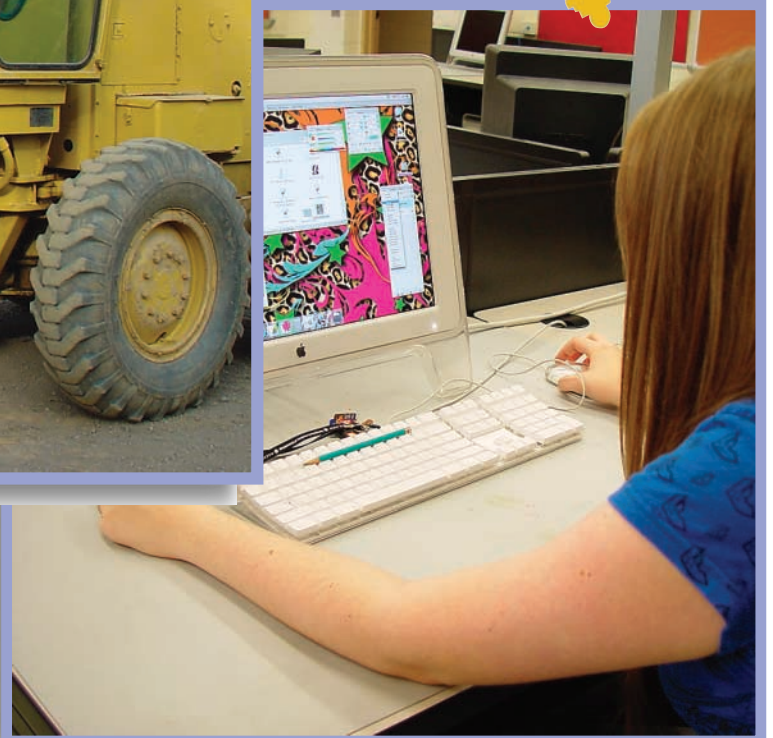


Greater Johnstown Career & Technology Center

Building bright futures



Adult Education
Course Guide

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Introduction

GJCTC has been developing and offering training programs for adults for over 35 years and is proud to have helped thousands of people improve their skills and/or train for a new career.

The Adult Education programs provide opportunities for adults in the community to receive specialized training in many vocational and technical areas. The programs are planned to provide training for individuals already working as well as those who wish to retrain for a new career.

Many of the Post-Secondary courses are now articulated with the Mount Aloysius College, Saint Francis College, and PA Highlands Community College for Associate Degree status.

GJCTC offers programs for adults in these areas:

- Career in a Year
- Short-term Classes
- Adult Literacy, GED preparation, and ESL classes

GJCTC has been providing quality training to the community for over 35 years.

Call 814-266-1300 for more information!

Accreditation Agencies

The Greater Johnstown Career and Technology Center is accredited by the following agencies to provide educational programs:

National League of Nursing

Pennsylvania Department of Education

Pennsylvania Municipal Police Officer's Education and Training Commission

Approved by the Pennsylvania State Board of Nursing



Career in a Year

GJCTC has been developing and offering training programs for adults for over 35 years and is proud to have helped thousands of people train for a new career. The Career in a Year programs are designed to prepare individuals to enter the workforce within one year.

Financial Aid is available to qualified individuals for the Career in a Year programs.

*Students in daytime programs will be sharing instruction, classroom, and shop activities with GJCTC's secondary students.

Adult Only Programs

- Electrical Technology
- Heating & Air Conditioning Technology
- Johnstown Regional Police Academy
- Mobile Equipment Operations Technology
- Practical Nursing
- Welding & Metal Fabrication

Intergenerational Programs*

- Auto Body
- Auto Technology
- Biotechnology
- Carpentry
- Child Development & Education
- Cosmetology
- Culinary Arts
- Diesel Mechanics
- Electrical
- Graphic Design
- Health Assistant
- HVAC
- Masonry
- Protective Services
- Welding

Financial Aid is available to qualified individuals for the Career in a Year programs.

Short-Term Programs

The Greater Johnstown Career and Technical Center offers short-term programs to individuals who are interested in updating their skills or training for a new career. These programs vary in length and can be completed in one day or several months.

Short-Term programs are available in the following areas:

- Computers
- Auto Inspection
- Commercial Driver Training
- Nursing Assistant
- New Programs

Adult Literacy

Our programs serve adult learners at all educational levels throughout Cambria County and are FREE to qualifying adults. You can contact Kim Cicmanský, Adult Literacy Coordinator, For more information at (814) 266-6073 ext. 203 or kcicmanský@gjctc.org

Program Description

Adult Basic Education (ABE) Classes

Adults who are interested in improving basic skills of reading, writing, and mathematics or need assistance in to transition into the labor market or higher academic or vocational training are welcome to attend ABE/GED/ESL classes at one of our four locations.

General Education Development (GED) Classes

Adults who are seeking help preparing for the GED exam are welcome to attend our ABE/GED/ESL classes at one of our four locations.

English as a Second Language (ESL) Classes

Adults with limited English proficiency who were not born in the United States, are whose native language is a language other than English, or who come from an environment where other than the English language is dominant and have difficulty speaking, reading, writing, or understanding the English language are welcome to attend ABE/GED/ESL classes at one of our four locations.

Move-Up

The Bureau of ABLE (Adult Basic Literacy Education) collaborates with the Department of Public Welfare and provides Intensive Adult Basic Education Services for Welfare Clients, known as Move Up. The initiative targets welfare (TANF) clients. For more information, visit www.able.state.pa.us/move-up

Literacy Corps

Our Literacy Corps Tutor program at GJCTC partners with Allegany College of Maryland's Continuing Education program to train tutors to work with Adult Literacy students. Upon completion of the courses, tutors will have gained experience working with ABE, GED and ESL students and will receive.

- A Certificate of Completion from GJCTC and Allegany College of Maryland
- 52 hours of Act 48 credits or 5 CEU's.

For more information, visit www.palitcorps.org

Family Literacy Program

Interested adults and families may contact the Family Literacy Program at 814-948-2040 for information concerning enrollment and meeting times. The program is composed of four main components including Adult Education, Parent Education, Interactive Literacy Activities and Early Childhood Education. Interested parents must meet the following requirements:

- Unemployed or underemployed
- Have at least one child under the age of 8
- Are in need of a GED, basic education skills, driver's license, computer skills, improve reading or math skills.

For more information, visit <http://www.pafamilyliteracy.org/pafamilyliteracy/site/default.asp>

Getting Started with your Financial Aid

Financial Aid Application Process

Federal law requires that students may apply for federal aid without paying a fee. Title IV Federal aid programs, for which qualified students at Greater Johnstown Career and Technology Center are eligible to apply, include the Federal Pell Grant and Stafford (student) Loan Program.

Financial Aid Eligibility

To be eligible to receive federal financial aid available through the Greater Johnstown Career and Technology Center, a student must:

- Have financial need
- Be enrolled in an approved course of study
- Have a high school diploma or a G.E.D. certificate
- Be a U.S. citizen or eligible non-citizen
- Make a satisfactory academic progress and have satisfactory (90%) attendance
- Register with Selective Service if required
- Not be in default on a Title IV loan
- Not owe a refund on a Title IV grant

Federal law requires that students may apply for federal aid without paying a fee. Federal aid programs for which full-time GJCTC students are eligible to apply for include:

1) Federal Pell Grant

The Free Application for Federal Student Aid (Federal Pell Grant):

To apply for a Federal Pell Grant, the student must complete and submit a Free Application for Federal Student Aid (FAFSA application), which requests information such as current family size and financial information from the last full tax year. Financial Aid Application Process

2) Stafford (Student) Loan Program.

Federal Family Education Loan (FFEL) Programs -

A Federal Stafford loan is a low-interest loan program administered by PHEAA (Pennsylvania Higher Education Assistance Agency) made available to students attending post-secondary schools to help finance their education. This loan must be paid back, and repayment of Stafford loans usually begins after a one-time 6 month grace period following graduation. Applications for PHEAA Stafford loans may be obtained from any lender (bank, credit union, or Financial Aid Office)

A Parent PLUS loan may be available for qualifying parents who want to borrow to help pay for their children's education. This also is a low-interest loan program that provides additional funds for education expenses, and like Stafford loans, must be paid back.

Financial Aid Eligibility (Continued)

3) WIA

Individuals who meet the Workforce Investment Act eligibility requirements may participate in classroom training. All applications are taken at the Workforce Investment Act Office located in the county of residence. For more information, interested individuals should call their local WIA office.

4) Vocational Rehabilitation

The office of Vocational Rehabilitation (OVR) assists with funding for qualified students who possess certain disabilities. Individuals should contact the agency for eligibility determination.

5) Veterans Benefits

Educational assistance is provided by the Federal Government to qualifying veterans or dependents of deceased or disabled veterans. Call your nearest VA office.

NOTE: STUDENTS MUST MAINTAIN SATISFACTORY ATTENDANCE AND GRADES TO MAINTAIN ELIGIBILITY FOR FEDERAL GRANTS AND LOANS. SEE STUDENT HANDBOOK FOR IMPORTANT INFO ON EARLY WITHDRAWALS.

Financial Aid Application Standards:

The Greater Johnstown Career and Technology Center participates in U.S. Department of Education (DOE) Title IV funding programs. Our participation is in compliance with the latest Higher Education Reauthorization Act for Title IV eligibility and certification requirements. Students in long-term programs are eligible for funding. Students in programs consisting of less than 900 hours may be eligible to apply for a reduced amount of financial aid.

Verification Policy:

It may be necessary for students who have applied for Pell grants and/or Stafford Loans to complete a verification process as stipulated by the U.S. Department of Education. Verification requires documentation to be submitted to the school to review the accuracy of the information provided on the financial aid applications.

Financial Aid Application Process:

The FAFSA form may be completed on the web at <http://www.fafsa.ed.gov>.† Students must sign their forms by entering a PIN number that can be obtained on the same site (www.pin.ed.gov) (allow 2 to 3 days for a PIN number to be emailed to you). The school code that should be entered on the FAFSA form for GJCTC is 016626. The paper FAFSA worksheet can be printed and filled out at your leisure, then entered on the FAFSA website for processing.

After the US Department of Education processes the FAFSA application, the student will receive a Student Aid Report, which will indicate whether the student may be eligible for a grant, however it will not indicate the amount of the grant. The student may contact the Financial Aid office 2 to 3 days after they have signed their FAFSA form with their own personal PIN, to find out the status of their grant. The Financial Aid office will then provide more specific grant information to the student. You may contact the Financial Aid Office at 814.266.6073 extension 123.

FAFSA applications should be submitted well in advance of program start date (At least 60 days in advance is recommended to allow for possible corrections, verification, etc.). Completion of financial aid paperwork is required to confirm your acceptance into the GJCTC program you have chosen. (FAFSA applications are, however, accepted by the US Department of Education until June 30 of the current academic year.)

Applying for a STAFFORD or Parent/PLUS Loan

These are the steps to take in order to obtain a STAFFORD or Parent/PLUS loan:

1. Complete On-Line Stafford Loan Entrance Counseling

Go to www.aessuccess.org

Under the Student Loan section click on Entrance and Exit Counseling

Follow instructions to complete the Federal Student Loan Entrance Counseling.

This counseling session must be completed before loan certification will be completed by the school.

2. Complete Stafford Loan Promissory Note (MPN) (Student Loan Application)

May be completed either online at www.aessuccess.org , click on Stafford Loans link or

may complete a paper form available from the Financial Aid Office or any lender and mailed directly to PHEAA or given to the Financial Aid Office for processing. You may use your pin number that was used to process your FAFSA to electronically sign your Master Promissory Note. The Loan school code used for the MPN is 01000600.

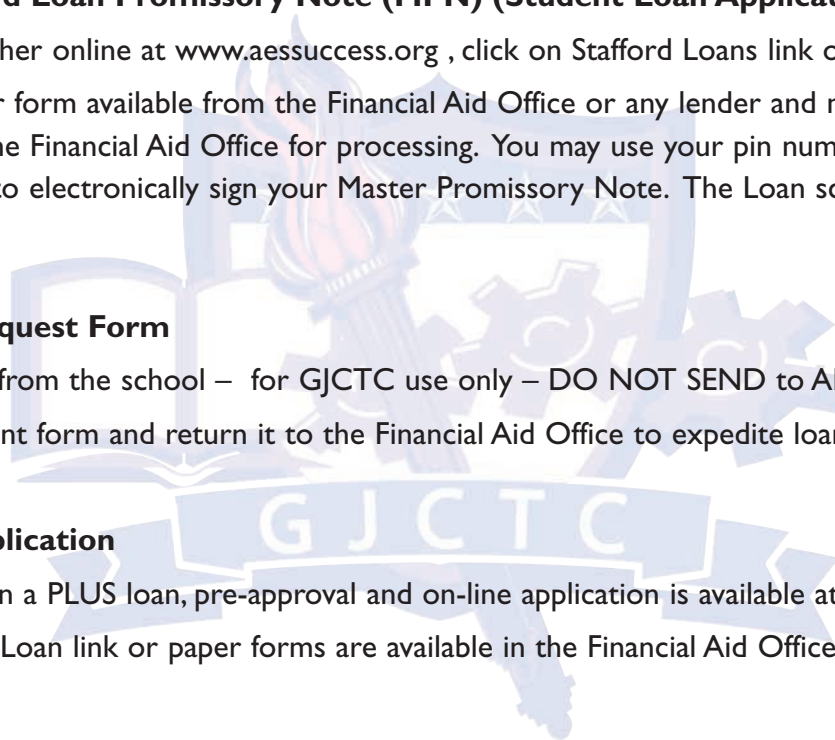
3. Loan Amount Request Form

Green form available from the school – for GJCTC use only – DO NOT SEND to AES/PHEAA

Complete Loan amount form and return it to the Financial Aid Office to expedite loan certification.

4. Parent/PLUS Application

If you are interested in a PLUS loan, pre-approval and on-line application is available at www.aessuccess.org click on Parent PLUS Loan link or paper forms are available in the Financial Aid Office.





Electrical Technology

720 Hours — Tuition \$5500* — Program begins early September and ends Late April*
Daily Schedule 3:20 p.m. to 9:40 p.m., Monday through Thursday

The Electrical Technology program will expose the students to the equipment and theory in both the classroom and shop environment, allowing the student to gain the practical knowledge needed to function in the world of electrical technology. The curriculum is based upon the Contren Learning Series which is a standardized, competency based curriculum build upon industry standards. Graduates will be prepared for employment as entry-level employees as residential, commercial, and industrial electricians, inspectors, programmable logic control technicians, electrical equipment salespersons, service and maintenance persons, home technology integrators, as well as other entry-level positions. The student will have precise knowledge of electrical fundamentals in both theory and fabrication of electrical systems and their components to be National Electrical Code compliant. Students who qualify may receive OSHA certification. At program completion, the student is awarded a diploma. (Note: Articulation agreements are available with this program).

General Areas of Training:**

- Electrical Safety
- Electrical Circuits
- Residential, Commercial, Industrial Wiring and Codes
- Installation and Design
- Industrial Motor Control
- Programmable Controls and Robotics
- Introduction to Home Technology Integration
- Electrical Math

*Tuition is subject to change. Please call 266-1300 for current rates.

**In an effort to stay current with changes and trends in the industry, program curriculum may change during the program year.



Heating and Air Conditioning Technology

720 Hours — Tuition \$5500* — Program begins early September and ends Late April*
Daily Schedule 3:20 p.m. to 9:40 p.m., Monday through Thursday

The Heating and Air Conditioning Technology program offers theoretical and applied instruction as it relates to the repairing, maintaining, and installing of commercial, residential and institutional heating and air conditioning systems. Students will learn basic to advanced phases of electricity, refrigeration, heating, control circuitry and related topics needed by the heating and air conditioning technician. Students are prepared for entry-level employment as air conditioning mechanics, refrigeration mechanics, oil burner installers, service ventilation equipment installers, and hot air installers. Students who qualify may receive EPA 608 Universal Certification. At program completion, the student is awarded a diploma. (Note: An articulation agreement is available with his program)

General Areas of Training:**

- Fundamentals of Heating and Air Conditioning
- Basic Electricity and Electrical Control Circuits
- Air Flow and Balancing
- Brazing and Soldering
- Gas and Oil Furnaces
- Central Heating and Air Conditioning Systems
- Heating and Air Conditioning Control Circuits
- Commercial Refrigeration, Heating, Air Conditioning
- Heat Pumps

*Tuition is subject to change. Please call 266-1300 for current rates.

**In an effort to stay current with changes and trends in the industry, program curriculum may change during the program year





Johnstown Police Academy

808 Hours — Tuition \$3458* — Program is twelve months long. As needed, one or two classes are held each year. Please call school for specific schedule. Daily Schedule 6:00 p.m. to 10:00 p.m., Monday through Thursday

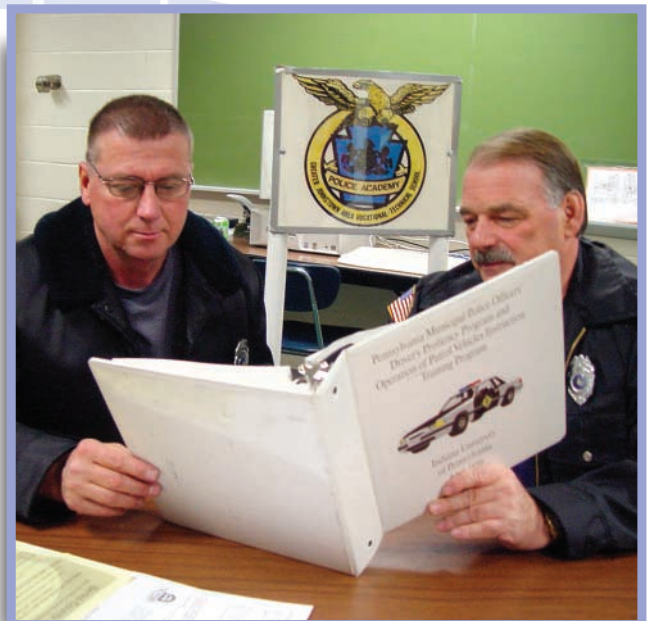
The Municipal Police Academy, located in Johnstown, PA, is a certified (MPS 0011) unit of the Commonwealth of Pennsylvania Municipal Police Officers' Education and Training Commission (Act 120). Successful completion of the approved curriculum will permit the graduate to test for a Commonwealth Municipal Police Training (MPT) number required of all police officers in Pennsylvania. An MPT number is essential for employment in almost all basic and related law enforcement occupations. Cadets will be eligible for waiver certification for Act 235, security guard. Upon successful completion of the program, the student will be eligible to apply through a municipality for municipal police certification. At program completion, the student is awarded a diploma.

General Areas of Training:**

- Introduction to the Academy
- Introduction to Law Enforcement in Pennsylvania
- Physical and Emotional Readiness
- Laws and Procedures
- Defensive Tactics
- Motor Vehicle Law Enforcement
- Accident Investigation
- Motor Vehicle Collision investigation
- Patrol Procedures and Operations
- Principles of Criminal Investigation
- Human Relations
- Crisis Management
- Families in Crisis
- Basic Firearms Course
- Operation of Patrol Vehicles
- Report Writing
- Case Preparation
- First Aid and CPR
- Handling Arrested Persons
- Firearms Training System (F.A.T.S)
- Oleoresin Capsicum Aerosol Training (OC)

*Tuition is subject to change. Please call 266-1300 for current rates.

**In an effort to stay current with changes and trends in the industry, program curriculum may change during the program year.



Mobile Equipment Operations Technology

900 Hours — Tuition \$11,500* — Program is eight months long. As needed, two or three classes are held each year. Please call school for specific schedule. Daily Schedule 7:30 a.m. to 3:30 p.m., Monday through Thursday

The Mobile Equipment Operations Technology program provides instruction in the theory and operation of various types of heavy equipment needed in earth-moving, and related, mobile equipment projects. All segments of this program consist of a combination of lecture, observation, and hands-on practical application. Students are prepared for entry-level employment as heavy equipment, fork lift, mobile crane, and aerial platform operators and commercial truck drivers. Employment opportunities are available in construction companies, municipalities, school districts, trucking companies, warehouses, and other businesses needing heavy equipment operators. Students who qualify may receive a commercial driver's license, NCCER certification, and a fork truck card. At program completion, the student is awarded a diploma.

General Areas of Training:**

- Basic Safety
- Introduction to Construction Math
- Hand and Power Tools Safety
- Introduction to Blueprints
- Heavy Equipment Safety
- Basic Employability Skills
- Commercial Driver Training
- Backhoe
- Dump Truck
- Wheeled Loader
- Crawler Dozer
- Skid Loader
- Grader
- Mobile Crane
- Fork Truck
- Aerial Platform
- Track Excavator

*Tuition is subject to change. Please call 266-1300 for current rates.

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Practical Nursing (PN)

1603 Hours — Tuition \$9000* — \$10,500* — Locations in Johnstown, Ebensburg and Monroeville.
See Program of Study for Schedule

The purpose of the Licensed Practical Nursing (LPN) program is to provide a program of study for men and women who desire a career at the LPN level in health service. The curriculum offers structured learning opportunities for the student to develop nursing knowledge and clinical skills in the maintenance of health, prevention of disease, care of the sick and injured, and rehabilitation of the disabled. Graduates of the PN program are prepared for entry-level employment as licensed practical nurses following successful completion of the licensing exam-NCLEX-PN. At program completion, the student is awarded a diploma. (Note: Articulation agreements are available with this program).

Program of Study: The LPN program offers full-time (12 months) and part-time evening and weekend (24 months) programs at Johnstown, Ebensburg and Monroeville campuses. The Johnstown campus admits a full-time class each September and a part-time class in September of every other year (2009, 2011, etc.). The Ebensburg campus at Admiral Peary admits a full-time class every March. The Monroeville campus admits a full-time class each October and a part-time class in October of every other year (2009, 2011, etc.). The 1,603-hour LPN program includes 771 theory hours and 832 hours of clinical experience. The full-time program is divided into three 16-week levels of classroom and clinical experiences. The part-time evening/weekend program is divided into three 32-week levels that mirror the daylight program.

General Areas of Training:**

- Nursing Fundamentals
- Body Structure and Functions
- Personal and Vocational Relationships
- Nutrition
- Mathematics for Nursing
- Medical-Surgical Nursing
- Pharmacology
- Family-Centered Maternity Nursing
- Pediatric Nursing
- Medical-Surgical Nursing

*Tuition is subject to change. Please call 266-1300 for current rates.

**In an effort to stay current with changes and trends in the industry, program curriculum may change during the program year.





Welding and Metal Fabrication

720 Hours — Tuition \$5500* — Program begins early September and ends late April*
Daily Schedule 3:20 p.m. to 9:40 p.m., Monday through Thursday

The Welding and Metal Fabrication Technology program prepares the students to become welding technicians through instruction in basic, intermediate, and advanced welding theory and applications. This program covers understanding the properties of metals, blueprint reading, electrical principles, welding symbols, and mechanical drawing. Applications include all types of metal welding and flame cutting according to blueprints, diagrams and/or written specifications. Students are prepared for entry-level employment as welding technicians, metal fabricators, construction workers, and steelworkers. Students who qualify may receive the following certifications: Flux Core Arc Welding, Shield and Metal Arc (Stick) Welding, and Gas Metal Arc (Mig) Welding. At program completion, the student is awarded a diploma. (Note: An articulation agreement is available with this program)

General Areas of Training:**

- Safety
- Welding I (stick welding, set up of welding equipment)
- Welding II (mig welding, flux core welding)
- Welding III (advanced welding)
- Blueprint Reading I, II
- Introduction to Machine Shop
- Advanced Machine Shop
- Metal Fabrication
- Weld Testing

*Tuition is subject to change. Please call 266-1300 for current rates.

**In an effort to stay current with changes and trends in the industry, program curriculum may change during the program year

