



**LANCASTER COUNTY**  
**CAREER & TECHNOLOGY CENTER**

# **Lancaster County Career & Technology Center Program Guide**

**including**

**Program Information Sheets**

**&**

**Skill Alignment Charts**

**2020-2021**

An electronic copy of this document can be found on the Lancaster County Career & Technology website at:  
<https://lancasterctc.edu/high-school/how-to-apply/>

## Introduction

The purpose of this document is to provide guidance to school counselors, parents, and students with information regarding the programs offered at the Lancaster County Career & Technology Center (LCCTC).

The LCCTC, Lancaster County school districts, and the IU13 are dedicated to providing education and training to prepare students for college and career success. We encourage you to use this Program Guide to explore the many options available to students at the LCCTC campuses. Included are recommended courses of study, certification options, financial obligations, and specific skill information for each program. Take the time to review the information and select a path that will fulfill your personal goals for education and or work.

The Lancaster County Career & Technology Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Career and technical education program offerings include: healthcare; public safety; consumer services; transportation, construction, advanced manufacturing, visual communications; and culinary arts. Admission criteria is available can be found on the Lancaster County Career & Technology Center website. Inquiries may be directed to the Supervisor of Student Services and Title IX Coordinator or the Section 504 Coordinator at 1730 Hans Herr Drive, Willow Street, PA 17584 or 717-464-7050.

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 Supervisor 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: 717-464-7050 x3124

## **Lancaster County Career & Technology Center Staff**

Administrative Director	Dr. Stuart Savin
Assistant Executive Director	B. Keith Yohn
Supervisor of Student Services	Darla Gettle
Supervisor of Curriculum	Mike Moeller
Special Needs Counselor	Carolyn Daneker
Special Needs Counselor	Greg Dietz
Student Services Projects Facilitator	Grace Walters

### **Brownstown Campus**

Principal	James Brunken
Assistant Principal	David Warren
Campus Counselor	Ben Stiles

### **Mount Joy Campus**

Principal	David Smith
Assistant Principal	Thomas Wolfe
Campus Counselor	Leslie Schlosser

### **Willow Street Campus**

Principal	Michael DelPriore
Assistant Principal	Andra Groller
Campus Counselor	Lynette Thomas

Lancaster-Lebanon Intermediate Unit 13 Staff for the  
**Lancaster County Career & Technology Center**

**Gina Guatta**, Supervisor of Special Education  
**Nicole Stello-Smith**, Program Assistant

**Kelly Beears**, Special Education Consultant (Brownstown & Mount Joy)  
**Heather Van Aulen**, Special Education Consultant (Willow Street)

**Titina Brown**, School Psychologist (Willow Street)  
**Carol Reina**, School Psychologist (Mount Joy)  
**Erin Schoiack**, School Psychologist (Brownstown)

**Amy Roth**, Social Worker (Brownstown & Willow Street)  
**Megan Strohman**, Social Worker (Mount Joy & Brownstown)

	<b>Itinerant Learning Support Teachers</b>	<b>Paraeducators</b>
<b>Brownstown Campus</b>	Jonathan Stillman Katharine Weiler Travis Whiteside Cara Sawyer	Darlene Lapp Keith Vreeland Corrine Wenger
<b>Mount Joy Campus</b>	Lesa Brooks Christopher Kauffman Wendy Mowery James Tallent	Kimberly Fasnacht Keith Marcus Mary Stadden
<b>Willow Street Campus</b>	Addy Dangler Karen Purdin Yaritza Rodriguez Rebecca Swiatek Megan Martin	Lois Geyer Patrick Parmer Linda Kincade

Email Contact information for all staff named above:  
**firstname\_lastname@iu13.org**

**For general program related questions please call (717) 606-1867**

## Full-Day Program Offerings

Brownstown Campus	Mount Joy Campus	Willow Street Campus
<p><b><u>Advanced Manufacturing Center</u></b> Cabinetmaking &amp; Wood Technology 48.0703</p> <p><b><u>Construction Technologies Center</u></b> Architectural CAD/ Design 15.1303</p> <p>Electrical Construction Technology 46.0399</p> <p>Heavy Equipment Operations &amp; Basic Maintenance 49.0202</p> <p>HVAC/R 47.0201</p> <p>Painting &amp; Interior Finishes 46.0408</p> <p>Plumbing 46.0503</p> <p><b><u>Information Technology Center</u></b> Computer Systems Technology 15.1202</p> <p><b><u>Visual Communications Center</u></b> Commercial Art 50.0402</p> <p>Digital Design/Print Media 10.0399</p> <p>Photography &amp; Digital Imaging 50.0406</p> <p>Interactive Media &amp; Web Design 11.0801</p>	<p><b><u>Advanced Manufacturing Center</u></b> Electro-Mechanical Engineering Technology 15.0403</p> <p>Precision Machining &amp; Computer-Aided Manufacturing 48.0599</p> <p>Metals Fabrication 48.0506</p> <p>Welding Technology 48.0508</p> <p><b><u>Construction Technologies Center</u></b> Commercial Construction/Management 46.0201</p> <p>Residential Carpentry 46.0201</p> <p><b><u>Consumer Services Center</u></b> Early Childhood Education 19.0708</p> <p><b><u>Culinary Arts Center</u></b> Baking &amp; Pastry Arts 12.0501</p> <p>Culinary Arts/Chef 12.0508</p> <p>Event Planning &amp; Tourism Services Management 52.1905</p> <p><b><u>Protective Services Center</u></b> Protective Services Academy 43.9999</p>	<p><b><u>Agriscience Center</u></b> Animal Production Science &amp; Technology 01.0901</p> <p>Veterinary Assistant 51.0808</p> <p><b><u>Health Care Center</u></b> Patient Care Technician 51.0899</p> <p>Dental Assistant 51.0601</p> <p>Medical Administrative Assistant 51.0707</p> <p>Medical Assistant 51.0801</p> <p>Nursing Assistant/Home Health Aide 51.0899</p> <p>Sports Medicine/Rehabilitation Technician 51.2604</p> <p><b><u>Transportation Technologies Center</u></b> Automotive Technology 47.0604</p> <p>Collision Repair 47.0603</p> <p>Diesel Equipment Technology 47.0613</p> <p>RV &amp; Outdoor Power Equipment 47.0699</p>

## Half-Day Program Offerings

Mount Joy Campus	Willow Street Campus
<p><b>Part Day Program</b></p> <p>Advanced Health Careers (PM session only) 51.0899</p>	<p><b>Part Day Program</b></p> <p>Advanced Health Careers (AM session only) 51.0899</p>

## Half-Day Introductory Program Offerings

<b>Brownstown Campus</b>	<b>Mount Joy Campus</b>	<b>Willow Street Campus</b>
Introduction to Construction Careers 46.0201	Introduction to Construction Careers 46.0201	Introduction to Construction Careers 46.0201
Introduction to Culinary Arts Careers 12.0508	Introduction to Culinary Arts Careers 12.0508	Introduction to Culinary Arts Careers 12.0508
Introduction to Health Careers (AM & PM) 51.0899	Introduction to Health Careers (AM session only) 51.0899	Introduction to Health Careers (PM session only) 51.0899
Introduction to Manufacturing Careers 48.0508	Introduction to Manufacturing Careers 48.0508	Introduction to Manufacturing Careers 48.0508
Introduction to Transportation Careers 47.0604	Introduction to Transportation Careers 47.0604	Introduction to Transportation Careers 47.0604
Introduction to Visual Communications Careers 10.0399	Introduction to Visual Communications Careers 10.0399	Introduction to Visual Communications Careers 10.0399

## **Checklist for Students Considering Lancaster County Career & Technology Center Programs**

The student, parent/guardian, and school counselor should investigate each program being considered to evaluate the student's ability to complete the course requirements. Review skill alignment charts found in this guide for more detailed information about each program.

Prior to submitting a CTC application, a student should:

- Attend the CTC presentation at student's high school
- Meet with high school counselor to discuss program options and results of aptitude, ability, and interest inventories.
- Review the Skill Alignment Chart(s) in this document
- Attend CTC tour(s) offered through the student's high school counseling office
- Attend CTC Open House
- Request an individual visit to programs of interest through the student's high school counseling office

## **Special Education Student Assessment for Transition Planning and for Career Placement**

Assessment produces the information needed by the teams to make planning and placement decisions concerning transition-aged students with disabilities. It is an individualized, on-going process that identifies the needs of the student and helps a student and his/her family to decide what they want the student to do after leaving school. Assessment information is used to write goals and objectives based on student needs. These become incremental steps toward achieving post-high school outcomes. Outcomes include employment, post-secondary education or training, and/or community involvement including; residential, recreation, and leisure. Assessment for transition planning is a continuing process beginning at age 14 when a course of study must be chosen for the student with disabilities. The success of the assessment process depends upon the active involvement of the students and their families.

If a student is interested in enrolling in a career & technical program, a vocational-technical assessment needs to be conducted. Such assessments may include having the student try out several career programs for a period of time to determine which program is appropriate.

## LANCASTER COUNTY CTC - SELECTION PROCESS

1. The CTC Staff date stamps all applications that are received by January 24, 2020. If programs are oversubscribed a selection process will be used to determine which students will be selected for the program (see selection criteria below). All late applicants will be put on a waiting list or they may make an alternate choice.
2. Students and sending school counselors will be advised of the selection decisions the week of March 9, 2020.

**2020-2021 Application-** The Lancaster County CTC application is to be completed online. To access the application please go to <https://lancasterctc.edu/>



# Lancaster County Career & Technology Center

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BT – Brownstown    MJ – Mount Joy    WS - Willow Street    PSTC – Lancaster County Public Safety Training Center

**\*NOTE: All programs are full-day unless indicated \*Half-Day.**

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BT – Brownstown    MJ – Mount Joy    WS - Willow Street    PSTC – Lancaster County Public Safety TrainingCenter

<b>*Career Pathways</b>	
OJT- On the Job Training	PS- Post Secondary
BD- Bachelor's Degree	WK EXP- Work Experience
AD- Associate Degree	PhD- Doctor of Philosophy

**\*NOTE: All programs are full-day unless indicated \*Half-Day.**

**Program Information for:**

**\*Advanced Health Careers – CIP Code 51.0899 (MJ/WS)**

The following information is extremely important for you to know about this program.

- Shadow health care professionals in a variety of clinical settings to observe patient care.
- Practice ethical standards, confidentiality, leadership, and professionalism when interacting with patients, clients, and coworkers.
- Develop student interest in a health care profession by using college level curriculum

<p align="center"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Orientation</li> <li>• Health Care Safety</li> <li>• 24 Hour Clock</li> <li>• Trends of Health Care</li> <li>• Health Care Team</li> <li>• Health Care Economics</li> <li>• Ethics and Legal Aspects of Health Care</li> <li>• Communication</li> <li>• Exploring Death</li> <li>• Introduction to Medical Terminology</li> <li>• Client Assessment</li> <li>• Clinical Observation/Career Experience</li> </ul>	<p align="center"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)  <b><u>Uniforms:</u></b> \$110 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul> <p><b><u>Clearances:</u></b></p> <ul style="list-style-type: none"> <li>• TB test 1-2 step depending on clinical site requirement, Record of Immunizations- <b>Cost Varies</b></li> <li>• Criminal Background (depending on campus)- <b>\$10</b></li> <li>• Child Abuse History (depending on history)-<b>\$22</b>                      During school year: Basic Life Support for Healthcare Providers- <b>Cost Varies</b></li> </ul>														
<p align="center"><b><u>Career Pathways</u></b></p> <table border="0"> <tr> <td>Health Technologists &amp; Technician</td> <td>OJT</td> </tr> <tr> <td>Healthcare Practitioners &amp; Technical Workers</td> <td>BD</td> </tr> <tr> <td>Home Health Aides</td> <td>OJT</td> </tr> <tr> <td>Nursing Assistant</td> <td>PS</td> </tr> <tr> <td>Phlebotomists</td> <td>PS</td> </tr> <tr> <td>Healthcare Support Workers</td> <td>OJT</td> </tr> <tr> <td>Personal Care Aides</td> <td>OJT</td> </tr> </table> <p><small>*Career Pathways                      OJT- On the Job Training      PS- Post Secondary                      BD- Bachelor's Degree      WK EXP- Work Experience                      AD- Associate Degree      PhD- Doctor of Philosophy</small></p>	Health Technologists & Technician	OJT	Healthcare Practitioners & Technical Workers	BD	Home Health Aides	OJT	Nursing Assistant	PS	Phlebotomists	PS	Healthcare Support Workers	OJT	Personal Care Aides	OJT	<p align="center"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• American Heart Association- BLS Healthcare Provider (<u>no accommodations</u>)</li> <li>• National Safety Council- Bloodborne &amp; Airborne Pathogens (<u>no accommodations</u>)</li> </ul> <p align="center"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• BLS Healthcare Provider- <b>\$8</b></li> <li>• National Safety Council- Bloodborne &amp; Airborne Pathogens- <b>No Cost</b></li> </ul>
Health Technologists & Technician	OJT														
Healthcare Practitioners & Technical Workers	BD														
Home Health Aides	OJT														
Nursing Assistant	PS														
Phlebotomists	PS														
Healthcare Support Workers	OJT														
Personal Care Aides	OJT														

**Skill Alignment Chart for:**  
**\*Advanced Health Careers– CIP Code 51.0899**  
**Mount Joy/Willow Street Campus Half-Day Program**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Reading &amp; writing at college level</li> <li>• Reliable transportation</li> <li>• TB test (1-2 step depending on clinical site) and Proof of immunization</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• College</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> grade or above</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 1-2 hours a day except clinical days</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 2-3 hours daily</li> </ul>
<b>Tasks Per Week</b>	<ul style="list-style-type: none"> <li>• Approximately 9 tasks a year</li> <li>• Journal every day while on clinical (full-page) w/ 2 drug/disease cards every day nonclinical</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 1 test every 3 days</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with a team to complete projects</li> <li>• Attention to detail extremely important</li> <li>• Basic computer &amp; keyboarding skills</li> <li>• Demonstrate initiative, responsibility, and critical thinking skills</li> <li>• Excellent oral and written communication skills</li> <li>• Excellent spelling</li> <li>• Good attendance</li> <li>• Good memorization skills</li> <li>• Good time management skills to meet deadlines</li> <li>• Spelling &amp; note taking skills</li> <li>• Transportation for clinical (students must provide own transportation)</li> <li>• Willingness to study outside of class</li> </ul>

**Program Information for:  
Animal Production Science & Technology – CIP Code 01.0901  
(WS)**

The following information is extremely important for you to know about this program.

- Explore the care, management, evaluation, treatment and marketing of agricultural production animals such as beef, dairy, swine, poultry, sheep, goats, and horses.
- Experience the passion of 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.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• LCCTC Orientation &amp; Safety</li> <li>• Orientation to Careers &amp; Practices in Animal Science</li> <li>• Animal Safety and Handling</li> <li>• Animal Husbandry Skills</li> <li>• Health Management</li> <li>• Principles of Animal Nutrition</li> <li>• Animal Reproduction</li> <li>• Dairy</li> <li>• Equine</li> <li>• Swine</li> <li>• Beef</li> <li>• Poultry</li> <li>• Sheep and Goats</li> <li>• Agriculture Business Management</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b>Textbooks:</b> (Provided to Students)  <b>Tools/Materials:</b> \$50-\$60 approx.  <b>Uniforms:</b> \$50-\$100 approx.</p> <ul style="list-style-type: none"> <li>• 3-5 Shirts</li> <li>• 3-5 Pants</li> <li>• 2 Sweatshirts</li> <li>• 1-2 Coveralls</li> </ul>												
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Agricultural Production/Farmer/Herd Manager</td> <td style="width: 30%;">WK EXP</td> </tr> <tr> <td>Artificial Insemination Technician</td> <td>WK EXP</td> </tr> <tr> <td>Animal Scientists</td> <td>PhD</td> </tr> <tr> <td>Veterinarians</td> <td>PROF</td> </tr> <tr> <td>Farm/ Fish/ Forestry Worker</td> <td>WK EXP</td> </tr> <tr> <td>Veterinary Technologists</td> <td>AD</td> </tr> </table> <p style="font-size: small;">*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</p>	Agricultural Production/Farmer/Herd Manager	WK EXP	Artificial Insemination Technician	WK EXP	Animal Scientists	PhD	Veterinarians	PROF	Farm/ Fish/ Forestry Worker	WK EXP	Veterinary Technologists	AD	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• FFA Membership</li> <li>• Articulation Agreements with Post-Secondary Programs</li> <li>• NTHS, SkillsUSA, Co-op, Job Shadows</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• Certified Poultry Technician Certification,</li> <li>• Transportation Quality Assurance Certification,</li> <li>• Beef Quality Assurance Certification,</li> <li>• Pork Quality Assurance Plus Certification,</li> <li>• Artificial Insemination,</li> <li>• FEMA Animals in Disasters: Awareness and Preparedness, FEMA Animals in Disasters: Community Planning, FEMA Livestock in Disasters</li> <li>• OSHA- Agriculture</li> <li>• Masters of Beef Advocacy</li> </ul>
Agricultural Production/Farmer/Herd Manager	WK EXP												
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Veterinary Technologists	AD												

**Skill Alignment Chart for:  
Animal Production Science & Technology – CIP Code 01.0901  
Willow Street Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Lift heavy objects/animals</li> <li>• Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations</li> <li>• Prolonged standing, bending, &amp; stooping</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 12<sup>th</sup>-College level</li> <li>• Grade appropriate English, spelling, grammar</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic math</li> <li>• Conversions (metric system)</li> <li>• Fractions, decimals, percentages, &amp; ratios</li> <li>• Medical math (drug calculations)</li> <li>• Weight</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 3-4 hours daily plus labs</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 30 min. to 1 hour daily</li> </ul>
<b>Tasks Per Week</b>	<ul style="list-style-type: none"> <li>• Approximately 40-50 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 2-3 tests/quizzes per week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Ability to work with a team to complete projects – very important</li> <li>• Attention to detail extremely important</li> <li>• Excellent communication and critical thinking skills</li> <li>• Excellent hygiene</li> <li>• Good Attendance</li> <li>• Keyboarding skills</li> <li>• Love of animals</li> <li>• Spanish speaking is a plus</li> <li>• Transportation needed for API/Co-op/Job Shadowing</li> <li>• Willingness to try new things &amp; step out of comfort zone</li> </ul>

**Program Information for:  
Architectural CAD/Design – CIP Code 15.1303 (BT)**

The following information is extremely important for you to know about this program.

- 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.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• AutoCAD Software</li> <li>• The World of Architecture</li> <li>• Basic Home Design</li> <li>• Designing for Health and Safety</li> <li>• Primary Considerations</li> <li>• The Floor Plan</li> <li>• Sleeping Areas</li> <li>• Living Area</li> <li>• Service Area</li> <li>• Plot Plans</li> <li>• Footings, Foundations, and Concrete</li> <li>• The Foundation Plan</li> <li>• Sill and Floor Construction</li> <li>• Wall and Ceiling Construction</li> <li>• Doors and Windows</li> <li>• Stairs</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> Additional information in new student letter.</p> <p><b><u>Uniforms:</u></b> \$45 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>														
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Architectural Drafter</td><td style="text-align: right;">AD</td></tr> <tr><td>Architectural Illustrator</td><td style="text-align: right;">AD</td></tr> <tr><td>CAD Drafter</td><td style="text-align: right;">AD</td></tr> <tr><td>Entry Level Drafter</td><td style="text-align: right;">AD</td></tr> <tr><td>Structural Drafter</td><td style="text-align: right;">AD</td></tr> <tr><td>Architectural Illustrator</td><td style="text-align: right;">AD</td></tr> <tr><td>Architecture &amp; Civic Drafter</td><td style="text-align: right;">AD</td></tr> </table> <p><small>*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</small></p>	Architectural Drafter	AD	Architectural Illustrator	AD	CAD Drafter	AD	Entry Level Drafter	AD	Structural Drafter	AD	Architectural Illustrator	AD	Architecture & Civic Drafter	AD	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• American Design Drafting Association- Certified Drafter</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• International Residential Code 2009- <b>\$25</b></li> <li>• American Design Drafting (optional)- <b>\$155 approx.</b></li> <li>• OSHA- <b>\$25</b></li> </ul>
Architectural Drafter	AD														
Architectural Illustrator	AD														
CAD Drafter	AD														
Entry Level Drafter	AD														
Structural Drafter	AD														
Architectural Illustrator	AD														
Architecture & Civic Drafter	AD														

**Skill Alignment Chart for:  
Architectural CAD/Design – CIP Code 15.1303  
Brownstown Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Depth perception</li> <li>• Excellent self-discipline to focus for long periods of time</li> <li>• Stamina (ability to focus at work station for long periods of time)</li> <li>• Visual acuity</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• Technical Reading &amp; Memorization</li> <li>• Technical Writing</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Fractions, decimals, and basic math, ratios, percent's</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 1-2 hours each morning</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 1-3 chapters per month</li> <li>• 1 vocabulary list every other week</li> </ul>
<b>Tasks Per Week</b>	<ul style="list-style-type: none"> <li>• 35 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 1 quiz every other week</li> <li>• 1 test per week (average)</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to visualize</li> <li>• Able to work with small groups of people</li> <li>• Computer skills/keyboarding</li> <li>• Excellent problem solving skills</li> </ul>



## ***Program Information for:***

### **Automotive Technology – CIP Code 47.0604 (WS)**

The following information is extremely important for you to know about this program.

- Work side by side with experienced Automotive Technicians.
- Experience the thrill of diagnosing today's vehicle's complex computer programs and mechanical systems.
- Develop the skills needed to become a part of the Automotive Technology Team.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Tools/Fasteners</li> <li>• Certifications</li> <li>• Suspension and Steering</li> <li>• Brakes</li> <li>• Electrical/Electronic Systems</li> <li>• Engine Performance</li> <li>• Engine Repair</li> <li>• Automatic Transmission and Transaxle</li> <li>• Manual Drive Train and Axles</li> <li>• Heating and Air Conditioning</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b></p> <ul style="list-style-type: none"> <li>• Driver's license highly recommended.</li> <li>• Toolbox - <b>\$170</b></li> <li>• Additional information in new student letter.</li> </ul> <p><b><u>Uniforms:</u></b> <b>\$58</b> approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> <li>• Work boots - <b>\$65</b></li> </ul>				
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Entry Level Drivability Technician</td> <td style="width: 20%; text-align: right;">OJT</td> </tr> <tr> <td>Automotive Inspection Technician/ Mechanic</td> <td style="text-align: right;">OJT</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</p>	Entry Level Drivability Technician	OJT	Automotive Inspection Technician/ Mechanic	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• PA Dept. of Trans- Certified Emissions Inspector</li> <li>• Certified Safety Inspector Category I</li> <li>• Co-op, API, SkillsUSA</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• PA Safety Inspection License- <b>\$8</b></li> <li>• PA Emissions Inspection License- <b>\$55</b></li> <li>• 609 A/C Certification - <b>\$20</b></li> <li>• Additional Industry Certifications- <b>Cost Varies</b></li> </ul>
Entry Level Drivability Technician	OJT				
Automotive Inspection Technician/ Mechanic	OJT				

**Skill Alignment Chart for:  
Automotive Technology – CIP Code 47.0604  
Willow Street Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• A focus on safety around moving equipment, hand tools, power tools and other equipment found in the industry</li> <li>• Ability to diagnose the source of a problem quickly and accurately</li> <li>• Ability to work in tight spaces</li> <li>• Ability to work independently, read and follow directions</li> <li>• Good eye/hand coordination</li> <li>• Stamina to stand for long periods of time</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• College level</li> <li>• Good oral and written communication skills</li> <li>• Good technical reading skills</li> <li>• Public speaking</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic math</li> <li>• Fractions, decimals, &amp; percent's</li> <li>• Measures-metric system/standard</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• ½ to 1 ½ hours daily</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 1-3 chapters a week (more at beginning)</li> </ul>
<b>Tasks Per Week</b>	<ul style="list-style-type: none"> <li>• 35 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• Shop and written tests at end of every unit</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with a team to complete projects</li> <li>• Background knowledge of electricity</li> <li>• Basic computer skills</li> <li>• Drivers education</li> <li>• Transportation needed for employment success</li> </ul>

**Program Information for:  
Baking & Pastry Arts – CIP Code 12.0501 (MJ)**

The following information is extremely important for you to know about this program.

- 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.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Professionalism the Hospitality Industry &amp; ServSafe</li> <li>• Tools &amp; Equipment</li> <li>• Principles of Baking</li> <li>• Bakeshop ingredients</li> <li>• Mise en Place &amp; Culinary Math</li> <li>• Quick Breads &amp; Yeast Breads</li> <li>• Artisan and Yeast Breads</li> <li>• Enriched &amp; Laminated Doughs</li> <li>• Cookies &amp; Brownies</li> <li>• Pies &amp; Tarts</li> <li>• Pastry Elements &amp; Petit Fours</li> <li>• Cakes, Icings &amp; Tortes</li> <li>• Custards, Creams and Sauces</li> <li>• Ice Cream and Frozen Desserts</li> <li>• Healthful &amp; Special Needs Baking/Nutrition</li> <li>• Restaurant &amp; Plated Desserts</li> <li>• Chocolate and Decorative Work</li> <li>• Purchasing, Ordering &amp; Planning</li> <li>• Career Education &amp; Work</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbook /Certification:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> Additional Information in the New Student Letter.</p> <p><b><u>Uniforms:</u> \$164</b> approx. (total package includes shoes)</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>												
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Baker</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Baker's Helper</td> <td style="text-align: right;">WK EXP</td> </tr> <tr> <td>Bakery Manager</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Cake Designer/Decorator</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Pastry Chef</td> <td style="text-align: right;">WK EXP</td> </tr> <tr> <td>Pastry Cook</td> <td style="text-align: right;">WK EXP</td> </tr> </table> <p><small>*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree    WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</small></p>	Baker	OJT	Baker's Helper	WK EXP	Bakery Manager	OJT	Cake Designer/Decorator	OJT	Pastry Chef	WK EXP	Pastry Cook	WK EXP	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• ServSafe Certification</li> <li>• American Culinary Federation Certificate- Pastry</li> <li>• Food Protection Manager</li> <li>• Certified Fundamentals Pastry Cook</li> </ul>
Baker	OJT												
Baker's Helper	WK EXP												
Bakery Manager	OJT												
Cake Designer/Decorator	OJT												
Pastry Chef	WK EXP												
Pastry Cook	WK EXP												

**Skill Alignment Chart for:  
Baking & Pastry Arts – CIP Code 12.0501  
Mount Joy Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• A focus on safety around kitchen equipment, knives, and other tools and equipment found in the industry</li> <li>• Ability to tolerate heat</li> <li>• Ability to work in a fast-paced environment</li> <li>• Good personal hygiene</li> <li>• Stand for long periods of time</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> grade</li> <li>• Good oral communication skills</li> <li>• Reading comprehension – Recipes</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Decimals</li> <li>• Fractions</li> <li>• Percentages</li> <li>• Ratio and Proportion</li> <li>• Weights/measures</li> <li>• Word Problems/Metric</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 7 hours/week</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 1 chapter per week with homework assignment-both math &amp; baking</li> <li>• Daily during ServSafe</li> </ul>
<b>Tasks Per Week</b>	<ul style="list-style-type: none"> <li>• Varies</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 1 per week both math and baking</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with a team to complete projects</li> <li>• Attention to detail</li> <li>• Creativity</li> <li>• Excellent eye/hand coordination and fine motor skills</li> </ul>

**Program Information for:  
Cabinetmaking & Wood Technology – CIP Code 48.0703 (BT)**

The following information is extremely important for you to know about this program.

- Manufacture custom furniture, cabinetry and millwork
- Operate state-of-the-art industrial machinery, computer controlled equipment, hand and power tools
- Earn valuable industry certifications in safety, tools, and equipment operations

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate Knowledge of Lumber &amp; Cabinetmaking Materials</li> <li>• Read Blueprints</li> <li>• Demonstrate the Proper Use of Hand Tools</li> <li>• Perform Safe Sharpening Procedures</li> <li>• Demonstrate Knowledge of Safety Rules for Stationary Power Equipment</li> <li>• Demonstrate Proper Use of Stationary Power Equipment</li> <li>• Demonstrate Portable Power Tool Safety</li> <li>• Demonstrate Machining and Related Operations</li> <li>• Demonstrate Procedures for Cutting and Shaping Wood Components</li> <li>• Apply Various Glues and Adhesives</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)  <b><u>Tools/Materials:</u></b> \$100 approx.  <b><u>Uniforms:</u></b> \$80 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>										
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Cabinetmaker and Installer</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> <tr> <td style="padding: 2px;">Woodworking Machinery Operator</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> <tr> <td style="padding: 2px;">Furniture Maker/Refinisher</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> <tr> <td style="padding: 2px;">Millworker</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> <tr> <td style="padding: 2px;">Kitchen Installer</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</p>	Cabinetmaker and Installer	OJT	Woodworking Machinery Operator	OJT	Furniture Maker/Refinisher	OJT	Millworker	OJT	Kitchen Installer	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• National Center for Construction Ed. &amp; Research Core Certification</li> <li>• Woodwork Manufacturing Skill Standards</li> </ul> <p style="text-align: center; margin-top: 10px;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• ABC Registration- <b>\$25</b></li> <li>• OSHA- <b>\$25</b></li> </ul>
Cabinetmaker and Installer	OJT										
Woodworking Machinery Operator	OJT										
Furniture Maker/Refinisher	OJT										
Millworker	OJT										
Kitchen Installer	OJT										

**Skill Alignment Chart for:  
Cabinetmaking & Wood Technology – CIP Code 48.0703  
Brownstown Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Physical strength and stamina</li> <li>• Ability to lift 50 lbs. overhead</li> <li>• Ability to work independently</li> <li>• Working in enclosed spaces</li> <li>• Good eye/hand coordination</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 10-11th grade level</li> <li>• Follow oral and written instructions</li> <li>• Technical reading</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Ability to measure to the 32nd of an inch</li> <li>• Ability to visualize in 3 dimensions</li> <li>• Fractions, decimals and conversion of decimals and fractions</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 30-45 minutes per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Minimal</li> </ul>
<b>Tasks Per Week</b>	<ul style="list-style-type: none"> <li>• 25+ tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 3 Major tests/marketing period</li> <li>• NOCTI Assessment</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Driver's license strongly recommended</li> <li>• Able to problem solve</li> <li>• Teamwork</li> </ul>

**Program Information for:  
Collision Repair – CIP Code 47.0603 (WS)**

The following information is extremely important for you to know about this program.

- 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 a pre-accident condition.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Vehicle Design and Construction</li> <li>• Panel Placement and Alignment</li> <li>• Trim and Hardware</li> <li>• Metal Finishing</li> <li>• Body Fillers</li> <li>• Glass and Hardware</li> <li>• Structural Component Repair and Damage Analysis</li> <li>• Structural Components</li> <li>• Corrosion Protection</li> <li>• Welding and Cutting</li> <li>• Cutting Processes</li> <li>• Surface Preparation, Refinishing, and Equipment</li> <li>• Automotive Finishes</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b>Textbooks:</b> (Provided to Students)  <b>Tools/Materials:</b> \$50 approx.  <b>Uniforms:</b> \$60 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>																
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Automotive Parts Salesperson</td><td style="text-align: right;">OJT</td></tr> <tr><td>Body Shop Supplies Salesperson</td><td style="text-align: right;">OJT</td></tr> <tr><td>Collision Technician</td><td style="text-align: right;">OJT</td></tr> <tr><td>Custom Accessories Installer</td><td style="text-align: right;">OJT</td></tr> <tr><td>Estimator</td><td style="text-align: right;">OJT</td></tr> <tr><td>Glass Installer</td><td style="text-align: right;">OJT</td></tr> <tr><td>Reconditioner</td><td style="text-align: right;">OJT</td></tr> <tr><td>Refinishing</td><td style="text-align: right;">OJT</td></tr> </table> <p style="font-size: small;">*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</p>	Automotive Parts Salesperson	OJT	Body Shop Supplies Salesperson	OJT	Collision Technician	OJT	Custom Accessories Installer	OJT	Estimator	OJT	Glass Installer	OJT	Reconditioner	OJT	Refinishing	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• EPA- Spray Gun Certification</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• SP/2 Safety</li> </ul>
Automotive Parts Salesperson	OJT																
Body Shop Supplies Salesperson	OJT																
Collision Technician	OJT																
Custom Accessories Installer	OJT																
Estimator	OJT																
Glass Installer	OJT																
Reconditioner	OJT																
Refinishing	OJT																

**Skill Alignment Chart for:  
Collision Repair – CIP Code 47.0603  
Willow Street Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• A focus on safety around moving equipment, hand tools &amp; power tools</li> <li>• Ability to work independently, read and follow directions</li> <li>• Ability to work with strong smelling chemicals in dusty environment</li> <li>• Any type of respiratory condition would be a concern</li> <li>• Good eye/hand coordination</li> <li>• Stamina to stand for long periods of time</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 12th Grade Level</li> <li>• Good oral and written communication skills</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic Algebra</li> <li>• Converting: fractions, decimals, ratios &amp; percent's</li> <li>• Linear measurement, working with a ruler</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 1 hour daily</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 1-2 chapters per week 1 hour an evening</li> </ul>
<b>Tasks Per Week</b>	<ul style="list-style-type: none"> <li>• 50 tasks during the first 12 weeks of school</li> <li>• Rest of year live work</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 1 test per week</li> <li>• Quizzes periodically</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work independently and with a small group</li> <li>• Excellent hand/eye coordination and attention to detail</li> <li>• First aid</li> <li>• Good writing skills</li> <li>• Understanding basic electricity</li> </ul>



**Program Information for:  
Commercial Art – CIP Code 50.0402 (BT)**

The following information is extremely important for you to know about this program.

- Work directly with Advertising and Design Professionals.
- Experience the same hardware/software as professional illustrators, graphic designers, and art directors.
- Create high-impact art using traditional drawing tools and professional applications for advertising and marketing materials.

<u>Curriculum Outline</u>	<u>Program Costs</u>																												
<ul style="list-style-type: none"> <li>• Drawing and Illustration</li> <li>• Color Theory and Application</li> <li>• Digital Imaging</li> <li>• Design, Layout and Production</li> <li>• Typography</li> <li>• Digital Photography</li> <li>• Professional Practices</li> </ul>	<p><b>Textbooks:</b> (Provided to Students)  <b>Tools/Materials:</b> \$350 approx.  <b>Uniforms:</b> \$55 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase 2 Shirt/ 2 Pants to comply with uniform cleanliness standards.</li> </ul>																												
<u>Career Pathways</u>	<u>Program Opportunities</u>																												
<table style="width: 100%; border-collapse: collapse;"> <tr><td>Architectural Designer</td><td style="text-align: right;">BD</td></tr> <tr><td>Corporate/Agency Art Director</td><td style="text-align: right;">BD+</td></tr> <tr><td>Design Studio Artist</td><td style="text-align: right;">BD</td></tr> <tr><td>Desktop Publisher</td><td style="text-align: right;">AD</td></tr> <tr><td>Exhibit/Set Designer</td><td style="text-align: right;">BD</td></tr> <tr><td>Illustrator/ Fine Artist</td><td style="text-align: right;">BD</td></tr> <tr><td>Interactive/Web Designer</td><td style="text-align: right;">AD</td></tr> <tr><td>Interior Designer</td><td style="text-align: right;">BD</td></tr> <tr><td>Layout/Production Artist Package Designer</td><td style="text-align: right;">BD</td></tr> <tr><td>Sign Designer</td><td style="text-align: right;">BD</td></tr> <tr><td>Commercial &amp; Industrial Designer</td><td style="text-align: right;">BD+</td></tr> <tr><td>Fashion Designer</td><td style="text-align: right;">BD</td></tr> <tr><td>Animator</td><td style="text-align: right;">BD+</td></tr> <tr><td>Graphic Designer</td><td style="text-align: right;">BD</td></tr> </table> <p>*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</p>	Architectural Designer	BD	Corporate/Agency Art Director	BD+	Design Studio Artist	BD	Desktop Publisher	AD	Exhibit/Set Designer	BD	Illustrator/ Fine Artist	BD	Interactive/Web Designer	AD	Interior Designer	BD	Layout/Production Artist Package Designer	BD	Sign Designer	BD	Commercial & Industrial Designer	BD+	Fashion Designer	BD	Animator	BD+	Graphic Designer	BD	<ul style="list-style-type: none"> <li>• Portfolio Build</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• OSHA - \$25</li> </ul>
Architectural Designer	BD																												
Corporate/Agency Art Director	BD+																												
Design Studio Artist	BD																												
Desktop Publisher	AD																												
Exhibit/Set Designer	BD																												
Illustrator/ Fine Artist	BD																												
Interactive/Web Designer	AD																												
Interior Designer	BD																												
Layout/Production Artist Package Designer	BD																												
Sign Designer	BD																												
Commercial & Industrial Designer	BD+																												
Fashion Designer	BD																												
Animator	BD+																												
Graphic Designer	BD																												

**Skill Alignment Chart for:  
Commercial Art – CIP Code 50.0402  
Brownstown Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Depth perception</li> <li>• Excellent self-discipline to focus for long periods of time</li> <li>• Good eye/hand coordination</li> <li>• Stamina (ability to focus at work station for long periods of time)</li> <li>• Visual acuity</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 11<sup>th</sup> grade level</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Addition, subtraction, multiplication, division, read a ruler, manipulate fractions, decimals, percentages, and ratio and proportion</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 1 hour per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Preparing for tests/project assignments</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 20 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 1-2 tests per week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to meet deadlines</li> <li>• Basic drafting knowledge</li> <li>• Computer background</li> <li>• Drawing ability and color keenness</li> <li>• Eye/hand coordination</li> </ul>

**Program Information for:  
Commercial Construction/Management – CIP Code 46.0201 (MJ)**

The following information is extremely important for you to know about this program.

- 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.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Hand Tools</li> <li>• Power Tools</li> <li>• Blueprints Reading</li> <li>• Site Preparation and Layout</li> <li>• V-footings and Foundations</li> <li>• Framing- Floor Construction</li> <li>• Framing- Wall Construction</li> <li>• Framing- Roof Construction</li> <li>• Exterior Finish</li> <li>• Interior Finish</li> <li>• Estimation</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)  <b><u>Tools/Materials:</u></b> \$72 approx.  <b><u>Uniforms:</u></b> \$140 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>										
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Commercial Construction Carpenter</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> <tr> <td style="padding: 2px;">Finish Carpenter</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> <tr> <td style="padding: 2px;">Supervisor- Construction</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> <tr> <td style="padding: 2px;">Construction Laborer</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> <tr> <td style="padding: 2px;">Construction Equipment Operator</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</p>	Commercial Construction Carpenter	OJT	Finish Carpenter	OJT	Supervisor- Construction	OJT	Construction Laborer	OJT	Construction Equipment Operator	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• National Center for Construction Ed &amp; Research</li> <li>• OSHA 10hr Construction</li> <li>• Hilti Power Certification</li> <li>• High Lift Operations Certification</li> <li>• Skid Loader Certification</li> <li>• Aerial Lift Certification</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• ABC Registration- <b>\$25</b></li> <li>• OSHA- <b>\$25</b></li> <li>• Additional Industry Certifications (optional)- <b>Cost Varies</b></li> </ul>
Commercial Construction Carpenter	OJT										
Finish Carpenter	OJT										
Supervisor- Construction	OJT										
Construction Laborer	OJT										
Construction Equipment Operator	OJT										

**Skill Alignment Chart for:  
Commercial Construction/Management – CIP Code 46.0201  
Mount Joy Campus**

Educational & Physical	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to lift 50 lbs. overhead</li> <li>• Ability to work in all weather conditions</li> <li>• Ability to work independently</li> <li>• Good eye/hand coordination</li> <li>• No fear of heights or working on closed spaces</li> <li>• Physical strength and stamina</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• Good reading and technical writing skills</li> <li>• Grade 10 reading level</li> <li>• Follow oral and written directions</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Excellent measurement skills</li> <li>• Strong basic math skills (addition, subtraction, multiplication &amp; division)</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 30 minutes to 1 hour per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Once a week</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 30 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 3 Major tests/marking period</li> <li>• Quizzes</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work as a team player</li> </ul>

**Program Information for:**  
**Computer Systems Technology – CIP Code 15.1202(BT)**  
 The following information is extremely important for you to know about this program.

- Build, upgrade, maintain and repair desktop and laptop computers.
- Design, install, and troubleshoot computer network configurations.
- Perform custom work for clients: individuals, schools, and businesses.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate Knowledge of Personal and Environmental Safety</li> <li>• Demonstrate Knowledge of Computing Fundamentals</li> <li>• Use Productivity Software</li> <li>• Demonstrate Internet Applications</li> <li>• Demonstrate Knowledge of Computer Hardware</li> <li>• Demonstrate Knowledge of Troubleshooting, Repair and Maintenance</li> <li>• Demonstrate Knowledge of Operating Systems and Software</li> <li>• Demonstrate Knowledge of Networking</li> <li>• Demonstrate Knowledge of Security</li> <li>• Providing Customer Service</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)  <b><u>Uniforms:</u></b> \$60 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>																
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Computer Consultative Salesperson</td><td style="text-align: right;">PS</td></tr> <tr><td>Field Service Technician</td><td style="text-align: right;">AD</td></tr> <tr><td>Industry Technician for PC Support</td><td style="text-align: right;">AD</td></tr> <tr><td>Computer User Support Specialist</td><td style="text-align: right;">PS</td></tr> <tr><td>Network Administrator</td><td style="text-align: right;">PS</td></tr> <tr><td>Repair Bench Technician</td><td style="text-align: right;">AD</td></tr> <tr><td>Server Technician</td><td style="text-align: right;">AD</td></tr> <tr><td>Electrical &amp; Electronic Engineering Technician</td><td style="text-align: right;">AD</td></tr> </table> <p><small>*Career Pathways        OJT- On the Job Training      PS- Post Secondary        BD- Bachelor's Degree      WK EXP- Work Experience        AD- Associate Degree      PhD- Doctor of Philosophy</small></p>	Computer Consultative Salesperson	PS	Field Service Technician	AD	Industry Technician for PC Support	AD	Computer User Support Specialist	PS	Network Administrator	PS	Repair Bench Technician	AD	Server Technician	AD	Electrical & Electronic Engineering Technician	AD	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• Cooperative Education</li> <li>• Dual Enrollment</li> <li>• Post-Secondary Credit Articulation</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• CompTIA A+ (2 tests)- <b>\$198</b></li> <li>• OSHA-<b>\$25</b></li> <li>• CompTIA Network+ (optional)- <b>\$125</b></li> </ul>
Computer Consultative Salesperson	PS																
Field Service Technician	AD																
Industry Technician for PC Support	AD																
Computer User Support Specialist	PS																
Network Administrator	PS																
Repair Bench Technician	AD																
Server Technician	AD																
Electrical & Electronic Engineering Technician	AD																

**Skill Alignment Chart for:  
Computer Systems Technology – CIP Code 15.1202  
Brownstown Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Excellent self-discipline to focus for long periods of time</li> <li>• Good eye/hand coordination</li> <li>• Stamina (ability to focus at work station for long periods of time)</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 11<sup>th</sup> grade</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• Minimum of 1-2 hours per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Various projects (infrequent)</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Impromptu in-school PC repair</li> <li>• Task grid- 20 tasks: 20 exams, certification tests and certs</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 1 - 2 per week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Competent PC user (not expert)</li> <li>• Logical/critical thinking capabilities Detail oriented</li> <li>• Excellent social skills for working with customers</li> <li>• Detail oriented</li> </ul>

**Program Information for:  
Culinary Arts/Chef – CIP Code 12.0508 (MJ)**

The following information is extremely important for you to know about this program.

- 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 diverse culinary and hospitality industry.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Purchasing, Receiving and Storage Procedures</li> <li>• Demonstrate Skill in Garde Mange'</li> <li>• Demonstrate Use and Care of Cutting Tools &amp; Utensils</li> <li>• Demonstrate Use and Care of Mechanical Food Preparation Equipment</li> <li>• Demonstrate How to Prepare Standardized Recipes</li> <li>• Demonstrate Knowledge of Nutrition</li> <li>• Prepare Breakfast Foods</li> <li>• Demonstrate Knowledge of Beverages</li> <li>• Prepare Vegetables and Fruits</li> <li>• Prepare Pasta and Rice</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b>Textbooks:</b> (Provided to Students)</p> <p><b>Tools/Materials:</b> Additional information in new student letter.</p> <ul style="list-style-type: none"> <li>• Thermometer- <b>\$5</b></li> </ul> <p><b>Uniforms: \$238</b> approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 2 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>																
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Bus Person</td> <td style="text-align: right;">WK EXP</td> </tr> <tr> <td>Caterer</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Deli Clerk</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Department Manager</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Line Cook</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Prep Cook</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Dishwasher</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Short Order Cook</td> <td style="text-align: right;">OJT</td> </tr> </table> <p style="font-size: small;">*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</p>	Bus Person	WK EXP	Caterer	OJT	Deli Clerk	OJT	Department Manager	OJT	Line Cook	OJT	Prep Cook	OJT	Dishwasher	OJT	Short Order Cook	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• ServSafe</li> <li>• American Culinary Federation</li> <li>• Cook</li> <li>• Co-op/ API</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• Certified Junior Culinarian (optional)-<b>\$35</b> approx.</li> </ul>
Bus Person	WK EXP																
Caterer	OJT																
Deli Clerk	OJT																
Department Manager	OJT																
Line Cook	OJT																
Prep Cook	OJT																
Dishwasher	OJT																
Short Order Cook	OJT																

**Skill Alignment Chart for:  
Culinary Arts/Chef – CIP Code 12.0508  
Mount Joy Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• A focus on preparing, holding and serving safe food</li> <li>• A focus on safety around kitchen equipment, knives, and other tools and equipment found in the industry</li> <li>• Ability to work in a fast-paced environment</li> <li>• Good personal hygiene</li> <li>• Stamina needed to stand for long periods of time</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 12th grade to college</li> <li>• Good oral communication skills</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• 8th grade Math level</li> <li>• Basic measurements</li> <li>• Compute ratio, rate &amp; percent's</li> <li>• Decimals</li> <li>• Fractions</li> <li>• Percentages</li> <li>• Weights/measurements</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 2 hours every Monday and Wednesday</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• On average, 2 chapter/week and 2 workbook assignment/week and 1 chapter math w/test each week</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 28/2 week rotation</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 1 test per week, culinary essentials, math, and ServSafe</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with a team to complete projects</li> <li>• Creativity &amp; Attention to detail</li> <li>• Excellent eye/hand coordination</li> <li>• Multi-tasking ability</li> <li>• Not afraid to get dirty</li> <li>• Students will daily: wash dishes/pots/pans, scrub floors, trash removal</li> <li>• Students will weekly: scrub hoods, scrub floor drains/trash cans, de-lime dishwashers</li> </ul>



**Program Information for:  
Dental Assistant – CIP Code 51.0601 (WS)**

The following information is extremely important for you to know about this program.

- 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 that include 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.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to Dental Assisting</li> <li>• Principles of Infection Control</li> <li>• Safety and Emergency Procedures</li> <li>• Ethical/Legal Responsibilities</li> <li>• Anatomy and Physiology</li> <li>• Office Procedures</li> <li>• Pharmacology</li> <li>• Radiology Skills</li> <li>• Operative Dentistry (Chair Side Dentistry)</li> <li>• Dental Materials</li> <li>• Dental Laboratory Procedures</li> <li>• Oral Surgery</li> <li>• Periodontics</li> <li>• Prosthodontics</li> <li>• Endodontics</li> <li>• Certifications</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b>Textbooks:</b> (Provided to Students)</p> <p><b>Tools/Materials:</b> \$45 approx.</p> <p><b>Uniforms:</b> \$65 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul> <p><b>Clearances:</b></p> <ul style="list-style-type: none"> <li>• Hepatitis series (3 step) recommended, Tetanus update required- <b>Cost Varies</b></li> </ul>														
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Dental Assistant</td> <td style="text-align: right;">PS</td> </tr> <tr> <td>Dental Hygienists</td> <td style="text-align: right;">AD</td> </tr> <tr> <td>Dental Front Office Receptionist</td> <td style="text-align: right;">WK EXP</td> </tr> <tr> <td>Dental Sales Representative</td> <td style="text-align: right;">WK EXP</td> </tr> <tr> <td>Dental Office Manager</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Dental Laboratory Technician</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Expanded Functions Dental Assistant</td> <td style="text-align: right;">PS</td> </tr> </table> <p><small>*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</small></p>	Dental Assistant	PS	Dental Hygienists	AD	Dental Front Office Receptionist	WK EXP	Dental Sales Representative	WK EXP	Dental Office Manager	OJT	Dental Laboratory Technician	OJT	Expanded Functions Dental Assistant	PS	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• American Heart Association – CPR</li> <li>• DANB – Radiation Health &amp; Safety Exam</li> <li>• Infection Control Exam</li> <li>• Certified Dental Assistant (1 year <i>after Graduation</i>)</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• Radiology (mandatory)- <b>\$250</b></li> <li>• CPR (in class)- <b>\$10 approx.</b></li> <li>• ICE exam (optional)- <b>\$175</b></li> </ul>
Dental Assistant	PS														
Dental Hygienists	AD														
Dental Front Office Receptionist	WK EXP														
Dental Sales Representative	WK EXP														
Dental Office Manager	OJT														
Dental Laboratory Technician	OJT														
Expanded Functions Dental Assistant	PS														

**Skill Alignment Chart for:  
Dental Assistant – CIP Code 51.0601  
Willow Street Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Good personal hygiene</li> <li>• Not disturbed by incidences such as bodily fluids, surgeries, injections</li> <li>• Prolonged standing, bending, &amp; stooping</li> <li>• Good manual dexterity</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> grade</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Measurements of volume and proportion</li> <li>• Metric decimals</li> <li>• Exposure to business accounting or bookkeeping</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 3 ½ hours daily</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Review and master the lecture notes from the day and read required accompanying textbook pages. Study Time – approx. 1-2 hours per night.</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 25 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• Approx. 3 tests per week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work as a team member to complete projects</li> <li>• Attention to detail extremely important</li> <li>• Basic keyboarding skills</li> <li>• Excellent communication skills</li> <li>• Excellent study skills/Dedication to field</li> <li>• Good personality and excellent hygiene</li> <li>• Problem solver</li> <li>• Self-motivated/Initiative</li> <li>• Transportation needed for clinical</li> </ul>

**Program Information for:**  
**Diesel Equipment Technology – CIP Code 47.0613(WS)**  
 The following information is extremely important for you to know about this program.

- Use the same advanced diagnostic equipment and repair equipment as master technicians to troubleshoot and repair commercial vehicles systems.
- Perform preventative maintenance and inspection on medium- and heavy-duty trucks.
- Maintain and operate today's high tech vehicle's computer systems.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Tools and Fasteners/Hardware</li> <li>• Suspension and Steering Systems</li> <li>• Preventive Maintenance</li> <li>• Brake System</li> <li>• Demonstrate the Knowledge of the Engine</li> <li>• Air Intake and Exhaust Systems</li> <li>• Demonstrate Knowledge of Cooling System</li> <li>• Fuel System</li> <li>• Electrical/Electronic Systems</li> <li>• Drive Line</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b>Textbooks:</b> (Provided to Students)  <b>Tools/Materials:</b> Driver's license highly recommended.          Additional information in new student letter.  <b>Uniforms: \$60</b> approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>																
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Diesel Truck Line Mechanic</td><td style="text-align: right;">OJT</td></tr> <tr><td>Engine Specialist</td><td style="text-align: right;">OJT</td></tr> <tr><td>Equipment/Parts Salesperson</td><td style="text-align: right;">OJT</td></tr> <tr><td>Hydraulic Systems Specialist</td><td style="text-align: right;">OJT</td></tr> <tr><td>Industrial/Farm Equipment Mechanic</td><td style="text-align: right;">OJT</td></tr> <tr><td>Marine Mechanic</td><td style="text-align: right;">OJT</td></tr> <tr><td>Power Generation Mechanic</td><td style="text-align: right;">OJT</td></tr> <tr><td>Preventive Maintenance Mechanic</td><td style="text-align: right;">OJT</td></tr> </table> <p><small>*Career Pathways          OJT- On the Job Training      PS- Post Secondary          BD- Bachelor's Degree      WK EXP- Work Experience          AD- Associate Degree      PhD- Doctor of Philosophy</small></p>	Diesel Truck Line Mechanic	OJT	Engine Specialist	OJT	Equipment/Parts Salesperson	OJT	Hydraulic Systems Specialist	OJT	Industrial/Farm Equipment Mechanic	OJT	Marine Mechanic	OJT	Power Generation Mechanic	OJT	Preventive Maintenance Mechanic	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• PA State Inspection- Certified Safety Category III Inspector</li> <li>• OSHA</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• Additional Industry certifications- <b>No Fee</b></li> <li>• Snap On DVOM</li> <li>• SP/2</li> </ul>
Diesel Truck Line Mechanic	OJT																
Engine Specialist	OJT																
Equipment/Parts Salesperson	OJT																
Hydraulic Systems Specialist	OJT																
Industrial/Farm Equipment Mechanic	OJT																
Marine Mechanic	OJT																
Power Generation Mechanic	OJT																
Preventive Maintenance Mechanic	OJT																

**Skill Alignment Chart for:  
Diesel Equipment Technology – CIP Code 47.0613  
Willow Street Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• A focus on safety around moving equipment, hand tools, power tools and other equipment found in the industry</li> <li>• Ability to diagnose the source of a problem quickly and accurately</li> <li>• Ability to work in tight spaces</li> <li>• Ability to work independently, read and follow directions</li> <li>• Stamina to stand for long periods of time</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 9th-12th grade or higher tech manuals, 13th-14th year levels</li> <li>• Good oral and written communication skills</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic math</li> <li>• Fractions, decimals, percent's</li> <li>• Measuring devices to 1/10000 inch</li> <li>• Standard measurement</li> <li>• Weights</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 1-3 hours daily</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 2-3 hours a week</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 27 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 3-4 tests a week with quizzes</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work as a team</li> <li>• Background electrical knowledge</li> <li>• Basic computer skills</li> <li>• Clean drivers record</li> <li>• Transportation suggested</li> </ul>

**Program Information for:  
Digital Design/Print Media – CIP Code 10.0399 (BT)**

The following information is extremely important for you to know about this program.

- Work side by side with graphics industry professionals.
- Create projects and art works on state of the art equipment.
- Design printing works using various techniques.

<b><u>Curriculum Outline</u></b>	<b><u>Program Costs</u></b>																												
<ul style="list-style-type: none"> <li>• Industry Overview, Consumer Service</li> <li>• Desktop Publishing and Prepress</li> <li>• Digital Output</li> <li>• Offset Printing</li> <li>• Bindery</li> <li>• Substrates &amp; Consumables</li> <li>• Safety</li> <li>• Specialty Printing Tech</li> </ul>	<p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> Additional information in new student letter.</p> <p><b><u>Uniforms:</u></b> \$55 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>																												
<b><u>Career Pathways</u></b>	<b><u>Program Opportunities</u></b>																												
<table style="width: 100%; border-collapse: collapse;"> <tr><td>Bindery Operator</td><td style="text-align: right;">OJT</td></tr> <tr><td>Customer Service</td><td style="text-align: right;">OJT/ AD</td></tr> <tr><td>Digital Press Technician</td><td style="text-align: right;">PS</td></tr> <tr><td>Duplicator Operator</td><td style="text-align: right;">OJT</td></tr> <tr><td>Estimator</td><td style="text-align: right;">OJT</td></tr> <tr><td>Folder Operator</td><td style="text-align: right;">OJT</td></tr> <tr><td>Multi-Color Press Operator</td><td style="text-align: right;">OJT</td></tr> <tr><td>Pre-press Technician</td><td style="text-align: right;">PS</td></tr> <tr><td>Purchasing Agent</td><td style="text-align: right;">BD</td></tr> <tr><td>General Managers</td><td style="text-align: right;">BD</td></tr> <tr><td>Production Planning</td><td style="text-align: right;">OJT</td></tr> <tr><td>Shipping &amp; Receiving</td><td style="text-align: right;">OJT</td></tr> <tr><td>Supervisors of Production</td><td style="text-align: right;">WK EXP</td></tr> <tr><td>Graphic Designer</td><td style="text-align: right;">AD/BD</td></tr> </table> <p>*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</p>	Bindery Operator	OJT	Customer Service	OJT/ AD	Digital Press Technician	PS	Duplicator Operator	OJT	Estimator	OJT	Folder Operator	OJT	Multi-Color Press Operator	OJT	Pre-press Technician	PS	Purchasing Agent	BD	General Managers	BD	Production Planning	OJT	Shipping & Receiving	OJT	Supervisors of Production	WK EXP	Graphic Designer	AD/BD	<ul style="list-style-type: none"> <li>• PrintEd Certification: Graphic Communications</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• 2 PrintEd tests (mandatory)- <b>\$10</b></li> <li>• 2 tests (optional)- <b>\$10</b></li> </ul>
Bindery Operator	OJT																												
Customer Service	OJT/ AD																												
Digital Press Technician	PS																												
Duplicator Operator	OJT																												
Estimator	OJT																												
Folder Operator	OJT																												
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Pre-press Technician	PS																												
Purchasing Agent	BD																												
General Managers	BD																												
Production Planning	OJT																												
Shipping & Receiving	OJT																												
Supervisors of Production	WK EXP																												
Graphic Designer	AD/BD																												

**Skill Alignment Chart for:  
Digital Design/Print Media – CIP Code 10.0399  
Brownstown Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• A focus on safety around moving equipment</li> <li>• Color Vision</li> <li>• Depth perception</li> <li>• Good manual dexterity</li> <li>• Stamina including focus at work station for long periods of time including standing or sitting for long periods of time</li> <li>• Visual acuity</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 11th grade level</li> <li>• Good oral and written communication</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Good measurement skills</li> <li>• Manipulation of fractions, decimals, and ability to use percentages and proportions</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 1 hour per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Preparing for tests</li> <li>• Print PDF's of curriculum</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 21 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 1-2 tests per week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to meet deadlines</li> <li>• Ability to work independently and with small groups</li> <li>• Able to work with color</li> <li>• Art/drawing courses</li> <li>• Basic drafting knowledge</li> <li>• Basic word processing skills</li> <li>• Computer Courses-Programming</li> <li>• Desktop application, Graphics computer skills</li> <li>• Strong need for attention to detail and mechanical aptitude</li> </ul>

**Program Information for:**

**Early Childhood Education – CIP Code 19.0708 (MJ)**

The following information is extremely important for you to know about this program.

- Explore the early childhood profession by interacting with infants, toddlers, preschoolers, Head Start and elementary school children.
- Create a professional portfolio for college and careers in early childhood education.
- Design, develop, and deliver early learning activities.

<p align="center"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Health and Safety</li> <li>• Learning Environment (Physical Space)</li> <li>• Child Development (Social, Emotion, Physical, Intellectual, Language Development)</li> <li>• Classroom Management and Positive Guidance</li> <li>• Standards, Curriculum, and Assessment</li> <li>• Curriculum Development</li> <li>• Learning Activates/Experiences</li> <li>• Program Partnerships</li> <li>• Clinical Experience</li> </ul>	<p align="center"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)  <b><u>Tools/Materials:</u></b> \$150 approx.  <b><u>Uniforms:</u></b> \$65 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul> <p><b><u>Clearances:</u></b></p> <ul style="list-style-type: none"> <li>• State Police Criminal Record Check- <b>Free</b></li> <li>• DPW Child Abuse- <b>Free</b></li> <li>• 3 written references</li> <li>• Medical physical with TB test- <b>Student Cost Varies</b></li> <li>• FBI Finger Printing- <b>\$23</b></li> </ul>																						
<p align="center"><b><u>Career Pathways</u></b></p> <table border="0"> <tr><td>Assistant Group Supervisor</td><td>Cert.</td></tr> <tr><td>Child Care Aide</td><td>OJT</td></tr> <tr><td>Child Care Director</td><td>AD</td></tr> <tr><td>Elementary Teacher</td><td>BD</td></tr> <tr><td>Family/Group Day Care Provider</td><td>OJT</td></tr> <tr><td>Group Supervisor</td><td>AD</td></tr> <tr><td>Learning Support Teacher</td><td>BD</td></tr> <tr><td>Nanny</td><td>OJT</td></tr> <tr><td>Primary Classroom Aide</td><td>AD</td></tr> <tr><td>Personal Care Attendant</td><td>OJT</td></tr> <tr><td>Para Educator</td><td>AD</td></tr> </table> <p><small>*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</small></p>	Assistant Group Supervisor	Cert.	Child Care Aide	OJT	Child Care Director	AD	Elementary Teacher	BD	Family/Group Day Care Provider	OJT	Group Supervisor	AD	Learning Support Teacher	BD	Nanny	OJT	Primary Classroom Aide	AD	Personal Care Attendant	OJT	Para Educator	AD	<p align="center"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• Bureau of C&amp;T- CDA Ready Certification</li> <li>• Pediatric First Aid/CPR for Caregivers and Teachers Certification- <b>\$23</b></li> <li>• Department of Human Services- Assistant Group Supervisor Certification</li> <li>• Mandated Reporter Training</li> <li>• Getting Started with Center Based Care: Building Blocks for Quality</li> </ul> <p align="center"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• Additional Industry Certifications- <b>\$25+, Cost Varies</b></li> </ul>
Assistant Group Supervisor	Cert.																						
Child Care Aide	OJT																						
Child Care Director	AD																						
Elementary Teacher	BD																						
Family/Group Day Care Provider	OJT																						
Group Supervisor	AD																						
Learning Support Teacher	BD																						
Nanny	OJT																						
Primary Classroom Aide	AD																						
Personal Care Attendant	OJT																						
Para Educator	AD																						

**Skill Alignment Chart for:  
Early Childhood Education – CIP Code 19.0708  
Mount Joy Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to lift 30 lbs.</li> <li>• Good physical health (current physical &amp; TB test required)</li> <li>• Personal cleanliness</li> <li>• Prolonged standing, bending, stooping, walking, running, and sitting on the floor and in a child-sized chair</li> <li>• Ability to negotiate the classroom environment</li> <li>• Sit in close proximity to children</li> <li>• Visual and auditory acuity for classroom observation and management</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• College level</li> <li>• Good oral &amp; written communications skills</li> <li>• Technical writing skills</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic math level</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• Varies</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 1-3 hours per evening</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 30 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 10 to 15 tests per year; class is project oriented</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• A strong desire to work with children</li> <li>• Ability to demonstrate initiative</li> <li>• Ability to work independently</li> <li>• Child development classes</li> <li>• Classes in general psychology</li> <li>• Computer skills</li> <li>• Excellent organizational and time management skills</li> <li>• Must be self-motivated</li> <li>• Neat appearance &amp; excellent personal hygiene</li> <li>• Think and be creative</li> <li>• Understand the importance of confidentiality</li> <li>• Appreciation of cultural diversity</li> </ul>



**Program Information for:**  
**Electrical Construction Technology – CIP Code 46.0399 (BT)**  
 The following information is extremely important for you to know about this program.

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

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Basic Safety</li> <li>• Electrical Hand Tools</li> <li>• Power Tools</li> <li>• Blueprint Reading</li> <li>• Green Technology</li> <li>• National Electric Code</li> <li>• Electrical Service</li> <li>• Testing Equipment</li> <li>• Wired Devices</li> <li>• Raceways</li> <li>• Anchors &amp; Supports</li> <li>• Residential Cabling Technology</li> <li>• Switching &amp; Receptacle Circuits</li> <li>• Fixtures</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b>Textbooks:</b> (Provided to Students)  <b>Tools/Materials:</b> \$140 approx.  <b>Uniforms:</b> \$80 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>														
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px 2px 10px;">Supervisor</td> <td style="text-align: right; padding: 2px 10px 2px 10px;">WK EXP</td> </tr> <tr> <td style="padding: 2px 10px 2px 10px;">Electrician</td> <td style="text-align: right; padding: 2px 10px 2px 10px;">OJT</td> </tr> <tr> <td style="padding: 2px 10px 2px 10px;">Helper- Electrician</td> <td style="text-align: right; padding: 2px 10px 2px 10px;">OJT</td> </tr> <tr> <td style="padding: 2px 10px 2px 10px;">Mechanics Install Repairers</td> <td style="text-align: right; padding: 2px 10px 2px 10px;">WK EXP</td> </tr> <tr> <td style="padding: 2px 10px 2px 10px;">Security &amp; Fire Alarm Systems Installer</td> <td style="text-align: right; padding: 2px 10px 2px 10px;">OJT</td> </tr> <tr> <td style="padding: 2px 10px 2px 10px;">Power Line Installer</td> <td style="text-align: right; padding: 2px 10px 2px 10px;">OJT</td> </tr> <tr> <td style="padding: 2px 10px 2px 10px;">Signal &amp; Track Switch Repairs</td> <td style="text-align: right; padding: 2px 10px 2px 10px;">PS</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">*Career Pathways        OJT- On the Job Training      PS- Post Secondary        BD- Bachelor's Degree      WK EXP- Work Experience        AD- Associate Degree      PhD- Doctor of Philosophy</p>	Supervisor	WK EXP	Electrician	OJT	Helper- Electrician	OJT	Mechanics Install Repairers	WK EXP	Security & Fire Alarm Systems Installer	OJT	Power Line Installer	OJT	Signal & Track Switch Repairs	PS	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• National Center for Construction Ed &amp; Research</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• OSHA- <b>\$25</b></li> <li>• ABC Registration- <b>\$25</b></li> </ul>
Supervisor	WK EXP														
Electrician	OJT														
Helper- Electrician	OJT														
Mechanics Install Repairers	WK EXP														
Security & Fire Alarm Systems Installer	OJT														
Power Line Installer	OJT														
Signal & Track Switch Repairs	PS														

**Skill Alignment Chart for:  
Electrical Construction Technology – CIP Code 46.0399  
Brownstown Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to lift 50 lbs. overhead</li> <li>• Ability to work in all weather conditions</li> <li>• Ability to work independently</li> <li>• Good eye/hand coordination</li> <li>• No fear of heights or working in closed spaces</li> <li>• Physical strength and stamina</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• Follow oral and written instructions</li> <li>• Technical reading skills</li> <li>• Text written on a 12<sup>th</sup> grade level</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Fractions, decimals, and basic geometry</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 1 hour per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Student is allotted time in class to complete assignments. If not completed in class, work must be completed at home.</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 30 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 12 per marking period</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with others</li> <li>• Able to problem solve</li> </ul>

**Program Information for:  
Electro-Mechanical Engineering Technology – CIP Code 15.0403 (MJ)**

The following information is extremely important for you to know about this program.

- Design, invent, and develop a vast array of electro-mechanical simulations for a dynamic experience.
- Interactive lab provides an opportunity to use robotics, hydraulic-pneumatic, and electrical technology systems.
- Analyze, diagnose, maintain, and repair electro-mechanical systems.

<p><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Interpret Electrical Symbols on Blueprints and Schematics</li> <li>• Demonstrate Knowledge of Basic Electricity</li> <li>• Measure Components of Electrical Systems</li> <li>• Use the National Electrical Code (NEC) Reference Book</li> <li>• Demonstrate Knowledge of Electrical Resistance</li> <li>• Demonstrate Knowledge of Direct Current (D.C.) Motors</li> <li>• Demonstrate Knowledge of Inductance and Capacitance</li> <li>• Demonstrate Knowledge of Alternating Current (A.C.) Motors</li> </ul>	<p><b><u>Program Costs</u></b></p> <p><b>Textbooks:</b> (Provided to Students)</p> <p><b>Tools/Materials:</b> Additional information in new student letter.</p> <p><b>Uniforms: \$80</b> approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>										
<p><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Engineering Technician</td> <td style="text-align: right; padding: 5px;">AD</td> </tr> <tr> <td style="padding: 5px;">Electro-Mechanical Technician</td> <td style="text-align: right; padding: 5px;">AD</td> </tr> <tr> <td style="padding: 5px;">Industrial Engineering Technician</td> <td style="text-align: right; padding: 5px;">AD</td> </tr> <tr> <td style="padding: 5px;">Industrial Maintenance Technician</td> <td style="text-align: right; padding: 5px;">AD</td> </tr> <tr> <td style="padding: 5px;">Industrial Automation Technician</td> <td style="text-align: right; padding: 5px;">AD</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</p>	Engineering Technician	AD	Electro-Mechanical Technician	AD	Industrial Engineering Technician	AD	Industrial Maintenance Technician	AD	Industrial Automation Technician	AD	<p><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• AMIST Certification</li> <li>• OSHA</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• OSHA certification- <b>\$25</b></li> <li>• EPA 608 Refrigerant Cert.- <b>\$25</b></li> </ul>
Engineering Technician	AD										
Electro-Mechanical Technician	AD										
Industrial Engineering Technician	AD										
Industrial Maintenance Technician	AD										
Industrial Automation Technician	AD										

**Skill Alignment Chart for:  
Electro-Mechanical Engineering Technology – CIP Code 15.0403  
Mount Joy Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to understand and follow safety procedures</li> <li>• Ability to work independently, read and follow directions</li> <li>• Able to lift 50lbs to a height of 40 inches</li> <li>• Good eye/hand coordination</li> <li>• Stamina to stand for long periods of time</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• College Level</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Algebra I</li> <li>• Geometry</li> <li>• Measurement of fractions, decimals, and percentages. Compute ratios, rates, percentages and work with formulas</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• Approximately 90 minutes daily</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Take home, if needed</li> <li>• Time in class</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 5-10</li> </ul>
<b>Tests Per Marking</b>	<ul style="list-style-type: none"> <li>• 1 per week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with a team to complete projects</li> <li>• Basic computer skills</li> <li>• Good eye/hand coordination</li> <li>• Good fine motor, spatial, and form perception</li> <li>• Mechanical aptitude and critical thinking skills</li> <li>• Science</li> </ul>

**Program Information for:**

**Event Planning & Tourism Services Management – CIP Code 52.1905 (MJ)**

The following information is extremely important for you to know about this program.

- 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.

<p align="center"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to Hospitality Industry</li> <li>• Guest Relations/Concierge</li> <li>• Understanding Hospitality Marketing</li> <li>• The Marketing Department</li> <li>• Marketing to Organizations</li> <li>• Safety of the Job in Hospitality</li> <li>• Cashier</li> <li>• Travel and Tourism</li> <li>• Legal and Ethical Responsibilities in Hospitality Management</li> <li>• Front Office Organization</li> <li>• Rooms, Bedding, and Rates</li> <li>• The Reservation Function</li> </ul>	<p align="center"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)  <b><u>Tools/Materials:</u></b> \$20 approx.  <b><u>Uniforms:</u></b> \$170 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>																				
<p align="center"><b><u>Career Pathways</u></b></p> <table border="0"> <tr><td>Front Desk Agent/Supervisor</td><td>OJT</td></tr> <tr><td>Housekeeping/Inspector/Supervisor</td><td>OJT</td></tr> <tr><td>Marketing &amp; Sales Representative</td><td>BD</td></tr> <tr><td>Advertising &amp; Productions Manager</td><td>BD</td></tr> <tr><td>Night Auditor</td><td>OJT</td></tr> <tr><td>Catering Representative</td><td>OJT</td></tr> <tr><td>Event Planner</td><td>OJT</td></tr> <tr><td>Vacation Planner</td><td>OJT</td></tr> <tr><td>Travel Agents</td><td>OJT</td></tr> <tr><td>Ticket Agents</td><td>OJT</td></tr> </table> <p>*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</p>	Front Desk Agent/Supervisor	OJT	Housekeeping/Inspector/Supervisor	OJT	Marketing & Sales Representative	BD	Advertising & Productions Manager	BD	Night Auditor	OJT	Catering Representative	OJT	Event Planner	OJT	Vacation Planner	OJT	Travel Agents	OJT	Ticket Agents	OJT	<p align="center"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• Amer. Hotel &amp; Lodging Ed Inst- Cert Rooms Division Specialist (CRDS)</li> <li>• CPR</li> </ul> <p align="center"><b><u>Certifications Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• Industry Certifications</li> <li>• Certified Hospitality &amp; Tourism Management Professional (CHTMP)- <b>\$100</b></li> </ul>
Front Desk Agent/Supervisor	OJT																				
Housekeeping/Inspector/Supervisor	OJT																				
Marketing & Sales Representative	BD																				
Advertising & Productions Manager	BD																				
Night Auditor	OJT																				
Catering Representative	OJT																				
Event Planner	OJT																				
Vacation Planner	OJT																				
Travel Agents	OJT																				
Ticket Agents	OJT																				

**Skill Alignment Chart for:  
Event Planning & Tourism Services Management – CIP Code 52.1905  
Mount Joy Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to lift 30 lbs.</li> <li>• Good physical health</li> <li>• Personal cleanliness</li> <li>• Prolonged standing, bending, &amp; stooping</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 12th grade</li> <li>• Excellent oral communication skills</li> <li>• Public speaking</li> <li>• Technical writing skills</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic Algebra and business math</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• Varies</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 1-2 chapters a week</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 20-35 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 1 test/week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with a team to complete projects</li> <li>• Basic accounting</li> <li>• Basic computer skills</li> <li>• Classes in Family &amp; Consumer Sciences</li> <li>• Creativity</li> <li>• Excellent personal hygiene</li> <li>• Strong attention to detail</li> <li>• Participate in Weekly Rotation at Double Tree Resort</li> </ul>

**Program Information for:**

**Heavy Equipment Operations & Basic Maintenance – CIP Code 49.0202 (BT)**

The following information is extremely important for you to know about this program.

- Operate, troubleshoot, and maintain heavy equipment.
- Interpret blueprints and site plans for site development.
- Collaborate and perform heavy equipment-related activities in a team setting.

<u>Curriculum Outline</u>	<u>Program Costs</u>																										
<p align="center"><b><u>Career Pathways</u></b></p> <table border="0"> <tr><td>Compact Equipment Operator</td><td>OJT</td></tr> <tr><td>Heavy Equipment Mechanics Helper</td><td>OJT</td></tr> <tr><td>Construction Pipe Laborer/ Layer</td><td>OJT</td></tr> <tr><td>Highway Maintenance Worker</td><td>OJT</td></tr> <tr><td>Large-size/ Mid- Size Equipment Operator</td><td>OJT</td></tr> <tr><td>Logging Equipment Operators</td><td>OJT</td></tr> <tr><td>Traffic Technician</td><td>OJT</td></tr> <tr><td>Earth Drillers</td><td>OJT</td></tr> <tr><td>Rail- Track Laying &amp; Maintenance Equipment Operators</td><td>OJT</td></tr> <tr><td>Pile- Driver Operator</td><td>OJT</td></tr> <tr><td>Mobile &amp; Tower Crane Operator</td><td>OJT</td></tr> <tr><td>Paving, Surfacing &amp; Tamping Equipment Operators</td><td>OJT</td></tr> <tr><td>Excavating &amp; Loading Machine &amp; Dragline Operator</td><td>OJT</td></tr> </table> <p>*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</p>	Compact Equipment Operator	OJT	Heavy Equipment Mechanics Helper	OJT	Construction Pipe Laborer/ Layer	OJT	Highway Maintenance Worker	OJT	Large-size/ Mid- Size Equipment Operator	OJT	Logging Equipment Operators	OJT	Traffic Technician	OJT	Earth Drillers	OJT	Rail- Track Laying & Maintenance Equipment Operators	OJT	Pile- Driver Operator	OJT	Mobile & Tower Crane Operator	OJT	Paving, Surfacing & Tamping Equipment Operators	OJT	Excavating & Loading Machine & Dragline Operator	OJT	<p align="center"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• OSHA</li> <li>• Penn Dot Flagger Certification</li> <li>• National Center for Construction Education and Research</li> </ul> <p align="center"><b><u>Certifications Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• ABC Registration- <b>\$25</b></li> <li>• OSHA Forklift- <b>TBD</b></li> </ul>
Compact Equipment Operator	OJT																										
Heavy Equipment Mechanics Helper	OJT																										
Construction Pipe Laborer/ Layer	OJT																										
Highway Maintenance Worker	OJT																										
Large-size/ Mid- Size Equipment Operator	OJT																										
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Earth Drillers	OJT																										
Rail- Track Laying & Maintenance Equipment Operators	OJT																										
Pile- Driver Operator	OJT																										
Mobile & Tower Crane Operator	OJT																										
Paving, Surfacing & Tamping Equipment Operators	OJT																										
Excavating & Loading Machine & Dragline Operator	OJT																										

**Skill Alignment Chart for:  
Heavy Equipment Operations & Basic Maintenance – CIP Code 49.0202  
Brownstown Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• A focus on safety in and around earth moving equipment</li> <li>• Ability to diagnose the source of a problem quickly and accurately</li> <li>• Ability to work independently, read and follow directions</li> <li>• Good eye/hand coordination</li> <li>• Stamina to stand for long periods of time</li> <li>• Willingness to work in all kinds of weather</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• College</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Compute ratio, rate and percent</li> <li>• Measurements of fractions, decimals &amp; percent's</li> <li>• Standard measurement</li> <li>• Tape measurement reading to the 16th of an inch</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• Every day 9:00 – 11:30AM</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• On average 1 hour an evening</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 40 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 3-4 tests a week (Hands-on/written)</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Ability to work with a team to complete projects</li> <li>• Compute ratio, rate, and percent</li> <li>• Critical thinking skills</li> <li>• Detail oriented</li> <li>• Excellent computer skills</li> </ul>



**Program Information for:  
HVAC/R – CIP Code 47.0201 (BT)**

(Heating/Ventilation/Air Conditioning/Refrigeration)

The following information is extremely important for you to know about this program.

- 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.

<p align="center"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Tools for HVAC/R</li> <li>• Blueprint Reading</li> <li>• Piping Practices</li> <li>• Basic Electricity</li> <li>• Introduction to Cooling</li> <li>• Introduction to Heating</li> <li>• Air Distribution Systems</li> <li>• Introduction to Hydronic Systems</li> <li>• Leak Detection, Evacuation, Recovery and Charging</li> <li>• Troubleshooting Gas Heating</li> <li>• Troubleshooting Cooling</li> <li>• Heat Pumps</li> <li>• Computer Fundamentals</li> </ul>	<p align="center"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> Additional information in new student letter.</p> <p><b><u>Uniforms:</u></b> \$80 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>														
<p align="center"><b><u>Career Pathways</u></b></p> <table border="0"> <tr><td>Air Conditioning Installer</td><td>PS</td></tr> <tr><td>Duct Installer</td><td>PS</td></tr> <tr><td>General HVAC Technician</td><td>PS</td></tr> <tr><td>Heat Pump Technician</td><td>PS</td></tr> <tr><td>Oil/Gas Burner Technician</td><td>PS</td></tr> <tr><td>Pipe Fitter</td><td>PS</td></tr> <tr><td>Electrical/Climate Control Technician</td><td>PS</td></tr> </table> <p>*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</p>	Air Conditioning Installer	PS	Duct Installer	PS	General HVAC Technician	PS	Heat Pump Technician	PS	Oil/Gas Burner Technician	PS	Pipe Fitter	PS	Electrical/Climate Control Technician	PS	<p align="center"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• National Center for Construction Ed &amp; Research</li> <li>• AC &amp; R Institute- EPA 608 Certification</li> </ul> <p align="center"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• ABC Registration- \$25</li> <li>• OSHA- \$25</li> <li>• EPA-\$45</li> </ul>
Air Conditioning Installer	PS														
Duct Installer	PS														
General HVAC Technician	PS														
Heat Pump Technician	PS														
Oil/Gas Burner Technician	PS														
Pipe Fitter	PS														
Electrical/Climate Control Technician	PS														

**Skill Alignment Chart for:**  
**HVAC/R – CIP Code 47.0201**  
 (Heating/Ventilation/Air Conditioning/Refrigeration)  
**Brownstown Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to lift 50 lbs. overhead</li> <li>• Ability to work in all weather conditions</li> <li>• Ability to work independently</li> <li>• Good eye/hand coordination</li> <li>• No fear of heights or working on closed spaces</li> <li>• Physical strength and stamina</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• Follow oral and written instructions</li> <li>• Technical reading &amp; writing</li> <li>• Text written on a 12<sup>th</sup> grade level</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Fractions and decimals</li> <li>• Geometry</li> <li>• Measurements</li> <li>• Whole numbers</li> <li>• Basic Algebra</li> </ul>
<b>Instructional Time (Theory &amp; Lab)</b>	<ul style="list-style-type: none"> <li>• 6 hours per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• In School assignments (Content, task, vocabulary)</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 20 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• Average 10 tests per marking period</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to visualize in 3 dimensions</li> <li>• Attention to detail</li> <li>• Extensive problem solving</li> <li>• Strong attention to detail</li> <li>• Willingness to do work outside of classroom, especially studying technical manuals</li> </ul>

**Program Information for:  
Interactive Media & Web Design – CIP Code 11.0801 (BT)**

The following information is extremely important for you to know about this program.

- Design, build and maintain websites.
- Write and edit web page content using code and web management tools.
- Create content and manage client relations.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Safety in the Multimedia Laboratory</li> <li>• Design Technology</li> <li>• Foundations of Information Technology</li> <li>• Computer Applications</li> <li>• Fundamentals of Computer Operation</li> <li>• Network Fundamentals</li> <li>• Basics of Programming</li> <li>• Creating Graphic Content</li> <li>• Principles of Layout and Design.</li> <li>• Digital Documents</li> <li>• Multimedia Presentations/ Projects</li> <li>• Legal and Ethical Issues in the Internet Technology</li> <li>• Career Preparation</li> <li>• Client Relations</li> <li>• Design and Create Websites</li> <li>• Cascading Styles</li> <li>• JavaScript Fundamentals</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)  <b><u>Uniforms:</u></b> \$55 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>										
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Computer Programmer</td> <td style="text-align: right; padding: 5px;">BD</td> </tr> <tr> <td style="padding: 5px;">Web Developer</td> <td style="text-align: right; padding: 5px;">AD</td> </tr> <tr> <td style="padding: 5px;">Multi- Media Artists &amp; Animators</td> <td style="text-align: right; padding: 5px;">BD</td> </tr> <tr> <td style="padding: 5px;">Graphic Designer</td> <td style="text-align: right; padding: 5px;">BD</td> </tr> <tr> <td style="padding: 5px;">Software Developer Applications</td> <td style="text-align: right; padding: 5px;">BD</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</p>	Computer Programmer	BD	Web Developer	AD	Multi- Media Artists & Animators	BD	Graphic Designer	BD	Software Developer Applications	BD	<p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• OSHA 10hr</li> </ul>
Computer Programmer	BD										
Web Developer	AD										
Multi- Media Artists & Animators	BD										
Graphic Designer	BD										
Software Developer Applications	BD										

**Skill Alignment Chart for:  
Interactive Media & Web Design – CIP Code 50.0402  
Brownstown Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Depth perception</li> <li>• Excellent self-discipline to focus for long periods of time</li> <li>• Good eye/hand coordination</li> <li>• Stamina (ability to focus at work station for long periods of time)</li> <li>• Visual acuity</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 11<sup>th</sup> grade level</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Addition, subtraction, multiplication, division, read a rule, manipulate fractions, decimals, percentages, and ratio and proportion</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 1 hour per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Preparing for tests/project assignments</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 21 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 1-2 tests per week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to meet deadlines</li> <li>• Basic drafting knowledge</li> <li>• Computer background</li> <li>• Drawing ability and color keenness</li> <li>• Eye/hand coordination</li> </ul>

**Program Information for:  
Medical Administrative Assistant – CIP Code 51.0707 (WS)**

The following information is extremely important for you to know about this program.

- Perform computerized medical office operations in scheduling, billing, and medical records.
- Be a driving force on a professional healthcare team by delivering 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.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Infection Control</li> <li>• Office Technology</li> <li>• The Eco-Friendly Medical Office</li> <li>• Medical Terminology with Anatomy &amp; Physiology</li> <li>• Medical Law &amp; Ethics</li> <li>• Medical Receptionist Skills</li> <li>• Medical Records</li> <li>• Electronic Health Records</li> <li>• Fees, Credit, and Collection</li> <li>• Health Insurance Systems, Coding, Billing</li> <li>• Medical Transcription</li> <li>• Pharmacology</li> <li>• Practice Management Program (PMP) Software</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> Additional information in new student letter.</p> <p><b><u>Uniforms:</u></b> \$77 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul> <p><b><u>Clearances:</u></b></p> <ul style="list-style-type: none"> <li>• CPR Certification must have by Dec.- <b>Cost Varies</b></li> <li>• Criminal Background Checks (FBI- \$23, Child Abuse- \$13, PA State- \$22)</li> <li>• Physical with Tuberculin Test- PPD (required by PA Law and Dept. of Health)- <b>Cost Varies</b> (Copy of all Vaccination Dates)</li> </ul>																
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Medical Coding Specialist</td> <td style="text-align: right;">PS</td> </tr> <tr> <td>Medical Insurance/Reimbursement Specialist</td> <td style="text-align: right;">PS</td> </tr> <tr> <td>Medical Records Technician</td> <td style="text-align: right;">PS</td> </tr> <tr> <td>Medical Scheduler</td> <td style="text-align: right;">PS</td> </tr> <tr> <td>Medical Secretary</td> <td style="text-align: right;">PS</td> </tr> <tr> <td>Medical Transcriptionist/Editor</td> <td style="text-align: right;">BD</td> </tr> <tr> <td>Patient Registration</td> <td style="text-align: right;">PS</td> </tr> <tr> <td>Medical Receptionist</td> <td style="text-align: right;">OJT</td> </tr> </table> <p><small>*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</small></p>	Medical Coding Specialist	PS	Medical Insurance/Reimbursement Specialist	PS	Medical Records Technician	PS	Medical Scheduler	PS	Medical Secretary	PS	Medical Transcriptionist/Editor	BD	Patient Registration	PS	Medical Receptionist	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• AHA Heart saver CPR Certification</li> <li>• <i>After graduation students are eligible to take:</i> <ul style="list-style-type: none"> <li>○ Certified Billing and Coding Specialist</li> <li>○ Certified Medical Administrative Assistant</li> <li>○ Certified Electronic Health Records Specialist</li> <li>○ (These are through the National Health Career Association)</li> <li>○ Spring Internship</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• CEHRS (optional)- <b>\$115</b></li> <li>• CMAA (optional)- <b>\$115</b></li> <li>• CBCS (optional)- <b>\$115</b></li> <li>• OSHA- <b>\$25</b></li> </ul>
Medical Coding Specialist	PS																
Medical Insurance/Reimbursement Specialist	PS																
Medical Records Technician	PS																
Medical Scheduler	PS																
Medical Secretary	PS																
Medical Transcriptionist/Editor	BD																
Patient Registration	PS																
Medical Receptionist	OJT																

**Skill Alignment Chart for:  
Medical Administrative Assistant – CIP Code 51.0707  
Willow Street Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Excellent self-discipline to focus for long periods of time</li> <li>• Stamina (ability to focus at work station for long periods of time)</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• College</li> <li>• Strong grammar and punctuation skills</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Accounting/basic math</li> <li>• Roman numerals</li> <li>• Understand numbers for numeric filing</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 2+ hours daily</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 1-3 hours daily</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 25 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 2-4 tests per week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Attention to detail extremely important</li> <li>• Computer skills in area of word-processing</li> <li>• Excellent keyboarding skills</li> <li>• Good attendance</li> <li>• Transportation for clinical</li> </ul>



**Skill Alignment Chart for:  
Medical Assistant – CIP Code 51.0801  
Willow Street Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Empathy to understand the pains and suffering of others</li> <li>• Good personal hygiene</li> <li>• Lift heavy objects/people</li> <li>• Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations</li> <li>• Prolonged standing, bending, &amp; stooping</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> Grade</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic math</li> <li>• Fractions, decimals, percentages, ratios</li> <li>• Medical math for drug dosing</li> </ul>
<b>Lecture Time</b>	<ul style="list-style-type: none"> <li>• 2 hours daily</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 1- 2 hours daily</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 40 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 5-6 tests a week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with a team to complete projects</li> <li>• Attention to detail extremely important</li> <li>• Excellent communication and critical thinking skills</li> <li>• Good attendance</li> <li>• Transportation needed for clinical</li> </ul>



**Program Information for:  
Metal Fabrication – CIP Code 48.0506(MJ)**

The following information is extremely important for you to know about this program.

- Create and fabricate custom metal work.
- Build and troubleshoot advanced sheet metal systems.
- Operate state of the art metal-shaping equipment.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Hand Tools</li> <li>• Hand Held Power Tools</li> <li>• Machines and Equipment</li> <li>• Fabrication</li> <li>• Sheet Metal Mathematics</li> <li>• Blueprints</li> <li>• Sheet Metal Pattern Drafting</li> <li>• ABC Sheet Metal Certification Tasks</li> <li>• Welding &amp; Cutting Applications</li> <li>• HVAC Duct Fabrication</li> <li>• Custom Metal Fabrication</li> <li>• Safety</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b>Textbooks:</b> (Provided to Students) _</p> <p><b>Tools/Materials:</b> Additional information in new student letter.</p> <p><b>Uniforms: \$70</b> approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>																										
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>CAD Layout/Detailer/Draftsman</td><td style="text-align: right;">OJT</td></tr> <tr><td>Custom Metal Worker</td><td style="text-align: right;">OJT</td></tr> <tr><td>Heavy Shear/Brake Operator</td><td style="text-align: right;">OJT</td></tr> <tr><td>HVAC Residential &amp; Commercial Installer</td><td style="text-align: right;">OJT</td></tr> <tr><td>Layout Worker</td><td style="text-align: right;">OJT</td></tr> <tr><td>Metal Fabricator &amp; Roofer</td><td style="text-align: right;">OJT</td></tr> <tr><td>Millwright</td><td style="text-align: right;">OJT</td></tr> <tr><td>Sheet Metal Installer</td><td style="text-align: right;">OJT</td></tr> <tr><td>Mechanic &amp; Assembler</td><td style="text-align: right;">OJT</td></tr> <tr><td>Sheet Metal Production Worker</td><td style="text-align: right;">OJT</td></tr> <tr><td>Siding/Spouting Installer</td><td style="text-align: right;">OJT</td></tr> <tr><td>Structural Steel Worker</td><td style="text-align: right;">OJT</td></tr> <tr><td>Welder</td><td style="text-align: right;">OJT</td></tr> </table> <p style="font-size: small; margin-top: 10px;">*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</p>	CAD Layout/Detailer/Draftsman	OJT	Custom Metal Worker	OJT	Heavy Shear/Brake Operator	OJT	HVAC Residential & Commercial Installer	OJT	Layout Worker	OJT	Metal Fabricator & Roofer	OJT	Millwright	OJT	Sheet Metal Installer	OJT	Mechanic & Assembler	OJT	Sheet Metal Production Worker	OJT	Siding/Spouting Installer	OJT	Structural Steel Worker	OJT	Welder	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• National Center for Construction Ed &amp; Research</li> <li>• OSHA</li> <li>• Hilti Power Actuated Tool Training</li> <li>• National Safety Council Forklift Training</li> </ul> <p style="text-align: center; margin-top: 10px;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• ABC Registration- <b>\$25</b></li> <li>• OSHA- <b>\$25</b></li> <li>• Forklift- <b>\$5.50</b></li> <li>• Sheet Metal Level 1</li> <li>• Core Curriculum</li> </ul>
CAD Layout/Detailer/Draftsman	OJT																										
Custom Metal Worker	OJT																										
Heavy Shear/Brake Operator	OJT																										
HVAC Residential & Commercial Installer	OJT																										
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Siding/Spouting Installer	OJT																										
Structural Steel Worker	OJT																										
Welder	OJT																										

**Skill Alignment Chart for:  
Metal Fabrication – CIP Code 48.0506 Mount  
Joy Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• A focus on safety around welding equipment, hand tools, power tools and other equipment found in the industry</li> <li>• Ability to work independently, read and follow directions</li> <li>• Able to lift 50lbs</li> <li>• Good eye/hand coordination</li> <li>• Stamina to stand for long periods of time</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 11th Grade Level</li> <li>• Good oral and written communication skills</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Able to manipulate fractions and decimals</li> <li>• Geometry</li> <li>• Linear measurement skills</li> <li>• Some trigonometry</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• Varies</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Minimal outside work</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 35 per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• Bi-weekly tests</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with a team and independently to complete projects</li> <li>• Able to convert 2 dimensional drawings into 3 dimensional projects and vice versa</li> <li>• Good eye/hand coordination</li> <li>• Mechanical ability and enjoys working with hands</li> <li>• Mechanical drawing</li> </ul>

**Program Information for:  
Nursing Assistant/Home Health Aide – CIP Code 51.0899 (WS)**

The following information is extremely important for you to know about this program.

- Experience the passion of providing high quality patient care in a long term care facility and private home setting.
- Perform a wide range of basic nursing skills, personal care skills, and enhanced dining experiences in a classroom and real world setting.
- Work with various healthcare team members providing direct patient care.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Safety</li> <li>• Professionalism and Legal &amp; Ethical Issues</li> <li>• Communication</li> <li>• Infection Control</li> <li>• Emergency Care and Disaster Preparedness</li> <li>• Human Needs and Human Development</li> <li>• Moving, Lifting, and Positioning</li> <li>• Health Care Provider Skills</li> <li>• Nutrition and Hydration</li> <li>• Basic Structures and Functions of the Human Body &amp; Related Diseases with Associated Terminology</li> <li>• Death and Dying</li> <li>• Medical Terminology</li> <li>• Personal Care Skills</li> <li>• Urinary Elimination</li> <li>• Bowel Elimination</li> <li>• Confusion, Dementia, &amp; Alzheimer's</li> <li>• Mental Health &amp; Mental Illness</li> <li>• Rehab &amp; Restorative</li> <li>• Subacute Core</li> <li>• Home Health</li> <li>• Work Based Learning</li> <li>• Clients Environment</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> Additional information in new student letter.</p> <p><b><u>Uniforms:</u></b> \$100 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul> <p><b><u>Clearances:</u></b></p> <ul style="list-style-type: none"> <li>• Criminal Background Check- <b>\$22</b></li> <li>• Physical Examination, Hepatitis Series (3 step) recommended, Tuberculin Test PPD 2 step (required by PA Law and Dept. of Health)- <b>Cost Varies</b></li> <li>• Influenza vaccine (required in October for job shadowing), Proof of PA Residency, CPR- <b>\$10</b> &amp; First Aid card- <b>\$18</b> during school year.</li> </ul>								
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Certified Nursing Assistant</td> <td style="text-align: right;">PS</td> </tr> <tr> <td>Home Health Care Aide</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Patient Care Assistant – Acute Care</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Personal Care Aide</td> <td style="text-align: right;">OJT</td> </tr> </table> <p><small>*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</small></p>	Certified Nursing Assistant	PS	Home Health Care Aide	OJT	Patient Care Assistant – Acute Care	OJT	Personal Care Aide	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• PA Dept. of Health Nurse Aide Registry</li> <li>• BLS Healthcare Provider</li> <li>• Heart saver First Aid</li> <li>• DPW-Personal Care Assistant</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Cost Varies</b></li> </ul>
Certified Nursing Assistant	PS								
Home Health Care Aide	OJT								
Patient Care Assistant – Acute Care	OJT								
Personal Care Aide	OJT								

**Skill Alignment Chart for:  
Nursing Assistant/Home Health Aide – CIP Code 51.0899  
Willow Street Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Empathy to understand the pains and suffering of others</li> <li>• Good personal hygiene</li> <li>• Lift heavy objects/people</li> <li>• Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations</li> <li>• Prolonged standing, bending, &amp; stooping</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 11th grade</li> <li>• Excellent oral and written communication skills (excellent spelling skills)</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic math</li> <li>• Conversions</li> <li>• Height/weight</li> <li>• Manipulation of fractions, decimals &amp; ratios and percent's</li> <li>• Roman numerals</li> </ul>
<b>Lecture Time</b>	<ul style="list-style-type: none"> <li>• 2-2.5 hours daily</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 1-2 hours daily</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 100 tasks prior to clinical</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 3-4 tests a week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Attendance (students can only miss 8 days to qualify for clinical)</li> <li>• Attention to detail extremely important</li> <li>• Basic computer &amp; keyboarding skills</li> <li>• Complete over 100 nursing assistant skills</li> <li>• Demonstrate initiative, responsibility, and critical thinking skills</li> <li>• Drivers education and transportation for clinical</li> <li>• Excellent note taking and listening skills</li> </ul>

**Program Information for:  
Painting and Interior Finishes– CIP Code 46.0408  
(BT)**

The following information is extremely important for you to know about this program.

- Apply professional painting skills to provide property upgrades.
- Install ceramic tile and vinyl flooring utilizing professional hand and power tools.
- Operate various types of “state of the art” spray equipment.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Exterior Painting</li> <li>• Interior Painting</li> <li>• Wood Finishing</li> <li>• Spray Painting</li> <li>• Color/Color Harmony</li> <li>• Wallcoverings</li> <li>• Special Finishes</li> <li>• Estimating/Mathematics</li> <li>• Ceramic Tile Installation</li> <li>• Vinyl Installation</li> <li>• Carpet Installation</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> Additional information in new student letter.</p> <p><b><u>Uniforms:</u> \$80 approx.</b></p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>																		
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Cabinet &amp; Wood Product Finisher</td><td style="text-align: right;">OJT</td></tr> <tr><td>Ceramic Tile or Vinyl Installer</td><td style="text-align: right;">OJT</td></tr> <tr><td>Drywall Installer &amp; Finisher</td><td style="text-align: right;">OJT</td></tr> <tr><td>Estimator/Measuring, Quoting Prices</td><td style="text-align: right;">OJT</td></tr> <tr><td>Interior Decorating Consultant/Salesperson</td><td style="text-align: right;">OJT</td></tr> <tr><td>Painter or Paperhanger</td><td style="text-align: right;">OJT</td></tr> <tr><td>Sales Representative – flooring, paint</td><td style="text-align: right;">OJT</td></tr> <tr><td>Undercoaters</td><td style="text-align: right;">OJT</td></tr> <tr><td>Carpet Installer</td><td style="text-align: right;">OJT</td></tr> </table> <p><small>*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</small></p>	Cabinet & Wood Product Finisher	OJT	Ceramic Tile or Vinyl Installer	OJT	Drywall Installer & Finisher	OJT	Estimator/Measuring, Quoting Prices	OJT	Interior Decorating Consultant/Salesperson	OJT	Painter or Paperhanger	OJT	Sales Representative – flooring, paint	OJT	Undercoaters	OJT	Carpet Installer	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• National Center for Construction Ed &amp; Research</li> <li>• OSHA</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• ABC Registration- <b>\$25</b></li> <li>• OSHA-<b>\$25</b></li> </ul>
Cabinet & Wood Product Finisher	OJT																		
Ceramic Tile or Vinyl Installer	OJT																		
Drywall Installer & Finisher	OJT																		
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Interior Decorating Consultant/Salesperson	OJT																		
Painter or Paperhanger	OJT																		
Sales Representative – flooring, paint	OJT																		
Undercoaters	OJT																		
Carpet Installer	OJT																		

***Skill Alignment Chart for:***  
**Painting and Interior Finishes– CIP Code 46.0408**  
**Brownstown Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to kneel for extended periods of time(flooring)</li> <li>• Ability to lift 50 lbs. overhead</li> <li>• Ability to work independently</li> <li>• Good eye/hand coordination</li> <li>• No fear of heights or working in enclosed spaces</li> <li>• Physical strength and stamina</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 10-11th grade level texts</li> <li>• Good writing skills</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Ability to read a ruler</li> <li>• Adding, subtracting, multiplying &amp; dividing fractions, decimals</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 60 minutes per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 30-40 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 3-5 Tests per week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Good color discrimination</li> <li>• Must have good eye/hand coordination</li> <li>• Strong attention to detail</li> </ul>

**Program Information for:  
Patient Care Technician– CIP Code 51.0899 (WS)**

The following information is extremely important for you to know about this program.

- Be a driving force on a professional healthcare team delivering high quality patient care.
- Deliver basic patient care and perform therapeutic and diagnostic procedures in a hospital setting, physician's office or home health agency.
- Practice ethical standards, confidentiality, and professionalism when interacting with patients, clients and co-workers.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Professionalism and Legal Issues</li> <li>• Communication</li> <li>• Infection Control/ Bloodborne Pathogens</li> <li>• Emergency Care and Disaster Preparedness</li> <li>• Human Needs and Human Development</li> <li>• Moving, Lifting, and Positioning</li> <li>• Health Care Provider Skills</li> <li>• Nutrition and Hydration</li> <li>• Basic Structures and Functions of the Human Body &amp; Related Diseases with Associated Terminology</li> <li>• Death &amp; Dying</li> <li>• Medical Terminology</li> <li>• EKG</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> \$30 approx.</p> <p><b><u>Uniforms:</u></b> \$80 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 3Shirts /3 Pants to comply with uniform cleanliness standards.</li> </ul> <p><b><u>Clearances:</u></b></p> <ul style="list-style-type: none"> <li>• Prior to coming to LCCTC- <ul style="list-style-type: none"> <li>○ Physical with possible lab testing (blood work), also hepatitis series (3 step), Tuberculin test- PPD (2 step) required by PA Law and Dept. of Health- <b>Varies</b></li> <li>○ Possible charges for criminal background and drug screening (hospital currently covers the \$55) FBI fingerprinting- <b>\$27.50</b></li> <li>○ Child Abuse- <b>\$\$20</b></li> <li>○ PSP Patch- <b>\$20</b></li> </ul> </li> </ul>										
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">ECG/EKG Technician</td> <td style="width: 30%;">PS</td> </tr> <tr> <td>Patient Care Assistant – Acute Care</td> <td>PS</td> </tr> <tr> <td>Pharmacist Assistant</td> <td>OJT</td> </tr> <tr> <td>Phlebotomist</td> <td>PS</td> </tr> <tr> <td>Home Health Aides</td> <td>PS</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</p>	ECG/EKG Technician	PS	Patient Care Assistant – Acute Care	PS	Pharmacist Assistant	OJT	Phlebotomist	PS	Home Health Aides	PS	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• Certified Patient Care Technician</li> <li>• American Heart Association- Heart saver AED</li> <li>• National Safety Council- Blood borne &amp; Airborne Pathogens</li> <li>• American Heart Association-CPR</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• CPR- Healthcare Provider- <b>\$40+</b></li> <li>• Certified Patient Care Technician (AMCA- \$30 to take test, \$139 for Cert)</li> </ul>
ECG/EKG Technician	PS										
Patient Care Assistant – Acute Care	PS										
Pharmacist Assistant	OJT										
Phlebotomist	PS										
Home Health Aides	PS										

**Skill Alignment Chart for:  
Patient Care Technician – CIP Code 51.0899  
Willow Street Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Empathy to understand the pains and suffering of others</li> <li>• Good personal hygiene</li> <li>• No weight lifting restrictions</li> <li>• Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations</li> <li>• Prolonged standing, bending, &amp; stooping</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 12th grade to College level English</li> <li>• Excellent oral and written communication skills (excellent spelling skills)</li> <li>• High reading comprehension</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Conversions</li> <li>• Fractions, decimals, percent's &amp; ratios</li> <li>• Height/weight</li> <li>• Intermediate Algebra (College level)</li> <li>• Metric system</li> <li>• Roman numerals</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 4 hours daily</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 2-3 hours daily</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 20 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 5-8 tests a week including performance tests and academics</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Attention to detail extremely important</li> <li>• Basic computer and keyboarding skills</li> <li>• Demonstrate initiative, responsibility, and critical thinking skills</li> <li>• Excellent note taking and listening skills</li> <li>• Transportation for clinical (6:30 AM – 2:00 PM)</li> <li>• Good communication skills</li> </ul>



**Program Information for:  
Photography & Digital Imaging – CIP Code 50.0406(BT)**

The following information is extremely important for you to know about this program.

- Shoot photos like a professional photographer.
- Creatively enhance photos with Adobe Photoshop.
- Work side by side with established industry professionals.

<b><u>Curriculum Outline</u></b>	<b><u>Program Costs</u></b>																
<ul style="list-style-type: none"> <li>• Camera Operation</li> <li>• Composition</li> <li>• Exposure and Meters</li> <li>• Filters</li> <li>• Lighting</li> <li>• Electronic Imaging</li> <li>• Digital Photography</li> <li>• Employment in Photography</li> <li>• Work Ethic</li> <li>• Interpersonal Skills and Group Dynamics</li> <li>• Thinking and Problem Solving Skills</li> <li>• Literacy Skills</li> <li>• Basic Photographer Knowledge</li> </ul>	<p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> \$500-\$750 approx. (camera up to student)</p> <p><b><u>Uniforms:</u></b> \$50 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>																
<b><u>Career Pathways</u></b>	<b><u>Program Opportunities</u></b>																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Commercial Photographer</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Graphic Designer</td> <td style="text-align: right;">BD</td> </tr> <tr> <td>Industrial Photographer</td> <td style="text-align: right;">BD</td> </tr> <tr> <td>Photographic Finisher</td> <td style="text-align: right;">BD</td> </tr> <tr> <td>Photojournalist</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Photoshop Specialist</td> <td style="text-align: right;">BD</td> </tr> <tr> <td>Portrait Photographer</td> <td style="text-align: right;">BD</td> </tr> <tr> <td>Wedding Photographer</td> <td style="text-align: right;">BD</td> </tr> </table> <p>*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</p>	Commercial Photographer	OJT	Graphic Designer	BD	Industrial Photographer	BD	Photographic Finisher	BD	Photojournalist	OJT	Photoshop Specialist	BD	Portrait Photographer	BD	Wedding Photographer	BD	<ul style="list-style-type: none"> <li>• May be added as availability is determined.</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• OSHA - \$25</li> </ul>
Commercial Photographer	OJT																
Graphic Designer	BD																
Industrial Photographer	BD																
Photographic Finisher	BD																
Photojournalist	OJT																
Photoshop Specialist	BD																
Portrait Photographer	BD																
Wedding Photographer	BD																

**Skill Alignment Chart for:  
Photography & Digital Imaging – CIP Code 50.0406  
Brownstown Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Color Vision</li> <li>• Depth perception</li> <li>• Stamina (ability to focus for long periods of time)</li> <li>• Visual acuity</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• Textbook written on a 13th grade level</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Good measurement skills</li> <li>• Pre-Algebra</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 1-2 hours per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Weekly Assignments</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 30 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 1- 2 tests per week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with small groups</li> <li>• Ability to work with the public (excellent communication skills)</li> <li>• Basic photography skills</li> <li>• Competent computer skills (MAC)</li> <li>• Creativity</li> <li>• Excellent social skills for working with customers</li> <li>• Good handwriting skills</li> <li>• Logical/Critical thinking capabilities</li> <li>• Punctuality</li> </ul>

**Program Information for:  
Plumbing – CIP Code 46.0503 (BT)**

The following information is extremely important for you to know about this program.

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

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate Job Site Safety Practices</li> <li>• Read Blueprints and Sketching of Pipe Systems</li> <li>• Demonstrate Knowledge of Pipe Specifications and Systems</li> <li>• Demonstrate Use of Hand and Power Tools</li> <li>• Identify and Install Valves</li> <li>• Demonstrate Skill in Working with Copper Pipe</li> <li>• Demonstrate Skill in Various Types of Plastic Pipe and Tubing</li> <li>• Install Pipe Hangers and Supports</li> <li>• Install Water Distribution Lines</li> <li>• Demonstrate Skill in Working with Steel Pipe</li> <li>• Demonstrate Skill in Working with Cast Iron Pipe</li> <li>• Demonstrate Knowledge of a Builder Leveler</li> <li>• Build Drains and Sewers</li> <li>• Install Fixtures</li> <li>• Install Appliances</li> <li>• Install Vents</li> <li>• Maintain Plumbing Systems</li> <li>• Perform Tests on Piping Systems</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b>Textbooks:</b> (Provided to Students)</p> <p><b>Tools/Materials:</b> \$260 approx.</p> <p><b>Uniforms:</b> \$80 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>														
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Commercial Plumbing Installer</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> <tr> <td style="padding: 2px;">Maintenance &amp; Service Plumber</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> <tr> <td style="padding: 2px;">Pipe Fitter</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> <tr> <td style="padding: 2px;">Plumbing Apprentice</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> <tr> <td style="padding: 2px;">Plumbing Materials Sales</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> <tr> <td style="padding: 2px;">Residential Plumbing Installer</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> <tr> <td style="padding: 2px;">Sprinkling System Installer</td> <td style="text-align: right; padding: 2px;">OJT</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</p>	Commercial Plumbing Installer	OJT	Maintenance & Service Plumber	OJT	Pipe Fitter	OJT	Plumbing Apprentice	OJT	Plumbing Materials Sales	OJT	Residential Plumbing Installer	OJT	Sprinkling System Installer	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• National Center for Construction Ed &amp; Research</li> <li>• National Trac Pipe Certification</li> <li>• Titeflex Interior Gas Piping System</li> <li>• National Certification- Gastite Certified Installer</li> <li>• Hilti Operator</li> </ul> <p style="text-align: center; margin-top: 10px;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• ABC Registration- \$25</li> <li>• OSHA-\$25</li> </ul>
Commercial Plumbing Installer	OJT														
Maintenance & Service Plumber	OJT														
Pipe Fitter	OJT														
Plumbing Apprentice	OJT														
Plumbing Materials Sales	OJT														
Residential Plumbing Installer	OJT														
Sprinkling System Installer	OJT														

**Skill Alignment Chart for:  
Plumbing – CIP Code 46.0503  
Brownstown Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to lift 50 lbs. overhead</li> <li>• Ability to work in all weather conditions</li> <li>• Ability to work independently</li> <li>• Good eye/hand coordination</li> <li>• No fear of heights or working in closed spaces</li> <li>• Physical strength and stamina</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 10-12th grade level</li> <li>• Follow oral and written instructions</li> <li>• Strong reading comprehension</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Whole numbers, working with measurements, fractions, decimals, constructive geometry &amp; algebra</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 30 minutes to 1 hour per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• In-school assignments</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 40 tasks average per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• Average 10 tests per marking period</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to visualize in 3 dimensions</li> <li>• Basic computer skills for online curriculum</li> <li>• Strong attention to detail</li> <li>• Willing to work in all weather conditions</li> <li>• Willingness to work outside of classroom especially studying technical</li> </ul>

**Program Information for:  
Precision Machining & Computer-Aided Manufacturing - CIP Code  
48.0501 (MJ)**

The following information is extremely important for you to know about this program.

- Earn National Skills Certificates, i.e. National Occupational Competency Testing Institute (NOCTI) PA Skills Certificates and AWS SENSE Level 1 Certificate.
- Successfully transition into a 1st career job and/or related post-secondary training.
- Be proficient in their career major and demonstrate proficiency through hands-on performance and theoretical testing.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Safety &amp; Orientation</li> <li>• Performing Layout Work</li> <li>• Part Inspection</li> <li>• Bench Work</li> <li>• Drill Presses</li> <li>• Grinding Machines</li> <li>• Lathes</li> <li>• Milling Machines</li> <li>• Power Saw</li> <li>• Machines and Tools</li> <li>• Metallurgy</li> <li>• Charts and References</li> <li>• Blueprint Reading</li> <li>• CNC Programming</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> Additional information in new student letter. (Provided)</p> <p><b><u>Uniforms:</u> \$80 approx.</b></p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>										
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Computer Controlled Machine Tool Operator</td> <td style="width: 20%; text-align: center;">OJT</td> </tr> <tr> <td>CNC Machine Tool Programmer</td> <td style="text-align: center;">OJT/AD</td> </tr> <tr> <td>Machinist</td> <td style="text-align: center;">OJT/AD</td> </tr> <tr> <td>Mechanical Engineer</td> <td style="text-align: center;">BD/AD</td> </tr> <tr> <td>Tool and Die Maker</td> <td style="text-align: center;">OJT</td> </tr> </table> <p style="font-size: small;">*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</p>	Computer Controlled Machine Tool Operator	OJT	CNC Machine Tool Programmer	OJT/AD	Machinist	OJT/AD	Mechanical Engineer	BD/AD	Tool and Die Maker	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• NIMS (National Institute for Metalworking Skills)</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• NIMS-National Institute for Metal Working Skills- <b>TBD.</b></li> <li>• OSHA 10hr</li> </ul>
Computer Controlled Machine Tool Operator	OJT										
CNC Machine Tool Programmer	OJT/AD										
Machinist	OJT/AD										
Mechanical Engineer	BD/AD										
Tool and Die Maker	OJT										

**Skill Alignment Chart for:  
Precision Machining & Computer-Aided Manufacturing - CIP Code  
48.0501  
Mount Joy Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• A focus on safety around machining equipment, hand tools, power tools and other equipment found in the industry</li> <li>• Able to lift 50lbs</li> <li>• Ability to work independently, read and follow directions</li> <li>• Good eye/hand coordination</li> <li>• Stamina to stand for long periods of time</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 11<sup>th</sup> Grade Level</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Ability to read and use a ruler &amp; precision inspection tools.</li> <li>• Decimals Fractions Metric Percent's</li> <li>• Basic Algebra/ Trigonometry Functions</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• Approximately 2-5 hours per week</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• None/student's option</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 180 total for year</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• Math</li> <li>• Blueprints</li> <li>• ToolingU Online Classes</li> <li>• OSHA/ NIMS</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with a team and independently to complete projects</li> <li>• Able to convert 2 dimensional drawings into 3 dimensional projects</li> <li>• Basic computer skills</li> <li>• Mechanical drawing</li> </ul>

**Program Information for:  
Protective Services Academy – CIP Code 43.9999 (PSTC, MJ)**

The following information is extremely important for you to know about this program.

- Experience the thrill and pride of saving lives and protecting the community.
- Use the latest technology and equipment available by operating fire engines, ambulances, Segway's, and more!
- Engage in lifesaving emergency medical treatment, firefighting/rescue techniques, and law enforcement operations.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Law- Criminal Justice System</li> <li>• Law- Law Enforcement</li> <li>• Law- Private Security Management</li> <li>• Law- Corrections</li> <li>• Law- Homeland Security</li> <li>• Communications</li> <li>• Incident Command Systems</li> <li>• Bucks Basic Fire Academy</li> <li>• Firefighting- Ropes and Rigging</li> <li>• Emergency Medical Care</li> <li>• Hazardous Materials</li> <li>• Special Days and Activities</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b>Textbooks:</b> (Provided to Students)</p> <p><b>Tools/Materials:</b> \$20 approx.</p> <p><b>Uniforms:</b> \$260 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul> <p><b>Clearances:</b></p> <ul style="list-style-type: none"> <li>• Criminal History Background Check- <b>\$25</b></li> <li>• <b>Child Line Check- \$13</b></li> <li>• <b>AHA CPR/ First Aid Cert- \$31</b></li> </ul>																				
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Emergency Medical Technician &amp; Paramedic</td> <td style="width: 20%; text-align: center;">PS</td> </tr> <tr> <td>First-Line Supervisors</td> <td style="text-align: center;">WK EXP</td> </tr> <tr> <td>Firefighters</td> <td style="text-align: center;">PS</td> </tr> <tr> <td>Police &amp; Sheriffs/ Patrol Officers</td> <td style="text-align: center;">OJT</td> </tr> <tr> <td>Transit &amp; Railroad Police</td> <td style="text-align: center;">OJT</td> </tr> <tr> <td>Animal Control Workers</td> <td style="text-align: center;">OJT</td> </tr> <tr> <td>Security Officers</td> <td style="text-align: center;">OJT</td> </tr> <tr> <td>Crossing Guards</td> <td style="text-align: center;">OJT</td> </tr> <tr> <td>Lifeguards/ Ski Patrols</td> <td style="text-align: center;">OJT</td> </tr> <tr> <td>Transportation Security Screeners</td> <td style="text-align: center;">OJT</td> </tr> </table>	Emergency Medical Technician & Paramedic	PS	First-Line Supervisors	WK EXP	Firefighters	PS	Police & Sheriffs/ Patrol Officers	OJT	Transit & Railroad Police	OJT	Animal Control Workers	OJT	Security Officers	OJT	Crossing Guards	OJT	Lifeguards/ Ski Patrols	OJT	Transportation Security Screeners	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• <b>American Heart Association:</b> BLS for the Healthcare Provider, Heart saver First Aid Bucks</li> <li>• <b>CCC:</b> Basic Fire Academy Essentials of Firefighting</li> <li>• <b>FEMA:</b> NIMS/ICS/IS 15, 20.11, 100, 200, 230, 235, 241, 242, 292, 393, 700, 775, 800, 804, 805, 808, 813, 907</li> <li>• <b>NAED:</b> Emergency Telecommunicator</li> <li>• <b>National Board of Fire Service Professional Qualifications:</b> Fire Inspector I, Firefighter 1</li> <li>• <b>National Highway Institute:</b> Managing Traffic Incidents on the Roadway</li> <li>• <b>PA Department of Health:</b> BLS Healthcare EMT, CPAP Monitoring</li> <li>• <b>PA Department of Health Continuing Education:</b> Crisis Response, PCR Documentation, START Triage</li> <li>• <b>PA State Fire Academy:</b> Basic Rigging for Rope Rescue, Basic Ropes &amp; Rigging High/Low Angle Rescue 1, National Vehicle Rescue Awareness/Operations/Technician, Blood borne Pathogens and Infectious Disease, Engine Company Operations, Hazardous Materials – Awareness/Operations, High Angle Ropes Rescue 1, Pump Operations 1, Structural Burn Session, Truck Operations 1</li> <li>• <b>Other certification courses:</b> Helicopter Landing Zone Operations, HIPAA</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• Industry Cert.- <b>\$5</b>, additional optional certifications-<b>\$15-\$615</b> approx.</li> <li>• National Registry Emergency Medical Technician Cert.- <b>\$85</b></li> </ul>
Emergency Medical Technician & Paramedic	PS																				
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<p><small>*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</small></p>																					

***Skill Alignment Chart for:***  
**Protective Services Academy – CIP Code 43.9999**  
**Public Safety Training Center, Mount Joy Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Able to lift, carry &amp; balance 125 lbs. equally</li> <li>• Able to work under pressure/in adverse conditions/within time constraints</li> <li>• Vision &amp; Hearing Ability to Acceptable Standards</li> <li>• Good conflict resolution skills &amp; an even temperament (not prone to aggressive behaviors)</li> <li>• Able to walk, crawl, bend, stoop on uneven surfaces.</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 12th grade-college</li> <li>• Excellent written (esp. note-taking) &amp; verbal communication skills</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Algebra and Geometry</li> <li>• Strong measurement &amp; estimation skills</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 60% of Lecture, 40% Cognitive Psychomotor Skills</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Average 6-8 hours per week</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Average 65 per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• Test intensive</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Basic computer &amp; keyboarding skills</li> <li>• Clean criminal background check</li> <li>• Demonstrate initiative, responsibility, time management &amp; critical thinking skills</li> <li>• Good attendance</li> <li>• Good physical health and neat appearance</li> </ul>



**Program Information for:  
Residential Carpentry – CIP Code 46.0201  
(MJ)**

The following information is extremely important for you to know about this program.

- 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.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Hand Tools</li> <li>• Power Tools</li> <li>• Blueprints Reading</li> <li>• Site Preparation and Layout</li> <li>• Footings and Foundations</li> <li>• Framing- Floor Construction</li> <li>• Framing- Wall Construction</li> <li>• Framing- Roof Construction</li> <li>• Exterior Finish</li> <li>• Interior Finish</li> <li>• Estimation</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)  <b><u>Tools/Materials:</u></b> \$62 approx.  <b><u>Uniforms:</u></b> \$80 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>														
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Concrete Placement &amp; Finisher</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Drywall Installer &amp; Finisher</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Finish Carpenter</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Insulation Installer</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Roofer</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Rough Carpenter</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Siding Installer</td> <td style="text-align: right;">OJT</td> </tr> </table> <p><small>*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</small></p>	Concrete Placement & Finisher	OJT	Drywall Installer & Finisher	OJT	Finish Carpenter	OJT	Insulation Installer	OJT	Roofer	OJT	Rough Carpenter	OJT	Siding Installer	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• National Center for Construction Ed &amp; Research</li> <li>• OSHA</li> <li>• Hilti Power Certification</li> <li>• High Lift Operations Certification</li> <li>• Skid Loader Certification</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• ABC Registration- <b>\$25</b></li> <li>• OSHA- <b>\$25</b></li> <li>• Additional Industry Certifications- <b>Cost Varies</b></li> </ul>
Concrete Placement & Finisher	OJT														
Drywall Installer & Finisher	OJT														
Finish Carpenter	OJT														
Insulation Installer	OJT														
Roofer	OJT														
Rough Carpenter	OJT														
Siding Installer	OJT														

**Skill Alignment Chart for:  
Residential Carpentry – CIP Code 46.0201  
Mount Joy Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to lift 50 lbs. overhead</li> <li>• Ability to work in all weather conditions</li> <li>• Ability to work independently</li> <li>• Good eye/hand coordination</li> <li>• No fear of heights or working in closed spaces</li> <li>• Physical strength and stamina</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• Follow oral and written directions</li> <li>• Technical writing skills</li> <li>• Text written on a 12<sup>th</sup> grade level</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic Algebra, fractions, decimals</li> <li>• Basic Trigonometry/Geometry</li> <li>• Measurement</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 15-20 minutes per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Minimal</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 40 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• Weekly quizzes</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to visualize</li> <li>• Driver's license strongly recommended</li> </ul>

**Program Information for:  
RV & Outdoor Power Equipment – CIP Code 47.0699(WS)**

The following information is extremely important for you to know about this program.

- Diagnose, maintain and repair a wide range of 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 many outdoor power equipment and recreational vehicles in a rapidly changing industry using a full systems approach.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate Knowledge of the Principles and Design of 2-Cycle and 4-Cycle Engines</li> <li>• Demonstrate Knowledge of Lubrication Systems</li> <li>• Demonstrate Knowledge of Basic Electricity</li> <li>• Demonstrate Knowledge and Service of Cooling Systems</li> <li>• Demonstrate Knowledge of Fuel Systems</li> <li>• Service Fuel Systems on All Engines</li> <li>• Demonstrate the Knowledge and the Service Procedures of Exhaust Systems</li> <li>• Demonstrate Skill with Measuring Systems and Tools</li> <li>• Identify and Use Hand Tools</li> <li>• Identify and Use Fasteners</li> <li>• Demonstrate Welding and Cutting</li> <li>• Diagnose Performance Problems on a 2-Cycle Gasoline Engine</li> <li>• Diagnose Problems on a 4-Cycle Gasoline Engine</li> <li>• Overhaul a 4-Cycle Gasoline Engine</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)  <b><u>Tools/Materials:</u></b> \$150- 200 approx.  <b><u>Uniforms:</u></b> \$60 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/ Pants to comply with uniform cleanliness standards.</li> </ul>																				
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Equipment Rental &amp; Sales</td><td style="text-align: right;">OJT</td></tr> <tr><td>Lawn &amp; Garden Equipment Technician</td><td style="text-align: right;">OJT</td></tr> <tr><td>Lawn &amp; Garden Parts Salesperson</td><td style="text-align: right;">OJT</td></tr> <tr><td>Lawn &amp; Garden Service Writer</td><td style="text-align: right;">OJT</td></tr> <tr><td>Motorcycle &amp; Recreational Vehicle Parts Salesperson</td><td style="text-align: right;">OJT</td></tr> <tr><td>Motorcycle &amp; Recreational Vehicle Service Writer</td><td style="text-align: right;">OJT</td></tr> <tr><td>Motorcycle &amp; Recreational Vehicle Technician</td><td style="text-align: right;">OJT</td></tr> <tr><td>Small Engine Technician</td><td style="text-align: right;">OJT</td></tr> <tr><td>Supervisor Mechanics/ Installer/ Repairs</td><td style="text-align: right;">WK EXP</td></tr> <tr><td>Motorboat Mechanics &amp; Service Tech</td><td style="text-align: right;">OJT</td></tr> </table> <p style="font-size: small; margin-top: 5px;">*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</p>	Equipment Rental & Sales	OJT	Lawn & Garden Equipment Technician	OJT	Lawn & Garden Parts Salesperson	OJT	Lawn & Garden Service Writer	OJT	Motorcycle & Recreational Vehicle Parts Salesperson	OJT	Motorcycle & Recreational Vehicle Service Writer	OJT	Motorcycle & Recreational Vehicle Technician	OJT	Small Engine Technician	OJT	Supervisor Mechanics/ Installer/ Repairs	WK EXP	Motorboat Mechanics & Service Tech	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• EETC: Two Stroke Engine Cert</li> <li>• EETC: Four Stroke Engine Cert</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• Industry Certification Exams- <b>\$98</b></li> <li>• SP2 Mechanical Safety Cert</li> <li>• SP2.org Mechanical Pollution Prevention Cert</li> </ul> <p>Briggs &amp; Stratton Small Engine Cert</p>
Equipment Rental & Sales	OJT																				
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**Skill Alignment Chart for:  
RV & Outdoor Power Equipment – CIP Code 47.0699  
Willow Street Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• A focus on safety around moving equipment, hand tools, power tools and other equipment found in the industry</li> <li>• Ability to diagnose the source of a problem quickly and accurately</li> <li>• Ability to sit for long periods of time</li> <li>• Ability to work independently, read and follow directions</li> <li>• Good eye/hand coordination</li> <li>• Stamina to stand or stand for long periods of time</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 12<sup>th</sup> grade</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Able to manipulate fractions, decimals &amp; percent's</li> <li>• Basic math</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 45 minutes - up to 2.5 hrs. daily</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 1 chapter per week</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 40-50 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 1 test per week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with a team to complete projects</li> <li>• Able to work independently</li> <li>• Attention to detail extremely important</li> <li>• Good attendance</li> <li>• Good communication skills</li> <li>• Drivers education</li> </ul>

**Program Information for:**  
**Sports Medicine/Rehabilitation Technician – CIP Code 51.0899 (WS)**  
 The following information is extremely important for you to know about this program.

- Motivate students to continue their education in fields such as athletic training, physical therapy, occupational therapy, sports medicine and other related fields.
- Performs a wide variety of duties with other professionals to aid in the successful treatment of patients.
- Strive to be a driving force on a professional healthcare team to deliver high-quality patient care.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Orientation</li> <li>• Legal and Ethical Issues in Health Care</li> <li>• Communication in Health Care</li> <li>• Infection Control</li> <li>• Disaster Preparedness</li> <li>• Emergency Care and First Aid</li> <li>• Human Needs and Human Development</li> <li>• Moving, Lifting and Positioning</li> <li>• Basic Clinical Skills</li> <li>• Nutrition and Hydration</li> <li>• Mental Health &amp; Wellness</li> <li>• Rehabilitation &amp; Restorative Care</li> <li>• Medical Terminology</li> <li>• Administrative Care</li> <li>• Anatomy &amp; Physiology &amp; Pathophysiology</li> <li>• Mathematics in Rehabilitative Care</li> <li>• Concussions</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)  <b><u>Tools/Materials:</u></b> \$30 approx.  <b><u>Uniforms:</u></b> \$65 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 2Shirt/Pants to comply with uniform cleanliness standards.</li> </ul> <p><b><u>Clearances:</u></b></p> <ul style="list-style-type: none"> <li>• Physical with lab testing (blood work) also Hepatitis series (3 step), Tuberculin test-PPD (2 step) required by PA Law and Dept. of Health-<b>varies</b></li> <li>• Flu Shot</li> <li>• Criminal background check-<b>\$10</b></li> <li>• PA Patch</li> <li>• FBI Fingerprinting-<b>\$27.50</b></li> </ul>
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <p>Physical Therapy Aide      PS        Occupational Aide      OJT</p> <p><small>*Career Pathways        OJT- On the Job Training      PS- Post Secondary        BD- Bachelor's Degree      WK EXP- Work Experience        AD- Associate Degree      PhD- Doctor of Philosophy</small></p>	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• American Heart Association- Heart saver AED-<b>\$10</b></li> <li>• National Safety Council- Blood borne &amp; Airborne Pathogens- <b>\$18</b></li> <li>• American Heart Association- CPR/ First Aid- <b>\$18</b></li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• CPR (Healthcare Provider)- <b>\$40+</b></li> <li>• OSHA- <b>\$10</b></li> </ul>

**Skill Alignment Chart for:  
Sports Medicine/Rehabilitation Technician – CIP Code 51.0899  
Willow Street Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Empathy to understand the pains and suffering of others</li> <li>• Good personal hygiene</li> <li>• Lift heavy objects/people</li> <li>• Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations</li> <li>• Prolonged standing, bending, &amp; stooping</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 12th grade to College level English</li> <li>• Excellent oral and written communication skills (excellent spelling skills)</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Conversions</li> <li>• Fractions, decimals, percent's &amp; ratios</li> <li>• Height/weight</li> <li>• Intermediate Algebra (College level)</li> <li>• Metric system</li> <li>• Roman numerals</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 4 hours daily</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 2-3 hours daily</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 30 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 5-8 tests a week including performance tests and academics</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Attention to detail extremely important</li> <li>• Basic computer and keyboarding skills</li> <li>• Demonstrate initiative, responsibility, and critical thinking skills</li> <li>• Excellent note taking and listening skills</li> <li>• Transportation for clinical</li> </ul>

**Program Information for:  
Veterinary Assistant – CIP Code 51.0808 (WS)**

The following information is extremely important for you to know about this program.

- Experience the reward of caring for animals in a clinical setting.
- Practice customer service and professional ethics when interacting with patients, clients and coworkers.
- Actively participate in live surgical clinics weekly as part of a professional veterinary team.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Dilutions, Behavior, Restraint, Grooming, Sanitation and Dog Breed Project</li> <li>• Integumentary System, Medical Terminology, Medical Records and Nursing Care</li> <li>• Musculoskeletal System and Radiology</li> <li>• Circulatory and Respiratory Systems</li> <li>• Anesthesia and Surgery</li> <li>• Immune System, Disease, Canine &amp; Feline Vaccines, and Physical Exam</li> <li>• Laws, Ethics, and Pharmacology</li> <li>• Endocrine System, Renal System, and Urinalysis</li> <li>• Digestive, Nutrition, and Parasitology</li> <li>• Nervous and Sensory System</li> <li>• Reproduction and Breeding</li> <li>• Pocket Pets</li> <li>• Large Animal</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)  <b><u>Tools/Materials:</u></b> \$60 approx.  <b><u>Uniforms:</u></b> \$160 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>																				
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Animal Caretaker</td><td style="text-align: right;">OJT</td></tr> <tr><td>Animal Intake Officer</td><td style="text-align: right;">PS</td></tr> <tr><td>Animal Trainer</td><td style="text-align: right;">PS</td></tr> <tr><td>Groomer Assistant</td><td style="text-align: right;">OJT</td></tr> <tr><td>Kennel Assistant</td><td style="text-align: right;">OJT</td></tr> <tr><td>Veterinary Assistant</td><td style="text-align: right;">OJT</td></tr> <tr><td>Veterinary Receptionist</td><td style="text-align: right;">OJT</td></tr> <tr><td>Groomer</td><td style="text-align: right;">PS</td></tr> <tr><td>Veterinary Technician (AAS)</td><td style="text-align: right;">AD</td></tr> <tr><td>Veterinary Technologist (BS)</td><td style="text-align: right;">BD</td></tr> </table> <p style="font-size: small;">*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor's Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</p>	Animal Caretaker	OJT	Animal Intake Officer	PS	Animal Trainer	PS	Groomer Assistant	OJT	Kennel Assistant	OJT	Veterinary Assistant	OJT	Veterinary Receptionist	OJT	Groomer	PS	Veterinary Technician (AAS)	AD	Veterinary Technologist (BS)	BD	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• Pot Secondary Articulation</li> <li>• SOAR Articulation</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• NAVTA certification- <b>\$100</b></li> <li>• OSHA Medical- <b>\$25</b></li> <li>• Veterinary Nutritional Advocate</li> <li>• National Association of Veterinary Technicians in America-Approved Veterinary Assistant Certificate</li> </ul>
Animal Caretaker	OJT																				
Animal Intake Officer	PS																				
Animal Trainer	PS																				
Groomer Assistant	OJT																				
Kennel Assistant	OJT																				
Veterinary Assistant	OJT																				
Veterinary Receptionist	OJT																				
Groomer	PS																				
Veterinary Technician (AAS)	AD																				
Veterinary Technologist (BS)	BD																				

**Skill Alignment Chart for:  
Veterinary Assistant – CIP Code 51.0808  
Willow Street Campus**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Lift heavy objects/animals</li> <li>• Not disturbed by incidences such as bodily fluids, surgeries, injections, traumatic situations</li> <li>• Prolonged standing, bending, &amp; stooping</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 12th grade to college level</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic math</li> <li>• Conversions (metric system)</li> <li>• Fractions, decimals, percentages, &amp; ratios</li> <li>• Long division</li> <li>• Roman numerals</li> <li>• Weight</li> <li>• Basic algebraic equations</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 3 hours daily</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 2 hours daily</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 50 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 3-4 tests a week</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with a team to complete projects</li> <li>• Attention to detail extremely important</li> <li>• Good attendance</li> <li>• Excellent communication and critical thinking skills</li> <li>• Excellent hygiene</li> <li>• Keyboarding skills</li> <li>• Love of animals</li> <li>• Transportation needed for clinical</li> </ul>



**Program Information for:  
Welding Technology – CIP Code 48.0508 (MJ)**

The following information is extremely important for you to know about this program.

- 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.

<p><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Principles of Welding</li> <li>• Welding, Drawing, and Weld Symbol Interpretation</li> <li>• Visual Examination, Inspection, and Testing</li> <li>• Shielded Metal Arc Welding (SMAW)</li> <li>• Gas Metal Arc Welding (GMAW)</li> <li>• Flux Cored Arc Welding (FCAW)</li> <li>• Gas Tungsten Arc Welding (GTAW)</li> <li>• Manual Oxyfuel Gas Cutting (OFC)</li> <li>• Mechanized Oxyfuel Gas Cutting (OFC)</li> <li>• Manual Plasma Arc Cutting (PAC)</li> <li>• Manual Air Carbon Arc Cutting (CAC-A)</li> </ul>	<p><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> \$100 approx.</p> <ul style="list-style-type: none"> <li>• Welding Helmet</li> <li>• Welding Gloves</li> <li>• Welding Jacket</li> </ul> <p><b><u>Uniforms:</u></b> \$140 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> <li>• Work Boots (With Safety Toe Plastic or Metal)</li> </ul>																		
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Aerospace Industry</td><td style="text-align: right;">OJT</td></tr> <tr><td>Equipment Repair &amp; Sales</td><td style="text-align: right;">OJT</td></tr> <tr><td>Field Welder</td><td style="text-align: right;">OJT</td></tr> <tr><td>Industrial Welder/Fabricator</td><td style="text-align: right;">OJT</td></tr> <tr><td>Oxyacetylene/Plasma Cutter</td><td style="text-align: right;">OJT</td></tr> <tr><td>Pipe Fitter –Welder</td><td style="text-align: right;">OJT</td></tr> <tr><td>TIG/MIG/Electric Arc Welder</td><td style="text-align: right;">OJT</td></tr> <tr><td>Underwater Repair &amp; Fabrication</td><td style="text-align: right;">OJT</td></tr> <tr><td>Weld Inspector</td><td style="text-align: right;">OJT</td></tr> </table> <p style="font-size: small;">*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</p>	Aerospace Industry	OJT	Equipment Repair & Sales	OJT	Field Welder	OJT	Industrial Welder/Fabricator	OJT	Oxyacetylene/Plasma Cutter	OJT	Pipe Fitter –Welder	OJT	TIG/MIG/Electric Arc Welder	OJT	Underwater Repair & Fabrication	OJT	Weld Inspector	OJT	<p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• AWS Membership and AWS Sense- \$30 approx.</li> <li>• Advanced Placement Internship- API</li> <li>• Cooperative Education- Co-op</li> </ul>
Aerospace Industry	OJT																		
Equipment Repair & Sales	OJT																		
Field Welder	OJT																		
Industrial Welder/Fabricator	OJT																		
Oxyacetylene/Plasma Cutter	OJT																		
Pipe Fitter –Welder	OJT																		
TIG/MIG/Electric Arc Welder	OJT																		
Underwater Repair & Fabrication	OJT																		
Weld Inspector	OJT																		

**Skill Alignment Chart for:  
Welding Technology – CIP Code 48.0508  
Mount Joy Campus**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• A focus on safety around welding equipment, hand tools, power tools and other equipment found in the industry</li> <li>• Able to lift 50lbs</li> <li>• Ability to work independently, read and follow directions</li> <li>• Good eye/hand coordination</li> <li>• Stamina to stand for long periods of time</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 10<sup>th</sup> Grade Level</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Ability to read and use a ruler</li> <li>• Decimals</li> <li>• Fractions</li> <li>• Metric</li> <li>• Percent's</li> <li>• Weights/measurements</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• Approximately 2-5 hours per week</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• None/student's option</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 180 total for year</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• Math</li> <li>• Blueprints</li> <li>• Welding Fundamentals textbook/ Chapter Reviews/ Lab Assignments</li> <li>• AWS Sense Cert Test</li> </ul>
<b>POS Academics</b>	<ul style="list-style-type: none"> <li>• Public Speaking is a component of the LCCTC program</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with a team and independently to complete projects</li> <li>• Able to convert 2 dimensional drawings into 3 dimensional projects</li> <li>• Basic computer skills</li> <li>• Mechanical drawing</li> <li>• Interpretation</li> </ul>

**Program Information for:**  
**Intro to Construction Careers– CIP Code 46.0201(BT/MJ/WS)**  
 The following information is extremely important for you to know about this program.

- Experience the basic construction trades.
- Operate professional hand and power tools.
- Perform basic carpentry, masonry, plumbing, and electrical skills and more!

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Tool Safety</li> <li>• Lumber and Wood</li> <li>• Introduction to Carpentry- Floor</li> <li>• Introduction to Carpentry- Wall</li> <li>• Introduction to Carpentry- Roof</li> <li>• Introduction to Carpentry- Exterior</li> <li>• Introduction to Plumbing- Tools</li> <li>• Introduction to Plumbing- Systems</li> <li>• Introduction to Plumbing- Residential</li> <li>• Introduction to Masonry- Concrete</li> <li>• Introduction to Painting- Exterior</li> <li>• Introduction to Painting- Interior</li> <li>• Introduction to Electric- Tools</li> <li>• Introduction to Residential Electric- Wiring Basics</li> <li>• Introduction to HVAC</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> Additional information in new student letter.</p> <p><b><u>Uniforms:</u> \$80 approx.</b></p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>																
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Carpenter</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Electrician</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Cabinet &amp; Wood Working</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>CAD Architectural</td> <td style="text-align: right;">PS</td> </tr> <tr> <td>Painter</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Plumber</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>HVAC Technician</td> <td style="text-align: right;">PS</td> </tr> <tr> <td>Heavy Equipment Operations</td> <td style="text-align: right;">OJT</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">*Career Pathways        OJT- On the Job Training      PS- Post Secondary        BD- Bachelor's Degree      WK EXP- Work Experience        AD- Associate Degree      PhD- Doctor of Philosophy</p>	Carpenter	OJT	Electrician	OJT	Cabinet & Wood Working	OJT	CAD Architectural	PS	Painter	OJT	Plumber	OJT	HVAC Technician	PS	Heavy Equipment Operations	OJT	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• NCCER Construction Technology</li> </ul> <p style="text-align: center;"><b><u>Full Day Program Articulations</u></b></p> <ul style="list-style-type: none"> <li>• HVAC/R</li> <li>• Commercial Construction</li> <li>• Residential Carpentry</li> <li>• Electrical Construction Technology</li> <li>• Plumbing</li> <li>• Architectural CAD</li> <li>• Painting/Ceramic Tile and Vinyl</li> <li>• Heavy Equipment Operation</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• OSHA- \$25</li> <li>• Ladder Cert</li> </ul>
Carpenter	OJT																
Electrician	OJT																
Cabinet & Wood Working	OJT																
CAD Architectural	PS																
Painter	OJT																
Plumber	OJT																
HVAC Technician	PS																
Heavy Equipment Operations	OJT																

**Skill Alignment Chart for:  
Intro to Construction Careers– CIP Code 46.0201  
Brownstown/Mount Joy/Willow Street Campuses  
Half-Day Program**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to lift 50 lbs. overhead</li> <li>• Ability to work in all weather conditions</li> <li>• Ability to work independently</li> <li>• Good eye/hand coordination</li> <li>• No fear of heights or working in closed spaces</li> <li>• Physical strength and stamina</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 9<sup>th</sup> grade or higher</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic Geometry</li> <li>• Basic math skills</li> <li>• Fractions</li> <li>• Measurement skills</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• ½ hour daily</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 5-10 per marking period (depends on trade area)</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 4 to 5 per marking period</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Able to use a ruler</li> <li>• Able to work with fractions, decimals, also able to compute ratio, rate, percent's, area and volume</li> <li>• Excellent hand/eye coordination</li> <li>• Good attendance</li> <li>• Good physical health (able to lift 50 lbs. to a height of 40inches)</li> <li>• Good sense of balance</li> <li>• Good technical writing skills</li> <li>• No fear of heights</li> <li>• Stamina (able to stand for long periods of time)</li> </ul>

**Program Information for:  
Introduction to Culinary Arts Careers– CIP Code 12.0508(BT/MJ/WS)**

The following information is extremely important for you to know about this program.

- Create desserts from traditional recipes such as cookies and cheesecakes to pastries with artistic presentation.
- Experience the latest trends in food preparation of traditional cuisine.
- Plan, prepare, and serve meals for special events.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Safety &amp; Sanitation</li> <li>• Equipment</li> <li>• Baking</li> <li>• Garde Manger</li> <li>• Soups, Stocks, and Sauces</li> <li>• Short Order Cooking</li> <li>• Cooking Methods</li> <li>• Management Techniques</li> <li>• Customer Service</li> <li>• Kitchen Calculations</li> <li>• Events</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> Additional information in new student letter.</p> <p><b><u>Uniforms:</u></b> \$106 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>														
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Baker</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Host/Hostess/Server</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Cook/Chef</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Institutional Food Worker</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Food Service Manager</td> <td style="text-align: right;">WK EXP</td> </tr> <tr> <td>Meat Cutter/Food Processor</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Front Desk &amp; Hotel Reservations Clerk</td> <td style="text-align: right;">OJT</td> </tr> </table> <p><small>*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</small></p>	Baker	OJT	Host/Hostess/Server	OJT	Cook/Chef	OJT	Institutional Food Worker	OJT	Food Service Manager	WK EXP	Meat Cutter/Food Processor	OJT	Front Desk & Hotel Reservations Clerk	OJT	<p style="text-align: center;"><b><u>Full Day Program Articulations</u></b></p> <ul style="list-style-type: none"> <li>• Culinary Arts/Chef</li> <li>• Baking &amp; Pastry Arts</li> <li>• Event Planning &amp; Tourism Services Management</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• SP/2- <b>\$10</b></li> <li>• Culinary Safety &amp; Sanitation- <b>\$10</b></li> </ul>
Baker	OJT														
Host/Hostess/Server	OJT														
Cook/Chef	OJT														
Institutional Food Worker	OJT														
Food Service Manager	WK EXP														
Meat Cutter/Food Processor	OJT														
Front Desk & Hotel Reservations Clerk	OJT														

**Skill Alignment Chart for:  
Introduction to Culinary Arts Careers– CIP Code 12.0508  
Brownstown/Mount Joy/Willow Street Campuses  
Half-Day Program**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• A focus on safety around kitchen equipment, knives, and other tools and equipment found in the industry</li> <li>• Ability to work in a fast-paced environment</li> <li>• Good personal hygiene</li> <li>• Stamina needed to stand for long periods of time</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• Text is 10<sup>th</sup> grade to college level</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Fractions</li> <li>• Liquid and dry measurements</li> <li>• Percentages</li> <li>• Volume</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 20-30 minutes per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Not Assigned</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 15-20 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 6 per marking period</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to lift up to 30 lbs.</li> <li>• Able to work at a fast pace</li> <li>• Ability to work independently and with a small group</li> <li>• Able to work with fractions, decimals, also able to compute ratio, rate, percentages, area and volume</li> <li>• Excellent hand/eye coordination</li> <li>• Excellent hygiene</li> <li>• Good attendance</li> <li>• No acrylic nails</li> <li>• No jewelry allowed including piercings</li> <li>• No nail polish</li> <li>• Stamina (able to stand for long periods of time)</li> <li>• Stomach to work with raw food</li> </ul>

**Program Information for:  
Intro to Health Careers– CIP Code 51.0899(BT/MJ/WS)**

The following information is extremely important for you to know about this program.

- Perform a wide range of medical skills in various health care careers.
- Use medical equipment in exploring the human body.
- Practice ethical standard, confidentiality, leadership and professionalism when interacting with patients, clients, and co- workers.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Orientation</li> <li>• Health Care Safety</li> <li>• History of Health Care</li> <li>• Health Care Team</li> <li>• Ethics</li> <li>• Legal Aspects</li> <li>• Health Care Career Search</li> <li>• Qualities of Health Care Worker</li> <li>• Communication</li> <li>• 24-Hour Clock</li> <li>• Medical Terminology</li> <li>• Medical Terminology with A&amp;P</li> <li>• Emergency Care</li> <li>• Client Assessment</li> <li>• Bedside Care Skills</li> <li>• Information Management Skills</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> Additional information in new student letter.</p> <p><b><u>Uniforms:</u></b> \$75 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>										
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Certified Nursing Assistant/Home Health Aide</td> <td style="width: 20%; text-align: center;">PS</td> </tr> <tr> <td>Dental Assistant</td> <td style="text-align: center;">PS</td> </tr> <tr> <td>Medical Assistant</td> <td style="text-align: center;">PS</td> </tr> <tr> <td>Health Information Manager</td> <td style="text-align: center;">OJT</td> </tr> <tr> <td>Clinical Care Assistant</td> <td style="text-align: center;">PS</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</p>	Certified Nursing Assistant/Home Health Aide	PS	Dental Assistant	PS	Medical Assistant	PS	Health Information Manager	OJT	Clinical Care Assistant	PS	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• American Heart Association- BLS Healthcare Provider</li> </ul> <p style="text-align: center;"><b><u>Full Day Program Articulations</u></b></p> <ul style="list-style-type: none"> <li>• Advanced Health Careers (Half Day Only)</li> <li>• Nursing Assistant</li> <li>• Medical Assistant</li> <li>• Medical Administrative Assistant</li> <li>• Patient Care Technician</li> <li>• Dental Assistant</li> <li>• EMS/ EMT</li> <li>• Sports Medicine &amp; Rehabilitation Technician</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• BLS for Health Care Providers- <b>\$8</b></li> </ul>
Certified Nursing Assistant/Home Health Aide	PS										
Dental Assistant	PS										
Medical Assistant	PS										
Health Information Manager	OJT										
Clinical Care Assistant	PS										

**Skill Alignment Chart for:  
Intro to Health Careers– CIP Code 51.0899  
Brownstown/Mount Joy/Willow Street Campuses  
Half-Day Program**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Health related class recommended</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 10<sup>th</sup> grade or higher</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Decimals, fractions, percent's - example: kilo to pounds-conversions</li> <li>• Multiplication</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 30-60 minutes per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• 30-60 minutes per day</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Up to 8 per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• Up to 3 per week</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Attention to detail extremely important</li> <li>• Basic computer and keyboarding skills</li> <li>• Demonstrate initiative, teamwork, cooperation, and responsibility</li> <li>• Good attendance</li> <li>• Good customer service skills</li> <li>• Good time management, memorization and test taking skills</li> <li>• Excellent oral and written communication skills</li> <li>• Public speaking</li> <li>• Spelling, critical thinking, and note taking skills</li> <li>• Stamina (able to stand for long periods of time)</li> <li>• Willingness to study outside of class</li> </ul>



**Program Information for:**  
**Intro to Manufacturing Careers– CIP Code 48.0508(BT/MJ/WS)**  
 The following information is extremely important for you to know about this program.

- Machine fabricate and build custom metal projects.
- Operate the same welding and cutting equipment as industry professionals.
- Design, invent and develop electrical and robotic systems!

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Band Saw</li> <li>• Drill Press</li> <li>• CNC Milling Machine Estimated Total Hours of Instruction</li> <li>• Pedestal Grinder</li> <li>• Industrial Electricity</li> <li>• Basic Robot Programming</li> <li>• Hand Tools</li> <li>• Hand Held Power Tools</li> <li>• Hand and Operated Forming Tools</li> <li>• Power Operated Forming Tools</li> <li>• Principles of Layout</li> <li>• Shielded Metal Arc Welding (SMAW)</li> <li>• Gas Metal Arc Welding (GMAW)</li> <li>• Gas Tungsten Arc Welding (GTAW)</li> <li>• Manual Oxyfuel Gas Curring (OFC)</li> <li>• Oxyfuel Welding</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)  <b><u>Tools/Materials:</u></b> \$40 approx.  <b><u>Uniforms:</u></b> \$80 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>						
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Welder</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Machinists</td> <td style="text-align: right;">OJT</td> </tr> <tr> <td>Engineering Technician</td> <td style="text-align: right;">AD</td> </tr> </table> <p style="font-size: small;">*Career Pathways        OJT- On the Job Training      PS- Post Secondary        BD- Bachelor's Degree      WK EXP- Work Experience        AD- Associate Degree      PhD- Doctor of Philosophy</p>	Welder	OJT	Machinists	OJT	Engineering Technician	AD	<p style="text-align: center;"><b><u>Program Opportunities</u></b></p> <ul style="list-style-type: none"> <li>• OSHA</li> </ul> <p style="text-align: center;"><b><u>Full Day Program Articulations</u></b></p> <ul style="list-style-type: none"> <li>• Sheet Metal Technology</li> <li>• Welding Technology</li> <li>• Electro-Mechanical Engineering Technology</li> <li>• Precision Machining &amp; Computer-Aided Manufacturing</li> <li>• Cabinetmaking &amp; Wood Technology</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• OSHA- \$25</li> </ul>
Welder	OJT						
Machinists	OJT						
Engineering Technician	AD						

**Skill Alignment Chart for:  
Intro to Manufacturing Careers– CIP Code 48.0508  
Brownstown/Mount Joy/Willow Street Campuses  
Half-Day Program**

Educational & Physical Attributes	Expectations
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Ability to function in noisy and dirty environment</li> <li>• Ability to understand and follow safety procedures</li> <li>• Ability to work independently, read and follow directions</li> <li>• Able to lift 50 lbs. to a height of 40 inches</li> <li>• Blueprint reading skill recommended</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 10<sup>th</sup> grade</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic math and geometry</li> <li>• Fractions, Decimals, Percent's</li> <li>• Good measurement skills</li> <li>• Metric system</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 20 minutes per day or 1 hour 2 times per week</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• None -1 chapter per week done at CTC</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• Approximately 10 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• 2 times weekly</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work independently and with a small group</li> <li>• Able to use a ruler</li> <li>• Able to work with fractions, decimals, also able to compute ratio, rate, percent's, area and volume</li> <li>• Excellent hand/eye coordination</li> <li>• Good oral and written communication skills</li> <li>• Good technical writing skills</li> <li>• Logical, step by step thinking required</li> <li>• Stamina (able to stand for long periods of time)</li> <li>• Tech Ed or shop class at high school recommended</li> </ul>

**Program Information for:  
Intro to Transportation Careers– CIP Code 47.0604 (BT/MJ/WS)**

The following information is extremely important for you to know about this program.

- Develop the skills to diagnose and troubleshoot today’s hi-tech vehicles and equipment.
- Explore and experience the operating systems and repair procedures for a wide range of vehicles.
- Interact with trade professionals from the transportation industry.

<b><u>Curriculum Outline</u></b>	<b><u>Program Costs</u></b>														
<ul style="list-style-type: none"> <li>• Proper Shop Equipment Usage and Practices</li> <li>• Fasteners and Gaskets</li> <li>• Engine Repair</li> <li>• Fuel Systems</li> <li>• Electrical and Electrical Systems</li> <li>• Drive Systems and Transmissions</li> <li>• Cooling System</li> <li>• Tires</li> <li>• Brakes</li> <li>• Suspension and Steering Systems</li> <li>• Safety Inspection</li> <li>• Preventive Maintenance</li> <li>• Automobile Engines</li> <li>• Small Engines</li> </ul>	<p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> Additional information in new student letter.</p> <p><b><u>Uniforms:</u></b> \$60 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>														
<b><u>Career Pathways</u></b>	<b><u>Full Day Program Articulations</u></b>														
<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Auto Mechanic</td> <td style="width: 20%;">OJT</td> </tr> <tr> <td>Collision Repair Worker</td> <td>OJT</td> </tr> <tr> <td>Diesel Mechanic</td> <td>OJT</td> </tr> <tr> <td>Heavy Equipment Operator/Mechanic</td> <td>OJT</td> </tr> <tr> <td>Parts Salesperson</td> <td>OJT</td> </tr> <tr> <td>RV Mechanic</td> <td>OJT</td> </tr> <tr> <td>Small Engine Mechanic</td> <td>OJT</td> </tr> </table>	Auto Mechanic	OJT	Collision Repair Worker	OJT	Diesel Mechanic	OJT	Heavy Equipment Operator/Mechanic	OJT	Parts Salesperson	OJT	RV Mechanic	OJT	Small Engine Mechanic	OJT	<ul style="list-style-type: none"> <li>• Automotive Technology</li> <li>• Collision Repair</li> <li>• Diesel Equipment Technology</li> <li>• RV &amp; Outdoor Power Equipment</li> </ul> <p style="text-align: center;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• First Aid Certification- <b>\$6.50</b> approx.</li> <li>• Valvoline Oil Academy</li> <li>• CareerSafe: 10hr OSHA</li> </ul>
Auto Mechanic	OJT														
Collision Repair Worker	OJT														
Diesel Mechanic	OJT														
Heavy Equipment Operator/Mechanic	OJT														
Parts Salesperson	OJT														
RV Mechanic	OJT														
Small Engine Mechanic	OJT														
<p>*Career Pathways  OJT- On the Job Training      PS- Post Secondary  BD- Bachelor’s Degree      WK EXP- Work Experience  AD- Associate Degree      PhD- Doctor of Philosophy</p>															

**Skill Alignment Chart for:  
Intro to Transportation Careers– CIP Code 47.0604  
Brownstown/Mount Joy/Willow Street Campuses  
Half-Day Program**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• Enthusiasm</li> <li>• Good attendance</li> <li>• Good grade point average</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 11th-12th grade</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic math</li> <li>• Decimals</li> <li>• Fractions</li> <li>• Metric system</li> <li>• Percent's</li> <li>• Measures Tools</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 30 minutes per day</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Occasional</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 28 tasks per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• Weekly tests or quizzes</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to follow oral and written communications</li> <li>• Ability to work with a team to complete projects</li> <li>• Able to work with fractions, decimals, weights and measures</li> <li>• Basic computer skills</li> <li>• Good attendance</li> <li>• Good oral and written communication skills</li> </ul>

**Program Information for:  
Intro to Visual Communications Careers– CIP Codes 10.0399 & 50.0402  
(BT/WS)**

The following information is extremely important for you to know about this program.

- Experience drawing, computer graphics, and photography to deliver powerful visual arts.
- Capture photographs with current digital cameras.
- Create and design reproductions utilizing the same hardware and design software as professional graphic artists and commercial printers.

<p style="text-align: center;"><b><u>Curriculum Outline</u></b></p> <ul style="list-style-type: none"> <li>• Graphic Design</li> <li>• Photography</li> <li>• Digital Publishing</li> <li>• Press Operations</li> <li>• Digital Image Manipulation</li> <li>• Digital Illustration</li> <li>• Multi-Media</li> </ul>	<p style="text-align: center;"><b><u>Program Costs</u></b></p> <p><b><u>Textbooks:</u></b> (Provided to Students)</p> <p><b><u>Tools/Materials:</u></b> Additional information in new student letter.</p> <p><b><u>Uniforms:</u></b> \$60 approx.</p> <ul style="list-style-type: none"> <li>• Students need to purchase more than 1 Shirt/Pants to comply with uniform cleanliness standards.</li> </ul>																		
<p style="text-align: center;"><b><u>Career Pathways</u></b></p> <table style="width: 100%; border: none;"> <tr><td>Bindery Worker</td><td style="text-align: right;">OJT</td></tr> <tr><td>Commercial Designer</td><td style="text-align: right;">BD</td></tr> <tr><td>Layout &amp; Design Assistant</td><td style="text-align: right;">BD</td></tr> <tr><td>Press Operator</td><td style="text-align: right;">OJT</td></tr> <tr><td>Photographer</td><td style="text-align: right;">OJT</td></tr> <tr><td>Desktop Operator Assistant</td><td style="text-align: right;">AD</td></tr> <tr><td>Prepress Operator</td><td style="text-align: right;">PS</td></tr> <tr><td>Etchers &amp; Engravers</td><td style="text-align: right;">MT</td></tr> <tr><td>Web Developer</td><td style="text-align: right;">AD</td></tr> </table> <p style="font-size: small; margin-top: 10px;">*Career Pathways OJT- On the Job Training      PS- Post Secondary BD- Bachelor's Degree      WK EXP- Work Experience AD- Associate Degree      PhD- Doctor of Philosophy</p>	Bindery Worker	OJT	Commercial Designer	BD	Layout & Design Assistant	BD	Press Operator	OJT	Photographer	OJT	Desktop Operator Assistant	AD	Prepress Operator	PS	Etchers & Engravers	MT	Web Developer	AD	<p style="text-align: center;"><b><u>Full Day Program Articulations</u></b></p> <ul style="list-style-type: none"> <li>• Commercial Art</li> <li>• Computer Systems Technology</li> <li>• Digital Design/Print Media</li> <li>• Photography &amp; Digital Imaging</li> <li>• Interactive Media &amp; Web Design</li> </ul> <p style="text-align: center; margin-top: 10px;"><b><u>Certification Opportunities:</u></b></p> <ul style="list-style-type: none"> <li>• First Aid Certification- <b>\$6.50</b> approx.</li> <li>• OSHA- <b>\$25.00</b></li> </ul>
Bindery Worker	OJT																		
Commercial Designer	BD																		
Layout & Design Assistant	BD																		
Press Operator	OJT																		
Photographer	OJT																		
Desktop Operator Assistant	AD																		
Prepress Operator	PS																		
Etchers & Engravers	MT																		
Web Developer	AD																		

**Skill Alignment Chart for:  
Intro to Visual Communications Careers– CIP Codes 50.0402  
Brownstown/Willow Street Campuses Half-Day Program  
for**

<b>Educational &amp; Physical Attributes</b>	<b>Expectations</b>
<b>Program Safety &amp; Physical Considerations</b>	<ul style="list-style-type: none"> <li>• A focus on safety around moving equipment</li> <li>• Color Vision</li> <li>• Depth perception</li> <li>• Good manual dexterity</li> <li>• Stamina including focus at work station for long periods of time including standing or sitting for long periods of time</li> <li>• Visual acuity</li> </ul>
<b>Reading &amp; Language Arts Levels</b>	<ul style="list-style-type: none"> <li>• 10th – 12th grade</li> </ul>
<b>Math Levels</b>	<ul style="list-style-type: none"> <li>• Basic math</li> <li>• Decimals</li> <li>• Fractions</li> <li>• Measurement</li> <li>• Multiplication</li> </ul>
<b>Instructional Time</b>	<ul style="list-style-type: none"> <li>• 45-60 minutes per week</li> </ul>
<b>Homework</b>	<ul style="list-style-type: none"> <li>• Occasional homework assigned</li> </ul>
<b>Tasks Per Marking Period</b>	<ul style="list-style-type: none"> <li>• 5- 10 projects per marking period</li> </ul>
<b>Tests</b>	<ul style="list-style-type: none"> <li>• Average 4 per marking period</li> <li>• Tests are both written/computer</li> </ul>
<b>Study &amp; Other Skills</b>	<ul style="list-style-type: none"> <li>• Ability to sit and work for long periods of time</li> <li>• Ability to work with a team to complete projects</li> <li>• Attention to detail extremely important</li> <li>• Art and graphics classes</li> <li>• Drafting</li> <li>• Excellent measurement, spelling and writing skills</li> <li>• Good attendance</li> <li>• Good eye for color and proportion</li> <li>• Good keyboarding skills</li> <li>• Manipulation of fractions, decimals, and ability to use percentages and proportions</li> <li>• Photography</li> </ul>