Your future starts here

LANCASTER COUNTY
Career & Technology Center
Get Where You Want To Go

2014-2015
Program Information
www.lcctc.org/go
Welcome

Since 1971, Lancaster County Career & Technology Center (LCCTC) has offered comprehensive technical programs of distinction. LCCTC is the fourth largest technical school operating in Pennsylvania. The school features state-of-the-art training technology and first-class training facilities. All programs are approved by the PA Department of Education (PDE) and reflect the employment needs of the greater Lancaster County region.

In addition to more than 40 full-time and/or short-term programs, LCCTC now offers two Specialized Associate Degree programs: Associate in Specialized Business (ASB) and Associate in Specialized Technology (AST), both designed to prepare a student for employment in an area requiring specialized instruction beyond secondary education. These programs include Automotive Technology (AST), Veterinary Assistant (AST) and Medical Assistant (ASB).

In this catalog, you’ll find information about the education and training programs we offer, including class descriptions and start dates, tuition rates and registration details. Some programs are full-time, some part-time, and others are short-term. Here’s more on each:

➤ Full-time Programs (green)
  • Nine months or more in length and/or three to five classes per week; 1080 hours or more in length
  • Considered Certificate Programs
  • Some full-time programs offer a Specialized Associate Degree option
  • Intergenerational programs primarily for high school seniors, aligned with the county high school academic calendar; adult students enrolled if space is available
  • Programs offered as Adult Only (Welding/Automotive Technology/Medical Assistant/Dental Assistant/Veterinary Assistant/Cosmetology/Practical Nursing)
  • Require a high school diploma or GED
  • Evening classes are three times per week in Automotive Technology
  • Are Title IV eligible for federal financial aid

➤ Part-time Programs (red)
  • Fewer than three classes per week, but 30 or more weeks in length
  • Electro-Mechanical Engineering
  • Expanded Function Dental Assistant
  • Dental Laboratory Technician

➤ Short-term Courses (grey)
  • Designed for students who want to try a new hobby or learn a new skill within a short period of time.

Our Mission: Prepare people for skilled, innovative and productive careers.

Our programs are offered at these locations:

BROWNSTOWN CAMPUS
Metzler & Snyder Roads, Brownstown, PA 17508
Construction Technologies, Visual Communications Centers & Information Technology

MOUNT JOY CAMPUS
432 Old Market Street, Mount Joy, PA 17552
Culinary Arts, Consumer Services, Advanced Manufacturing Centers & CDL

WILLOW STREET CAMPUS
1730 Hans Herr Drive, Willow Street, PA 17584
Transportation Technologies, Health Care & Agriscience Centers (VA/LAS)

LANCASTER COUNTY PUBLIC SAFETY TRAINING CENTER
101 Champ Boulevard, Manheim, PA 17545
Protective Services Center

HEALTH SCIENCES CENTER
422 Beaver Valley Pike, Willow Street, PA 17584
Practical Nursing

CONTACT INFORMATION
Admissions 717.735.3762
    717.464.7063
Financial Aid 717.464.7059
Registrar 717.464.7065
New Choices Career Development 717.393.1735 ext 235
CDL Truck Driving 717.653.3003
Practical Nursing 717.464.7063
State Vehicle Safety Inspection and Emissions 717.464.7065

2014-2015 HOLIDAY SCHEDULE
The Lancaster County Career & Technology Center will be closed the following days:
July 3, 4, 2014
July 11, 2014
July 18, 2014
July 25, 2014
August 1, 2014
August 8, 2014
August 15, 2014
August 29, 2014
September 1, 2014
November 27, 28, 2014
December 1, 2014
December 24–31, 2014
January 1, 2, 2015
February 13, 16, 2015
April 3, 6, 2015
May 25, 2015

*Practical Nursing/HSC will be open.
Prepare for a professional career, employment and further education in these fields:

**Architectural/CAD**
- Work with experienced home and building designers.
- Create, design and produce complex working drawings from conception to completion.
- Use advanced state-of-the-art software and hardware identical to what professional architects and engineers use.

**Full-time day:** Aug 25, 2014 – June 3, 2015
**Location:** Brownstown Campus
**Tuition:** $7,777

**Cabinet Making & Wood Technology**
- Design and layout scale drawings and projects with industry-related equipment.
- Utilize numerous assembly techniques such as glues and adhesives and plastic laminates. Learn procedures for assembly and installation of finished product.
- Demonstrate the Skill Standards set forth by the woodworking industry to obtain industry recognized credentials.

**Full-time day:** Aug 25, 2014 – June 3, 2015
**Location:** Brownstown Campus
**Tuition:** $7,812

**Commercial Construction/Management**
- Construct building projects from site prep and layout to roofing and finish work.
- Operate the latest industry tools and equipment, including hand and power tools, excavation equipment and safety gear.
- Develop valuable industry certifications in safety, tools and equipment operations, as well as apprenticeship.

**Full-time day:** Aug 25, 2014 – June 3, 2015
**Location:** Mount Joy Campus
**Tuition:** $7,777

**Electrical Construction Technology**
- Interact with electrical industry experts.
- Develop skills and knowledge needed to build electrical systems.
- Design and construct electrical systems in homes and businesses.

**Full-time day:** Aug 25, 2014 – June 3, 2015
**Location:** Brownstown Campus
**Tuition:** $7,777

**HVAC/Refrigeration**
- Work side by side with experienced HVAC industry professionals.
- Analyze and upgrade climate control systems to the ever-changing HVAC field.
- Install, maintain and repair air conditioning and heating equipment.

**Full-time day:** Aug 25, 2014 – June 3, 2015
**Location:** Brownstown Campus
**Tuition:** $7,772

**Masonry**
Learn the art and science of building and repairing brick, stone and concrete structures.
- Use a variety of materials to create durable surfaces and structures.
- Create walkways to ornate exteriors of high-rise buildings.
- Apply skills needed to retain the beauty of historical structures.

**Full-time day:** Aug 25, 2014 – June 3, 2015
**Location:** Brownstown Campus
**Tuition:** $7,722

**Painting, Ceramic Tile & Vinyl Flooring**
- Apply professional painting skills to provide property upgrades.
- Install ceramic tile and vinyl flooring utilizing professional hand and power tools.
- Operate state-of-the-art spray equipment.

**Full-time day:** Aug 25, 2014 – June 3, 2015
**Location:** Brownstown Campus
**Tuition:** $7,597

**Plumbing**
- Interact with plumbing industry experts.
- Perform plumbing systems installation in homes and businesses.
- Interpret and construct plumbing systems for homes and businesses.

**Full-time day:** Aug 25, 2014 – June 3, 2015
**Location:** Brownstown Campus
**Tuition:** $7,777

**Residential Carpentry**
- Experience the construction of a new home using green technology.
- Develop the skills and knowledge needed to interpret and construct current building systems.
- Operate a wide range of hand, power and air tools.

**Full-time day:** Aug 25, 2014 – June 3, 2015
**Location:** Mount Joy Campus
**Tuition:** $7,727

**Highway Construction/Heavy Equipment, Operations & Maintenance**
- Operate, trouble-shoot and maintain heavy equipment.
- Interpret blueprints and site plans for site development.
- Collaborate and perform heavy equipment related activities in a team setting.
- Prepare for advanced industrial certifications.

**Full-time day:** Aug 25, 2014 – June 3, 2015
**Location:** Brownstown Campus
**Tuition:** $7,777

**Electrical Basic Theory & Concepts**
Introduces the general principles and applications of DC electricity and how it relates to some of the basics of AC theory.
- Understand electron theory effects of electricity and electromagnetism, basic DC circuits, resistance and resistors, parallel and series circuits, Ohm’s and Kirchoff’s Laws.
- Learn safe use of basic tools and testing instruments.

**Short-term:** 5 weeks/30 hours
**Dates:** Sep 9 – Oct 8, 2014
**Location:** Brownstown Campus
**Tuition:** $480 + textbook & materials

**Introduction to Plumbing**
Learn the proper and safe use of basic hand tools and soldering procedures.
- Instruction in pipe-fitting, joints, valves and fixture repair.
- Develop a working knowledge and skills needed to install and repair hot and cold water lines.

**Short-term:** 5 weeks/30 hours
**Dates:** Sep 9 – Oct 9, 2014
**Location:** Brownstown Campus
**Tuition:** $480 + textbook & materials
HVAC – Heating & AC Systems
Introduces the various types of heating and cooling systems.
- Learn about gas and oil-fired/hydronic and forced-air, electrical and radiant heating, heat pumps, heating and humidification systems, cooling and dehumidification systems.
- Learn about A/C and heating control mechanisms and systems.
- Tuition:
  - Short-term: 8 weeks/48 hours
  - Dates: Sep 9-Oct 30, 2014
  - Location: Brownstown Campus
  - Tuition: $480 + textbook

HVAC – Refrigeration
Introduces basic refrigeration systems, evaporative, and compression.
- Learn about various refrigeration system controls, compression systems, compressors and refrigerant controls.
- Learn about electrical fundamentals, electric motors, circuits and controls.
- Tuition:
  - Short-term: 8 weeks/48 hours
  - Dates: Oct 20-Dec 15, 2014
  - Location: Brownstown Campus
  - Tuition: $480 + textbook

HVAC – EPA Certification
Prepares air conditioning and refrigeration technicians for the EPA Certification test.
- Includes preparatory manual for Air Conditioning and Refrigeration Technicians (Federal Clean Air Act – Section 608).
- Provides the information that air conditioning and refrigeration service personnel need to successfully become certified as a Universal Technician.
- Manual must be picked up one week prior to the start of class.
- Tuition:
  - Short-term: 2 days/6 hours
  - Dates: Nov 12-13, 2014
  - Location: Brownstown Campus
  - Tuition: $95 + manual & testing

Lead Safety for Renovation, Repair & Painting or RRP
- Become certified and trained in EPA-approved work practices designed to protect children from lead-based paint hazards.
- Understand standards for renovation and maintenance work done in housing, child-care facilities and schools built prior to 1978.
- Learn specific work-area practices to contain dust and debris and minimize exposure to hazards.
- Tuition:
  - Short-term: 1 day/9 hours
  - Dates: Aug 16, 2014
  - Location: Willow Street Campus Lions Club Facility
  - Tuition: $250 or $225 for four or more students registering together.

Commercial Art
- Prepare for advanced placement in two- or four-year college programs.
- Work directly with advertising and design professionals.
- Experience the hardware/software that professional illustrators, graphic designers and art directors use.
- Create high-impact art using traditional drawing tools and pro apps for advertising and marketing materials.
- Full-time date: Aug 25, 2014-June 3, 2015
- Tuition: $7,907
- Location: Brownstown Campus

Digital Design/Print Media
- Prepare for further education and employment in the graphics industry.
- Work side by side with industry professionals.
- Create projects and art works on state-of-the-art equipment.
- Design printing works using various techniques.
- Full-time date: Aug 25, 2014-June 3, 2015
- Tuition: $7,597
- Location: Brownstown Campus

Photography & Digital Imaging
- Prepare for employment in the professional photography industry and further education.
- Learn to shoot photos like a professional photographer.
- Creatively enhance photos with Adobe Photoshop.
- Work side by side with industry professionals.
- Full-time date: Aug 25, 2014-June 3, 2015
- Tuition: $7,667
- Location: Brownstown Campus

Event Planning & Tourism Services Management
- Prepare for a professional hospitality and event planning career, employment or further education.
- Learn to deliver superior customer service to hotel and event guests.
- Team with industry professionals to plan and assemble upscale events and experiences.
- Design promotional flyers and presentations.
- Full-time date: Aug 25, 2014-June 3, 2015
- Tuition: $7,597
- Location: Mount Joy Campus

Baking & Pastry Arts
- Prepare for a professional baking and pastry arts career, employment or further education.
- Work in a state-of-the-art facility with professional pastry chefs.
- Combine creativity and skills to design specialty cakes and pastries.
- Produce baked goods and plated desserts for our restaurant, store and catering events.
- Full-time date: Aug 25, 2014-June 3, 2015
- Tuition: $7,667
- Location: Mount Joy Campus

Culinary Arts
- Prepare for further education in culinary and restaurant management programs or employment.
- Plan, prepare and serve meals for upscale catered events, and casual to fine dining restaurant service.
- Work side by side with professional chefs starting in the school kitchens and moving into professional placements.
- Prepare for job opportunities locally, abroad, and in exotic locations in the culinary and hospitality industry.
- Full-time date: Aug 25, 2014-June 3, 2015
- Tuition: $7,677
- Location: Mount Joy Campus

Commercial Art
- Prepare for advanced placement in two- or four-year college programs.
- Work directly with advertising and design professionals.
- Experience the hardware/software that professional illustrators, graphic designers and art directors use.
- Create high-impact art using traditional drawing tools and pro apps for advertising and marketing materials.
- Full-time date: Aug 25, 2014-June 3, 2015
- Tuition: $7,907
- Location: Brownstown Campus

Digital Design/Print Media
- Prepare for further education and employment in the graphics industry.
- Work side by side with industry professionals.
- Create projects and art works on state-of-the-art equipment.
- Design printing works using various techniques.
- Full-time date: Aug 25, 2014-June 3, 2015
- Tuition: $7,597
- Location: Brownstown Campus

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- Prepare for employment in the professional photography industry and further education.
- Learn to shoot photos like a professional photographer.
- Creatively enhance photos with Adobe Photoshop.
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- Location: Brownstown Campus

Event Planning & Tourism Services Management
- Prepare for a professional hospitality and event planning career, employment or further education.
- Learn to deliver superior customer service to hotel and event guests.
- Team with industry professionals to plan and assemble upscale events and experiences.
- Design promotional flyers and presentations.
- Full-time date: Aug 25, 2014-June 3, 2015
- Tuition: $7,597
- Location: Mount Joy Campus
**Electro-Mechanical Engineering Technology**
- Prepare for a professional electro-mechanical engineering career, employment, or further education.
- Design, invent, and develop electro-mechanical simulations for a dynamic experience.
- Use robotics, hydraulic pneumatic, and electrical technology systems in an interactive lab.
- Analyze, diagnose, maintain and repair electro-mechanical systems.

**Industrial Mechanical – Hydraulic Track**
- 717.653.3000 ext 3091.

**Mon–Fri | 8:00 AM–2:35 PM**

**Pneumatic Fitting & Construction 5 hours $85**

**Basic Pneumatics 16 hours $361**

**Intermediate Pneumatics 5 hours $171**

**Pneumatic Fitting & Construction 5 hours $85**

**Advanced Pneumatic 35 hours $523**

**Pneumatic Troubleshooting 45 hours $762**

**Piping Systems 20 hours $378**

**Mechanical Drives 1 35 hours $692**

**Mechanical Drives 2 35 hours $652**

**Basic Hydraulics 20 hours $451**

**Industrial Electrical Program $2,950**

- **AC/DC Electrical Learning Systems 25 hours $536**
- **Residential/Commercial Electrical Wiring 8 hours $180**
- **Electrical Fabrication 8 hours $210**
- **Electro-Fluid Power System 20 hours $451**
- **Electronic Sensors 8 hours $180**
- **Electric Motor Control Systems 50 hours $1,095**
- **Electronic Control Wiring 15 hours $278**
- **Electric Power Distribution Trainer 25 hours $523**

**Industrial PLC (SLC500) Programmable Controllers 120 hours $1,920**

**Sheet Metal Technology**
- Prepare for a professional sheet metal fabicator career, employment, or further education.
- Create and fabricate custom metal work.
- Build and troubleshoot advanced sheet metal systems.
- Operate state-of-the-art metal-shaping equipment.

**Industrial Mechanical – Pneumatics Track $3,704**

**Basic Pneumatics 16 hours $361**

**Intermediate Pneumatics 5 hours $171**

**Pneumatic Fitting & Construction 5 hours $85**

**Advanced Pneumatic 35 hours $523**

**Pneumatic Troubleshooting 45 hours $762**

**Piping Systems 20 hours $378**

**Mechanical Drives 1 35 hours $692**

**Mechanical Drives 2 35 hours $652**

**Basic Hydraulics 20 hours $451**

**Industrial PLC (SLC500) Programmable Controllers 120 hours $1,920**

**Full-time tuition: $7,897**

**Electro-Mechanical Engineering Technology**
- To find out more or to schedule a class call 717.653.3000 ext 3091.

**Location:** Mount Joy Campus

**Part-time & short-term available:**
- Course Dependent

**Short-term:**
- **$8,574 (Cost to Take Full Program)**
- **$7,752**
- **$7,792**

**Introduction to Welding**
- Designed for the person who is interested in entering the welding trade.
- Provides an overview of five fundamentals of the welding trade: Electric Arc Welding, MIG Welding, TIG Welding, Oxygen/Acetylene Burning and Blueprint Reading for Welders.
- Learn the basics needed to move on to more in-depth welding training.
- Blueprint Reading for Welders is incorporated into this course.

**Electric Arc Welding**
- Learn stick welding in three welding positions.
- Learn safety and proper care of equipment.
- Learn the proper application of beads and fabricating coupons.

**Short-term:**
- **7 weeks/42 hours**
- **Full-time evening:**
  - **Mon–Thu | 4:30–9:30 PM**
- **Dates:**
  - **Jul 7, 2014–June 30, 2015**
  - **Jan 5, 2015-Dec 16, 2015**
- **Tuition:**
  - **$7,792**

**Welding Technology**
- Prepare for a professional welding technology career, employment or further education.
- Perform a wide range of welding processes using advanced welding techniques.
- Assemble and fabricate specialized metal products.
- Practice welds needed for weld certification, use modern power tools/equipment and interpret fabrication blueprints.

**Short-term:**
- **7 weeks/42 hours**
- **Full-time evening:**
  - **Mon–Thu | 4:30–9:30 PM**
- **Dates:**
  - **Jul 7, 2014–June 30, 2015**
  - **Jan 5, 2015-Dec 16, 2015**
- **Tuition:**
  - **$7,792**

**MIG Welding**
- Includes metal inert gas welding processes and equipment set-up.
- Learn MIG welding, spot welding, and safety procedures.

**Short-term:**
- **7 weeks/42 hours**
- **Full-time evening:**
  - **Mon–Thu | 4:30–9:30 PM**
- **Dates:**
  - **Sep 9-Oct 23, 2014**
  - **Jan 6-Feb 19, 2015**
  - **May 5-Jun 18, 2015**
- **Tuition:**
  - **$500 + materials ($175*)**

**Program offered as Adult Only**

lcctc.org/go
**Advanced Manufacturing**

- **TIG Welding**
  - Includes tungsten inert gas welding processes and equipment set-up.
  - Learn TIG welding variables, basic joints, spot welding, and safety procedures.
  - Short-term: 7 weeks/42 hours
  - Dates: Jul 15–Aug 28, 2014
  - Oct 28–Dec 16, 2014
  - Mar 3–Apr 16, 2015
  - Location: Mount Joy Campus
  - Tuition: $500 + materials ($175*)

- **Blueprint Reading for Welders**
  - Learn to interpret all types of working sketches and prints, from the simplest to the most complex, through step-by-step instructions.
  - Both AWS and ISO welding symbols are included.
  - Short-term: 6 weeks/18 hours
  - Dates: Sep 10–Oct 15, 2014
  - Jan 14–Feb 18, 2015
  - May 13–Jun 17, 2015
  - Location: Mount Joy Campus
  - Tuition: $250

- **Introduction to Manufacturing**
  - This course is designed to prepare students for entry-level positions in a variety of production and manufacturing jobs.
  - Topics covered include Introduction to Hand Tools 1&2, Math & Measurements, Basic Communication Skills, Team Work, and Blueprint Reading.
  - Short-term: 2 weeks/40 hours
  - Dates: Jul 28–Aug 11, 2014
  - Sep 8–Sep 22, 2014
  - Jan 26–Feb 6, 2015
  - Mar 16–Mar 27, 2015
  - Jun 15–Jun 26, 2015
  - Location: Liberty Place, 1016 N. Charlotte Street, Lancaster, PA
  - Tuition: $500

**Transportation Technology**

- **Automotive Technology**
  - Prepare for professional automotive certifications, employment and further education.
  - Work side by side with experienced automotive technicians.
  - Experience the thrill of diagnosing today’s complex vehicle computer programs and mechanical systems.
  - Develop the skills needed to become a part of the Automotive Technology Team.
  - Mon/Wed/Fri | 5:00 PM - 8:00 PM
  - Location: Willow Street Campus
  - Tuition: $16,370

- **Automotive Technology Specialized Associate Degree Program (AST)**
  - A Specialized Associate Degree represents the completion of a rigorous program that is recognized as providing advanced higher learning. Specialized Associate Degrees are accredited, as well as state recognized and approved. The Specialized Associate Degree may show employers that you have a more complete, well-rounded education with the ability and drive to advance in the chosen field.
  - Mon/Wed/Fri | 5:30 PM – 10:00 PM
  - Tue/Thu | 5:00 PM – 8:00 PM
  - Location: Willow Street Campus
  - Tuition: $16,370

- **Collision Repair**
  - Prepare for employment and further education in the collision repair field.
  - Perform necessary processes using state-of-the-art welding, refinishing, and painting equipment.
  - Diagnose damage and estimate repairs to frame, unibody and suspension.
  - Experience the thrill of repairing real vehicles to pre-accident condition.
  - Mon–Fri | 8:00 AM–3:25 PM
  - Location: Willow Street Campus
  - Tuition: $7,797

- **Diesel Equipment Technology**
  - Prepare for employment in the medium and heavy duty truck transportation industry, further education, and military service.
  - Use the same advanced diagnostic equipment and repair equipment as master technicians to troubleshoot and repair commercial vehicle systems.
  - Perform preventive maintenance and inspection on medium and heavy duty trucks.
  - Maintain and operate today’s high tech vehicle’s computer systems.
  - Mon–Fri | 8:00 AM–3:25 PM
  - Location: Willow Street Campus
  - Tuition: $7,797

- **RV & Outdoor Power Equipment**
  - Prepare for EETC certification, employment and further education.
  - Diagnose, maintain and repair lawn and garden tractors, and equipment from motorcycles to ATVs.
  - Use same advanced diagnostic and repair equipment as a master technician uses to troubleshoot complex systems.
  - Work on any outdoor power equipment and recreational vehicle in a rapidly changing industry, using a full systems approach.
  - Mon–Fri | 8:00 AM–3:25 PM
  - Location: Willow Street Campus
  - Tuition: $7,797

- **Vehicle Safety Inspection Certification**
  - Lancaster County Career & Technology Center, in cooperation with the PA Department of Transportation, provides the necessary information and testing for Auto Mechanics to become licensed as PA State Inspection Mechanics. A Commonwealth of PA State Inspection certification card (MV 439) will be issued by the PA Department of Transportation upon successful completion of this course. Four different certification categories are available.

- **Category 1 and 2 Course**
  - CAT 1 – Includes all passenger cars, trucks up to 17,000 pounds Gross Vehicle Weight (GVW) and trailers up to 10,000 pounds GVW.
  - CAT 2 – Includes all motorcycles.
  - Short-term: 4 days/12 hours
  - Notes: Tactile test time is scheduled by instructor for Saturday, & potentially Friday, dependent on number of students enrolled.
  - Dates: Sept 15, 17, 18, 20, 2014
  - Oct 13, 15, 16, 18, 2014
  - Nov 10, 12, 13, 15, 2014
  - Dec 8, 10, 11, 13, 2014
  - Jan 12, 14, 15, 17, 2015
  - Feb 2, 4, 5, 7, 2015
  - Mar 2, 4, 5, 7, 2015
  - Apr 13, 15, 16, 18, 2015
  - May 11, 13, 14, 16, 2015
  - Jun 1, 3, 4, 6, 2015
  - Location: Brownstown Campus
  - Tuition: The initial Category of licensing costs $170 + manual. Subsequent Category (1 or 2) costs an additional $40.

Program offered as Adult Only
**Transportation Technology**

- **Category 3 Course**
  - Includes heavy trucks over 17,000 pounds GVW, trailers over 10,000 pounds GVW, and all buses.
  - This course provides instruction on the use of inspection tools and equipment specific to Category 3 licensing.
  - **Short-term:** 2 days/8 hours
    - **Dates:** Oct 23, 25, 2014
    - **May 19, 21, 2015**
    - **Tuition:** $90

- **Category 4 Enhanced Inspection Course**
  - All vehicles requiring the submission of an MV-426 application for reconstructed, specially constructed, modified, collectible or street rod require the Enhanced Vehicle Safety Inspection.
  - **Individuals who currently hold a valid Category 1 state license are eligible to take this course.**
  - **Short-term:** 1 day/2 hours
    - **Dates:** Oct 18, 2014
    - **Nov 13, 2014
    - **Dec 11, 2014
    - **Jan 7, 2015
    - **June 10, 2015**
    - **Location:** Brownstown Campus
    - **Tuition:** $40

- **Emissions Inspector Certification Course**
  - Lancaster County Career & Technology Center, in cooperation with the PA Department of Transportation, provides the necessary information and testing for Auto Mechanics to become Certified Emissions Inspectors.
  - **Students who do not successfully pass the certification test on their first attempt do not have to pay for the entire course tuition; however, a $30 re-test fee must be paid prior to being eligible to re-take the test.**
  - **Short-term:** 4 days/16.5 hours
    - **Dates:** Dec 11, 2014
    - **Nov 13, 2014
    - **Apr 21, 23, 2015
    - **May 19, 21, 2015**
    - **Location:** Willow Street Campus
    - **Tuition:** $200

- **Emissions Inspector Re-Certification Course**
  - Lancaster County Career & Technology Center, in cooperation with the PA Department of Transportation, provides the necessary information and testing for Auto Mechanics who must re-test in order to maintain their certification as Certified Emissions Inspectors.
  - **Students who do not successfully pass the re-certification test on their first attempt do not have to pay for the entire course tuition; however, a $30 re-test fee must be paid prior to being eligible to re-take the test.**
  - **Short-term:** 1 day/4 hours
    - **Dates:** Jan 15, 2015
    - **June 4, 2015**
    - **Location:** Brownstown Campus
    - **Tuition:** $100

- **Commercial Truck Driving (CDL) Training Program**
  - Enroll now in the Lancaster County Career & Technology Center Commercial Truck Driving Training Program at the Mount Joy Campus. The five (5) week program provides you not only with the skills to obtain your CDL license, but also to land a job as a professional truck driver.
  - **You can apply for Class A or B, and endorsements.**
  - **We provide refresher courses, evening hours and customized training to suit your needs.**
  - **We are a PennDot certified third party testing site.**
  - **To find out more or to schedule a class, call 717.653.3003 or email nspittler@lcctc.org.**

  **CDL Class A**
  - Prepares the student for qualification to operate any combination of vehicles with a gross combination weight rating of 26,001 pounds or more, provided the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of 10,000 pounds.
  - **Short-term:** 5 weeks/200 hours
    - **Days:** Mon–Fri | 7:00 AM–3:00 PM
    - **Dates:** Jan 5, 6, 8, 9, 2015
    - **May 11, 12, 14, 15, 2015
    - **Location:** Commercial & Motor Vehicle Training Center at the Mount Joy Campus
    - **Tuition:** $5,385—Financing available to those who qualify.

  **CDL Class B**
  - Prepares the student for qualification to operate any single vehicle with a gross vehicle weight rating of 26,001 pounds or more, or any such vehicle towing a vehicle having a gross vehicle weight rating of not more than 10,000 pounds.
  - **Short-term:** 4 weeks/160 hours
    - **Days:** Mon–Fri | 7:00 AM–3:00 PM
    - **Dates:** Jan 7, 2015
    - **Location:** Commercial & Motor Vehicle Training Center at Mount Joy Campus
    - **Tuition:** $4,600—Financing available to those who qualify.

- **Heavy Equipment Operator**
  - This course provides students with 40 hours of classroom instruction and 260 hours of seat time learning to operate equipment.
  - **Equipment entails skid loaders, bull dozer, back hoe, wheel loader, mini excavator, and more.**
  - **Due to the nature of the training, class dates may be adjusted due to inclement weather conditions.**
  - **To find out more or to schedule a class, call 717.653.3003 or email nspittler@lcctc.org.**
  - **Short-term:** 8 weeks/300 hours
    - **Days:** Mon–Fri | 7:00 AM–3:00 PM
    - **Dates:** Call for information on multiple course start dates.
    - **Location:** Brownstown Campus
    - **Tuition:** $6,340—Financing available to those who qualify.

- **Heavy Equipment Operator & CDL Class A Combo Course**
  - This course provides students both the 240 hours Heavy Equipment Operation Training along with the training for a CDL Class A license. You will begin your training in the Heavy Equipment Operator class first and then continue onto the CDL Class A component of the course.
  - **To find out more or to schedule a class, call 717.653.3003 or email nspittler@lcctc.org.**
  - **Short-term:** HEO—8 weeks/300 hours
    - **CDL Class A—5 weeks/200 hours**
    - **Days:** Call for information on multiple course start dates.
    - **Location:** Brownstown Campus & Commercial & Motor Vehicle Training Center at Mount Joy Campus
    - **Tuition:** $9,400—Financing available to those who qualify.

- **Driver Education Training**
  - Online classroom instruction is available, with an optional 6-hours of ‘Behind-the-Wheel’ Instructor training. Student will receive a certificate for each component they complete.
  - **Call 717.653.3003 for info or to schedule an appointment.**
  - **Location:** Commercial & Motor Vehicle Training Center at Mount Joy Campus
  - **Tuition:** Online Training—$80
    - Instructor/Behind-the-Wheel—$240
Healthcare/Medical Technologies

**Practical Nursing Program**
Prepares the individual to perform nursing care safely and effectively under the guidance of a Registered Nurse, licensed Physician or Dentist within all settings where nursing care takes place.
- Start your nursing career in our day or evening program at our new building at the Health Science Campus, Willow Street.
- Requirements:
  - Application with $75 application and testing fee
  - High School Transcript and/or GED Transcript
  - College Transcripts (if applicable)
  - Successfully pass TEAS V (Test of Essential Academic Skills) entrance test
  - Criminal Record Check, FBI Criminal History, Child Abuse History Clearance
  - Current CPR (Healthcare Provider)
  - Physical Exam including: 2 step PPD, Drug Screen, Immunizations (MMR, Hepatitis B, Varicella, Flu Vaccine)
  - Child Abuse History Clearance
  - Current Child Abuse Clearance
  - Criminal Record Check, FBI Criminal History
  - Successful background check
  - Free Tuberous Sclerosis Screening

**Medical Administrative Assistant**
- Prepare for employment as a medical administrative assistant and further healthcare education.
- Perform computerized medical office operations in scheduling, billing, and medical records.
- Learn to deliver high-quality customer service while performing clerical and other administrative duties in medical centers, physician offices, and hospitals.
- Practice ethical standards, confidentiality, and professionalism when interacting with patients, coworkers and other medical professionals.
- Requirements:
  - Location: Willow Street Campus
  - Tuition: $7,922

**Medical Assistant**
- Prepare for professional certification as a medical assistant, employment, and further education.
- Prepare for a professional career as a Dental Assistant or with further education as an Expanded Function Dental Assistant (EFDA), Dental Hygienist, Dental Lab Technician, or Dentist.
- Experience the satisfaction of providing high quality patient care in a team-oriented modern dental office environment.
- Perform a wide variety of dental office duties with other dental professionals, including taking x-rays, mixing materials, passing instruments, sterilization and receptionist duties.
- Work alongside other dental professionals to ensure patients receive the highest quality dental care.
- Requirements:
  - Location: Willow Street Campus
  - Tuition: $7,887

**Expanded Function Dental Assistant**
- Advanced your career as a dental professional while meeting the future needs of dentistry. Program is designed in accordance with the PA State Board of Dentistry’s EFDA guidelines. Class includes 15 weeks of classroom/clinic instruction, followed by 15 weeks of clinical externship in a dental office.
- Prepare chair-side assistant duties in all phases of restorative, surgical, endodontic, prosthodontic, and periodontal treatment as provided in general dentistry.
- Place, contour, and finish amalgams and composite restorations.
- Place and remove matrices, wedges, rubber dams and apply bases and liners.
- Requirements:
  - Part-time: 30 weeks / 210 hours
  - Dates: Sep 9, 2014–Apr 21, 2015
  - Location: Willow Street Campus
  - Tuition: $3,395

**Dental Assistant**
- Prepare for professional certification as a Dental Assistant or with further education as a Dental Assistant or with further education as an Expanded Function Dental Assistant (EFDA), Dental Hygienist, Dental Lab Technician, or Dentist.
- Experience the satisfaction of providing high quality patient care in a team-oriented modern dental office environment.
- Perform a wide variety of dental office duties with other dental professionals, including taking x-rays, mixing materials, passing instruments, sterilization and receptionist duties.
- Work alongside other dental professionals to ensure patients receive the highest quality dental care.
- Requirements:
  - Location: Willow Street Campus
  - Tuition: $7,887

**Dental Laboratory Technician**
- Prepare for a professional career in the art and science of manufacturing corrective devices and replacements for natural teeth.
- Interact with dental professionals to develop the skills needed to use impressions, or molds to create crowns, bridges, dentures, and other dental appliances.
- Use a variety of high-tech materials, such as ceramics, plastics and metal alloys for fixed restorations (crowns and bridges).
- Learn to capture and recreate both the perfection of natural teeth and the imperfection of the patient’s teeth.
- Requirements:
  - Part-time: 12 months / 630 hours
  - Location: Willow Street Campus
  - Tuition: $525 + textbook

**Medical Terminology**
- Master the language of medicine by learning the words that make up medical terms.
- Learn terms related to each body system and abbreviations used in medical language.
- Requirements:
  - Short-term: 15 weeks / 90 hours
  - Dates: Sep 3–Dec 17, 2014
  - Location: Willow Street Campus
  - Tuition: $7,300 + textbooks and materials

**Financial Aid**
Financial Aid is available to those who qualify. Visit www.FAFSA.gov for more information.

Program offered as Adult Only

Visit www.FAFSA.gov for more information.

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<th>Financial Aid</th>
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<td><strong>Financial Aid</strong> is available to those who qualify. Visit <a href="http://www.FAFSA.gov">www.FAFSA.gov</a> for more information.</td>
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| Tuition: |
| $16,010 |

| Tuition: |
| $7,300 + textbooks and materials |

**TABLE OF CONTENTS**
Healthcare/Medical Technologies

Billing & Coding Specialist
- Develop knowledge and skills in diagnostic and procedural coding and insurance claims completion for a variety of health care insurance programs.
- Learn to code physician office services utilizing current coding references, coding rules and their proper application.
- Learn to code only what is documented as well as proper matching of diagnostic codes with procedure codes.
- Terminology, anatomy and physiology will be covered at an introductory level.
  **Short-term:** 15 weeks/90 hours
  **Dates:** Sep 4-Dec 18, 2014 Jan 6-Apr 16, 2015 May 12-Aug 20, 2015
  **Location:** Willow Street Campus
  **Tuition:** $525 + textbook

Phlebotomy
- Prerequisite: Medical Terminology
- Acquire skills to understand and perform phlebotomy procedures.
- Students learn necessary safety precautions, terminology, anatomy, physiology, venipuncture, collection procedures and infection control.
- Uniform required.
  **Short-term:** 15 weeks/90 hours
  **Mon/We/Th Session:** 6:30-9:30 PM
  **Dates:** Sep 3-Dec 12, 2014 Jan 7-Apr 27, 2015 May 11-Aug 24, 2015
  **Tue/Th/Session:** 6:30-9:30 PM
  **Dates:** Sep 4-Dec 18, 2014 Jan 6-Apr 16, 2015 May 12-Aug 20, 2015
  **Location:** Willow Street Campus
  **Tuition:** $525 + textbook

Nurse Aide Training
- Prerequisite: Medical Terminology
- Prepare for Pennsylvania Red Cross National Nurse Aide Assessment Program (NNAAP), as well as college health care related program education.
- Learn to provide high quality patient care in a long term care facility and private home setting.
- Perform a wide range of basic nursing, personal care and restorative care skills in a classroom & real world setting.
- Work with various healthcare team members in providing direct patient care.
  **Short-term:** 16 days/120 hours
  **Mon-Thu:** 8:00 AM-4:15 PM (Classroom) & 6:45 AM-2:45 PM (Clinical Exp.)
  **Location:** Willow Street Campus
  **Tuition:** $670
  Additional fees may apply to meet PA State requirements.

EKG Technician
- Prerequisite: Medical Terminology
- Learn terminology in electrocardiography, anatomy and physiology of the heart.
- Learn the medical and legal aspects, patient care, function of EKG equipment.
- Learn elements of basic EKG interpretation, and identification of abnormalities and deviations.
  **Short-term:** 15 weeks/90 hours
  **Dates:** Sep 4-Dec 18, 2014 Jan 6-Apr 16, 2015 May 12-Aug 20, 2015
  **Location:** Willow Street Campus
  **Tuition:** $525 + textbook & materials

Agriscience Center

Animal Production Science & Technology
- Prepare for a professional large animal science career, immediate employment, and further education.
- Explore the care, management, evaluation, treatment and marketing of agricultural production animals such as beef, dairy, swine, poultry, sheep, goats, and horses.
- Gain experience working with animals in a variety of farm settings.
- Interact with experts in the field through job shadowing, clinical experience, co-op opportunities, and FFA membership.
  **Day:** Aug 25, 2014-June 3, 2015
  **Location:** Willow Street Campus
  **Tuition:** $7,752

Veterinary Assistant
- Transform your love of animals into a rewarding career using nursing, surgical, and animal care skills.
- Gain experience caring for animals in a clinical setting.
- Practice customer service and professional ethics when interacting with patients, clients and coworkers.
- Actively participate in a live surgical clinic weekly as part of a professional veterinary team.
  **Full-time day:** Aug 25, 2014-June 3, 2015
  **Location:** Willow Street Campus
  **Tuition:** $8,470

Veterinary Assistant Specialized Associate Degree Program (AST)
- A Specialized Associate Degree represents the completion of a rigorous program that is recognized as providing advanced higher learning. Specialized Associate Degrees are accredited, as well as state recognized and approved.
- A Specialized Associate Degree may show employers that you have a more complete, well-rounded education with the ability and drive to advance in the chosen field.
  **Full-time day:** Aug 25, 2014-Dec 11, 2015
  **Location:** Willow Street Campus
  **Tuition:** $15,530

Information Technology

Computer Systems Technology
- Prepare for professional advanced certification programs, employment or further education.
- Build, upgrade, maintain and repair desktop and laptop computers.
- Design, install and troubleshoot computer network configurations.
- Perform custom work for individual, school and business clients.
  **Full-time day:** Aug 25, 2014-June 3, 2015
  **Location:** Brownstown Campus
  **Tuition:** $7,797

Office Software
- Design, install and troubleshoot computer hardware and software.
- Build, upgrade, maintain and repair desktop and network configurations.
- Learn computer operation and some common office software such as Windows, Excel and Word.
- Sharpen your skills and gain an edge in the office.
  **Short-term:** 8 weeks/24 hours
  **Dates:** Sep 25-Nov 13, 2014 Apr 9-May 28, 2015
  **Location:** Mount Joy Campus
  **Tuition:** $300 + textbook

Introduction to Computers & Office Software
- Learn to format numbers and text as well as insert, move data.
- Learn computer operation and some common office software such as Windows, Excel and Word.
- Design computer systems to meet the needs of a business.
- Learn computer operation and some common office software such as Windows, Excel and Word.
- Learn the basics of spreadsheets using MS Excel, including how to enter, edit, copy, delete, and move data.
  **Short-term:** 8 weeks/24 hours
  **Dates:** Jan 8-Feb 26, 2015
  **Location:** Mount Joy Campus
  **Tuition:** $300 + textbook

Introduction to MS Excel
- MS Excel is a powerful spreadsheet that is easy to use and allows you to store, manipulate, analyze, and visualize data.
- Learn to format numbers and text as well as insert, delete and sort columns and rows.
- Designed for students with little or no experience using MS Excel.
  **Short-term:** 8 weeks/24 hours
  **Dates:** Jan 8-Feb 26, 2015
  **Location:** Mount Joy Campus
  **Tuition:** $300 + textbook

Program offered as Adult Only
Consumer Services/Cosmetology

➤ Cosmetology

• Prepare for professional cosmetology licensure, immediate employment and further education.

• Interact with professional cosmetologists to develop the skills needed to prepare for state licensing exam and continuing education.

• Express individual creativity by providing a wide range of hair, nail and skin care experiences.

• Experience and manage professional full-service interactive salon environment.

➤ Nail Technician

Learn a wide array of skills including manicures, pedicures, acrylic nail application, nail art, nail health, makeup and esthetics.

➤ Introduction to Office Procedures

• This is an intermediate level course intended to add skills and move people closer to work readiness for administrative assistants, secretaries, data-entry clerks, and other clerk-type jobs.

• This course will concentrate on five areas of competencies and skills - essentials of office dress and etiquette, business communication by telephone and in person, problem resolution with customer and fellow workers, filing, and data entry.

➤ Esthetician

Learn all phases of skin care. Students will learn facial analysis, massage, and the application of skin care products. Prepares students for the State Board Exam, includes sanitary practices, professionalism, and Pennsylvania State Law.

_SHORT-TERM:_ 300 hours

DATES: Call for information on multiple course start dates.

LOCATION: Willow Street Campus or Mount Joy Campus

TUITION: $3,200 (Textbook & Kit included)

Completion of Esthetician Hours $8.00/hour + materials.

➤ Cosmetology Instructor

_SHORT-TERM:_ 500 hours

DATES: Call for information on multiple course start dates.

LOCATION: Willow Street Campus or Mount Joy Campus

TUITION: $4,500

Completion of Instructor Hours $9.00/hour + materials.

Thank you for choosing us

Lancaster County Career & Technology Center has an open admissions policy. We welcome all applicants who:

• Are 18 years of age or older and have the ability, in the judgment of LCCTC, to benefit from the educational program to be pursued.

• Satisfy the conditions for early admission to secondary school students.

Availability of training space is limited and enrollment is based on first to apply, first accepted, until maximum enrollment for the class is reached. If you need assistance in selecting your program, please call our Admissions Office at 717.735.3762.

As you are considering your choice of program, you are encouraged to seek out possible funding sources before you enroll. We participate in various federal, state and local financial aid programs that assist students in need who would be unable to pursue an education without financial aid. Listed below are the Financial Aid resources available to students who qualify. For more information about financial aid options and application instructions, call our Office of Financial Aid at 717.464.7059.

• Federal Pell Grant

• Federal Direct Stafford Loan Program

• -Subsidized Stafford Loan

• -Unsubsidized Stafford Loan

• Federal Direct PLUS Loan

• Veteran’s Education Assistance (1-888-442-4551)

• Lancaster County CareerLink

• -WIA/ITA (717.291.1231)

• -TRA/TAA (717.509.5613)

• -Locate your local CareerLink Office

• www.cwds.state.us.pa

• Office of Vocational Rehabilitation (1.800.762.6306)

• New Choices Career Development (717.393.1735 ext 235)

REGISTER EARLY!

All classes are subject to enrollment minimums or the class is canceled. By enrolling early, you are assured of a spot in the class and you help us know whether we have reached the enrollment minimum.

Admissions & Registration

All registration instructions and forms can be found on our website at: www.lcctc.org/go; by calling the Registrar’s Office at 717.464.7065; or by emailing the Registrar at mbrown@lcctc.org. You must complete and submit your registration form with a non-refundable fee, payable by check, money order, VISA, MasterCard, Discover or company purchase order. We cannot accept cash. Make your check payable to: Lancaster County CTC.

Mail completed forms with payment to:

Lancaster County Career & Technology Center / Adult Ed. Registrar, PO Box 527, Willow Street, PA 17584

Phone: 717.464.7065 Fax: 717.464.9518

You may register in person at the Willow Street campus. Please call ahead for available registration times.

Fees and Confirmation

➤ For Short-term Courses

Complete the registration form and mail it along with your non-refundable $15 registration fee to the address noted above. Registrations received within the minimum $15 registration fee will not be processed.

Tuition Charges and Payments

• Full course fees must be paid by the first day of training for classes costing less than $500.

• For classes costing $500 or more, one half of the tuition is required by the first day of training, with the balance due by the mid-point of the program.

• Material fees must be paid on the first day of class.

• Fees for textbooks or workbooks, if any, must be paid when the books are issued.

• If a uniform is required for class, it is the responsibility of the student to purchase it before the start of class.

• Students who do not pay required fees or the balance of their training program by the required due dates will be removed from the program.

Program offered as Adult Only
Financial aid and payment plans are available to students who do not pay the balance due on account have questions about your enrollment status, please call cancellation notice prior to the scheduled start date. If you maximum enrollment for the class is reached. Courses are subject to minimum enrollment requirements. Under-enrolled classes are subject to cancellation. CANCELLATIONS AND TUITION REFUNDS

Courses are subject to minimum enrollment requirements. Under-enrolled classes are subject to cancellation. Maximum class size varies with program content, and enrollment is based on first to apply, first enrolled until maximum enrollment for the class is reached. You will receive either a confirmation of enrollment or a cancellation notice prior to the scheduled start date. If you have questions about your enrollment status, please call the Registrar at 717.464.7065.

Refunds for Class Cancellation
If Lancaster County Career & Technology Center cancels a class, all students will be refunded 100% of all pre-paid tuition and fees. Students are not required to request that prepaid tuition and application fees be refunded (except CHRI and Child Abuse History Clearance.) Refunds of pre-paid tuition and fees occur automatically and are made within 30 days of the planned start date of the class.

Refunds for Students who Withdraw on or before the First Day of Class
If a student fails to commence class or withdraws from class on the first day of school, the school will retain no more than $100 of pre-paid tuition or fees. Students are not required to request that any prepaid tuition and fees in excess of the first $100 be refunded. Refunds of pre-paid tuition and fees in excess of $100 occur automatically and are made within 30 days of the planned start date of the class.

School Fee Refund Schedule
Students withdrawing from their program are eligible for partial tuition refunds, according to this schedule:

• Withdrawal during the first seven (7) calendar days of the term – 75%
• Withdrawal after the first seven (7) calendar days, but within the first 25% of the term – 55%
• Withdrawal after 25% but within 50% of the term – 30%
• Withdrawal after 50% of the term – no refund

Refunds will be made on tuition charges for each Payment Period once a student is determined to be withdrawn from training from the Lancaster County Career & Technology Center. Tuition refunds will be calculated using the student’s actual last day of attendance. Refunds of pre-paid tuition shall be made within 30 days of the student’s last day of attendance. There are no refunds for textbooks, workbooks or materials.

Accreditation: The Lancaster County Career & Technology Center is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Rd., Building 300, Suite 325, Atlanta, Georgia, 30350. Telephone: 1.800.917.2081.

Nondiscrimination Policies: Lancaster County Career & Technology Center is an equal opportunity education institution and will not discriminate in employment, education programs, or activities on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age or disability. This policy of nondiscrimination extends to all other legally protected classifications under state and federal laws.

For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584-0527. Telephone: 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Director of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, PO Box 527, Willow Street, PA 17584. Telephone: 717-208-3124.

The Lancaster County Career & Technology Center adheres to the U.S. Department of Education regulations (34 CFR 668.18) regarding readmission of service members returning to a training program that was interrupted due to a service obligation. Students will be readmitted into their program with the same academic status previously held and with the same number of credit hours or clock hours previously completed. This policy applies to all postsecondary students, degree-seeking and non-degree.

Graduation Rates and Other Program Information: For more information about our graduation rates, the median debt of students who completed the program and other important program information, please visit our website at www.lcctc.org/go.