



# CareerTech

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

## FALL 2018 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 2018 Adult Education Price List

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<b><u>BUILDING &amp; CONSTRUCTION</u></b>	<b><u>Hours</u></b>	<b><u>Cost</u></b>
Basic Home Repair	24	\$225
Basic Woodworking	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
Residential Electricity	36	\$275
Industrial and Commercial Electricity	36	\$275
Intro to ABC Core Construction Certification	72	\$750
<b><u>BUSINESS &amp; SERVICES</u></b>	<b><u>Hours</u></b>	<b><u>Cost</u></b>
Cooking Around the World ( <i>includes 4 Meals</i> )	20	\$225
Financial Planning & Investment	24	\$225
Keyboarding	24	\$225
Microsoft Office	24	\$225
Landscape Maintenance	24	\$225
Learn to Paint	27	\$250
Office Management/Bookkeeping	72	\$750
<b><u>HEALTH CARE</u></b>	<b><u>Hours</u></b>	<b><u>Cost</u></b>
Medical Terminology	22	\$225
Medical Office Practices	36	\$275
Certified Nurse Assisting – C.N.A.	125	\$1250
Nail Certification	200	\$2000
<b><u>MANUFACTURING</u></b>	<b><u>Hours</u></b>	<b><u>Cost</u></b>
Basic Machining (CNC)	36	\$275
Industrial Maintenance	72	\$750
Short-Term Welding (SMAW)	150	\$2700
Long-Term Welding, (SMAW, GMAW, GTAW)	300	\$5400
Advanced Manufacturing	400	\$7500
<b><u>TRANSPORTATION &amp; DISTRIBUTION</u></b>	<b><u>Hours</u></b>	<b><u>Cost</u></b>
PA State Emissions	8	\$150
PA State Auto Inspection	12	\$200
Forklift Licensing	12	\$200
Small Engine Repair	24	\$225
Logistics Certification – C.L.A.	72	\$750
Warehouse Operations Certification – C.L.T.	72 Add-on	\$750

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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?
- 24 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 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 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 Industrial/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, motor controls, motors, electrical code, breakers, and troubleshooting (Pre-requisite Residential Electricity).
- 72 Hrs Intro to Core Construction Certification (ABC)** – 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

- 20 Hrs Cooking Around the World** – Students will follow international culinary recipes to prepare their own meal during class. Featured cuisine will include food from Germany, France, Italy and Latin America. Impress your family with an international flair for cooking.
- 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 Keyboarding** – Designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/ keyboard characters.
- 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 Landscape Maintenance** - Keeping your landscape healthy, clean, safe and attractive is an important part of basic home care. Use tools and supplies to perform annual plantings, shrub pruning and plant health care. Other Related topics may include but not limited to, lawn care, hardscaping, design and hydroponics.
- 27 Hrs Learn to Paint** - Learn the basics of painting with a certified instructor. In this class you will learn about brush strokes, blending paint, shadowing, highlighting, and more. You will be able to take home a 16x 20" painting that **YOU** made, and will be proud of!
- 72 Hrs Office Management/Bookkeeping** – Intensive class that will lead the novice to a career as an administrative assistant. This class will take the individual for the basic employability skills necessary to acquire employment to proficiency in Microsoft Office, Office procedure and basic accounting.

## HEALTH CARE

- 22 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 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, 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 (CNC)** - 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.
- 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

- 8 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.
- 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.
- 12 Hrs Forklift Licensing** - Obtain basic classroom knowledge and practical experience operating various material handling equipment leading to a forklift operator’s license.
- 24 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.)** – This is a foundation course 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.
- 72 Hrs Warehouse Operations Certification (C.L.T.)** – This class will expand upon the C.L.A. certificate students bringing the skills and knowledge to mid-level technician standing. Students will have the opportunity to obtain an MSSC CLT (Certified Logistics Technician) certification for warehouse logistics material handling – **72 Hr. Add-on** (Prerequisite - C.L.A.).

## 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/fctc](http://www.ed2go.com/fctc) 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.

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MOST CLASSES TO START IN SEPTEMBER, 2018. 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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