



CareerTech

Franklin County Career & Technology Center · ADULT EDUCATION PROGRAM

Spring 2022 COURSE SELECTION GUIDE

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

Apply at FRANKLINCTC.COM on the Adult Education Tab or by Mail or In-Person at our School on Loop Road, south of Chambersburg.





<u>BUILDING & CONSTRUCTION</u>	<u>Hours</u>	<u>Cost</u>
Basic Home Repair	24	\$250
Plumbing	24	\$300
Refrigeration and A/C Basics (Includes Manual)	24	\$300
EPA 608 Certification (Prereq: Refrigeration Basics)	9	\$225
Residential Electricity	36	\$300
Industrial and Commercial Electricity	36	\$300

<u>BUSINESS & SERVICES</u>	<u>Hours</u>	<u>Cost</u>
Cooking around the World (<i>includes 4 Meals</i>)	20	\$250
Financial Planning & Investment	24	\$250
Spanish for Beginners	24	\$250
Learn to Paint	27	\$250
Microsoft Office	24	\$300
Landscape Maintenance	24	\$300
Office Management/Bookkeeping	40	\$325
Drone Licensing	40	\$325

<u>HEALTH CARE</u>	<u>Hours</u>	<u>Cost</u>
Medical Terminology	22.5	\$250
Medical Office Practices	36	\$300
Certified Nurse Assisting – C.N.A.	125	\$1250
Pharmacy Technician Certification	36	\$1350

<u>COSMETOLOGY</u>		
Nail Technician Certification	200	\$2200
Esthetics	300	\$3100
Cosmetology Teaching License	500	\$4500
Cosmetology Licensing	1250	\$11500

<u>MANUFACTURING</u>	<u>Hours</u>	<u>Cost</u>
Intro to CNC Operations	60	\$750
Industrial Maintenance/Basic Mechatronics	72	\$750
Short-Term Welding (SMAW)	150	\$2700
Long-Term Welding, (SMAW, GMAW, GTAW)	300	\$5400

<u>TRANSPORTATION & DISTRIBUTION</u>	<u>Hours</u>	<u>Cost</u>
Mobile Air Conditioning Society (MACS) 609 Certification	9	\$200
Advanced Small Engine Repair (Prerequisite Basic)	12	\$200
PA State Emissions	8	\$200
PA State Auto Inspection	12	\$225
Forklift Licensing	12	\$225
Basic Small Engine Repair	24	\$300
Logistics Certification – C.L.A.	72	\$750

Course descriptions can be found at Franklinctc.com under **Adult Education**. On-line classes are available through Ed2Go. Long-term courses are Trade Act and WIOA approved. 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 **Plumbing** – Introduction to DWV (Drain, Waste, Vent). Students will also learn about water supply systems, installation techniques, troubleshooting and repairs, with sinks, toilets, tubs/showers, washing machines, plus backflow prevention and pressure reducers.
- 24 Hrs **Refrigeration and A/C Basics** – Troubleshoot and repair of refrigeration-based processing equipment. Attendees will be introduced to refrigeration, temperature, humidity, and conduction of heat. Also includes an overview of other HVAC Systems.
***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.*
- 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).
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BUSINESS & SERVICES

- 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 a global 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 **Microsoft Office** – Learn Microsoft Word and Excel. This course is designed to give you an overview of the Microsoft Office Suite from the basics to more advanced to include MS Word and Excel. This class is self-paced, and the instructor will act as the facilitator. Students will be given hands-on experience and work their way through instructions and projects.
- 24 Hrs **Landscape Maintenance** - Keeping your landscape healthy, clean 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.
- 24 Hrs **Spanish for Beginners** – This class is meant to give students a very basic understanding of the Spanish language. The focus will be on pronunciations, basic grammar, and vocabulary. Listening skills and repetitive practices will be key to your understanding.
- 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!
- 40 Hrs **Office Management/Bookkeeping** – This course is designed to study the basic principles of office management including, preparing for an interview, resume writing, recruiting and orienting the office staff, supervising and promoting office personnel, problem solving and business communication processes . This class will also cover accounting basics.
- 40 Hrs **Drone Licensing** - In order to fly your drone under the FAA's Small UAS Rule (Part 107), you must obtain a Remote Pilot Certificate from the FAA. This certificate demonstrates that you understand the regulations, operating requirements, and procedures for safely flying drones.
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HEALTH CARE

- 22.5 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.
- 36 Hrs **Pharmacy Technician Certification** - Certified Pharmacy Technician Instructor through Pearce Pharmacy Technician Education offers preparation class to sit for the Pharmacy Technician Certification Board PTCB® national examination to become a Certified Pharmacy Technician CPhT and seek employment in the pharmacy profession. Partial on-line studies.
- 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.

COSMETOLOGY

- 200 Hrs **Nail Technician** - Discover art of manicuring, pedicuring and artificial nail services. Instruction in safety, nail structure, growth, and diseases will be part of the curriculum. Students will be eligible to test with the PA State board to become a licensed Nail Technician.
- 300 Hrs **Esthetics** – Learn how to perform a variety of facial treatments designed to improve or maintain the health and appearance of the skin. Receive everything needed in preparation for the PA State Board Exam for Esthetician Licensing.
- 500 Hrs **Cosmetology Teaching License** – Earn your license to teach Cosmetology. This course will be held during the day, with high school students, over the school term. Prerequisite is an earned Cosmetology License.
- 1250 Hrs **Cosmetology License** – Become a Licensed Cosmetologist. This course will be held during the day, with high school students, over school term. Receive everything needed in preparation for the PA State Board Exam for Cosmetology.
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MANUFACTURING

- 60 Hrs **Intro to CNC Operations** – This class will provide certified skill in an in-demand occupation. Blueprint reading, Geometric Dimensions and Tolerances, part inspection, cutting theory, manual machining, CNC setup & operation. NIMS CNC Mill Operator certification possible for the serious student.
- 72 Hrs **Industrial Maintenance/Basic Mechatronics** – An introductory course that prepares the individual to work in an automated manufacturing environment in electronics and electro-mechanical operations. Topics include schematics and blueprint reading, component ID, troubleshooting, metering, 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 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. Blueprint reading and welding symbols will be introduced.
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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.
- 9 Hrs **MACS 609 Certification** - Section 609 certification is a requirement of the US Clean Air Act and is a requirement for purchasing R-12 refrigerant and recovering R-134a and R-12 and R-1234yf refrigerant. This course will cover the curriculum to successfully take a 609 Certification Test. Students will also be trained on AC diagnostics and repair information.
- 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 test, 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 **Basic 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.
- 12 Hrs **Advanced Small Engine Repair** - This course covers instruction for an in depth look at small engine rebuilding and repair, precision measurement and, valve adjustments of small gasoline, four stroke engines found in lawn equipment, snow blowers, and garden equipment.
- 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

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 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 several 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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