"WE'RE ALL ABOUT THE TRADES!"

ROSEDALE TECHNICAL COLLEGE

2026 - 2027 CATALOG
September 3, 2026

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412-521-6200 - fax 412-521-2520
www.RosedaleTech.edu

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Nondiscrimination Disclaimer

Rosedale Technical College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, age, disability or genetic information in its activities, programs, or employment practices as required by the Title VII, Title VIII, Title IX, and Section 504. Gainful employment data can be found at RosedaleTech.edu. For information regarding civil rights, or grievance procedures, contact the School Director - Dennis Wilke, dennis.wilke@rosedaletech.edu at 215 Beecham Drive, Pittsburgh, PA 15205, telephone 412-521-6200. For further information, contact State Board of Private Licensed Schools, Pennsylvania Department of Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120.

THE COLLEGE

Rosedale Technical College is a private technical college devoted to the training of personnel for the automotive, diesel, electrical, HVAC, truck and transportation and other trade industries. The college was founded in 1949 and has been in continuous operation since. In July of 1969, the college was incorporated as Rosedale Technical Institute, Inc. On July 1, 2004, Rosedale became a free standing, PA Non-Profit institution. As of September 1, 2014, the college officially became Rosedale Technical College. Rosedale is located at 215 Beecham Drive, Kennedy Twp., PA 15205 near the intersection of I-79 and Route 60 (Steubenville Pike).

THE PROGRAMS

The college offers complete programs entitled Automotive Technology, Collision Repair Technology, Carpentry, Construction Electricity, Diesel Technology, HVAC Technology, Industrial Electricity (degree programs) and Automotive Technician, Diesel Technician, Electrical Technician, HVAC Technician, Truck Driving and Welding Technician (diploma programs). The programs are designed to prepare individuals for entry level employment in these program occupations. The degree programs consist of four semesters and most can be completed in 16 months of full time instruction. The diploma programs consist of either three semesters and can be completed in 13 months or four semesters and can be completed in 18 months of instruction. Truck Driving consists of one term and can be completed in 8 weeks. The Welding Technician program consists of two semesters and can be completed in 8 months or three semester and can be completed in13 months.

PHILOSOPHY

Mission: The mission of Rosedale Technical College is to enable students to obtain employment in positions related to the trade industries using hands-on training programs aligned with industry needs and effective student services designed to promote student success.

Vision: We are the engine of our regional economy by providing genuinely valuable hands-on training which adapts to meet the needs of employers. We unlock the energy of our students and provide the spark of knowledge which gives our students the confidence to change their lives.

Values: RTC values a student-centered approach in everything we do. We also value continuous improvement and self-development along with honesty, humility, and enthusiasm.

Statement of Control

Rosedale Technical College is a non-profit Pennsylvania Corporation. The Board of Directors of Rosedale Technical College is Jim Dean, Chairperson, Greg DeFeo, VP Chairperson, David M. Wilke, Secretary/Treasurer, Joseph Froehlich, Board Member, Jonnet Solomon, Board Member, Debbie Bier, Board Member and Dennis Wilke, Board Member.

Accreditation

Rosedale Technical College is accredited by the Middle States Commission on Higher Education since April 2025. The college has been continually accredited since 1974.

License

Rosedale Technical College is licensed by the Pennsylvania Board of Private Licensed Schools.

Certification

Rosedale Technical College has been granted ASE Education Foundation Certification for Automotive and Diesel training programs and I-CAR for Collision Repair.

Approvals

Approved for the training of Veterans and War Orphans
Approved by the U.S. Department of Education for participation in Federal Title IV Financial Aid Programs
Approved by the Pennsylvania Higher Education Assistance Agency for participation in the PA State Grant Program and TIP Program
Approved for training by the PA Office of Vocational Rehabilitation
Approved for re-training of displaced workers under TRA/TAA Programs
Approved for Workforce Investment Act training
Approved for funding by the Pittsburgh Promise

Memberships

Mid-Atlantic Association of Career Schools
Pennsylvania Association of Student Financial Aid Administrators
National Association of Student Financial Aid Administrators
Pittsburgh Airport Area Chamber of Commerce
Association of Private Sector Colleges and Universities
Commercial Vehicle Training Association
American Welding Society

Documents supporting school and program accreditation, approval and licensure can be requested from the College President

FACILITIES AND EQUIPMENT

The college occupies approximately 154,000 square feet of space in an educational campus located on a 10.7-acre campus in Kennedy Township, Allegheny County, PA. The campus includes two buildings: the Chosky building and the Ben Wilke Training Centers. The Chosky building houses the #1 Cochran TechEx center.

The space is divided into classrooms, labs, and administrative areas. All departments are located on one floor with ample parking provided and are handicap accessible.

Each building contains a tool room and storage areas that provide access to a variety of hand tools, power tools, diagnostic tools and equipment, cleaners, consumable products, and hardware necessary for training. Students also have access to research stations.

The automotive lab area contains service lifts, brake and tire machines, and alignment racks.

The collision repair lab offers access to a body straightener, paint and baking booth, paint mixing area, service lifts and alignment racks along with tear down and assembly areas.

The HVAC labs contain various commercial and residential heating and cooling units as well as commercial refrigeration units and sheet metal equipment.

Electricity programs often combine classrooms and labs for integrated learning environments. Training areas consist of residential and commercial framed walls for wiring applications.

Construction Electricity and Industrial Electricity utilize training stations for motors, power sources, and electronics. Industrial Electricity students have access to training equipment for hydraulics, pneumatics, programmable logic controllers, and robotics.

Carpentry training will be conducted in a wood shop equipped with various hand and power tools such as table saws, jointer, planer, etc. Additional labs space is designed for students to be able to work at heights will constructing and assembling various building components.

The diesel lab is equipped with medium and heavy-duty service lifts. Training equipment consists of trucks, transmissions, diesel engines, and various trainers for the students to learn troubleshooting and repair.

The Truck Driving program has an indoor driving simulator, an outdoor range for driving practice, and various manual tractors with trailers.

The welding lab consists of booths equipped with multi-process welders for stick, MIG and TIG applications along with torching and cutting equipment, shear, bevelers, and an air filtration system.

The College utilizes Moodle as a Learning Management System.

ADMISSIONS REQUIREMENTS

To be accepted for admission, an applicant must have a high school diploma or a high school equivalent certificate. Applications will be accepted from high school students who are expected to graduate; however, their graduation must be confirmed before entering the college. Applicants may be subject to a criminal background check.

Applicants must successfully complete a recognized entrance exam or an acceptable SAT/ACT score. This exam will be administered by a member of the staff. Below are the passing scores or acceptable SAT/ACT by program. Applicants to the HVAC program are required to earn a minimum of 80% on the math assessment.

Program	Wonderlic	SAT	ACT
Truck Driving	12	850	15
Auto/Diesel/Welding	15	900	17
Collision Repair	16	950	18
Carpentry/Construction/Industrial/Electrical	18	1000	19
HVAC	20	1020	20

For final acceptance, each applicant must submit an official final high school transcript or an official equivalent certificate/documentation and possess a valid driver's license. Truck driving students must meet FMCSA regulations regarding English language proficiency, physical and drug screening requirements for driver's qualification and have had their driver's license for at least 1 year. Additionally, truck driving applicants must pass a final acceptance drug screening prior to starting the program. Medical marijuana cards do not provide an exemption for drug testing. The entire CDL Training Disclosure Information is located at https://rosedaletech.edu/consumer-information/. If you qualify for ADA accommodations or would like to learn more about the College's ADA policies, please visit https://rosedaletech.edu/consumer-information/ or speak with your admissions representative.

Application Procedure

Students wishing to apply for admission should arrange for an interview with our Admissions Department. You can arrange for an interview either by contacting the college or through our representative when they visit your high school. If the results of your interview are satisfactory, you can submit an application to the college. The interview can be scheduled either at the college or virtually. Call us at 412-521-6200 or email to: admissions@rosedaletech.edu.

Re-Entry Procedure

Students who desire to re-enter college, after having withdrawn, and students who were dismissed, must schedule a hearing with the School Director and/or other School Officials to determine their eligibility for reentry. Students who were dismissed for Unsatisfactory Progress are subject to the requirements for re-entry on Page 49.

AUTOMOTIVE TECHNOLOGY *H

Class Hours Between: Monday thru Thursday 7:30am – 3:00pm

The Automotive Technology program prepares students for careers in the automotive service and repair industry through a combination of classroom instruction, laboratory experiences, and hands-on training. Students develop the technical knowledge and practical skills needed to inspect, diagnose, service, repair, and maintain modern automotive systems while applying industry safety standards and manufacturer-recommended service procedures.

The curriculum covers engine systems, brakes, steering and suspension, driveline and transmission systems, electrical and electronic systems, HVAC, vehicle emissions, and advanced diagnostics. Students develop the skills to inspect, diagnose, service, and repair modern vehicles using industry-standard equipment, service information, and systematic troubleshooting procedures while emphasizing safety and professionalism. The program also includes training for Pennsylvania State Inspection and Pennsylvania Enhanced Emissions Inspection certifications.

Graduates are prepared for entry-level employment in positions such as Automotive Service Technician, Diagnostic Technician, Brake and Suspension Technician, Maintenance Technician, Inspection Technician, Quick Service Technician, and other positions involving the inspection, diagnosis, maintenance, and repair of passenger vehicles and light trucks.

Upon successful completion of the program, graduates earn an Associate in Specialized Technology (AST) Degree.

PROGRAM LENGTH

The courses in this program are taught in four 16-week semesters. The program can be completed in 16 months. The complete program consists of 77.5 semester credit hours. Progress reports are distributed at the end of each grading period.

AUTOMOTIVE TECHNOLOGY *H
ASSOCIATE IN SPECIALIZED
TECHNOLOGY DEGREE - 16 MONTHS

Course Outline

Course #	Course Title	Total Credits
AD-102	Braking Systems	5.0
AD-105	Suspension & Steering Systems	4.5
AD-203	Vehicle Emission Systems	4.5
AD-204	Driveline Systems & Service	4.5
AD-206	Vehicle HVAC Systems	5.0
AD-207	Transmissions Systems	5.0
GD-101	Electrical Systems	4.5
GD-102	Electrical Troubleshooting	5.0
GD-200	Engine Components	4.5
GD-201	Engines	5.0
GD-202	Electrical Control Systems	4.5
GD-203	Drivability Diagnostics	5.0
R-101	Applied Math	2.5
R-103	Physics & Electrical Science	2.5
R-104	Computer Concepts	2.5
R-108	Problem Solving & Critical Thinking	2.5
R-206	Introduction to Business	5.5
R-208	Get Employed / Stay Employed	5.0
	Program Total	**77.5**

AUTOMOTIVE TECHNICIAN *H

Class Hours Between: Monday thru Thursday 6:15pm – 10:30pm

The Automotive Technician Diploma program prepares students for entry-level careers in the automotive service and repair industry through classroom instruction, laboratory experiences, and hands-on training. Students develop the knowledge and skills to inspect, service, repair, and maintain modern automotive systems while following industry safety standards and manufacturer-recommended procedures.

The curriculum covers engine systems, brakes, steering and suspension, driveline and transmission systems, electrical and electronic systems, HVAC, and vehicle emissions. Students gain experience performing inspections, preventive maintenance, and repairs using industry-standard tools and service information. The program also includes training for Pennsylvania State Inspection and Pennsylvania Enhanced Emissions Inspection certifications.

Rosedale Technical College is an ASE Education Foundation-accredited training provider for Automotive Technology. Graduates are prepared to pursue Automotive Service Excellence (ASE) certifications, and completion of the program may satisfy up to one year of the work experience requirement toward ASE certification.

Graduates earn a Diploma and are prepared for entry-level employment as automotive service, maintenance, inspection, and quick service technicians.

Upon successful completion of the program, graduates are awarded a Diploma.

PROGRAM LENGTH

The courses in this program are taught in three 18-week semesters. The program can be completed in 13 months. The complete program consists of 36.5 semester credit hours. Progress reports are distributed at the end of each grading period.

AUTOMOTIVE TECHNICIAN *H
DIPLOMA PROGRAM - 13 MONTHS

Course Outline

Course #	Course Title	Total Credits
AE-102	Braking Systems	4.0
AE-105	Suspension & Steering Systems	4.0
AE-204	Driveline Systems & Service	4.0
AE-206	Vehicle HVAC & Emissions	4.0
AE-207	Transmission Systems	2.0
GE-101	Electrical Systems	4.0
GE-102	Electrical Troubleshooting	4.0
GE-201	Engines	4.0
GE-202	Electrical Controls Systems	4.0
RE-209	Employment Essentials	2.5
	Program Total	**36.5**

CARPENTRY *H

Class Hours Between: Monday thru Thursday 7:30am – 3:00pm

The objective of the Carpentry program is to prepare individuals for entry level employment in the carpentry and construction industries. The program is designed to equip participants with the knowledge, skills, and practical experience required to become proficient carpenters. The program focuses on teaching fundamental carpentry techniques, safety protocols, and industry best practices.

Students will be trained in rough framing and formwork, finish interior and exterior applications, as well as basic understanding of other building systems applicable to residential and commercial applications.

The Carpentry Program typically includes hands-on training and real-world projects, allowing students to put their theoretical knowledge into practice. Participants may engage in constructing small buildings, framing structures, building cabinets, and other practical assignments under the guidance of experienced carpentry instructors.

Graduates may find employment as residential carpenters, commercial carpenters, framers, finish carpenters, cabinet makers, and building maintenance personnel.

Upon successful completion of the program, graduates earn an Associate in Specialized Technology (AST) Degree.

PROGRAM LENGTH

The courses in this program are taught in four 16-week semesters. The program can be completed in 16 months. The complete program consists of 75.5 semester credit hours. Progress reports are distributed at the end of each grading period.

CARPENTRY *H
ASSOCIATE IN SPECIALIZED
TECHNOLOGY DEGREE - 16 MONTHS

Course Outline

Course #	Course Title	Total Credits
CP-100	Intro to Construction	4.5
CP-101	Tools & Equipment	5.0
CP-102	**Foundations & Formwork**	4.5
CP-103	**Framing**	4.5
CP-104	**Roof Construction**	4.5
CP-105	**Windows & Doors**	4.5
CP-106	**Exterior Finishes**	4.5
CP-107	**Stair Construction**	4.5
CP-200	**Interior Finishes**	4.5
CP-201	**Cabinetry**	4.5
CP-202	**Estimating & Print Reading**	5.0
ED-212	Building Systems	4.5
R-101	Applied Math	2.5
R-103	Physics & Electrical Science	2.5
R-104	Computer Concepts	2.5
R-108	Problem Solving & Critical Thinking	2.5
R-206	Introduction to Business	5.5
R-208	Get Employed / Stay Employed	5.0
	Program Total	**75.5**

***Classes in BOLD have prerequisites of CP-100 & CP-101

COLLISION REPAIR TECHNOLOGY *H

Class Hours Between: Monday thru Thursday 7:30am – 3:00pm

The Collision Repair Technology Program is intended to prepare students, through both classroom and lab experiences, with the skills necessary to obtain a broad range of entry level technician positons in the automotive collision repair profession. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention and advancement. The program emphasizes both major automotive collision repair and automotive painting and refinishing. The program is based on industry standards.

The curriculum consists of extensive classroom instruction and practical hands on training in the various phases of automotive components, welding, auto mechanical and electrical systems, equipment safety and operations, major collision repair, auto refinishing, panel alignment and glass replacement. Classroom instruction focuses on math, computer training, hydraulics, service management, customer service and small business management. In all program areas safety practices and concerns will be highlighted.

Graduates of this program have entry level career paths as Automotive Collision Technician, Automotive Body Technician, Frame Technicians Painter, Auto Glass Installer and Minor Mechanical Repairs. These positions are available in automotive new vehicle dealerships, independent body/repair shops, fleet service centers and car rental organizations. Additionally, students will be prepared to sit for the I-CAR certifications.

Upon successful completion of the program, graduates earn an Associate in Specialized Technology (AST) Degree.

PROGRAM LENGTH

The courses in this program are taught in four 16-week semesters. The program can be completed in 16 months. The complete program consists of 73.5 semester credit hours. Progress reports are distributed at the end of each grading period.

COLLISION REPAIR TECHNOLOGY *H
ASSOCIATE IN SPECIALIZED
TECHNOLOGY DEGREE – 16 MONTHS

Course Outline

Course #	Course Title	Total Credits
C-100	Intro to Auto Body Repair	2.0
C-101	Automotive Components Repair	2.0
C-102	Foundations of Collision Repair	4.5
C-103	Welding Essentials	4.5
C-104	Mechanical Systems	4.5
C-105	Electrical Systems	4.5
C-110	Intro to Major Collision Repair	4.5
C-211	Major Collision Repair I	4.5
C-212	Major Collision Repair II	4.5
C-213	Panel Repair & Alignment	4.5
C-214	Estimating	2.0
C-215	Glass Replacement	2.0
C-220	Intro to Auto Refinishing	4.5
C-221	Auto Refinishing	4.5
R-101	Applied Math	2.5
R-103	Physics & Electrical Science	2.5
R-104	Computer Concepts	2.5
R-108	Problem Solving & Critical Thinking	2.5
R-206	Introduction to Business	5.5
R-208	Get Employed / Stay Employed	5.0
	Program Total	**73.5**

CONSTRUCTION ELECTRICITY *H

Class Hours Between: Monday thru Thursday 7:30am – 3:00pm

The Construction Electricity Program at Rosedale Technical College prepares students for entry-level careers in the electrical construction industry through a combination of classroom instruction and hands-on laboratory training. Students develop the technical knowledge and practical skills to install, maintain, and troubleshoot residential, commercial, and light industrial electrical systems while emphasizing safety and compliance with industry standards.

The curriculum includes electrical theory, AC and DC circuits, electronics, motor controls, power systems, low-voltage data communications, electrical services, residential and commercial wiring, conduit and raceway installation, blueprint reading, and electrical construction practices. Students gain experience applying the National Electrical Code (NEC), performing electrical calculations, interpreting construction documents, and using industry-standard tools and test equipment.

Upon successful completion of the program, graduates are awarded an Associate in Specialized Technology (AST) Degree.

PROGRAM LENGTH

The courses in this program are taught in four 16-week semesters. The program can be completed in 16 months. The complete program consists of 77.5 semester credit hours. Progress reports are distributed at the end of each grading period.

CONSTRUCTION ELECTRICITY *H
ASSOCIATE IN SPECIALIZED
TECHNOLOGY DEGREE - 16 MONTHS

Course Outline

Course #	Course Title	Total Credits
ED-100	Electrical Fundamentals & Circuitry	5.0
ED-107	**Intro to Electronics**	5.0
ED-108	**Data Communication**	4.5
ED-109	**Electrical Services**	4.5
ED-110	**Residential Wiring**	5.0
ED-111	**Commercial Wiring**	5.0
ED-112	**Conduit & Raceways**	4.5
ED-113	Safety & Intro to NEC	4.5
ED-209	**Motors & Controllers**	5.0
ED-210	**Power Sources**	4.5
ED-211	Electrical Construction	5.0
ED-212	Building Systems	4.5
R-101	Applied Math	2.5
R-103	Physics & Electrical Science	2.5
R-104	Computer Concepts	2.5
R-108	Problem Solving & Critical Thinking	2.5
R-206	Introduction to Business	5.5
R-208	Get Employed / Stay Employed	5.0
	Program Total	**77.5**

***Classes in BOLD have prerequisites of ED-100 & ED-113

DIESEL TECHNOLOGY *H

Class Hours Between: Monday thru Thursday 7:30am – 3:00pm

The Diesel Technology program prepares students for entry-level careers in the diesel service and transportation industry through a combination of classroom instruction, laboratory experiences, and hands-on training. Students develop the technical knowledge and practical skills needed to inspect, diagnose, service, repair, and maintain commercial diesel vehicles while applying industry safety standards and manufacturer-recommended service procedures.

The curriculum covers diesel engines, preventive maintenance, braking, steering and suspension, driveline systems, hydraulics, commercial vehicle HVAC systems, electrical and electronic systems, and advanced diagnostics. Students develop proficiency using industry-standard diagnostic equipment, service information systems, scan tools, and measuring instruments while emphasizing systematic troubleshooting, professionalism, and safe work practices. Students may earn their Pennsylvania Class 3 Safety Inspection certification and PA Class A Commercial Driver's License* as part of the program.

Graduates are prepared for entry-level employment as diesel service technicians, fleet maintenance technicians, commercial vehicle technicians, diesel equipment technicians, transportation maintenance technicians, and other related positions in dealerships, fleet operations, independent repair facilities, transportation companies, and organizations that maintain commercial diesel vehicles.

This program is ASE Education Foundation-accredited. Completion of the program satisfies up to one year of the two-year work experience requirement toward ASE certification, allowing graduates to apply that education toward eligibility for ASE certification.

*Out of state residents may need to update their residence to complete CDL testing. CDL course hours can occasionally differ from normally scheduled class hours. Earning a Class-A CDL is not guaranteed.

Upon successful completion of the program, graduates are awarded an Associate in Specialized Technology (AST) Degree.

PROGRAM LENGTH

The courses in this program are taught in four 16-week semesters. The program can be completed in 16 months. The complete program consists of 75 semester credit hours. Progress reports are distributed at the end of each grading period.

DIESEL TECHNOLOGY *H
ASSOCIATE IN SPECIALIZED
TECHNOLOGY DEGREE - 16 MONTHS

Course Outline

Course #	Course Title	Total Credits
DD-101	Preventative Maintenance	4.5
DD-103	Diesel Drive Trains	4.5
DD-104	Air Brakes & Braking Systems	5.0
DD-106	Suspension & Steering Systems	4.5
DD-205	Class A-CDL Lecture	5.0
DD-206	Commercial Vehicle HVAC Systems	3.5
DD-208	Class A-CDL Driving	4.0
GD-101	Electrical Systems	4.5
GD-102	Electrical Troubleshooting	5.0
GD-201	Engines	5.5
GD-202	Electrical Control Systems	4.5
GD-203	Drivability Diagnostics	5.0
R-101	Applied Math	2.5
R-103	Physics & Electrical Science	2.5
R-104	Computer Concepts	2.5
R-107	Hydraulics Applications	4.5
R-108	Problem Solving & Critical Thinking	2.5
R-208	Get Employed / Stay Employed	5.0
	Program Total	**75.0**

DIESEL TECHNICIAN *H

Class Hours Between: Monday thru Thursday 6:15pm – 10:30pm

The Diesel Technician program prepares students for entry-level careers in the diesel service industry through a combination of classroom instruction, laboratory experiences, and hands-on training. Students develop the foundational knowledge and practical skills needed to inspect, service, repair, and maintain commercial diesel vehicles while following industry safety standards and manufacturer-recommended service procedures.

The curriculum introduces diesel engines, preventive maintenance, braking, steering and suspension, driveline systems, hydraulics, commercial vehicle HVAC systems, electrical systems, and basic electronic diagnostics. Students gain experience using industry-standard tools, diagnostic equipment, service information systems, and measuring instruments while developing systematic troubleshooting skills and safe work practices. Students may also earn their Pennsylvania Class 3 Safety Inspection certification as part of the program.

Graduates are prepared for entry-level employment as diesel service technicians, fleet maintenance technicians, commercial vehicle technicians, diesel equipment technicians, and related positions in dealerships, fleet operations, independent repair facilities, transportation companies, and other organizations that maintain commercial diesel vehicles.

This program is ASE Education Foundation-accredited. Completion of the program may satisfy up to one year of the two-year work experience requirement toward ASE certification, allowing graduates to apply that education toward eligibility for ASE certification.

Upon successful completion of the program, graduates are awarded a Diploma.

PROGRAM LENGTH

The courses in this program are taught in three 18-week semesters. The program can be completed in 13 months. The complete program consists of 36.5 semester credit hours. Progress reports are distributed at the end of each grading period.

DIESEL TECHNICIAN *H
DIPLOMA PROGRAM - 13 MONTHS

Course Outline

Course #	Course Title	Total Credits
DE-101	Preventative Maintenance	2.0
DE-103	Diesel Drive Trains	4.0
DE-104	Air Brakes & Braking Systems	4.0
DE-106	Suspension & Steering Systems	4.0
DE-206	Commercial Vehicle HVAC Systems	2.0
GE-101	Electrical Systems	4.0
GE-102	Electrical Troubleshooting	4.0
GE-201	Engines	4.0
GE-202	Electrical Control Systems	4.0
RE-107	Hydraulics Applications	2.0
RE-209	Employment Essentials	2.5
	Program Total	**36.5**

ELECTRICAL TECHNICIAN *H

Class Hours Between: Monday thru Thursday 6:15pm – 10:30pm

The Electrical Technician Diploma Program at Rosedale Technical College prepares students for entry-level careers in the electrical construction and industrial electrical industries through a combination of classroom instruction and hands-on laboratory training. Students develop the technical knowledge and practical skills to install, maintain, troubleshoot, and repair residential, commercial, and industrial electrical systems while emphasizing safety and compliance with industry standards.

The curriculum includes electrical theory, AC and DC circuits, residential and commercial wiring, electrical services, conduit and raceway installation, electronics, motor controls, programmable logic controllers (PLCs), power systems, and low-voltage data communications. Students gain experience applying the National Electrical Code (NEC), performing electrical calculations, interpreting electrical schematics and construction documents, programming basic control systems, and using industry-standard tools, meters, and test equipment.

Graduates are prepared to pursue entry-level employment as Electrical Apprentices, Electrical Technicians, Residential and Commercial Electricians, Industrial Electrical Technicians, Maintenance Technicians, Low-Voltage Technicians, and other positions supporting electrical installation, maintenance, and automation across construction, manufacturing, commercial, and industrial environments.

Upon successful completion of the program, graduates are awarded a Diploma.

PROGRAM LENGTH

The courses in this program are taught in three 18-week semesters. The program can be completed in 13 months. The complete program consists of 36.0 semester credit hours. Progress reports are distributed at the end of each grading period.

ELECTRICAL TECHNICIAN *H
DIPLOMA PROGRAM - 13 MONTHS

Course Outline

Course #	Course Title	Total Credits
EE-100	Electrical Fundamentals & Circuitry	4.0
EE-107	**Intro to Electronics**	4.0
EE-108	**Data Communication**	4.0
EE-109	**Electrical Services**	2.0
EE-110	**Residential Wiring**	4.0
EE-111	**Commercial Wiring**	2.0
EE-112	**Conduit & Raceways**	2.0
EE-113	Safety & Intro to NEC	2.0
EE-208	**Programmable Logic Controllers**	4.0
EE-209	**Motors & Controls**	4.0
EE-210	**Power Sources**	2.0
RE-209	Employment Essentials	2.5
	Program Total	**36.5**

***Classes in BOLD have prerequisites of EE-100 & EE-113

HVAC TECHNOLOGY *H

Class Hours Between: Monday thru Thursday 7:30am – 3:00pm

The objective of the HVAC Technology Program is to prepare individuals, through classroom and lab experiences, with the knowledge and skills to manage, operate, troubleshoot, and maintain refrigeration, heating, ventilating and air conditioning systems for entry level employment as an HVAC Technician in an industry that continues to grow. The installation, servicing and repair of equipment used in both residential and light commercial applications is covered in detail, including gas, electric and oil fueled systems. Emphasis is placed on the analysis and troubleshooting of HVAC circuits and controls systems.

The curriculum consists of extensive classroom instruction and practical hands-on training in all phases of refrigeration, heating, air conditioning. Students will be trained and work on the following types of equipment in the college's HVAC labs: refrigerators, domestic and light commercial ice makers, window and central air conditioning systems, dehumidifiers, heat pumps, freezers, low/medium and high efficiency furnaces. In all program areas safety practices and concerns will be highlighted. Students receive a working knowledge and develop basic skills in the following areas: Electricity & Troubleshooting, Basic Refrigeration, A/C Maintenance and Forced Air Heating Systems and Hydronic Heating Systems.

Graduates of this program have entry level career paths as heating technicians, heating mechanics, duct installers, refrigeration technician, sheet metal workers, facility maintenance technician, and air conditioning technicians. These positions may be available in both residential and light commercial setting in factories, hospitals, hotels, office buildings, retail establishments and schools.

Students will be prepared to sit for the EPA certification exams.

Upon successful completion of the program, graduates are awarded an Associate in Specialized Technology (AST) Degree.

PROGRAM LENGTH

The courses in this program are taught in four 16-week semesters. The program can be completed in 16 months. The complete program consists of 75.5 semester credit hours. Progress reports are distributed at the end of each grading period.

HVAC TECHNOLOGY *H
ASSOCIATE IN SPECIALIZED
TECHNOLOGY DEGREE - 16 MONTHS

Course Outline

Course #	Course Title	Total Credits
HD-101	Refrigeration Principles	4.5
HD-102	Refrigeration System Analysis	5.0
HD-104	Electricity	2.5
HD-105	HVAC Troubleshooting	4.5
HD-106	Forced Air Heating Systems	7.0
HD-107	Hydronic Heating Systems	9.0
HD-201	Sheet Metal Applications	2.0
HD-203	Heat Pumps	1.5
HD-204	Heat Pump Diagnostics	3.0
HD-205	Thermodynamics & Design	2.5
HD-206	Control System Analysis	4.5
HD-207	Air Conditioning	4.5
HD-208	Air Conditioning Maintenance	4.5
R-101	Applied Math	2.5
R-103	Physics & Electrical Science	2.5
R-104	Computer Concepts	2.5
R-108	Problem Solving & Critical Thinking	2.5
R-206	Introduction to Business	5.5
R-208	Get Employed / Stay Employed	5.0
	Program Total	**75.5**

HVAC TECHNICIAN *H

Class Hours Between: Monday thru Thursday 6:15pm – 10:30pm

The objective of the HVAC Technician Program is designed to prepare students, through classroom and lab experiences, with the knowledge and skills to manage, operate, troubleshoot, and maintain refrigeration, heating, ventilating and air conditioning systems for entry level employment as an HVAC Technician in an industry that continues to grow. The installation, servicing and repair of equipment used in both residential and light commercial applications is covered in detail, including gas, electric and oil fueled systems.

The curriculum consists of extensive classroom instruction and practical hands-on training in all phases of refrigeration, heating, and air conditioning. Students will be trained and work on the following types of equipment in the institute's HVAC labs: refrigerators, ice makers, window and central air conditioning systems, freezers, low/medium and high efficiency furnaces. In all program areas safety practices and concerns will be highlighted. Students receive a working knowledge and develop basic skills in the following areas: Electricity & Troubleshooting, Basic Refrigeration, A/C Maintenance and Forced Air Heating Systems and Hydronic Heating Systems.

Graduates of this program have entry level career paths as heating technicians, heating mechanics, duct installers, refrigeration technician, sheet metal workers, facility maintenance technician, and air conditioning technicians.

Students will be prepared to sit for the EPA certification exams.

Upon successful completion of the program, graduates are awarded a Diploma.

PROGRAM LENGTH

The courses in this program are taught in three 18-week semesters. The program can be completed in 13 months. The complete program consists of 36 semester credit hours. Progress reports are distributed at the end of each grading period.

HVAC TECHNICIAN *H
DIPLOMA PROGRAM - 13 MONTHS

Course Outline

Course #	Course Title	Total Credits
HE-101	Refrigeration Principles	4.0
HE-102	Refrigeration System Analysis	4.0
HE-104	Electricity	2.0
HE-105	HVAC Troubleshooting	4.0
HE-106	Forced Air Heating Systems	4.0
HE-107	Hydronic Heating Systems	4.0
HE-201	Sheet Metal Applications	2.0
HE-203	Heat Pumps	3.0
HE-205	Thermodynamics & Design	1.0
HE-206	Control Systems Analysis	1.5
HE-207	Air Conditioning	2.5
HE-208	Air Conditioning Maintenance	4.0
	Program Total	**36.0**

INDUSTRIAL ELECTRICITY *H

Class Hours Between: Monday thru Thursday 7:30am – 3:00pm

The Industrial Electricity Program at Rosedale Technical College prepares students for entry-level careers in industrial maintenance, manufacturing, and automation through a combination of classroom instruction and hands-on laboratory training. Students learn foundation skills important for installing, maintaining, troubleshooting, and repairing industrial electrical systems, automated equipment, and machinery.

The curriculum covers electrical theory, motor controls, programmable logic controllers (PLCs), automation systems, data networks, industrial maintenance, and hydraulics and pneumatic systems. Students learn to work with conduits, wiring, motors, controls, and diagnostic equipment while developing proficiency in troubleshooting, schematic and print reading, meter usage, and live circuit testing.

Instruction includes the National Electrical Code (NEC), NFPA standards, industry safety practices, and the mathematical concepts necessary for electrical calculations, conductor sizing, ampacity adjustments, conduit bending, and additional electrical applications.

Graduates are prepared to pursue entry-level employment in industrial maintenance, manufacturing, and automation. Occupational opportunities may include Industrial Maintenance Technician, Instrumentation Technician, Industrial Electrician, Millwright, and Electrical/Electronic Technician roles in manufacturing facilities, production plants, distribution centers, and other industrial environments.

Upon successful completion of the program, graduates are awarded an Associate in Specialized Technology (AST) Degree.

PROGRAM LENGTH

The courses in this program are taught in four 16-week semesters. The program can be completed in 16 months. The complete program consists of 77.5 semester credit hours. Progress reports are distributed at the end of each grading period.

INDUSTRIAL ELECTRICITY *H
ASSOCIATE IN SPECIALIZED
TECHNOLOGY DEGREE - 16 MONTHS

Course Outline

Course #	Course Title	Total Credits
ED-100	Electrical Fundamentals & Circuity	5.0
ED-107	**Intro to Electronics**	5.0
ED-108	Data Communication	4.5
ED-111	**Commercial Wiring**	5.0
ED-112	**Conduit & Raceways**	4.5
ED-113	Safety & Intro to NEC	4.5
ED-208	**Programmable Logic Controllers**	5.0
ED-209	**Motors & Controllers**	5.0
ED-210	**Power Sources**	4.5
IM-109	Hydraulics & Pneumatics	5.0
IM-201	**Industrial Maintenance**	4.5
IM-205	**Automation**	4.5
R-101	Applied Math	2.5
R-103	Physics & Electrical Science	2.5
R-104	Computer Concepts	2.5
R-108	Problem Solving & Critical Thinking	2.5
R-208	Get Employed / Stay Employed	5.0
R-206	Introduction to Business	5.5
	Program Total	**77.5**

***Classes in BOLD have prerequisites of ED-100 & ED-113

TRUCK DRIVING *H

Class Hours: Monday thru Thursday 7:30am – 3:30pm

Week 4: Monday thru Thursday 7:30am – 5:00pm

The objective of this commercial truck driving program is designed to develop the skills and knowledge base to qualify students for entry level positions as drivers of over-the-road or local driving vehicles, through in-depth classroom training, coupled with preventative maintenance, range and road skills. No prior education or experience with trucks is required. The students, however, must meet the driver qualifications set forth by the Bureau of Motor Carrier Safety and pass the physical examination requirements set forth by the Department of Transportation.

The curriculum consists of extensive classroom and lab instruction with practical hands-on training in all phases of the commercial truck driving area. Students may be trained, work on, and drive the following types of equipment in the school's labs, range and on-the-road tractor trailers, class 7–8 vehicles, flat bed trailers, box trailers, and various diesel components. The program does not include training for automatic transmission vehicles. In all program areas safety practices and concerns will be highlighted.

Graduates of this program will earn a diploma and have entry level career paths to assume positions as local and over-the-road tractor-trailer drivers, delivery truck drivers, van drivers, dump truck drivers and drivers of other vehicles relating to the transportation industry.

Graduates under the age of 21 are not permitted to drive outside of the state they are licensed in. That may limit employment opportunities until they are 21 years old.

Students will be prepared to sit for the General Knowledge and Air Brake Exams for the CDL Class A permit and the three part skills test for the Commercial Driving License. Students that do not pass the CDL test can graduate from the program if all other graduation requirements are met. The employment prospects for those without the CDL will not include opportunities available to those with a CDL license.

Upon successful completion of the program, graduates are awarded a Diploma.

PROGRAM LENGTH

The courses in this program are taught in one 8-week term. The complete program consists of 248 clock hours and 9.5 semester credit hours.

Other Non-Program Costs: The student is responsible for the cost of the DOT permit test, and the DOT physical if they choose not to use the Rosedale service provider. If a student does not pass the DOT test in 3 attempts, they will be responsible for the cost of a new permit. The student is responsible for any medical costs required to pass their DOT physical.

TRUCK DRIVING *H
DIPLOMA PROGRAM - 2 MONTHS

Course Outline

Course #	Course Title	Total Hours	Total Credits
TD-101	Pre-Trip and Vehicle Systems	38	1.5
TD-105	Driving Operations & Safety	90	4.0
TD-107	Driving Skills	120	4.0
	Program Totals	**248**	**9.5**

WELDING TECHNICIAN *H

Class Hours Between: Monday thru Thursday 7:30am – 3:00pm

Class Hours Between: Monday thru Thursday 6:00pm – 10:30pm

The objective of the Welding Technician Program is to prepare students for entry level employment in the welding field.

Students will be trained in the proper safety procedures and use of equipment, a working knowledge of blueprints and math, the types of filler metals and their applications, classifications of properties of the materials used in the field. Students will be trained in various applications and techniques based on API, ASME, and AWS specifications. Students may have the opportunity to earn AWS qualifications in various welding techniques and codes.

During the course of study in this program, students will be exposed to the following equipment: electric arc welders, gas metal arc welders, flux core arc welders, gas tungsten arc welders, oxy fuel cutting, portable and semi-automatic burning equipment, carbon and plasma arc cutting equipment, hydraulic shears, handheld grinders and bevelers.

Graduates work as welders, weld/fabricators, maintenance welders, fitters, ornamental metal sculptures and welder helpers.

Upon successful completion of the program, graduates are awarded a Diploma.

PROGRAM LENGTH

The courses in the daytime welding program are taught in two 16-week semesters. The program can be completed in 8 months. The complete 36 semester credit hours. Progress reports are distributed at the end of each grading period.

The courses in the evening welding program are taught in three 18-week semesters. The program can be completed in 13 months. The complete program consists of 36 semester credit hours. Progress reports are distributed at the end of each grading period.

WELDING TECHNICIAN *H
DIPLOMA PROGRAM – 8 MONTHS/13 MONTHS

Course Outline

Course #	Course Title	Total Credits
W-101	Arc Welding (SMAW)	6.0
W-102	Thermal Cutting Processes	1.0
W-103	MIG Welding (GMAW)	4.5
W-104	Welding Print Reading	2.5
W-105	TIG Welding (GTAW)	6.5
W-106	Metallurgy	1.0
W-108	Pipe Welding	7.0
W-201	Welding Fabrication	2.0
W-204	Non-Ferrous Welding	1.0
W-206	Welding Inspection & Testing	1.0
R-101	Applied Math	2.5
R-207	Resume & Interviewing Techniques	1.0
	Program Total	**36.0**

COLLEGE CALENDAR

DAY PROGRAMS

Classes for these programs start approximately every 8 – 16 weeks. Contact an admissions representative for the exact start date.

EVENING PROGRAMS

Classes for these programs start approximately every 9 -18 weeks. Contact an admissions representative for the exact start date.

TRUCK DRIVING PROGRAM

Classes for this program start approximately every 5 weeks. Contact an admissions representative for the exact start date.

*Note: Some programs may not be available for every start date and complete date may vary on program length.

STUDENT HOLIDAYS AND BREAKS

2026	
M.L. King Day	01/19/26
Presidents Day	02/16/26
Easter Monday	04/06/26
Memorial Day	05/25/26
Summer Break	07/14/26
Through	08/02/26
Labor Day	09/07/26
Columbus Day	10/12/26
Thanksgiving	11/26/26
Christmas Break	12/24/26
Through	01/03/27

2027	
M.L. King Day	01/18/27
Presidents Day	02/15/27
Spring Break	03/20/27
Through	03/28/27
Easter Monday	03/29/27
Memorial Day	05/31/27
Independence Day	07/05/27
Summer Break	07/20/27
Through	08/08/27
Labor Day	09/06/27
Columbus Day	10/11/27
Thanksgiving	11/25/27
Christmas Break	12/25/27
Through	01/02/28

*Due to how holidays fall some semesters may have an additional week

COLLEGE POLICY ON CLOSING DUE TO INCLEMENT WEATHER

Rosedale Technical College will announce closings or delays via the local stations on KDKA, WPXI, WTAE and group text messages.

FEES, TUITION, BOOKS AND OTHER COSTS

FEES: All Programs

Application Fee: $40.00 paid with application for admission.
Registration Fee: $110.00 paid upon acceptance for admission by the College.
Payment methods for tuition and fee; cash, check or credit card.

TUITION

Automotive Technology:	$9,750 per Semester for four 16-week Semesters = $39,000 per credit $503.23
Automotive Technician:	$6,750 per Semester for three 18-week Semesters = $20,250 per credit $554.79
Carpentry:	$9,750 per Semester for four 16-week Semester = $39,000 per credit $516.56
Collision Repair Technology:	$9,625 per Semester for four 16-week Semesters = $38,500 per credit $523.81
Construction Electricity:	$10,250 per Semester for four 16-week Semesters = $41,000 per credit $529.03
Diesel Technology:	$9,500 per Semester for four 16-week Semesters = $38,000 per credit $506.67
Diesel Technician:	$6,750 per Semester for three 18-week Semesters = $20,250 per credit $554.79
Electrical Technician:	$7,400 per Semester for three 18-week Semesters = $22,200 per credit $608.22
HVAC Technology:	$9,750 per Semester for four 16-week Semesters = $39,000 per credit $516.56
HVAC Technician:	$7,400 per Semester for three 18-week Semesters = $22,200 per credit $616.67
Industrial Electricity:	$10,250 per Semester for four 16-week Semesters = $41,000 per credit $529.03
Truck Driving Program:	$4,760 for the 8-week program per clock hr $19.20
Welding Day Technician:	$11,550 per Semester for two 16-week Semesters = $23,100 per credit $641.67
Welding Evening Technician:	$7,700 per Semester for three 18-week Semesters = $23,100 per credit $641.67

Students are considered to be full-time when they are enrolled in a minimum of 12 credits and maximum of 22 credits per semester. The tuition for the semester may be adjusted due to transfer credits and advanced standing.

LABORATORY FEES

Lab Fees are charged to the student's account on a semester basis,

Automotive Technology:	Total	Cost =	$1,900
Automotive Technician:	Total	Cost =	$1,350
Carpentry:	Total	Cost =	$1,900
Collision Repair Technology:	Total	Cost =	$1,800
Construction Electricity:	Total	Cost =	$1,900
Diesel Technology:	Total	Cost =	$2,200
Diesel Technician:	Total	Cost =	$1,275
Electrical Technician:	Total	Cost =	$1,350
HVAC Technology:	Total	Cost =	$1,900
HVAC Technician:	Total	Cost =	$1,500
Industrial Electricity:	Total	Cost =	$1,900
Truck Driving:	Total	Cost =	$780
Welding Technician:	Total	Cost =	$2,100

TEXTBOOKS / BRING YOUR OWN TECHNOLOGY

Students enrolling in all programs, except Truck Driving, are required to have a reliable electronic device, such as a laptop, netbook or tablet with keyboard.

Students **MUST** have a netbook or laptop with a Windows operating system. Students are unable to utilize Apple products due to limitations of capability.

The device needs to include the following: Keyboard, Headphones/ear buds, Wi-Fi connectivity, Internet browser, Ability to view PDFs, Camera/video capability, Minimum 4 GB RAM, USB ports for accessories & flash drives, Mouse (if not comfortable with touch pad), Minimum 10" screen, Protective Case, Battery life that should last the majority of the class day, Microsoft Word, Excel, and PowerPoint (Students with devices that do not have these programs will be able to request free access to Microsoft 365 through the Student Success Center.)

Most Textbooks are supplied in electronic format. Textbooks and other supplies are charged to the student's account as they are issued, estimated cost:

Auto, Carpentry, Diesel & HVAC Programs:	$100
Collision Repair Program:	$200
Construction, Electrical, Industrial:	$800
Welding:	$400

A list of textbooks, ISBN numbers, and required supplies are available by visiting the Student Success Center.

TOOLS

Most programs require students to have their own tools for daily use. Tools can be purchased from any source but must meet a list of tools available from the admissions office. The student can purchase a set of professional tools through the college at the following estimated cost:

Automotive	$2,000*
Carpentry	$2,500
Collision Repair	$2,200*
Construction Electricity	$2,500
Diesel	$2,000*
Electrical	$2,500
HVAC	$2,900
Industrial Electricity	$2,500
Welding	$1,600

*In lieu of a predetermined toolset, auto, collision and diesel students may elect to participate in a Snap-On voucher program. Students are encouraged to mark their tools/kit with their name. Tools left at the college are solely the responsibility of the student, and the college will not be liable for damage or theft.

UNIFORMS

Every student is required to adhere to the Rosedale uniform policy as outlined in the student handbook. Uniform packages must be purchased through the school, will be charged to the student's account and will be issued on the first day of class. Each student will receive a complimentary

tee shirt at orientation that is to be worn on their first day. For most programs, uniform package also includes 1 pair of safety boots.

Automotive, Carpentry, Collision Repair, Construction, Diesel, Electrical, HVAC, Industrial, Welding:	$375
Truck Driving:	$150

STUDENT PHOTO ID's

Each student is required to obtain a Rosedale student photo ID card. To receive your ID card, please see the Admissions Assistant at the front desk of the main office. Student photo ID cards should be always carried while on college property and while attending any college sponsored off-campus activity. Replacement cards will cost $5.

Your student ID may permit you to take advantage of student discounts at various local businesses, such as auto parts stores or restaurants. See the Student Success Center for details.

POST GRADUATION COSTS

Possible post-graduation employment expenses may include any or some of the following: background or criminal checks, drug testing, licensing fees, hand tools, or other costs based on the requirements of employers.

ADDITIONAL TRANSCRIPT REQUEST FEE

First final transcript with diploma will be free. Additional or replacements will have a $10 charge.

FINANCIAL AID PROGRAMS

The college is an eligible institution for Financial Aid Programs explained below. The college's Financial Aid Officer will supply information on how to apply for these programs.

PA STATE GRANT

Pennsylvania residents are eligible to apply for the PA State Grant. Funds received under this program are grants and do not have to be repaid. The amount of the award is determined by the student's financial need and by the amount of funds appropriated to the program. Certain deadline dates apply.

PENNSYLVANIA TARGETED INDUSTRY PROGRAM (PA-TIP)

This needs-based state program was created for PA residents training in short term programs who are interested in training for a career in one of the targeted(growth) industries in Pennsylvania.

FEDERAL TITLE IV PROGRAMS

TITLE IV ELIGIBIITY

In order for a student to be considered for Title IV aid eligibility they must first complete the *Free Application for Federal Student Aid (FAFSA®).*

Basic Title IV eligibility requirements:

- Demonstrate financial need for need-based Federal Student Aid Programs
- Be a U.S. Citizen or an eligible noncitizen
- Have a valid Social Security number (with the exception of students from the Republic of Marshall Island, Federated States of Micronesia, or the Republic of

Palau)

- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program
- Maintain satisfactory academic progress in a college or career school
- Sign the certification statement on the *Free Application for Federal Student Aid (FAFSA®)* for stating that you're not in default on a federal student loan, you do not owe money on federal student grant and you'll only use federal student aid for educational purposes
- Show you are qualified to obtain a college or career school education

FEDERAL PELL GRANTS

The PELL Grant is a program sponsored by the Federal Government. Funds received under this program are grants and do not have to be repaid. The amount of the award is determined by the student's financial need and by the amount of funds appropriated to the program.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The college has funds available under this program to assist students who qualify. Funds received under this program are grants and do not have to be repaid. The amount of the award is determined by the student's financial need and by the amount of funds appropriated to the program.

FEDERAL DIRECT STUDENT LOAN PROGRAM

Students are eligible to participate in the Federal Direct Student Loan Program. The loan is guaranteed by the Federal Government. Funds borrowed under this program must be repaid. On subsidized loans, payment of principle and interest begins six months after the student graduates or leaves school. On un-subsidized loans, interest is charged while the student is in school.

FEDERAL PLUS LOANS

Parents of dependent undergraduate students may be eligible to borrow under the Federal PLUS Program. Funds borrowed under this program must be repaid. PLUS borrowers have to undergo a credit analysis. PLUS borrowers must begin repayment within sixty (60) days after the loan is disbursed.

FEDERAL WORK STUDY PROGRAM

The Federal Work Study Program ("FWS") provides jobs for eligible students who must earn funds to pay for costs related to attending school. The number of hours a student may work is based on the financial need demonstrated by the student, the number of hours it is possible for the student to work and the availability of FWS funds at the institution. Only a limited number of FWS jobs are available on campus; information with respect to these campus positions is available in the Student Success Center.

Links to gainful employment data for our eligible programs can be found at: www.rosedaletech.edu.

VETERANS BENEFITS

The college is approved for Veteran's Educational Benefits. Eligible veterans may qualify for training allowances while attending college.

Rosedale Technical College is in compliance with The Veterans Benefits and Transition Act of 2018, section 3679 of title 38 listed below.

NOTE: A ***Covered Individual*** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- Rosedale Technical College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
    1. The date on which payment from VA is made to the institution.
    2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Rosedale Technical College ensures that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at http://www.benefits.va.gov/gibill.

OFFICE OF VOCATIONAL REHABILITATION

Financial Aid may be available for students with disabilities from the Office of Vocational Rehabilitation.

PITTSBURGH PROMISE SCHOLARSHIP

The college is approved to accept students who are awarded the Pittsburgh Promise Scholarship.

WORKFORCE INVESTMENT ACT TRAINING PROGRAMS

Displaced workers may qualify for retraining under TRA/TAA programs. Contact the college's Financial Aid office for more details.

INSTITUTIONAL GRANTS

For all institutional grants, students must be conditionally accepted to attend Rosedale, completed FAFSA application, completed the Grant Application. The amount of the grant must not exceed the value of the program tuition after all other financial aid grants are applied. The candidate must meet all academic requirements and attendance policies of the school to be awarded and maintain the grants.

- Early Application Grant: Candidate must apply before December 31st of their senior year of high school. The $500 grant will be applied to the students account at the completion of the first semester.
- Skills USA Competition: Candidate must provide proof of participation in the Skills USA competition. All competitors attending Rosedale will be eligible for a $250 tool credit. Top 3

finishers in Regional competition are eligible for a $1,000 grant payable in 4 equal credits, at the successful completion of that semester. The top 3 finishers at the State competition are eligible for a $2,500 grant payable in progressive payments for 4 semesters. The top 3 finishers at the National competition and attend Rosedale will be eligible for a grant worth either $10,000(1st), $8,000(2nd) or $6,000(3rd), progressively credited to the students account at the successful completion of each of the 4 semesters.

- Scouting Achievement Grant: The candidate will have achieved the highest scouting achievement for their program (Eagle Scout, Gold Award). The $2,000 grant will be applied evenly at the successful completion of each of the 4 semesters of the program. Documentation of award is required.
- Firefighter/EMS Grant: The candidate will provide proof of current service as either a Firefighter or EMS participation. The $1,000 grant will be applied evenly to 4 semesters of school at the successful completion of that semester.
- Gear Grant: The candidate will have complied with all Title IV and state financial aid requirements. The student has unmet financial need after exhausting all options to receive additional funding through 3rd party agencies and/or alternative loans. Due to the unmet financial need the student is in jeopardy of not being able to attend school. Students must meet all academic requirements and comply with the school's attendance policy to be awarded the grant. This grant will be awarded up to $3000. The student must submit an essay on how training at Rosedale will impact their future goals. The grant will be applied evenly amongst the semesters in the student's academic year.
- Displaced Worker Grant: The candidate must be receiving Federal Training Aid to be eligible. In addition, the candidate must apply for federal and state grants and be restricted from taking student loans or paying any excess charges out of their own funds. The value of the award will be determined after all Program of Study Costs are deducted from monies received through Federal Retraining Funds, Federal and/or State Grants, and any other outside agencies. The maximum value of this award will not exceed $4000.
- Pathway Grant: The candidate must provide proof of 1) educational funding award from an organization that Rosedale Technical College has entered into a preferred partnership with or 2) the candidate or candidate's parent/guardian is employed with a company the school has entered into a partnership with. Rosedale will award the student an institutional grant up to but not exceeding the matching amount of the organization award or a predetermined award. The institutional grant may not generate a refund on the student's account.
- Changing Lanes Pathway Grant: Candidates must: 1) have attended an accredited institution of higher learning within the last 3 years. 2) provide their official student transcript from their prior institution for evaluation along with a course description to determine courses eligible for transfer. 3) meet all requirements of Rosedale's Transfer Credit policy. Upon meeting all requirements of the grant will be awarded up to $500 at the successful completion of each semester with a maximum total of $2000. * Grants amount may be prorated based on the number of transfer credits received. Grants may not generate a refund.

INSTITUTIONAL AND FINANCIAL AID INFORMATION

Information can be found in College publications, the College website or by requesting information via email, phone or in-person at the College to the corresponding department or College President.

RETURN POLICY FOR FEDERAL TITLE IV PROGRAMS

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of payment period or term.

The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula.

Percentage of payment period or term completed = the number of calendar

days completed up to the withdrawal date divided by the total calendar days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:
Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the college would be required to return a portion of the funds and the student could be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to them, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

Refunds are allocated in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Parent (PLUS) Loans
4. Federal Pell Grants for which a return of funds is required
5. Other assistance under this Title IV for which a return of funds is required
6. Other federal, state, private or institutional sources of aid
7. The student

REFUND POLICY

Full Refund

A full refund of all funds paid to the College will be made if:

1. An applicant is not accepted by the college
2. A refund requested within five (5) days after the applicant signed the enrollment agreement. Signing occurs only after the applicant visits and tours the college
3. Prior to entrance into the course, the enrollee presents evidence of a medical problem which prevents the enrollee's participation in the program.
4. Prior to entrance into the course, the College closes, cancels or discontinues a course or program in which the student is enrolled.

Refunds will be made within thirty (30) days after the occurrence of any of the above.

Refund of Fees

Application Fee: This fee will be retained by the College unless one of the events noted 1 through 4 under Full Refund occurs.

Registration Fee: If the student fails to enter college for any reason, this fee will be refunded. If a student enters training, and withdraws, or is

terminated, after the five (5) day cancellation period, this fee will be retained by the College.

Refund of Tuition

1. Tuition is charged by the semester.
2. Rosedale has adopted the refund policy of the Pennsylvania State Board of Private Licensed Schools.
    a. For a student canceling after the fifth calendar day following the date of enrollment but prior to the beginning of classes, monies paid to the school shall be refunded except the nonrefundable amounts of the application or registration fee as calculated under Refund of Fees.
    b. If a student enrolls and withdraws or discontinues after the semester has begun but prior to the completion of the semester, the following minimum refunds apply:
        i. For a student withdrawing from or discontinuing the program during the first 7 calendar days of the semester, the tuition charges refunded by the school shall be 75% of the tuition for the semester.
        ii. For a student withdrawing from or discontinuing the program after the first 7 calendar days of the semester, but within the first 25% of the semester, the tuition charges refunded by the school shall be 55% of the tuition for the semester.
        iii. For a student withdrawing from or discontinuing the program after 25% but within 50% of the semester, the tuition charges refunded by the school shall be 30% of the tuition for the semester.
        iv. For a student withdrawing from or discontinuing the program after 50% of the semester, the student is entitled to no refund.
        v. The percentage of a period of obligation completed is based on the number of weeks completed as a percentage of the number of weeks in that period of obligation, unless State requirements specify otherwise. The number of weeks completed is calculated from the first date to the last date of attendance.
3. Any refund due a student shall be paid within 30 days of the last day of attendance.
4. If a student fails to return from an official leave of absence, any refund due shall be based on the last date of attendance and shall be paid within 30 days of the date of determination.

STUDENT SERVICES

HOUSING

Rosedale Technical College can refer students who are traveling a distance or in need of housing-to-housing partners. It is suggested that students who will require living accommodations to plan well in advanced of their start date. To learn about preferred housing partners or assistance in acquiring independent housing, prospective students should speak with their admissions representative. Current students experiencing housing issues can visit the Student Success Center for guidance.

FOOD SERVICE

The college's cafeteria, Steel Toe Station, offers a wide variety of food for breakfast, lunch and dinner. Meal plans may be purchased on a student's account, allowing students to simply use their student ID card to purchase food and drinks. Students with dietary restrictions should speak to cafeteria personnel for meal options. Steel Toe Station is open for breakfast, lunch and dinner Mon-Thurs.

STUDENT SUCCESS CENTER AND ADVISING

The Student Success Center coordinates and monitors each students program progression and offers students support services to aid in their success while attending school and entering into career fields such as relevant coping skills, general development, retention strategies, academic and attendance monitoring and advising, testing and tutoring services, career advising, student safety and well-being, and information concerning housing, transportation, child care, and any other personal obstacles that may interfere with schooling. Any school Director, staff member, or faculty members can assist with the identification and resolution of academic and personal concerns. Also, all active students have free access to Encase EAP services, a confidential support program that provides professional assistance with personal issues. For detailed information please reference the Student Handbook.

PROGRAM ADVISORY COMMITTEES

Individuals that are interested and have program specific knowledge meet twice a year to assist the College in improving its programs. A list of members can be found by visiting https://rosedaletech.edu/consumer-information/.

CAREER ADVISING AND PLACEMENT DEPARTMENT

Rosedale Technical College Student Services Department is a vital part of your education programs. Advice and instruction in the techniques of resume preparation, job applications, interviews, and assistance in securing full-time and temporary employment are provided through Rosedale Technical College's career placement services. All current students and graduates who have successfully completed a college degree or diploma program at Rosedale Technical College are eligible for placement assistance throughout their careers. No guarantee of employment is made, nor are any promises

implied regarding minimum starting salaries. The college maintains a placement list of graduates including their initial place of employment along with completion and placement percentages. The list is available to all prospective students.

PARKING

Students who wish to park in the college parking lots must register for a permit. There is no charge for parking, but students must display a parking permit on their vehicle. Students must park in the areas directed by the college.

CONSUMER INFORMATION

The following consumer information and disclosures can be found in the Student Handbook located by visiting https://rosedaletech.edu/consumer-information/. Paper copies are available at the front desk.

Student Services – Career Advising, Disability Services, Voter Registration Information, Attendance Policy, Withdrawal Procedure, Transfer of Credit and Articulation Policies, Copyright Infringement Policy, Vaccination Policy, Complaint Procedures

The following additional consumer information and disclosures are located by visiting https://rosedaletech.edu/consumer-information/.

Student-Right-To-Know Act – Graduation Rates, Retention Rates, and Placement Rates, Drug and Alcohol Abuse Prevention Information, CLERY (Campus Security) Act – Annual Campus Crime Statistics and Security Report, Timely Warning and Emergency Notifications, Emergency Response and Evacuation Procedures, Family Education Rights and Privacy Act (FERPA), Title IX, VAWA, & Act 16, College Navigator Website, Code of Conduct for Education Loans, Net Price Calculator, Information Security Program, Loan Repayment Resources, Fees

Loan-related disclosures are also provided to borrowers by the financial aid department.

COLLEGE ARTICULATION AGREEMENT

Rosedale Technical College maintains articulation agreements with Point Park University and Northwood University to provide graduates with opportunities for advanced standing toward select bachelor's degree programs. These agreements allow eligible graduates to apply their completed coursework toward continued education. Through these partnerships, Rosedale graduates can transition into higher-level studies, saving time and reducing the overall cost of a four-year degree. For specific details, contact the Director of Financial Aid & Compliance.

ATTENDANCE AND ACADEMIC POLICIES

ATTENDANCE

Attendance is vital to student success, not only in achieving academic success while enrolled in school, but also in developing good work habits and appeal to prospective employers. Students are expected to be

punctual and attend all scheduled classes in their entirety.

A student may be subject to disciplinary actions up to and including termination if they exceed maximum attendance violations within any semester as follows: 10 Absences, 10 Lates/Early departures, 10 Partial Absences.

Truck Driving students must have a minimum of 97% attendance to complete the program and be eligible for testing. For Truck Driving students, attendance will be assessed based on minutes absent from scheduled courses.

The College may excuse a student absence. Please reference Student Handbook for more details.

GRADING SYSTEM

Students at Rosedale Technical College receive grades based on classroom participation, laboratory, classroom/project work, and written assessments. Final grades are issued at the end of each grading period based on the following criteria.

A 91-100 = 4 Quality Points
B 81-90 = 3 Quality Points
C 71-80 = 2 Quality Points
D 65-70 = 1 Quality Point
F 64 & below = 0 Quality Points

The number of quality points earned in a course is obtained by multiplying the number of credit hours for that course by the number of quality points for the grade received in the course. The QPA (Quality Point Average) is computed by dividing the total number of quality points earned by the total number of credit hours attempted.

GRADE REPORTS AND RECORDS

The college issues grade reports at the completion of each grading period. Academic records are maintained by the college. Each student is entitled to a copy of their transcript provided their tuition account has been satisfied.

COURSE CHANGES/FAILURES IMPACT

Course withdrawals, course incompletion, and course failures along with leave of absences can impact a student's financial aid, student account, and graduation date. Information regarding impacts may be communicated via text, email, phone call, or in person.

MAKE UP WORK

Students who receive an Incomplete Grade "I" at the end of a grading period will be allowed a maximum of two weeks to complete the course requirements. Failure to complete the assignments on time will result in the "I" grade being changed to an "F" grade.

*H - HYBRID PROGRAM INFORMATION

*H programs are intended to be taught in a fully in-person format. In extenuating circumstances, as determined by the College Director or

Director of Education, courses may be taught in a hybrid format utilizing Moodle as a learning management system. Courses may be taught in both synchronous and/or asynchronous formats.

INDEPENDENT STUDY

While the College has structured and traditional methods of course completion and scheduling, we understand there are occasionally unique situations and opportunities for the College to work outside of normal procedures to assist students in completing their educational goals. Please refer ence the Student Handbook for more details.

STUDENT EXPECTATIONS

Online learning requires strong time management, organization, and communication skills. In addition to possessing these characteristics, students enrolling in these programs will need to have daily access to a reliable internet connection, smart device or computer with video chat, Microsoft Office, and the ability to download and read PDF documents. Students need to be familiar with how to use their own device(s).

Students will receive instructions on how to use the College's learning management system upon starting their program.

TECHNICAL SUPPORT

Students who encounter issues with the online learning management system or accessing course materials should contact the Student Success Center.

The College is unable to assist students with technical issues related to properly operating their own smart device/computer or troubleshooting internet connectivity issues. In the event a student's device is in disrepair, a student may utilize the Student Success Center's computers onsite to complete course material.

SEMESTER CREDIT HOUR VALUES

One semester credit hour equals 45 units comprised of the following academic activities: One clock hour in a didactic learning environment = 2 units, one clock hour in a supervised laboratory setting of instruction = 1.5 units and one hour of out-of-class work= 0.5 units. A clock hour has a minimum of 50 minutes of instruction. For Federal Title IV Financial Aid purposes only, the semester credit values will be thirty (30) hours to one semester credit. More information on the College's Credit hour calculation can be found on the college's website, rosedaletech.edu/consumer-information/. Paper copies are available in the Student Services Office.

CREDITS EARNED

Credits earned are for determining progress toward program completion only and are not necessarily transferable to another private career school or to a collegiate institution.

LEAVE OF ABSENCE

The college realizes that extenuating circumstances may arise where it would not be advantageous to the student to maintain enrollment. In such instances a leave of absence may be granted. To receive a leave of absence, a student must communicate the request, stating the reason for the request, to a member of the Student Success Department or another Official of the College. The request must be approved by the Director of Education or another Official of the College for the leave of absence to be valid. A student is eligible for a maximum of 180 days of leave in a 12-month period of time. Students who re-enter the program after an approved leave of absence will be re-entered at the point in the program where satisfactory progress has been achieved. A student may choose to re-enter at the beginning of the grading period in which the leave of absence was taken. There will be no additional tuition charge to a student who takes a leave of absence. If the student does not return to college on the scheduled date, the student will be terminated and the last day in class, prior to the leave of absence, will be used as their last date of attendance. If a student who does not return has a Federal Student Loan, the grace period for the beginning of repayment, if any, will be shortened by the length of the leave of absence. Veteran's benefits are directed related to a leave of absence. Please see the college's certifying VA official. In the event of a change in graduation date, the student will be notified.

STUDENT-TEACHER RATIO

The average class size is less than 25 students per class. The max number of students during lab is 30 and max per classroom only is 45 students per instructor.

GRADUATION REQUIREMENTS

To graduate a student must: pass all program courses, reach a minimum cumulative QPA of 2.0, maintain any program attendance requirements and complete any program specific requirements. Students satisfactorily completing this program will receive a diploma or a degree upon graduation.

MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

The maximum amount of time that is allowed for a student to complete a program is 150% of the published length of the program, measured in semester credit hours attempted.

STUDENT CONDUCT

Certain offenses will lead to disciplinary actions and may result in immediate expulsion. Some of these are: use of profanity, noisy or boisterous conduct, hazing, gambling, academic dishonesty, use of intoxicating liquors or drugs, discussion or solicitation of illegal drugs with classmates, vandalism, use or possession of firearms, ammunition or other dangerous weapons, theft or damage to property of Rosedale, it's employees and students and failure to comply with written or verbal directions of a college official or employee acting

in the performance of his/her duty. Because it is the policy of Rosedale Technical College to provide an atmosphere conducive to learning, verbal or physical threats against students or staff, otherwise intimidating or mocking behavior will not be tolerated and will most likely result in immediate dismissal as will any conduct (within or outside the college) which may reflect discredit upon Rosedale Technical College.

DRUG AND ALCOHOL POLICY

The manufacturing, possession, distribution and use of illegal drugs on school property or during school related activities is prohibited. In addition, the use or distribution of alcoholic beverages on school grounds or at school activities is also prohibited. Please see Rosedale's website at www.rosedaletech.edu for the full Drug and Alcohol policy.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The President of the College is the individual to whom questions or concerns may be directed regarding the college. The Middle States Commission on Higher Education (MSCHE) provides opportunities for students, faculty, staff, and members of the public to submit a number of different types of complaints if they do not feel the College has adequately addressed a complaint or concern. Information regarding the types of complaints, processes, or complaint forms can be found at https://www.msche.org/complaints/

STANDARDS OF SATISFACTORY PROGRESS

Rosedale Technical College requires all students to maintain Satisfactory Academic Progress (SAP).

Federal regulations require that students receiving financial aid maintain satisfactory progress. To remain eligible for Federal funds, students must complete their program within a specific time frame (see standards below). A student at Rosedale Technical College will, assuming all the eligibility criteria for payment of Title IV student financial aid are met, be eligible to receive Title IV aid for a maximum of 150% of the published time frame of the program, measured in semester credit hours attempted. A student's progress is evaluated each semester using the "Minimum Standards for Satisfactory Progress" outlined in this catalog. These measurements are cumulative results during all periods the student is enrolled and are calculated at the end of each semester. Students who fail to earn the required quality point average and/or credit hours will be deemed as not making satisfactory academic progress. Students must also achieve a minimum successful course completion of 67% per semester.

A student failing to maintain satisfactory progress will be notified in writing of their failure to meet Satisfactory Academic Progress (SAP). Students who fail to meet SAP may apply for academic probation in lieu of dismissal. Academic probation provides students with the opportunity to improve their quality point average and/or successful course completion percentage. Students must submit in writing their request to be placed on academic probation and how they intend to improve their grades and /or attendance to reach SAP standards by the end of the semester.

The probationary period extends through the next semester. While on probation, Title IV funds will be disbursed. At the end of the probationary period, the student's cumulative quality point average and credit hours earned are again reviewed using the "standards". A student who has not met the minimum standards of academic progress after being placed on academic probation will be withdrawn from the institution and notified in writing by the Director of Education.

The college has an appeal process for students based on failure to meet the standards of satisfactory progress. Students may appeal in writing to any College Director. All appeals must be in writing and include the following:

1. Explanation of the extenuating circumstances that prevented the student from making satisfactory academic progress.
2. Explanation of what has changed in the student's situation that would allow the student to meet the standards of satisfactory academic progress at the end of the next evaluation period.
3. Any supporting documentation beyond the written statement the student feels is important.

Students who are dissatisfied with the outcome of the appeals process may request a meeting with the College Director to review their case.

MINIMUM STANDARDS OF SATISFACTORY PROGRESS

To remain eligible for federal funds, student aid recipients must complete their program within a specified time frame. The program time frames are defined as follows:

PROGRAM	MAXIMUM COMPLETION TIME
Automotive Technology	116 credit hours
Automotive Technician	72 credit hours
Carpentry	113 credit hours
Construction Electricity	116 credit hours
Collision Repair Technology	110 credit hours
Diesel Technology	112 credit hours
Diesel Technician	72 credit hours
Electrical Technician	55 credit hours
HVAC Technology	113 credit hours
HVAC Technician	54 credit hours
Industrial Electricity	116 credit hours
Welding Technician	54 credit hours
Truck Driving	14 credit hours

**Any student not meeting the preceding standards will be ineligible for financial aid*

Program starts prior to 3/1/2024
For all programs, except Welding Technician and Truck Driving, students are to maintain a minimum QPA of 1.0 at the end of the 1st semester, 1.50 QPA at the end of the 2nd semester and achieve a 2.0 QPA for each

subsequent semester. Welding Technician students are to maintain a minimum QPA of 1.50 at the end of the 1st semester and achieve a 2.0 QPA for each subsequent semester. Truck Driving students are to maintain a minimum QPA of 2.0 at the end of the 1st semester.

Program starts as of 3/1/2024

All students must achieve and maintain a minimum of a 2.0 QPA each semester to meet SAP requirements. A student will be eligible for a Grade Level Two Loan once the student has successfully passed 24 semester credits. A student must pass all program courses to be eligible for graduation.

Satisfactory Progress also applies to students that are veterans.

A student approved to re-enter who were not meeting Satisfactory Academic Progress (SAP) at the time of their withdrawal will return on academic probation and must achieve SAP by the end of the term or they will be withdrawn from the institution. Students who re-enter after being withdrawn for not meeting SAP will not be eligible for Title IV funding for the first semester. The returning student who meets SAP at the conclusion of the first semester will have eligibility for Title IV funding to be reinstated.

Students whose QPA falls below the minimum required standard should reference the SAP policy on the previous page.

RE-ENTRY OF STUDENTS DISMISSED FOR UNSATISFACTORY PROGRESS

To re-establish eligibility for Title IV Financial Aid, a student must remain out of college for 12 weeks, and upon applying for re-admission, have the approval of the College Director.

1. RE-ENTRY INTO THE SAME PROGRAM: Students who re-enter after being dismissed for unsatisfactory progress are not eligible for Title IV aid in the payment period for which they return. At the end of the semester, if the student has demonstrated improvement to the required minimum, he/she will be eligible for Title IV funding in the subsequent payment period in which he/she established eligibility. If he/she has not reached the minimum requirement, the student will be academically dismissed and will not be eligible for readmission.
2. RE-ENTRY INTO A NEW PROGRAM: The student enters as a “new” student with the exception of courses that transfer to the new curriculum. Transfer credits will be limited to courses with grades of “C” or above. Only one curriculum change will be permitted.

RE-ADMISSION AFTER WITHDRAW

Student who withdraws from the College or who are administratively withdrawn or terminated for any reason, must wait a minimum of twelve (12) weeks from the date of determination before reapplying for admission. Reapplication does not guarantee acceptance, and all applicants will be reviewed in accordance with the College’s admissions standards and policies.

COURSE DESCRIPTIONS

AD-102 & AE-102 Braking Systems 5.0/4.0 Credits

This course covers the operation, inspection, and service of braking systems. Students will perform removal and replacement of brake components, including pads, shoes, rotors, and drums, as well as hydraulic system service and bleeding procedures. Instruction also includes basic diagnosis of brake concerns and service of power assist and electronic braking systems. Emphasis is placed on safety, proper tool usage, and adherence to manufacturer specifications.

AD-105 & AE-105 Suspension & Steering Systems 4.5/4.0 Credits

This course covers the operation, inspection, and service of automotive suspension and steering systems. Students will perform removal and replacement of components such as shocks, struts, springs, control arms, and steering linkages using proper tools and service information. Emphasis is placed on vehicle alignment procedure and vehicle setup and racking. Students will identify conditions affecting handling, tire wear, and safety while following correct racking and inspection procedures. The PA Safety Inspection is also covered.

AD-203 Vehicle Emissions Systems 4.5 Credits

This course focuses on emission-related faults, performing emissions inspections, and servicing emission control components. Instruction covers exhaust and evaporative emission systems, catalytic converters, oxygen sensors, onboard diagnostics (OBD-II), engine management controls, fuel delivery systems, and emission-related electrical and electronic components. Emphasis is placed on understanding environmental regulations and the PA Emissions Inspector Certification.

AD-204 & AE-204 Driveline Systems & Servies 4.5/4.0 Credits

This course focuses on developing the skills necessary to inspect, diagnose, and service driveline systems. Students will perform tasks typically assigned to entry-level technicians, including driveline inspections, universal joint replacement, axle and CV shaft service, differential maintenance, transfer case service, and basic driveline diagnosis. Instruction covers rear-wheel, front-wheel, all-wheel, and four-wheel drive systems, including driveshafts, differentials, bearings, axles, and transfer cases. Emphasis is placed on proper use of service information, workplace safety, driveline vibration diagnosis, and manufacturer-recommended service procedures.

AD-206 & AE-206 Vehicle HVAC Systems 5.0/4.0 Credits

Students will learn the principles of heat transfer, refrigeration, climate control operation, and HVAC system diagnostics and repair. Topics include refrigerant handling and recovery, compressor operation, air distribution systems, and automatic climate control systems. Emphasis is placed on safety, environmental regulations, proper service procedures, and the use of industry-standard diagnostic equipment.

AD-207 & AE-207 Transmission Systems 5.0/4.0 Credits

This course focuses on the operation, diagnosis, and service of transmission systems. Students will develop practical skills employers expect, including performing transmission service, diagnosing drivability and shifting concerns, using scan tools and diagnostic equipment, and following manufacturer repair procedures. Instruction covers engine power delivery, automatic and manual transmissions, transaxles, torque converters, clutches, and electronic transmission controls. Students will also learn basic performance testing, fluid

service procedures, and component inspection techniques used in dealership and independent repair facilities.

C-100 Intro to Auto Body Repair 2.0 Credits

This course introduces the fundamental principles, safety practices, and procedures used in automotive collision repair. Students develop the knowledge and skills to identify vehicle construction methods, including unibody and frame designs, while becoming familiar with collision repair tools, equipment, and shop operations. Topics include collision repair safety, structural identification, hand and power tool usage, and industry-standard workplace practices.

C-101 Automotive Components Repairs 2.0 Credits

This course provides instruction in the inspection, removal, installation, and adjustment of nonstructural vehicle components and bolt-on body panels. Students develop the skills to identify damaged components, perform visual inspections of related mechanical systems, and determine appropriate repair or replacement procedures while following manufacturer recommendations and industry standards.

C-102 Foundations of Collision Repair 4.5 Credits

This course develops the knowledge and skills required to assess collision damage and perform nonstructural repairs. Students learn to evaluate vehicle damage, determine appropriate repair methods, and restore damaged steel and composite panels using industry-standard techniques. Emphasis is placed on damage analysis, repair planning, metal finishing, and safe work practices.

C-103 Welding Essentials 4.5 Credits

This course introduces the welding processes commonly used in automotive collision repair. Students develop the skills to safely perform oxy-fuel cutting and MIG welding while following manufacturer repair procedures. Topics include equipment setup, welding safety, weld quality, and techniques used to maintain structural integrity during collision repairs.

C-104 Mechanical Systems 4.5 Credits

This course introduces the operation and inspection of mechanical systems commonly affected by vehicle collisions. Students develop the knowledge and skills to identify and evaluate steering, suspension, engine cooling, fuel, and computerized engine control systems. Emphasis is placed on recognizing collision-related damage and determining appropriate repair or referral procedures.

C-105 Electrical Systems 4.5 Credits

This course introduces the diagnosis, testing, and repair of automotive electrical and electronic systems. Students develop the skills to interpret wiring diagrams, troubleshoot electrical circuits, repair damaged wiring harnesses, and use digital multimeters and other diagnostic equipment. Topics include electrical fundamentals, restraint systems, circuit operation, and collision-related electrical repairs.

C-110 Intro to Major Collison Repair 4.5 Credits

This course introduces the principles and procedures used in structural collision repair. Students develop the skills to identify structural damage, perform vehicle disassembly and reassembly, evaluate repair requirements, and recognize common attachment methods used in vehicle construction. Emphasis is placed on repair planning, structural

assessment, and safe repair practices.

C-211 Major Collision Repair I 4.5 Credits

This course introduces the principles and procedures used in structural collision repair. Students develop the skills to identify structural damage, perform vehicle disassembly and reassembly, evaluate repair requirements, and recognize common attachment methods used in vehicle construction. Emphasis is placed on repair planning, structural assessment, and safe repair practices.

C-212 Major Collision Repair II 4.5 Credits

This course builds upon Major Collision Repair I through advanced structural measuring and repair procedures. Students develop proficiency using gauge, universal, fixture, and computerized measuring systems to verify structural dimensions and perform complex structural repairs. Emphasis is placed on measurement accuracy, repair verification, and manufacturer repair specifications.

C-213 Panel Repair & Alignment 4.5 Credits

This course develops the skills required to properly remove, install, align, and adjust automotive body panels and related components. Students perform assembly and disassembly procedures while achieving proper panel fit, body gaps, latch operation, and component alignment. Emphasis is placed on quality workmanship and manufacturer specifications.

C-214 Estimating 2.0 Credits

This course introduces the principles and procedures used to prepare accurate automotive collision repair estimates. Students develop the skills to inspect vehicle damage, determine repair or replacement requirements, identify labor operations, and prepare computerized estimates using industry-standard estimating systems. Topics include vehicle construction, damage analysis, repair planning, and insurance estimating procedures.

C-215 Glass Replacement 2.0 Credits

This course provides instruction in the safe removal, installation, adjustment, and inspection of automotive glass systems. Students develop the skills to replace windshields, stationary glass, and door glass while following manufacturer specifications and industry safety standards. Topics include adhesive systems, weather sealing, leak prevention, glass alignment, and structural considerations.

C-220 Intro to Auto Refinishing 4.5 Credits

This course introduces the equipment, materials, and procedures used to prepare vehicle surfaces for refinishing. Students develop the skills to perform surface preparation, masking, spray gun setup, and coating application using industry-standard materials and techniques. Emphasis is placed on refinishing safety, equipment operation, and quality surface preparation.

C-221 Auto Refinishing 4.5 Credits

This course builds upon Intro to Auto Refinishing through advanced automotive refinishing techniques. Students develop proficiency in color matching, blending, tinting, specialty coatings, plastic refinishing, and final detailing procedures. Emphasis is placed on achieving high-quality finishes while following manufacturer recommendations, improving shop efficiency, and meeting customer expectations.

CP-100 Intro to Construction 4.5 Credits

This course will expose students to essential knowledge necessary to remain safe on worksites by understanding proper techniques utilizing equipment and what to do in various working conditions. Students will be introduced to various building materials and hand and power tools utilized in the carpentry trade.

CP-101 Tools & Equipment 5.0 Credits

This course will emphasize safety while students learn how to properly operate and maintain hand and power tools and equipment. Students will also be instructed on scaffolding and transit equipment.

CP-102 Foundations & Formwork 4.5 Credits

This course will instruct students on site preparation and different types of foundations. Students will learn how concrete functions and how to construct forms for various concrete applications.

CP-103 Framing 4.5 Credits

Students are taught the layout and construction of floor, ceiling, and wall framing to support loads in both residential and commercial environments. Students will be explained the process for anchoring framing and checking for stability.

CP-104 Roof Construction 4.5 Credits

This course focuses on the carpentry skills and techniques required for roof construction. It is designed to provide students with a solid foundation in the principles and practices of carpentry specific to roofs. Through a combination of theoretical instruction and practical hands-on exercises, students will develop the necessary knowledge and skills to construct sturdy and durable roofs.

CP-105 Window & Doors 4.5 Credits

This course focuses on the practical skills and techniques required for the proper installation of windows and doors in residential and commercial buildings. Students will learn the fundamental principles of window and door installation, including selection, preparation, and installation methods.

CP-106 Exterior Finishes 4.5 Credits

This course focuses on the selection, installation, and maintenance of exterior finishes and cladding systems for residential and commercial buildings. Students will learn about various exterior finish materials and techniques, including siding, stucco, stone veneer, and more.

CP-107 Stair Construction 4.5 Credits

This course focuses on the principles and techniques of stair construction for residential and commercial buildings. Students will learn the fundamental concepts of stair design, layout, and construction, including safety considerations and building code requirements.

CP-200 Interior Finishes 4.5 Credits

This course focuses on the selection, application, and installation of interior finishes and surface treatments for residential and commercial buildings. Students will explore a wide range of materials and techniques used to enhance the aesthetic appeal and functionality of interior spaces.

CP-201 Cabinetry 4.5 Credits

Upon completion of this course, students will be introduced to the principles and processes of custom cabinet construction. Students will gain experience interpreting

design drawings, identifying appropriate materials, exploring common joinery methods, constructing basic cabinet components, installing hardware, and applying finishes while developing foundational woodworking skills.

CP-202 Estimating & Print Reading 4.5 Credits

This course is designed to provide students with the knowledge and skills necessary to accurately estimate carpentry projects and effectively read and interpret construction blueprints. Students will learn essential techniques and practices for estimating material quantities, labor costs, and project timelines. They will also develop proficiency in understanding and analyzing construction blueprints, including plans, elevations, sections, and details specific to carpentry projects.

DD-101 & DE-101 Preventative Maintenance 4.5/2.0 Credits

This course provides a comprehensive introduction to routine service and inspection practices for commercial diesel vehicles. Students learn how to perform fluid checks and changes, lubrication procedures, belt and hose inspections, tire and wheel service, and chassis maintenance. Emphasis is placed on identifying early signs of wear, documenting service findings, and following industry-standard maintenance schedules to ensure optimal vehicle reliability and safety. Students will have the opportunity to test for the PA Safety Inspection Class 3 license.

DD-103 & DE-103 Diesel Drive Trains 4.5/4.0 Credits

Students receive in-depth instruction on the components and operation of diesel drivetrains, including clutches, manual and automated transmissions, driveshafts, and differentials. Lab sessions provide experience with component inspection, clutch adjustment, drivetrain removal and installation, and diagnosing concerns and shifting problems. The course builds an understanding of power flow and the mechanical relationship between engine output and vehicle motion.

DD-104 & DE-104 Air Brake & Braking Systems 5.0/4.0 Credits

Students explore the principles, components, and operation of heavy-duty braking systems, with a focus on air brakes. Instruction covers compressors, air dryers, valves, chambers, slack adjusters, and anti-lock braking systems. Hands-on labs teach students to inspect brake assemblies, measure wear, adjust air brakes, diagnose low-pressure conditions, and troubleshoot system faults. Safe work practices and regulatory requirements are emphasized throughout the course.

DD-106 & DE-106 Suspension & Steering Systems 4.5/4.0 Credits

This course examines the structure and function of heavy-duty suspension and steering systems. Students learn to identify and service leaf spring, air-ride, torque arm, and other suspension configurations, along with hydraulic and mechanical steering systems. Practical activities include component inspection, steering system testing, ride-height measurement, and alignment-related evaluations. The course focuses on improving ride quality, stability, and vehicle handling.

DD-205 Class A-CDL Lecture 4.0 Credits

This course prepares a student with the instruction and the theory based component of the Commercial Driver's License in the form of classroom instruction. Training will included safety practices common to truck drivers, truck inspection measures, completion of required paperwork, hazmat regulations, and accident procedures. Upon completion of the course the

student must pass a written test to obtain a CDL Driving Permit. Students must pass this test prior to participating in the CDL Driving Skills Course.

DD-206 & DE-206 Commercial Vehicle HVAC Systems 3.5/2.0 Credits

Students will learn the principles of heat transfer, refrigeration, climate control operation, and HVAC system diagnostics and repair. Topics include refrigerant handling and recovery, compressor operation, air distribution systems, automatic climate control systems, and an introduction to transport refrigeration systems and their operation. Emphasis is placed on safety, environmental regulations, proper service procedures, and the use of industry-standard diagnostic equipment.

DD-208 Class A-CDL Driving 3.5 Credits

In this practical driving course, students learn to operate Class A commercial vehicles under instructor supervision. Skills covered include pre-trip inspections, backing maneuvers, shifting techniques, trailer coupling and uncoupling, and on-road driving in various traffic environments. The course emphasizes safe driving habits, vehicle control, spatial awareness, and successful preparation for the CDL skills exam.

ED-100 Electrical Fundamentals & Circuitry 5.0 Credits

This is a study of the fundamental principles of electricity, the history of electricity, structure of matter and their elements. Also taught is the theory of basic electricity relative to atoms, electrical charges, electron theory, how electricity is produced, alternating and direct current, the effects of electricity and magnetism, the use of multi meters, and circuit components. Ohm's Law is taught as it pertains to series and parallel circuits and three phase motors are introduced. Students study the fundamentals of circuit applications through the use of various electrical components in this lab class.

EE-100 Electrical Fundamentals & Circuitry 4.0 Credits

This course introduces the fundamental principles of electricity used in modern electrical systems. Students study atomic structure, electrical charges, voltage, current, resistance, and the behavior of AC and DC circuits. Through hands-on lab activities, students use multimeters, construct basic circuits, and apply Ohm's Law to series and parallel circuits. Three-phase concepts are introduced to support future coursework.

ED-107 & EE- 107 Intro to Electronics 5.0/4.0 Credits

This course introduces the fundamental principles of electronic components and circuits used in electrical systems. Students study the operation of semiconductor devices including diodes, rectifiers, transistors, and basic digital components. Through lecture and hands-on lab activities, students interpret electronic schematics, construct circuits, and use electrical test equipment to measure circuit performance. Emphasis is placed on developing foundational troubleshooting and circuit analysis skills used in electronic systems.

ED-108 & EE-108 Data Communication 4.5/4.0 Credits

This course introduces the principles and components used in low-voltage data communication systems. Students study communication media, structured cabling standards, and network infrastructure used for voice and data transmission. Through lecture and hands-on activities, students install and terminate communication cables, interpret system diagrams, configure basic networks, and test cabling performance using industry tools. These skills support the proper installation, maintenance, and troubleshooting of low-

voltage communication systems used in electrical installations.

ED-109 & EE-109 Electrical Services 4.5/2.0 Credits

This course introduces the design and installation of residential and commercial electrical service systems. Students study service drops, grounding and bonding, overcurrent protection, panelboards, and branch circuits. Emphasis is placed on performing service calculations, interpreting NEC requirements, and installing service equipment safely and accurately.

ED-110 & EE-110 Residential Wiring 5.0/4.0 Credits

This course provides hands-on experience installing residential electrical systems. Students wire lighting circuits, receptacles, switches, appliance circuits, and service equipment following NEC requirements. Emphasis is placed on layout, installation techniques, troubleshooting, and understanding residential construction practices.

ED-111 & EE-111 Commercial Wiring 5.0/2.0 Credits

This course provides hands-on experience installing commercial electrical systems using common commercial-grade materials and components. Students interpret commercial blueprints, apply NEC requirements, and construct circuits typically found in commercial environments. Emphasis is placed on understanding commercial installation methods, code compliance, and the practical skills required for real-world commercial electrical work.

ED-112 & EE-112 Conduit & Raceways 4.5/2.0 Credits

This course introduces the installation of raceway systems used in electrical construction. Students learn to bend, support, and install various types of conduit and wireways in different environments while applying NEC requirements. The course emphasizes performing conduit-related calculations, including ampacity adjustment and conduit fill, to ensure safe and code-compliant installations. Hands-on activities develop precision in layout, measurement, and raceway installation techniques.

ED-113 & EE-113 Safety & Intro to NEC 4.5/2.0 Credits

This course introduces students to essential electrical safety practices and regulatory standards. Topics include OSHA requirements, lockout/tagout procedures, working at heights, lift operation, and hazard recognition. Students are introduced to the structure and application of the National Electrical Code (NEC) to support safe installation practices.

ED-208 & EE-208 Programmable Logic Controllers 5.0/4.0 Credits

This course introduces programmable logic controllers (PLCs) and their role in modern industrial automation systems. Students develop skills in PLC programming concepts including numbering systems, input/output addressing, ladder logic, timers, counters, and math functions. Through hands-on activities and simulations such as traffic light control, bottle line operations, compressor sequencing, and applied programming challenges, students analyze and implement real-world control scenarios. Emphasis is placed on troubleshooting, logical problem-solving, and applying PLC systems to industrial processes and automated equipment.

ED-209 & EE-209 Motors & Controllers 5.0/4.0 Credits

This course introduces the principles and applications of motor control systems. Students learn the operation of common control components such as relays, contactors, overloads, push-buttons, and timing devices. Through hands-on lab activities, students interpret ladder diagrams and construct motor control circuits including start-stop, jogging, sequence, and

forward-reverse controls. Basic theory of single-phase and three-phase motors is also covered to support the installation, wiring, and troubleshooting of motor control systems.

ED-210 & EE-210 Power Sources 4.5/2.0 Credits

This course introduces the principles of alternating current power systems. Students study AC waveforms, frequency, phase relationships, impedance, and power in resistive, inductive, and capacitive circuits. Emphasis is placed on power generation concepts, understanding transformers, and the behavior of electrical power. This course focuses on theoretical analysis and problem-solving related to AC power systems.

ED-211 Electrical Construction 5.0 Credits

This course introduces students to construction practices related to electrical installations. Students interpret electrical blueprints, and perform material takeoffs. The course also covers techniques for old-work installations, including fishing electrical cable through existing structures and adapting wiring methods to finished environments. Emphasis is placed on understanding construction sequencing, coordinating with other trades, and completing electrical tasks in both new and existing buildings.

ED-212 Building Systems 4.5 Credits

This course introduces the major building systems found in residential and commercial structures, including structural components, HVAC, plumbing, and electrical systems. Students develop an understanding of how these systems interact throughout the construction process and learn the importance of coordination among the building trades. Emphasis is placed on building construction methods, system integration, jobsite safety, and effective collaboration in both new construction and renovation projects.

GD-101 & GE-101 Electrical Systems 4.5/4.0 Credits

This introductory course provides foundational knowledge of electrical principles and components. Students learn electrical theory, circuit construction, the relationship between voltage, current, and resistance, and the safe use of electrical testing tools. The course covers batteries, starting systems, charging systems, basic lighting circuits, and proper wiring-harness handling. Emphasis is placed on reading basic wiring diagrams, performing standard electrical measurements, and applying industry-approved diagnostic safety practices.

GD-102 & GE-102 Electrical Troubleshooting 5.0/4.0 Credits

Building on the fundamentals learned in Electrical Systems, this course focuses on systematic diagnostic procedures used to identify faults in vehicle electrical circuits. Students apply advanced testing methods—such as voltage drop analysis, load testing, and parasitic draw diagnosis—across a variety of automotive and heavy-duty systems. Instruction covers intermediate-level diagnostic strategies, use of wiring schematics, connector and terminal repair, and identification of sensor- and actuator-related electrical faults. The course emphasizes logical problem-solving, documentation, and repair verification without introducing control-module-level content.

GE-200 Engines Components 4.5 Credits

This course introduces the principles of internal combustion engine operation, including engine design, components, and basic service procedures. Students will study engine theory such as the four-stroke cycle, combustion processes, lubrication, and cooling systems. Emphasis is placed on identifying engine components, understanding their function, and applying proper safety practices. Students will gain hands-on experience

using basic tools and service information to perform introductory procedures such as engine inspection, fluid service, and component identification. The course establishes foundational knowledge and skills necessary for further study in engine diagnosis and repair.

GD-201 & GE-201 Engines 5.0/4.0 Credits

This course focuses on the removal and replacement of internal combustion engine components and assemblies. Students will perform procedures such as removing and reinstalling cylinder heads, valve train components, timing systems, and engine assemblies using proper tools and service information. Emphasis is placed on safe work practices, component inspection, gasket and seal replacement, and correct torque and reassembly procedures. Students will also verify proper engine operation following service and apply basic diagnostic techniques to identify mechanical concerns.

GD-202 & GE-202 Electrical Control Systems 4.5/4.0 Credits

This advanced course introduces the electronic control systems. Students learn the operational theory of electronic control modules, multiplexing, communication networks, and the interaction between sensors, actuators, and onboard computers. Instruction includes use of scan tools, accessing data parameters, analyzing communication signals, and verifying control module inputs and outputs. The course focuses on understanding how electrical control systems manage engine, chassis, body, and emissions functions.

GD-203 Drivability Diagnostics 5.0 Credits

This course applies electrical, electronic, and control-system knowledge to diagnose performance-related concerns. Students analyze issues affecting power, fuel economy, emissions, idle quality, and overall engine performance. Topics include air-fuel management, ignition and injection strategies, turbocharging and boost control, aftertreatment interactions, sensor rationality checks, and advanced data-stream analysis. Using scan tools, oscilloscopes, and manufacturer service information, students perform root-cause analysis and verify repairs through drivability-focused tests.

HD-101 & HE-101 Refrigeration Principles 4.5/4.0 Credits

This theory/lab class offers students the skills and knowledge to install, test, and service major components of a refrigeration system. In the theory portion topics include the refrigeration process, technical terminology, temperature and pressure relationships, properties of refrigerant, the refrigeration cycle, components and controls of a system, troubleshooting and diagnostic of a basic refrigeration system. This hands-on repair and diagnosis lab class is designed to provide projects that accompany the theory portion of the program.

HD-102 & HE-102 Refrigeration System Analysis 5.0/4.0 Credits

Students will learn the safety practices and procedures associated with the HVAC program, tools of the trade, piping practice to cut, sway, bend and braze tubing, service valves, leak testing, recovery and recycling, evacuation and charging, measure and calculate the size and capacity of compressors, disassemble and reassemble compressors and operate basic refrigeration systems, evaluate its performance and troubleshoot problems.

HD-104 & HE-104 Electricity 2.5/2.0 Credits

This theory/lab course introduces the fundamental concepts and theory of electricity as it applies to the RHVAC field. The theory part covers basic electricity, electric charges, electrical current, the effects of electricity, magnetism, the electric circuit, resistors, Ohm’s

Law, power series circuits, and parallel circuits. Students will also receive instruction in the application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include: AC and DC theory, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, diagnostic techniques, capacitors, types of electric motors, electric motor service and safely wiring various types of systems.

HD-105 & HE-105 HVAC Troubleshooting 4.5/4.0 Credits

In this theory/lab course students are provided instruction in identifying, installing and testing commonly used electrical components in an RHVAC system. Students learn to identify and use electrical test instrumentation and the distribution of electrical power. Topics include: pressure switches, overload devices, transformers, magnetic starters, and other controls, diagnostic techniques, installation procedures and safety component wiring, troubleshooting faulty systems emphasized. Electric motor diagnostic techniques, installation procedures, electric motor service and safety also examined.

HD-106 & HE-106 Forced Air Heating Systems 7.0/4.0 Credits

The Forced Air Heating course delivers both the theory and lab hands-on fundamentals of gas, oil and electric heating systems. This includes the heat exchanger, the electrical controls, and the control circuitry. Energy conservation methods as they relate to heating are discussed. Students learn diagnostic and troubleshooting methods which are emphasized in the course. Students are exposed to the equipment and practices involved the installation and servicing of domestic heating systems. Students learn to plot psychometric charts, measure air flow using a manometer, evaluate air handler.

HD-107 & HE-107 Hydronic Heating Systems 9.0/4.0 Credits

The Hydronic Heating course explains both the theory and lab hands-on fundamentals of gas and oil hot-water heating systems. This includes the heat exchanger, the control systems, circulating water pumps, valves, and the piping system. Students learn proper diagnostic and troubleshooting methods which are emphasized in the course. Students are exposed to the equipment and practices involved the installation and servicing of domestic hot-water heating systems. Students learn to classify boilers, work with the temperatures and pressures involved, air purging arrangements, water requirements, and the controls for hot-water systems.

HD-201 & HE-201 Sheet Metal Applications 2.0 Credits

The course is a study and practical hands-on lab class for basic sheet metal layout, construction, fabrication and sizing of commonly used duct work components and transitions needed to conform to project design criteria. Students will use both simulations and actual sheet metal for project construction. Additionally, students will complete installation procedure with flexible and fiberglass duct and attached flexible duct to sheet metal duct.

HD-203 & HE 203 Heat Pumps 1.5/3.0 Credits

Heat Pump operations and the design and application of the heat pump components are discussed and examined in this course. This introductory course will introduce the students to the fundamental theory, operation and design of heat pump systems, the identification of components and understand component functions, and how they interact within a heat pump system. The topics include installation, servicing practices, wiring,

electric controls testing of heat pumps.

HD-204 Heat Pump Diagnostics 3.0 Credits

This course is designed to familiarize the students to the fundamental theory, operation and design of heat pump systems, the identification of components, and understand component functions, and how they interact within a heat pump system. The topics include installation, servicing practices, wiring, electric controls and control testing of heat pumps. Instruction is provided on types of heat pump systems and use of instrumentation and safety issues associated with these units. In the lab component of the course students will learn how to perform installation procedures and diagnose various heat pump unit problems in a system and the component areas through troubleshooting techniques, electrical controls, air flow, the refrigeration cycle and safety concerns.

HD-205 & HE-205 Thermodynamics & Design 2.5/1.0 Credits

This course is a study of basic thermodynamics and its application to the HVAC field. Students will develop the skills for determining load calculations and applying these calculations to the design aspects for residential and light commercial heating and cooling systems. Through the use of psychometric charts and system analysis with the most current energy utilization measures students will complete a basic design for maximum efficiency.

HD-206 & HE-206 Control System Analysis 4.5/1.5 Credits

This course is a study in the various control systems that are incorporated into an HVAC system. Students will learn the principal functions of controls – to start, stop, regulate and protect the refrigeration cycle and its components. Students will learn to interpret the schematic and wiring diagrams and determine the correct operating sequence. This study will include pneumatic, electrical and electronic control systems.

HD-207 & HE-207 Air Conditioning 2.5/2.5 Credits

In this theory/lab course the theory needed to identify each major component, describe its function and how it operates within in an air conditioning system are discussed. Instruction is provided on types of air conditioning systems and use of instrumentation and safety issues associated with AC units. Topics include types of AC systems, heat load calculations, properties of air, psychometrics, duct design, air filtration, and safety principles. In the lab component of the course students will learn how to perform installation procedures and diagnose an AC unit’s problems in a system and the component areas through troubleshooting techniques, electrical controls, air flow, the refrigeration cycle and safety concerns.

HD-208 & HE-208 Air Conditioning Maintenance 4.5/4.0 Credits

Topics included in this course run from Types of AC systems, heat load calculations, properties of air, psychometrics, duct design, air filtration, and safety principles. In the lab component of the course students will learn how to perform installation procedures and diagnose AC unit problems in a system and the component areas through troubleshooting techniques, electrical controls, air flow, the refrigeration cycle and safety concerns.

IM-109 Hydraulics & Pneumatics 5.0 Credits

This course introduces students to the principles and applications of hydraulic and pneumatic power systems. Students will study system components, circuit design, pressure and flow

relationships, and the operation of industrial fluid/air equipment. Through hands-on labs and troubleshooting activities, students will build, analyze, and diagnose hydraulic and pneumatic circuits. Emphasis is placed on real-world applications, safety practices, and developing the skills necessary to install, maintain, and troubleshoot fluid/air power systems.

IM-201 Industrial Maintenance 4.5 Credits

This course introduces students to general industrial service procedures, mechanical systems, and equipment used in manufacturing and processing environments. Students will learn how electrical energy is converted into mechanical energy to power industrial machinery. Emphasis is placed on safe work practices, basic maintenance, measuring, troubleshooting, and understanding the connection between electrical and mechanical systems.

IM-205 Robotics 4.5 Credits

This course introduces students to the fundamentals of industrial automation systems used in modern manufacturing and processing environments. Students learn how sensors, actuators, motors, and control logic interact to automate industrial processes. Using simulation software, students design, test, and troubleshoot automated systems in a virtual industrial environment.

R-101 Applied Math (^) 2.5 Credits

This course reviews foundational arithmetic and mathematical problem-solving skills applicable to transportation and skilled trade professions. The curriculum integrates mathematical concepts with practical, real-world applications to address technical challenges encountered in industry settings. Students will develop proficiency in measurement systems, calculations, estimation, and quantitative reasoning while applying mathematical techniques to solve trade-related problems involving dimensions, materials, specifications, and workplace operations.

R-103 Physics & Electrical Science (^) 2.5 Credits

This course introduces the fundamental physics of electricity and its practical application within technical fields. Through structured lectures, students will explore atomic structure, static electricity, current flow, magnetism, and electrical power. The curriculum includes hands-on skills, exposing students to use multimeters for measuring voltage, current, and resistance, while applying Ohm’s Law to solve essential circuit calculations.

R-104 Computer Concepts (^) 2.5 Credits

This introductory course establishes a fundamental understanding of essential computing technologies. Students explore operating systems, internet navigation, and productivity software, including word processing and spreadsheets. The curriculum emphasizes practical digital skills for everyday tasks while analyzing the societal impact of modern technology.

R-107 & RE-107 Hydraulics Applications (^) 4.5/2.0 Credits

This course introduces hydraulic principles. Students study pumps, motors, valves, cylinders, reservoirs, filters, and hydraulic schematics. Hands-on training includes checking system pressures and flows, identifying leaks, replacing components, and maintaining contamination control. Emphasis is placed on safe operation, proper testing methods, and understanding hydraulic power transmission.

R-108 Problem Solving & Critical Thinking (^) 2.5 Credits

This course enhances professional and personal success by fostering advanced critical

thinking and decision-making skills through collaborative activities. Students examine the foundations of sound reasoning, including inductive and deductive logic, argument evaluation, and rhetorical devices. Complementary topics include time management, goal setting, communication strategies, and motivation theories. Utilizing diverse perspectives and empirical observations, participants learn to analyze alternative viewpoints to reach well-reasoned conclusions.

R-206 Introduction to Business (^) 5.5 Credits

This course utilizes a series of lectures and targeted assignments to provide students with an understanding of foundational business operations. Examining core functions from both employee and managerial perspectives, the curriculum introduces product and service marketing, workforce compensation, financial accounting, and business ethics. Additionally, students are introduced to the core tenets of project planning, legal responsibilities, and strategic execution within small business environments.

R-207 Resume & Interviewing Techniques (^) 1.0 Credits

This course prepares students to successfully navigate the job search and transition into the workforce. Through a blend of formal lectures and hands-on resume formatting workshops, students will acquire the essential skills needed to launch their careers.

R-208 & RE-208 Get Employed / Stay Employed (^) 5.0/4.5 Credits

This course focuses on the essential soft skills required to navigate a successful job search, transition into the workforce, and effectively manage the daily operational challenges of a workplace. Key areas of study include goal setting, self-management, workplace motivation, and professional etiquette. Students will examine strategies for leadership, teamwork, conflict negotiation, and ethical decision-making when interacting with internal and external customers. Practical applications include resume development and participation in mock interviews to showcase technical skills and knowledge.

RE-209 Employment Essentials (^) 2.5 Credits

This course develops the essential soft skills required to secure and sustain employment. Students will build frameworks to sharpen their communication abilities, effectively navigate workplace obstacles, and manage customer relations. Additionally, the curriculum covers practical career tools, including resume building, job search strategies, interview preparation, and offer evaluation.

TD-101 Pre-Trip and Vehicle Systems 1.0 Credits

This course provides an introduction of how to properly operate a preventative maintenance program on heavy duty trucks and trailers through the inspection and correction of heavy duty systems. Special attention is paid to planning a scheduled maintenance program to get the maximum life from each component while maintaining low costs. The course emphasizes the diagnosis of the various truck/trailer system.

TD-105 Driving Operations & Safety 4.0 Credits

This course prepares a student with the instruction and the theory based component of the Commercial Driver's License in the form of classroom instruction. Training will include safety practices common to truck drivers, truck inspection measures, completion of required paperwork, hazmat regulations, and accident procedures. Upon completion of the course the student must pass a written test to obtain a CDL Driving Permit. A passing score of 80% must be achieved. Students must pass this test prior to participating in the CDL Driving

Skills Course.

TD-107 Driving Skills 4.0 Credits

This course is primarily designed for practicing on the road driving. The following operations will be performed: pre-trip inspections, visual searching, communications, speed management, safe operating procedures, shifting, braking, and night operations. The last portion of the course will be used to prepare for the CDL test. Prerequisite: TD-105 Driving Operations & Safety.

W-100 Welding Practices 9.0 Credits

This course explains welding equipment and the safety operating requirements associated with welding operations. Students are given practical and theoretical instruction in the use of arc welders; oxy-fuel cutting and equipment are examined with the various cutting techniques taught. The semi-automatic welding process including gas metal arc welding, flux welding and tungsten arc are studied. Students will complete practice at welding MIG, flux core shielded metal and TIG welding in flat, horizontal, vertical and overhead positions on mild steel. All types of joints will be practiced with emphasis on complete penetration.

W-101 Arc Welding (SMA) 6.0 Credits

This course introduces Shielded Metal Arc Welding (SMAW) safety practices, welding equipment, and proper use of tools and personal protective equipment. Students learn to identify and select electrodes, filler metals, and welding parameters appropriate for various materials and joint configurations. Through hands-on laboratory activities, students develop welding skills in the flat, horizontal, vertical, and overhead positions while producing welds that meet AWS quality standards and requirements.

W-102 Thermal Cutting Processes 1.0 Credit

This course introduces the fundamental principles, safety practices, equipment, and techniques used in metal heating and thermal cutting operations. Students learn the safe setup, operation, and maintenance of oxyfuel and plasma cutting equipment while developing skills in metal heating, manual and mechanized oxyfuel cutting, plasma arc cutting, and air carbon arc cutting and gouging on ferrous and non-ferrous metals. Oxyacetylene welding and brazing are introduced as foundational processes to support heating and cutting applications.

W-103 MIG Welding (GMAW) 4.5 Credits

This course introduces Gas Metal Arc Welding (GMAW) safety practices, welding equipment, and the proper use of tools and personal protective equipment. Students receive instruction in GMAW processes, equipment setup, shielding gases, filler metals, and parameter selection for welding mild steel. Through hands-on laboratory activities, students perform fillet welds on T-joints and groove welds on V-groove joints in the flat, horizontal, vertical, and overhead positions while producing welds that meet AWS quality standards and requirements.

W-104 Welding Print Reading 2.5 Credits

In this course the knowledge and essential skills necessary for reading welding and related blueprints will be surveyed. Student will learn all of the main welding symbols, all variations and dimensioning associated with the symbols that are common in the welding field.

W-105 TIG Welding (GTAW) 6.5 Credits

This course introduces Gas Tungsten Arc Welding (GTAW) safety practices, equipment

setup, and the proper use of tools, supplies, and personal protective equipment. Students develop skills in tungsten electrode selection, shielding gases, filler metals, and welding parameter selection for mild steel. Through hands-on laboratory activities, students perform fillet welds on T-joints and groove welds on V-groove joints in the flat, horizontal, vertical, and overhead positions while producing welds that meet AWS quality standards and requirements.

W-106 Metallurgy 1.0 Credits

The purpose of this course is to relate metallurgy to the selection of materials for welding and to provide an understanding of heat effects from welding on the base metal and the cold and hot working created during the manufacturing processes. Metal properties, metal classification and identification, metal alloys, the effects of heat on metals and heat treatment process will be discussed.

W-108 Pipe Welding 7.0 Credits

This course introduces the safety practices, equipment, and procedures used to weld pipe and piping systems using a variety of welding processes. Students develop the skills needed to prepare, fit, and weld pipe in multiple positions while applying proper welding techniques and producing welds that meet applicable API and ASME quality standards and requirements.

W-201 Welding Fabrication 2.0 Credits

This course provides an introduction to the principles of metal fabrication and the processes used to produce fabricated metal products. Students are introduced to material preparation, fitting, assembly, and the safe use of common fabrication tools and equipment. Limited demonstrations and hands-on activities may be used to provide an overview of the fabrication process.

W-204 Non-Ferrous Welding 1.0 Credit

In this course students will be introduced to the welding techniques and procedures to include selection of electrodes, safety issues, preparing coupons and proper set-up non-ferrous metals.

W-206 Welding Inspection & Testing 1.0 Credits

This course will focus on the causes and effects of weld defects and discontinuities in producing high-quality welds. Students will learn the requirements or codes and standards and that the weld will be fit for the purpose. The quality control procedures used to evaluate welding fabrications designs will be reviewed.

(^) Denotes General Education classes

COLLEGE PERSONNEL

Administration and Staff

Elvylet Acevedo	Student Success Coordinator
Amy Banks	Admissions Representative
Michael Basulto	Financial Aid Coordinator
Kim Bell	Director of Financial Aid & Compliance
Lori Betten	Student Engagement Coordinator
Matt Blythe	Technical Training Advisor
Brian Capellupo	Accounting Analyst
Kara Chan	Director of Education & Marketing
Richelle Coleman	Administrative Assistant
Waylon Coleman	Diesel Tool Room Coordinator
George Cox	Shop Services Technician
Jennifer Cox	Executive Assistant
Robin Cuteri	Janitorial Attendant
Paul Danner	Technical Advisor
Ronald Day	Director of Admissions
David Detar	Assistant Director of Admissions
Maria Gigliotti	Student Success Coordinator
Karen Horne	Tool Room Coordinator
Kassidi Kabler	Marketing Coordinator
Ashley Kessler	Educational Outreach Coordinator
Rachel Komorowski	Administrative Coordinator
John Litwin	Chief Financial Officer
Steve Marci	Director of Educational Outreach
Doug Nelson	Educational Outreach Coordinator
Timothy Noel	Maintenance Technician
Daniel Smith	Maintenance Technician
Angela Stansfield	Brand Strategist
Renee Thomas	Financial Aid Coordinator
Valerie Veltri	Financial Aid Coordinator
Patrick Veri	Senior Admissions Advisor
Julie Weber	Academic Services Coordinator
Dennis Wilke	President
Michael Zurga	Educational Outreach Coordinator

COLLEGE FACULTY

Name	Program of Instruction
Mathew Ansell	Automotive
Jeffrey Bayton	Construction/Industrial/Electrical
Steve Berger	Truck Driving
Alicia Cerullo	General Education
Caleb Cornelius	Collision Repair
Nick Daugherty	Carpentry
Lou DeSomma	Construction/Industrial
Steve Falavolito	Construction/Industrial/Electrical
LaRon Griffin	HVAC
Kendall Griffith	HVAC
Jim Hall	Automotive
Byron Hannah	Diesel
Jeff Kaplon	Automotive
Cliff Kauer	Welding
Dan Keller	Carpentry
Rico Koonce	Welding
Trevor Kurtz	Construction/Industrial
Mike Maleski	Automotive
Mark Martin	General Education
Wendy McDivitt	General Education
Aaron Miller	HVAC
Mark Miller	Welding
Julian Morena	Welding
Brian Mullen	Diesel
Dennis Ovesney	Construction/Industrial
Brian Pierce	Collision Repair
Kevin Reed	Automotive
John Shirey	General Education
Craig Thornton	Truck Driving
Tony Tomaro	Construction/Industrial
Edward Ussack	Construction/Industrial
David Withers	Truck Driving

LOCATION OF THE COLLEGE

The address is 215 Beecham Drive, Kennedy Township, PA 15205, very near the intersection of Interstate 79 and Route 60.

PUBLIC TRANSPORTATION

For the exact route or schedule please contact the PRT of Allegheny County at www.rideprt.org.

BY AUTOMOBILE

From the North and South: Follow I-79 to the Crafton (Route 60) exit 60A. Follow Route 60 South a short distance to the light at Lorish Road. Take a left at the light, and a right at the first street, Beecham Drive.

From Downtown: Take I-79 North off the Parkway West. Follow I-79 to Crafton (Route 60 South) exit 60A and proceed as above.

From Ohio and Weirton, WV: Follow Route 22-30 to the Parkway West. At the Parkway, go straight and you are on Route 60. Follow Route 60 to I-79, go under I-79 and proceed as above.