Prepare for your Future

The Susquehanna County Career & Technology Center
2380 Elk Lake School Road
Springville, Pa 18844
Phone: 570-278-9229
Fax: 570-278-3913

Web Site:
http://scctc-school.org

or

Contact: The Adult Continuing Education Department
@ 570-278-9229 ext. 6671
Prepare For Your Future

Today!

Contact The SCCTC!

Phone: (570) 278-9229

Fax: (570) 278-3913

Email: tammi.mowry@scctc-school.org

Website: www.scctc-school.org

Adult Continuing Education Course Catalog

2016-2017

Edition 9

Susquehanna County Career & Technology Center

2380 Elk Lake School Road, Springville, Pa 18844

Contact Information

Adult Continuing Education Office........570-278-9229 ext. 6671

Register in the Susquehanna County Career & Technology Center Office – Building B

Registration Hours – 8:00 a.m. – 3:30 p.m. Monday - Friday
Susquehanna County Career & Technology Center

Board of Education

Harold Bender
Eric Emmerich
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Superintendent
*Dr. Kenneth Cuomo*

Executive Director
School Counselor Director
*Alice M. Davis, Ph.D.*

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Welcome to the Susquehanna County Career & Technology Center

The SCCTC is the main source of Career & Technical Education for all of Susquehanna County and parts of Wyoming County. We offer a number of educational opportunities to high school students and adults to enable them to become life-long learners, productive citizens, and responsible members of society.

After visiting our web site@ www.scctc-school.org , if you are interested in any of our current or future programs, please do not hesitate to call us at 570-278-9229 Ext: 6671 for more information. We look forward to hearing from you.

In these tough economic times, we realize the need to offer additional training options for the adult community. In an effort to meet these needs, we are committed to adding to our Adult Continuing Education programs. Please share this catalog with anyone you think could benefit from the training programs offered here at the Susquehanna County Career and Technology Center.

We are committed to being the best training facility we can be; if there is anything we can do to better meet the needs of the adult population, please let us know.

Sincerely,

Alice M. Davis, Ph.D.

Alice M. Davis, Ph.D.
Executive Director
School Counselor Director

“Live well, Laugh often, Love much!”

- Elizabeth-Anne “Bessie” Anderson Stanley
Our Long Term Programs of Study currently include:

- Accounting (1080 hours)
- Administrative Assistant/Secretarial Science Program (1080 hours)
- Autobody / Collision Repair Technology (1080 hours)
- Automotive Technology (1080 hours)
- Carpentry & Cabinetmaking (1080 hours)
- Building and Property Maintenance (Electrical, Plumbing and Heating) (1080 hours)
- Cosmetology (1250 hours)
- Cosmetology Teacher Program II (600 hours)
- Culinary Arts (Food Management /Production & Services) (1080 hours)
- Health Care Technology (1080 hours)
- Security and Protective Services (1080 hours)
- Vehicle Maintenance and Repair Technology (Small Engine Repair) (1080 hours)
- Welding Technology (1080 hours)
- Massage Therapy with Business Practicum (900 hours)
- Massage Therapy (765 hours)

Our Short Term Programs of Study currently include:

- Cosmetology Teacher Program I (500 hours)
- Esthetician Program (300 hours)
- Manicurist/Nail Tech License Program (200 hours)
- Microdermabrasion / Glycolic Peel Certification (14 hours)
- Vascutouch Certification (6 hours)
- PA Automotive Safety Inspection Course (12 hours)
- ServSafe Certification Program (16 hours)
- Lead Renovation Certification Class (8 hours)
- OSHA Construction Industry
- OSHA General Industry
- Introduction to Welding (40 hours)
- Welding Certification (120 hours)
- Healthcare Certification Programs
  - EKG Technician (50 hours)
  - Medical Billing and Coding Professional (80 hours)
  - Pharmacy Technician (50 hours)
  - Phlebotomy Technician (90 hours)
The mission of the Susquehanna County Career & Technology Center (SCCTC), in cooperation with parents, families, local agencies and community members, is to provide educational opportunities for all students to reach their full potential by striving towards excellence through academic knowledge, basic skills, and technology taught by a competent and committed staff within a safe environment. The opportunities will enable students to become lifelong learners, productive citizens and responsible member of society.

Non Discrimination Policy

The Susquehanna County Career and Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, age or veteran status in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Susquehanna County Career and Technology Center’s Title IX Coordinator or the Section 504 Coordinator at 2380 Elk Lake School Road, Springville, Pennsylvania 18844 or 570-278-6783.

“No one can make you feel inferior without your consent”
- Eleanor Roosevelt
Class Attendance

All students are expected to attend classes regularly and to make satisfactory progress in their program of study. It is the instructor’s sole discretion as to whether any absence is justified or if satisfactory progress is being made. Attendance will be taken daily. Instructors will note when a student arrives late or leaves early or has frequent absences or tardiness. Attendance will be reported to the appropriate agency as required.

Grading System

The Grading System is the sole discretion of the SCCTC. In some cases, because students receive Certificates of Completion, grades will not be issued.

Certificates of Completion

Certificates of Completion are issued to students who have satisfactorily completed a course or program of study and have fulfilled their tuition obligation. Determination of satisfactory completion is at the discretion of the instructor which may be mandated by another agency.

SCCTC Closings – Weather related or other emergency situations

If the SCCTC is closed, your class will be rescheduled. Please check with WNEP, WBRE, WYOU, or WBNG television stations and WPEL, WAAL, GEM 107, or MAGIC 93/WARM RADIO for information regarding the closing of classes. You may also check the SCCTC Website at www.scctc-school.org.

Safety

Students are required to wear appropriate safety apparel at all times when in the classroom and instructional program areas. Instructors will enforce this regulation scrupulously. All accidents or injuries must be reported to the instructor immediately. Safety glasses must be worn in certain program areas. Particulars will be detailed in the first meeting.

Entrance/Exits

The primary entrance/exit is to be used by all students. Students are not to enter or exit the building from any program areas directly, including shop garage doors.

Food/Refreshment

All refreshments are to be confined to the break area designated by the instructor. No food or beverage is permitted in the classrooms or shop areas unless expressly permitted by the Director to accommodate special events being held.
Parking Regulations

Parking is permitted with a permit in the SCCTC parking area. SCCTC assumes no risk for providing parking for students. SCCTC is not responsible for theft of or damage to any vehicles parked or left on school property. Vehicles left unattended overnight in school lots without authorization will be towed at the owner’s risk and expense. Reckless or unsafe driving will not be tolerated and may result in loss of student status.

Smoking

Law prohibits smoking in the school building and anywhere on school property (1987 PA State legislation S. B. 26 P. N. 2492, Section 3.5). This policy will be strictly enforced.

Alcoholic Beverages/Controlled Substances

Drugs (including any controlled substance not prescribed for that individual by a registered physician), drug-related paraphernalia, look-alike drugs, and/or alcohol are not permitted on school property. Any student suspected of being under the influence of drugs or alcohol will not be permitted to participate in class activities. SCCTC will refer any alcohol or drug-related incident to the Pennsylvania State Police Department.

Weapons

Weapons and replicas of weapons are forbidden on school property. No person shall go onto school premises with a firearm, explosive weapon, knife or any dangerous or illegal instrument represented as such (Act 26 and Section 1317.2 of the Pennsylvania School Code).

Sexual Harassment/Bullying

Sexual harassment, or any other discriminatory behavior, will not be tolerated at the SCCTC. Any person who alleges sexual harassment or any other discriminatory behavior, by any faculty or staff member or student in school may use the procedures detailed for presenting all grievances first to the supervisor of the person involved and then to the Executive Director. The Executive Director shall advise the complainant on how to formalize a complaint under school requirements and the federal form requirements under the Civil Rights Act of 1964, as amended.

Theft/Vandalism

The removal of school or personal property from the program areas or any other areas of the school without permission is considered theft; vandalism is the willful destruction or damage to school or personal property on school grounds. Individuals found responsible for theft or vandalism will be required to make full restitution and charges will be filed with the appropriate law enforcement agency.
**Grievance Policy**

Students who have concern or a complaint pertaining to the operation of the SCCTC policy, procedure, instructor, course content or conduct of an SCCTC employee should contact the Executive Director. The Executive Director will investigate and respond in a timely manner.

**Class Schedules**

Upon registration, you will be advised of class schedules. Please refer to the day-by-day calendar your instructor gives you on your first day of class for specific class dates.

**Driving Directions to the SCCTC**

For driving directions to the school, please go to our Website at [www.scctc-school.org](http://www.scctc-school.org) and click on School Resources or call (570) 278-9229.

**Federal Financial Aid**

Federal Financial Aid in the form of both Stafford Loans and Pell Grants are available for all full-time programs (600 hours or more). The SCCTC is also eligible to accept Veteran’s Benefits.

“The quality of a person’s life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor”

- Vince Lombardi
**Autobody/Collision and Repair Technology**

Room 623

Tuition - $6,900.00 – Additional fees may be incurred for tools, supplies, safety boots and testing

Course Hours: 1080 hours – 8:00 a.m. – 3:00 p.m. Varying Start Dates

The **Autobody/Collision Repair Program** prepares individuals to apply technical knowledge and skills to repair damaged automotive vehicles such as automobiles and light trucks. Students learn to examine damaged vehicles and estimate cost of repairs; remove, repair and replace upholstery, accessories, electrical and hydraulic window and seat operating equipment and trim to gain access to vehicle body and fenders; remove and replace glass; repair dented areas; replace excessively damaged fenders, panels and grills; straighten bent frames or unibody structures using hydraulic jacks and pulling devices; and file, grind and sand repaired surfaces using power tools and hand tools. Students refinish repaired surfaces by painting with primer and finish coat.

Instructor: James Caswell
Automobile/Automotive Mechanics Technology/Technician

Room 612

Tuition - $6,900.00 – Additional fees may be incurred for tools, supplies, safety boots and testing

Course Hours: 1080 hours – 8:00 a.m. – 3:00 p.m. Varying Start Dates

The Automotive Technology Program provides the student with practical instruction in the diagnosis, repair, and adjustment of all phases of the automobile. Instruction will also be given on the use of up-to-date equipment used in areas such as analyzing, fuel injection, ignition, electrical controls, ABS braking systems, computer engine controls, four-wheel alignment, and State Safety Inspection. Upon successful completion of this program, the student will be able to test for a State Inspection Mechanic license, and may seek entry level employment as an automotive technician, automobile salesperson, garage salesperson, service manager, parts salesperson, or service writer.

Instructors: Kevin Noldy
PA Automotive Safety Inspection Course

Category 1 (only passengers and light trucks)

Course Number – AT 11
Room 612

Tuition: $170.00 (includes book)
Course Hours – 9 hours plus hands-on testing
Times and dates – Check with SCCTC for the next scheduled course dates.

Participants must pickup their textbooks and pay the registration fee prior to class.
Participants must read the book before the first night of class in order to be familiar with the material
Note: The hands-on testing will be scheduled individually and will run into a third week.

Course prerequisites: Participants must provide a valid PA driver’s license or a valid out-of-state driver’s license (only if state borders PA). If you have a valid out-of-state driver’s license (that does not border PA), you must call for different instructions (as required by the State).

Safety inspection certification prerequisites: Participants must provide a valid PA driver’s license or a valid out-of-state driver’s license (only if state borders PA). If you have a valid out-of-state driver’s license (that does not border PA), you must call for different instructions.

Instructors: Kevin Noldy

“If a man does his best, what else is there?”
- George S. Patton
Carpentry/Cabinetmaking

Course Number – BT 300
Room 408

Tuition - $6,900.00 – Additional fees may be incurred for tools, supplies, safety boots and testing

Class Hours: 1080 hours – 8:00 a.m. – 3:00 p.m. Varying Start Dates

Students enrolled in the Carpentry and Cabinetmaking Program will study a number of related areas so that he/she will possess adequate entry level skills to work in the area of building construction. The carpentry unit, for example, gives actual experience in layout, cutting and fitting wood members, rafter cuts, roof or platform framing, and selection of general building materials. The students will also hone their skills completing carpentry projects and working at the on-site house construction project. Upon successful completion of this program, the student may seek employment as an apprentice cabinetmaker, materials salesperson, roofer, rough carpenter, sheetrock installer, framer, or siding installer.

Instructors: Bruce Castelli and Gary Fenton

“Don’t waste time learning the “tricks of the trade”; instead, learn the trade”
-Anonymous
Building/Property Maintenance

(Electrical, Plumbing & Heating)

Course Number – BT 301
Room 406

Tuition - $6,900.00 – Additional fees may be incurred for tools, supplies, safety boots and testing

Course Hours: 1080 hours – 8:00 a.m. – 3:00 p.m.  Varying Start Dates

In the Electrical, Plumbing & Heating Program students will experience hands-on training as well as classroom theory in Basic Residential Wiring, Plumbing, and Heating. During the first year, the student will practice developing basic skills by installing common electrical circuits, fixtures, and equipment as well as basic carpentry skills. The second year will consist of practice in joining common piping systems, fixtures, and equipment. Advanced plumbing systems will be installed during the third year. The student will also practice basic skills needed to install, maintain, and troubleshoot residential oil fired hydronic systems and forced warm air systems. The student will also practice basic skills in the areas of stick arc welding, oxyacetylene cutting, welding, and brazing.

Instructors: Stephen Reinhart and John Gazzillo

Lead Renovation Certification Class

Course Number – BT 31

Tuition - $150.00
Course Hours: 8 hours
Varying Start Dates

Did you know the Environmental Protection Agency (EPA) requires certification to work in pre-1978 homes?

These classes (Renovator Initial Course) meet the 8 hour EPA requirements necessary to work in pre-1978 homes. (Section 402 of TSCA) 40 CFR Part 745.225

Lead RRP Refresher Course- 4 hours- $100.00

Program Training Manager: Gary Fenton

Instructors: Bruce Castelli and John Gazzillo

Class size is limited!
Cosmetology/Cosmetologist

Course Number – C 400
Room 413

Tuition - $6,900.00, Additional fees may be incurred for kit(s), supplies, and testing

Course Hours: 1250 hours – 8:00 a.m. – 3:00 p.m. – Varying Start Dates

The Cosmetology Program prepares individuals to apply technical knowledge and skills related to experiences in a variety of beauty treatments including the care and beautification of the hair, complexion and hands. Instruction includes training in giving shampoos, rinses and scalp treatments; hair styling, setting, cutting, dyeing, tinting and bleaching; permanent waving; facials; manicuring; and hand and arm massaging. Bacteriology, anatomy, hygiene, sanitation, salon management including record keeping and customer relations are also emphasized.

Instructor: Susan Birtch

“Believe you can and you’re halfway there”
- Theodore Roosevelt
# Cosmetology Teacher Training Programs (I & II)

Course Number – C 45  
Room 413

**Teacher Program I**  
Tuition – $3,050.00, Additional fees may be incurred for kit(s), supplies, and testing  
Course Hours: 500 hours – Varying Start Dates

**Teacher Program II**  
Tuition - $3,600.00, Additional fees may be incurred for kit(s), supplies, and testing  
Course Hours: 600 hours – Varying Start Dates

This curriculum is designed to prepare the licensed Cosmetologist for Commonwealth licensing. The required amount of hours helps the potential instructor obtain that knowledge necessary to train student hairdressers and stylists for a career in the Cosmetology industry. Students will learn how to prepare, organize, and present course content.

Prerequisite: Cosmetology License  
Instructor: Susan Birtch

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“**Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful.**”  
- Albert Schweitzer
**Esthetician/Cosmetician**

Course Number – C 401  
Room 413  

Tuition - $3,300.00 – (includes books/supplies), Additional fees may be incurred for kit(s), supplies, and testing  

Course Hours: 300 hours 8:00 – 2:16 p.m. – Varying Start Dates  

An Esthetician is a professional trained to give beauty treatments including facials, make-up application, microdermabrasion, and glycolic peels.  

Instructor: Susan Birtch

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**Manicurist / Nail Technician**

Course Number – C 41  
Room 413  

Tuition - $1,400.00, Additional fees may be incurred for kit(s), supplies, and testing  

Course Hours: 200 hours - Varying Start Dates  

This course prepares the student for this fast growing lucrative profession in the Cosmetology industry. Some of skills learned include: acrylic nails, manicures, pedicures and advanced nail procedures.  

Instructor: Susan Birtch

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**Natural Hair Stylist (Braider – Braiding only)**

Course Number – C 42  
Room 413  

Tuition - $1,500.00 includes book – Varying Start Dates  

This course includes curriculum in several subject areas including sanitation, scalp care, anatomy, and natural hair styling. Hygiene and occupational safety are also a part of this career program.  

Instructor: Susan Birtch
**Microdermabrasion / Glycolic Peel Certification**

Course Number – C 43  
Room 413

Tuition - $600.00  
**Course Hours:** 14 hours – Varying Start Dates

This 14 hour course is designed for licensed Cosmetologists and/or Estheticians to become certified to perform Microdermabrasion and Glycolic Peels.

Prerequisite:  Cosmetology License or Esthetician License

Instructor:  Susan Birtch

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**VascuTouch**

Course Number – C 44  
Room 413

Tuition - $250.00  
**Course Hours:** 6 hours – Varying Start Dates

This 6 hour course is designed for licensed Cosmetologists and or Estheticians to become certified to use the VascuTouch Electrocoagulation System.

Prerequisite:  Cosmetology License or Esthetician License

Instructor:  Susan Birtch

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“Hold yourself responsible for a higher standard than anyone else expects of you.”  
- Henry Ward Beecher
Massage Therapy

Massage Therapy with Business Practicum
Tuition – $5,300.00,  
Course Hours: 900 hours – Open Enrollment

Massage Therapy
Tuition - $4,600.00,  
Course Hours: 765 hours – Open Enrollment

This curriculum is designed to prepare the Massage Therapy student with the knowledge and skills to become a NCBTMB Licensed massage therapist.

Students will be educated in the studies of Anatomy & Physiology, Massage Therapy and History, and an array of massage methods and therapeutic procedures in both a classroom and hands on environment.

Prerequisite: none

Instructor: Jessica Warner

“We must become the change we want to see in the world.”
-Mahatma Gandhi
**Food Management, Production & Services**

Course Number – FM 500  
Room 401

Tuition - $6,900.00 – Additional fees may be incurred for uniforms, shoes, supplies, testing, etc.

Course Hours: 1080 hours  8:00 a.m. – 3:00 p.m. – Varying Start Dates

Beginning with the basics, students in Food Management/Production/Services will proceed to intermediate and advanced levels to develop a solid foundation in Culinary Arts. Through lecture and cooking demonstrations, the student will learn the techniques of fine cooking. Classes will cover the basics of cooking and baking and the provisions used to create effective and elegant menus for the most discriminating palate. With instructor supervision, the students will then hone these skills by operating their on-site restaurants, “A Touch of Class” and The Serfass Solarium. The restaurants offer the students the opportunity to culminate all laboratory experiences as they rotate through all positions in management, production, and services perfecting skills and techniques. Upon successful completion of this program, the student may seek employment as a baker, cashier, caterer, chef, host, hostess, line cook, restaurant manager, salad maker, short-order cook, dining room service personnel, or any of the vast number of culinary positions. They may continue their restaurant management education in the hotel restaurant management or culinary arts fields.

*Instructors: David Dunster and Jill Wiedmaier*
**ServSafe Certification Program**

Course Number – FM 51  
Room 613  

Tuition - $175.00  
Course Hours – 16 hours  

Start Date: Please call for upcoming class schedules.  
Course consists of 8 hours documented class time and 8 hours of home study  

The ServSafe 16 hour class will consist of 8 hours of documented home study and 8 hours of on-site instruction. Cost includes all materials and testing fees. The registration fee must be paid in advance.  

The ServSafe Program was developed for supervisors, managers, chefs and employees in food establishments. After completing this program, the participant will have a complete understanding of how to safely purchase, receive, store and serve food. A state examination is given after completing the 16 hours of study. This program meets the requirements for PA Food Code, Title 7 Dept. of Agriculture Mandatory Compliance.  

Instructor: TBA  

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**Holiday Dessert Cooking Class**

Course Number – FM 52  
Room 401  

Tuition - $30.00  
Course Hours – 2 ½ hours  
(Call for Schedule)  

This class will consist of the holiday preparation of Lava Cakes, Mini - Cheesecakes and much more.  

Instructor: David Dunster
Decorating With Fondant

Course Number – FM 54
Room 401

Tuition - $30.00
(Call for Schedule)

This class will focus on rolled fondant applications. Students will prepare petit fours, fondant covered cakes and cookies.

Instructor: Dave Dunster

“Do what you can, with what you have, where you are.”
-Theodore Roosevelt
Health Care Technology

Course Number – HC 600
Room 622

Tuition - $6,900.00. Additional costs may be incurred for uniforms, supplies, testing, etc.

1080 hours – 8:00 a.m. – 3:00 p.m. – Varying Start Dates

The Health/Medical Assisting Program is a combination of subject matter and experiences designed to prepare individuals for entry-level employment in a minimum of three related health occupations under the supervision of a licensed health care professional. Instruction consists of core course content with clinical experiences in one or two health related occupations. The core curriculum consists of planned courses for introduction of health careers, basic anatomy and physiology, and medical terminology. Additional content includes: legal and ethical aspects of health care and communications and at least three planned courses for the knowledge and skills for the occupational area such as medical assisting, ward clerk, nursing assisting, pharmacy technician, EKG Technician, etc. Students may also continue their education in a post-secondary/college environment.

Instructors: Linda Hoover, R.N. and Darlene Drake, R.N.
**Pharmacy Technician Program**

Course Number – HC 61

Tuition - $999.00 (Textbooks included)
Course Hours: 50 hours
(Call for schedule)

This comprehensive 50 hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings – working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Student will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

**Phlebotomy Technician Program**

Course Number – HC 63

Tuition - $1,599.00 (Textbooks included)
Course Hours: 90 hours
(Call for Schedule)

This 90 hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods.
**Medical Billing and Coding Program**

Course Number – HC 62

Tuition - $1,799.00 (Textbooks included)
Course Hours- 80 hours
(Call for Schedule)

This billing and coding course delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. With the transition to ICD-10, effective as of October 1, 2015, this course will also provide training in ICD-10-CM. This course also covers: An overview of the healthcare and insurance industry, the organization and use of the ICD-9-CM, ICD-10-CM, CPT, and HCPCS manuals to identify correct codes, CPT (Introduction, Guidelines, Evaluation and Management) and specialty fields such as surgery, radiology and laboratory.

Instructor: TBA

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**EKG Technician Certification Program**

Tuition – $999.00 (Textbooks included)
Course Hours – 50 hours
(Call for Schedule)

This comprehensive 50 hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices.
Clinical Medical Assistant Program

Tuition - $2,399 (Textbooks included)
Course Hours- 140 Classroom hours + 160 Clinical Externship hours
(Call for Schedule and information)

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other this preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, professional workplace behavior, ethics and the legal aspects of healthcare. To be eligible for the clinical rotation, students must successfully complete the 140 hour program, submit to a thorough background check, and meet other requirements.

Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.
The following courses are available *Online!*

- Pharmacy Technician
- Clinical Medical Assistant
- Dental Assisting
- Medical Billing & Coding
- EKG Technician
- Electronic Health Records Management
- Phlebotomy Technician
- Medical Administrative Assistant
- Dialysis Technician
- Medical Terminology
- ECG / EKG Course for Nurses
These online courses are highly interactive and provide students with an enriched learning experience.

Online Course features:

- 6 month access with an additional 6 month extension.
- 24 hour instructor support & course mentor access
- Engaging labs, student exercises and course videos
- All textbooks, workbooks and student materials
- A new “Secure Student Website” – including career resources & other training
- Select programs include clinical externships!
- Start anytime you are ready.

“No one is useless in this world who lightens the burdens of another.”

-Anonymous
**Pharmacy Technician** - This comprehensive course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam. Course content includes pharmacy medical terminology, pharmacy calculations, reading and interpreting prescriptions, defining generic and brand names drugs. *Program also includes an optional clinical externship at a local healthcare provider.*

Student Tuition - $1,299

**Clinical Medical Assistant Program** – This program prepares students to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle. *Program also includes an optional clinical externship at a local healthcare provider.*

Student Tuition - $2,499

**Dental Assisting** – This course prepares students for entry level positions as a chair side dental assistant. This course covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, oral anatomy, dental operatory, tooth structures, primary and permanent teeth, the oral cavity, and other areas. *Program also includes an optional clinical externship at a local healthcare provider.*

Student Tuition - $1,299.00
**Medical Billing & Coding**– This billing and coding course delivers the skills students need to solve insurance billing and coding problems. It details proper assignment of codes and the process to file claims for reimbursement. With the transition to ICD-10, effective as of October 1, 2015, this course will also provide training in ICD-10-CM. This course also covers: An overview of the healthcare and insurance industry, the organization and use of the ICD-9-CM, ICD-10-CM, CPT, and HCPCS manuals to identify correct codes, CPT (Introduction, Guidelines, Evaluation and Management) and specialty fields such as surgery, radiology and laboratory.

Student Tuition - $1,799.00

**EKG Technician**– This Technician program prepares students to perform EKGs. This course will include information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact, electrocardiography and stress testing. A highly interactive course!

Student Tuition - $1,299.00
Electronic Health Record Management Program – This Electronic Health Record (EHR) Management program prepares students to understand and use electronic records in a medical practice. Course reviews the implementation and management of electronic health information using common electronic data interchange systems and maintaining the medical, legal, accreditation and regulatory requirements of the electronic health record.

Student Tuition - $1,299.00

Phlebotomy Technician – This course prepares students to collect blood specimens from clients for the purpose of laboratory analysis. Students will review blood collection, the skills needed to perform venipunctures and other collection techniques. This course also includes terminology, blood collection procedures, order of draw and other topics. Program also includes an optional clinical externship at a local healthcare provider.

Student Tuition - $1,299.00

Medical Administrative Assistant – This course covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. A great course for physicians medical office professionals!

Student Tuition - $1,299.00
**Dialysis Technician**– This Dialysis Technician program provides students with the knowledge needed to perform the responsibilities of a Dialysis Technician. It reviews normal kidney physiology, the basic principles of hemodialysis, kidney dialysis machines, dialyzer preparation and reprocessing as well as how to assist dialysis patients in managing their disease and treatment.

Student Tuition - $1,299.00

**Medical Terminology**– This course is a guide to identifying and understanding the basic word structure, root words, suffixes, and prefixes, the organization of the human body and the associated systems, medical abbreviations, symbols and common medical terms.

Student Tuition - $499.00

**ECG / EKG Courses for Nurses**– This course is a valuable resource for learning the fundamentals of reading and interpreting ECG’s. Course information includes: cardiac anatomy and physiology, electrical basis of ECGs, sinus dysrhythmias, and much more.

Student Tuition - $699.00

“The person who says something is impossible should not interrupt the person who is doing it.”

-Anonymous
Security and Protective Services

Course Number – SP800
Room Number – 407

Tuition - $6,900.00. Additional fees may be incurred for tools, supplies, safety boots and testing

Course Hours: 1080 hours  8 a.m. – 3:00 p.m.  Varying Start Dates

The Security and Protective Services program prepares individuals to apply technical knowledge and skills required to perform entry-level duties as a police officer, fire fighter, paramedic and other safety services. This program stresses the techniques, methods and procedures peculiar to the areas of criminal justice and fire protection especially in emergency and disaster situations. Physical development and self-confidence skills are emphasized due to the nature of the specific occupation(s). In addition to the application of mathematics, communication, science and physics, students receive training in social and psychological skills, map reading, vehicle and equipment operations, the judicial system, pre-hospital emergency medical care and appropriate emergency assessment, treatment and communication.

Instructor: James Baker
Vehicle Maintenance and Repair Technology

Course Number – VM900
Room Number - 618

Tuition - $6,900.00, Additional fees may be incurred for tools, supplies, safety boots and testing

1080 hours – 8:00 a.m. – 3:00 p.m. Varying Start Dates

The Vehicle Maintenance and Repair (Small Engines) program prepares individuals to apply technical knowledge and skills to repair, service, maintain and diagnose problems on a variety of small internal-combustion gasoline engines and related systems used on portable power equipment such as lawn and garden equipment, chain saws, outboard motors, rototillers, snowmobiles, lawn mowers, motorcycles, personal watercraft and pumps and generators. This program includes instruction in the principles of the internal-combustion engine and all systems related to the powered unit. Instruction also includes the use of technical and service manuals, state inspection code, care and use of tools and test equipment, engine tune-up/maintenance, engine overhaul, troubleshooting and diagnostic techniques, drive lines and propulsion systems, electrical and electronic systems, suspension and steering systems and service operations and parts management.

Instructor: Daniel Zabrowski
Welding Technology

Course Number – WT1000  
Room Number – 624

Tuition - $6,900.00, Additional fees may be incurred for tools, supplies, safety boots and testing

1080 hours – 8 a.m. – 3:00 p.m.

The Welding Program prepares individuals to apply technical knowledge and skills in gas, arc, tig, shielded and non-shielded metal arc, brazing, flame cutting, plasma cutting and plastic welding. Hand and semi-automatic welding processes are also included in the instruction. Students will learn safety practices, types of electrodes and welding rods; properties of metals, welding symbols, blueprint reading, use of equipment for testing of welds by destructive and non-destructive methods, use of manuals and specification charts, use of hand and portable power tools, use of metal fabricating equipment, and welding standards established by the American Welding Society, American Society of Mechanical Engineers and the American Petroleum Institute. Students will receive OSHA safety training and have the opportunity to become AWS Certified Welders.

Instructor: Ray Ingaglio and Heather Charles
All refunds due to a student will be made without their individual request for such refunds. The total tuition is due 3 BUSINESS DAYS prior to start date. The following refund schedule will apply:

**LONG TERM PROGRAMS**

**Refunds for Classes Cancelled by the SCCTC**

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraw on the first day of classes, no more than $100.00 of the tuition and fees may be retained by the SCCTC. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

**Refunds for Students Who Withdraw On or Before the First Day of Class**

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

**Refunds for Withdraw After Class Commences**

Refund policy for students attending the SCCTC who incur a financial obligation for a period of 9 months or less shall be as follows:

1. 100% of tuition fees will be refunded for drops or withdrawals prior to the first official day of class – guaranteed within 45 days after the first official scheduled day.
2. 100% of tuition will be refunded in the case of death of the student during the term.
3. Before the start of the second week of classes – 90%
4. Before the start of the third week of classes – 75%
5. Before the start of the fourth week of classes – 50%
6. Students who withdraw or are dismissed after the fourth week of classes are not entitled to a refund.
**SHORT TERM PROGRAMS**

**Refunds for Classes Cancelled by the SCCTC**

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraw on the first day of classes, no more that $100.00 of the tuition and fees may be retained by the SCCTC. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

**Refunds for Students Who Withdraw On or Before the First Day of Class**

The following refund schedule will apply:

1. There will be no refund of tuition fees if the student withdrawals no later than one week prior to class. The Executive Director has the final decision of all refunds.

2. 100% of tuition will be refunded in the case of death of the student during the term.

**Early Registration is important!**

All classes are subject to enrollment minimums. By delaying your registration for a class you may find that the class has been cancelled for lack of enrollment. Enrolling early alleviates this situation.

**Some employers will support your training.**

Point out the benefits of this training to your employer and inquire about the possibility of reimbursement.
Susquehanna County Career & Technology Center (SCCTC)

Adult Registration

Mail to: Attn: Tammi Mowry, SCCTC, 2380 Elk Lake School Road, Springville, Pa 18844

First Name: ___________________________  Last Name: ___________________________

Social Security Number: ___________________________

Date of Birth: ___________________________

Street Address: __________________________________________________________

City, State, Zip: _________________________________________________________

Home Phone Number: (_____)_____________________________

Business: (_____)________________________________

Cell: (_____ ) __________________________________________

Email: ________________________________________________________________

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Subtotal $ 

Less Deposit Paid with Application (At least ½ of course Tuition) 

Balance Due After Deposit $ 

Balance of tuition for class is due 3 BUSINESS DAYS prior to start date. Please mail tuition in the form of money order or check to the address above attention: Tammi Mowry or call the business office at (570)-278-9229. If you have any questions, please contact Tammi Mowry at (570) 278-9229 Ext 6671.