"WE'RE ALL ABOUT THE TRADES!"

ROSEDALE TECHNICAL COLLEGE

2022 - 2023 CATALOG
August 8, 2022

215 Beecham Drive - Pittsburgh, PA 15205
412-521-6200 - 800-521-6262 - fax 412-521-2520
www.RosedaleTech.org

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Rosedale Technical College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, disability or genetic information in its activities, programs, or employment practices as required by the Title VII, Title VIII, Title IX, and Section 504. Gainful employment data can be found at RosedaleTech.org. For information regarding civil rights, or grievance procedures, contact the School Director - Dennis Wilke, dennis.wilke@rosedaletech.org at 215 Beecham Drive, Pittsburgh, PA 15205, telephone 412-521-6200.

THE COLLEGE

Rosedale Technical College is a private technical college devoted to the training of personnel for the automotive, diesel, electrical, HVAC, truck and transportation and other trade industries. The college was founded in 1949 and has been in continuous operation since. In July of 1969, the college was incorporated as Rosedale Technical Institute, Inc. On July 1, 2004 Rosedale became a free standing, PA Non-Profit institution. As of September 1, 2014 the college officially became Rosedale Technical College. Rosedale is located at 215 Beecham Drive, Kennedy Twp., PA 15205 near the intersection of I-79 and Route 60 (Steubenville Pike).

THE PROGRAMS

The college offers complete programs entitled Automotive Technology, Collision Repair, Construction Electricity, Diesel Technology, HVAC Technology, Industrial Electricity (degree programs) and Automotive Technician, Diesel Technician, Electrical Technician, HVAC Technician, Truck Driving and Welding Technician (diploma programs). The programs are designed to prepare individuals for entry level employment in these program occupations. The degree programs consist of four semesters and most can be completed in 16 months of full time instruction. The diploma programs consist of four semesters and can be completed in 18 months of instruction. Truck Driving consists of one term and can be completed in 10 weeks. Welding Technician program consists of two terms and can be completed in 8 months.

PHILOSOPHY

Mission: The mission of Rosedale Technical College is to enable students to obtain employment in positions related to the trade industries using hands-on training programs aligned with industry needs and effective student services designed to promote student success.

Vision: We are the engine of our regional economy by providing genuinely valuable hands-on training which adapts to meet the needs of employers. We unlock the energy of our students and provide the spark of knowledge which gives our students the confidence to change their lives.

Values: RTC values a student-centered approach in everything we do. We also value continuous improvement and self-development along with honesty, humility, and enthusiasm.

The photographs in the catalog were taken at the college. Students shown were enrolled at the college at the time. Instructors shown are members of the faculty.

Statement of Control

Rosedale Technical College is a non-profit Pennsylvania Corporation. The Board of Directors of Rosedale Technical College is Dennis F. Wilke, President, David M. Wilke, Secretary/Treasurer, Joseph Froehlich, Board Member, and Jim Dean, Board Member.

Accreditation

Rosedale Technical College is accredited by the Accrediting Commission of Career Schools and Colleges. The college received its initial accreditation in 1974.

License

Rosedale Technical College is licensed by the Pennsylvania Board of Private Licensed Schools.

Certification

Rosedale Technical College has been granted ASE Education Foundation Certification for Automotive Training Programs and Diesel-Truck Programs and I-CAR for Collision Repair.

Approvals

Approved for the training of Veterans and War Orphans
Approved by the U.S. Department of Education for participation in Federal Title IV Financial Aid Programs
Approved by the Pennsylvania Higher Education Assistance Agency for participation in the PA State Grant Program and TIP Program
Approved for training by the PA Office of Vocational Rehabilitation
Approved for re-training of displaced workers under TRA/TAA Programs
Approved for Workforce Investment Act training
Approved for funding by the Pittsburgh Promise

Memberships

Pennsylvania Association of Private School Administrators
Pennsylvania Association of Student Financial Aid Administrators
National Association of Student Financial Aid Administrators
Pittsburgh Airport Area Chamber of Commerce
National Coalition of Certification Centers
Association of Private Sector Colleges and Universities

PROGRAM ADVISORY COMMITTEES

Below are the members of our Program Advisory Committees (PAC) for each program area. The PACs meet at least twice per year to assist the college in improving its programs.

Community:

Mr. Joe McCarthy - Office of Vocational Rehabilitation
Ms. Lisa Neil – President, Southwest Training Services

Automotive:

Ms. Courtney Halle – HR Talent Acquisitions, #1 Cochran
Mr. Joshua Gagne – Service Manager, Baierl Automotive
Mr. Josh Smeltz – Vehicle Repair Manager, Enterprise Holdings
Mr. Jim Silver – Service Manager, Moon Township Auto
Mr. Mark Villella – General Manger, Porsche Pittsburgh
Mr. Mike Maleski – Owner, PSK Performance
Mr. David Lellimo – Service Manager, Rohrich Automotive Group Mazda
Ms. Amelia Krites – Manager, Valvoline Instant Oil Change
Mr. Matt Miller, Jr. – Fixed Operations Director, Wright Automotive Group
Mr. Joe Taddy – Parts & Service Director, Wright Automotive Group
Mr. Bill Miko – Collision Center Manager, Wright Collision & Glass Center

Collision Repair:

Mr. Bert Killinger – Owner, Killinger Auto Body
Mr. Marc Lando – Collision Center Manager, North Start Chevrolet
Mr. Ron Capezzuto – General Manager, First Vehicle Services
Mr. Bruce Gass – Manager, Moon Township Auto Body

Diesel / Truck Driving:

Mr. Bill Esterly – General Manager Product Support, Anderson Equipment
Mr. Eric Hilton – Talent Acquisition Specialist, FedEx Ground
Mr. Joe Mazur – Service Manager, Hill International Trucks
Mr. Mark Donnadio – Service Manager, Hill International Trucks
Mr. Doug O'Neil – General Manager, Hunter Truck Center Inc.
Mr. Rich Mason – Director of Service Operations, Kenworth of Pennsylvania
Mr. Rob Marek – Assistant General Manager, Lenzner Coach Lines
Mr. Jeremy Kleemook – Branch Service Manager, Penske
Mr. Tyler Shelly – President, Priority Equipment Rental
Mr. Kevin Peluso – Technician, Rudd Equipment
Mr. Thomas Abel – Manager Fleet Maintenance, UPMC
Mr. Len Strazza – Director of Fleet & Operations, Zoresco Equipment Co
Mr. William Cleaver – District Equipment Manager, PA Dept. of Transportation
Mr. Jim Stobart – Manager, United Rentals
Ms. Dot Taylor – Recruiter, US Foods
Ms. Victoria Impavido – Talent Acquisition Coordinator, Russell Standard
Ms. Lori Miller – SR Route Manager/Operations, Waste Management

Electrical:
Ms. Linda Froehlich – Owner, Ace Wire Spring & Form Co, Inc.
Ms. Gina Davis – HR Business Partner, City of Pittsburgh
Mr. Jared Dziak – Project Manager, Independent Mechanical, Inc.
Ms. Lisa Dee – Recruiting Manager, Aerotech Inc.
Ms. Jamie Heil – Director of HR, TruFoods LLC
Mr. Randy Gray – Director of Service, AIS Commercial Parts & Services, Inc.
Mr. John Walsh – President, Bethel Bakery

HVAC:
Mr. Rick Yelley – Operations, ABM
Mr. Steve Weber – Production/Labor Manager, Climatech
Mr. Michael Valent – General Manager-Service Operations, Climatech
Ms. Julie Clark – HR Manager, Don's Appliances
Mr. Ryan Kemp – Service Manager, Elk Heating & Air Conditioning
Mr. Bob Boyle – General Manger, J.A. Sauer
Mr. Rob Jorgenson – President, Johnson's Heating & Supplies, Inc.
Mr. Joe Marchese – Owner, Koldcraft Refrigeration

Industrial Technician:
Ms. Lisa Dee – Recruiting Manager, Aerotech Inc
Ms. Jamie Heil – Director of Human Resources, TruFoods LLC
Ms. Linda Froehlich – Owner, Ace Wire Spring & Form Co, Inc.
Mr. Andrew Lewis – Resource Manager, Cameron, a Schlumberberger Co
Mr. Robert Goehring – Plant Electrical Engineer, PTC Alliance
Ms. Wendi Weiner – HR Specialist, Mitsubishi Chemical Advanced Materials

Welding Technician:
Mr. Ronald Kubitz – Director, Recruiting & HR, Forms+Surfaces
Mr. John Hnath – President, General Fabricating Services
Ms. Christine Barr – Hiring Personnel, Hall Industries, Inc.
Ms. Stephanie Yatchyshyn – Recruiter, Heartland Fabrication
Mr. Fred Ensle – Training Program Director/CWI, Heartland Fabrication
Mr. JR Walter – General Manager, Houston Starr
Ms. Abydee Butler Moore – Vice President, Butler Gas Products Co.
Mr. Josh Jones – Technical Sales Rep, Lincoln Electric
Ms. Emily Brix – Operations Analyst, PMG Services

FACILITIES AND EQUIPMENT

The college occupies approximately 122,000 square feet of space in an educational campus located on a 10.7-acre campus in Kennedy Township, Allegheny County, PA. The campus includes two buildings, named the Phil Chosky and Ben Wilke Training Centers.

The space is divided into classrooms, labs, and administrative areas. All departments are located on one floor with ample parking provided and are handicap accessible.

Each building contains a tool room and storage areas that provide access to a variety of hand tools, power tools, diagnostic tools and equipment, cleaners, consumable products, and hardware necessary for training. Students also have access to research stations.

The automotive lab area contains service lifts, brake and tire machines, and alignment racks.

The collision repair lab offers access to a body straightener, paint and baking booth, paint mixing area, service lifts and alignment racks along with tear down and assembly areas.

The HVAC labs contain various commercial and residential heating and cooling units as well as commercial refrigeration units and sheet metal equipment.

Electricity programs often combine classroom and labs for integrated learning environments. Training areas consist of residential and commercial framed walls for wiring applications.

Construction Electricity and Industrial Electricity utilize training stations for motors, power sources, and electronics. Industrial Electricity students have access to training equipment for hydraulics, pneumatics, programmable logic controllers, and robotics.

The diesel lab is equipped with medium and heavy-duty service lifts. Training equipment consists of trucks, transmissions, diesel engines, and various trainers for the students to learn troubleshooting and repair.

The Truck Driving program has an indoor driving simulator, an outdoor range for driving practice, and various manual tractors with trailers.

The welding lab consists of booths equipped with multi-process welders for stick, MIG and TIG applications along with torching and cutting equipment, shear, bevelers, and an air filtration system.

ADMISSIONS REQUIREMENTS

To be accepted for admission, an applicant must have a high school diploma or a high school equivalent certificate. Applications will be accepted from high school students who are expected to graduate, however their graduation must be confirmed before entering the college. Applicants may be subject to a criminal background check.

Applicants must successfully complete a recognized entrance exam or an acceptable SAT/ACT score. This exam will be administered by a member of the staff at the college. Below are the passing scores or acceptable SAT/ACT by program. Applicants to the HVAC program are required to pass a general math assessment.

Program	Wonderlic	SAT	ACT
Truck Driving	12	850	15
Auto/Diesel/Welding	15	900	17
Collision Repair	16	950	18
Construction/Industrial/Electrical	18	1000	19
HVAC	20	1020	20

For final acceptance, each applicant must submit a final high school transcript or a copy of their high school diploma or equivalent certificate and possess a valid driver's license. Truck driving students must meet FMCSA regulations regarding the physical and drug screening requirements for driver's qualification and have had their driver's license for a t least 1 year. Additionally, truck driving applicants must pass a final acceptance drug screening prior to starting the program. Medical marijuana cards do not provide an exemption for drug testing.

Application Procedure

Students wishing to apply for admission should arrange for an interview with our Admissions Department. You can arrange for an interview either by calling or writing the college, or through our representative when he/she visits your high school. If the results of your interview are satisfactory, you can submit an application to the college. The interview can be scheduled either at the college or in the student's home. Call us toll-free at 1-800-521-6262 or email to: admissions@rosedaletech.org.

Re-Entry Procedure

Students who desire to re-enter college, after having withdrawn, and students who were dismissed, must schedule a hearing with the School Director and/or other School Officials to determine their eligibility for reentry. Students who were dismissed for Unsatisfactory Progress are subject to the requirements for re-entry on Page 45.

AUTOMOTIVE TECHNOLOGY
AUTOMOTIVE TECHNOLOGY *H

Class Hours: Monday thru Thursday 7:30am – 3:00pm

The objective of the Automotive Technology Program is to prepare individuals for entry level employment in the automotive repair industry. Graduates of the program can enter the workplace as Brake & Alignment Technicians, Inspection Technicians, Tune-up Technicians, Air Conditioning Service Technicians and other positions requiring trouble shooting, removal and replacement, diagnostics of components and sub-components of general purpose vehicles and automobiles.

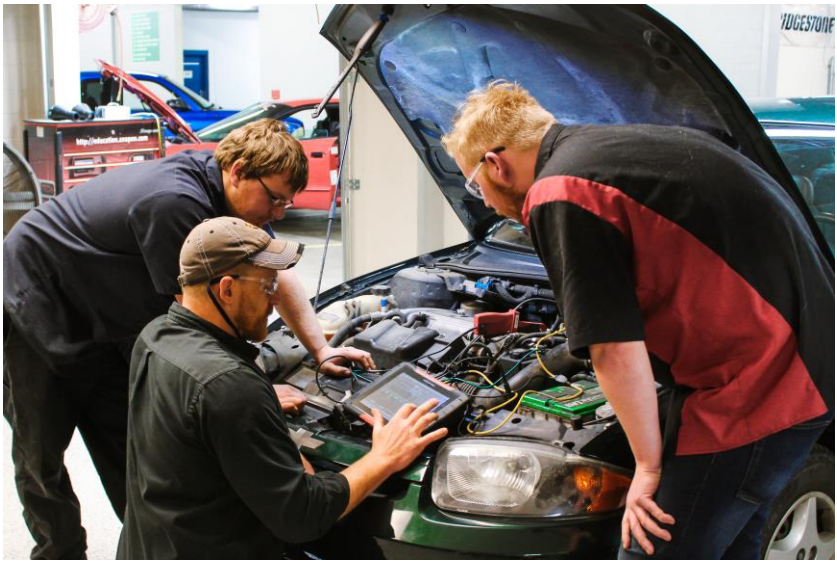
Students will be trained to be Pennsylvania State Inspection Mechanics and Pennsylvania Enhanced Emissions Inspection Mechanics. Both of these Certification exams are administered at the college and are included in the program.

Because the college is an ASE Master Certified School for the Automotive Program, graduates of this program are eligible to sit for all eight of the ASE Certification Exams. This program qualifies as 1 year towards the experience requirement of ASE certification.

An Associate in Specialized Technology Degree is awarded upon graduation.

PROGRAM LENGTH

The courses in this program are taught in four 16-week semesters. The program can be completed in 16 months. The complete program consists of 1872 clock hours and 77.5 semester credit hours. Progress reports are distributed at the end of each grading period.



AUTOMOTIVE TECHNOLOGY
AUTOMOTIVE TECHNOLOGY *H
ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE - 16 MONTHS

Course Outline

Course #	Course Title	Total Hours	Total Credits
AD-100	Gasoline Engine Components	114	4.5
AD-102	Automotive Brakes	120	5.0
AD-103	Gasoline Engines	120	5.0
AD-105	Suspension & Steering Systems	114	4.5
AD-203	Enhanced Emission Systems	90	3.5
AD-204	Power Train Systems	114	4.5
AD-205	Automotive Electronic Systems	114	4.5
AD-206	Air Conditioning Maintenance	144	6.0
AD-207	Manual & Automatic Transmissions	120	5.0
AD-208	Engine Performance	120	5.0
GD-101	Electrical Systems	114	4.5
GD-102	Electrical Troubleshooting	120	5.0
R-101	Applied Math	60	2.5
R-103	Physics & Electrical Science	54	2.5
R-104	Computer Concepts	60	2.5
R-108	Problem Solving & Critical Thinking	60	2.5
R-206	Small Business Management	120	5.5
R-208	Get Employed / Stay Employed	114	5.0
	Program Totals	**1872**	**77.5**

AUTOMOTIVE TECHNICIAN
AUTOMOTIVE TECHNICIAN *H

Class Hours: Monday thru Thursday 6:15pm – 10:30pm

The objective of the Automotive Technician Program is to prepare individuals for entry level employment in the automotive repair industry. Graduates of the program can enter the workplace as brake & alignment technicians, inspection technicians, tune-up technicians, air conditioning service technicians and other positions requiring troubleshooting, removal and replacement, diagnostics of components and sub-components of general purposes vehicles and automobiles.

Students will be trained to be Pennsylvania State Inspection Mechanics and Pennsylvania Enhanced Emissions Inspection Mechanics. Both of these Certification exams are administered at the college and are included in the program.

Because the college is an ASE Master Certified School for the Automotive Program, graduates of this program are eligible for the ASE Certification Exams. This program qualifies as 1 year towards the experience requirements of ASE Certification.

A Diploma is awarded upon graduation.

PROGRAM LENGTH

The courses in this program are taught in four 18-week semesters. The program can be completed in 18 months. The complete program consists of 1224 clock hours and 48.5 semester credit hours. Progress reports are distributed at the end of each grading period.

AUTOMOTIVE TECHNICIAN
AUTOMOTIVE TECHNICIAN *H
DIPLOMA PROGRAM - 18 MONTHS

Course Outline

Course #	Course Title	Total Hours	Total Credits
AE-100	Gasoline Engine Components	102	4.0
AE-102	Automotive Brakes	102	4.0
AE-103	Gasoline Engines	102	4.0
AE-105	Suspension & Steering Systems	102	4.0
AE-204	Power Train Systems	102	4.0
AE-205	Automotive Electronic Systems	102	4.0
AE-206	Air Conditioning Maintenance	102	4.0
AE-207	Manual & Automatic Transmissions	102	4.0
AE-208	Engine Performance	102	4.0
GE-101	Electrical Systems	102	4.0
GE-102	Electrical Troubleshooting	102	4.0
RE-208	Get Employed / Stay Employed	102	4.5
	Program Totals	**1224**	**48.5**

COLLISION REPAIR TECHNOLOGY
COLLISION REPAIR TECHNOLOGY *H

Class Hours: Monday thru Thursday 7:30am – 3:00pm

The Collision Repair Technology Program is intended to prepare students, through both classroom and lab experiences, with the skills necessary to obtain a broad range of entry level technician positons in the automotive collision repair profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes both major automotive collision repair and automotive painting and refinishing. The program is based on industry standards.

The curriculum consists of extensive classroom instruction and practical hands on training in the various phases of automotive components, welding, auto mechanical and electrical systems, equipment safety and operations, major collision repair, auto refinishing, panel alignment and glass replacement. Classroom instruction focuses on math, computer training, hydraulics, service management, customer service and small business management. In all program areas safety practices and concerns will be highlighted.

Graduates of this program have entry level career paths as Automotive Collision Technician, Automotive Body Technician, Frame Technicians Painter, Auto Glass Installer and Minor Mechanical Repairs. These positions are available in automotive new vehicle dealerships, independent body/repair shops, fleet service centers and car rental organizations. Additionally, students will be prepared to sit for the I-CAR certifications.

An Associate in Specialized Technology Degree is awarded upon graduation.

PROGRAM LENGTH

The courses in this program are taught in four 16-week semesters. The program can be completed in 16 months. The complete program consists of 1872 clock hours and 73.5 semester credit hours. Progress reports are distributed at the end of each grading period.

COLLISION REPAIR TECHNOLOGY
COLLISION REPAIR TECHNOLOGY *H
ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE – 16 MONTHS

Course Outline

Course #	Course Title	Total Hours	Total Credits
C-100	Intro to Auto Body Repair	58.5	2.0
C-101	Automotive Components Repair	58.5	2.0
C-102	Foundations of Collision Repair	117	4.5
C-103	Welding Essentials	117	4.5
C-104	Mechanical Systems	117	4.5
C-105	Electrical Systems	117	4.5
C-110	Intro to Major Collision Repair	117	4.5
C-211	Major Collision Repair I	117	4.5
C-212	Major Collision Repair II	117	4.5
C-213	Panel Repair & Alignment	117	4.5
C-214	Estimating	58.5	2.0
C-215	Glass Replacement	58.5	2.0
C-220	Intro to Auto Refinishing	117	4.5
C-221	Auto Refinishing	117	4.5
R-101	Applied Math	60	2.5
R-103	Physics & Electrical Science	54	2.5
R-104	Computer Concepts	60	2.5
R-108	Problem Solving & Critical Thinking	60	2.5
R-206	Small Business Management	120	5.5
R-208	Get Employed / Stay Employed	114	5.0
	Program Totals	**1872**	**73.5**

CONSTRUCTION ELECTRICITY
CONSTRUCTION ELECTRICITY *H

Class Hours: Monday thru Thursday 7:30am – 3:00pm

The objective of the Construction Electricity program is to prepare individuals for entry level employment as electrical technicians. Graduates of this program are qualified to work as panel builders and testers, utility maintenance technicians, construction electricians; apparatus repair technicians, and electronic repair technicians.

Students will be trained in the use of meters and related test equipment required to diagnose electrical and electrical components problems and the installation, diagnosis and repair of switching circuits and controls devices for domestic, commercial and industrial facilities. Students will learn math and blueprint reading geared towards electricians.

Students will receive instruction on the National Electric Code (NEC) and how it applies to the electrician in the performance of their job.

Additional topics include construction of various types of single phase motors, split phase motors, three phase motors and the repair of these motors. Students should acquire a working knowledge of solid state and low voltage electrical systems. Additionally, students can earn various lift certificates and OSHA certificate.

An Associate in Specialized Technology Degree is awarded upon graduation.

PROGRAM LENGTH

The courses in this program are taught in four 16-week semesters. The program can be completed in 16 months. The complete program consists of 1872 clock hours and 77.5 semester credit hours. Progress reports are distributed at the end of each grading period.

CONSTRUCTION ELECTRICITY
CONSTRUCTION ELECTRICITY *H
ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE - 16 MONTHS

Course Outline

Course #	Course Title	Total Hours	Total Credits
ED-100	Electrical Fundamentals & Circuitry	120	5.0
ED-107	Intro to Electronics	120	5.0
ED-108	Data Communication	114	4.5
ED-109	Electrical Services	114	4.5
ED-110	Residential Wiring	120	5.0
ED-111	Commercial Wiring	120	5.0
ED-112	Conduit & Raceways	114	4.5
ED-113	Safety & Intro to NEC	114	4.5
ED-209	Motors & Controllers	120	5.0
ED-210	Power Sources	114	4.5
ED-211	Electrical Construction	120	5.0
ED-212	Building Systems	114	4.5
R-101	Applied Math	60	2.5
R-103	Physics & Electrical Science	54	2.5
R-104	Computer Concepts	60	2.5
R-108	Problem Solving & Critical Thinking	60	2.5
R-206	Small Business Management	120	5.5
R-208	Get Employed / Stay Employed	114	5.0
	Program Totals	**1872**	**77.5**

DIESEL TECHNOLOGY
DIESEL TECHNOLOGY *H

Class Hours: Monday thru Thursday 7:30am – 3:00pm

The objective of the Diesel Technology Program is to prepare individuals for entry level employment in the trucking and equipment industry. Graduates of the program can enter the workplace as entry level diesel, truck and equipment mechanics at truck dealerships, heavy equipment dealerships, after market repair facilities, trucking companies, companies utilizing diesel/heavy equipment and other positions requiring trouble-shooting, removal and replacement, diagnostics of major components and sub-components of diesel vehicles. Preventive Maintenance is an important feature of this program.

Students will learn the proper use of hand tools, pneumatic tools, diagnostic meters, scan tools, measuring equipment and torches for cutting and heating. The use of computers with related software for the retrieval of job specifications and to produce work orders and resumes will also be taught. Diagnostic skills to determine necessary repair action is stressed.

Diesel students will be provided both the lecture and the driving training required for a CDL-Class A License at Rosedale Tech. The driving training may consist of a different schedule than regular class hours. (Out of state residents will be tested at the site determined by their home state) Rosedale Tech does not guarantee that a trainee will pass the CDL-Class A test.

In addition to the CDL-Class A License, the Pennsylvania State Safety Inspection License, Class 3 can also be earned. The college is an ASE Master Certified School for Diesel/Truck Programs and students are eligible to sit for the ASE Certification Exams.

An Associate in Specialized Technology Degree is awarded upon graduation.

PROGRAM LENGTH

The courses in this program are taught in four 16-week semesters. The program can be completed in 16 months. The complete program consists of 1872 clock hours and 75 semester credit hours. Progress reports are distributed at the end of each grading period.

DIESEL TECHNOLOGY
DIESEL TECHNOLOGY *H
ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE - 16 MONTHS

Course Outline

Course #	Course Title	Total Hours	Total Credits
DD-101	Preventative Maintenance	120	4.5
DD-103	Diesel Drive Trains	114	4.5
DD-104	Air Brakes & Braking Systems	120	5.0
DD-106	Suspension & Steering Systems	114	4.5
DD-201	Diesel Engines	144	5.5
DD-203	Engine Diagnostics	120	5.0
DD-204	Engines Analysis	114	4.5
DD-205	Class A-CDL Lecture	120	5.0
DD-206	AC & Transport Refrigeration	90	3.5
DD-208	Class A-CDL Driving	114	4.0
GD-101	Electrical Systems	114	4.5
GD-102	Electrical Troubleshooting	120	5.0
R-101	Applied Math	60	2.5
R-103	Physics & Electrical Science	54	2.5
R-104	Computer Concepts	60	2.5
R-107	Hydraulics Applications	120	4.5
R-108	Problem Solving & Critical Thinking	60	2.5
R-208	Get Employed / Stay Employed	114	5.0
	Program Totals	**1872**	**75.0**

DIESEL TECHNICIAN
DIESEL TECHNICIAN *H

Class Hours: Monday thru Thursday 6:15pm – 10:30pm

The objective of the Diesel Technician Program is to prepare individuals for entry level employment in the trucking and equipment industry. Graduates of the program can enter the workplace as entry level diesel, truck and equipment mechanics at truck dealerships, after market repair facilities, trucking companies, companies utilizing diesel equipment and other positions requiring troubleshooting, removal and replacement, diagnostics of major components and sub-components of diesel equipment vehicles. Preventive Maintenance is an important feature of this program.

Students will learn the proper use of hand tools, pneumatic tools, diagnostic meters, scan tools, measuring equipment and torches for cutting and heating. The use of computers with related software for the retrieval of job specifications and to produce work orders and resumes will also be taught. Diagnostic skills to determine necessary repair action is stressed.

The Pennsylvania State Safety Inspection License, Class 3, can be earned. Because the college is an ASE Master Certified School for Diesel/Truck Programs, students are eligible for the ASE Certification exams.

A Diploma is awarded upon graduation.

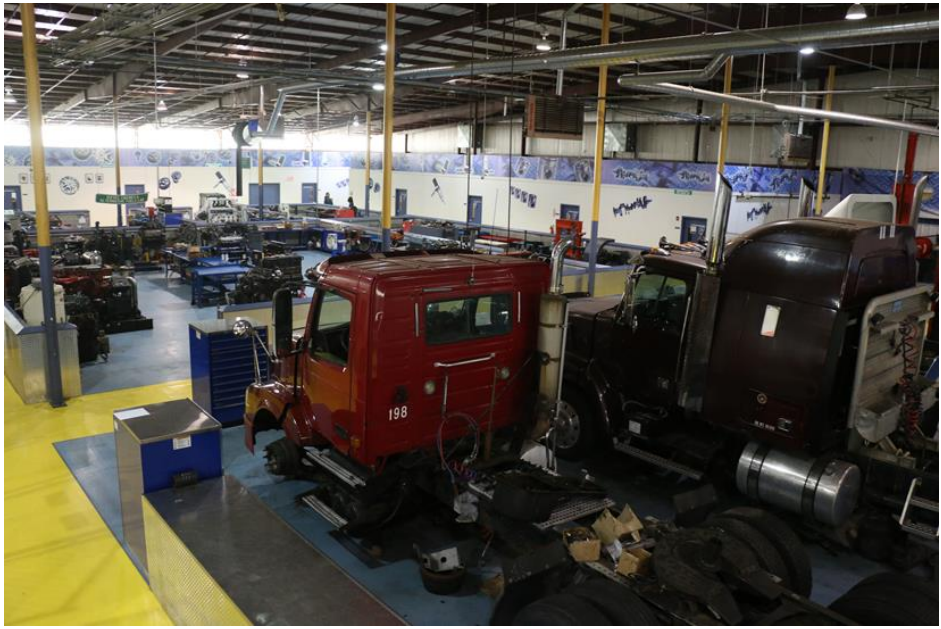
PROGRAM LENGTH

The courses in this program are taught in four 18-week semesters. The program can be completed in 18 months. The complete program consists of 1224 clock hours and 48.5 semester credit hours. Progress reports are distributed at the end of each grading period.

DIESEL TECHNICIAN
DIESEL TECHNICIAN *H
DIPLOMA PROGRAM - 18 MONTHS

Course Outline

Course #	Course Title	Total Hours	Total Credits
DE-101	Preventative Maintenance	102	4.0
DE-103	Diesel Drive Trains	102	4.0
DE-104	Air Brakes & Braking Systems	102	4.0
DE-106	Suspension & Steering Systems	102	4.0
DE-201	Diesel Engines	102	4.0
DE-203	Engine Diagnostics	102	4.0
DE-204	Engine Analysis	102	4.0
DE-206	AC & Transport Refrigeration	102	4.0
GE-101	Electrical Systems	102	4.0
GE-102	Electrical Troubleshooting	102	4.0
RE-107	Hydraulics Applications	102	4.0
RE-208	Get Employed / Stay Employed	102	4.5
	Program Totals	**1224**	**48.5**



ELECTRICAL TECHNICIAN

Class Hours: Monday thru Thursday 6:15pm – 10:30pm

The objective of the Electrical Technician Program is to prepare individuals for entry level employment as electrical technicians. Graduates of the program are qualified to work as panel builders and testers, utility maintenance technicians, electrical assemblers, construction electricians, apparatus repair technicians, and electronic repair technicians.

Students will be trained in the use of meters and related test equipment required to diagnose electrical and electrical components problems and the installation, diagnosis and repair of switching circuits and controls devices for domestic, commercial and industrial facilities. Students will learn math and blueprint reading geared towards electricians.

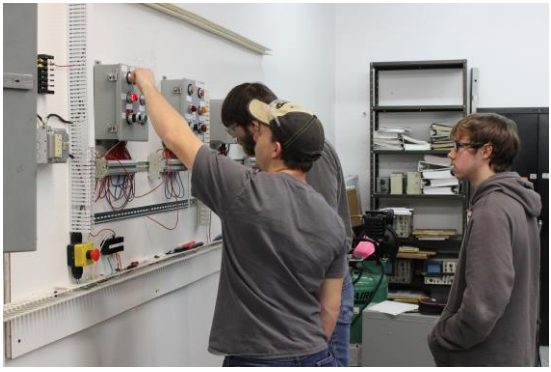
Students will receive instruction on the National Electric Code (NEC) and how it applies to the electrician in the performance of their job. The operation, installation, programming and maintenance of programmable logic controllers will be taught.

Additional topics include the National Electrical Manufacturers Associations (NEMA) standards and construction of various types of single phase motors, split phase motors, three phase motors and the repair of these motors. Students should acquire a working knowledge of computer hardware/software and operation systems and an understanding of programmable logic controllers and how these contribute to manufacturing and machinery. Additionally, students can earn various lift and OSHA certifications.

A Diploma is awarded upon graduation.

PROGRAM LENGTH

The courses in this program are taught in four 18-week semesters. The program can be completed in 18 months. The complete program consists of 1224 clock hours and 48.5 semester credit hours. Progress reports are distributed at the end of each grading period.



ELECTRICAL TECHNICIAN
DIPLOMA PROGRAM - 18 MONTHS

Course Outline

Course #	Course Title	Total Hours	Total Credits
EE-101	Basic Electricity	54	2.0
EE-102	Residential Circuitry	102	4.0
EE-103	Construction Wiring	48	2.0
EE-104	NEC Calculations	102	4.5
EE-105	Commercial Circuitry	48	2.0
EE-106	Services & Conduit	54	2.0
EE-107	Solid State	102	4.0
EE-108	Low Voltage Applications	102	4.0
EE-201	Electrical Machine Controls	102	4.0
EE-203	Motor Repair	48	2.0
EE-204	Electronic Controls	102	4.0
EE-205	PLC Analysis	48	1.5
EE-206	AC/DC Power	54	2.0
EE-208	Programmable Logic Controllers	102	4.0
RE-101	Applied Math	54	2.0
RE-208	Get Employed / Stay Employed	102	4.5
	Program Totals	**1224**	**48.5**

HVAC TECHNOLOGY
HVAC TECHNOLOGY *H

Class Hours: Monday thru Thursday 7:30am – 3:00pm

The objective of the HVAC Technology Program is to prepare individuals, through classroom and lab experiences, with the knowledge and skills to manage, operate, troubleshoot, and maintain refrigeration, heating, ventilating and air conditioning systems for entry level employment as an HVAC Technician in an industry that continues to grow. The installation, servicing and repair of equipment used in both residential and light commercial applications is covered in detail, including gas, electric and oil fueled systems. Emphasis is placed on the analysis and troubleshooting of HVAC circuits and controls systems.

The curriculum consists of extensive classroom instruction and practical hands-on training in all phases of refrigeration, heating, air conditioning. Students will be trained and work on the following types of equipment in the college's HVAC labs: refrigerators, domestic and light commercial ice makers, window and central air conditioning systems, dehumidifiers, heat pumps, freezers, low/medium and high efficiency furnaces. In all program areas safety practices and concerns will be highlighted. Students receive a working knowledge and develop basic skills in the following areas: Electricity & Troubleshooting, Basic Refrigeration, A/C Maintenance and Forced Air Heating Systems and Hydronic Heating Systems.

Graduates of this program have entry level career paths as heating technicians, heating mechanics, duct installers, refrigeration technician, sheet metal workers, facility maintenance technician, and air conditioning technicians. These positions may be available in both residential and light commercial setting in factories, hospitals, hotels, office buildings, retail establishments and schools.

Students will be prepared to sit for the EPA certification exams.

An Associate in Specialized Technology Degree is awarded upon graduation.

PROGRAM LENGTH

The courses in this program are taught in four 16-week semesters. The program can be completed in 16 months. The complete program consists of 1872 clock hours and 75.5 semester credit hours. Progress reports are distributed at the end of each grading period.

HVAC TECHNOLOGY
HVAC TECHNOLOGY *H
ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE - 16 MONTHS

Course Outline

Course #	Course Title	Total Hours	Total Credits
HD-101	Refrigeration Principles	105	4.5
HD-102	Refrigeration System Analysis	129	5.0
HD-104	Electricity	58	2.5
HD-105	HVAC Troubleshooting	116	4.5
HD-106	Forced Air Heating Systems	174	7.0
HD-107	Hydronic Heating Systems	234	9.0
HD-201	Sheet Metal Applications	60	2.0
HD-203	Heat Pumps	45	1.5
HD-204	Heat Pump Diagnostics	75	3.0
HD-205	Thermodynamics & Design	60	2.5
HD-206	Control System Analysis	114	4.5
HD-207	Air Conditioning	114	4.5
HD-208	Air Conditioning Maintenance	120	4.5
R-101	Applied Math	60	2.5
R-103	Physics & Electrical Science	54	2.5
R-104	Computer Concepts	60	2.5
R-108	Problem Solving & Critical Thinking	60	2.5
R-206	Small Business Management	120	5.5
R-208	Get Employed / Stay Employed	114	5.0
	Program Totals	**1872**	**75.5**

HVAC TECHNICIAN
HVAC TECHNICIAN *H

Class Hours: Monday thru Thursday 6:15pm – 10:30pm

The objective of the HVAC Technician Program is designed to prepare students, through classroom and lab experiences, with the knowledge and skills to manage, operate, troubleshoot, and maintain refrigeration, heating, ventilating and air conditioning systems for entry level employment as an HVAC Technician in an industry that continues to grow. The installation, servicing and repair of equipment used in both residential and light commercial applications is covered in detail, including gas, electric and oil fueled systems.

The curriculum consists of extensive classroom instruction and practical hands-on training in all phases of refrigeration, heating, and air conditioning. Students will be trained and work on the following types of equipment in the institutes HVAC labs: refrigerators, ice makers, window and central air conditioning systems, freezers, low/medium and high efficiency furnaces. In all program areas safety practices and concerns will be highlighted. Students receive a working knowledge and develop basic skills in the following areas: Electricity & Troubleshooting, Basic Refrigeration, A/C Maintenance and Forced Air Heating Systems and Hydronic Heating Systems.

Graduates of this program have entry level career paths as heating technicians, heating mechanics, duct installers, refrigeration technician, sheet metal workers, facility maintenance technician, and air conditioning technicians.

Students will be prepared to sit for the EPA certification exams.

A Diploma is awarded upon graduation.

PROGRAM LENGTH

The courses in the evening HVAC program are taught in three 18-week semesters. The program can be completed in 13 months. The complete program consists of 36 semester credit hours. Progress reports are distributed at the end of each grading period.

HVAC TECHNICIAN
HVAC TECHNICIAN *H
DIPLOMA PROGRAM - 13 MONTHS

Course Outline

Course #	Course Title	Total Hours	Total Credits
HE-101	Refrigeration Principles	102	4.0
HE-102	Refrigeration System Analysis	102	4.0
HE-104	Electricity	52	2.0
HE-105	HVAC Troubleshooting	102	4.0
HE-106	Forced Air Heating Systems	102	4.0
HE-107	Hydronic Heating Systems	102	4.0
HE-201	Sheet Metal Applications	50	2.0
HE-203	Heat Pumps	72	3.0
HE-205	Thermodynamics & Design	30	1.0
HE-207	Air Conditioning	102	4.0
HE-208	Air Conditioning Maintenance	102	4.0
	Program Totals	**918**	**36.0**

INDUSTRIAL ELECTRICITY
INDUSTRIAL ELECTRICITY *H

Class Hours: Monday thru Thursday 7:30am – 3:00pm

The Industrial Electricity Program is designed to prepare students, through classroom and lab experiences, with the knowledge and skills to maintain and repair industrial equipment, automated systems and machinery, such as conveying systems, production machinery and packing equipment as well as install, repair and reassemble, modify and move machinery. To do this, Industrial Technicians must detect and correct errors through the use of technical manuals and their understanding of equipment and diagnostic equipment.

Students will be trained in the use of meters and related test equipment required to diagnose electrical and electrical components problems and the installation, diagnosis and repair of switching circuits and controls devices for domestic, commercial and industrial facilities. Students will learn math and blueprint reading geared towards electricians. Additional topics include construction of various types of single-phase motors, split phase motors, three phase motors and the repair of these motors. Students should acquire a working knowledge of solid state and low voltage electrical systems. Additionally, students can earn various lift certificates and OSHA certificate. Students will receive instruction on the National Electric Code (NEC) and how it applies to the electrician in the performance of their job.

Graduates from this program have the entry-level career paths as Industrial Maintenance Technicians, Mechanical Maintenance Technicians, Maintenance Specialist, Operational Technicians, Robotic Technicians, PLC Programmer, Fluid Power Technician, Instrumentation Technician and Electrical/Electronic Technician. These positions are available in manufacturing facilities, production plants, industrial factories, packaging complexes, and distribution centers.

An Associate in Specialized Technology Degree is awarded upon graduation.

PROGRAM LENGTH

The courses in this program are taught in four 16-week semesters. The program can be completed in 16 months. The complete program consists of 1872 clock hours and 77.5 semester credit hours. Progress reports are distributed at the end of each grading period.

INDUSTRIAL ELECTRICITY
INDUSTRIAL ELECTRICITY *H
ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE - 16 MONTHS

Course Outline

Course #	Course Title	Total Hours	Total Credits
ED-100	Electrical Fundamentals & Circuity	120	5.0
ED-107	Intro to Electronics	120	5.0
ED-111	Commercial Wiring	120	5.0
ED-112	Conduit & Raceways	114	4.5
ED-113	Safety & Intro to NEC	114	4.5
ED-208	Programmable Logic Controllers	120	5.0
ED-209	Motors & Controllers	120	5.0
ED-210	Power Sources	114	4.5
IM-101	Mechanical Drives	114	4.5
IM-109	Hydraulics & Pneumatics	120	5.0
IM-201	Industrial Maintenance	114	4.5
IM-205	Robotics	114	4.5
R-101	Applied Math	60	2.5
R-103	Physics & Electrical Science	54	2.5
R-104	Computer Concepts	60	2.5
R-108	Problem Solving & Critical Thinking	60	2.5
R-208	Get Employed / Stay Employed	114	5.0
R-210	Project Management	120	5.5
	Program Totals	**1872**	**77.5**

TRUCK DRIVING
TRUCK DRIVING *H

Class Hours: Monday thru Thursday 7:30am – 3:20pm

The objective of this commercial truck driving program is designed to develop the skills and knowledge base to qualify students for entry level positions as drivers of over-the-road or local driving vehicles, through in-depth classroom training, coupled with preventative maintenance, range and road skills. No prior education or experience with trucks is required. The students, however, must meet the driver qualifications set forth by the Bureau of Motor Carrier Safety and pass the physical examination requirements set forth by the Department of Transportation.

The curriculum consists of extensive classroom and lab instruction with practical hands-on training in all phases of the commercial truck driving area. Students may be trained, work on, and drive the following types of equipment in the school's labs, range and on-the-road tractor trailers, class 7–8 vehicles, flat bed trailers, box trailers, and various diesel components. The program does not include training for automatic transmission vehicles. In all program areas safety practices and concerns will be highlighted.

Graduates of this program will earn a diploma and have entry level career paths to assume positions as local and over-the-road tractor-trailer drivers, delivery truck drivers, van drivers, dump truck drivers and drivers of other vehicles relating to the transportation industry.

Graduates under the age of 21 are not permitted to drive outside of the state they are licensed. That may limit employment opportunities until they are 21 years old.

Students will be prepared to sit for the General Knowledge and Air Brake Exams for the CDL Class A permit and the three part skills test for the Commercial Driving License. Students that do not pass the CDL test can graduate from the program if all other graduation requirements are met. The employment prospects for those without the CDL will not include opportunities available to those with a CDL license.

A Diploma is awarded upon graduation.

PROGRAM LENGTH

The courses in this program are taught in one 10-week term. The complete program consists of 312 clock hours and 12 semester credit hours.

Other Non-Program Costs: The student is responsible for the cost of the DOT permit test, and the DOT physical if they choose not to use the Rosedale service provider. If a student does not pass the DOT test in 3 attempts they will be responsible for the cost of a new permit. The student is responsible for any medical costs required to pass their DOT physical.

TRUCK DRIVING
TRUCK DRIVING *H
DIPLOMA PROGRAM - 2.5 MONTHS

Course Outline

Course #	Course Title	Total Hours	Total Credits
TD-101	Pre-Trip and Vehicle Systems	70	3.0
TD-105	Driving Operations & Safety	107	4.5
TD-107	Driving Skills	135	4.5
	Program Totals	**312**	**12.0**

WELDING TECHNICIAN
WELDING TECHNICIAN *H

Daytime Class Hours: Monday thru Thursday 7:30am – 3:00pm
Evening Class Hours: Monday thru Thursday 6:00pm – 10:30pm

The objective of the Welding Technician Program is to prepare students for entry level employment in the welding and fabrication fields.

Students will be trained in the proper safety procedures and use of equipment, a working knowledge of blueprints and math, the types of filler metals and their applications, classifications of properties of the materials used in the field. Students will be trained in various applications and techniques based on API and AWS specifications. Students will have the opportunity to earn AWS qualifications in various welding techniques.

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

Graduates work as welders, weld/fabricators, maintenance welders, fitters, ornamental metal sculptures and welder helpers.

A Diploma is awarded upon graduation.

PROGRAM LENGTH

The courses in the daytime welding program are taught in two 16-week semesters. The program can be completed in 8 months. The complete program consists of 36 semester credit hours. Progress reports are distributed at the end of each grading period.

The courses in the evening welding program are taught in three 18-week semesters. The program can be completed in 13 months. The complete program consists of 36 semester credit hours. Progress reports are distributed at the end of each grading period.

WELDING TECHNICIAN
WELDING TECHNICIAN *H
DIPLOMA PROGRAM – 8 MONTHS/13 MONTHS

Course Outline

Course #	Course Title	Total Hours	Total Credits
W-101	Arc Welding (SMA)	144	6.0
W-102	Thermal Cutting Processes	30	1.0
W-103	MIG Welding (GMAW)	120	4.5
W-104	Welding Print Reading	60	2.5
W-105	TIG Welding (GTAW)	174	6.5
W-106	Metallurgy	30	1.0
W-108	Pipe Welding	174	7.0
W-201	Welding Fabrication	54	2.0
W-204	Non-Ferrous Welding	30	1.0
W-206	Welding Inspection & Testing	36	1.0
R-101	Applied Math	60	2.5
R-207	Resume & Interviewing Techniques	24	1.0
	Program Totals	**936**	**36.0**

COLLEGE CALENDAR

DAY PROGRAMS - CLASS START AND COMPLETION DATES

Start	Complete	Start	Complete	Start	Complete
11/23/20	03/24/22	03/28/22	07/20/23	08/07/23	11/21/24
02/01/21	05/19/22	05/23/22	09/28/23	10/02/23	01/30/25
03/29/21	07/14/22	08/08/22	11/23/23	11/27/23	03/27/25
05/24/21	09/29/22	10/03/22	02/01/24	02/05/24	05/22/25
08/02/21	11/24/22	11/28/22	03/28/24	04/01/24	07/17/25
09/27/21	02/02/23	02/06/23	05/23/24	05/27/24	09/25/25
11/22/21	03/30/23	04/03/23	07/18/24	08/05/24	11/20/25
01/31/22	05/25/23	05/29/23	09/26/24	09/30/24	01/29/26

EVENING PROGRAMS - CLASS START AND COMPLETION DATES

Start	Complete	Start	Complete	Start	Complete
09/14/20	03/10/22	09/13/21	03/16/23	09/19/22	03/14/24
10/26/20	04/21/22	10/25/21	04/27/23	10/31/22	04/25/24
12/07/20	06/02/22	12/06/21	06/08/23	12/12/22	06/06/24
02/01/21	07/14/22	01/31/22	07/20/23	02/06/23	07/18/24
03/15/21	09/15/22	03/14/22	09/14/23	03/20/23	09/12/24
04/26/21	10/27/22	04/25/22	10/26/23	05/01/23	10/24/24
06/07/21	12/08/22	06/06/22	12/07/23	06/12/23	12/05/24
08/02/21	02/02/23	08/08/22	02/01/24	08/07/23	01/30/25

TRUCK DRIVING PROGRAM

Classes for this program start approximately every 5 weeks.

*Note: Some programs may not be available for every start date and complete date may vary on program length.

STUDENT HOLIDAYS AND BREAKS

2022		2023	
M.L. King Day	01/17/22	M.L. King Day	01/16/23
Presidents Day	02/21/22	Presidents Day	02/20/23
Easter Monday	04/18/22	Easter Monday	04/10/23
Memorial Day	05/30/22	Memorial Day	05/29/23
Independence Day	07/04/22	Independence Day	07/04/23
Summer Break	07/16/22	Summer Break	07/22/23
Through	08/07/22	Through	08/06/23
Labor Day	09/05/22	Labor Day	09/04/23
Columbus Day	10/10/22	Columbus Day	10/09/23
Thanksgiving Break	11/24/22	Thanksgiving Break	11/23/23
Through	11/28/22	Through	11/27/23
Christmas Break	12/24/22	Christmas Break	12/23/23
Through	01/08/23	Through	01/07/24

COLLEGE POLICY ON CLOSING DUE TO INCLEMENT WEATHER

Rosedale Technical College will announce closings or delays via the local stations on KDKA, WPXI, WTAE and group text messages.

*Due to the Covid-19 interruption evening technician program students who started on 5/25/20 will be on summer break from 7/3/20 through 8/2/20.

FEES, TUITION, BOOKS AND OTHER COSTS

FEES: All Programs

Application Fee: $40.00 paid with application for admission.
Registration Fee: $110.00 paid upon acceptance for admission by the College

TUITION

Automotive Technology:	$8,625 per Semester for four 16-week Semesters = $34,500
Automotive Technician:	$5,950 per Semester for four 18-week Semesters = $23,800
Collision Repair Technology:	$8,750 per Semester for four 16-week Semesters = $35,000
Construction Electricity:	$8,750 per Semester for four 16-week Semesters = $35,000
Diesel Technology:	$8,550 per Semester for four 16-week Semesters = $34,200
Diesel Technician:	$5,975 per Semester for four 18-week Semesters = $23,900
Electrical Technician:	$5,975 per Semester for four 18-week Semesters = $23,900
HVAC Technology:	$8,750 per Semester for four 16-week Semesters = $35,000
HVAC Technician:	$5,750 per Semester for three 18-week Semesters = $17,250
Industrial Electricity:	$8,750 per Semester for four 16-week Semesters = $35,000
Truck Driving Program:	$8,000 for the 10-week program
Welding Day Technician:	$9,825 per Semester for two 16-week Semesters = $19,650
Welding Evening Technician:	$6,550 per Semester for three 18-week Semesters = $19,650

LABORATORY FEES

Lab Fees are charged to the student's account on a semester basis,

Automotive Technology:	Total	Cost =	$1,340
Automotive Technician:	Total	Cost =	$1,340
Collision Repair Technology:	Total	Cost =	$952
Construction Electricity:	Total	Cost =	$860
Diesel Technology:	Total	Cost =	$1,540
Diesel Technician:	Total	Cost =	$1,240
Electrical Technician:	Total	Cost =	$860
HVAC Technology:	Total	Cost =	$880
HVAC Technician:	Total	Cost =	$465
Industrial Electricity:	Total	Cost =	$860
Truck Driving:	Total	Cost =	$450
Welding Technician:	Total	Cost =	$1,296

TEXTBOOKS

Textbooks are charged to the student's account as they are issued, estimated cost:

Automotive Technology:	Total	Cost =	$975
Automotive Technician:	Total	Cost =	$415
Collision Repair Technology:	Total	Cost =	$675
Construction Electrical:	Total	Cost =	$1,950
Diesel Technology:	Total	Cost =	$660
Diesel Technician:	Total	Cost =	$335
Electrical Technician:	Total	Cost =	$1,385
HVAC Technology:	Total	Cost =	$825
HVAC Technician:	Total	Cost =	$500
Industrial Electricity:	Total	Cost =	$2,000
Welding Technician:	Total	Cost =	$715

TOOLS

Most programs require students to have their own tools for daily use. Tools can be purchased from any source but must meet a list of tools available from the admissions office. The student can purchase a set of professional tools through the college at the following estimated cost:

Automotive	$2,000*
Collision Repair	$1,900*
Construction Electricity	$885
Diesel	$2,000*
HVAC	$1,600
Industrial Electricity	$1,250
Welding	$960

*In lieu of a predetermined toolset, auto, collision and diesel students will receive a Snap-On voucher. Programs requiring issued tools for daily use will have a secure area available. Students are encouraged to mark their tools/kit with their name. Tools left at the college are solely the responsibility of the student, and the college will not be liable for damage or theft.

Uniforms

Every student is required to adhere to the Rosedale uniform policy as outlined in the student handbook. Uniform package must be purchased through the school, will be charged to the student's account and will be issued on the first day of class. Each student will receive a complimentary tee shirt at orientation that is to be worn on their first day. For most programs, uniform package also includes 1 pair of safety boots.

Automotive, Collision Repair, Construction, Diesel, HVAC, Industrial, Welding:	$325
Truck Driving:	$125

POST GRADUATION COSTS

Possible post-graduation employment expenses may include any or some of the following: background or criminal checks, drug testing, licensing fees, hand tools, or other costs based on the requirements of employers.

FINANCIAL AID PROGRAMS

The college is an eligible institution for Financial Aid Programs explained below. The college's Financial Aid Officer will supply information on how to apply for these programs.

PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY GRANT

Pennsylvania residents are eligible to apply for the PA State Grant. Funds received under this program are grants and do not have to be repaid. The amount of the award is determined by the student's financial need and by the amount of funds appropriated to the program. Certain deadline dates apply.

PENNSYLVANIA TARGETED INDUSTRY PROGRAM (PA-TIP)

This needs based state program was created for PA residents training in short term programs who are interested in training for a career in one of the targeted(growth) industries in Pennsylvania.

FEDERAL TITLE IV PROGRAMS

FEDERAL PELL GRANTS

The PELL Grant is a program sponsored by the Federal Government. Funds received under this program are grants and do not have to be repaid. The amount of the award is determined by the student's financial need and by the amount of funds appropriated to the program.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The college has funds available under this program to assist students. Funds received under this program are grants and do not have to be repaid. The amount of the award is determined by the student's financial need and by the amount of funds appropriated to the program.

FEDERAL DIRECT STUDENT LOAN PROGRAM

Students are eligible to participate in the Federal Direct Student Loan Program. The loan is guaranteed by the Federal Government. Funds borrowed under this program must be repaid. On subsidized loans, payment of principle and interest begins six months after the student graduates or leaves school. On un-subsidized loans, interest is charged while the student is in school.

FEDERAL PLUS LOANS

Parents of dependent undergraduate students may be eligible to borrow under the Federal PLUS Program. Funds borrowed under this program must be repaid. PLUS borrowers have to undergo a credit analysis. PLUS borrowers must begin repayment within sixty (60) days after the loan is disbursed.

FEDERAL WORK STUDY PROGRAM

The Federal Work Study Program ("FWS") provides jobs for eligible students who must earn funds to pay for cost related to attending school. The number of hours a student may work is based on the financial need

demonstrated by the student, the number of hours it is possible for the student to work and the availability of FWS funds at the institution. Only a limited number of FWS jobs are available on campus; information with respect to these campus positions is available from the Career Services Office.

Links to gainful employment data for our eligible programs can be found at: www.rosedaletech.org.

VETERANS BENEFITS

The college is approved for Veteran's Educational Benefits. Eligible veterans may qualify for training allowances while attending college.

Rosedale Technical College is in compliance with The Veterans Benefits and Transition Act of 2018, section 3679 of title 38 listed below.

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

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

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

OFFICE OF VOCATIONAL REHABILITATION

Financial Aid may be available for students with disabilities from the Office of Vocational Rehabilitation.

PITTSBURGH PROMISE SCHOLARSHIP

The college is approved to accept students who are awarded the Pittsburgh Promise Scholarship.

WORKFORCE INVESTMENT ACT TRAINING PROGRAMS

Displaced workers may qualify for retraining under TRA/TAA programs. Contact the college's Financial Aid office for more details.

INSTITUTIONAL GRANTS

For all institutional grants, students must be conditionally accepted to attend Rosedale, completed FASFA application, completed the Grant Application. The amount of the grant must not exceed value of the program tuition after all other financial aid grants are applied.

- Early Application Grant: Candidate must apply before the start of the high school senior year. The $500 grant will be applied to the students account at the completion of the first semester.
- Women in the Trades: Candidate will have attended the Women in the Trades event. The $2,000 grant will be applied evenly to 4 semesters of school at the successful completion of that semester.
- Skills USA Competition: Candidate must provide proof of participation in the Skills USA competition. All competitors attending Rosedale will be eligible for a $250 tool credit. Top 3 finishers in Regional competition are eligible for a $1,000 grant payable in 4 equal credits, at the successful completion of that semester. The top 3 finishers at the State competition are eligible for a $2,500 grant payable in progressive payments for 4 semesters. The top 3 finishers at the National competition and attend Rosedale will be eligible for a grant worth either $10,000(1st), $8,000(2nd) or $6,000(3rd), progressively credited to the students account at the successful completion of each of the 4 semesters.
- Scouting Achievement Grant: The candidate will have achieved the highest scouting achievement for their program (Eagle Scout, Gold Award). The $2,000 grant will be applied evenly at the successful completion of each of the 4 semesters of the program.
- Firefighter/EMS Grant: The candidate will provide proof of service as either a Firefighter or EMS participation. The $1,000 grant will be applied evenly to 4 semesters of school at the successful completion of that semester.
- Mazda Grant Opportunity: The candidate is required to have and maintain a 3.0 grade point average or higher, a 95% or greater attendance and complete all the required Mazda factory training. Upon completion of semester requirements, a $1000 will be applied to students account at the end of semesters 2, 3 and 4. In semester 4, the student must be working part time at a participating Mazda dealer. Upon graduation and continued employment with a Mazda dealer, the student will be eligible for (2) $1000 tool credit purchases through Rosedale as specified in the program details.
- Gear Grant: The candidate will have complied with all Title IV and state financial aid requirements. The student has unmet financial need after exhausting all options to receive additional funding through 3rd party agencies and/or alternative loans. Due to the unmet financial need the student is in jeopardy of not being able to attend school. Students must meet all academic and attendance requirements to be awarded the grant. This grant will be awarded up to $3000. The student must submit an essay on how training at Rosedale will impact their future goals. The grant will be applied evenly amongst the semesters in the student's academic year.
- Displaced Worker Grant: The candidate must be receiving Federal Training Aid to be eligible. In addition, the candidate must apply for federal and state grants and be restricted from taking student loans or paying any excess charges out of their own funds. The value of the award will be determined after all Program of Study Costs are deducted from monies received through Federal Retraining Funds, Federal and/or State Grants, and any other outside agencies. The maximum value of this award will not exceed $4000.
- Pathway Grant: The candidate must provide proof of an educational funding award from an organization that Rosedale Technical College has entered into a preferred partnership with. Rosedale will award the student with an institutional grant up to but no exceeding the matching amount of the organization's educational award. The institutional grant may not generate a refund on the student's account.

RETURN POLICY FOR FEDERAL TITLE IV PROGRAMS

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula.

Percentage of payment period or term completed = the number of calendar days completed up to the withdrawal date divided by the total calendar 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 was disbursed, the college would be required to return a portion of the funds and the student could 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 was 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.

Refunds are allocated in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Parent (PLUS) Loans
4. Federal Pell Grants for which a return of funds is required
5. Other assistance under this Title IV for which a return of funds is required
6. Other federal, state, private or institutional sources of aid
7. The student

REFUND POLICY

Full Refund

A full refund of all funds paid to the College will be made if:

1. An applicant is not accepted by the college
2. A refund requested within five (5) days after the applicant signed the enrollment agreement. Signing occurs only after the applicant visits and tours the college
3. Prior to entrance into the course, the enrollee presents evidence of a medical problem which prevents the enrollee's participation in the program.
4. Prior to entrance into the course, the College closes, cancels or discontinues a course or program in which the student is enrolled.

Refunds will be made within thirty (30) days after the occurrence of any of the above.

Refund of Fees

Application Fee: This fee will be retained by the College unless one of the events noted 1 through 4 under Full Refund occurs.

Registration Fee: If the student fails to enter college for any reason, this fee will be refunded. If a student enters training, and withdraws, or is terminated, after the five (5) day cancellation period, this fee will be retained by the College.

Refund of Tuition

1. Tuition is charged by the semester.
2. Rosedale has adopted the refund policy of the Pennsylvania State Board of Private Licensed Schools.
    a. For a student canceling after the fifth calendar day following the date of enrollment but prior to the beginning of classes, monies paid to the school shall be refunded except the nonrefundable amounts of the application or registration fee as calculated under Refund of Fees.
    b. If a student enrolls and withdraws or discontinues after the semester has begun but prior to the completion of the semester, the following minimum refunds apply:
        i. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the semester, the tuition charges refunded by the school shall be 75% of the tuition for the semester.
        ii. For a student withdrawing from or discontinuing the program after the first 7 calendar days of the semester, but within the first 25% of the semester, the tuition charges refunded by the school shall be 55% of the tuition for the semester.
        iii. For a student withdrawing from or discontinuing the program after 25% but within 50% of the semester, the tuition charges refunded by the school shall be 30% of the tuition for the semester.
        iv. For a student withdrawing from or discontinuing the program after 50% of the semester, the student is entitled to no refund.
        v. The percentage of a period of obligation completed is based on the number of weeks completed as a percentage of the number of weeks in that period of obligation, unless State requirements specify otherwise. The number of weeks completed is calculated from the first date to the last date of attendance.
3. Any refund due a student shall be paid within 30 days of the last day of attendance.
4. If a student fails to return from an official leave of absence, any refund due shall be based on the last date of attendance and shall be paid within 30 days of the date of determination.

STUDENT SERVICES

HOUSING

Rosedale Tech can provide students who are traveling a distance the option of living in Rosedale managed housing or assistance in acquiring independent housing. Rosedale Tech managed housing is available to those students 18-24 years of age who are traveling a distance to school.

The college will assist other students in acquiring independent housing. It is suggested that students who will require living accommodations to make arrangements well in advance of their starting date.

FOOD SERVICE

The college's cafeteria, Steel Toe Station, offers a wide variety of food for breakfast, lunch and dinner. The menu includes made-to-order sandwiches and salads, pizza, hot entrées and daily specials. Meal plans may be purchased on a student's account, allowing students to simply use their student ID card to purchase food and drinks. Steel Toe Station is open from 7:00am to 7:00pm Mon-Thurs.

STUDENT SUCCESS CENTER

The Student Success Center at Rosedale Technical College offers students a variety of support services to aid in their success while attending school. Student Success Coordinators are available to organize a variety of student events, field trips, career fairs, and certifications. The center also offers career advising and job placement for all programs, which includes assistance with finding employment upon graduation and part-time jobs while attending school. An Academic Services Coordinator is available to provide tutoring to students who are experiencing academic difficulty, as well as students who desire to reinforce their academic skills. Tutoring includes one on one and group sessions reviewing areas such as course academics, study skills, note taking, material organization and test taking.

The Center provides computers with the access to industry online repair guides and other databases available for student research. In addition, these computers are equipped with Microsoft Office software so that students can write resumes and cover letters. Internet access is available as well to the students for research and online practice testing for ASE and other certifications. Periodicals and books are also available.

ADVISING

The Director of Education, Academic Services Coordinator, Evening Supervisor, mentors and faculty members can assist with the identification and resolution of academic and personal concerns. Also, all active students have free access to Back on Track, a confidential program that provides professional assistance with personal issues.

Current Campus Graduation & Employment Rates

The Graduation & Employment Rates listed below are the College's rates for the programs it currently offers. These rates were the most recent outcomes submitted to the College's accreditor, the Accrediting Commission of Career Schools and Colleges (ACCSC). Please note, rate information may not yet be available for new programs.

Program Level	Program	Graduation Benchmark*	Students Available for Graduation	Graduation Rate	Employment Benchmark*	Graduates Available for Employment	Employment Rate	Report Date
AST	Automotive Technology	47%	46	72%	70%	32	84%	March 2019[1]
Diploma	Automotive Technician	47%	8	63%	70%	5	60%	December 2018[2]
AST	Diesel Technology	47%	61	87%	70%	52	94%	March 2019[1]
Diploma	Diesel Technician	47%	13	69%	70%	9	89%	December 2018[2]
AST	Electrical Technology	47%	29	69%	70%	20	70%	March 2019[1]
Diploma	Electrical Technician	47%	7	86%	70%	6	50%	December 2018[2]
AST	HVAC Technology	47%	27	78%	70%	20	100%	March 2019[1]
Diploma	HVAC Technician	50%	New Program	New Program	70%	New Program	New Program	August 2019[5]
AST	Industrial Technician	47%	4	25%	70%	1	100%	March 2019[1]
Diploma	Truck Driving	84%	46	89%	70%	40	70%	November 2020[3]
Diploma	Welding Technician	60%	29	76%	70%	19	58%	March 2020[4]
Diploma	Welding Technician	50%	14	71%	70%	10	60%	August 2019[5]
AST	Collision Repair Technology	47%	9	78%	70%	7	57%	March 2019[1]
AST	Collision Repair Technology	40%	8	38%	70%	3	100%	March 2018[6]

*Pursuant to ACCSC requirement, a school demonstrates successful student achievement by maintaining acceptable rates student graduation and employment. This column lists the applicable ACCSC Benchmark Rate for 2021.

[1] Time Frame – April 2018 through March 2019

[2] Time Frame – January 2018 through December 2018

[3] Time Frame – December 2019 through November 2020

[4] Time Frame – April 2019 through March 2020

[5] Time Frame – September 2018 through August 2019

[6] Time Frame – April 2017 through March 2018

CAREER ADVISING AND PLACEMENT DEPARTMENT

Rosedale Technical College Student Services Department is a vital part of your education programs. Advice and instruction in the techniques of resume preparation, job applications, interviews, and assistance in securing fulltime and temporary employment are provided through Rosedale Technical College's career placement services. All current students and graduates who have successfully completed a college degree or diploma program at Rosedale Technical College are eligible for placement assistance throughout their careers. No guarantee of employment is made, nor are any promises implied regarding minimum starting salaries. The college maintains a placement list of graduates including their initial place of employment along with completion and placement percentages. The list is available to all prospective students.

PARKING

Students who wish to park in the college parking lots must register for a permit. There is no charge for parking, but students must display a parking permit on their vehicle. Students must park in the areas directed by the college.

CONSUMER INFORMATION

Students may obtain consumer information from the Student Services department. This includes text book/supply list, FERPA synopsis, security reports, RTC drug and alcohol policy, graduation, retention and placement rates, occupation listings, VAWA and student diversity information.

ATTENDANCE AND ACADEMIC POLICIES

ATTENDANCE

Attendance is taken daily in each class. All absences are recorded and made a permanent part of the student's record. For any student not physically present at the start of class, or those leaving before the end of class, the number of minutes present will be recorded.

Perfect attendance is expected of a student just as an employer expects perfect attendance of an employee. Any student who is habitually absent from classes cannot hope to benefit from the instructor's knowledge, supplementary material, and personal help necessary to receive satisfactory grades.

A student who is absent more than 15% of the scheduled time in any session may be subject to dismissal. A student dismissed for non-attendance will not be reinstated unless the non-attendance was due to mitigating circumstances. The college must be notified immediately when such a problem occurs.

In order to graduate from a program a student must have a cumulative minimum attendance rate of 85% of the total program hours, 97% for truck driving.

GRADING SYSTEM

Students at Rosedale Technical College receive grades based on classroom participation, laboratory, classroom/project work, and written assessments. Final grades are issued at the end of each grading period based on the following criteria.

A 91-100 = 4 Quality Points

B 81-90 = 3 Quality Points

C 71-80 = 2 Quality Points

D 65-70 = 1 Quality Point

F 64 & below = 0 Quality Points

The number of quality points earned in a course is obtained by multiplying the number of credit hours for that course by the number of quality points for the grade received in the course. The QPA (Quality Point Average) is computed by dividing the total number of quality points earned by the total number of credit hours attempted.

GRADE REPORTS AND RECORDS

The college issues grade reports at the completion of each grading period. Academic records are maintained by the college. Each student is entitled to a copy of their transcript provided their tuition account has been satisfied.

MAKE UP WORK

Students who receive an Incomplete Grade "I" at the end of a grading period will be allowed a maximum of two weeks to complete the course requirements. Failure to complete the assignments on time will result in the "I" grade being changed to an "F" grade.

*H - HYBRID PROGRAM INFORMATION

*H programs are intended to be taught in a fully in-person format. In extenuating circumstances, as determined by the College Director or Director of Education, courses may be taught in a hybrid format utilizing Moodle as a learning management system. Courses may be taught in both synchronous and/or asynchronous formats.

STUDENT EXPECTATIONS

Online learning requires strong time management, organization, and communication skills. In addition to possessing these characteristics, students enrolling in these programs will need to have daily access to a reliable internet connection, smart device or computer with video chat, Microsoft Office, and the ability to download and read PDF documents. Students need to be familiar with how to use their own device(s).

Students will receive instructions on how to use the College's learning management system upon starting their program.

TECHNICAL SUPPORT

Students who encounter issues with the online learning management system or accessing course materials should contact the Student Success Center.

The College is unable to assist students with technical issues related to properly operating their own smart device/computer or troubleshooting internet connectivity issues. In the event a student's device is in disrepair, a student may utilize the Student Success Center's computers onsite to complete course material.

SEMESTER CREDIT HOUR VALUES

One semester credit hour equals 45 units comprised of the following academic activities: One clock hour in a didactic learning environment = 2 units, one clock hour in a supervised laboratory setting of instruction = 1.5 units and one hour of out-of-class work= 0.5 units (per ACCSC formula). A clock hour has a minimum of 50 minutes of instruction. For Federal Title IV Financial Aid purposes only, the semester credit values will be thirty (30) hours to one semester credit.

CREDITS EARNED

Credits earned are for determining progress toward program completion only and are not necessarily transferable to another private career school or to a collegiate institution.

LEAVE OF ABSENCE

The college realizes that extenuating circumstances may arise where it would not be advantageous to the student to maintain enrollment. In such instances a leave of absence may be granted. To receive a leave of absence, a student must communicate the request, stating the reason for the request, to a member of the Student Success Department or another Official of the College. The request must be approved by the Director of Education or another Official of the College for the leave of absence to be

valid. A student is eligible for a maximum of 180 days of leave in a 12-month period of time. Students who re-enter the program after an approved leave of absence will be re-entered at the point in the program where satisfactory progress has been achieved. A student may choose to re-enter at the beginning of the grading period in which the leave of absence was taken. There will be no additional tuition charge to a student who takes a leave of absence. If the student does not return to college on the scheduled date, the student will be terminated and the last day in class, prior to the leave of absence, will be used as their last date of attendance. If a student who does not return has a Federal Student Loan, the grace period for the beginning of repayment, if any, will be shortened by the length of the leave of absence. Veteran's benefits are directed related to a leave of absence. Please see the college's certifying VA official.

TRANSFERRING CREDITS TO OTHER INSTITUTIONS

Rosedale Technical College measures its programs on a credit hour basis. A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer. However, the College does not guarantee transferability of credits to any other college, university or institution, and it should therefore not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

TRANSFERRING CREDITS TO ROSEDALE TECHNICAL COLLEGE

Applicants with previous education and/or training will be considered for advance standing. The amount of advance standing will be determined by the College after the student has been accepted and has taken an advance standing examination and/or interviews with the Director of Education. This also pertains to students who desire to re-enter the College. The maximum allowable credit is 50% of the total program for courses taken at another accredited school. To receive credit, the student must have earned a minimum grade of "C". Official transcripts must be received within 2 weeks of the class start.

ADVANCED STANDING EXAMS

Students who feel prior learning experiences and/or employment have given them the ability to demonstrate knowledge equivalent to the course objectives may submit a request to take an examination in order to fulfill the course requirement. The request must be submitted prior to the course start by submitting to the Director of Education a written summary and/or documentation outlining prior learning experiences and how they relate to the course. This will be evaluated to determine whether the advanced standing exam will be given. Once approved, the student must complete the examination on the scheduled day within the provided guidelines. Advance standing exams cannot be given for courses already attempted and may only be attempted once.

PERKINS STATEWIDE ARTICULATION AGREEMENTS

Articulation for advanced credit is made possible through Perkins-allocated postsecondary institutions, such as Rosedale Tech. Students who satisfy the state requirements can acquire postsecondary credits, which can be applied towards Rosedale Tech's diploma programs, or specialized associate degree programs. To view current advanced credit opportunities articulated with Rosedale Tech and secondary institutes, please see CollegeTransfer.net. Please contact Rosedale Tech's admission department with questions regarding the statewide articulation agreements.

ADVANCED CREDIT AGREEMENTS

An ***Advanced Credit Agreement*** is an official agreement between Rosedale Tech and a secondary institute, such as a high school, or a career and technical educational center. The purpose of these agreements is to offer the opportunity for high school students to earn course credits at Rosedale Tech. Applicants must meet the criteria spelled out in the individual postsecondary agreements. An ***Advanced Credit Agreement*** promotes a smooth transition from secondary education to postsecondary education and can reduce the cost of the student's education. Please see Rosedale Tech's admission dept. to see what secondary schools have agreements with Rosedale Tech.

STUDENT-TEACHER RATIO

The maximum number of students in a classroom or laboratory setting of instruction is 40 students. The average class size is less than 25 students per class.

GRADUATION REQUIREMENTS

To graduate, students must complete all required assignments and class work with an earned final Quality Point Average of 2.0 or above and carry no failing grades. Students must have a minimum attendance rate of 85% of the scheduled time, 97% for truck driving. Student accounts must be satisfied prior to graduation. A student who satisfactorily completes a program will receive a Diploma or an Associate in Specialized Technology Degree.

MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

The maximum amount of time that is allowed for a student to complete a program is 150% of the published length of the program, measured in semester credit hours attempted.

COMPARABLE PROGRAM INFORMATION

Comparable program information related to tuition, fees, and program length is available at ACCSC, 2101 Wilson Blvd., Suite 302, Arlington, VA 22202 (703) 247-4212.

STUDENT CONDUCT

Certain offenses will lead to disciplinary actions and may result in immediate expulsion. Some of these are: use of profanity, noisy or boisterous conduct, hazing, gambling, academic dishonesty, use of intoxicating liquors or drugs, discussion or solicitation of illegal drugs with classmates, vandalism, use or possession of firearms, ammunition or other dangerous weapons, theft or damage to property of Rosedale, it's employees and students and failure to comply with written or verbal directions of a college official or employee acting in the performance of his/her duty. Because it is the policy of Rosedale Technical College to provide an atmosphere conducive to learning, verbal or physical threats against students or staff, otherwise intimidating or mocking behavior will not be tolerated and will most likely result in immediate dismissal as will any conduct (within or outside the college) which may reflect discredit upon Rosedale Technical College.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The President of the College is the individual to whom questions or concerns may be directed regarding the college's satisfying the terms of the enrollment agreement.

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, (703) 247-4212, www.accsc.org. A copy of the ACCSC complaint Form is available at the school and may be obtained by contacting Student Success Center or front desk or online at www.accsc.org.

ANNUAL SECURITY REPORT

Federal Law requires the college to make available campus security information to all prospective students and employees. This information is provided upon request and contains reports of any incidents which may have occurred at the campus during the prior year.

STANDARDS OF SATISFACTORY PROGRESS

Federal regulations require that students receiving financial aid maintain satisfactory progress. To remain eligible for Federal funds, students must complete their program within a specific time frame. A student at this institution will, assuming all the eligibility criteria for payment of Title IV student financial aid are met, be eligible to receive Title IV aid for a maximum of 150% of the published length of the program, measured in semester credit hours attempted. A student's progress is evaluated each semester using the "Minimum

Standards for Satisfactory Progress" outlined in this catalog. The increment of measurement, depending upon the program of study, will be bases on program length. Students, who fail to earn the required cumulative quality point average and/or credit hours, will be deemed as not making satisfactory academic progress.

A student failing to maintain satisfactory progress may apply for probation in lieu of dismissal. Probation will be granted only in cases where a mitigating circumstance is the direct cause of unsatisfactory progress. The student's prior academic and attendance record must have been such as to indicate a probability of success for a probation period to be granted. If the request for probation in lieu of dismissal is denied, and/or the student's academic and attendance record do not indicate a probability of success, the student will be academically dismissed.

The probationary period extends through the next semester. While on probation, Title IV funds will be disbursed. At the end of the probationary period, the student's quality point average and credit hours earned is again reviewed using the "standards". If the student's average equals or exceeds the required minimum, the student is removed from probation. If the student's average is below the required minimum, the student will be academically dismissed.

The college has an appeal process for students based on failure to meet the standards of satisfactory progress. Students may appeal in writing to the College Director who will meet with the student and the appropriate college official to reach a decision.

MINIMUM STANDARDS OF SATISFACTORY PROGRESS

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

PROGRAM	MAXIMUM COMPLETION TIME
Automotive Technology	114 credit hours
Automotive Technician	72 credit hours
Construction Electricity	116 credit hours
Collision Repair Technology	109 credit hours
Diesel Technology	109 credit hours
Diesel Technician	72 credit hours
Electrical Technician	72 credit hours
HVAC Technology	111 credit hours
HVAC Technician	54 credit hours
Industrial Electricity	116 credit hours
Welding Technician	56 credit hours
Truck Driving	23 credit hours

For all programs, except Welding Technician and Truck Driving, students are to maintain a minimum QPA of 1.0 at the end of the 1st semester, 1.50 QPA at the end of the 2nd semester and achieve a 2.0 QPA for each subsequent semester. Welding Technician students are to maintain a minimum QPA of 1.50 at the end of the 1st semester, and achieve a 2.0

QPA for each subsequent semester. Truck Driving students are to maintain a minimum QPA of 2.0 at the end of the 1st semester.

All students must also achieve a minimum successful course completion of 67% per semester.

A student will be eligible for a Grade Level Two Loan once the student has successfully passed 24 semester credits.

Satisfactory Progress also applies to students that are veterans.

RE-ENTRY OF STUDENTS DISMISSED FOR UNSATISFACTORY PROGRESS

To re-establish eligibility for Title IV Financial Aid, a student must remain out of college for 12 weeks, and upon applying for re-admission, have the approval of the College Director.

1. RE-ENTRY INTO THE SAME PROGRAM: At the end of the semester, if the student has demonstrated improvement to the required minimum, he/she will be eligible for the entire payment period in which he/she reestablished eligibility. If he/she has not reached the minimum requirement, the student will be academically dismissed and will not be eligible for readmission.
2. RE-ENTRY INTO A NEW PROGRAM: The student enters as a “new” student with exception of courses that transfer to the new curriculum. Transfer credits will be limited to courses with grades of “C” or above. Only one curriculum change will be permitted.

COURSE DESCRIPTIONS

AD-100 & AE-100 Gasoline Engine Components 4.5/4.0 Credits

This course covers operation, theory, diagnostics and maintenance of late model as well as older engines. Also, included are computer skills that are necessary to the modern tech for the use and retrieval of electronic repair manuals and programs: i.e. Mitchell – On Demand.

AD-102 & AE-102 Automotive Brakes 5.0/4.0 Credits

This course is a study of drum and disc braking systems, power assisted brakes, antilock brakes (ABS), traction controlling, and brake system service procedures, testing and diagnostics. Included in this course are drum brakes diagnosis and repair, brake measurements and alignments angles, disc brakes diagnosis and repair, power assist unit diagnosis and repair and miscellaneous brake components.

AD-103 & AE-103 Gasoline Engines 5.0/4.0 Credits

Upon completion of this course students should be able to diagnose, remove, over-haul and replace the engine of front and rear wheel drive vehicles and perform light machine operations.

AD-105 & AE-105 Suspension & Steering Systems 4.5/4.0 Credits

In this course the student will be exposed to the fundamentals of automotive suspension and steering systems with emphasis on actual service procedures from diagnostic methods through all necessary corrective operations. The course covers the diagnosis and repair of steering systems, wheel alignment procedures and diagnosis and wheel and tire diagnosis and repair. The PA state Inspection course is also taught at this time.

AD-203 Enhanced Emission Systems 3.5 Credits

This hands-on course covers the theory and repair of advanced carburetion and fuel injection systems. It addresses engine performance as it applies to the diagnosis and repair of emission control systems. The PA Emission Inspector Certification is taught.

AD-204 & AE-204 Power Train Systems 4.5/4.0 Credits

This course covers the basic difference in the two types of drive trains (RWD & FWD) in detail. Instruction includes training on the drive axles used in the transaxle assembly as well as the maintenance required on these axles.

AD-205 & AE-205 Automotive Electronic Systems 4.5/4.0 Credits

This course emphasizes advanced diagnosis and repair of ignition systems, fuel, air induction and exhaust systems. It also includes the application of theory in engine diagnosis and automotive computer systems to include components and diagnosis equipment.

AD-206 & AE-206 Air Conditioning Maintenance 6.0/4.0 Credits

Included in this course are the principles of the refrigeration cycle, gas laws of refrigeration and heat transfer on automotive air conditioning. The identification, operation, maintenance and repair of automotive and truck air conditioning systems are stressed. The ASE Refrigeration Recovery and Recycling certification can be earned.

AD-207 & AE-207 Manual & Automatic Transmissions 5.0/4.0 Credits

This course presents the theory, diagnosis and repair of both automatic and manual transmissions. The operations, troubleshooting and repair of automatic and electrically controlled transmissions and transaxles are examined. With manual transmissions students will learn of the operation and service of clutches, manual transmissions and transaxles, constant velocity joints and drive train components.

AD-208 & AE-208 Engine Performance 5.0/4.0 Credits

The computerized engine controls systems are highlighted in theory and hands on course. Students will be able to retrieve and record diagnostic trouble codes, diagnose drivability concerns and make the necessary repairs.

C-100 Intro to Auto Body Repair 2.0 Credits

This course provides instruction in procedures and practices necessary for safe and compliant operation of automotive collision repair facilities. It introduces the structural configuration and identification of the structural members of various unibodies and frames used for automobiles as well as equipment and hand tools used in collision repair task.

C-101 Automotive Components Repairs 2.0 Credits

In this course students are provided with instruction in the removal and replacement of nonstructural cosmetic and safety features of the automobile as well as bolt-on body panels. The student will learn procedures for visual inspection of major mechanical assemblies, their utilization and proper procedures for removal and replacement or to send the vehicle to the service department.

C-102 Foundations of Collision Repair 4.5 Credits

Presented is the information and skills to properly diagnose collision repairs from the vehicle type, the impact, severity and extent of damage and the collision conditions. The importance of accurate estimating and insurance policies and procedures will be discussed.

C-103 Welding Essentials 4.5 Credits

In this course students will learn and apply the common welding practices in the collision repair field. Students will be instructed on the follow safety procedures while torching and MIG welding. Emphasis will be placed on the importance of maintaining structural integrity while performing welds.

C-104 Mechanical Systems 4.5 Credits

This course introduces the major components, their identification and operation of an automotive computer system, fuel system and engine cooling system. Mechanical systems include the operations of the steering system, suspension, struts and wheel alignment as well as the fuel systems.

C-105 Electrical Systems 4.5 Credits

Students will learn electrical system fundamentals, troubleshooting and repair of electrical and electronic systems. Electrical systems discussion includes the circuit types and passive restraint systems. The use of digital multi-meters, wiring diagrams and repair damaged wiring harnesses will be explored.

C-110 Intro to Major Collison Repair 4.5 Credits

This course introduces procedures and resources used in the identification and assessment of automotive collision damages. This course provides instruction on the hydraulic systems and for the diagnosis, straightening, measuring and alignment of automotive frames and bodies. Instruction in conventional/unibody automotive body structural panel repair emphasizing a variety of removal and replacement techniques from disassembly to assembly techniques.

C-211 Major Collision Repair I 4.5 Credits

In the course student receive instruction on collision forces and how to reverse the damage caused by the accident. Correct set-up of equipment, anchoring procedures, structural dimensioning using mechanical and computer measuring devices and the Datum Plane, Centerline and Length system and the relationship to the unibody repair are emphasized. The pulling of damaged vehicles in the lab will help students comprehend the procedures from frame repair.

C-212 Major Collision Repair II 4.5 Credits

The use of measuring equipment will further be reviewed, illustrated and worked with to include: Gauge Measuring systems, Universal Measuring systems, Dedicated Fixture systems and Electronic Measuring systems.

C-213 Panel Repair & Alignment 4.5 Credits

Students study the fundamentals of working with metal and fabricated patch panels and rocker panels. The proper use of plastic body filler materials and their proper application are stressed. Assembly and disassembly on test vehicles and proper alignment of hoods, fenders, headers, doors, etc. are incorporated in this course.

C-214 Estimating 2.0 Credits

This course teaches both collision repair facility estimator and the claims adjuster how to write accurate, comprehensive damage reports and appraisals. Today’s procedures from vehicle construction, body and mechanical parts, analyzing a vehicle zone-to-zone, secondary damage, labor allowances, vehicle cash value, factors used for repair or replacement and computer estimating systems use and explanation.

C-215 Glass Replacement 2.0 Credits

Instruction in this course will include safety procedures used when working with glass, service manual instructions and specification, glass component parts and integrity, proper procedures for removal, installation and adjustments/alignment of vehicle glass. Windshields, stationary glass and door glass weather stripping, leaks, poor seals and air leaks are all reviewed.

C-220 Intro to Auto Refinishing 4.5 Credits

This course introduces the hand and pneumatic tools, spray guns, materials and procedures involved in preparing automobile bodies for refinishing. Typical methods and techniques used in detailing a refinished automobile surface are also introduced in this course. The course introduces the spray gun equipment, materials and techniques used in the application of special paints. Emphasis will be placed on automotive refinishing theories and procedures.

C-221 Auto Refinishing 4.5 Credits

This course further expands on the spray gun equipment, materials and techniques used in the application of special paints to automobile finished introduced in Fundamentals of Refinishing I. Emphasis will be placed on blending, tinting and matching colors, application of stripes and decals, color matching and blending, collision/refinishing shop set up guidelines, identifying, repairing and refinishing of the different types of plastic components, factory special coating improving cycle time and customer relations.

DD-101 & DE-101 Preventative Maintenance 4.5/4.0 Credits

This course emphasizes preventive maintenance, the inspection and correction of heavy duty systems. Attention is paid to planning a properly scheduled maintenance program to get the maximum life from each component while maintaining low costs.

DD-103 & DE-103 Diesel Drive Trains 4.5/4.0 Credits

This course emphasis the diagnosis and repair of heavy duty truck trailers, axles, and frames. Topics include: introduction to power trains, clutches and flywheels, powertrain electronic systems, auto-shift mechanical transmissions, power take-offs, truck drive lines, differentials and final drives, and torque converters.

DD-104 & DE-104 Air Brake & Braking Systems 5.0/4.0 Credits

This course introduces air and hydraulic brake systems used on medium/heavy duty trucks. Classroom theory on brake systems along Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: introduction to hydraulic systems and safety; air brakes air supply and system service; air brakes mechanical service; parking brakes; hydraulic brake system and service; hydraulic brakes mechanical service; hydraulic brakes power assist units; anti-lock brake systems (ABS) and automatic traction control (ATC); and wheel bearings.

DD-106 & DE-106 Suspension & Steering Systems 4.5/4.0 Credits

This course introduces steering and suspension systems used on medium/heavy trucks. Classroom instruction on Federal Motor Vehicle Safety Standards (FMVSS) is strongly emphasized. Topics include: hydraulic assist steering systems; suspension systems; wheel alignment diagnosis, adjustment, and repair; wheels and tires; and frame and coupling devices. Basic welding skills are taught.

DD-201 & DE-201 Diesel Engines 5.0/4.0 Credits

Students will learn the theory, operation and power train components of diesel engines and will have an understanding of basic engines failures. The safe and proper use of diesel tooling and specialty equipment will be used by the student in the complete teardown and rebuilt of a running diesel engine in this course.

DD-203 & DE-203 Engine Diagnostics 5.0/4.0 Credits

The emphasis of this course will be the diagnosis of engine failures and their repairs. Students will learn the most prominent types of fuel system and engine overhaul procedures and complete troubleshooting procedures on live engine repairs.

DD-204 & DE-204 Engine Analysis 4.5/4.0 Credits

Included in this course materials are computer and electrical systems failures and engine tune-ups practices. Students will study and review scan tool equipment and diagnostic

procedures, complete EMC interfacing and reprogramming, sensor testing and analysis and diesel computer systems.

DD-205 Class A-CDL Lecture 4.0 Credits

This course prepares a student with the instruction and the theory based component of the Commercial Driver's License in the form of classroom instruction. Training will include safety practices common to truck drivers, truck inspection measures, completion of required paperwork, hazmat regulations, and accident procedures. Upon completion of the course the student must pass a written test to obtain a CDL Driving Permit. Students must pass this test prior to participating in the CDL Driving Skills Course.

DD-206 & DE-206 AC & Transport Refrigeration 3.5/4.0 Credits

Included are the principles of the refrigeration cycle, gas laws of refrigeration and heat transfer in truck air conditioning. The identification, operation maintenance and repair of automotive and truck air conditioning systems are discussed.

DD-208 Class A-CDL Driving 3.5 Credits

This course is primarily designed for practicing on the road driving. The following operations will be performed: pre-trip inspections, visual searching, communications, speed management, safe operating procedures, shifting, braking, and night operations. The last portion of the course will be used to prepare for the CDL test. This course is also designed to develop professional skills and proactive career management. Prerequisite: DD-205 Class A-CDL Theory

ED-100 Electrical Fundamentals & Circuitry 5.0 Credits

This is a study of the fundamental principles of electricity, the history of electricity, structure of matter and their elements. Also taught is the theory of basic electricity relative to atoms, electrical charges, electron theory, how electricity is produced, alternating and direct current, the effects of electricity and magnetism, the use of multi meters, and circuit components. Ohm's Law is taught as it pertains to series and parallel circuits and three phase motors are introduced. Students study the fundamentals of circuit applications through the use of various electrical components in this lab class.

EE-101 Basic Electricity 2.5/2.0 Credits

This is a study of the fundamental principles of electricity, the history of electricity, structure of matter and their elements. Also taught is the theory of basic electricity relative to atoms, electrical charges, electron theory, how electricity is produced, alternating and direct current, the effects of electricity and magnetism, the use of multi meters, and circuit components. Ohm's Law is taught as it pertains to series and parallel circuits and three phase motors are introduced.

EE-102 Residential Circuitry 4.0 Credits

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

EE-103 Construction Wiring 2.0 Credits

This theory course studies the fundamentals of switching circuits, preventing overloads, single and multiple switches and other types of controlling devices for domestic,

commercial and industrial facilities. The National Electric Code is used as the reference for the methods and procedures in the course.

EE-104 NEC Calculations 4.5 Credits

A comprehensive study of the National Electric code as it relates to basic residential and multi-occupancy residents, commercial lighting, and special industrial equipment. Taught also are the calculations needed to meet today's electrical requirements.

EE-105 Commercial Circuitry 2.0 Credits

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

EE-106 Services & Conduit 2.0 Credits

This course is a lab class where the student will study calculations and installation of residential and commercial services, the type of bends, angles and lengths of conduit, and the sizing of service conductors and conduit. Also practiced are the parts of electrical service from the service drop through the watt-hour meter the panel to the branch circuits.

ED-107 Intro to Electronics 5.0 Credits

The class emphasizes the theory and application of solid state components, diodes, transistors, operational amplifiers, timers and SCR's. Students will learn the necessary skills to preform troubleshooting on electronic circuits.

EE-107 Solid State 4.0 Credits

The class emphasizes the theory and application of solid state components, diodes, transistors, operational amplifiers, timers and SCR's. Students will learn the necessary skills to preform troubleshooting on electronic circuits.

ED-108 Data Communication 4.5 Credits

This course will introduce the student to the NEC requirements and characteristics of low voltage applications. Topics will include Computer Networking, Audio Signal Processing with its related topics, Emergency Systems to include fire alarm systems, Remote Control Signaling, and Power Limited Circuits, Optical Fiber Cables and Raceways, Network Powered Broadband. Other similar topics will be addressed.

EE-108 Low Voltage Applications 4.0 Credits

This course will introduce the student to the NEC requirements and characteristics of low voltage applications. Topics will include Computer Networking, Audio Signal Processing with its related topics, Emergency Systems to include fire alarm systems, Remote Control Signaling, and Power Limited Circuits, Optical Fiber Cables and Raceways, Network Powered Broadband. Other similar topics will be addressed.

ED-109 Electrical Services 4.5 Credits

Students will study calculations and installations of residential and commercial services. Various components of services will be explored from service drop through the branch circuits.

ED-110 Residential Wiring 5.0 Credits

Students study the fundamentals of circuit applications through the use of various

electrical components in this lab class. Switches, receptacles, wiring, etc. are used to set up project circuits related to different types of specific field operations that the student may encounter while working in residential environments. Students will continue to learn and apply the NEC.

ED-111 Commercial Wiring 5.0 Credits

Students study the fundamentals of circuit applications through the use of various electrical components in this lab class. Switches, receptacles, wiring, etc. are used to set up project circuits related to different types of specific field operations that the student may encounter while working in commercial environments. Students will continue to learn and apply the NEC.

ED-112 Conduit & Raceways 4.5 Credits

This course teaches various types of raceways used in electrical wiring including conduit, wire ways, and cable trays. Students will practice procedures for installing raceways in various types of environments.

ED-113 Safety & Intro to NEC 4.5 Credits

This course focuses on safe working practices and standards. Students will be introduced to National Electrical Code as well as go through training to operate various lifts, lock out/tag out, working at heights, and OSHA training.

EE-201 Electrical Machine Controls 4.0 Credits

This course presents a study of the theory related to various types of controls used in industry to include the practical understanding of logic and safety conditions required for the efficient control of machines and complex systems. The lab portion of the course applies the various types of controls, design methods of motor controls, control transformers, fuses, disconnect circuit breakers, and overloads to process controls.

EE-203 Motor Repair 2.0 Credits

This course provides for a fundamental study involving definitions, NEMA standards and the construction of various types of single-phase motors. Also included is the study of operations, characteristics of synchronous motors, split phase motors, three phase motors, and the application of repairing and rewinding motors.

EE-204 Electronic Controls 4.0 Credits

This course emphasizes an in-depth study of electronic theory and the use of electronic components through the building of discrete electronic circuits and power supplies. Students will use various types of test equipment to include: oscilloscopes, multi meters and signal generators.

EE-205 PLC Analysis 1.5 Credits

This course will focus on the underlying principles of how PLC's operate. It also provides practical information about the characteristics, benefits, operations and the installation of logic controllers. No previous knowledge of PLC systems or programming is assumed.

EE-206 AC/DC Power 2.0 Credits

This theory/lab class is the study of power sources. Kirchhoff's Law, Series and Parallel circuits, inductive and capacitance, AC/DC circuits, power factors and transformers

fundamentals are taught.

ED-208 & EE-208 Programmable Logic Controllers 5.0/4.0 Credits

The course emphasis is based around the programming and maintenance of PLC systems. Symbols, functions, conversions between various number systems, various wiring connections, associate safety precautions and the processor programming are discussed. Students will learn to edit processor programs, and use sequential logic reasoning when developing their processor programs.

ED-209 Motors & Controllers 5.0 Credits

This course provides for a fundamental study involving definitions, and the construction and troubleshooting of various types of motors. Students will be introduced to programmable logic controllers gaining an understanding of basic symbols, programming, and connections.

ED-210 Power Sources 4.5 Credits

This theory/lab class is the study of power sources. Kirchhoff's Law, Series and Parallel circuits, inductive and capacitance, AC/DC circuits, power factors and transformers fundamentals are taught. Renewable energy sources are also covered.

ED-211 Electrical Construction 5.0 Credits

The course begins with understanding blue prints in relation to electrical components. Students will then be introduced to the concept of unit pricing of materials and labor used in the electrical industry. The student's goals in this course are to correctly perform material takeoffs from electrical blueprints and turn them into a complete estimate of the project. Students will also practice basic minor drywall repair, painting, masonry, and other finish work.

ED-212 Building Systems 4.5 Credits

This course will introduce the principles of building systems (HVAC, plumbing, foundations, walls, and roofs) with the intent to provide electrical technicians the knowledge to make minor repairs and understand how their work impacts other aspects of a building.

GD-101 & GE-101 Electrical Systems 4.5/4.0 Credits

This course is an introduction to electrical theory and the operation of electrical and electronic systems to include understanding schematic diagrams and utilizing DVOMs and electrical systems testers. This course studies the charging, starting, fuel, lighting, and accessory systems basic operations and maintenance.

GD-102 & GE-102 Electrical Troubleshooting 5.0/4.0 Credits

This course focuses on utilizing diagnostic equipment and procedures putting knowledge to use in direct application. Students will identify electrical and electronic system malfunctions, troubleshoot causes, complete corrective repairs, and confirm proper operation by referencing schematics and manufacturer information as well as diagnostic tools.

HD-101 & HE-101 Refrigeration Principles 4.5/4.0 Credits

This theory/lab class offers students the skills and knowledge to install, test, and service major components of a refrigeration system. In the theory portion topics include the refrigeration process, technical terminology, temperature and pressure relationships, properties of refrigerant, the refrigeration cycle, components and controls of a system,

troubleshooting and diagnostic of a basic refrigeration system. This hands-on repair and diagnosis lab class is designed to provide projects that accompany the theory portion of the program.

HD-102 & HE-102 Refrigeration System Analysis 5.0/4.0 Credits

Students will learn the safety practices and procedures associated with the HVAC program, tools of the trade, piping practice to cut, sway, bend and braze tubing, service valves, leak testing, recovery and recycling, evacuation and charging, measure and calculate the size and capacity of compressors, disassemble and reassemble compressors and operate basic refrigeration systems, evaluate its performance and troubleshoot problems.

HD-104 & HE-104 Electricity 2.5/2.0 Credits

This theory/lab course introduces the fundamental concepts and theory of electricity as it applies to the RHVAC field. The theory part covers basic electricity, electric charges, electrical current, the effects of electricity, magnetism, the electric circuit, resistors, Ohm's Law, power series circuits, and parallel circuits. Students will also receive instruction in the application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include: AC and DC theory, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, diagnostic techniques, capacitors, types of electric motors, electric motor service and safely wiring various types of systems.

HD-105 & HE-105 HVAC Troubleshooting 4.5/4.0 Credits

In this theory/lab course students are provided instruction in identifying, installing and testing commonly used electrical components in an RHVAC system. Students learn to identify and use electrical test instrumentation and the distribution of electrical power. Topics include: pressure switches, overload devices, transformers, magnetic starters, and other controls, diagnostic techniques, installation procedures and safety component wiring, troubleshooting faulty systems emphasized. Electric motor diagnostic techniques, installation procedures, electric motor service and safety also examined.

HD-106 & HE-106 Forced Air Heating Systems 7.0/4.0 Credits

The Forced Air Heating course delivers both the theory and lab hands-on fundamentals of gas, oil and electric heating systems. This includes the heat exchanger, the electrical controls, and the control circuitry. Energy conservation methods as they relate to heating are discussed. Students learn diagnostic and troubleshooting methods which are emphasized in the course. Students are exposed to the equipment and practices involved the installation and servicing of domestic heating systems. Students learn to plot psychometric charts, measure air flow using a manometer, evaluate air handler.

HD-107 & HE-107 Hydronic Heating Systems 9.0/4.0 Credits

The Hydronic Heating course explains both the theory and lab hands-on fundamentals of gas and oil hot-water heating systems. This includes the heat exchanger, the control systems, circulating water pumps, valves, and the piping system. Students learn proper diagnostic and troubleshooting methods which are emphasized in the course. Students are exposed to the equipment and practices involved the installation and servicing of domestic hot-water heating systems. Students learn to classify boilers, work with the

temperatures and pressures involved, air purging arrangements, water requirements, and the controls for hot-water systems.

HD-201 & HE-201 Sheet Metal Applications 2.0 Credits

The course is a study and practical hands-on lab class for basic sheet metal layout, construction, fabrication and sizing of commonly used duct work components and transitions needed to conform to project design criteria. Students will use both simulations and actual sheet metal for project construction. Additionally, students will complete installation procedure with flexible and fiberglass duct and attached flexible duct to sheet metal duct.

HD-203 & HE 203 Heat Pumps 1.5/3.0 Credits

Heat Pump operations and the design and application of the heat pump components are discussed and examined in this course. This introductory course will introduce the students to the fundamental theory, operation and design of heat pump systems, the identification of components and understand component functions, and how they interact within a heat pump system. The topics include installation, servicing practices, wiring, electric controls testing of heat pumps.

HD-204 Heat Pump Diagnostics 3.0 Credits

This course is designed to familiarize the students to the fundamental theory, operation and design of heat pump systems, the identification of components, and understand component functions, and how they interact within a heat pump system. The topics include installation, servicing practices, wiring, electric controls and control testing of heat pumps. Instruction is provided on types of heat pump systems and use of instrumentation and safety issues associated with these units. In the lab component of the course students will learn how to perform installation procedures and diagnose various heat pump unit problems in a system and the component areas through troubleshooting techniques, electrical controls, air flow, the refrigeration cycle and safety concerns.

HD-205 & HE-205 Thermodynamics & Design 2.5/1.0 Credits

This course is a study of basic thermodynamics and its application to the HVAC field. Students will develop the skills for determining load calculations and applying these calculations to the design aspects for residential and light commercial heating and cooling systems. Through the use of psychometric charts and system analysis with the most current energy utilization measures students will complete a basic design for maximum efficiency.

HD-206 Control System Analysis 4.5 Credits

This course is a study in the various control systems that are incorporated into an HVAC system. Students will learn the principle functions of controls – to start, stop, regulate and protect the refrigeration cycle and its components. Students will learn to interpret the schematic and wiring diagrams and determine the correct operating sequence. This study will include pneumatic, electrical and electronic control systems.

HD-207 & HE-207 Air Conditioning 2.5/4.0 Credits

In this theory/lab course the theory needed to identify each major component, describe its function and how it operates within in an air conditioning systems are discussed.

Instruction is provided on types of air conditioning systems and use of instrumentation and safety issues associated with AC units. Topics include: types of AC systems, heat load calculations, properties of air, psychometrics, duct design, air filtration, and safety principles. In the lab component of the course students will learn how to perform installation procedures and diagnose an AC unit's problems in a system and the component areas through troubleshooting techniques, electrical controls, air flow, the refrigeration cycle and safety concerns.

HD-208 & HE-208 Air Conditioning Maintenance 4.5/4.0 Credits

Topics included in this course run from Types of AC systems, heat load calculations, properties of air, psychometrics, duct design, air filtration, and safety principles. In the lab component of the course students will learn how to perform installation procedures and diagnose an AC unit problems in a system and the component areas through troubleshooting techniques, electrical controls, air flow, the refrigeration cycle and safety concerns.

ID-101 Industrial Maintenance 4.5 Credits

This theory and lab course covers many of the basic operations performed in an industrial setting. Topics covered in this coursework include: lubricants & fasteners, valuing, couplings, seals, bearings, gaskets, packing, drives & gearing, rigging, measuring flow, pressure levels, temperature and tools used in measuring are covered in this coursework. The emphasis of this course will be towards the systematic maintenance preventive procedures to keep machinery working properly and maximizing equipment reliability. Various inspection techniques, data accumulation procedures, repair history analysis and maintenance programs will be reviewed. The methods and techniques of troubleshooting machinery will be highlighted in this course.

IM-101 Mechanical Drives 4.5 Credits

This theory and lab course addresses many of the basic operations performed in an industrial setting. Topics covered include: lubricants & fasteners, valuing, couplings, seats, bearings, gaskets, packing, drives & gearing, rigging, measuring flow, identifying pressure levels, temperature and tools used in measuring are covered. The emphasis of this course will be towards the systematic maintenance preventive procedures to keep machinery working properly and maximizing equipment reliability. Various inspection techniques, data accumulation procedures, repair history analysis and maintenance programs will be reviewed. Basic Welding operations will be explained and student will learn to complete welding passes.

IM-109 Hydraulics & Pneumatics 5.0 Credits

This course will cover the basic principles of fluid science, component operation, circuit design and applications. Hydraulic components include fixed pumps, cylinders, motors, flow control, pressure-compensated control valves, pressure control valves, gages, flow meters, directional control valves, and accumulators. Pneumatic components include cylinder, motors, flow control, valves, pressure regulators, gages, flow meters, check valves and directional control valves.

IM-201 Industrial Maintenance 4.5 Credits

This theory and lab course covers the basic operations of an industrial setting. The

emphasis of this course will be towards the systematic maintenance preventative procedures to keep machinery working properly and maximizing equipment reliability. Various inspection techniques, data accumulation procedures, repair history and maintenance programs will be reviewed. The methods and techniques of troubleshooting machinery will be highlighted.

IM-205 Robotics 4.5 Credits

The course is geared to the first-time operator, programmer or individual who will operate, maintain and troubleshoot industrial robots. Emphasis will be placed on safety and the fundamentals of operating and programming a robot. Students will utilize the robot and peripheral devices to simulate industry applications.

R-101 & RE-101 Applied Math 2.5/2.0 Credits

This course provides a review of basic arithmetic skills and mathematical concepts for problem solving in the transportation and trade career fields. Emphasis is placed upon theory and applications relevant to technical aspects of problems solving in today's career fields. The use of measurement systems, measurement tools, metering devices used to identify information needed to apply math problems is emphasized and examined extensively.

R-103 Physics & Electrical Science 2.5 Credits

This course provides an introduction to electricity with respect to physics for the non-science student and is directed toward the practical application and concepts as they apply to the technical fields. Through lectures in the course topics to be covered are safety in the workplace, atoms and atomic structure, static electricity and current flow, Ohm's Law, simple series and parallel circuit, resistors, magnetism, electric power and energy. The course will introduce the multi-meter to measure voltage, current and resistant in circuits. The course will also have students applying Ohm's Law to calculate current, voltage, and resistance.

R-104 Computer Concepts 2.5 Credits

Students are taught basic computer skills including creating and managing files, word processing, and creation of charts, graphs, and spreadsheets. In addition, various diagnostic software programs are used as laptops are introduced for diagnostic purposes.

R-107 & RE-107 Hydraulics Applications 4.5/4.0 Credits

In this theory and lab course students will learn how to service, repair and diagnosis hydraulic system components, including pumps, valves, actuators both manual and electronically controlled commonly found in industry. Students will perform hydraulic service, repair and diagnosis using proper OEM, procedures in a lab setting performed on basic components, trainers, vehicles and equipment in a lab environment.

R-108 Problem Solving & Critical Thinking 2.5 Credits

This course is designed to help increase a student's success in their professional and personal life through discussions and activities that promote critical thinking and decision making. Students will be introduced to inductive logic, deductive logic, the basic components of sound argumentation, the evaluation of arguments, and the use of rhetorical devices. Topics may include time management, goal setting, learning styles,

communication skills, motivation and the nature and techniques of critical thoughts. Students will explore multiple perspectives, theories and practices along with other alternatives to reach a conclusion based on observations and knowledge.

R-206 Small Business Management 5.5 Credits

Small Business Management is a course that is designed, through a series of lectures and assignments, to provide the student with a better understanding of managing or owning a small business. Focus will be upon planning and managing the small business. Marketing the service or product, employee compensation, social and legal responsibilities, business ethics and small business finance and accounting as related to ownership are introduced.

R-207 Resume & Interviewing Techniques 1.0 Credits

This course is intended to provide students with necessary skills in order to implement a successful job search and enter the workforce. The student's goal will be achieved through a combination of formal lectures, resume formatting, and mock interviews.

R-208 & RE-208 Get Employed / Stay Employed 5.0/4.5 Credits

This course focuses on the soft skills that students need to implement a successful job search, enter the workforce and to effectively address daily challenges involved with managing a commercial trade shop. It will focus on goal setting, motivation, self-management skills, professional etiquette and image, dealing with both internal and external customers, conflict negotiations, team work, leadership and ethical issues that may arise. During this course student will format a resume and participate in mock interviews to showcase their skills and knowledge.

R-210 Project Management 5.5 Credits

Project Management is a course that is designed to provide the basic framework of planning, doing and delivering projects on any kind, size, nature and type. Students will learn of practices, methods and processes that determine the how best to plan, develop and deliver a project through the completion time. Managing projects involve describing and performing the activities required to meet specific objectives of making change. Concepts such as: Lean Manufacturing, Six Sigma, Total Quality Control, Certified Production Technician and ISO 9001 and personnel management will be discussed.

TD-101 Pre-Trip and Vehicle Systems 3.0 Credits

This course provides an introduction of how to properly operate a preventative maintenance program on heavy duty trucks and trailers through the inspection and correction of heavy duty systems. Special attention is paid to planning a scheduled maintenance program to get the maximum life from each component while maintaining low costs. The course emphasizes the diagnosis of the various truck/trailer system.

TD-105 Driving Operations & Safety 4.5 Credits

This course prepares a student with the instruction and the theory based component of the Commercial Driver's License in the form of classroom instruction. Training will include safety practices common to truck drivers, truck inspection measures, completion of required paperwork, hazmat regulations, and accident procedures. Upon completion of the course the student must pass a written test to obtain a CDL Driving Permit. Students must pass this test prior to participating in the CDL Driving Skills Course.

TD-107 Driving Skills 4.5 Credits

This course is primarily designed for practicing on the road driving. The following operations will be performed: pre-trip inspections, visual searching, communications, speed management, safe operating procedures, shifting, braking, and night operations. The last portion of the course will be used to prepare for the CDL test. Prerequisite: TD-105 Driving Operations & Safety.

W-100 Welding Practices 9.0 Credits

This course explains welding equipment and the safety operating requirements associated with welding operations. Students are given practical and theoretical instruction in the use of arc welders; oxy-fuel cutting and equipment are examined with the various cutting techniques taught. The semi-automatic welding process including gas metal arc welding, flux welding and tungsten arc are studied. Students will complete practice at welding MIG, flue core shielded metal and TIG welding in flat, horizontal, vertical and overhead positions on mild steel. All types of joints will be practiced with emphasis on complete penetration.

W-101 Arc Welding (SMA) 6.0 Credits

In this course students will learn welding safety, the identification of proper tools and equipment, filler metal and their proper applications and select and apply proper welding perimeters for various material and work configurations. Students will be welding in various positions to perform AWS quality standards and requirements.

W-102 Thermal Cutting Processes 1.0 Credit

This course introduces the fundamental principles, safety practices, equipment and techniques necessary for metal heating and thermal cutting. Topics include: metal heating and cutting principles, safety techniques, oxyacetylene welding and brazing, manual and automatic oxyfuel cutting techniques and plasma arc cutting and air carbon arc cutting and gouging on ferrous and non-ferrous metals.

W-103 MIG Welding (GMAW) 4.5 Credits

This theory and lab course examines inert gas welding equipment, uses and safety operations. Students are provided with theoretical instruction in the processes and lab practice in flat, horizontal, vertical and overhead positions on mild steel. All types of joints will be practiced with emphasis on complete penetration and performed to AWS standards and requirements.

W-104 Welding Print Reading 2.5 Credits

In this course the knowledge and essential skills necessary for reading welding and related blueprints will be surveyed. Student will learn all of the main welding symbols, all variations and dimensioning associated with the symbols that are common in the welding field.

W-105 TIG Welding (GTAW) 6.5 Credits

This theory and lab course examines gas tungsten welding equipment setup, cleanliness of the equipment, uses, and supplies, base material and safe operations. Students are provided with theoretical instruction on the processes and lab practice on flat, horizontal, vertical and overhead positions on mild steel. All types of jointing will be practiced with emphasis on complete penetration and performed to AWS quality standards and

requirements.

W-106 Metallurgy 1.0 Credits

The purpose of this course is to relate metallurgy to the selection of materials for welding and to provide an understanding of heat effects from welding on the base metal and the cold and hot working created during the manufacturing processes. Metal properties, metal classification and identification, metal alloys, the effects of heat on metals and heat treatment process will be discussed.

W-108 Pipe Welding 7.0 Credits

This course is designed to introduce students to the practices and procedures used to weld pipe and systems of pipe through various welding techniques. Students will improve on their welding skills and develop proper welding techniques for each position to perform to AWS quality standards and requirements.

W-201 Welding Fabrication 2.0 Credits

In this course students will be required to assemble parts to form a weldment or compose several parts to complete a project, exhibit safety practices and follow a set of drawings to produce a finished weldment. The plan interpretation, layout, material shapes, assembly, fitting, tack welding procedures, the welding process and the finishing are all examined.

W-204 Non-Ferrous Welding 1.0 Credit

In this course students will be introduced to the welding techniques and procedures to include selection of electrodes, safety issues, preparing coupons and proper set-up non-ferrous metals.

W-206 Welding Inspection & Testing 1.0 Credits

This course will focus on the causes and effects of weld defects and discontinuities in producing high-quality welds. Students will learn the requirements or codes and standards and that the weld will be fit for the purpose. The quality control procedures used to evaluate welding fabrications designs will be reviewed.

COLLEGE PERSONNEL

Administration and Staff

Elvylet Acevedo	Student Success Coordinator
Amy Banks	Admissions Representative
Kim Bell	Director of Student Enrollment & Outreach
Debbie Bier	Executive Vice President
Brian Capellupo	Accounting Analyst
Kara Chan	Director of Education
Aaron Chapman	Transition Coordinator
Waylon Coleman	Diesel Tool Room Coordinator
George Cox	Shop Services Technician
Jennifer Cox	Executive Assistant
David Detar	Senior Admission Advisor
Austin Dillon	Marketing Coordinator
Maria Gigliotti	Student Success Coordinator
Brittany Hellmann	Administrative Assistant
Karen Horne	Tool Room Manager
Kassidi Kabler	Educational Outreach Coordinator
Rose Leipertz	Senior Financial Aid Coordinator
John Litwin	Chief Financial Officer
Brian Mullen	Evening Supervisor
Timothy Noel	Maintenance Technician
Edward Petrunak	Director of Curriculum & Compliance
Anthony Sharro	Educational Outreach Coordinator
David Sladky	Facilities Director
Daniel Smith	Maintenance Technician
Angela Stansfield	Marketing Manager
Dannielle Sweigert	Financial Aid Coordinator
Cassady Thornton	Administrative Assistant
Valerie Veltri	Financial Aid Coordinator
Patrick Veri	Admissions Representative
Julie Weber	Academic Services Coordinator
Dennis Wilke	President/Director

ROSEDALE TECHNICAL COLLEGE
INSTRUCTORS

Name	Program of Instruction
Mr. Edward Beining	Truck Driving
Mr. Chuck Bevington	Automotive
Mr. Michael Breskovich	Electrical/Industrial
Mr. Mark Burrows	Truck Driving
Mr. Dan Castelli	Automotive
Mr. Al Danjou	Diesel
Mr. Paul Danner	Automotive
Mr. Dan Dowd	Truck Driving
Mr. Steve Falavolito	Electrical/Industrial
Mr. Kendall Griffith	HVAC
Mr. Jim Hall	Automotive
Mr. Byron Hannah	Diesel
Mr. Jay Henderson	HVAC
Mr. Tim Hicks	Electrical
Mr. Jeff Kaplon	Automotive
Mr. Cliff Kauer	Welding
Mr. Daniel Koller	Electrical
Mr. Greg Lassinger	Collision Repair
Mr. Mark Martin	General Education
Mr. Aaron Miller	HVAC
Mr. Mark Miller	Welding
Mr. Julian Morena	Welding
Mr. Brian Mullen	Diesel
Mr. Chris Pazul	General Education
Mr. Brian Pierce	Collision Repair
Mr. Kevin Reed	Automotive
Mr. John Shirey	General Education
Mr. Adam Steffey	Automotive
Mr. Dave Stirling	Electrical/Industrial
Mr. Craig Thornton	Truck Driving
Mr. Ed Wesolek	Automotive
Mr. Cliff White	HVAC
Mr. David Withers	Truck Driving

LOCATION OF THE COLLEGE

The address is 215 Beecham Drive, Kennedy Township, PA 15205, very near the intersection of Interstate 79 and Route 60.

PUBLIC TRANSPORTATION

For exact route or schedule please contact the Port Authority of Allegheny County at www.portauthority.org.

BY AUTOMOBILE

From the North and South: Follow I-79 to the Crafton (Route 60) exit 60A. Follow Route 60 South a short distance to the light at Lorish Road. Take a left at the light, and a right at the first street, Beecham Drive.

From Downtown: Take I-79 North off the Parkway West. Follow I-79 to the Crafton (Route 60 South) exit 60A and proceed as above.

From Ohio and Weirton, WV: Follow Route 22-30 to the Parkway West. At the Parkway, go straight and you are on Route 60. Follow Route 60 to I-79, go under I-79 and proceed as above.