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Educational Satisfaction

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

Mission Statement

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

www.penncotech.edu
HISTORY

In 1961, the School of Electronics was founded in Philadelphia, PA by the Philco Corporation. In 1966, the Ford Motor Company, through its subsidiary, Philco-Ford, established the School of Automotive Technology, also in Philadelphia.

Philco-Ford was granted our first accreditation by NATTS (now the Accrediting Commission of Career Schools and Colleges, ACCSC) on March 30, 1969 and Pennco Tech has maintained continuous accreditation since that date.

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

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

- In December of 1979 the Pennsauken Campus gained accreditation from ACCSC.
- In 1984, the Pennsauken Campus was relocated to a larger facility in Blackwood, New Jersey.
- In 1992, the Bristol, Pennsylvania Student Services Department was expanded to include a state licensed on-site childcare facility available to Pennco Tech students and the general public.
- A current list of program offerings can be found on page ii of this catalog.
- In 2013 Pennco Tech celebrated our 40th year in operation.

Published & Effective
January 2016

Pennco Tech is an Equal Opportunity Trainer.
Pennco Tech is an accredited institution.

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

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

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

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

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

SERVICES FOR THE PHYSICALLY DISABLED
* Designated parking and ramp access to all school buildings
* Restrooms to accommodate wheelchairs
* Other specialized equipment and options are available to meet specific needs and are treated on an individual basis

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

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

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

To aid the student in this development, Pennco Tech:

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

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

Pennco Tech is conveniently located in Bristol Township near the Pennsylvania side of the Burlington-Bristol Bridge. It is easily accessible from the I-95/Route 413 Interchange; Route 13; the Pennsylvania Turnpike; and Route 130 in New Jersey.

Training is conducted within three adjacent buildings, totaling 102,000-sq. ft. of floor space, situated on more than seven acres of land. In order to accommodate the needs of students with children, Pennco Tech owns and operates a state certified childcare facility. This facility is adjacent to the classroom area in Building #3. A full service cafeteria is also provided for the students and is located in Building #2. Free parking is available for all students.

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

Each classroom and laboratory is equipped with the appropriate test and demonstration equipment to adequately train students in their chosen profession. All special tools and test equipment are supplied by Pennco Tech during the student’s training. Lecture and/or lab class size shall not exceed a 30 to 1 ratio. Automotive students are permitted to work on their own cars and cars belonging to members of their immediate family when approved by the instructor and such work coincides with scheduled training. Practical experience is gained, therefore in working on products of various makes and models of automobiles. Student work on vehicles during non-school hours is prohibited without permission of instructor and School Director.

EQUIPMENT

A description of the school’s general equipment used in each Program may be found in the Program Section of this catalog.

HOURS

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

NOTE: Insufficient registration or unforeseen contingencies may result in the rescheduling of a term, necessitating a break in training.

ADMISSION REQUIREMENTS/PROCEDURE

- High School Diploma or Equivalent (GED), or Ability to Benefit (ATB) with passing scores in Verbal = 200 and Quantitative = 210 and also having established eligibility in a Title IV institution prior to July 1, 2012.
- Entrance Assessment
- Personal on site interview with an Admissions Representative

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

*Application for enrollment is accomplished by submitting all required enrollment paperwork accompanied by a registration fee of $100.00.

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

ADVANCED STANDING

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

TRANSFER OF CREDITS

Decisions concerning the acceptance of Pennco Tech credits by any other institution are made at the sole discretion of the receiving institution. No representation is made concerning the transferability of any credits earned at Pennco Tech to any other institution.
SATISFACTORY ACADEMIC PROGRESS (SAP) Policy for Financial Aid Programs

Federal law and regulations require that all students receiving financial aid maintain Satisfactory Academic Progress (SAP) according to both qualitative and quantitative measures. The following policy represents the standards adopted by Pennco Tech and the Financial Aid Office and applies to all students receiving financial aid, including Federal Direct Stafford Student Loans. All students receiving financial aid must maintain a grade point average of “C” or better at all times.

FINANCIAL AID WARNING

At the end of each term, the student’s cumulative grade average will be determined. Students who do not achieve a cumulative grade average of 70% at the end of the payment period will be placed on financial aid warning for one subsequent payment period. During this warning period, the student will receive any financial aid due to him. If the cumulative grade average is less than 70% after the financial aid warning payment period, the student’s financial aid will be terminated.

At the discretion of the School Director, the student may be allowed to remain in school on probation for one additional term (without financial aid). At the end of the probation term, if the cumulative grade average is not raised to the 70% level, the student will be dismissed. Any student who fails the first term of his or her program (below 60%) must repeat that term without the assistance of financial aid. After the completion of the repeated term the student must be making Satisfactory Academic Progress in order to remain eligible for Title IV Financial Aid funds. Students not making SAP for financial aid programs will be required to pay out of pocket for any additional terms they are scheduled to complete. If the student achieves SAP on his/her own, then the student regains eligibility for ALL financial aid programs.

CONDITIONS for MEETING (SAP) POLICY

Students must meet all components associated with Satisfactory Academic Progress. Students must maintain a grade point average of at least 70% (Qualitative Measure), Scheduled Clock Hours/weeks Completed for the Payment Period (Quantitative), and Maximum Timeframe to complete the program.

Students are required to complete 70% of the hours and weeks they are required to complete within a given payment period. Students will be checked for both scheduled hours and weeks as it pertains to SAP. (* Although a student may be making Satisfactory Academic Progress, the student may not be eligible for a subsequent disbursement until the total number of hours and weeks are completed for the previous payment period. For a complete description regarding subsequent disbursements, please see the disbursement section of the Financial Aid Policies and Procedures Manual).

Grading System

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<th>Grade Range</th>
<th>GPA</th>
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<td>90-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>80-89%</td>
<td>3.0</td>
</tr>
<tr>
<td>70-79%</td>
<td>2.0  (*Must maintain 2.0 to be considered making SAP)</td>
</tr>
<tr>
<td>60-69%</td>
<td>1.0</td>
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<tr>
<td>Below-60%</td>
<td>Failure</td>
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Required Completion Rate

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<tr>
<td>Hours</td>
<td>Weeks</td>
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<td>-------</td>
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<tr>
<td>2100</td>
<td>62</td>
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<td>1200</td>
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<tr>
<td>1200(evening)</td>
<td>100</td>
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<td>960(evening)</td>
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<td>900</td>
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<td>900(evening)</td>
<td>75</td>
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<td>720(evening)</td>
<td>60</td>
</tr>
<tr>
<td>600</td>
<td>18</td>
</tr>
<tr>
<td>600(evening)</td>
<td>50</td>
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**Pace**
Evaluation at the end of a payment period for pace relates to the scheduled clock hours the student should have completed for the payment period. If the scheduled hours have elapsed, regardless of whether or not the student has attended them, the student will be reviewed for SAP as noted below.

**Example of Pace**
At 450 scheduled hours the student completed 300 hours
\[
\frac{315}{450} = 70\%
\]
Expressed in Calendar time
10 weeks/13 weeks = 76% *(Both items checked according to Maximum Timeframe)*
*Next SAP review is at 900 scheduled hours (if student is in an academic program that is longer than one academic year)*

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

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

**REPEAT POLICY**
If a student earns a final term grade below 60%, the student MUST repeat the term. A student may repeat an entire term only one time. If a student is required to or requests to repeat a term, the second grade and attendance record will substitute for the first grade.
*Please note that repeating a term may alter a student’s financial aid packaging.*

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

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

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

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

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

GRADUATION REQUIREMENTS

Certificate of Completion (for individual terms)
To be eligible for a Certificate of Completion, the student must:
   a. Complete term requirements with a minimum average grade of 70%
   b. Attend 100% of all scheduled classroom hours (Excused absences and made up time count as attending class); and
   c. Satisfy all financial obligations to Pennco Tech

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

Associate in Specialized Technology Degree
To be eligible for an Associate in Specialized Technology Degree, the student must:
   a. Receive a passing grade, 60% or higher, in each term of the program.
   b. Complete program requirements with a minimum GPA of 70%.
   c. Attend 100% of the total clock hours of the program.
   d. Be enrolled in a Degree Program
   e. Possess a High School Diploma or GED
   f. Satisfy all financial obligations to Pennco Tech.

LEAVE OF ABSENCE
Leave of absence is granted only to students who wish to temporarily interrupt their training. A Leave of Absence may not exceed 180 days and the student must request the leave of absence in writing. A request for a Leave of Absence must be made in advance accompanied by supporting documentation or the student will be considered withdrawn from school. A subsequent leave of absence may be granted for documented extenuating circumstances. No leave may exceed 180 calendar days. All agencies financially sponsoring students will be notified upon a student’s withdrawal or granted leave of absence. Any student failing to return from a leave of absence will be terminated and the school’s refund policy will apply in accordance with applicable and published financial aid requirements.

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

ATTENDANCE PROBATION
Students will be advised by a member of the education team and receive a written notification of their attendance probationary status for exceeding the maximum allowable time available for excused absences, which is 10% of the hours scheduled in a payment period.
MAKE UP WORK/SEAT TIME
When a student is absent from class, he/she will be asked to complete a make-up assignment relevant to what he/she missed in school that day. Make-up work must be supervised by an instructor and completed during the following times:

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

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

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

If a student, day or evening, fails to attend class and fails to communicate with the Education Team as to why they are not attending class for seven (7) consecutive calendar days, they will be dismissed from their program.

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

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

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

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

COPYRIGHT INFRINGEMENT

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

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

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

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

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

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

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

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

State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street 12th Floor
Harrisburg, PA 17126-0333

Telephone (717)783-8228 Fax:(717)772-3622 or e-mail ra-pls@pa.gov.
STUDENT SERVICES

Tutoring – Instructors are available to students after regular class hours on an as-need basis. Students can discuss academic concerns and arrange additional learning time directly with instructors. Students requiring remedial education can receive information from the Student Advisor on the availability of programs from Adult Learning Centers.

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

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

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

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

CHILD CARE CENTER

Pennco Tech offers a child care center on-site in Building #3. The center is open to the public, but students of Pennco Tech are given first option to enroll their child (providing there is space available). The center is open from 6:30 am – 5:30 pm Monday-Friday. Parents are welcome to visit their children during breaks. Subsidized care is offered through DPW and Apple for qualified parents. For more information or a tour, please call the center at 215-826-9223.

FINANCIAL AID

The student financial aid office is readily available to all students. Please refer to the information bulletin for available aid programs.

SCHOLARSHIPS

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

GRANTS

The Pennsylvania Higher Education Assistance Agency (PHEAA) awards grants to students, based on financial need, residency, and program enrollment, only the AST Degreed programs qualify. The State of Pennsylvania now offers (PATIP) and (EAP) for Pennsylvania residents. Students are eligible to apply for a Federal PELL Grant and Federal Supplemental Education Opportunity Grant (FSEOG).

EDUCATION LOAN PROGRAMS

• Students are eligible to apply for the Federal Perkins Loan Program, based on financial need and available funds.
• Parents may apply for Federal Direct Loan PLUS (Parent Loans for Undergraduate Students).
• Students are eligible to apply for the Federal Direct Loan Program.
• SLM
VETERAN BENEFITS
All programs are approved for veterans’ benefits.

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

RETURN OF FEDERAL FUNDS
The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The Federal Title IV financial aid programs must be recalculated in these situations. If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the Federal Return of Title IV funds formula:

\[
\% \text{of payment period/term completed} = \frac{\text{number of clock hours the student was scheduled to complete in the period}}{\text{total number of clock hours in the period}}
\]

- Any break of five days or more is not counted as part of the days in the term.
- **This 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 formulas:

\[
(100\% \text{ of aid that could be disbursed} - \% \text{ of earned aid}) \times \text{total amount of aid that could have been disbursed during the payment period/term}
\]

\text{Aid to be returned}

- If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.
- If a student earned more than was disbursed, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student’s withdrawal.
- The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student’s withdrawal.

Refunds are allocated in the following order:
- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) 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 (e.g. LEAP)
TUITION & FEES, SCHEDULE/SCHOOL CALENDAR
See current catalog addendums.

REFUND & CANCELLATION POLICY
Students are eligible for a full refund on advanced payments when one of the following occurs: (1) an application is not accepted by Pennco Tech, (2) the start of the program is rescheduled or canceled, (3) the applicant notifies Pennco Tech in writing within five days after signing the enrollment agreement, even if classroom instruction has begun. Applicants who have not visited the school will have the opportunity to withdraw without penalty within three days following a tour of the school or following a regularly scheduled orientation. A request for cancellation that is not made in writing shall be confirmed in writing by the Applicant within an additional period of five calendar days. If cancellation is requested more than five days after an applicant signs the enrollment agreement, the registration fee is nonrefundable.

If after commencement of classes either: (1) the applicant should terminate his/her enrollment for any reason or (2) the applicant is terminated for failure to meet academic, attendance, financial or disciplinary standards, remaining prepaid tuition will be refunded within 30 days after the date of determination of withdrawal. Tuition is charged pro rata to the scheduled hours in the current payment period relative to total hours in the payment period.

CHANGES IN CATALOG INFORMATION AND DESCRIPTIONS
Changes in content of catalog will be made by addendum or publication of a revised catalog. No verbal changes or representations to this catalog may be made by any member of Pennco Tech’s staff.

CHANGES IN START DATES, PROGRAM CHANGES – INCLUDING CURRICULUM, TUITION & FEES
Pennco Tech reserves the right to: (1) reschedule program start dates due to insufficient registration or unforeseen contingencies; (2) revise program outlines, lesson materials and fees; (3) make such other changes as the school deem advisable, after approval by the proper authority. Any adjustment to the cost of tuition will be limited to no more than once in a calendar year and at least 60 days advance notice will be given.

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

The following two pages are charts for vaccinations and immunizations provided by the Centers for Disease Control (CDC): at www.cdc.gov or (800) 232-4636.

Chart 1 11 to 19 years old.
Chart 2 19 to 65 years & older

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

Student Body Diversity – Race/Ethnicity and Gender
Pennco Tech’s student body diversity, including the percentage of enrolled, full time students in the following categories: Male, Female, Self-indentified members of a major racial or ethnic group; and Federal Pell Grant recipients. This information is available at: http://nces.ed.gov/collegenavigator
Graduation Rates
Graduation rates, by student diversity, are available at: http://nces.ed.gov/collegenavigator

Retention Rate Pennco Tech’s retention rate statistics are also available at:
http://nces.ed.gov/collegenavigator

Program Equipment
See Comprehensive List of Equipment per department on following pages.
EQUIPMENT

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

Automotive Body and Paint Technology
• Multi-Spot M83-S
• 210 Miller MIG Welder Matic
• Miller Matic 140
• Hyper Therm Power Max 380
• 3M Automix Body Filler System
• Burning and Welding Equipment
  • Measuring Systems for Body Work
  • Sprayers
  • Grinders
  • D.A.’s Power Rack
  • Spray Booths

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

Electrician Program
• Conduit (Assorted Types) and Tools to work with Conduit
• Telephone and Computer Cables
• Stick Houses for both Residential and Commercial Work Environment
• Motors
• Transformers
• Switches
• Outlet Boxes
• Receptacles
• Breakers
• Luminaries
• Fans
• Heaters
• Thermostats
• Service Panels
Medical Assistant-Administrative
- Computers
- Microsoft® Software
- Transcription Equipment
- Overhead Projector
- Patient Examining Table
- Stethoscopes
- Digital Sphygmomanometer
- Otoscope
- Ophthalmoscope

Pharmacy Technician
- Overhead Projector
- Counting Trays
- Prescription Bottles
- Computers
- DAA Enterprises Pharmacy Management® Software
- Analytical Balance
- 100 Gm weight

Plumbing and Heating Technology
- Conventional Gas Water Heater Units
- Electric Water Heaters
- Tankless Gas Water Heaters
- Kitchen Sinks
- Faucets
- Garbage Disposals
- Dishwashers
- Installations
- Mercury Thermometers
- Digital Oral Thermometers with disposable sleeves
- Digital Pulse Ox
- Digital Scale
- Scale with Height Indicator
- EKG Machine
- Centrifuge Refractometer
- Wedgewood Mortars & Pestles
- Stainless Steel Spatulas
- Graduates (Conical & Cylindrical)
- Beakers
- Stirring Rods
- Glass Ointment Tiles Weight Papers and Boats
- Containers-Jars Ointment Tubes
- Lavatories
- Water Closets
- DWV Piping
- PVC
- Cast Iron
- Pex Tubing
- Urinals
Program Offerings
**AIR CONDITIONING, REFRIGERATION & HEATING**
**DAY SCHOOL**
**DIPLOMA**

Total Hours: 1200  Number of Weeks: 36

<table>
<thead>
<tr>
<th>Term</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARD 101</td>
<td>Fundamentals</td>
</tr>
<tr>
<td>ARD 102</td>
<td>Commercial Refrigeration</td>
</tr>
<tr>
<td>ARD 103</td>
<td>Air Conditioning</td>
</tr>
<tr>
<td>ARD 104</td>
<td>Heating Systems</td>
</tr>
</tbody>
</table>

**Total Program Hours:** 1200

**Program Objective:**
Through lecture and extensive lab training, the program will provide the graduate with the technical, manual and manipulative skills and knowledge to be employed as an entry-level air conditioning, refrigeration, and heating technician. Graduates will be competent in a broad area of applications including the diagnosis, repair and maintenance of most ACRH systems utilized in industrial, commercial, and residential installations. EPA and R-410A training and testing are offered to the student during this program.

Course descriptions may be found at the back of the catalog

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

Total Hours: 960  Number of Weeks: 80

<table>
<thead>
<tr>
<th>Term</th>
<th>Clock Hours</th>
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</thead>
<tbody>
<tr>
<td>ARE 101</td>
<td>Fundamentals</td>
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<tr>
<td>ARE 102</td>
<td>Commercial Refrigeration</td>
</tr>
<tr>
<td>ARE 103</td>
<td>Air Conditioning</td>
</tr>
<tr>
<td>ARE 104</td>
<td>Heating Systems</td>
</tr>
</tbody>
</table>

**Total Program Hours:** 960

**Program Objective:**
Through lecture and extensive lab training, the program will provide the graduate with the technical, manual and manipulative skills and knowledge to be employed as an entry-level air conditioning, refrigeration, and heating technician. Graduates will be competent in a broad area of applications including the diagnosis, repair and maintenance of most ACRH systems utilized in industrial, commercial, and residential installations. EPA and R-410A training and testing are offered to the student during this program.

Course descriptions may be found at the back of the catalog
AUTOMOTIVE BODY & PAINT TECHNICIAN
DAY SCHOOL
DIPLOMA

Total Hours: 960
Number of Weeks: 28

<table>
<thead>
<tr>
<th>Term</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>ABD 101</td>
<td>Collision Repair</td>
</tr>
<tr>
<td>ABD 102</td>
<td>Surface Prep and Paint</td>
</tr>
</tbody>
</table>

Total Program Hours: 960

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

Course descriptions may be found at the back of the catalog

AUTOMOTIVE BODY & PAINT TECHNICIAN
MODIFIED – EVENING SCHOOL
DIPLOMA

Total Hours: 960
Number of Weeks: 80

<table>
<thead>
<tr>
<th>Term</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>ABE 101</td>
<td>Basic Body Repair</td>
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<tr>
<td>ABE 102</td>
<td>Major Body Repair</td>
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<tr>
<td>ABE 103</td>
<td>Surface Preparation</td>
</tr>
<tr>
<td>ABE 104</td>
<td>Refinishing &amp; Painting</td>
</tr>
</tbody>
</table>

Total Program Hours: 960

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

Course descriptions may be found at the back of the catalog
# AUTOMOTIVE BODY, PAINT & MECHANICAL TECHNOLOGY
## DAY SCHOOL
### ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE

<table>
<thead>
<tr>
<th>Total Hours:</th>
<th>2100</th>
<th>Number of Weeks:</th>
<th>62</th>
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<tbody>
<tr>
<td>Total Semester Credit Hours</td>
<td>105</td>
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### First Term
- **ATD 101** Fundamentals
- **GEN 100** Automotive Math Skills

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<th>Clock Hours</th>
<th>120/130</th>
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### Second Term
- **ATD 103** Electrical
- **GEN 102** Applied English Fundamentals

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<th>Clock Hours</th>
<th>90/160</th>
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### Third Term
- **ATD 109** Computerized Engine Management
- **GEN 101** Computer Applications

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<tr>
<th>Clock Hours</th>
<th>125/125</th>
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<tbody>
<tr>
<td></td>
<td>300</td>
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</tbody>
</table>

### Fourth Term
- **ABM 104** Basic Body Repair
- **GEN 103** Occupational Writing Fundamentals

<table>
<thead>
<tr>
<th>Clock Hours</th>
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### Fifth Term
- **ABD 105** Major Body Repair

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<tr>
<th>Clock Hours</th>
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<td></td>
<td>300</td>
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### Sixth Term
- **ABD 106** Surface Preparation

<table>
<thead>
<tr>
<th>Clock Hours</th>
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<td>300</td>
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</table>

### Seventh Term
- **ABD 107** Refinishing & Painting

<table>
<thead>
<tr>
<th>Clock Hours</th>
<th>150/150</th>
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<td>300</td>
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</table>

### Total Program Hours

<table>
<thead>
<tr>
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</table>

### Program Objective:

This program will enable a student to seek employment as an entry-level auto body technician with the ability to diagnose and repair automobiles. Additional supportive instruction throughout the program acquaints the student with oral and written communication techniques. In addition, Applied General Education courses will provide students with skills in vocational math, English language usage, communication through writing, and basic computer applications.

Course descriptions may be found at the back of the catalog
**AUTOMOTIVE TECHNOLOGY**

**DAY SCHOOL**

**ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE**

<table>
<thead>
<tr>
<th>Total Hours:</th>
<th>2100</th>
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<td>Number of Weeks:</td>
<td>62</td>
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<tr>
<td>Total Semester Credit Hours</td>
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**First Term**

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<th>Course Name</th>
<th>Clock Hours</th>
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</thead>
<tbody>
<tr>
<td>ATD 101</td>
<td>Fundamentals</td>
<td>120/130</td>
</tr>
<tr>
<td>GEN 100</td>
<td>Automotive Math Skills</td>
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**Second Term**

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<tr>
<td>ATD 103</td>
<td>Electrical</td>
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<tr>
<td>GEN 102</td>
<td>Applied English Fundamentals</td>
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**Third Term**

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Clock Hours</th>
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</thead>
<tbody>
<tr>
<td>ATD 109</td>
<td>Computerized Engine Management</td>
<td>125/125</td>
</tr>
<tr>
<td>GEN 101</td>
<td>Computer Applications</td>
<td>50/0</td>
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**Fourth Term**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>ATD 108</td>
<td>Power Train</td>
<td>135/140</td>
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<tr>
<td>GEN 103</td>
<td>Occupational Writing Fundamentals</td>
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**Fifth Term**

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</thead>
<tbody>
<tr>
<td>ATD 111</td>
<td>Engines</td>
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</table>

**Sixth Term**

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>ATD 102</td>
<td>Chassis</td>
<td>115/185</td>
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**Seventh Term**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>ATD 110</td>
<td>Diagnosis &amp; Repair</td>
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</tbody>
</table>

**Total Program Hours**

| Total Program Hours | 1060/1040 |

**Program Objective:**

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

Course descriptions may be found at the back of the catalog.
AUTOMOTIVE TECHNOLOGY MODIFIED - EVENING SCHOOL DIPLOMA

Total Hours: 1200
Number of Weeks: 100

<table>
<thead>
<tr>
<th>Term</th>
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<tbody>
<tr>
<td>ATE 101 Engines</td>
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<tr>
<td>ATE 102 Electrical</td>
<td>240</td>
</tr>
<tr>
<td>ATE 103 Power Train</td>
<td>240</td>
</tr>
<tr>
<td>ATE 104 Chassis</td>
<td>240</td>
</tr>
<tr>
<td>ATE 105 Computerized Engine Management</td>
<td>240</td>
</tr>
</tbody>
</table>

**Total Program Hours**

1200

**Program Objective:**

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

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

## Day & Evening School

### Diploma

<table>
<thead>
<tr>
<th>Total Hours:</th>
<th>900</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Weeks:</td>
<td>DAY 26, EVENING 75</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELC 101</td>
<td>Electricity Fundamentals</td>
</tr>
<tr>
<td>ELC 102</td>
<td>Residential Wiring &amp; Electrical Grounds</td>
</tr>
<tr>
<td>ELC 103</td>
<td>Commercial Electrical Applications</td>
</tr>
</tbody>
</table>

### Total Program Hours | 900

**Program Objective:**

This program will enable a student to obtain entry-level positions with the following and similar job titles: Electrician, Electrician Helper, Electrical Installer. Students will be prepared to install electrical systems in both residential and commercial applications.

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

Course descriptions may be found at the back of the catalog.
MEDICAL ASSISTANT - ADMINISTRATIVE
DAY & EVENING SCHOOL
DIPLOMA

<table>
<thead>
<tr>
<th>Term</th>
<th>Clock Hours</th>
</tr>
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<tbody>
<tr>
<td>MAA 101</td>
<td>300</td>
</tr>
<tr>
<td>MAA 102</td>
<td>300</td>
</tr>
</tbody>
</table>

Total Program Hours 600

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

Course descriptions may be found at the back of the catalog
# PHARMACY TECHNICIAN

## DAYSCHOOL

### DIPLOMA

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Description</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT 101</td>
<td>Pharmacy Technician I</td>
<td>360</td>
</tr>
<tr>
<td>PT 102</td>
<td>Pharmacy Technician II</td>
<td>360</td>
</tr>
<tr>
<td>PT 999</td>
<td>Applied Pharmacy Technician Externship</td>
<td>180</td>
</tr>
</tbody>
</table>

**Total Program Hours**: 900

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

Course descriptions may be found at the back of the catalog.
PLUMBING & HEATING TECHNOLOGY

DAYSCHOOL
DIPLOMA

Total Hours: 900 Number of Weeks: 26

<table>
<thead>
<tr>
<th>Term</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARD 101</td>
<td>Fundamentals 300</td>
</tr>
<tr>
<td>ARD 104</td>
<td>Heating Systems 300</td>
</tr>
<tr>
<td>PLM 101</td>
<td>Plumbing 300</td>
</tr>
</tbody>
</table>

Total Program Hours: 900

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

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

Course descriptions may be found at the back of the catalog.
COURSE DESCRIPTIONS
ARD 101 *Fundamentals* *(Prerequisite None)*

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

ARD 102 *Commercial Refrigeration* *(Prerequisite ARD 101)*

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

ARD 103 *Air Conditioning* *(Prerequisite ARD 101)*

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

ARD 104 *Heating Systems* *(Prerequisite ARD 101)*

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

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For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at [www.penncotech.edu/disclosure.php](http://www.penncotech.edu/disclosure.php) and select Bristol Student Consumer Information.
**AIR CONDITIONING, REFRIGERATION, HEATING Modified**

**Evening Courses**

**ARE 101 Fundamentals** *(Prerequisite None)*

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

**ARE 102 Commercial Refrigeration** *(Prerequisite ARE 101)*

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

**ARE 103 Air Conditioning** *(Prerequisite ARE 101)*

**Learning Outcomes:**
- Understand practical applications of Psychometrics and the Psychometric Chart
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- Understand and apply principles of air flow and balancing duct systems
- Understand and apply residential duct design and systems through Manual D.
- Understand and apply the cycle of refrigeration to residential and commercial air conditioning
- Understand and apply procedures of installation, troubleshooting, and repairs to residential and commercial air conditioning

**ARE 104 Heating Systems** *(Prerequisite ARE 101)*

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

---

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Electrician
Day and Evening Courses

ELC 101 Basic Electrical (Prerequisite None)
Learning Outcomes:
- Understand and apply principles of electrical safety and safe handling of tools and equipment
- Understand and apply foundational principles and theory of electricity
- Understand and apply a working knowledge of series, parallel and combination circuits
- Understand and apply a working knowledge of electrical measuring instruments
- Understand and apply principles of theory and operation of alternators, DC motors and DC generators
- Understand and apply principles of resistance, inductive and capacitive loads
- Understand and apply principles of single and three phase transformers

ELC 102 Residential Wiring (Prerequisite ELC 101)
Learning Outcomes:
- Understand and apply principles of residential electrical installations and service entrance equipment
- Understand and apply principles of residential branch circuit analysis and installation
- Understand and apply industry standard methods of wiring, splicing, grounding, lighting, structured cabling, and electrical installation of residential appliances
- Understand and apply principles of the National Electric Code

ELC 103 Electrical Wiring for Commercial Application (Prerequisite ELC 101 & 102)
Learning Outcomes:
- Understand and apply principles of commercial electrical plans and specifications
- Understand and apply industry standard methods of wiring, splicing, grounding, lighting, and luminaries
- Understand and apply principles of commercial branch circuit analysis and installation
- Understand and apply principles of load calculations for branch circuits and feeders
- Understand apply standard methods of troubleshooting and installation of commercial electrical appliances and equipment

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at www.penncotech.edu/disclosure.php and select Bristol Student Consumer Information.
AR D 101 Fundamentals (Prerequisite None)
Learning Outcomes:
- Understand foundational theories of heat transfer and temp/pressure relationships
- Understand foundational theories of thermodynamics
- Understand and demonstrate Shop Safety and Tools used in the industry
- Understand and demonstrate the use of refrigerants and components used with in the refrigeration cycle
- Understand and apply field skills of brazing, soldering, tubing and fittings
- Understand how electricity, controls, and wiring schematics are used in the field.

AR D 104 Heating Systems (Prerequisite ARD 101)
Learning Outcomes:
- Understand the combustion theory, properties of liquid and gases fuels, the proper fuel mixture.
- Understand what elements are required to establish a flame, products of combustion.
- Understand and apply skills of electrical schematics and components that apply to the heating industry.
- Understand and apply theory of air to air and ground source heat pumps.
- Understand and apply industry fundamentals of solar heating.

PLM 101 Plumbing (Prerequisite None)
Learning Outcomes:
* Understand and apply industry standards and service to plumbing systems in accordance with the National Plumbing Code
* Understand principles of operation of drain waist-vent systems and water supply systems
* Understand and apply a working knowledge of pipe fitting used in various plumbing systems
* Understand and apply industry methods of pipe installation and connections used in the plumbing industry
* Understand and apply industry methods of service to general appliances including water heaters, sinks, toilets, sanitary drainage systems, potable water supply, and storm water drainage systems

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at www.pennco tech.edu/disclosure.php and select Bristol Student Consumer Information.
ABD 101 *Collision Repair* (Prerequisite None)

**Learning Outcomes:**
- Understand and apply industry standards of shop safety and safe handling of hand, power, electric, and air tools
- Understand and apply principles of welding technologies
- Understand and apply principles of metallurgy and working sheet metal
- Understand and apply industry standards of application with body fillers and repair of plastic panels, and grit scale
- Understand and apply standard methods and procedures of assessment and repair to different metals and plastic used in the automotive industry
- Understand and apply safe handling procedures of tools and equipment used in the Auto body industry
- Understand and apply fundamental principles of theory and operation of engine cooling and exhaust systems
- Understand and apply principles of suspension
- Understand and apply principles of brake systems
- Understand and apply principles of the whole wheel including tires and balancing
- Understand and apply principles of frame measuring and pulling procedures
- Understand and apply principles body structure, assessment and repair
- Understand and apply standard methods and procedures of assessment and repair to a vehicle's major structure, drive train, suspension system, cooling, air conditioning, and brake systems

ABD 102 *Surface Prep and Paint* (Prerequisite ABD 101)

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

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**AUTOMOTIVE BODY & PAINT TECHNICIAN Modified**

* Evening Courses*

**ABE 101 Basic Body Repair** *(Prerequisite None)*

**Learning Outcomes:**

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

**ABE 102 Major Body Repair** *(Prerequisite ABE 101)*

**Learning Outcomes:**

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

**ABE 103 Surface Preparation** *(Prerequisite ABE 101 & 102)*

**Learning Outcomes:**

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

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

**Learning Outcomes:**

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

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Automotive Technology
Day Courses

ATD 101 Fundamentals *(Prerequisite None)*

**Learning Outcomes:**
- Understand early developments, design, and progresses of the automotive industry
- Understand industry standards of shop safety and safe handling of hand, air, and power tools
- Understand the applications of industry standard fasteners, gaskets, and sealants.
- Understand shop manuals, service information, and vehicle information
- Understand and apply advanced skills of precision measurement
- Understand and apply the operational principles of the internal combustion engine
- Understand the basic operation, construction and maintenance of cooling, fuel, lubrication, brakes, suspension, air conditioning, wheels and alignment
- Understand the different types and makeup of oils and fuels used in the automotive and diesel industries
- Understand and apply basic principles of electricity applicable to the automotive industry
- Understand and apply principles of welding and cutting

ATD 102 Chassis *(Prerequisite ATD 101)*

**Learning Outcomes:**
- Understand and apply principles of theory and operation of suspension systems
- Understand and apply principles of theory and operation of steering systems
- Understand and apply principles of theory and operation of brake systems
- Understand and apply principles of theory and operation of air bag systems
- Understand and apply principles of wheel alignment
- Understand and apply principles of restraint systems
- Understand and apply standard methods and procedures of diagnostic and repair to the whole chassis

ATD 103 Electrical *(Prerequisite ATD 101)*

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

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at [www.penncotech.edu/disclosure.php](http://www.penncotech.edu/disclosure.php) and select Bristol Student Consumer Information.
ATD 108 **Power Train** *(Prerequisite ATD 101)*

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

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

**Learning Outcome:**
- Understand and apply principles of theory and operation of computerized engine management systems
- Understand and apply principles of theory and operation of sensors
- Understand and apply principles of theory and operation of fuel delivery and fuel injection systems
- Understand and apply principles of theory and operation of ignition systems
- Understand and apply principles of theory and operation of emission systems
- Understand and apply standard methods and procedures of diagnosis and repair of automotive electronic and electrical systems

ATD 111 **Engines** *(Prerequisite ATD 101)*

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

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

**Learning Outcomes:**
- Understand and apply a strong sense of safety awareness.
- Understand and apply good work ethics, while maintaining professionalism.
- Understand and apply knowledge in diagnostics in all phases of automotive repairs.
- Understand and apply a sense of what takes place in an actual automotive shop.
- *Understand and apply proper automotive repair procedures.

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ATE 101 *Engines* *(Prerequisite None)*

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

ATE 102 *Electrical* *(Prerequisite None)*

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

ATE 103 *Power Train* *(Prerequisite none)*

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

ATE 104 *Chassis* *(Prerequisite none)*

**Learning Outcomes:**
- Understand and apply principles of theory and operation of suspension systems
- Understand and apply principles of theory and operation of steering systems
- Understand and apply principles of theory and operation of brake systems
- Understand and apply principles of theory and operation of air bag systems
- Understand and apply principles of wheel alignment
- Understand and apply principles of restraint systems
- Understand and apply standard methods and procedures of diagnostic and repair to the whole chassis

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at [www.penncotech.edu/disclosure.php](http://www.penncotech.edu/disclosure.php) and select Bristol Student Consumer Information.
ATE 105 *Computerized Engine Management (ATE 102)*

**Learning Outcome:**
- Understand and apply principles of theory and operation of computerized engine management systems
- Understand and apply principles of theory and operation of sensors
- Understand and apply principles of theory and operation of fuel delivery and fuel injection systems
- Understand and apply principles of theory and operation of ignition systems
- Understand and apply principles of theory and operation of emission systems
- Understand and apply standard methods and procedures of diagnosis and repair of automotive electronic and electrical systems

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

GEN 100 *Automotive Math Skills* *(Prerequisite None)*

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

GEN 101 *Computer Applications* *(Prerequisite None)*

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

GEN 102 *Applied English Fundamentals* *(Prerequisite None)*

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

GEN 103 *Occupational Writing* *(Prerequisite None)*

**Learning Outcomes:**
- Apply concepts of grammar from “Applied English Fundamentals” to writing sentences
- Understand how to combine sentences to form effective paragraphs
- Understand how to combine paragraphs to form a technical paper
- Understand how to create a “Works Cited” for all sources used to create a technical paper.

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Medical Assistant – Administrative
Day and Evening Courses

MAA 101 (Prerequisite None)

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

MAA 102 (Prerequisite MAA 101)

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

For more information about our graduation rates, the median debt of students who completed the program and other important information, please view our website at www.pennotech.edu/disclosure.php and select Bristol Student Consumer Information.
PT 101 (Prerequisite None)
Learning Outcomes:
- Understand the role the CpHT plays in the pharmacy profession
- Understand pharmacy jurisprudence and its significance to the pharmacy profession
- Understand anatomy and physiology; body systems, tissue and cellular structures and the pathological conditions in the body
- Learn the brand and generic names of medications that are used for each body system
- Understand the pharmacological effects of the actions and uses of medications, why medications are needed and the body functions involved
- Understand pharmaceutical calculations and business applications

PT 102 (Prerequisite PT 101)
Learning Outcomes:
- Understand the processes of sterile and non-sterile compounding
- Understand the Anatomy & Physiology of the endocrine, cardiovascular, digestive, respiratory, urinary and reproductive systems
- Understand the medications and drug classifications related to each system, brand, generic, and use of selected medications for each body system
- Understand the automation, drug distribution systems, computer applications, material management, policy and procedure, reimbursement, and pharmacy technicians’ role in various pharmacy settings
- Understand pharmaceutical calculations involved in compounding and IV preparation
- Prepare for the National Certification Exam

PT 999 (Prerequisite PT 101 & 102)
Six weeks (180 hours) of on the job experience without pay and direct supervision of qualified management personnel is required of each student. The internship will be completed at a pharmacy, hospital, or other appropriate healthcare facility. A written evaluation of each student’s performance must be completed by the appropriate person at the internship site.

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

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

School Administration:

John Hobyak, Jr.  
Chief Executive Officer  
President
Michael Hobyak  
President
Glenn Slater  
Vice President
Scott Simpson  
School Director
Chris Ryan  
Director of Business Administration
Keena Fitzhugh  
Director of Financial
Mark Racagno  
Director of Education
Hakiem Coles  
Director of Student Services
Teresa Scheerer  
Director of Career Services
Gene Bomgardner  
Director of IT
Jack Carduff  
Director of Maintenance
Jen Crowley  
Director of Child Care
Nick Ditaranto  
Education Administrator

Admissions Representatives:

John DeRito  
Traci Coakley  
Frank Long

Financial Aid Administrators:

Pattie Himes  
Maria Jean-Brian  
Kristen Nieves

Career Service Associate:

Miranda Colon

General Administration:

Sondra Koob  
Serena Sylvester  
Melissa Gonzales

Faculty:

ACRH/Plumbing  
Auto Tech  
Auto Body  
Medical Assistant - Administrative
Ken Albrecht  
Nick Di’Taranto  
Michael Rogowski  
Kristin Himes
Tim Stockton  
Rand Feldman  
Lew Wolcott  
Mark Stuchko
Tony Burke  
Frank Homza  
Electrician  
Pharmacy
Vince Budzwak  
Mark Wharton  
Brian Amoroso  
Michelle Miller
David Engel  
Medical Assistant - Administrative

Staff:

Cathy Gonzalez  
Assistant Director of Financial Aid  
Business Manager
Angela Nemeth  
Business Manager
Deborah Rexon  
Librarian
Sandy Amenta  
Librarian
Amy Haruch  
Bursar
Victor Hom  
Human Resources Manager

Assistant of Financial Aid  
Business Manager  
Librarian  
Bursar  
Human Resources Manager  
Student Loan Coordinator

Assistant of Financial Aid  
Business Manager  
Librarian  
Bursar  
Human Resources Manager  
Student Loan Coordinator
NOTES

Admissions Representative: ____________________________

Program: ________________________________

Start Date: ____________________________________

Program (Circle One): DAY EVENING

Day Hours: Monday – Friday

7:30 am - 3:00 pm

Evening Hours: Monday, Wednesday & Thursday

6:00 pm – 10:00 pm
### 2016 Pennco Tech Holidays

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<th>Date</th>
<th>Day</th>
<th>Holiday</th>
<th>Make-up Needed</th>
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<td>January 1, 2016</td>
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<td>Monday</td>
<td>Memorial Day</td>
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## Bristol Tuition

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<th>Hours</th>
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<th>WeekSch</th>
<th>Reg Fee</th>
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## Bristol Orientation/Start/Grad Schedule 2016

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