



# CareerTech

Franklin County Career & Technology Center - **ADULT EDUCATION PROGRAM**

## FALL 2017 COURSE SELECTION GUIDE

*Adult Education Office  
2463 Loop Road  
Chambersburg, PA 17202  
(717)263-9033 (x227)*

Apply for Adult Ed at [APPLY.FRANKLINCTC.COM](http://APPLY.FRANKLINCTC.COM), by Mail or In-Person at our School on Loop Road South of Chambersburg.





## FALL 2017 Adult Education Price List

<b><u>BUILDING &amp; CONSTRUCTION</u></b>	<b><u>Hours</u></b>	<b><u>Cost</u></b>
Basic Home Repair	24	\$225
Basic Heating, Venting and A/C	36	\$275
HVAC EPA 608 Certification ( <i>Prereq: Basic HVAC</i> )	9	\$250
HVAC R-410A Certification ( <i>Prereq: EPA 608</i> )	9	\$250
Basic Woodworking	36	\$275
Residential Electricity	36	\$275
Commercial Electricity (Electricity II)	36	\$275
ABC (Assoc. Builders and Contractors) Core	72	\$720
<b><u>BUSINESS</u></b>	<b><u>Hours</u></b>	<b><u>Cost</u></b>
Financial Planning & Investment	24	\$225
Lean Six Sigma - Intro to Principles	8	\$295
Lean Six Sigma – Lean Leader, Facilitator, Coach	24	\$875
Lean Six Sigma - Root Cause and Corrective Action	24	\$875
Microsoft Office	24	\$225
Accounting for the Non-Accountant	24	\$225
Keyboarding	24	\$225
Sustainable Urban Farming (Permaculture)	24	\$225
<b><u>HEALTH CARE</u></b>	<b><u>Hours</u></b>	<b><u>Cost</u></b>
Medical Terminology	24	\$225
Medical Office Practices	36	\$275
Certified Nurse Assisting – C.N.A.	125	\$1250
Medical Nail Certification	200	\$2000
<b><u>MANUFACTURING</u></b>	<b><u>Hours</u></b>	<b><u>Cost</u></b>
Basic Machining	36	\$275
-NIMS MMS Certification ( <i>Prereq: Basic Machining</i> )	36	\$325
Industrial Maintenance	72	\$750
Short-Term Welding (SMAW)	150	\$2700
Long-Term Welding, (SMAW, GMAW, GTAW)	300	\$5400
<b><u>TRANSPORTATION &amp; DISTRIBUTION</u></b>	<b><u>Hours</u></b>	<b><u>Cost</u></b>
PA State Auto Inspection - Re-Certification	4	\$100
PA State Auto Emissions - Re-Certification	4	\$100
PA State Auto Inspection	12	\$200
Forklift Licensing	12	\$200
PA State Emissions	16	\$225
Small Engine Repair	36	\$275
Logistics Certification – C.L.A.	72	\$750
Warehouse Operations Certification – C.L.T.	150	\$1500

Course descriptions can be found at [Franklinctc.com](http://Franklinctc.com) under **Adult Education**. On-line classes are available through Ed2Go. Long-term courses are V.A., Trade Act and WIOA approved. Financial Aid available through 1st Ed Credit Union of Chambersburg. Contact Faye at (717)263-9033 (x227) for more information.

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## ADULT EDUCATION COURSE DESCRIPTIONS

### BUILDING & CONSTRUCTION

- 24 Hrs Basic Home Repair** – Learn the basics on home repair such as how to perform basic electrical wiring, address plumbing issues and patch drywall. Why call an expert for these simple tasks when you can do it yourself?
- 36 Hrs Basic Heating, Venting and A/C** - A general knowledge of basic heating, ventilation, air conditioning systems, controls and applications will be taught. The principle of refrigeration and shop experiences concerned with mechanical aspects of refrigeration will be explored.
- HVAC EPA 608 Certification** - Cover the proper handling methods for refrigerants, review of the EPA 608 regulations. Includes proctored certification exam - **9 Hr. Add-on.**
- HVAC R-410A Certification** - Because of the higher pressure nature of R-410A, most manufacturers value additional specific R 410A training. This class is for technicians already certified in EPA Section 608 – **9 Hr. Add-on.**
- 36 Hrs Basic Woodworking** - This course gives you all the basics for learning woodworking. Designed for beginning students, you'll learn about critical components in safety, use of hand and power tools and blueprint reading. For students who want to remodel existing projects or just be more confident in home projects.
- 36 Hrs Residential Electricity** - Students will be working with house wiring. This course will address basic knowledge of wiring receptacles, single pole switching, 3-way switching and 4-way switching. The class will also cover branch circuit requirements, wiring techniques, electrical terminology, panel boxes, 220 lines and lighting.
- 36 Hrs Commercial Electricity** – This is a continuance of the Residential Electricity where students will learn to use electrical test equipment, terminology, maintenance, conduit bending, series and parallel circuits, wiring diagrams, electrical code, breakers, motor controls, motors, and troubleshooting (Pre-requisite Residential Electricity).
- 72 Hrs ABC (Assoc. Builders and Contractors) Core 2.0** –Provide students with a basic knowledge/skills required in the construction trades. Course instruction includes; safety, construction math, hand tools, blueprint reading, communication skills and material handling. Core Certification is recognized by local industry.

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### BUSINESS

- 8 Hrs Lean Six Sigma - Intro to Lean Principles** - Manufacturers must reduce costs to remain competitive. Industry needs employees skilled in identifying and eliminating wastes within work processes. Employers must train employees to identify and eliminate unnecessary costs. A method of achieving this goal is through classroom instruction in understanding Lean principles. Lean seeks to highlight and then eliminate unnecessary events that are not value added in the eyes of the customer.
- 24 Hrs Lean Six Sigma – Lean Leader, Facilitator, Coach** – Lead Leader provides training on leading effective teams to identify and eliminate wastes within work processes. This training is designed to be transportable between many industries and environments.
- 24 Hrs Lean Six Sigma - Root Cause and Corrective Action** - This class teaches employees how to use a simple, *effective 8-step approach* to correcting and preventing problems that exist in their organizations. The class will help you find and correct the root causes of equipment downtime. It can also help to satisfy quality management system requirements for planning and establishing a process for corrective action. **Lean Manufacturing Series - Facilitated by Go-Lean-Six.com**
- 24 Hrs Financial Planning and Investment** – This class will provide an introduction into investing money in the financial markets. Instruction will occur in understanding what mutual funds are and varying investment strategies such as 401K's and IRA's.
- 24 Hrs Microsoft Office** - Learn the basics of Microsoft Office 2010. This course is designed to give you an overview of the Microsoft Office suite and the basics of Windows, MS Word, Excel and PowerPoint.
- 24 Hrs Accounting for the Non-Accountant** - Accounting for Non-Accountants is specially designed to cater to non-accountants in need of practical, day-to-day accounting knowledge and skills needed to understand and interpret accounting reports used in making effective business decisions. Instruction includes; journalizing, posting entries, financial statements and internal control.
- 24 Hrs Keyboarding** – designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/ keyboard characters.
- 24 Hrs Sustainable Urban Farming (Permaculture)** - Permaculture integrates land, resources, people and the environment through mutually beneficial synergies – imitating the no waste, closed loop systems seen in diverse natural systems. This class will emphasize the system design and production process of permaculture resulting in a “hands-on” applied project.

## HEALTH CARE

- 24 Hrs Medical Terminology** - By the conclusion of this course students should be able to recognize basic medical terminology, relate medical terms to the correct body systems, correctly pronounce and spell medical terms, identify and define commonly used medical terms, and identify the normal functions of the body systems and pathology involving those systems.
- 36 Hrs Medical Office Practice** – Provides an understanding of medical office records management, data collection, scheduling, completing insurance forms, telephone techniques and filing of records.
- 125 Hrs Nursing Assistance (C.N.A.)** - This class is approved by the Pennsylvania Department of Education and consists of approximately 65 hours of classroom/lab instruction and 60 hours of hands-on clinical experience at a local healthcare facility. At the successful completion of this course you will be able to sit for the Nurse Aide certification exams.
- 200 Hrs Medical Nail Technician** - The Nail Technology program will include the art of manicuring, pedicuring and artificial nail services. Instruction in safety, sanitation, State laws, nail structure, growth, diseases and diseases will also be an integral part of the curriculum. Upon completion, students will be able to test with the PA State board of Cosmetology to become a licensed Nail Technician.

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## MANUFACTURING

- 36 Hrs Basic Machining** - This introductory course will teach students how to read and comprehend blueprints, understanding basic shop math, the use of proper measuring tools, introduction to manual and CNC machines.
- 36 Hrs NIMS MMS (Measurement, Materials & Safety) Certification** - This validates that an individual has the fundamental knowledge of standard steel classifications and numbering systems, reading of precision measuring devices, machine safety and general machining practices and inspection techniques (Prerequisite – Basic Machining).
- 72 Hrs Industrial Maintenance** – An introductory course which prepares the individual to work in an automated manufacturing environment in the area of electronics and electro-mechanical operations. Topics include; schematics and blueprint reading, component ID, troubleshooting, metering and testing and basic PLC processes.
- 150 Hrs Short-Term Welding** – This course prepares students to enter general industry with a variety of related skills in welding. Students will be introduced to on-the-job safety, basic blueprint reading, metal cutting, shaping and preparation, weld quality. Upon completion of this class, students will be able to test for AWS GMAW “MIG” Welding Certification.
- 300 Hrs Long-Term Welding** – The 300 hour course will provide students advanced opportunities to enter into the manufacturing career field with multiple certifications. Students who participate in this course will have the opportunity to test for AWS SMAW “Stick”, GMAW “MIG”, and GTAW “TIG” Welding Certification. Blue print reading and welding symbols will be introduced.
- 400 Hrs Advanced Manufacturing** – This is a day and evening program which offers advanced instruction in the precision machining and welding career fields. Students will receive all instruction included in the 300 Long-Term Welding class and addition instruction in Manual Machining, Computer Integrated Manufacturing and CNC Instruction leading to additional NIMS certifications.

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## TRANSPORTATION & DISTRIBUTION

- 12 Hrs PA State Auto Inspection** – This course will certify mechanics to perform required Pennsylvania State Inspections on cars, motorcycles, and/or heavy-duty trucks. Class costs includes State Inspection Manual, Baseline Theory, Tool Demonstration, Baseline 1 Category test and 1 Tactile test.
- Auto Inspection Re-Certification** – A study session that provides a refresher for students already possessing PA State Auto Inspection Certification who need re-certified - **4 Hr. Add-on.**
- 12 Hrs Forklift Licensing**- Obtain basic classroom knowledge and practical experience operating various material handling equipment leading to a forklift operator’s license.
- 16 Hrs PA State Emissions** – The PA Emissions Inspector Certification course includes general theory on emissions, on board diagnostics, a computer-based and hands-on examination. Successful completion of the course and test qualifies the individual to inspect and pass/fail a vehicle for emissions certification.
- Emissions Re-Certification** – A study session that provides a refresher for is offered to experienced emissions inspectors seeking recertification - **4 Hr. Add-on.**

- 36 Hrs Small Engine Repair** – This course covers instruction for performing basic service repairs and tune-ups of small gasoline, two and four stroke engines found in lawn equipment, snow blowers, and garden equipment. Instruction includes the principles of two-cycle and four-cycle engine operation, fuel and exhaust systems, lubrication and cooling systems.
- 72 Hrs Logistics Certification (C.L.A.)** - Students are trained in the receiving, storing, shipping, controlling, and distribution of products. Hand trucks, carts, and forklifts will be used to transport materials and supplies. Students will receive Manufacturing Skills Standards Council's Certified Logistics Associates (MSSC-CLA) training leading to Forklift Certification.
- 150 Hrs Warehouse Operations Certification (C.L.T.)** - This program will introduce you to the operations of warehouse logistics. It will actively engage students in the process and management of receiving, storing, shipping, controlling and distributing products. Upon completion of this additional content, students will have the opportunity to obtain an MSSC CLT (Certified Logistics Technician) certification for warehouse logistics material handling.
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## OTHER

**Ed2Go** – Our online education provider that will meet your educational needs based on your schedule. The courses are affordable, interactive, and convenient for people on the go! There are hundreds of courses to choose from. Visit the [www.ed2go.com/fcctc](http://www.ed2go.com/fcctc) website to see a complete list of the courses.

**Pearson Vue Testing** – Career Tech serves as a Test Center for individuals needing to complete assessments in a number of different fields of study. The Pearson Vue/Career Tech partnership serves test owners and test takers in the following areas; Academic and Admissions, Financial, Government, Health Care, IT, Military and US/Global Regulatory Industries.

**MOST CLASSES TO START IN SEPTEMBER. REGISTER ON-LINE AT [APPLY.FRANKLINCTC.COM](http://APPLY.FRANKLINCTC.COM) OR CONTACT FAYE IN ADULT ED AT 717-263-9033 (X227) OR [FAYE.CASTER@FRANKLINCTC.COM](mailto:FAYE.CASTER@FRANKLINCTC.COM)**

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