REGISTRATION
(Short-Term & Full-Time Programs)

**BY MAIL**: Complete and mail the application form from the Continuing Education Office *(also available at www.gactc.edu)* with your fee.

**BY FAX**: Fax your completed registration form to 814.941.4690. Registrations received by fax will be accepted by using credit or debit card.

**WALK IN**: Stop by the Continuing Education Office, on the fifth floor at the GACTC. Regular business hours are Monday – Friday 7:30 AM – 4:00 PM and Monday – Friday 7:30 AM – 3:30 PM during summer months.

**ONLINE**: Apply online at www.gactc.edu.

REGISTRATION
(Individual Courses/Certifications)

**BY MAIL**: Complete and mail the registration form at the back of this catalog *(also available from the Continuing Education Office)* with your fee, if applicable.

**BY PHONE**: Call the Continuing Education Office at 814.941.TECH (8324). Registrations received by phone will be accepted by using credit or debit card.

**BY FAX**: Fax your completed registration form to 814.941.4690. Registrations received by fax will be accepted by using credit or debit card.

**WALK IN**: Stop by the Continuing Education Office, on the fifth floor at the GACTC. Regular business hours are Monday – Friday 7:30 AM – 4:00 PM and Monday – Friday 7:30 AM – 3:30 PM during summer months.

WHERE TO FIND US

**FROM NORTH (TYRONE)**
Follow Route I-99 South to 17th Street Interchange. Then right, on to 17th Street. Follow to 4th Avenue. School is on the right.

**FROM SOUTH (BEDFORD)**
Follow Route I-99 North to 17th Street. Follow 17th Street to 4th Avenue. School is on the right.

**FROM EAST (HARRISBURG-HUNTINGDON)**
Follow Route 22 West to Frankstown Road (also known as Route 220 shortcut) Turn right on to Frankstown Road. Follow to Route I-99 Interchange. Turn on to Route I-99 North and follow to 17th Street. Follow 17th Street to 4th Avenue. School is on the right.

**FROM WEST (PITTSBURGH-JOHNSTOWN-EBENSBURG)**
Follow Route 22 East to Route I-99 North Interchange. Follow Route I-99 North to 17th Street. Follow 17th Street to 4th Avenue. School is on the right.
## Full-Time Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Office Specialist</td>
<td>16</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>18</td>
</tr>
<tr>
<td>Automotive/Diesel Technology</td>
<td>19</td>
</tr>
<tr>
<td>Cabinetmaking/Finished Carpentry</td>
<td>21</td>
</tr>
<tr>
<td>Carpentry/Construction</td>
<td>22</td>
</tr>
<tr>
<td>Collision Repair &amp; Refinishing Tech.</td>
<td>23</td>
</tr>
<tr>
<td>Computer Prog./Oracle Academy</td>
<td>24</td>
</tr>
<tr>
<td>Computer Technology/Cisco Academy</td>
<td>25</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>26</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>27</td>
</tr>
<tr>
<td>Digital Printing Technologies</td>
<td>28</td>
</tr>
<tr>
<td>Drafting/Design Technology</td>
<td>29</td>
</tr>
<tr>
<td>Electrical Trades</td>
<td>30</td>
</tr>
<tr>
<td>Electro Mechanical Engineering Tech.</td>
<td>32</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>33</td>
</tr>
<tr>
<td>Expanded Function Dental Assistant</td>
<td>34</td>
</tr>
<tr>
<td>HVAC w/ Related Plumbing &amp; Electrical</td>
<td>37</td>
</tr>
<tr>
<td>Interior Decorating &amp; Finishing</td>
<td>38</td>
</tr>
<tr>
<td>Logistics &amp; Materials Management</td>
<td>39</td>
</tr>
<tr>
<td>Masonry</td>
<td>40</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>41</td>
</tr>
<tr>
<td>Medical Office Specialist</td>
<td>43</td>
</tr>
<tr>
<td>Multimedia and Web Design</td>
<td>44</td>
</tr>
<tr>
<td>Outdoor Power Equipment Tech.</td>
<td>46</td>
</tr>
<tr>
<td>Precision Machining</td>
<td>47</td>
</tr>
<tr>
<td>Retail Marketing/Entrepreneurship</td>
<td>48</td>
</tr>
<tr>
<td>Visual Arts Technologies</td>
<td>49</td>
</tr>
<tr>
<td>Welding Technology with Print Reading &amp; Math</td>
<td>51</td>
</tr>
</tbody>
</table>
MISSION STATEMENT

The mission of the Greater Altoona Career and Technology Continuing Education Office is to provide occupational specific education to adults in collaboration with business, labor, and community in preparation for the demands of the 21st Century. The Continuing Education Office further believes that vocational technical education should be an integral part of lifelong education with a dual purpose: (a) to provide individuals with the skills and knowledge needed to enter employment or to pursue further education; and (b) to assist in the economic development of the area by providing business and industry with productive, adaptable, and competent workers.

PHILOSOPHY

The Continuing Education Office subscribes to the philosophy that it can enrich an ever-expanding community by providing educational programs to help each individual student grow as a person, as a worker, and as a citizen. By accepting all persons, each at their respective level of development, the GACTC asserts that it believes in the best possible education for all Americans, regardless of race, creed, national origin, and past development. This institution recognizes that an ever growing number of persons are in need of experiences that will allow them to compete in and contribute to the rapidly changing technological society. To this end, the Continuing Education Office believes that it must provide an occupation oriented education for the training and retraining of both young and mature adults in order to meet its responsibility to local, state, and national needs for skilled workers who are sufficiently flexible to respond to changing demands and sufficiently creative to find new means of meeting these demands. The Continuing Education Office believes that education is a continuing need for every citizen. It stands ready to provide training and enrichment for all members of the community, both through formal instruction in all areas of adult needs and interests, and through informal means by its involvement in community affairs. The area school firmly maintains the position, both through its philosophy and its action, that education should be the leaven in the loaf of community life.

In sum, the Continuing Education Office believes it is uniquely fitted through its diversified, yet united programs to contribute to the development of the individuals within the geographic area it serves and thus, the development of the area itself. It believes that, to function in a society marked by rapid technological advance and vast diversification and specialization, the individual needs to acquire an understanding both broad and deep of the great inherited body of knowledge and the democratic tradition. It believes that it has a responsibility to help all people toward the fulfillment of their desire to be “more intensely human, more greatly good.

NON-DISCRIMINATION POLICY

The Greater Altoona Career & Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. For information regarding civil rights, grievance procedures or access, contact Title IX Section 504 Coordinator, Jason Hicks, at 1500 Fourth Avenue, Altoona, Pennsylvania, 16602-3695, jason.hicks@gactc.edu or telephone (814) 946-8457.
When should I register?

**Individual Courses:** Each course has a limited number of available seats. Please register early. Courses are filled on a first-come, first-serve basis.

**Short-Term & Full-Time Programs:** Applications are accepted on an ongoing basis.

What if my individual course is cancelled?
If there is insufficient enrollment in a particular course you will be notified by a Continuing Education staff member before the scheduled start date. You may change from your cancelled course to one that is running or you may request a full refund. Any payment that has been made will be refunded.

What day and time does my individual course start?
Dates and times for all courses are listed in the course description. If a course has TBA listed for a date and/or time, please call the Continuing Education Office at 814.941.TECH (8324) for more information. Start dates and times are subject to change. You will be notified accordingly if changes are necessary.

what day and time does my short-term or full-time program start?
Dates and times for all short-term and full-time programs are listed in the program description. If a program has TBA listed for a date and/or time, please call the Continuing Education Office at 814.941.TECH (8324) for more information.

What about inclement weather?
There are certain occasions that may require the GACTC to cancel class due to inclement weather. If the school is closed for the day due to weather conditions, all Continuing Education classes are also cancelled. If you are unsure if classes are in session please call the Continuing Education Office at 814.941.TECH (8324).

What is the refund policy?
Individual Courses: There will be no total refund of the registration fee. If a registrant seeks a refund before the first regularly scheduled class session, a minimum fee of five dollars ($5.00) will be withheld by the school. The request for refund must be in writing to the Coordinator of Continuing Education. There will be no refund after the first regularly scheduled class session. The GACTC requires a 24 hour notice for cancellation from a class.

Short Term & Full-Time Programs see pages 10-11.

FAQs

**QUESTIONS?**
Please call the Continuing Education Office at **814.941.TECH** (8324)

Greater Altoona Career & Technology Center
Adult & Continuing Education Office
1500 Fourth Avenue, Altoona, PA 16602
www.gactc.edu | 814.941.TECH

REGULAR OFFICE HOURS
Monday – Friday
7:30 a.m. – 4:00 p.m.

SUMMER OFFICE HOURS
Monday – Friday
7:30 a.m. – 3:30 p.m.

www.gactc.edu | 814.941.TECH
FINANCIAL AID

Various programs may qualify for Financial Aid from one or more of the following:

- Pell Grant
- OVR
- VA
- Federal Direct Loans
- TAA/TRA
- WIOA

Applicants may apply online for financial aid at www.fafsa.ed.gov or contact the GACTC’s Financial Aid Office at 814.505.1257 for more information. Completing the FAFSA form will automatically begin the Federal Pell Grant application. There is no financial obligation to complete the FAFSA form.

One year programs are NOT eligible for the PA State Grant. Please disregard the letter you will automatically receive indicating ineligibility for state grants. The FAFSA form can be completed as early as October of the previous academic year. Financial Aid is based on the prior-prior year’s (PPY) tax information. Once the FAFSA form is complete you must go online and complete the entrance counseling and sign a Master Promissory Note, which is the actual loan document. The website is https://studentloans.gov. Please contact the GACTC’s Financial Aid office with additional questions at 814.505.1257.

PELL GRANT: This award made by the Federal Government is for students in undergraduate study. Students complete an application and eligibility is determined by the Department of Education. Title IV Institution Code: 015272

OCCUPATIONAL VOCATIONAL REHABILITATION (OVR): Individuals who are physically, mentally, and/or emotionally impaired may make application at the nearest Office of Vocational Rehabilitation for assistance with vocational training or retraining. If approved for OVR funding the approved award amount will be applied to tuition, fees, and/or materials.

VETERANS (VA): Most adult programs are state approved for VA educational benefits. The veteran or other eligible persons must be accepted in a program as an adult student. The veteran must apply for benefits through VONAPP on the G.I. Bill website. Upon approval, the veteran will receive proper notification from the Veterans Affairs Office. NOTE: It is the veteran’s responsibility to pay all tuition charges according to the regular schedule.

FEDERAL DIRECT LOANS: These are low-interest loans for students and parents to help pay for the cost of a student’s education after high school. The lender is the U.S. Department of Education, through the entity you deal with, your loan servicer, can be a private business.

TRADE ADJUSTMENT ACT (TAA/TRA): Funding through the Trade Act is provided to dislocated workers who have lost factory employment due to foreign competition. This funding generally pays for tuition, fees, and required supplies. Normally, individuals are notified at their place of work or their point of contact.

WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA): Individuals who meet the Workforce Innovation & Opportunity Act eligibility requirements may participate in classroom training. All applications are taken at the Workforce Innovation & Opportunity Act Office (CareerLink) located in the county of residence. For more information, interested individuals should call their local WIOA/CareerLink office.
<table>
<thead>
<tr>
<th>TITLE IV PROGRAM</th>
<th>TYPE OF AID</th>
<th>OTHER SPECIFIC FACTS</th>
<th>GRANT/LOAN LIMITS</th>
<th>DISBURSEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>Grant – Does not need repaid</td>
<td>Available to undergraduates only.</td>
<td>$5,816 (2016-2017)</td>
<td>School acts as the Department of Education’s (ED) agent</td>
</tr>
<tr>
<td>Subsidized Loans</td>
<td>Loan – Must be repaid</td>
<td>Subsidized: ED pays interest while the student is in school and during the grace and deferment periods.</td>
<td>$3,500 annual/$23,000 lifetime; depending on grade level</td>
<td>Direct Loans: ED disburses funds to school to disburse to students.</td>
</tr>
<tr>
<td>Unsubsidized Loans</td>
<td>Loan – Must be repaid</td>
<td>Unsubsidized: The borrower is responsible for paying interest during the life of the loan.</td>
<td>Dependent $2,000 Independent $6,000 annual/$57,500 lifetime; depending on grade level and amount of subsidized loan borrowed</td>
<td>Direct Loans: ED disburses funds to school to disburse to students.</td>
</tr>
<tr>
<td>Plus Loan</td>
<td>Loan – Must be repaid</td>
<td>Available to parents of dependent undergraduate students.</td>
<td>Cost of attendance minus any other financial aid received.</td>
<td>Direct Loans: ED disburses funds to school to disburse to students.</td>
</tr>
</tbody>
</table>

** Programs less than 900 hours will be prorated.

*** Programs exceeding 900 hours may have additional aid for the second academic year.
STUDENT SERVICES

The GACTC provides general career and educational counseling to assist students in achieving success in their training and education. Counseling regarding academic performance and tutorial assistance is available to all adult students.

COOPERATIVE EDUCATION PROGRAM

This program is available to adult students enrolled in full-time programs and is designed for “on-the-job” training in an occupational area compatible to the vocational-technical course in which the student is presently enrolled. Adult students must complete ¾ of their training to be eligible for co-op placement. They also must:

· Be in good academic standing.
· Maintain regular attendance (no active attendance probation).
· Display vocational competency.
· Be recommended by the GACTC instructor.
· Have an approved Co-op program compatible with GACTC course of study.
· Have all tuition/fees paid in full.

INTERNSHIPS/EXTERNSHIPS

Adult students in various full-time programs have the option of participating in an internship or externship experience based on availability. An internship/externship is an educational plan which integrates classroom experience and practical experience in business situations. It allows students to translate academic principles to action, refine career interests, and to develop skills and abilities associated with their educational training.

To apply, students must be in good academic standing, maintain regular attendance and have the recommendation of their instructor. Both internships and externships last approximately six weeks.

CAREER PLACEMENT SERVICES

The school, through its career placement services, makes every effort to assist graduates in locating job opportunities. The school does not guarantee employment. Students are referred for interviews based on requests received from employers and the recommendation of instructor(s).

Students are urged to pursue employment opportunities provided. Those accepting employment after leaving school are asked to notify the school for their permanent record.

COMPUTER USE AND INTERNET ACCESS

The school provides access to computers, a computer network, Wi-Fi, and the Internet for adult students. Students must sign and abide by the Acceptable Use Policy to utilize these services. Students may use the computer lab in room 502 after confirming availability of the lab with the Continuing Education Office.
ADMISSION POLICY
The Greater Altoona Career and Technology Center, GACTC, maintains an open-door policy for admission. All applicants must possess a high school diploma or a high school equivalency diploma. Acceptance to several programs of study is based upon the applicant meeting the requirements (including necessary academic skills and prerequisites) of the specific program of study. Admission to some programs of study may be limited by available facilities, number of faculty, and available space. The GACTC may guide the enrollment of applicants in an effort to improve his/her opportunity for success.

The school reserves the right to deny admission or readmission to any student if, in the opinion of school authorities, his/her admission is not in the best interest of the student or the school.

ADMISSION PROCEDURE – INDIVIDUAL COURSES
1. Students must be 18 years of age
2. Complete and submit registration form (included in the back of catalog)
3. Submit payment for the course to the Continuing Education Office

ADMISSION PROCEDURE – SHORT-TERM AND FULL-TIME PROGRAMS
To be considered for admission, prospective students must submit the following:

1. Application (paper or online at www.gactc.edu) and application fee
2. TABE test results
   a. The TABE test is of no charge and must be scheduled with the Community Education Center at 814.946.8330.
   b. Applicants that have attended high school within the last two years or another post-secondary institution may be exempt from taking the TABE test. Transcripts must be submitted to the Continuing Education Office.
   c. All applicants must obtain a minimum of a 9th grade level. Medical Assistant applicants must achieve a 10th grade level or higher. EFDA students must achieve an 11th grade level or higher.
   d. Provisional admission can be requested by an applicant, if he/she achieves a TABE score of 6.0 in reading and math with the understanding that he/she must receive remedial tutoring and reach the required score on or before the provisional time frame has expired.
3. Criminal Background Clearance
   a. All applicants must submit his/her criminal background clearance.
   b. Applicants may submit the criminal background form with the required fee to the Continuing Education Office for processing.
   c. The GACTC reserves the right to deny entrance to adult educational programs based on the results of the criminal background check.
   d. The GACTC reserves the right to accept an applicant with a criminal background based on the severity, date(s), and frequency of the conviction(s). If a student is deemed acceptable for admission, he/she will be admitted on a “provisional status”.
4. PA Child Abuse Clearance
   a. All applicants must submit his/her PA Child Abuse Clearance.
   b. Applicants may submit the PA Child Abuse form with the required fee online or by mail for processing.
   c. The GACTC reserves the right to deny entrance to adult educational programs based on the results of the PA Child Abuse Clearance.

Each applicant will be interviewed by the Continuing Education Counselor and/or the Continuing Education Coordinator and will have his/her application reviewed. If all items submitted/completed are adequate for admission, an acceptance letter will be provided to the applicant.

A $100 registration fee is due at the time of acceptance for all full-time programs. This fee is non-refundable and guarantees the student’s place in class. The deadline for submission of the fee will be stated in the acceptance letter. Additional documentation may be required for specific programs.
A student's tuition account must be satisfied and completed prior to the completion of his/her training program. Failure to pay the tuition may result in the GACTC holding the student's diploma or certificate until the account has been satisfied. If the student is being sponsored by an agency, funding source, or special program, a letter must be sent to the Continuing Education Office verifying sponsorship or funding prior to enrollment.

**ADVANCED PLACEMENT**
Appropriate credit is given for comparable previous training. A student wishing to transfer from another school is required to furnish a transcript of grades and a financial aid transcript from the school attended. Transfer students must have a 2.0 Q.P.A. (“C” Average) or higher. Comparable courses will be evaluated by the Continuing Education Coordinator and credits will be granted for courses similar in content and character. A “C” grade or better in each course transferred is required. At least 60% of the courses required for graduation must be completed at the GACTC. A course for which no credit or grade is given at the previous institution cannot be transferred. Developmental, review, or remedial courses are not transferrable.

**READMISSION**
Students who have been dismissed may reapply to be readmitted to the institution after a waiting period of two quarters. Such students will be enrolled on a probationary status if accepted. A student must complete a period of one quarter with at least a 77% and an attendance rate of 95% for the period before financial aid awards will be made. This procedure applies only to dismissals caused by lack of satisfactory progress. It does not apply to voluntary withdrawals. Re-entering students will be charged at the current tuition rates.

**TUITION POLICY (FULL-TIME PROGRAMS)**
Tuition is determined annually based on the operational cost of each program and on state reimbursements and guidelines.

A $100.00 non-refundable registration fee is due at the time of acceptance for all students in all full-time programs of study.

The program of study consists of a full program year divided into two payment periods. Each payment period is equal to 50% of the scheduled program year. Full tuition payment for each payment period is due by or before two weeks prior to the first day of class for that payment period. If desired, students may prepay for the entire school year prior to beginning the program. Tuition is adjusted accordingly for part-time and advanced placement students.

Note: EFDA and MA programs of study consist of a full program year and a prorated program year. Please contact the Financial Aid Office with any questions at 814.505.1257.

Students with delinquent accounts over 10 days are subject to suspension from school until the account is paid. For any current or former student, if an account remains delinquent, the school reserves the right to withhold services along with the diploma, transcript of grades or other records of achievement. All delinquent accounts are subject to the collection procedures established by school policy.

Financial assistance is accepted for tuition payment upon receipt of such approval. This must be submitted to the school according to the payment schedule. A minimum of 6-8 weeks processing time is needed for most types of financial aid. For more information on tuition rates please visit www.gactc.edu.

**REFUNDS - INDIVIDUAL COURSES**
There will be no total refund of the registration fee. If a registrant seeks a refund before the first regularly scheduled class session, a minimum fee of five dollars ($5.00) will be withheld by the school. The request for refund must be in writing to the Continuing Education Office. There will be no refund after the first regularly scheduled class session. The GACTC requires a 24 hour notice for cancellation from a class.

**REFUNDS – SHORT-TERM PROGRAMS**
There will be no total refund of the registration fee. If an applicant seeks a refund before the first regularly scheduled class session, a minimum fee of five hundred dollars ($500) will be withheld by the school. The request for refund must be in writing to the Continuing Education Office. After classes begin, refunds will be prorata.
Tuition amount retained is calculated based on hours attended in the program for the payment period at the hourly rate cost for the program. Textbooks, tools, supplies, and certifications received will be added on to the amount due. After greater than 60 percent of the payment period is completed, no refund is given.

**REFUNDS - FULL-TIME PROGRAMS**

Refunds are based on payment period costs and are calculated on a prorata basis. One hundred percent (100%) of tuition shall be refunded if a student withdraws within 5 days of the start of the academic year. After classes begin, refunds will be prorata. Tuition amount retained is calculated based on hours attended in the program for the payment period at the hourly rate cost for the program. Textbooks, tools, supplies, and certifications received will be added on to the amount due. After greater than 60 percent of the payment period is completed, no refund is given.

The student should officially terminate or withdraw from the program in writing. Upon completion of the withdrawal/termination form, any refund due will be calculated according to the last date of attendance.

Note: Students who withdraw before program completion may owe tuition or book costs based on the difference between federal aid required to be returned and the school's refund policy. Refunds of less than $1.00 will not be refunded.

**REFUND DISTRIBUTION**

All refunds will be made within thirty (30) days of withdraw or termination. If a refund is due to a student under the institutions refund policy and the student has received any Title IV aid as part of the student’s aid package, the refund will be distributed in a specified order of priority.

Refunds will be first made to the lender of a Title IV Loan to reduce the loan principle. Second, if applicable, the refund will be applied to reduce any Title IV grant amounts received. Third, if applicable, the refund will be made to the sponsoring agency, student or parent.

All information on program costs and refund policies is made available to all applicants and is distributed prior to day one (1) of enrollment.

**RETURN OF TITLE IV FUNDS**

The Financial Aid Office is required by federal statute to determine 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. For a student who withdraws after 60% of a payment period or term, there are no unearned funds. However, a school must still complete a “Return calculation” in order to determine whether the student is eligible for a post-withdrawal disbursement.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) 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 formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than 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 aid than disbursed to him/her, 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 30 days after the date of the determination of the date of the student’s withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Direct Loans (other than PLUS loans)
- Subsidized Federal Direct Loans
- Direct PLUS Loans
Federal Pell Grants for which a Return of funds is required

Questions regarding Title IV funding should be directed to the Financial Aid Office at 814.505.1257.

BAD CHECK FEE
A $15 fee will be assessed for each bad check or other instrument presented by or on behalf of the student and accepted that is not negotiable. Payment of the fee and the amount due must be paid in full to continue in the program.

HOUSING & PARKING
The GACTC does not maintain student housing of any type. Students are permitted to park in the designated parking lots with display of issued parking tag. Handicapped parking is provided.

CLASS ATTENDANCE
Students are expected to attend all classes as scheduled as an academic obligation. Student grades are based on prompt completion of all assignments, presence for all examinations, reading of the required references, and participation in class discussions as well as on the general quality of work. Instructors have no inherent obligation to provide make-up opportunities for an absence unless, in their judgment, the reason for the absence warrants such consideration.

Each instructor maintains a record of attendance and has a right to determine the importance of any absences a student may incur during the course insofar as the absence affects the student’s performance and achievement in class, the taking of examinations, class participation, laboratory work, or any other factor considered by the instructor as determining the grade a student will receive. All coursework must be completed with the last meeting of the class. No incomplete grades are permitted.

Absences are monitored and reported to the Continuing Education Office.

Tardiness – Students reporting late for class will be considered tardy and may be denied admission by the instructor and be recorded as absent. Exact time will be recorded by the instructor.

Class Cuts – Class cuts are not permitted and shall be recorded as unexcused absences.

ABSENCES / TARDINESS
All students’ attendance is recorded by the instructor on a daily basis. A student is expected to maintain regular attendance in the instructional program. Employers recognize that students who attend their educational program with regularity will also be a more responsible and reliable worker on the job. Employers often request attendance records of the students in addition to performance and behaviors demonstrating the student’s willingness to learn. Veterans and other students receiving assistance from the Veterans Administration are required to submit monthly attendance records.

Students who are absent for more than 6% of program hours may not be issued a diploma and may be terminated from the training program. Students reporting late for class will be considered tardy and may be denied admission by the instructor and be recorded as absent. All students are required to fill out an absentee form in the Continuing Education Office upon their return to school.

Students are required to call the Continuing Education Office between 7:30 and 8:30 a.m. if they are going to be absent or late for class – 814.941.TECH(8324)

Certain matters may necessitate an individual not being in class. Although they may be justified, these days are still marked as days absent. The following are examples:

1. An illness of three or more consecutive days must be substantiated by a physician’s note. In situations of frequent absence intermittently in single days (such as every Friday) the instructor may, with the permission of the Continuing Education Coordinator, ask for a physician’s confirmation for single days of absence.
2. Legal matters, such as court hearings or jury duty substantiated by a lawyer’s or court officer’s verification.
3. Family emergency (e.g., death of parent, funeral, severe illness of child) will be considered only at the discretion of the Continuing Education Office and must be documented.
4. Serious illness of child or spouse which results in three or more consecutive absences must be substantiated by a physician’s note.
5. Job interviews must be taken care of after class hours. Exceptions may be granted by the Coordinator of Continuing Education.
6. In the event of inclement weather (provided there is a traveler’s advisory announced over the local radio stations) tardiness will be excused if the students arriving late for class are within reasonable limits.

Extenuating circumstances that prevent a student from attending class (e.g., medical emergency, etc.) will be evaluated by the Continuing Education Coordinator as it relates to fulfilling diploma requirements. Individual determinations regarding attendance policy may be made if justification is provided and all other academic and financial requirements are met.

A student who has been absent for 5 consecutive school days without authorization shall be determined to have left the school and shall be terminated from his/her course of instruction.

**LEAVE**

A leave of absence may be granted to students who wish to interrupt their training for personal and/or medical reasons. A request for personal or medical leave of absence shall be submitted in writing at least five (5) days in advance, or in emergency situations as soon as possible after the leave begins, or time away from school will be considered an unexcused absence. A temporary leave of absence shall not exceed a period of three (3) weeks.

**MILITARY LEAVE**

Students who must be absent for military orders requiring active duty, may be excused from classes if a copy of the orders is submitted to the Continuing Education Office. Military leaves of absence for this purpose are allowed for the extended training required for the Reserve or National Guard on an annual basis.

**SATISFACTORY ACADEMIC PROGRESS**

Federal and state regulations require students receiving financial aid be enrolled in an eligible program for the purpose of obtaining a certificate or degree. Students are responsible for meeting satisfactory academic progress toward completion of their program. The standards of student progress are outlined below. Federal regulations require that in order to be making satisfactory progress towards a diploma, students must maintain specified grade averages as well as proceed through the course at a pace leading to completion in the specified time frame. Satisfactory progress is defined as meeting the following minimum requirements:

- Student competency in 75 percent of the work defined by the course guidelines and coursework completion at an acceptable level of performance.

AND / OR

- Students must maintain a quarterly minimum grade point average of 2.0 (on a scale of 4.0), 70% or a C.

Any student not achieving the satisfactory level will be advised by the Continuing Education Office of useful techniques in reaching or exceeding the minimum requirements. Students may be placed on academic probation for a period no longer than forty-five (45) calendar days.

While on academic probation, Title IV Federal Student Aid Funds will not be negotiated by the school or disbursed. The student must demonstrate reasonable progress toward the satisfactory level within the maximum 45 day time frame.

No private loan funds, federal loans or grants may be paid to your account for a subsequent term until after grades for the probationary period have been reviewed and your status determined to be satisfactory.

In the event of failure to improve to a satisfactory level within the prescribed time frame, the student may be dismissed. Any unearned portion of funds received by the school will be returned appropriately.

Students are required to complete their program within a time frame of 150% of the program’s assigned clock hours. For example, a 900 clock hour program must be completed within 1350 clock hours or a student will lose eligibility for financial aid.
Financial Aid Satisfactory Academic Progress does not imply a student is academically dismissed from the school. Any appeal of ineligibility is good for only one grading term or period.

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the Continuing Education Coordinator. In cases of extenuating circumstances, special arrangements, may be made with school administration. These cases will be handled on an individual basis.

**DIPLOMA/CERTIFICATE REQUIREMENTS**

- The student must complete all program courses, achieve a 2.0 grade point average on a 4.0 scale overall or 70%.
- The student has attended 95% of the class. See absence policy.
- The student has satisfied all financial obligations owed to the school.

Extenuating circumstances that prevent a student from attending class will be evaluated by the Continuing Education Coordinator as it relates to fulfilling program requirements. A determination may be made to waive the policy if justification is provided and all other academic and financial requirements are met.

**REQUIRED COMPLETION RATE**

In order to continue to receive financial aid funds, students must attend class regularly. Attendance will be reviewed on an ongoing basis. If students have not attended at least 94% of the hours that were originally agreed upon in the enrollment contract, they will be placed on attendance probation. If at the end of the next quarter, their cumulative attendance rate is not at least a 95% their financial aid may be terminated. Students may appeal for an additional probationary period if their attendance during the first probationary period was at least 90% even though the cumulative average is not 94%.

Although family emergencies and medical needs are still counted as days absent, consideration is given to an individual regarding the attendance policy.

Periods during which students have formally requested and received a leave of absence or have officially withdrew from the institution will not be considered in calculating this figure.

**GRADING**

Each course has measurement guidelines for assessment of student's competence. How well a student demonstrates competence will be indicated on a student's report card and transcript by means of a letter grade. Grades are issued at the completion of an individual course or quarterly, depending on the program of study.

The grading system is measured against a standard norm which is designated to assess student progress, growth, acquired knowledge, and skill competence.

**Administrative Office Specialist, Medical Assistant, Medical Office Specialist, HVAC, and Welding:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100(4.00)</td>
</tr>
<tr>
<td>A</td>
<td>93-96(4.00)</td>
</tr>
<tr>
<td>A-</td>
<td>90-92(3.67)</td>
</tr>
<tr>
<td>B+</td>
<td>87-89(3.33)</td>
</tr>
<tr>
<td>B</td>
<td>83-86(3.00)</td>
</tr>
<tr>
<td>B-</td>
<td>80-82(2.67)</td>
</tr>
<tr>
<td>C+</td>
<td>77-79(2.33)</td>
</tr>
<tr>
<td>C</td>
<td>73-76(2.00)</td>
</tr>
<tr>
<td>C-</td>
<td>70-72(1.67)</td>
</tr>
<tr>
<td>D+</td>
<td>67-69(1.33)</td>
</tr>
<tr>
<td>D</td>
<td>63-66(1.00)</td>
</tr>
<tr>
<td>D-</td>
<td>60-62(0.67)</td>
</tr>
<tr>
<td>F</td>
<td>59 and below (0)</td>
</tr>
</tbody>
</table>

**Expanded Function Dental Assistant:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92-100</td>
</tr>
<tr>
<td>B+</td>
<td>89-91</td>
</tr>
<tr>
<td>B</td>
<td>82-88</td>
</tr>
<tr>
<td>C+</td>
<td>79-81</td>
</tr>
<tr>
<td>C</td>
<td>72-78</td>
</tr>
<tr>
<td>D</td>
<td>62-71</td>
</tr>
<tr>
<td>F</td>
<td>61 and below (0)</td>
</tr>
</tbody>
</table>

**Intergenerational:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B</td>
<td>86-92</td>
</tr>
<tr>
<td>C</td>
<td>77-85</td>
</tr>
<tr>
<td>D</td>
<td>70-76</td>
</tr>
<tr>
<td>F</td>
<td>69 and below (0)</td>
</tr>
</tbody>
</table>
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act of 1974 grants students the right to review their educational records. Students wishing access to their records should make the request in writing to the Continuing Education Office. Students may also request that the school not release directory information including student name, address, telephone number, date and place of birth, dates of attendance, degrees, and honors. Requests to withhold directory information should be made in writing to the Continuing Education Office within 2 weeks of the beginning of each course.

POSSESSION OR USE OF TOBACCO

In the interest of creating a healthy environment for our students, employees, and visitors, no smoking and/or use of smokeless tobacco will be permitted at any time in the school building, entrance ways, on the sidewalks, on the loading docks at either end of the building, or anywhere else on the surrounding premises of the school.

The no-smoking policy will be enforced in two stages:

First Offense: A letter of warning will be sent to the offender stating that he/she is in violation of school policy, in addition to a 3 day suspension for students.

Additional Offenses: The adult student may be suspended or terminated from the school.

*A fine may also be imposed. This policy will apply to employees, students and visitors.

ACCIDENT REPORT

In the event of an accident or injury, the student must complete an accident report form with the instructor to record the injury and the specifics which led up to the injury. The accident report for each occurrence must be completed and signed by both the instructor and the student. The report should then be provided to the Continuing Education Office.

RATES & HOURS SUBJECT TO CHANGE

INTERGENERATIONAL FULL-TIME PROGRAMS

Adult students may be admitted to vocational or technical programs taught primarily to high school students. This type of training is referred to as “intergenerational”. Adult enrollment is permitted yearly on a space available, tuition basis. Full time study consists of classes operating five hours daily from 8:15 a.m. – 10:50 a.m. and 12:15 p.m. – 2:40 p.m. for 180 days.

In addition to the technical course of study, students must also participate in a shop related math course and a job readiness course.

Upon satisfactory completion of all course and attendance requirements, students receive a diploma. A variety of programs also offer the opportunity to obtain industry certifications.

HIGHER EDUCATION

Although not required, students have the opportunity to articulate to an associate degree program through the partnership of the Greater Altoona Career and Technology Center and local colleges and universities. Contact the Continuing Education Office for more details.
Administrative Office Specialist (AOS)

Full-Time Program | CIP Code 52.0401

The Administrative Office Specialist Program is designed to provide students with the skills and knowledge to perform and/or assist in administrative duties in a general office setting. Administrative Office Specialists perform routine clerical and administrative duties. They organize files, draft messages, schedule appointments, and support other staff. Students learn clerical skills, office procedures, manual and computerized accounting, and all aspects of Microsoft Office applications. Office assignments are accomplished through work simulation activities.

Administrative Office Specialists work in nearly every industry including: schools, hospitals, governments, and legal and medical offices. Specific occupations include: administrative assistant, secretary, clerk-typist, bookkeeper, payroll specialist, information processor, information technologist, and executive assistant.

Possible Certifications:
- Microsoft Office Specialist (MOS): Word, Excel, PowerPoint & Access
- American Heart Association CPR & First Aid
- HIPAA
- IAAP Membership
- OSHA
- Mental Health First Aid

Cost: *see enclosed cost sheet

Hours: 945

Start Dates: August

Schedule: Monday - Friday
8:00 a.m. - 3:00 p.m.
Earn industry training and certification in less than one year!
Automotive Technology

Intergenerational Full-Time Program | CIP Code 47.0604

The Automotive Technology Program is a task-based program designed to follow the standards specified by the National Automotive Technicians Education Foundation (NATEF) and the PA Department of Education (PDE). The program also includes other task-based on the direct needs of local businesses and other community organizations. Students will receive training in the following specialty areas described by NATEF to successfully complete the program:

- Automatic Transmission/Trans Axle
- Heating and Air Conditioning
- Manual Drive Trains and Axles
- Suspension and Steering
- Engine Repair
- Brakes
- Electrical Systems
- Engine Performances

Possible Certifications:
- PA Safety Inspection
- Automotive Service Excellence (ASE) Certification through the National Automotive Technician Education Foundation (NATEF)
- PA State Emissions - Northern Region Emission Certification
- OSHA

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June
Monday - Friday
8:15 - 10:50 a.m. &
12:15 - 2:40 p.m.
Automotive/Diesel Technology

Intergenerational Full-Time Program    |    CIP Code 47.0613

Heavy duty truck technicians along with automotive technicians diagnose, troubleshoot, and repair small car up to large truck malfunctions to minimize time removed from service. Preventive maintenance is a major responsibility of the entry-level mechanic. The mechanic inspects the vehicle visually to determine the need for repairs and provides routine tests and maintenance. The Automotive/Heavy Duty Truck Technician must have a thorough knowledge of car and truck components and be competent in safety, inspections, tune-ups and troubleshooting.

In the program students move throughout the Automotive/Diesel Technology areas repairing all types of vehicles including passenger cars, light and heavy duty trucks, vans, sport utility vehicles, and two and four wheel drive vehicles.

If your mechanical interest lies in diesel-powered or gasoline engines, the GACTC’s Automotive/Diesel Technology Program offers and provides a choice from a range of job opportunities. Using critical thinking skills, the student will not only explore basic automotive and diesel technology, but also understand its application in the operation and maintenance of most vehicles. Students will study electricity, electronics, power trains, suspension and steering, brakes, diesel engines, preventive maintenance, and heavy equipment systems, all within the framework of Automotive Service Excellence certification standards.

Possible Certifications:
- PA Safety Inspection
- PA State Emissions - Northern Region Emission Certification

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June
Monday - Friday
8:15 - 10:50 a.m. & 12:15 - 2:40 p.m.
The skilled trades are the hardest jobs to fill in the United States, with recent data citing 1,019,000 jobs open in the trade, transportation and utilities sector and 315,000 jobs open in manufacturing.

www.acteonline.org  February 2017
Cabinetmaking/Finished Carpentry

Intergenerational Full-Time Program | CIP Code 48.0703

Cabinetmaking/Finished Carpentry is a part of the Building Construction Cluster of programs. This program is designed to prepare students for entry-level positions in Cabinetmaking or as Finish Carpenters.

Students will learn various facets of cabinetmaking. This includes: safety, set-up and operation of stationary power tools, sketching and shop-drawing reading, cabinet layout/design as well as the machining of a multitude of wood working joints. As part of these studies, small bench projects will be required to achieve these competencies. The program includes construction and installation of a complete kitchen.

Students will also learn many facets of the finished carpentry trade, including: basic framing, kitchen layout and design, safety and operation of basic portable power tools, kitchen installation, plastic laminate fabrication and installation, installation of doorjambs and the hanging of doors, trim and moldings, stair finish and estimating. Since mathematics plays a very important role in all phases of the construction industry, this program will include an extensive study of mathematics required for entry level employment.

Possible Certifications:
- OSHA 10 Hour Construction Industry Certification

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June
Monday - Friday
8:15 - 10:50 a.m. & 12:15 - 2:40 p.m.
The Carpentry Program is part of the Building Construction Cluster of programs. This program is designed to prepare students for entry-level positions as carpenters building residential homes and commercial/industrial buildings.

The program focuses on: theory as it relates to safety, tools and equipment that are used by a carpenter, related mathematics, rule reading, hand tool/portable power tool projects, footings and foundations, floor systems, wall framing, print reading, studying specifications, and building codes. Students also learn to layout buildings and determine grade using different layout devices, rafter layout/roof framing, stair layout, and interior and exterior finishing. Estimating, purchasing, and time management procedures are also included.

**Possible Certifications:**
- OSHA 10 Hour Construction Industry Certification
- Residential Construction Academy (RCA) National Registry through Home Builders Institute

**Cost:** *see enclosed cost sheet*

**Hours:** 900

**Schedule:** August - June  
Monday - Friday  
8:15 - 10:50 a.m. & 12:15 - 2:40 p.m.
Collision Repair & Refinishing Technology

Intergenerational Full-Time Program | CIP Code 47.0603

The complexity of the modern automobile places this trade in the category of highly skilled. Since almost every family in America owns and operates at least one if not two automobiles, a well-trained Collision Repair/Refinishing Technician will have a wide range of employment opportunities.

This course emphasizes the practice of safety standards including methods used to protect the technician. Instruction is provided in the removal of dents and imperfections in sheet metal, methods of refinishing, types of finishes, replacement of parts, repair and replacement of suspension parts, and also the repair and installation of electrical and mechanical components related to windows, doors, and air conditioning. Students learn basic tools and equipment as well as sheet metal welding and basic auto body skills. Computerized cost estimating, frame diagnosis, measuring, and pulling are also part of this program.

Students will learn the proper use of terms, effective oral communication, record-keeping and other clerical duties related to the collision repair industry. They learn the importance of liquid measurements for refinishing, detailing exterior and interior, body and frame alignment and installation of accessories, removing and installing glass, panel replacement and repair.

Possible Certifications:
- PA Safety Inspection
- PA State Emissions - Northern Region Emission Certification
- OSHA

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June
Monday - Friday
8:15 - 10:50 a.m. & 12:15 - 2:40 p.m.
Computer Programming/Oracle Academy

Intergenerational Full-Time Program  |  CIP Code 11.0201

This course is structured to prepare students for either entry-level employment in a variety of rapidly growing computer careers or additional education at the post-secondary level. Throughout the course, students will be introduced to many computer concepts including the following: flowcharting, structured programming, programming for the Internet, and the programming languages COBOL, SQL, and Visual Basic.

Students receive a wide spectrum of general computer concepts that will build a solid foundation. Students will have access to a challenging, project-based curriculum known as the Oracle Academy. By learning these latest information technology skills, students can gain valuable experience and knowledge. The Academy provides students with an opportunity to master skills that are in high demand in today’s competitive work environment.

“I loved the fact that it was hands on. It made everything much easier to grasp.”

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June
Monday - Friday
8:15 - 10:50 a.m. & 12:15 - 2:40 p.m.
Computer Technology/Cisco Academy

Intergenerational Full-Time Program | CIP Code 15.1202 & 11.0901

This program encompasses a variety of the areas that make up the present day computer field. Students begin by delving into the inner workings of computer system components. Emphasis is placed on diagnostics and troubleshooting with a variety of industry standard test equipment and software. Students are prepared to challenge the Comp TIA A+ certification test.

This curriculum teaches networking based on application, covering concepts based on the types of practical network students may encounter from home and small offices, to more complex enterprise models. Students graduate from the program with a well-rounded computer background technically prepared to enter a very promising job market.

Possible Certifications:

- CCENT
- Network+
- A+

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June
Monday - Friday
8:15 - 10:50 a.m. & 12:15 - 2:40 p.m.
Restaurants in Pennsylvania are a driving force in the state’s economy as well as across the country. Their sales generate huge tax revenues while providing jobs and building careers for thousands of people. Restaurant jobs represent 10% of employment in Pennsylvania by employing well over half a million workers. With a solid culinary education, graduates can enter the workforce and look forward to continued job growth, or may continue to build upon their skills at a culinary institute.

The Culinary Arts Program is currently one of only 122 secondary programs in the United States accredited by the American Culinary Education Foundation (ACFEF). The ACF is a professional organization for cooks, bakers, and chefs; they also provide a clear path to industry certification giving graduates an advantage as they develop entry-level marketable skills. Students are able to obtain a Certified Junior Culinarian (CJC) certification if they meet certain requirements. Students complete an ongoing restaurant project to fulfill program of study requirements.

Training for a career in restaurants, hotels, hospitals, and skilled nursing facilities begins with theory and hands-on experience in our fully-equipped restaurant, bakery, and cafeteria. Our ACF accredited program of study includes safety and sanitation, nutrition, basic knife skills, cooking and baking concepts, menu planning, dining room service and much more, while the student is encouraged to develop a work ethic that is appropriate for the industry’s stringent standards.

**Possible Certifications:**
- ServSafe Food Production Manager

**Cost:** *see enclosed cost sheet*

**Hours:** 900

**Schedule:** August - June
- Monday - Friday
- 8:15 - 10:50 a.m. & 12:15 - 2:40 p.m.
The Dental Assistant Program prepares the student to perform as an integral member of a dental health care team. Successful completion of this program will enable the graduate to prepare dental patients for treatment; maintain the treatment area; identify, sterilize, and disinfect instruments; maintain Universal and Standard Precautions; and assist with dental procedures. In addition, students will expose, process, and mount dental radiographs and be prepared to take the Radiation Health and Safety component of the Dental Association National Board exam. Assisting chairside and in a business office are both duties performed as coursework.

The student will also learn to record vital signs, recognize dental and medical emergencies; CPR certification is a part of the course. Included as well, is recognizing the legal and ethical aspects of dentistry and providing education in the prevention of dental diseases.

Students will have the opportunity to work in the pediatric dental clinic located at the GACTC. This experience is an exciting time to put to work the knowledge and skills acquired in the course, to further develop classroom skills, and to serve the children of our community.

**Possible Certifications:**
- Dental Assisting X-ray Certification
- American Heart Association CPR
- OSHA
- HIPAA

**Cost:** *see enclosed cost sheet*

**Hours:** 900

**Schedule:** August - June
Monday - Friday
8:15 - 10:50 a.m. &
12:15 - 2:40 p.m.
Digital Printing Technologies

*Intergenerational Full-Time Program | CIP Code 10.0399*

Digital Printing provides a comprehensive understanding of graphic communications and the printing process.

The printing industry is one of the largest service organizations in the world. Its sales income and number of employees rank as the largest manufacturing industry in the United States today. With over 44,000 printing plants currently in operation, it produces more than 157 billion dollars in printed products and services each year. Printing is a growth industry. Every year there is an increase in printing manufactured. As a result, employment opportunities are excellent.

The printing industry is constantly developing more efficient and higher quality ways to meet the needs of our changing world. The Digital Printing Technologies Program is meeting these needs, and students have the opportunity to work hands-on with state-of-the-art Xerox technologies as well as traditional offset printing equipment.

**Possible Certifications:**
- PrintEd Certifications in Digital File Preparation
- Introduction to Graphic Communications, Binding and Finishing, and Advertising and Design

**Cost:** *see enclosed cost sheet

**Hours:** 900

**Schedule:** August - June
Monday - Friday
8:15 - 10:50 a.m. & 12:15 - 2:40 p.m.
Drafting/Design Technology

Intergenerational Full-Time Program | CIP Code 15.1301

Drafting/Design Technology is directed to prepare students who will, upon graduation, become employed as entry level technicians, engineering aids, drafts persons, and/or CAD operators, in various fields. This course offers the student the flexibility of learning a usable technical trade for entry-level employment or for preparing for future educational goals.

The course is intended to give the student an opportunity to: develop essential skills using both the drawing board and computer in engineering graphics; produce mechanical and architectural drawings; create virtual and actual prototypes as proof of concept; apply mathematical tools for problem solving; and to develop attitude and work habits relative to the standards of the technician.

“\textit{I loved the small class size and all the individual attention provided}.”

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June
Monday - Friday
8:15 - 10:50 a.m. & 12:15 - 2:40 p.m.
**Electrical Trades**

*Intergenerational Full-Time Program | CIP Code 46.0399*

The Electrical Trades Program is designed to train students to enter the field of residential, commercial, and industrial wiring and maintenance. Electricians install electric wiring, switches, lighting fixtures, and other types of equipment. The electrician also learns about state and local codes, and is able to work from blueprints.

Installation and maintenance of electrical and electronic control systems, motors, and servo-mechanical devices are an integral part of the program.

**Possible Certifications:**
- OSHA
- Residential Construction Academy (RCA) National Registry through Home Builders Institute

**Cost:**  *see enclosed cost sheet*

**Hours:** 900

**Schedule:**  August - June
Monday - Friday
8:15 - 10:50 a.m. & 12:15 - 2:40 p.m.
According to Bureau of Labor Statistics, the demand for electricians is expected to grow by 14% through 2024 in the U.S. A far higher growth rate than the average career path.

www.bls.org  February 2017
Electro Mechanical Engineering Technology

Intergenerational Full-Time Program | CIP Code 15.0303

Electro Mechanical Engineering Technology, sometimes called Mechatronics, combines the knowledge of electrical and electronic circuits with mechanical engineering principles. With an ever-growing increase in electronic and electromechanical devices, such as smart phones, robotics, and hybrid vehicles, a strong knowledge of these systems is essential for today’s high-tech workforce.

This up-to-date program in electronics and mechanics meets all requirements for a technical education involving DC and AC circuits, semiconductors, digital logic circuits, programmable logic controllers, basic mechanical principles, and computer applications. Students will install, troubleshoot, repair, and upgrade electronic and computer-controlled mechanical systems such as robotics and PLC controlled systems. Students also have the opportunity to focus on the design, installation and use of audio/visual, alarm and automation systems.

Students will have daily projects to complete in theory related and computer simulated labs. Class projects include soldering, robotics and automation, our electric vehicle program and installing “Smart House” technology.

Possible Certifications:
- Home Technology Integrator (CompTIA HTI+)
- Certified Electronics Technician (CET)
- Student Electronics Technician (SET)
- Residential Electronics Systems Installer (RESI)

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June
Monday - Friday
8:15 - 10:50 a.m. &
12:15 - 2:40 p.m.
Emergency Services

Intergenerational Full-Time Program | CIP Code 43.9999

The Emergency Services Program provides students with a solid foundation of skills common to public safety including: Law Enforcement/Security, Emergency Medical Services (EMS), and Firefighting.

Subject areas covered in the program include:

Emergency Medical Services – CPR/First Aid/A.E.D., Community Emergency Response Team (C.E.R.T.) Basic Training, disaster response and survival, tactical first aid, rescue and EMT curriculum training.

Firefighting – firefighter essentials, fire suppression and rescue, fire behavior, hazardous materials operations, incident command system, rural and wild land firefighting, and fire investigation.

Possible Certifications:
- HAZ MAT Operations
- CPR/First Aid/AED
- Tactical First Aid
- Response to Terrorism
- Bloodborne and Airborne Pathogens
- C.E.R.T. Basic Training (option to join Blair County C.E.R.T.)
- NIMS 100 and 700
- PA Essentials of Firefighting Modules 1-4

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June
Monday - Friday
8:15 - 10:50 a.m. &
12:15 - 2:40 p.m.
Expanded Function Dental Assistant (EFDA)

Full-Time Program    |    CIP Code 51.0601

The field of Dental Health is growing rapidly. As the need for qualified dental office personnel increases, the need for training also increases. One area of rapid growth is in the current practice of Dental Assistants. The role of Dental Assistants has been expanded to include a variety of added functions. This program has been designed as an intensive study of the basics of restorative dentistry for the Dental Assistant in the role of an Expanded Function Dental Assistant (EFDA). The Pennsylvania State Board of Dentistry’s rules and regulations will be presented and reviewed as they pertain to Expanded Function. The essential functions taught in this course include, but are not limited to: placement, carving and finishing of amalgam restoration, placement and finishing of composite restorations, crown and bridge temporary restoration, placement of pit and fissure sealants, and coronal polishing and fluoride application. These skills are attained through lecture presentations, demonstrations and hands-on technical laboratory sessions in which students perform procedures on dental simulators.

After successful completion of the program, students may pursue immediate employment as a Dental Assistant or an Expanded Function Dental Assistant. Each GACTC EFDA graduate receives a diploma for both Dental Assisting and Expanded Function Dental Assisting (EFDA) and is eligible to matriculate into an Associate of Applied Science degree at Mount Aloysius College.

Possible Certifications:
· American Heart Association CPR
· HIPAA
· OSHA
· Dental Assisting X-ray Certification
· PA Expanded Function Dental Assisting Certification
· Infection Control Exam Component of the DANB for Certified Dental Assistant Certification

Cost: *see enclosed cost sheet

Hours: 1053

Start Dates: August
12 Month Program

Schedule: Monday - Thursday times vary
“There was a lot of hands on learning which helped us learn all of the skills we need as an Expanded Function Dental Assistant.”
The Bureau of Labor Statistics projects that the HVAC field will experience growth of 21% between 2012-2022.

www.bls.org   February 2017
HVAC with Related Plumbing & Electrical

Full-Time Program | CIP Code 47.0201

The Heating Ventilation Air Conditioning (HVAC) Program is designed to provide students training in automated controls, electricity, commercial refrigeration, air conditioning, heating systems, and controls. Students are trained to troubleshoot, install, and service HVAC equipment.

Additional training is provided in related plumbing, related electrical, and installation operations. Fundamental knowledge of electrical controls practices, reading schematics, electrical controls, building circuits, working with chemicals, piping practices, types of furnaces, efficiency testing, energy management, and related safety in all of the previously listed areas of curricula.

Following successful completion of the program, students may pursue employment as HVAC Technicians to work in residential homes, schools, hospitals, office buildings, or factories.

Possible Certifications:
- Refrigeration Service Engineers Society (RSES)
- HVAC Excellence
- OSHA

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June
Monday - Thursday
11:30 a.m. - 5:30 p.m.
Although this course is planned to prepare students for gainful employment upon graduation, it also provides an excellent springboard for those students who want to continue their education at a University or Art and Design School.

The program covers both residential and commercial design and decoration. The primary focus is to enhance the student’s visual skills as a decorator. Students will study the history of housing and furniture, drafting and blueprints, measuring skills, color coordination, elements and principles of design, how to conduct client consultations, preparing and presenting client boards and the art of sales and retail service. Our goal is to prepare the student for a full-time position in all fields of decorating.

Another area of concentration is painting and “wall finishing.” Students will hang, seam, sand, prime and paint drywall. They will learn to create faux finishes, paint, and hang wall coverings. The extra skills enhance the student’s ability to work with clients, contractors, and builders. It will also give the student other opportunities after graduation. Students can specialize in the decorating or finishing field.

**Possible Certifications:**
- OSHA 10 Hour Construction Industry Certification

**Cost:** *see enclosed cost sheet*

**Hours:** 900

**Schedule:** August - June
- Monday - Friday
  - 8:15 - 10:50 a.m.
  - 12:15 - 2:40 p.m.
Logistics & Materials Management

Intergenerational Full-Time Program | CIP Code 52.0203

The Logistics and Materials Management Program is designed to prepare individuals for entry level employment in this industry. Students will learn and perform logistical functions associated with receiving, storing, shipping goods, and the various systems and record keeping for supply chain management.

Students with good attention to detail who enjoy a fast-paced, hands-on, physical workplace would be successful in this program. The curriculum provides instruction in the use of powered material handling equipment, and OSHA safety and ergonomics. Supply chain management, automated inventory control systems, purchasing, receiving, order selection, packaging, and shipping methods are presented. Academic subjects include business mathematics and communications. The course includes job retention skills and customer relations.

Possible Certifications:
- MSSC Certified Logistics Associate
- Certified Logistics Technician
- National Safety Council OSHA Lift Truck Operator
- OSHA General Industry 10 hr. and 30 hr.

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June
Monday - Friday
8:15 - 10:50 a.m. & 12:15 - 2:40 p.m.
Masonry

Intergenerational Full-Time Program | CIP Code 46.0101

Successful students who graduate from the Masonry Program are in high demand due to projected growth and a decline in the number of available workers. Because of this demand, the National Association of Home Builders (NAHB) developed a Masonry curriculum called Residential Construction Academy for Masonry. NAHB evaluated and endorsed the GACTC’s Masonry program. The curriculum covers different types of brick and pattern bonds, types of concrete masonry units; building brick and block leads; laying brick and blocks to the line; residential foundations; fireplaces and chimneys; brick paving, porches, and steps; brick arches, piers, and columns; estimating materials and labor; safety for masons; working drawings, career opportunities along with other areas in the masonry trade.

The Masonry Program provides a valuable resource for the knowledge and skills required of an entry-level mason. The basic “hands-on” skills as well as the procedures outlined in this curriculum will help individuals gain proficiency in this trade.

Masonry students get involved with projects on the grounds at the GACTC or other schools and businesses in the Blair County area. Students take field trips to business and construction sites in Pennsylvania.

Possible Certifications:
- OSHA 10 Hour Construction Industry Certification
- National Association of Home Builders (NAHB)
- Aerial Work Platform Operator Training/Certification (lifetime certification)
- Telehandler Training/Certification (3 year certification)

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June
Monday - Friday
8:15 - 10:50 a.m. &
12:15 - 2:40 p.m.
Medical Assistant

Full-Time Program    |    CIP Code 51.0801

The Medical Assistant Program prepares individuals with the skills and knowledge to perform administrative and clinical tasks in health care delivery settings. Administrative duties include, but are not limited to: telephone triage, patient reception and discharge, medical records, bookkeeping and accounting, insurance, medical billing and coding, correspondence, and inpatient and outpatient appointment scheduling. Clinical duties vary, but may include: medical history and physicals, vital signs, patient education, and preparing and assisting patients for examinations. Theory, on-site practicum, and an externship are integrated into the course of study.

The GACTC Medical Assistant Program is “accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) 25400 US Highway 19N, Suite 18, Clearwater, FL 33763 upon the recommendation of the Medical Assisting Education Review Board (MAERB)”.

Possible Certifications:
- Microsoft Office Specialist (MOS) Word
- American Heart Association CPR & First Aid
- HIPAA
- OSHA
- Mental Health First Aid
- Certified Medical Assistant (CMA) through AAMA
- Phlebotomy & EKG Technician through NHA (optional)

Cost: *see enclosed cost sheet

Hours: 1275

Start Dates: August

Schedule: Monday - Friday
8:00 a.m. - 3:00 p.m.
Healthcare occupations, many of which require an associate degree or less, make up 12 of the 20 fastest growing occupations.
Medical Office Specialist

Full-Time Program | CIP Code 51.0710

The Medical Office Specialist Program is designed to provide students with the skills and knowledge to perform clerical duties within a medical setting. Students learn basic administrative assistant skills, medical terminology, anatomy and physiology, medical office procedures, medical coding, medical billing and insurance, manual and computerized accounting, and Microsoft Office applications.

Medical Office Specialists use their knowledge of medical terminology and procedures to set and confirm patient appointments, complete insurance forms, and interview patients to complete case histories or intake applications. They answer phones and emails, maintain medical records and other office files and handle the correspondence of medical staff. Keyboarding and transcription skills are honed to provide effective documentation. They communicate frequently with medical staff to let them know the state of administrative affairs. The aging population will require more health-care services, which in turn will provide opportunities for these specialists.

Possible Certifications:
- Microsoft Office Specialist (MOS) Word, Excel & PowerPoint
- American Heart Association CPR & First Aid
- HIPAA
- OSHA
- Mental Health First Aid
- Certified Medical Administrative Assistant (CMAA) through NHA

Cost: *see enclosed cost sheet

Hours: 990

Start Dates: August

Schedule: Monday - Friday 8:00 a.m. - 3:00 p.m.
Multimedia and Web Design is a graphic design program that prepares individuals in print, website, and video production. Students master the Adobe Creative Suite (Photoshop, Illustrator, Dreamweaver, Flash), Microsoft Office (Word, Excel), and work with professional photography and videography equipment. Students also learn to use video and audio editing software.

Every student is provided a work station in our computer lab that is equipped with the latest Apple technology. Each week students participate in class critiques where they collaboratively learn to speak about their projects and make revisions.

Students not only produce marketing materials for the school, but have the opportunity to work with real clients from the community. Through this hands-on experience they learn the elements and principles of design, how to prepare files for print and the web, project management, typography, idea generation, logo design, poster design and much more.

Students may seek entry-level employment as a graphic, web, or freelance designer.

“I liked being in an environment where I could learn about the subject hands-on and interact directly with others.”

**Cost:** *see enclosed cost sheet*

**Hours:** 900

**Schedule:** August - June
Monday - Friday
8:15 - 10:50 a.m. &
12:15 - 2:40 p.m.
“The best part about attending GACTC was learning a new skill set and having a teacher who is passionate about the class.”
Outdoor Power Equipment Technology

Intergenerational Full-Time Program | CIP Code 47.0699

Quality technicians are in high demand around the country. The Outdoor Power Equipment Program is an industry-recognized training site certified by the Equipment and Engine Training Council (EETC).

Students entering the program will receive instruction in the following areas: two and four-stroke cycle engine design, fuel systems, ignition systems, cooling systems, lubrication systems, governor systems, drive systems, troubleshooting techniques and overhaul procedures. Students will also receive instruction in parts identification, inventory control and business operations.

Students will be given the opportunity to take industry-certified testing from the Equipment and Engine Training Council (EETC), Kohler, Briggs & Stratton, and Stihl Inc. Manufacturers are now requiring dealers to have a certified technician on staff.

The students work on the following types of equipment: weed trimmers, chainsaws, lawn mowers, lawn tractors, snow blowers, generators, rototillers, cement mixers, and pressure washers. Students also have the opportunity to service motorcycles and ATVs.

In an ever expanding market, there is a high demand for qualified technicians, sales people, dealership owners, and distributors who are able to provide customers with products and service in a timely manner. The compensation paid to a dealership for these services is as much as seventy dollars or more per hour.

Possible Certifications:
- PA Safety Inspection
- Briggs & Stratton Master Technician
- Kohler Engine Master Technician
- Equipment & Engine Training Council (EETC)
- Stihl Inc., Bronze Level Certification

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June
Monday - Friday
8:15 - 10:50 a.m. &
12:15 - 2:40 p.m.
Today’s modern manufacturing requires the use of sophisticated machine tools. These tools encompass the use of computers which program and operate the machines. The machinist of today not only needs basic machining skills but also now must have the expertise of computer operations. The training program consists of precision measuring, machine tool operating, blueprint reading, metal characteristics, electric discharge machinery, computer programming, and advanced mathematics.

In addition to these skills, students may earn credentials through N.I.M.S. (National Institute for Metalworking Skills) based upon national machining standards. After earning these credentials, it is possible for a student to go straight into the manufacturing industries and earn family-sustaining wages.

**Possible Certifications:**
- National Institute for Metalworking Skills, Inc. (NIMS Level 1)

**Cost:** *see enclosed cost sheet

**Hours:** 900

**Schedule:** August - June
Monday - Friday
8:15 - 10:50 a.m. &
12:15 - 2:40 p.m.
Retail Marketing/Entrepreneurship

Intergenerational Full-Time Program | CIP Code 52.1801

The Retail Marketing/Entrepreneurship Program providing students with skills in Retail Marketing and Customer Service occupations. Businesses such as retail stores, restaurants, hospitality, sports and entertainment, and especially customer service industries are looking for qualified skilled employees from this area of study.

Students who are accountable, have a willingness to learn, display a strong work ethic, enjoy working with people, have a friendly, outgoing appearance, good communication skills and a positive outlook would be successful in this program. This program provides instruction in areas such as: salesmanship, advertising, visual merchandising, marketing, human relations, cashiering, job interview skills, merchandising, store operations and customer service. Students have the opportunity to become nationally certified through the National Retail Federation (NRF) in Customer Service.

Students develop retail marketing skills through the operations of the School Store. Students gain additional hands-on experience by participating in the School Store through different roles such as Cashier, Greeter and Store Manager.

Possible Certifications:
· National Retail Federation (NRF)

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June
Monday - Friday
8:15 - 10:50 a.m. & 12:15 - 2:40 p.m.
Visual Arts Technologies

Intergenerational Full-Time Program | CIP Code 50.0402 & 10.0399

The Visual Arts Technologies Program focuses on advertising design, pre-press skills, and post-press skills. The curriculum includes hands-on as well as digital skills. Adobe Illustrator, Photoshop and InDesign are the programs of choice.

Students begin with the basics: drawing, painting and perspective. Typography, principles of design, and color as theory are added as the student progresses. Such classes as cartooning, figure drawing, mechanical drawing, and perspective give the individual a more rounded education in the field of design. Students produce pre-press designs such as business cards, letterheads, logos, brochures, flyers, menus, signs, calendars, and various other printed pieces. Students learn bindery post-press techniques in an actual print shop setting. Various applications such as silk screen printing and relief printing and matting artwork are skills that are also learned.

A good work ethic is developed by high expectations of attendance, conduct, punctuality, dress and overall professionalism. Exit skills such as resume and cover letter writing, job/college interviewing, and portfolio building are vital to each graduate. Upon completion of this class, each student will have compiled a digital file of his or her work to have as a self-marketing tool.

Students may seek entry-level employment as a graphic designer, pre- or post-press employment in a print shop or a career as a free-lance designer.

Possible Certifications:
- PrintEd Certification in Digital File Preparation
- Introduction to Graphic Communications, Binding and Finishing, and Advertising and Design

Cost: *see enclosed cost sheet

Hours: 900

Schedule:  August - June
Monday - Friday
8:15 - 10:50 a.m. &
12:15 - 2:40 p.m.
“Not only did I learn about welding and about the industry, but I learned a lot about myself in the process.”
Welding with Print Reading and Math

Full-Time Program  |  CIP Code 48.0508

The Welding Program is designed to provide students with the knowledge and skills necessary for performing the most common types of welding. Students obtain experience in the following areas to achieve a sufficient skill level to acquire entry-level employment: oxyacetylene welding; brazing; oxy-fuel cutting (both hand and machine operated); air carbon and plasma arc cutting; shielded metal arc welding; flux cored and gas tungsten arc welding; blueprint reading; practical math for welders; welding certification preparation; and welding metallurgy.

The students are also taught good workmanship, professionalism, and work ethic. The need for skilled workers is increasing as virtually all construction and manufacturing companies require some form of welding from the production of assemblies to maintenance and repair.

Possible Certifications:
- American Welding Society (AWS) Certification

Cost: *see enclosed cost sheet

Hours: 900

Schedule: August - June  
Monday - Thursday  
2:00 - 8:30 p.m.
SHORT TERM PROGRAMS

COMMERCIAL DRIVER TRAINING

The Commercial Driver Training Program is a 240 hour program designed to provide the skills required to operate a Class A commercial vehicle. The program consists of 40 hours of classroom instruction followed by 200 hours of vehicle-based training. The program includes, but is not limited to: driver skill development, safety training, pre-trip inspections, driver qualifications and regulations, and hours of service compliance.

The trucking industry is constantly growing and has a current deficit of drivers. As our economy grows so will the demand for CDL drivers to deliver goods to consumers. CDL drivers are needed for local, regional, and over the road positions. Large online retail services have an increased demand for CDL drivers to transport and deliver goods.

Cost: $6,000
Start Date: ongoing
Possible Certifications: Class A CDL

EXPANDED FUNCTION DENTAL ASSISTANT (EFDA) CERTIFICATE

This course has been designed as an intensive introduction to the basics of restorative dentistry for the Dental Assistant in the role of an Expanded Function Dental Assistant (EFDA). It is assumed that the student can perform clinical assisting duties with clinical competence and confidence. The training is designed to provide the opportunity for the experienced Dental Assistant/Dental Hygienist with the necessary theory and clinical instruction to obtain a temporary EFDA permit and/or sit for the PA State Board of Dentistry EFDA Certification Exam.

Prerequisites: CPR certification, Dental Assisting X-ray Certification
Cost: $ 5,000
Start Date: ongoing
Possible Certifications: PA Expanded Function Dental Assisting Certification

MEDICAL CODING*

This certificate program includes Medical Terminology, Anatomy & Physiology, Introduction to Word or Excel, and Introduction to Medical Coding, Intermediate Medical Coding, and Advanced Medical Coding. Price includes tuition and books. Students are eligible to sit for National Certification Examination through the National Healthcareer Association (NHA).

Cost: $ 2,100
Start Date: ongoing
Possible Certifications: Certified Billing & Coding Specialist (CBCS) National Certification Examination through the National Healthcareer Association (NHA)
SHORT TERM PROGRAMS

NURSE AIDE

The Nurse Aide Program is designed to provide individuals with the knowledge and skills to perform basic care in a nursing home, hospital, other medical facility, or in a patient’s home. This course includes a total of 167 hours of theory, lab, and clinical experience. Nurse Aides are the caregivers who assist patients of all ages perform basic day-to-day tasks. Nurse Aides work under the supervision of a licensed nurse and have extended daily contact with patients. Nurse Aides play a key role in keeping the nurse up-to-date on vital information concerning the patient’s condition. Nurse Aides help the residents perform activities of daily living including: bathing, dressings, eating, transferring in and out of bed, and walking when needed. They also record vital signs, change dressing, assist with bathroom needs, and other similar duties.

Cost: $1,000
Start Date: ongoing
Possible Certifications: Certified Nursing Assistant

PHLEBOTOMY

The Phlebotomy Program is designed to provide individuals with the knowledge and skills necessary to function safely and effectively as a phlebotomist. The program includes both theory and clinical experience. It provides accurate, up-to-date, practical information and instruction in phlebotomy procedures and techniques, along with a comprehensive background in phlebotomy theory and principles. Emphasis is placed on proper phlebotomy collection, equipment, HIPAA, methods of patient identification, and techniques for routine and special collection procedures. Use of a variety of on-site testing equipment is introduced and procurement of samples for accurate laboratory testing is stressed. Standard Blood and Body Fluid Precautions, as related to OSHA, are taught and practiced with attention to absolute compliance practices.

Graduates of this program are prepared for employment as a phlebotomist in a wide range of laboratory settings including, but not limited to: physician offices, clinics, laboratories, research firms, and hospitals.

Cost: $1,500
Start Date: ongoing
Possible Certifications: Phlebotomy Technician through the National Healthcareer Association (NHA), HIPAA, OSHA

*Follow same admission procedures as individual courses
## INDIVIDUAL COURSES

### PA STATE SAFETY INSPECTION

This state approved course is designed to provide automobile mechanics with the required certification to conduct the PA Safety Inspection of Vehicles. Specific categories that individuals can become certified in include: Category I – Passenger; Category II—Motorcycles; and Category III-Heavy Trucks. Upon satisfactory completion of the course, which includes classroom and vehicle inspection, a certificate will be issued by the PA State Department of Transportation.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Hours</th>
<th>Start Date</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>$140 (additional $40 per additional category): book $6.00</td>
<td>12</td>
<td>Fall and Spring</td>
<td>Dates TBA</td>
</tr>
<tr>
<td><strong>Hours:</strong> 5:00-9:00 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ELECTRICITY – RESIDENTIAL (BEGINNER)

A course designed for the beginner of electrical theory. Theory and practice given in wiring receptacles, single pole switches, light circuits, 3 and 4-way switches and pilot lights, and interpreting electrical blueprints. The National Electric Code Book is used as a basis for reference.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Hours</th>
<th>Start Date</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>$290</td>
<td>72</td>
<td>Fall and Spring</td>
<td>TBA</td>
</tr>
</tbody>
</table>

### ELECTRICITY – COMMERCIAL/INDUSTRIAL

An advanced course of study specialized in correct wiring practices according to the National Electric Code. Special purpose outlets, electrical heat, service entrance and equipment and grounding will be covered. Commercial methods and procedures are discussed.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Hours</th>
<th>Start Date</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>$290</td>
<td>72</td>
<td>Fall and Spring</td>
<td>TBA</td>
</tr>
</tbody>
</table>

### MACHINE (BEGINNING)

A course to introduce the individual in the use of the different machining equipment. Instruction is given in basic measurement and layout and the proper use of the lathe, milling machine, and drill press. Safety goggles must be provided by the participant.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Hours</th>
<th>Start Date</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>$290</td>
<td>72</td>
<td>Fall and Spring</td>
<td>TBA</td>
</tr>
</tbody>
</table>

### MACHINE (ADVANCED)

Designed to provide additional instruction and practice in the use of lathes, milling machines, and related equipment. Safety goggles must be provided by the participant.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Hours</th>
<th>Start Date</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>$290</td>
<td>72</td>
<td>Fall and Spring</td>
<td>TBA</td>
</tr>
</tbody>
</table>

### CNC PROGRAMMING

This course is designed to offer the student basic programming machine code principles to begin programming CNC (Computerized Numerical Control) equipment.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Hours</th>
<th>Start Date</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>$260</td>
<td>36</td>
<td>Fall and Spring</td>
<td>TBA</td>
</tr>
</tbody>
</table>
INDIVIDUAL COURSES

WELDING
A practical course in developing knowledge and skills in stick welding. Safety goggles and welding gloves must be provided by participant.

Cost: $370  Hours: 72
Start Date: Fall and Spring  Schedule: TBA

INTRODUCTION TO MICROSOFT WORD
This course is designed to introduce the student to the basics of the personal computer and Microsoft Office. Word enables the student to create and edit documents such as letters, flyers, reports, memos, newsletters, and overviews. Word enables the student to save, retrieve, edit, replace, print, format, and enhance documents. Advanced features such as tables, merging, sorting, graphics, outlining, numbering, inserting pictures, forms, tracking, and styles will be presented throughout the course.

Cost: $245  Hours: 45
Start Date: Ongoing  Schedule: TBA

INTRODUCTION TO MICROSOFT EXCEL
This course introduces the student to the use of a spreadsheet program. It assumes that the student has previous experience with computers and a basic mathematics background. Topics covered in this course involve general computer basics, spreadsheet terminology, building a worksheet, formatting and printing a worksheet, enhancing a worksheet, building a worksheet with formulas and functions, lookup functions, and using advanced charting to accompany spreadsheets.

Cost: $245  Hours: 45
Start Date: Ongoing  Schedule: TBA

MEDICAL TERMINOLOGY
This course will provide the basic principles and introduction of word building of medical terms along with a brief study of anatomy and physiology for each body system. Worksheets and PowerPoint presentations will be used to define and reinforce the words pertinent to each body system and chapter. Students will be presented with a systematic introduction to medical terms with an emphasis on definitions, spelling, and pronunciation. The medical terms will be broken down to the Greek and Latin prefixes, suffixes, and root words from which many of them have their origin. Students will develop a knowledge base for building medical terms by using word parts and will acquire a working knowledge of a medical vocabulary used by health care professionals to communicate information accurately.

Cost: $255  Hours: 60
Start Date: Ongoing  Schedule: TBA

ANATOMY & PHYSIOLOGY
This course will provide basic introductory knowledge of the anatomy and physiology of all body systems. Students will define and identify body structures along with their pertinent functions and their relationship to the body as a whole. A study will be included pertinent to body disorders, diagnostic tests, categories of medications and related terms. Online virtual laboratory for anatomy display will be conducted.

Cost: $255  Hours: 60
Start Date: Ongoing  Schedule: TBA
INDIVIDUAL COURSES

INTRODUCTION TO MEDICAL CODING

This course is designed to give the student an understanding of what is needed to code medical claims correctly. Utilizing ICD-9/10 & CPT 4 medical codes, diseases, conditions, treatments, surgical and diagnostic procedures will be discussed and practiced. Types of insurances and billing forms will also be introduced. By the end of this course the student will be ready to move on to the next step in the process of becoming a certified medical coder.

Cost: $245          Hours: 45
Start Date: Ongoing Schedule: TBA

INTERMEDIATE MEDICAL CODING

This is a bridge course for anyone who successfully completed the GACTC’s Introduction to Medical Coding course. ICD-9/10 & CPT4 topics covered will extend previous knowledge gained and extend the required hours of coding knowledge and classroom experience preparing students for the next step in the process of becoming a certified medical coder.

Pre-requisite: Introduction to Medical Coding
Cost: $245          Hours: 45
Start Date: Ongoing Schedule: TBA

ADVANCED MEDICAL CODING

This is a bridge course for anyone who successfully completed the GACTC’S Introduction to Medical Coding & Intermediate Medical Coding courses. ICD-9/10 & CPT4 topics covered will extend previous knowledge gained and extend the required hours of coding knowledge and classroom experience preparing students for the next step in the process of becoming a certified medical coder.

Pre-requisites: Introduction to Medical Coding & Intermediate Medical Coding
Cost: $245          Hours: 45
Start Date: Ongoing Schedule: TBA

HAVE AN IDEA OR NEED SPECIFIC TRAINING?
PLEASE CALL THE CONTINUING EDUCATION OFFICE
TODAY AT 814.941.TECH (8324)
TESTING AND CERTIFICATIONS

PA STATE EMISSIONS TEST
This certification testing is offered for automotive technicians wanting to obtain Northern Region Emission Certification. Individuals can go to www.paimtraining.com to obtain study materials for the certification.

- Certification Test Only
- Cost: $60 New Certification  $50 Recertification
- Start Date: ongoing
- Schedule: TBA

SERVSAFE CERTIFICATION
Earn nationally accredited food safety certification from the National Restaurant Association. The program blends the latest FDA Food Code, food safety research, and food sanitation training. Managers learn to implement essential food safety practices and to create a culture of food safety. All content and materials are based on actual job tasks identified by food service industry experts.

- Course & Certification
- Cost: $ 190
- Hours: 16
- Start Date: ongoing
- Schedule: TBA

DSST TESTING
“The nationally recognized DSST Program helps you receive college credits for learning acquired outside the traditional classroom through a suite of more than 30 exams in college subject areas such as Social Sciences, Math, Applied Technology, Business, Physical Sciences and Humanities.”

- Testing
- Cost: $ 55 testing fee + cost of test
- Schedule: Call the Continuing Education Office to schedule an exam

MICROSOFT OFFICE SPECIALIST (MOS)
Microsoft Office Specialist (MOS) certification is the premier credential chosen by individuals seeking to validate their skills and advance their careers.

- Testing
- Cost: varies per test
- Schedule: Call the Continuing Education Office to schedule an exam

WELDING
Various welding testing is available. Please call the Continuing Education Office for more details. Testing can be conducted at the GACTC or at company worksites.

- Testing
- Cost: varies per test
- Schedule: Call the Continuing Education Office to schedule an exam

ADDITIONAL TESTING
- Certified Phlebotomy Technician (CPT) through National Healthcareer Association
- Coding (CBCS) through National Healthcareer Association
- EKG (CET) through National Healthcareer Association
- Call the Continuing Education Office to Schedule
ONLINE COURSES

We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you.


Requirements: All courses require Internet access and e-mail. Specific courses may have additional requirements. Please visit www.ed2go.com/gactc for more information.

Registration: 1. Visit www.ed2go.com/gactc
2. Select or search for the course of your interest.
3. Select the Add to Cart button and follow the instructions to enroll and pay for your course.
4. You will then be asked your e-mail contact information in order to enable access to your course.

WWW.ED2GO.COM/GACTC

Adult & Continuing Education Office
Greater Altoona Career and Technology Center
1500 Fourth Avenue
Altoona, PA 16602
Fax 814.941.4690
REGISTRATION FORM FOR INDIVIDUAL COURSES

Short Term and Full-Time Program Applications can be found online at www.gactc.edu or by contacting the Continuing Education Office at 814.941.TECH(8324)

Course: ___________________________ Meeting Days: ___________________________

First Name: ___________________________ Last Name: ___________________________

Address: __________________________________________________________________________

City: _______________________________ State: __________ Zip Code: _______________

Phone: _______________________________ Alternate Phone: _________________________

Email: __________________________________________________________________________

Date of Birth: ___________________________ Driver’s License #* : _______________________

Ethnicity:  
☐ American Indian or Alaskan Native    ☐ Asian    ☐ Black or African American
☐ Hispanic    ☐ Native Hawaiian or Pacific Islander    ☐ White or Caucasian    ☐ Other/Multiracial

Gender:  ☐ Male    ☐ Female

METHOD OF PAYMENT

Check #:  ________________________________________________________________________

Charge to:  ☐ Visa    ☐ Master Card    ☐ Discover

Credit Card #: ___________________________________ Expiration Date: ______ /______

Signature

(*only needed if enrolling in PA State Inspection Class)

PLEASE SEND REGISTRATION FORM AND PAYMENT TO:

Adult & Continuing Education Office
Greater Altoona Career and Technology Center
1500 Fourth Avenue
Altoona, PA 16602
Fax 814.941.4690

CE 5203
3/10/2017
Student photographers: Madison James, Arlana McCracken, Kaitlyn Knisely, Kaitlyn Shaver
2017-18 Course Catalog produced as a joint effort of the Multimedia & Web Design and Digital Printing Technologies Program.