



HUNTINGDON COUNTY CAREER AND TECHNOLOGY CENTER



ADULT STUDENT 2016- 2017 CATALOG



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Mission Statement of the HCCTC

The Huntingdon County Career and Technology Center is committed to providing quality career and technical education opportunities for students through integrated academic and technical experiences in order for students to gain and maintain employment, pursue post-secondary education, and develop an appreciation for lifelong learning in a globally competitive workplace.

HCCTC ADMINISTRATIVE AND OFFICE STAFF

Don Burd	Executive Director
Michael Douglas	Assistant Director
Laura Hicks	Adult Education Coordinator
Dianne Stewart	Adult Education Assistant / Receptionist
Stephanie Stains	Director's Secretary/Business Office Asst.
LaVonda Runk	Business Assistant to the Director

JOINT OPERATING COMMITTEE

Chairperson	Mrs. Andrew Christoff	Mount Union Area School District
Vice - Chairperson	Mr. J.Dain Davis	Juniata Valley School District
Member	Ms. Tammy Peterson	Huntingdon Area School District
Member	Mr. Ian R. Thompson	Huntingdon Area School District
Member	Mr. Andrew Ketner	Mount Union Area School District
Member	Mr. Aden Russell	Juniata Valley School District
Member	Mr. Michale Brown	So. Huntingdon Co. School District
Member	Ms. Joann Wakefield	So. Huntingdon Co. School District
Secretary	Mrs. Stephanie Stains	(Appointed by the Board)
Treasurer	Mrs. LaVonda Runk	(Appointed by the Board)

PROFESSIONAL ADVISORY COUNCIL

Chief School Administrator	Dr. Brett Gilliland	Mount Union Area School District
Member	Mr. Mike Zinoble	Juniata Valley School District
Member	Mr. Fred Foster	Huntingdon Area School District
Member	Dwayne Northcraft	So. Huntingdon Co. School District

INSTRUCTIONAL STAFF

Air Conditioning/Refrigeration	Mr. Jesse Witters
Auto Mechanics	Mr. Travis Gilmore
Carpentry	Mr. Travis Woodward
Collision Repair and Refinishing	Mr. Mark Kepner
Computer Servicing	Mr. Lester Meck
Cosmetology	Ms. Hailey Melius
Culinary Arts	Mr. Patrick Goodman
Electrical Occupations	Mr. Barry Sunderland
Health Occupations	Mr. Michael Bates
Health Occupations	Ms. Amy Alexander
Precision Machining	Mr. Charles Shope
Public Health & Safety	Mr. Crist Fellman
Welding Technology	Mr. Larry Brown

ADULT INSTRUCTIONAL STAFF

Commercial Truck Driving	Mr. Russell Henry
Nurse Aide	Ms. Marcia Benson
Phlebotomy	Vacant

CUSTODIAL STAFF

Maintenance Supervisor	Mr. David Carolus
Maintenance	Mr. Steve Crawley
Maintenance	Mr. William Smith

GUIDANCE/INSTRUCTIONAL ASSISTANTS

Para-Educator	Mrs. Linda Bennett
Para-Educator	Mrs. Stephanie Parks
Para-Educator	Ms. Stephanie Galac

ACADEMIC CALENDAR

Fall Semester	September 6, 2016 – January 20, 2017
Spring Semester	January 23, 2017 – May 26, 2017

ADMISSION REQUIREMENTS

All daytime programs at the HCCTC are open to the admission of tuition adults on a "Space Available" basis. Admission will be granted starting only in the fall semester. All adult students are required to have submitted the following to the Adult Education Office prior to program starts: Application Fee, Request for Criminal Clearance Check, FBI Federal/Criminal History Record, PA Child Abuse History Clearance and programs specific requirements such as a physical or permit. Additional program specific requirements will be addressed in the program outline section.

TRANSFER CREDITS

Due to the nature of our vocational –technical programs being hour based not credit based; students are not offered transfer credits.

ATTENDANCE POLICIES

Daily attendance at the HCCTC is an important issue, if students want to achieve optimal success in their training. In most programs work missed is difficult to make up due to the nature of career and technical education. Furthermore, a students' poor attendance could prevent that student from continuing at the Career and Technology Center. In the end, overall student evaluation is based on many factors, including attendance. Recommendation for work education or permanent employment could be contingent upon an acceptable record of attendance.

REASONS FOR EXCUSED ABSENCES

1. Illness verified by a doctor's or dentist's excuse, including his/her signature.
2. Death in the family (maximum of three days without doctor's excuse).
3. Medical appointments which cannot be scheduled during non-school hours.
4. Religious holidays as designated by the Department of Education.
5. Court order

ILLEGAL/UNEXCUSED ABSENCES

Sleeping in, helping at home, child care, running errands, shopping, disapproved trips and outings, and all other absences are not classified as excused. **Financial Provider will be notified if student has been absent for three (3) or more illegal days. Students that acquire ten (10) days (total – excused and unexcused) of absences are subject to dismissal.**

MAKE-UP WORK

Students who are legally absent for any reason will be required to make up work missed in class. This work should take approximately the same time as the time missed from class (plus one additional day). A day's absence does not excuse a student from the responsibility of work assigned prior to the absence. It is the responsibility of each student to arrange with his/her teacher to make up any missed work during absences. Any work not made up will be counted as a zero (0) and averaged in with other grades.

GRADING SYSTEM

The Huntingdon County Career and Technology Center will issue grades at the end of each nine weeks. Instructors will supply information to students at the beginning of the school year about the HCCTC grading policy and their individual policy. School policy suggests that student evaluation reflect the following:

ATTITUDE

1. Students' participation in class
2. Student displays mature and cooperative classroom performance.
3. Attendance: Students who are absent 3 days in one marking period risk of failing grade except in instances of hospitalization, serious illness or extreme extenuating circumstances.

SKILL

1. Students' quality of work acceptable in business and industry.
2. Student efficiently recalls and applies related theory with reasonable efficiency.
3. Student observes good safety practices.

KNOWLEDGE

1. Student will accurately and promptly complete and return all assigned work.
2. Student performance on tests.

Final grades are calculated by averaging the grades from the four marking periods plus a year end final exam. All programs must provide evidence of a year-end final exam. **All programs must provide evidence of a year-end final written exam.**

ACADEMIC STANDARDS OF PROGRESS

MINIMUM SATISFACTORY STATUS

Students are not required to maintain a minimum grade, but are required to be making sufficient progress within the program skill task set. Failure to maintain Satisfactory progress as identified by the instructor can result in dismissal.

RE-ENTRANCE FOR STUDENTS DISMISSED FOR UNSATISFACTORY PROGRESS

No students will be readmitted to any program after an unsatisfactory dismissal.

GRADUATION REQUIREMENTS

DIPLOMAS AND CERTIFICATES

The HCCTC will issue certificates to those adult students who successfully complete their course of study and are deemed completers as identified by PDE. In addition, each program area may offer special certifications to those students that meet certain criteria.

CONDUCT POLICIES

It is important that the Huntingdon County Career and Technology Center promote a learning climate to help develop Job Skills compatible with the atmosphere found in a productive workplace. Critical job skills include **academic skills, technical skills, and computer literacy**, but also work ethics that are indicative of students who have been taught the value of regular attendance, cooperation, safety, civility, and other behaviors and attitudes indicative of successful businesses and industries.

In accordance with this policy, disciplinary offenses are broken into five levels, with a listing of sample offenses, along with expected consequences. The administration retains discretionary authority to adjust discipline consequences in accordance with the particular circumstances of an offense. Each program has its own unique rules supplementary to this code and individual instructors may choose to substitute program related consequences when appropriate. Complete policy is available in the Students Handbook.

DISCIPLINE LEVELS AND CONSEQUENCES

LEVEL ONE OFFENSE – recorded in records

LEVEL TWO OFFENSE – First notice to financial provider

LEVEL THREE OFFENSE – Second notice to financial provider -May result in expulsion from HCCTC.

LEVEL FOUR OFFENSE-All Offenses Constitute Legal Action and Expulsion*

DRUG AND ALCOHOL POLICY, ADMINISTRATIVE GUIDELINES AND PROCEDURES

The Huntingdon County Career and Technology Center recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. The fundamental intent of the HCCTC Drug and Alcohol policy is to insure the health and safety of all students. Our goal, as is the goal of every school in the United States, is to be free of drugs, violence, and the unauthorized presence of weapons and alcohol, and to offer a disciplined environment conducive to learning. Full Drug and Alcohol Policy can be found in the student handbook.

SEXUAL HARASSMENT

It is the policy of the Huntingdon County Career and Technology Center to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for students to harass other students through conduct or communications of a sexual nature. Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student or staff member.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Career Center’s legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against a student in the school district shall subject that student to disciplinary action.

BULLYING POLICY

The Huntingdon County Career and Technology Center strives to provide a safe and positive learning environment for students, which prohibit the unlawful harassment and/or bullying of students. Bullying shall consist of, but not limited to: Physical, Verbal, Relational, & Cyber Bullying.

NON-DISCRIMINATION POLICY

It is the policy of the Huntingdon County Career and Technology Center not to discriminate on the basis of sex, handicap, race, color, ancestry, age, national origin, religion, sexual preference, or union membership in its admission to educational and vocational programs, activities, or employment as required by Title VI, Title IX Section 504, and the Americans with Disabilities Act (ADA). For more information, contact Lynn Wertman, Business Manager at 11893 Technology Drive, Mill Creek, PA 17060. Telephone (814) 643-0951.

The Huntingdon County Career and Technology Center will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For information about your rights or grievance procedures, contact the HCCTC Administration.

TUITION AND FEES

\$30 Nonrefundable registration fee is required to hold a slot for all programs.

Day Time Programs - 900 Hours

HVAC, Automotive Technology, Building Maintenance, Collision Technology, Carpentry, Computer Servicing Technology, Culinary Arts, Electrical Occupations, Precision Machining, Public Health & Safety, Welding Technology.

Base Tuition Only : \$6,000

Day Time Programs – 1250 Hours

Cosmetology

Tuition and Fees: \$10,000.00

Adult Only Programs

	Total Hours	Base Tuition ONLY
Commercial Truck Driver	Class A -200 Hours	\$5,000
Commercial Truck Driver	Class B – 160 Hours	\$4,000
Nurse Aide	120 Hours	\$1080
Phlebotomy	150 Hours	\$2,100.00
Practical Nursing	1563 Hours	\$12,614.00

REFUND POLICY

Refunds for Students Who Withdraw On or Before the First Day of Class

If a student fails to commence class or withdraws from class on the first day of school, the school will retain no more than the \$30 non-refundable registration fee.

Refunds for Students Who Withdraw on or after the First Day of Class

Students withdrawing from their program are eligible for partial tuition refunds. The following refund schedule for tuition applies following the first full class day.

One-Year program

Withdrawal during the first semester - 50%
Withdrawal after the first day of the second semester – no refund

Two-Year program

Withdrawal during the first semester - 75%
Withdrawal during the second semester - 50%
Withdrawal during the third semester - 25%
Withdrawal after the first day of fourth semester - no refund

Adult Only Programs – CDL -Nurse Aide – Phlebotomy

Withdrawal after start of 1st day – 50% Refund
Withdrawal after 10 program hours – No Refund

PROGRAM OUTLINE

Heating, Ventilation, Air Conditioning, and Refrigeration

900 Program Hours

Total Cost: \$6537

CIP470201 - Heating, A/C, Ventilation & Refrigeration Maint. Technology

Course List - Orientation to the Trade; Construction Math; Basic Communication; Basic Employability Skills; Computer Fundamental; General Safety Practices; Introduction of HVAC/R Tools and Meters; Testing Basic Electrical Theory; Electrical Safety; Electrical Circuits, Controls, Motors, and Diagrams Fundamentals; Piping and Tubing Practices; Basic Refrigeration Components; Fundamentals Safety; Handling of Pressurized Fluids and Hazardous Substances; Heat Loss/Gain Calculations; Introduction to Air Conditioning and Heat Pump Systems; Introduction to Electric, Gas, and Oil Heating Systems and Operations; Introduction to Air Distribution Systems; Fundamentals of Career Planning and Job Search.

Industry Certifications: EPA 608, EPA 609, OSHA, 410 Cert, SP/2

Outcome: Certificate of Completion

Automotive Technology -

900 Program Hours

Total Cost: \$6830

CIP 470604 - Automobile/Automotive Mechanics Technology/Technician

Course List – Orientation; Safety Tools & Fasteners; Certifications; Suspension & Steering; Brakes; Electrical/Electronic systems; Engine Performance; Heating & Air-conditioning; Engine repair; Automatic Transmission; Trans axle; Manual Transmissions & Drive Train; and Axle; Fundamentals of Career Planning and Job Search.

Industry Certifications: PA State Inspection, EPA 608, SP/2

Outcome: Certificate of Completion

Carpentry -

900 Program Hours

CIP 460201 - Carpentry/Carpenter

Total Cost: \$6740

Course List: Human Relations; Safety/Occupational Orientation; Hand Tools & Stationary Power Tools; Blueprint Reading; Site Preparation and Layout; Footings and Foundation; Framing - Floor Construction; Framing - Wall Construction; Framing – Roof; Construction; Exterior- Finish; Interior-Finish; Estimation; Sketching; Visualization and Specifications.

Industry Certifications: OSHA, PBA, Skid Steer, SP/2

Outcome: Certificate of Completion

Collision and Repair Technology

900 Program Hours

Total Cost: \$6580

CIP 470603 - Autobody/Collision & Repair Technology/Technician

Course List: Career Planning; Employability; Computer Skills; Entrepreneurship Awareness; Skills USA Leadership Competencies; Safety; Mathematics' and Measuring; Estimating; Tools and Fasteners; Body and Frame Construction; Welding; Metal Repair; Fiberglass and Plastic Repair; Hardware, Glass and Trim Damage Analysis; Painting and Refinishing; Detailing; and Reconditioning Corrosion Protection.

Industry Certifications: PA State Inspection

Outcome: Certificate of Completion

Commercial Truck Driving Class A - 200 Program Hours

Total Cost: \$5725

CIP 490205 - Truck & Bus Driver/Commercial Vehicle Operator & Instructor

Course List: This program is a partnership between HCCTC and Lancaster County CTC whereby participants will receive classroom orientation with hands on driver training. The Class A component will prepare students to take and pass the Pennsylvania's Class A examination for commercial vehicles. The training contains trip planning, proper driving safety, defensive driving, classroom instruction, vehicle maneuvering, pre-trip, and over the road driving.

Industry Certifications: Commercial Driver Licensing, Endorsements

Outcome: CDL Class A with Endorsements

Commercial Truck Driving Class B - 160 Program Hours

Total Cost: \$4725

CIP 490205 - Truck & Bus Driver/Commercial Vehicle Operator & Instructor

Course List: This program is a partnership between HCCTC and Lancaster County CTC whereby participants will receive classroom orientation with hands on driver training. The Class B component will prepare students to take and pass the Pennsylvania's Class B examination for commercial vehicles. The training contains trip planning, proper driving safety, defensive driving, classroom instruction, vehicle maneuvering, pre-trip, and over the road driving.

Industry Certifications: Commercial Driver Licensing,

Outcome: CDL Class B

Computer Serving Technology - 900 Program Hours

Total Cost: \$6785

CIP 110901 - Computer Systems Networking & Telecommunications

Course List: Demonstrate Knowledge in: Personal and Environmental Safety; Computing Fundamentals; Productivity software; Living online applications; Computer Hardware; Troubleshooting; Repair and Maintenance; Operating systems and Software: Networking; and Security.

Industry Certifications: A+, Net+

Outcome: Certificate of Completion

Cosmetology

1250 Program Hours

Total Cost: \$10465.00

CIP 12.0401 Cosmetology/Cosmetologist, General

Course List: Preparations to apply learned skills in hair care, styling esthetician, and nail care. Instruction includes, work on mannequins, other students and general public. Salon management, state laws, chemistry, anatomy, and physiology are a focus of this program.

Industry Certifications: State Board License

Outcome: Certificate of Completion

Culinary Arts

900 Program Hours

CIP 120508 - Institutional Food Workers

Total Cost: \$6585.00

Course List: Culinary Arts – 1 year Course List Orientation to the Food Service Industry Safety and Sanitation ServSafe Certification (5 Year) Food Service Equipment Use and Care of Cutting Tools and Utensils Knife Skills Basic Knowledge of Nutrition and Portion Control for Plate Presentation Purchasing, Receiving, and Storage Procedures Front of the House Procedures and Operations Breakfast Foods Introductions to Basic Baking Introduction to Pastry Arts Beverages Preparation of Salads and Salad Dressings Preparation of Vegetables and Fruits Preparation of Pasta and Rice Preparation of Basic Soups Preparation of Red Meats, Poultry, and Seafood Banquet Preparation and Services Basic Resume

Industry Certifications: SevSafe
Outcome: Certificate of Completion

Electrical Occupations

900 Program Hours

Total Cost: \$6710.00

CIP 460399 - Electrical & Power Transmission Installers, Other

Course List: Course of Study: Electrical Occupations (1 year) Course List Career Planning Employability Computer Skills Entrepreneurship Intro Electrical Occupations Safety & First Aide Basic Hand Tools & Materials OSHA Training Specialty Tools & Equipment Trade Information Basic Equipment & Materials Basic Theory D.C. Circuits & A.C. Circuits Wiring Methods-Conductors & Low Voltage Over-current protection Load Centers & Safety Switches Related Mathematics and Measuring Blueprint Reading/Load Calculations Residential Wiring Residential Wiring Troubleshooting

Industry Certifications: OSHA, SP/2
Outcome: Certificate of Completion

Health Occupations

900 Program Hours

Total Cost: \$7000.00

CIP 510799 - Health & Medical Administrative Services, Other

Course List: Health Occupations (One Year) Administrative Medical Assisting Course List Introduction to Healthcare Introduction to Health Insurance Medical Terminology Medical Laws and Ethics Customer Service for the Healthcare Professional Introduction to Computers Medical Keyboarding Computer Applications Business Writing and Communication Accounting and Finance for the Medical Office Fundamentals of Mathematics Medical Office Skills Medical Documentation Certification Exam

Industry Certifications: NHA Medical Assistant
Outcome: Certificate of Completion

Nurse Aide

Total Cost: \$1260.00

CIP 513902 - Nursing Assistant/Aide & Patient Care Assistant/Aide

Course List: The Nurse Aide Program is designed to provide individuals with the knowledge and skills to perform basic patient care in a hospital, nursing home or other medical facility. Sixty hours of theory and 60 hours of clinical instruction is provided. Students are taught to feed, bathe and dress patients, change beds, take vital signs along with tasks associated with the comfort of the patient.

Industry Certifications: Nurse Aide Certification
Outcome: Certificate of Completion

Phlebotomy

Total Cost: \$2200.00

Course List: Phlebotomy procedures, skin punctures, blood draw techniques, complications, special populations, specimen handling, lab measurements, microbiology, chemistry, medical terminology, anatomy, physiology, infection control, asepsis, safety in the lab, medical law and ethics, and HIPPA compliance.

Industry Certifications: Phlebotomy Certification

Outcome: Certificate of Completion

Practical Nursing

Total Cost: \$15367.00

CIP 513999 - Practical Nursing, Vocational Nursing & Nursing Assistants, Other

Course List: The program is designed to prepare a student to perform nursing care safely and effectively under the guidance of the registered professional nurse or the licensed physician within any health care setting. Students who successfully complete the program are eligible to apply for licensure as practical nurses by taking the NCLEX-PN licensing exam

Industry Certifications: NCLEX Nursing Exam

Outcome: Diploma

Precision Machining

Total Cost: \$6523.00

CIP 480501 - Machine Tool Technology/Machinist

Course List: Apply all personal and work place safety procedures. Perform machine tool related mathematical calculations. Measure machine parts using industry recognized instruments. Interpret designs, drawings and specifications. Plan work consistent with industry standards. Inspect machined parts using industry standard tools/equipment. Collect and analyze quality control data. Layout and fabricate bench work

Industry Certifications: NIMS

Outcome: Certificate of Completion

Welding Technology

Total Cost: \$7055.00

CIP 480508 - Welding Technology/Welder

Course List: All elements of AWS D1.1 structural code. the course covers symbols, blue prints, theory, stick, mig, tig-aluminum, tig-steel, flux core, oxy fuel welding and cutting, plasma arc cutting and carbon arc cutting, brazing and soldering.

Industry Certifications:

Outcome: Certificate of Completion

ED2GO Online Training Programs

Total Cost: Each Varies

Industry Certifications: Most programs include a voucher for NHA certification

Outcome: Certificate of Completion