Classes are in continuous session during all months of the calendar year. The School will observe a vacation period from just before Christmas through the first of the New Year, last week of June and first week of July. In addition, the following legal holidays will be observed:

Martin Luther King Day       Labor Day       President’s Day       Thanksgiving Day
Good Friday         Friday after Thanksgiving       Memorial Day

2016 QUARTERS - DAY CLASSES

SPRING QUARTER            February 23, 2016           May 3, 2016
SUMMER QUARTER            May 5, 2016               July 28, 2016
FALL QUARTER              August 1, 2016            October 10, 2016
FALL QUARTER              October 12, 2016          December 23, 2016

2016 QUARTERS - NIGHT CLASSES

WINTER QUARTER            January 26, 2016            April 6, 2016
SPRING QUARTER            April 8, 2016              June 17, 2016
SUMMER QUARTER            June 21, 2016              September 13, 2016
FALL QUARTER              September 15, 2016        November 23, 2016
WINTER QUARTER            November 29, 2016          February 16, 2017

HEAVY EQUIPMENT OPERATIONS – 2016 SCHEDULE

I. WEEKDAY STARTS

MARCH 7 2016
JULY 18  2016
NOVEMBER 14 2016

II. WEEKEND STARTS

FEBRUARY 27 2016
JULY 23  2016
DECEMBER 3 2016

TRUCK DRIVING – 2016 SCHEDULE

I. WEEKDAY STARTS

FEBRUARY 23 2016
APRIL 19  2016
JUNE 14  2016
AUGUST 9  2016
COTOBER 3 2016
NOVEMBER 29 2016

II. WEEKEND STARTS

FEBRUARY 27 2016
JULY 23  2016
DECEMBER 3 2016
# NEW CASTLE SCHOOL OF TRADES
## TUITION AND FEES SCHEDULE

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## ADDITIONAL FEES

- REGISTRATION FEE................................................................. $25.00
- TRACTOR-TRAILER RECERTIFICATION (4 hour minimum) ...................... $75/ Hour

† Total tuition cost for Commercial Truck Driving Program includes books only.

* Total tuition cost for the programs includes: tools/equipment, three uniform shirts, and one pair of work boots.

** Commercial Truck Driving, Heavy Equipment Operations with Commercial Truck Driving, and Diesel & Heavy Equipment Repair Technology. Additional fees include; DOT Physical, DOT Drug Screen, CDL learners permit and CDL license. These fees vary by state and physician. For more information contact the admissions department.

Revised 01/01/2016