CAREER TECHNOLOGY STUDENT CATALOG

2026 - 2027

Upper Valley Career Center
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Upper Valley Career Center is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)

SECTION 1: GENERAL SCHOOL INFORMATION 8
Statement of Nondiscrimination Policy 8
F-1 and M-1 Student Visas 8
History 8
Vision Statement 9
Mission Statement 9
Core Values 9
District Goals 9
Philosophy of Education 10
Accreditation 10
Memberships, Approvals, Licensures 10
Location, Facilities, and Equipment 11
Family Education Rights and Privacy Act (FERPA) 12
Procedures Under FERPA for Postsecondary Students 13
Student Records Access 13
Request for Amendment and Further Appeal 13
Release of Student Records 13
Program Revisions 14
Housing 14
Parking and Personal Property 14
Children on Campus 14
School Calendar 14
Class Schedules 14
Student Holiday Schedule 15
Communication with Adult Education Faculty and Staff 15
Additional Costs 15
Miscellaneous Fees 15
Graduation Requirements 16
Transcripts and Certificates 16
SECTION 2: GENERAL ADMISSIONS INFORMATION 16
ACT WorkKeys® Entrance Assessment Exams 16
ACT Curriculum® Account 17
Admission Requirements 17
Textbooks, Fees and Supplies 18
Admission Disclosure 18
SECTION 3: ACADEMIC AND ATTENDANCE POLICIES 18

Grading Policy 18
Grade Appeals 20
Attendance 21
Overall Attendance Evaluation 21
Course Attendance Evaluation 21
Tardies 22
Leaving Early 22
Leave of Absence 22
Definition of Clock Hour and Maximum Time Frame 22
Satisfactory Academic Progress 23
SAP Requirements 24
SAP Requirements Explained 24
SAP Evaluation Periods 24
SAP Statuses 25
SAP Appeals and Appeal Decisions 26
SAP: Miscellaneous 26
Impact of Changing Programs 27
Guidelines for Make-Up Assignments, Tests, and Clock Hours 27
Assessment Make-Up Procedures 27
Assignment Make-Up 28
Withdrawal Policy 28
Voluntary Withdrawal 28
Involuntary Withdrawal 28
Constitution Day 29
Voter Registration 29
SECTION 4: FINANCIAL AID AND ACCOUNT INFORMATION 29
Cancellation and Refund Policy 29
Funding Agency Return of Funds Policies 30
Withdrawal Date/Policy 31
Last Day of Attendance 31
Tuition and Late Fees 31
Veterans Benefits 32
Veterans Refund Policy 32
Return of Title IV Funds 32
Withdrawal R2T4 Calculation 32
Post Withdrawal Disbursement 33
Cost of Attendance 33

Types of Student Aid 33
Scholarships 34
Applying for Financial Aid 36
Financial Aid Forms 37
Verification 37
Loan Request Form 38
Special Circumstances Appeal 38
Financial Aid Notification Letter 38
Federal Student Loan Recipients 39
Entrance/Exit Counseling 39
National Student Loan Database System (NSLDS) Disclosure 39
Rights and Responsibilities of Students on Financial Aid 39
SECTION 5: STUDENT EXPECTATIONS 40
Academic Honesty 40
Student Appearance 40
Student Behavior 41
Cell Phones/Electronic Devices 41
Food and Beverages in the Learning Environment 41
Drug, Alcohol and Tobacco Policies (Prohibited Substances) 42
Sanctions for Drug and Alcohol Policy Violations 42
Drug and Alcohol Education and Treatment Programs 42
Tobacco-Free Campus 42
Violence, Threats of Violence, Dangerous Behaviors 42
Discrimination and Harassment 42
Discrimination 43
Harassment 43
Sexual Harassment 43
Gramm—Leach—Bliley Act (GLBA) Required Information 44
Voluntary Confidential Reporting 47
Weapons Prohibition 47
SECTION 6: PROBATION AND TERMINATION 48
Disciplinary Probation 48
Procedures for Disciplinary Probation 48
Termination Policy 49
SECTION 7: STUDENT GRIEVANCE PROCEDURE 49
I. Purpose and Scope 49
II. Definitions 50

Step 1: Program Level Informal Resolution Procedures 50
Step 2: Formal Resolution Procedures 50
Student Complaint Procedure 52
SECTION 8: INFORMATION TECHNOLOGY 53
Educational Use 54
Privileges 54
Unacceptable Use 54
Privacy 55
Copyright 55
Email Etiquette 55
Proper Use of Social Media 57
What is Social Networking? 57
Managing Your Online Presence and Risks Associated with Belonging to Social Networking Sites 57
Legal Liability 57
Privacy/Safety 57
Future Employment Problems 57
Your Works Have Impact 58
The Internet is Real 58
Time Management 59
SECTION 9: STUDENT LIFE 59
Services for Adults with Disabilities 59
Aspire Program 59
Student Services 60
Learning Resource System 61
Lost and Found 61
Student Break Areas and Student Information Bulletin Boards 61
SECTION 10: CAMPUS OPERATIONS AND SAFETY 62
Adult Education Master Calendar 62
Campus Facilities Hours of Operation 62
Emergency Situations 63
Emergency Notifications 63
Evacuations 64
Timely Warning System 64
Reporting a Crime 64
Annual Campus Security Report 65
School Closings and Class Cancellations 66

Parking and Personal Safety 66
Personal Safety Tips 66
SECTION 11: TRANSFER AND RE-ENTRY 67
Acceptance of Upper Valley Career Center Credit 67
Transfer Student from Other Institution 67
Former Upper Valley Career Center Adult Students: Re-entry 68
Ohio's Institutional Transfer Model 69
Institutional Transfer 69
Acceptance of Transfer and Articulated Credit 69
Application of Transfer and Articulated Credit 70
Ohio Transfer Module 70
Transfer Assurance Guides 71
Career Technical Assurance Guides 71
Military Transfer Assurance Guides 72
Apprenticeship Pathway Programs 72
Advanced Placement (AP) Exams 72
One Year Option Credit Award 73
Conditions for Transfer Admission 74
Responsibilities of Students 75
Appeals Process 75
Student Complaints Following Transfer Appeals at the Receiving Institution 75
Current Articulation Agreements 75
Wright State University – Miami Valley College of Nursing and Health 75
Rhodes State College 76
Edison State Community College 78
SECTION 12: CAREER TECHNICAL PROGRAMS 78
General Information 78
Practical Nursing 79
Felony Statement: 79
Practical Nursing Program Sequence of Courses - 3 Terms 81
Possible Certifications 82
Practical Nursing Admissions Process 83
Course Descriptions 84
Practical Nursing Attendance/Grade Requirements 84
Practical Nursing Course Descriptions 85
LPN to RN Diploma Nursing Program 104
Felony Statement: 105

LPN-RN Nursing Program Sequence of Courses - 2 Terms 107
Possible Certifications 108
Course Descriptions 109
Orientation 109
LPN-RN Nursing Course Descriptions 110
Trade and Industry Programs 124
Trade and Industry Programs Admissions Process 125
Heating, Ventilation, Air Condition and Refrigeration (HVAC/R) 125
Rev 6/2025 126
Possible Certifications 127
Course Descriptions 127
Advanced Manufacturing Maintenance: PLC Specialty 138
Possible Certifications 140
Course Descriptions 140
Precision Tooling and Machining 150
Rev 6/23 151
Possible Certifications 152
Welding, Fabrication and Allied Processes 162
Rev 6/25 163
Possible Certifications 164
Course Descriptions for all Welding, Fabrication and Allied Processes classes: 164
Welding, Fabrication and Allied Processes Student Tool Kit 170

SECTION 1: GENERAL SCHOOL INFORMATION

Statement of Nondiscrimination Policy

The Upper Valley Career Center Board of Education and its staff are dedicated to provide equal employment opportunities to all people without regard to race, color, age, military status, ancestry, national origin, sex, religion, or disability. The Upper Valley Career Center is in compliance with the following Federal Laws: Title VI, VII (Civil Rights Act of 1964), Equal Pay Act of 1963, Title IX, Section 504 of the Rehabilitation Act of 1973, and the 1986 Immigration Reform & Control Act. The Upper Valley Career Center is in compliance with the Title IX regulations. The Title IX Building Coordinator/Grievance Officer Alycia Johnson is located at the Upper Valley Career Center, 8901 Looney Road, Piqua, OH, 45356, (937) 778-1980 ext. 255. The Section 504 Coordinator/Grievance Officer Matthew Meyer is located at the Upper Valley Career Center, 8811 Career Drive, Piqua, OH, 45356 (937) 778-1980, ext. 212.

F-1 and M-1 Student Visas

The Student and Exchange Visitor Program (SEVP) as required by U.S. Immigrations and Customs Enforcement Department has stated that services and instruction may not be provided to Limited English Proficient students who are in the United States with F-1 or M-1 visas. These individuals may not enroll in publicly funded adult education programs. Upper Valley Career Center Adult Education does not allow the enrollment of F-1 or M-1 students in the various programs offered by the institution.

History

Since 1975, the Upper Valley Career Center has served its region by delivering career-technical education options for high school and adult students. It has been a state leader in developing innovative education solutions while adapting to an ever-changing workforce. The main campus consists of 37 acres. In 1977, the J. Scott and Ralph Garbry families donated 38 acres for the Willowbrook Land Laboratory. In 1995, Mrs. Emily Garbry donated 51 acres of land along with the Garbry homestead, which is now the Garbry Conference and Learning Center.

The Upper Valley Career Center main campus is located in Piqua, Ohio. In addition to the main campus, there are several Adult Technology facilities. Those facilities include:

- Adult Technology Center - Piqua, Ohio
- Health Science Center - Piqua, Ohio

The High School Division serves more than 1,000 students in a variety of career-technical programs offered on campus. Upper Valley Career Center High School Division offers many satellite programs in our 14 associate schools. Students attending the Upper Valley Career Center High School Division live in one of the following fourteen associate school districts in Shelby or Miami County. The 14 associate schools include Anna, Ft. Loramie, Lehman, Bradford, Piqua, Botkins, Houston, Russia, Covington, Troy, Fairlawn, Jackson Center, Sidney,

and Newton. Juniors and seniors from schools outside these associate districts may also attend Upper Valley Career Center High School Division through open enrollment.

The Adult Education offers adult basic literacy, workforce training to area adults and incumbent worker training to business customers throughout the area. Adults choose Upper Valley Career Center to gain the skills necessary to earn their high school diploma (GED) or a diploma through the Adult Diploma Program (ADP), start a new career, or simply enhance their skills to advance in an existing career. The Upper Valley Career Center's Adult Education strength is the ability to provide timely career preparation programs for adults to meet today's workforce needs. The Adult Education offers four career-technical preparation programs, skill enhancement training, incumbent worker training, and adult literacy/GED/ADP preparation courses. Courses are also offered via instructor-led and online learning through a partnership with Ed2Go.

The main high school facility, constructed in 1974, has experienced a number of expansions throughout its history. The main high school building received various improvements and additions through the Ohio School Facility Commission projects in 2004 and 2010.

The Adult Technology Center Building was constructed in 1992 and contains traditional classrooms, computer labs, staff offices and a conference room.

The Health Science Center opened in July 2013. The Health Science Center was designed to meet the specific training needs of the Adult Education's Health Science programs by providing a computer lab, modern classrooms, and laboratories.

The Garbry Conference and Learning Center was designed to accommodate small group customized training for employers by providing a general reception area, two conference rooms, an outdoor picnic area, and a full-service kitchen.

Vision Statement

The Upper Valley Career Center will be a center for excellence in career and technical education, preparing students for success in a global society.

Mission Statement

The Upper Valley Career Center is dedicated to providing the highest quality and most technologically advanced educational opportunities for students in a professional, caring environment while networking with the communities we serve.

Core Values

Career-Based Learning, Collaborative Leadership, Student Success, Innovation, Relationships (built on Trust, Honesty, and Respect).

District Goals

- Deliver a comprehensive system of innovative career and technical education offerings.

- Provide educational support services which meet the individual needs of each student.
- Provide technologically advanced facilities and equipment for students and staff.
- Provide a safe and supportive school environment.
- Maintain fiscal responsibility.
- Attract and maintain well-qualified staff.
- Promote teamwork as the organizational structure for continuous quality improvement.
- Enhance communication with all stakeholders.

Philosophy of Education

The purpose of career-technical education at Upper Valley Career Center is to educate all persons to the extent of their abilities and to prepare students to qualify for continuing education and lifelong employment. We strive to instill in all students the desire to learn, comprehend, and apply technological knowledge in their chosen career fields. We strive to assist students in their professional development and personal growth.

Advances in technology and in the production of goods and services through specialization have increased the need for pre-employment and continuing education. We seek to meet career needs through the development of programs that are functional and responsive to the needs of students and the local workforce. We will serve anyone who has the desire to learn and who may benefit from the opportunities our programs present. We believe that it is our responsibility to help students become independent and productive members of society.

Accreditation

- The Upper Valley Career Center is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).
- The Upper Valley Career Center Adult Education is a Post-Secondary University System Provider recognized by the Ohio Department of Higher Education under Sections 3311.16 through 3311.21 of the Ohio Revised Code.
- Ohio Board of Nursing Approval – Upper Valley Career Center Practical Nursing Program is operating under FULL APPROVAL status of the Ohio Board of Nursing. The Upper Valley Career Center Practical Nursing Program has been determined by the Board to meet and maintain the requirements of Chapter 4723-5 Ohio Administrative Code. The LPN to RN Diploma Program Upper Valley Career Center is operating under the FULL APPROVAL status of the Ohio Board of Nursing in accordance with Section 4723.06(A)(6), of the Ohio Revised Code as of September 19, 2023.
- The Upper Valley Career Center's State Tested Nursing Aide Program is accredited by the Ohio Department of Health.

Memberships, Approvals, Licensures

Memberships: Ohio Association of Career and Technical Education
Ohio Association of Adult and Continuing Education
University Systems of Ohio/Talent Network Organization

Approvals:
Dayton Area Nurse Educators Association
Workforce Initiative and Opportunity Act (WIOA)
Veterans Administration (VA)
Trade Adjustment Assistance Programs (TAA)
Bureau of Vocational Rehabilitation (BVR)
United States Department of Education
Ohio Department of Health
Ohio State Board of Nursing

Location, Facilities, and Equipment

The Ohio Department of Higher Education, Accrediting Commission of Career Schools and Colleges (ACCSC), and the United States Department of Education recognize the Upper Valley Career Center's Adult Workforce Education Division as a post-secondary career and technical center. The school is located at 8901 Looney Road, Piqua, Ohio 45356. The school is approximately one mile east of Interstate 75 (I-75) and half mile north of Route 36 on Looney Road.

The training facility provides classrooms, laboratories, administrative offices, student lounges and a conference center. All classrooms are well lit and ventilated for student comfort. The classrooms are equipped for lectures, discussions, and audio-visual aids to deliver the curriculum. The laboratories offer hands-on training and demonstrations to assist with learning concepts. The most important asset to our instructional program is our competent instructional staff. Each instructor has the working knowledge, background ability, willingness, and patience to train students to meet their education objectives. The average class size for programs is twelve (12) students. Class sizes range from three (3) to forty (40) students.

The Health Science Center houses our health science and nursing programs. The Health Science Center consists of classrooms, laboratories, simulation rooms, media center, student break room, and offices. The rooms contain specialized equipment such as a weight scale, stand up lift, human skeleton, low, medium and high fidelity simulators, artificial limb infusion trainers, and medical and eye charts. Various instruments, equipment, and supplies available are commonly found in an extended care facility. PN clinical and LPN to RN clinical sessions are held during the program.

The Industrial and Trades programs are equipped with simulation software, mock-ups, and equipment providing hands-on training and sharing lab/classroom space with our Career-Technology Secondary programs on the main campus and at the Adult Technology Center. Our programs have space in the Annex, where programs utilize two laboratory spaces and a classroom, as well as the Duke Building that houses laboratory and classroom space. The laboratories are equipped with various gauges, motors, and tools that are found in the workforce for industries.

The Upper Valley Career Center's Aspire program provides qualified individuals the opportunity to earn a high school diploma or GED® through the Diploma Pathways Program

as well as classes to improve their academic skills. Various training sites are currently available in Darke, Miami, Shelby, and Champaign Counties. Go to the Upper Valley Career Center website at www.uppervalleycc.org for more information.

Skill Enhancement courses utilize classroom and laboratory areas in the evening and weekends. Skill Enhancement courses share the classroom and laboratory spaces with both adult workforce education programs and secondary programs. The classrooms and laboratory spaces are assigned to maximize student learning through lecture, hands-on activities, and practical application.

On-line courses utilize a student's personal computer equipment and access through a partnership with Ed2Go. On-line courses consist of instructor-led and self-directed studies. Please visit http://www.ed2go.com/uppervalleycc/ for more information.

Special Interest courses utilize classroom and laboratory areas in the evening and weekends. Special Interest courses share the classroom and laboratory spaces with both adult workforce education programs and secondary programs. The classrooms and laboratory spaces are assigned to maximize student learning through lecture, hands-on activities, and practical application.

The Upper Valley Career Center's Customized Training Team provides business incumbent worker training. Training can occur at the business's worksite. If the business chooses, Incumbent Worker Training can utilize the classroom and laboratory spaces of the adult workforce education programs and postsecondary programs.

Family Education Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires Upper Valley Career Center with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Upper Valley Career Center may disclose appropriately designated "directory information" without written consent, unless you have advised the Upper Valley Career Center to the contrary in accordance with Upper Valley Career Center's procedures. The primary purpose of directory information is to allow the Upper Valley Career Center to include information from your education records in certain school publications.

Examples include:

- Name
- Address
- Telephone
- Date and Place of Birth
- Program of Study
- Enrollment Status (Full, Part, Alumni)
- Dates of Attendance
- Names of Honors and Credentials Awarded

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a prior written consent. Outside organizations include, but are not limited to: accreditors, Ohio Department of Higher Education, Ohio Board of Nursing, Ohio Department of Health, law enforcement, third-party employment verification services, and media agencies.

If you do not want Upper Valley Career Center to disclose any or all of the types of information designated as directory information from your education records without your prior written consent, you must notify the Upper Valley Career Center in writing by the first day of class.

Procedures Under FERPA for Postsecondary Students

Student Records Access

All students shall have the right to review their records. Access must be provided within 45 days after the request. All materials in the cumulative folder and intended for school use shall be available. The Student, Alumni, and Assessment Coordinator/Designee shall be present during any review of student records. Parents of dependent students (a dependent student is one who answers NO to every question in step 3 of the Free Application for Federal Student Aid (FAFSA) may be allowed access to student records, but only if the student signs a release form giving them permission.

Request for Amendment and Further Appeal

Students shall have the opportunity to challenge the contents of the school records at a hearing as scheduled by the Student, Alumni, and Assessment Coordinator/Designee, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The decision or reply of the Student, Alumni, and Assessment Coordinator/Designee may be appealed to the Adult Director within one work week after receiving it. All records concerning the complaint and how it was handled must be sent to the Adult Director. Within one work week after receiving the request and records pertaining to it, all persons involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the Superintendent/Designee according to the due process of law.

Release of Student Records

Any person requesting a release of student records must contact the Student, Alumni, and Assessment Coordinator/Designee. The Student, Alumni, and Assessment Coordinator/Designee shall provide a form to the requestor to be completed and signed. The Student, Alumni, and Assessment Coordinator/Designee then reports the request to the student. The student must complete a release of information form to grant permission. The release form shows the date records were released, to whom and for what purpose. The form shall remain in the student's file.

Program Revisions

The District reserves the right to cancel any classes, change the meeting hour, substitute instructors, and revise or add programs of study as conditions may demand. If the situation warrants, classes will be consolidated. Classes without sufficient numbers of students may be rescheduled or canceled. The school reserves the right to postpone the starting date of any class because of insufficient enrollment.

Housing

The District does not maintain residential housing facilities on campus.

Parking and Personal Property

School parking is available at no cost to the student. The school does not assume responsibility for loss, for damage to students' personal property, for any damage to any car, for loss by theft of any vehicle, or for any of its contents in or adjacent to school property. Students may have designated parking areas which students will be required to use.

Children on Campus

Children may not attend class or be permitted to remain in the student break areas while parents are attending classes. Below are childcare centers in the Piqua area. Please contact these providers directly. The list below is for informational purposes only as there are more providers than can be listed below. Upper Valley Career Center does not endorse or recommend these providers. Parents should evaluate the childcare provider to ensure it meets the family needs.

- 4C for Children: (937) 723-2715 or (800) 256-1296, ext. 1330 (www.4cforchildren.org)
- KIDS Learning Place: (937) 773-0773
- Greene Street Day Care/Preschool: (937) 773-5313
- Miami County YMCA – Westminster: (937) 778-5241
- Noah's House Christian Child Center: (937) 615-0302

School Calendar

Classes are in continuous session during all months of the calendar year. All classes are scheduled at the discretion of the school, but they are presented so that students can plan their work schedules around them. For program calendars and class schedules, please refer to individual program/class information.

Class Schedules

Day classes are held Monday through Friday from 8:00 am to 4:00 pm, depending on the class schedule. Evening classes are held Monday through Thursday from 5:00 pm to 9:00 pm, depending on the class schedule. Friday or Saturday attendance may be required for career-technical programs, skill enhancement courses, and incumbent worker training. Please refer to the program/course schedule for details on Friday and Saturday classes.

Student Holiday Schedule

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- In-Service Days (as announced)

Communication with Adult Education Faculty and Staff

If you need to contact your instructor, program coordinator or an adult division staff member during non-class hours, please call 937-778-1980; Monday through Thursday 8:00am until 6:00pm and Fridays between 8:00am to 1:00pm. You may also leave a message on the Adult Education general voicemail box.

Our instructors, coordinators, and adult division staff members follow FERPA and Gramm-Leach-Bliley Act (GLBA) Guidelines regarding:

- Communicating with students electronically (fax, phone, and email),
- Discussing the progress of a student with anyone other than the student (including parents, spouses, agencies, or employers) without written consent of the student, and
- Sending a letter of recommendation that includes information from a student's record, such as grades, GPA, or course attendance, without explicit written permission from the student to release information.

Additional Costs

Students are responsible for all specific program/course fees (textbooks, clothing, lab fees, etc.). Students are responsible for the cost of housing, meals, and transportation to and from school.

Miscellaneous Fees

Adult Education Transcripts	$	5.00
Career Technical Program Technology Fee	$	10.00
Career Technical Program Make-up Clock Hour Fee (per clock hour)	$	35.00
Career Technical Student Services Fee	$	50.00
Check returned by the Bank	$	35.00
Health Science Program ID Badge Replacement	$	5.00
Late Payment Fee	$	25.00
Career Passport Mailing Fee	$	25.00
Replacement of Adult Education Certificate of Completion	$	5.00
WorkKeys® NCRC Certificate	$	5.00

WorkKeys® Assessment Retake Fee per Test	$	15.00

Graduation Requirements

Completion certificates are generated for the student when he or she has:

- Mastered each of the program competencies with at least a grade of C or as specified by program.
- Maintained an attendance rate of at least 90% in each course and are on pace to complete all the required program clock hours.
- All outstanding balances on the student account have been certified as paid by Student Services.
- All equipment and/or materials owned by the school that were assigned to the student have been returned and accounted for by the program coordinator.
- Completed the required exit interviews, counseling, and testing per program requirements.

Transcripts and Certificates

Students will receive an official transcript and certificate of completion when the student has satisfactorily met the graduation requirements. Official transcripts and certificates of completion will be distributed once all fees are paid. Students requesting additional copies of their transcripts or certification of completion may obtain additional copies from the Student Services Office at the ATC.

SECTION 2: GENERAL ADMISSIONS INFORMATION

All Career Technical programs are clock hour classes ranging from 600 clock hours to 1356 clock hours.

ACT WorkKeys® Entrance Assessment Exams

ACT WorkKeys® is a skills assessment system that helps employers select, hire, train, develop, and retain a quality workforce. Upper Valley Career Center uses the WorkKeys® assessments to measure workplace foundational skills essential to success in the workplace. Students can use WorkKeys® to learn more about their strengths and weaknesses and gain a valid way to demonstrate their abilities to employers.

Each WorkKeys® assessment offers varying levels of difficulty. The levels build on each other, incorporating the skills assessed at the previous levels. For example, at Level 5, individuals need the skills from Levels 3, 4, and 5. The complexity can also increase as the quantity and/or intensity of the information increases.

Successful completion of WorkKeys® assessments in Applied Mathematics, Graphic Literacy, and Workplace Documents can lead to earning the National Career Readiness Certificate™ (NCRC®), a portable credential earned by more than 3 million people across the United States.

ACT Curriculum® Account

ACT Curriculum® is a comprehensive, easy-to-use curriculum to help individuals master the work readiness skills they need to be successful in a changing workplace. This Internet-based learning system includes courses in career awareness and exploration, career preparation, job search, career success skills, financial awareness and the foundational work skills measured by the ACT WorkKeys® job skills assessment system. ACT Curriculum® incorporates tools and activities for identifying career interests, developing a resume, creating and managing a personal budget and exploring careers through job shadowing and mentoring. The curriculum is organized in four broad units:

Admission Requirements

Some Career Technical programs may have additional admission requirements. Admission to a program is dependent on the ability to complete the program and to gain employment upon completion of the program. Upper Valley Career Center may require an interview with an admissions representative and/or program supervisor if there are concerns about the student's ability to successfully complete the program, obtain employment upon completion, or other factors that arise from the student documentation and/or the enrollment process. The admissions representative and program supervisor have the right to deny admission based on the interview process. Please review the individual program admission requirements for more information.

To be admitted into a Career Technical program, you must:

- Have a high school diploma or equivalent, be a high school student enrolled in an OTC+ program, or be enrolled in another high school postsecondary or contracted program with the Upper Valley Career Center Adult Education.
- Provide official high school transcript or proof of diploma, or official GED® or equivalent documentation.*
- Complete the enrollment process for admission.
- Attain required scores on the WorkKeys® entrance exam. Scores vary according to the program. Note: WorkKeys® scores are valid up to three years from the date of assessment. If a student has current WorkKeys® scores, see the Student Services Coordinator in the Student Services Office at the ATC. If an interview is warranted, the student will be notified and the interview will be scheduled.
- Pay first term tuition, fees, and books prior to the first day of class.
    - If you are applying for financial aid, please complete your FAFSA online and meet with the Financial Aid Specialist.
    - If you have an agency or employer paying for all or part of your tuition, please meet with Student Services to complete the necessary paperwork.
    - If you are self-pay, please arrange for payment with Student Services prior to the first day of class.
- Attend Orientation on the first day of class or as required by the program of study.

* *If you were homeschooled or earned your high school diploma in another country other than the United States, please contact our Student Services Office for more information.*

Textbooks, Fees and Supplies

Textbooks
Textbooks, workbooks, and manuals are included in the tuition unless otherwise noted in the program information. Students have the option to purchase textbooks, workbooks, and manuals through other vendors. If a student chooses to purchase their textbooks, workbooks and manuals on their own, they need to meet with the financial aid office before signing the enrollment agreement.

Fees
Several programs may charge additional fees, such as departmental or laboratory fees, in addition to tuition fees. The student is responsible for additional fees. See individual program information sheet for program fees.

Supplies
Typically, supplies such as lab coats and uniforms may be included in the cost of tuition. The program policy will determine the supplies that are required. Other arrangements may be made for OTC+ and Postsecondary Programs.

Admission Disclosure

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Federal Student Loan made to you (the borrower) for enrollment at this institution.

SECTION 3: ACADEMIC AND ATTENDANCE POLICIES

Students must maintain a minimum letter grade of C (77%) in all courses, classes and modules and a 90% cumulative attendance rate in the program. For clinical, intern and externship courses and classes, students should refer to the course/class syllabus for academic and attendance policies.

Grading Policy

Students are expected to complete coursework competencies at their best level of effort. The minimum acceptable level in each module or course is a letter grade of C. Only students who have successfully passed all courses with a letter grade of C or better will receive credit for the clock hours toward certification in their program of study.

The following grading scale is used for the Adult Education Career-Technical Programs:

Percentage	Letter Grade	GPA	Definition
93 – 100	A	4.0	Superior Progress
85 – 92	B	3.0	Excellent Progress
77 – 84	C	2.0	Satisfactory Progress
76 – Below	F	0.0	Unsatisfactory Progress
Incomplete	I	0.0	Student has not completed necessary course requirements in the scheduled clock hours.
Pass	P	NA	Student has passed the competencies of the curriculum.

Grades of "F" and "I" are counted as clock hours attempted (SAP Evaluation Period Quantitative Review) and have a 0.00 value toward the GPA (SAP Evaluation Qualitative Review). Coursework repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

Students will be dismissed from school if the school determines that it will be impossible for a student to meet SAP (*satisfactory academic progress)* standards per program requirements by the end of the maximum time frame.

PRACTICAL NURSING CLINICAL GRADING CRITERIA
Students will be evaluated on a weekly basis during their clinical rotations. The instructor will be responsible for evaluating the student on objectives related to clinical preparation and knowledge, paperwork completion, professionalism, patient care and communication.

Final clinical grades in Term 1-B and Term 2 are as follows:

- S: The student needs minimal guidance/assistance in this area. Demonstrates accurate performance.
- NI: The student demonstrates inconsistency in performance and needs frequent reassurance and/or guidance/supervision/intervention.
- U: The student does not perform at the expected level of training. Needs continuous reassurance and/or guidance/supervision/intervention. Also given in the event a student does not turn in required documentation.
    1. Two Unsatisfactory (U) grades can be grounds for dismissal.
    2. Two Unsatisfactory (U) in the same category in one or more terms/rotation can be grounds for dismissal.

Final clinical grades for clinical rotations in Term 3-A and 3-B are as follows:

- E: The student performs at a level that exceeds expectations at this level of training in this area.
- S+: The student demonstrates accurate performance at this level of training in this particular area.
- S: The student needs minimal guidance/assistance at this level of training.
- NI: The student does not perform at the expected level of training. While work may be partially completed, either detail required in paperwork or appropriate care and interaction with clients is not accomplished.
- U: The student does not perform at the expected level of training in this particular area. The student does not complete the expectation or requires continuous reassurance and/or guidance/ supervision/intervention.
    1. Two Unsatisfactory (U) grades can be grounds for dismissal.
    2. Unsatisfactory (U) in the same category in one or more terms/rotation can be grounds for dismissal.

At the end of every clinical assignment, a numeric value is given to each letter in each objective and the average of the numbers is taken. The point value of the averages equals a letter grade for that objective. All objective point values are taken and averaged. The average of the objectives becomes the final grade. The final grade of the rotation will be reflected on the final grade for the specific course with which the clinical is associated.

Grade Appeals

The grade appeal procedure is available for students to review a final course grade. Assessing a student's academic performance is one of the major responsibilities of instructors and is solely their responsibility. It is not the intent of this policy either to question the judgment of instructors or to subject them to pressure from any source.

A grade appeal may be based on one or all of the following:

1. Assigning a final course grade on some basis other than a student's performance in the course;
2. Assigning a final course grade using more or less demanding standards than those applied to other students in the class; or
3. Assigning a final course grade with substantial departure from the standards set forth by the instructor's syllabus or any addenda to it.

A student who believes a final course grade is inaccurate or unfair should proceed as follows:

1. Consult with the instructor to understand the grounds and procedures used to determine the final course grade. The goal of this conference is to reach mutual understanding about the criteria, assessment, and the final course grade assigned and, if necessary, to correct any errors.
2. If there is no resolution after consultation with the instructor, the student should confer with the appropriate program coordinator, who may suggest a meeting between both parties, in an effort to reach an understanding and resolution.

3. If a resolution is not reached through steps one and two, the student shall submit a written petition to the Adult Director using the Grievance Process. This appeal must be submitted no later than 45 calendar days after the course ends. The issues should be described as specifically and completely as possible, and a statement of possible solution should be offered. The Adult Director will provide a resolution in writing within 15 days of the receipt of the appeal.

Attendance

Upper Valley Career Center Adult Education expects and encourages 100% attendance from the students. As a clock hour school, we are required to record the attendance of all scheduled program clock hours; therefore, good attendance is essential. The student will realize the benefits of good attendance through good grades, a timely graduation, and enhanced job opportunities. If success is to be achieved, self-discipline in work habits is necessary.

All students must attend regularly scheduled classes and clinical clock hours. Upper Valley Career Center Adult Education does not differentiate "approved or unapproved absences" in terms of attaining clock hours. If you are not in attendance on a scheduled day or part of a day, for any reason, you are considered absent. Students must also understand that some class activities, including class discussions, lab and clinical clock hours, simply cannot be made up.

Upper Valley Career Center Adult Education requires each instructor to document class attendance each day. In the course syllabus, the instructor provides his/her policy on class attendance, making up missed work, and related matters.

Overall Attendance Evaluation

We realize that sickness and emergencies arise. Therefore, our attendance policies are by individual class and cumulative throughout the program. A student must attend 90% of each scheduled class/module hours in order to earn a grade. Students falling below 90% will be required to make up the hours and demonstrate proficiency in the course objectives before receiving a grade. Students must maintain a cumulative attendance percentage of 66.67% or above to maintain Satisfactory Academic Progress (SAP). If a student falls below 66.67% cumulative attendance, the student must take immediate steps to make-up the time to re-establish the 66.67% cumulative attendance requirement to be on pace. Students will be given every opportunity to bring their cumulative attendance average back up to 66.67% through scheduled make-up instructional/clinical time (Cost is $35.00 per clock hour), make-up assignments, and waivers or appeal process. *Students must complete 100% of the program hours in order to earn their certificate and complete the program.* Students who falsify attendance may be subject to disciplinary action.

Course Attendance Evaluation

Students must be at a cumulative attendance of 66.67% or above at the SAP evaluation point. Courses will maintain a 90% attendance requirement in order to earn a grade. Students should refer to the course syllabus regarding additional attendance requirements.

Students who do not meet the minimum course attendance requirements at the end of the course will be given a plan to make up the time or receive an "F" and have to retake the course.

Tardies

Students are considered tardy when they are not in attendance at the start of the scheduled class or clinical. Attendance may be taken with electronic devices and a late student will not be given credit for missed time. Students who forget to "clock in" must report to the instructor immediately. Any conflict in time that is not clocked in the system, will be determined by the instructor and/or program administrator. Tardies will be documented into the student's total attendance. Habitual tardiness (more than three times in a month) is unprofessional and may result in disciplinary action, including probation or termination from school. If a student is going to be tardy, he/she is expected to call prior to start time. Clinical rotations should consult their handbooks for explanation of tardy procedures.

Leaving Early

Students are considered to have left early if they do not stay until the end of a scheduled class or clinical. Attendance may be taken with electronic devices and a student leaving early will not be given credit for missed time. Students who forget to "clock out" must report to the instructor immediately. Any conflict in time that is not clocked in the system, will be determined by the instructor and/or program administrator. Leaving early times will be documented in the student's attendance. Habitual leaving early (more than three times in a month) is unprofessional and may result in disciplinary action, including probation or termination from school. If a student is going to leave early, he/she is expected to call to inform the instructor at the start of class. Clinical rotations should consult their handbooks for explanation of leaving early procedures.

Leave of Absence

Upper Valley Career Center will consider a 60 day leave of absence in emergency situations. Leave of absences must be approved by the program director and supervisor. Extended leave of absences may result in the need to join a new cohort to acquire the needed coursework.

Definition of Clock Hour and Maximum Time Frame

Clock Hour: A clock hour is defined as a 60 minute span of time, with no less than 50 minutes of actual class instruction. Students must be given breaks which represent sound educational practices. No more than 1.0 clock hour can be assigned to any discrete 60 minute period.

Total Clock Hours: All clock hours of instruction representing the length of a full program or class, which includes lecture, laboratory, and externship/internship.

Lecture Clock Hour: A 50 to 60 minute class, lecture, or recitation in a 60 minute period.

Laboratory Clock Hour: A 50 to 60 minute faculty supervised laboratory or shop training in a 60 minute period.

Externship/Internship: A 50 to 60 minute faculty supervised externship/internship in a 60 minute period.

Maximum Time Frame (MTF): All students enrolled in 600 clock hour programs or greater must complete their program in a period not to exceed 150% of the published length of the program as measured in clock hours.

For example, a student may attempt a maximum of 900 clock hours if the program length is 600 clock hours (600 x 1.50 = 900). In order to complete the program, a student must complete 100% of the required program clock hours within the maximum time frame. All clock hours attempted, including repeated program clock hours, will apply towards the maximum time frame to complete the program including clock hours completed with an "F," "I," or "W."

If at any time, the school determines that it will be impossible for a student to obtain the required SAP (attendance and academic progress) per program requirements by the end of the maximum time frame, or determines that the student may have the acceptable academic progress (grades) but is not completing at a pace (attendance) that will permit the student to complete within the maximum time frame, the student may be dismissed from school if a SAP appeal is not submitted and approved.

Program Clock Hours	**Maximize Time Frame To Complete Program**
600 Clock Hours	900 Clock Hours
900 Clock Hours	1,350 Clock Hours
1356 Clock Hours	2,034 Clock Hours

Notice: Students may have to pay additional fees of $35 per clock hour to cover additional instructional costs.

Satisfactory Academic Progress

The Higher Education Act of 1965 (as amended) requires each student to be making *satisfactory academic progress (SAP)* to be eligible for federal and state financial aid programs. All students enrolled in 600 clock hour programs or greater, whether or not they receive financial aid, are required to maintain SAP. A student that fails to maintain SAP may be placed on financial aid probation as well as terminated from the program.

SAP is measured by grade average, attendance, and clock hours completed. The purpose of SAP is to ensure that federal financial aid recipients as well as other Career Technology Program students are progressing satisfactorily toward completion of their program.

Any student who attends an adult division program, course, or class must maintain Satisfactory Academic Progress (SAP) whether or not the student receives financial aid. If a student does not meet SAP at the financial aid disbursements, the student may jeopardize their eligibility to participate in the financial aid program.

SAP Requirements

- Students must maintain a minimum grade average of C (77%) or higher in all courses, classes, and modules at the end of each evaluation period.
- Students must achieve 90% attendance in each subject, class, or module in order to receive a grade for that subject, class, or module.
- Students must complete their program within 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

SAP Requirements Explained

- Qualitative Component:
    - Students must maintain a minimum grade average of C (77%) or higher at the end of each evaluation period. Less than an average grade of C (77%) at the time of the evaluation period will result in SAP not being met. If students are in the middle of a course, class, module, or term, the most recent grade in the course, class, module, or term will be used to calculate SAP. Transferred credit will count as successfully completed and will not affect grade average.
- Quantitative Component:
    - Students must maintain a minimum cumulative attendance rate of 66.67%or higher at the end of each evaluation period. Less than 66.67% cumulative attendance at the time of the evaluation period will result in SAP not being met. Percentages are calculated by dividing clock hours attended by clock hours possible. Attendance percentages will not be rounded. Transferred clock hours will be noted in the enrollment agreement and will be counted toward the pace of progression.
    - Maximum Time Frame (MTF) – Students are required to complete their program within 150% of the originally scheduled timeframe. For example, a program that is 600 clock hours and 40 weeks long must be completed within 60 weeks (40 weeks * 150%= 60 weeks). SAP is not met when a student cannot complete their program within 150% of the originally scheduled period.

SAP Evaluation Periods

At the time of the SAP evaluation periods, the program coordinator will review the SAP status with each student, notify the financial aid office of the results, and give the student a copy of the evaluation. Below are the scheduled evaluation periods for each program.

600 Clock Hour Programs: The following Evaluation Points will be used to determine SAP.

Payment Period	Evaluation Points	Minimum Cumulative Attendance	Minimum Grade in Each Course
1st Payment Period	300 scheduled clock hours	66.67%	C (77%)
2nd Payment Period	600 scheduled clock hours	66.67%	C (77%)

900 Clock Hour Programs: The following Evaluation Points will be used to determine SAP.

Payment Period	Evaluation Points	Minimum Cumulative Attendance	Minimum Grade in Each Course
1st Payment Period	450 scheduled clock hours	66.67%	C (77%)
2nd Payment Period	900 scheduled clock hours	66.67%	C (77%)

1356 Clock Hour Programs: The following Evaluation Points will be used to determine SAP.

Payment Period	Evaluation Points	Minimum Cumulative Attendance	Minimum Grade in Each Course
1st Payment Period	450 scheduled clock hours	66.67%	C (77%)
2nd Payment Period	900 scheduled clock hours	66.67%	C (77%)
3rd Payment Period	1128 scheduled clock hours	66.67%	C (77%)
4th Payment Period	1356 scheduled clock hours	66.67%	C (77%)

SAP Statuses

- Good Standing – If a student meets SAP, the student is considered to be eligible to progress to the subsequent evaluation period. If a subsequent financial aid disbursement is scheduled, a SAP student will be eligible for financial aid and will receive the subsequent financial aid disbursement.
- Warning – the first evaluation period a student does not meet SAP, the student will be placed on a warning status. The student will meet with the program coordinator. During the meeting, the student will be given a copy of the SAP report and the coordinator will review with the student the details of how the student can return to Good Standing. If the student fails to regain satisfactory progress and return to Good Standing in the next evaluation period, the student will be placed in ineligible status.
- Ineligible – If the student does not return to Good Standing and is not in compliance with SAP by the terms of the Warning Letter, the student will be placed on an ineligible status. At this time, lose financial aid for the subsequent payment period. A

student may choose to appeal his or her eligibility if there were reasons for not meeting the policy. If the appeal is accepted, the student will be placed on financial aid probation.

- Financial Aid Probation – An approved appeal will place the student on Financial Aid Probation if the student is able to meet the SAP standards by the end of the subsequent evaluation period. The probation period is the subsequent evaluation period and the student must meet SAP at the conclusion of the subsequent evaluation period. SAP will be reviewed at the conclusion of the subsequent evaluation period. Failure to meet SAP and/or any additional requirements will result in SAP ineligibility, cancellation of any future financial aid, and termination from the program.
- Financial Aid Probation with an Academic Plan – An approved appeal will place the student on Financial Aid Probation with an Academic Plan if the student will require more than one evaluation period to meet SAP standards. Progress will be reviewed at the end of the subsequent evaluation period. If the student is meeting the requirements of the academic plan, the student is eligible for federal student aid. Failure to meet the requirements of the academic plan will result in SAP ineligibility, cancellation of any future financial aid, and termination from the program.
- Denied – Denial of an appeal will result in cancellation of any further financial aid and termination from the program.

SAP Appeals and Appeal Decisions

Students who are determined to be ineligible for federal student aid due to lack of SAP are not entitled to any federal student aid until eligibility is regained. However, if special circumstances exist, the student may submit an appeal in the form of a letter, along with any supporting third party documentation explaining the reasons for not meeting the SAP policy. For enrolled students, the letter and documentation should be submitted to the Financial Aid Specialist within a week of being notified of ineligibility. Students reentering that are not meeting SAP must have an appeal approved prior to re-entry. The Financial Aid Specialist and Student, Alumni, and Assessment Services Coordinator, located in the Student Services Office at the ATC, will review the appeal and make a decision on whether or not to accept it. Cases will be reviewed on an individual basis and the student will be notified of the decision within two weeks of the date the appeal was received.

SAP: Miscellaneous

- Re-entry and Transfer Student Clock Hours – SAP will be evaluated before a transfer or re-entry student begins a program. For the qualitative calculation, the transferred grade of A, B, C, or P will be used in the calculation. Upper Valley does not transfer grades of D, F, or I. For the qualitative calculation, previously earned and attempted clock hours will be used in the calculation for re-entry students. If transfer credit is from another accredited institution, the student will receive 100% attendance towards the Upper Valley Course that the credit is being applied for.
- If the remaining portion of the program is only one payment period, SAP will be evaluated at the halfway point of the payment period and at the end of the program. If

the program is longer than one payment period, SAP will be evaluated at the end of each payment period.
- Repeated Courses – Coursework may be repeated. When a course is repeated the new grade will replace the old grade in the qualitative calculation. As the course clock hours are attempted twice, they are counted twice in the attempted clock hours and could cause a student to exceed the quantitative measurement of 150%.
- Failed and Incomplete Courses – Grades of "F" and "I" are counted as clock hours attempted and have a 0.00 value toward GPA.

Impact of Changing Programs

Changing programs does not affect the student's SAP status.

Guidelines for Make-up Assignments, Tests, and Clock Hours

Career Technical Students are required to make up hours, assignments, and work missed as a result of the absence. The instructor may assign additional outside make-up work to be completed for each absence. In the event a student absence prevents the student completing a class or portion of the class assignments missed, a grade of "F" will be assigned.

Assessment Make-Up Procedures

If a student is absent on a day that an assessment has been scheduled, the student should notify the Program Supervisor and Instructor. The student should contact each instructor when returning to school regarding the situation to discuss test make up.

- The missed test should be taken the first day the student returns to class unless there are unique circumstances where other arrangements have been made with the instructor.
- When the test/quiz/exam has been scheduled at a specific time and the student arrives to class after the exam has started, a 10% deduction will be taken, regardless of the reason. For example, if the test is scheduled at 8:00 a.m. and the student arrives at 8:05 a.m., a 10% deduction will be taken after the test is administered. If the student misses the test due to an absence and returns to school the next day, a 10% deduction will still be taken.
- If a student fails to make up a test/quiz/exam on the date of return, an additional 5% will be deducted for each day the test/quiz/exam is not taken. If the test/quiz/exam is not taken within 5 days of returning to school, a zero (0) will be recorded.

Examples of extenuating circumstances and required documentation are:

- Death in the immediate family (Death Notice)
- Sickness of self or immediate family member (Doctor's Note)
- Court Appearance (Summons to Appear)
- Birth of child (Doctor's Note)

Transportation issues, missing class without proper documentation, vacation, etc. are not considered extenuating circumstances.

- Test make-up time will be conducted at the discretion of the instructor.

- Tests will be made up in the order in which they were missed.
- Students may have to pay additional fees of $35 per clock hour to cover additional instructional costs.

Assignment Make-Up

- Course and clinical paperwork/assignments are due the date of return. If the student receives the assignment on the day of return, it is the student's responsibility to find out his/her due date from the faculty responsible for the course.
- When lab demonstration sessions are missed, it is the student's responsibility to obtain and review the written materials/guidelines and video, if applicable. When lab check-off times are missed, the actual accomplishment of the skill will be at the discretion of the instructor.
- Students may have to pay additional fees of $35 per clock hour to cover additional instructional costs.

Withdrawal Policy

Students have two options in terms of notifying the school of their choice to withdrawal:

- Voluntary Withdrawal: The student meets with or emails the Program Coordinator or Student Services Office using the email address on the student's FAFSA or Enrollment Agreement.
- Involuntary Withdrawal: The school terminates the student enrollment.

If the student receives financial aid, he/she should meet with the Financial Aid Office to review federal loan program repayment options and policies.

Voluntary Withdrawal

All students who voluntarily terminate enrollment must complete a Change in Status Form, which can be obtained from the Student Services Office at the Adult Technology Center to inactivate their records.

Involuntary Withdrawal

The Upper Valley Career Center reserves the right to terminate the enrollment of a student. If a student does not return to school 14 calendar days from the last date of attendance, the school will then officially (involuntarily) terminate his or her enrollment within ten business days of the date of determination.
Reasons for termination include but are not limited to:

- Non-attendance/no contact for 14 calendar days;
- Failure to maintain a 66.67% cumulative attendance due to frequent absences, tardiness, or leaving early from class and/or laboratory;
- Aggressive, disruptive, harassing, or discriminatory acts against other students or employees;
- Academic dishonesty and theft, and other violations of the student handbook and/or program expectations;
- Failure to pay tuition by stated deadlines;
- Unsatisfactory progress (grades and/or attendance);

- Failure to follow Upper Valley Career Center's Board of Education Policies;
- Failure to comply with safety regulations;
- Malicious damage to school property;
- Insubordinate acts against faculty or other Upper Valley Career Center employees;
- Any activities which Upper Valley Career Center deems grossly inappropriate.

Constitution Day

The Upper Valley Career Center Adult Education holds a class for the student on Constitution Day and Citizenship Day. This is a combined annual event observed in the United States on September 17. This event commemorated the formation and signing of the Constitution of the United States on September 17, 1787.

Voter Registration

We encourage students to register to vote. You can go to the following website and follow the instructions to register:

- https://ohio.gov/wps/portal/gov/site/residents/resources/register-to-vote-or-update-your-registration

This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the application.

SECTION 4: FINANCIAL AID AND ACCOUNT INFORMATION

Cancellation and Refund Policy

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. The applicant must notify the school's Student Services Office of the cancellation in writing. The applicant will be required to return all books, workbooks, tools, materials, and any other specific program items before any refund will be given for said items. Refunds will be made within forty-five (45) days and sent to the address as indicated on the Enrollment Agreement.

All monies paid by an applicant will be refunded if requested within three (3) business days (excluding weekends and holidays) after signing an enrollment agreement and making an initial payment. The applicant must notify the school's Student Services Office of the cancellation in writing. The applicant will be required to return all books, workbooks, tools, materials, and any other specific program items before any refund will be given for said items. Refunds will be made within forty-five (45) days and sent to the address as indicated on the Enrollment Agreement.

If an applicant is rejected by the school, the applicant will be notified in writing. The rejection letter will be sent to the physical address and email as indicated on the Enrollment Agreement. The applicant will be required to return all books, workbooks, tools, materials, and any other specific program items before any refund will be given for said items. Refunds will be made within forty-five (45) days and sent to the address as indicated on the Enrollment Agreement.

If the institution cancels a course or program, the applicant will be notified in writing. The course cancellation letter will be sent to the physical address and email as indicated on the Enrollment Agreement. The applicant is entitled to a full refund of tuition paid within forty-five (45) days. The applicant will be required to return all books, workbooks, tools, materials, and any other specific program items before any refund will be given for said items. Refunds will be made within forty-five (45) days and sent to the address as indicated on the Enrollment Agreement.

An applicant requesting cancellation more than three (3) business days (excluding weekends and holidays) after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the WorkKeys® Institutional fee of $40.00. The WorkKeys® Institutional fee of $40.00 will not be refunded. The applicant will be required to return all books, workbooks, tools, materials, and any other specific program items before any refund will be given for said items. Refunds will be made within forty-five (45) days and sent to the address as indicated on the Enrollment Agreement.

For the purpose of withdrawals (voluntary or institutional), students who have already started a program/class may be entitled to a refund of tuition paid based on a pro rata calculation using the Return to Title IV calculation formula worksheet whether or not the student receives financial aid. The last date of attendance will be used to determine the percentage of the payment period that has passed. Students will be charged the proportional amount for tuition in a payment period if less than 50% of the scheduled clock hours have passed for that payment period. The student tuition, minus any book, lab, supplies, or other fees will be refunded. The WorkKeys® Institutional fee of $40.00 will not be refunded. Refunds will be made within forty-five (45) days and sent to the address as indicated on the Enrollment Agreement. The student will be charged for the entire payment period or 100% once 50% of the scheduled clock hours have passed for that payment period.

Career Technology programs shall be in compliance with appropriate state and local retail installment requirements (e.g. type size, notice to buyer, computation box, etc.) as well as compliance with Federal Truth-In-Lending requirements (Regulation Z) if more than four payments are scheduled (e.g., mention of interest rates) must be outlined. Upper Valley Career Center does not charge interest on any payments due, regardless of the number of payments; however, interest rules and regulations related to Title IV funding still apply.

Funding Agency Return of Funds Policies

Information regarding third party funding agency return of funds, policies (e.g. Title IV, Veterans Administration, WIOA) may be obtained from the Financial Aid Office in Student Services.

Withdrawal Date/Policy

The withdrawal date is used to determine when the student is no longer enrolled and is defined as:

- The date the student began the official withdrawal process, either by submitting an official withdrawal form to the Student Services Office or by verbally communicating the students' intent to the Student Services Office, and ceasing to attend classes or other institution activities. A student who submits a completed official withdrawal form or verbally communicate his/her intent but who continues to attend classes or other institution activities will not be considered to have officially withdrawn from the institution; or
- The date the student exceeds the Attendance policy; or
- The date the student fails to meet the Satisfactory Academic Progress policy; or
- The date a student is determined to have violated any other applicable institutional policy or federal regulation that results in withdrawal.

Students may obtain a copy of the official withdrawal form from the Student Services Office or Financial Aid Specialist.

Last Day of Attendance

A student's last day of attendance will be the last recorded day the student attended class or clinical.

Tuition and Late Fees

Tuition is due on the first day of class. If tuition is not paid in full by the end of day five (5) of the course schedule, the student will automatically be placed on a payment plan. The Student Services Office will arrange a payment plan with the student and a $25.00 administration fee will be added to the total tuition and fee charges. All tuition must be paid in full prior to the end of the term, before registration will be accepted for the upcoming term.

If any of the payments are not made on time, a $25.00 late fee will be assessed to the student's account. Students may settle their account by any of the following methods:

- Cash, Check, Money Order or Credit Card (Visa®, MasterCard®, Discover®)
- Financial aid, loans or scholarships which cover the full amount of tuition, books, and fees
- Completing and turning in the Payment Plan Agreement Form five (5) days prior to the first day of class which covers the full amount of tuition, books, and fees.

A student with an account balance in the current term will be placed on financial hold which prevents the release of any transcripts and certificates until financial obligations have been met.

Veterans Benefits

Upper Valley Career Center Adult Education, in accordance with the Veterans Benefits and Transition Act of 2018, will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs.

Veterans Refund Policy

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 or Title 10 U.S.Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of $ 10.00 need not be refundable: any amount beyond that is subject to proration and refund (CFR 21.4254(c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

A copy of this policy will be provided to all students receiving educational benefits from the Veterans Administration.

Return of Title IV Funds

Refunds to federal student aid programs, such as Pell and Direct Loan, will be made according to "Federal Return to Title IV" regulations. A student is considered to have earned 100% of the Title IV funding for a payment period if 60% of the scheduled clock hours have passed for that payment period. A pro rata schedule is used to determine the amount of Title IV funding earned if less than 60% of the scheduled clock hours have passed for a payment period. When a student withdraws from a program, a R2T4 calculation is done to determine how much aid was earned and whether any funds must be returned to the Department of Education or if the student is eligible for a post withdrawal disbursement.

Withdrawal R2T4 Calculation

The R2T4 calculation is based on the student's date of withdrawal. The withdrawal may be official or unofficial and in all cases the withdrawal date is the last date of attendance according to school records.

Official voluntary withdrawal occurs when the student notifies the Student Services Office of the withdrawal. Official non-voluntary withdrawal occurs when Upper Valley Career Center notifies the student that he or she has been dismissed from the program. Unofficial withdrawal occurs when a student stops attending without contacting the school. This may occur when a student has not been in attendance or made contact with the school for 14 calendar days.

Post Withdrawal Disbursement

The R2T4 calculation may result in a student being entitled to a post withdrawal disbursement for funds that have not yet disbursed.

- Pell Grant – Without student permission, Pell Grant funding may be credited to a student's account to pay for current charges of tuition and fees.
- Direct Loan – A school must notify a student, or parent for a PLUS Loan, in writing prior to making any post-withdrawal disbursement of loan funds. The notice must be provided within 30 days of the date of a school's determination that a student has withdrawn. The notice gives the student/parent the option of having the loan funds applied to outstanding tuition/fees, disbursing funds directly to the student/parent or having the loan funds returned to the lender. If the school does not receive a response from the student/parent within 30 days, the school is not required to make a post-withdrawal loan disbursement.

Any Title IV funding that must be returned to the Department of Education will be returned no later than 45 days from the date of determination that the student withdrew. The funding will be returned in the following order:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- PLUS Loan
- Pell Grant

Cost of Attendance

The Financial Aid Office establishes standard budgets, which reflect average costs for students during a typical period of enrollment. Actual expenses vary among students depending on life styles, priorities, and obligations. To assist students in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs are available through the Financial Aid Office. Indirect Costs include personal expenses, room/board, transportation, childcare and loan fees. Some tuition/fees may be estimated and could be subject to change.

Once the Financial Aid Office has determined the level of financial need, the Financial Aid Office creates a financial aid package. The package is created in this order:

- Pell Grant (if eligible)
- Subsidized Stafford Loan (if requested and eligible)
- Unsubsidized Stafford Loan (if requested and eligible)
- PLUS Loan (if requested and eligible)

Types of Student Aid

Eligible Career Technology students may participate in Pell Grant, Direct Loans, PLUS Loans, and Veterans Benefits.

- Grants: Financial aid that does not need to be repaid. Generally, grants are for undergraduate students, and the grant amount is based on need, cost of attendance, and enrollment status.

- Loans: Borrowed money that must be repaid with interest. Generally, loans are based on need, cost of attendance, and enrollment status.
- Eligible Career Technology, Skill Enhancement, and Partners in Business Solution students may participate in employer training plans and work with funding agencies such as WIA and TAA.
- Eligible Career Technology students may participate in payment plans.

Scholarships

Various scholarships are offered through Upper Valley Career Center. Funding and availability for these scholarships is based upon the sponsoring agency.

Doris J. Luckett Scholarship

- Funding Source: Troy Foundation
- Eligibility Criteria:
  - Applicants must be in the Quarter IV at the Upper Valley Career Center School of Practical Nursing.
  - Applicants must have a 3.0 grade point average or better.
  - Applicants must not be on probationary status regarding attendance.
  - Applicants must be self-pay.
  - Scholarship to be used toward school tuition.
- Selection Process: After applicants are submitted, a committee meets. The committee consists of the Health Care Director, Student, Alumni and Assessment Coordinator, and Financial Aid Specialist. Additionally, the Health Care Director obtains input on performance and opinion from the lead Instructor of the class.
- Amount Awarded: Varies – Based on fund availability.

Miami County Safety Council Scholarship

- Funding Source: Miami County Safety Council
- Eligibility Criteria:
  - Applicants must be a full time student.
  - Must have a GPA of 2.5.
  - Submit an essay outlining Individual Goals and Aspirations.
  - Submit three references.
  - Must reside in Miami County or attend a school in Miami County.
  - Demonstrate a commitment to safety.
  - Demonstrate leadership and participation in school and community activities.
- Selection Process: Recipient is selected by the Miami County Safety Council and Upper Valley Career Center Adult Education.
- Amount award is based on funding availability: Two $250 scholarships to be used towards a safety oriented program.

Shelby County Grant

- Funding Source: FISH of Shelby County, Inc.
- Eligibility Criteria:

- Open to all Upper Valley Career Center Adult Education Students that live in Shelby County.
- Complete Application.
- Provide proof of current monthly gross income with application.
- Four weeks of paycheck stubs for all family members.
- Applicants must apply for the Federal Pell Grant, by completing a FAFSA, before any other assistance will be awarded regardless of eligibility.
- Applicants must demonstrate:
    * Financial need.
    * Satisfactory Academic Progress.
- To be used for tuition and special considerations.

- Selection Process: After applicants are submitted, a committee meets. The committee consists of the Program Coordinator, Student, Alumni and Assessment Coordinator, and Financial Aid Specialist. Additionally, the Program Coordinator obtains input on performance and opinion from the lead Instructor of the class.
- Amount awarded: Based on fund availability and need – Applied directly towards tuition.

Upper Valley Career Center's High School to Adult Education Tuition Credit

- Funding Source: Upper Valley Career Center
- Eligibility Criteria:
    - Applicants must reside in one of the fourteen associate school districts of Upper Valley Career Center.
    - Applicants must enroll in an Upper Valley Career Center Adult Education Full-Time Program within one calendar year of high school graduation.
    - Applicants must have earned a 3.0 GPA as a high school senior.
    - Applicants must have held a minimum attendance rate of 93% as a high school senior.
    - Applicants must apply for the Federal Pell Grant by completing a FAFSA before any other assistance will be awarded, regardless of eligibility.
- Selection Process:
    - After applicants are submitted, a committee meets. The committee consists of the Program Coordinator, Student, Alumni and Assessment Coordinator, and Financial Aid Specialist. Additionally, the Program Coordinator obtains input on performance and opinion from the lead Secondary Instructor/Administrator.
    - One recipient from each of the Secondary Feeder Schools will be eligible.
- Amount awarded: Based on fund availability and need.
    - Applied directly towards tuition.
    - One $1,000 tuition credit per Associate School per year may be awarded. Awards will be based upon eligibility.

mikeroweWORKS Foundation

- Funding Source: mikeroweWORKS Foundation
- Eligibility Criteria:
    - High school seniors, graduates or GED equivalent who are enrolled or planning to enroll at an accredited two year college, vocational, technical school or other approved technical institute in the United States.

  - Enrolled or planning to enroll in an approved vocational or similar trade related program. See list of approved programs.
  - Planning to complete a trade related program after December 1, 2016.
  - Past recipients of a mikeroweWORKS Foundation Educational Scholarships are not eligible to apply.
- Selection Process
  - Go to https://www.mikeroweworks.org/scholarship/. You will need to read and agree to a consent statement, supply a unique and valid email address, and create a username and password. Correspondence throughout the application process will be by email. Email messages will be sent to the username and email address registered when you created your account. Students failing to use a valid active email account that will accommodate bulk mail may not receive consideration. Be sure to add the contact information to your contacts or address book and check your email regularly!
  - Complete the application by entering data in the format described.
  - Applications are evaluated on the information supplied; therefore, answer all questions as completely as possible.
  - Applications and all required documents must be submitted electronically by the deadline in order for your application to be processed.
- Amount awarded: Based on fund availability and need.
  - Applied directly towards tuition of an approved vocational or similar trade-related program.
  - Max. Award: To be determined by mikeroweWORKS Foundation.

Applying for Financial Aid

A full-time student may be eligible for Title IV financial aid at the Upper Valley Career Center Adult Education if he or she:

- Is enrolled in a full-time program (600 clock hours or greater)
- Has a high school diploma or General Education Development (GED) or equivalent
- Is a U. S. citizen or eligible non-citizen
- Is registered with Selective Services (males 18-25 only)
- Has a valid social security number
- Must not have certain drug convictions
- Must certify that student will use federal student aid only for educational purposes
- Is not in default on a federal student loan
- Enrolled or be accepted for enrollment as a regular student working towards a certification in an eligible program
- Maintains satisfactory academic progress while in school

Before the Program Starts

1. Create and maintain your own personal financial aid file. In this file, store copies of your Federal Student Aid ID (FSA ID), FAFSA information, signed copies of your federal and state tax returns, W-2s, other information and communication with the Upper Valley Career Center and other agencies. If something is lost or misplaced, you will have the information available to resubmit easily.

2. The Upper Valley Career Center Adult Education students and parents should apply for a FSA ID at fsaid.ed.gov.
3. Complete the FAFSA by applying online at FAFSA on the Web (http://www.fafsa.ed.gov/). This is the fastest and easiest way to apply. The Upper Valley Career Center Adult Education students and parents can sign the application electronically with their FSA ID's.
4. Please make sure you list the Upper Valley Career Center and its Federal School Code: 014058.
5. The FAFSA is a required document used to determine an Upper Valley Career Center Adult Education student's eligibility for federal aid, such as Pell grants, Direct Stafford Subsidized and Unsubsidized and PLUS Loans.
6. All Career Technical students must complete the FAFSA unless the parent PLUS loan is the only aid requested. Actual federal tax return figures should be used with the FAFSA. If you must file with estimated tax figures, you are required to make changes later. Return to the FAFSA website (http://www.fafsa.ed.gov/), make changes, and submit those changes. If you need assistance with the process, please contact the Financial Aid Office for assistance. Complete and file only one FAFSA, although the results may be sent to several schools.
7. Adult Education students should receive an email within four weeks after submission of the FAFSA telling him or her to go online and access the Student Aid Report (SAR). If the future Adult Education student did not provide a valid email address on the FAFSA, the SAR will arrive in the mail. Check the SAR to make sure there are no errors. If you listed the Upper Valley Career Center on the FAFSA, we will receive the results electronically. Retain the correct SAR for your records. Should we need a copy, we will request it. If the SAR has not been received within four weeks, call 1-800-4FEDAID (800-433-3243).
8. Call the Upper Valley Career Center at (937) 778-1980 to schedule a financial aid meeting. During this meeting, indicate that you intend to apply for financial aid and bring your personal financial aid file. If you have not received your Student Aid Report and/or the Upper Valley Career Center Financial Aid Award Letter, you will need to complete the *Payment Plan Form* to avoid late payment charges prior to the first day of classes.

Financial Aid Forms

In order to determine financial aid awards, the Financial Aid Office may request students to submit further documentation. Listed below are typical situations in which students will need to submit further documentation to the Upper Valley Career Center.

Verification

Verification is the process of confirming the accuracy of student reported data on financial aid applications. The Financial Aid Office is required to verify those applicants identified by the Department of Education. Typically, the Department of Education selects approximately 30% of the students who are requesting financial aid assistance. In addition, the Financial Aid Office may select a student for verification if there is a discrepancy or a condition, which is unusual and warrants investigation.

Notification Process:
If the student is selected by the Department of Education for verification or if any additional information is needed to complete the student's financial aid file, a letter will be sent to the student via the U. S. Postal Service requesting the appropriate documents (i.e. verification form, student and/or parent's tax return transcripts, etc.) If the student submits documentation, which appears to be fraudulent, the Financial Aid Office must notify the Adult Education Director, the Treasurer's Office and the Student Service's Office.

Consequences for Failing to Complete Verification
When a student does not submit verification documents based on the letter sent by the Financial Aid Specialist, the following consequences may occur:

- Student's payment status is changed to "Self-Pay."
- Student's financial aid award may be reduced.
- Student's financial aid award may be delayed causing the student to make payments to the Bursar's Office for tuition, fees and supplies until financial aid can be secured.

Loan Request Form

Students interested in borrowing a federal student loan must complete the following:

- Federal Direct Student Loan Request Form (this form will be completed in the presence of the Financial Aid Specialist)
- Entrance Loan Counseling at www.studentaid.gov
- Master Promissory Note at www.studentaid.gov

Loan eligibility for students enrolled in a program with an academic year that is less than 900 clock hours or 26 weeks will be prorated based on the number of clock hours and/or weeks in the corresponding academic year.

Special Circumstances Appeal

Prior year income is part of the formula that determines a student's EFC (Expected Family Contribution). A financial aid administrator has the authority on a case by case basis to adjust certain data elements for a student with special or unusual circumstances. If you feel that you have a special circumstance, an appointment will need to be made with the Financial Aid Specialist in order to discuss the specific situation. Verification is required for all students submitting a Special Circumstances Appeal. After all documentation is reviewed the student will be notified of the decision to approve or deny the appeal. The decision is final and cannot be appealed to the Department of Education. Please note that the use of professional judgment is allowed but not required of the school.

*Please keep in mind, if your EFC is already zero, a Special Circumstances Appeal is not necessary.

Financial Aid Notification Letter

When all required documents are submitted and all processes are completed, the Financial Aid Office determines Pell grant eligibility for the Adult Education student. The Financial Aid

Office determines the student's financial need upon review of his or her financial aid application. Financial need is determined by subtracting the Expected Family Contribution (EFC) from the Upper Valley Career Center Cost of Attendance (COA). After Pell grant eligibility is determined, the Financial Aid Office will send a Financial Aid Notification to the student. This letter will list expected financial aid awards for each payment period of eligibility.

Federal Student Loan Recipients

Each federal student loan recipient will receive an "Opportunity to Cancel" notification via email prior to each loan disbursement. The email address listed on the FAFSA will serve as the mode of correspondence for this letter. This letter will notify the student of the disbursement date, disbursement amounts, and provide the student with the opportunity to increase, decrease, or cancel his/her loan disbursement. Any loan funding that is in excess of a student's payment period balance will be released to the student in the form of a check within 14 days following the disbursement date.

Entrance/Exit Counseling

You are required to complete entrance counseling if you are a first-time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, go to www.studentloans.gov and sign in using your FSA ID.

Select "Complete Entrance Counseling." Note that you can add an email address to which correspondence about your loans can be sent.
For additional information, read the "Direct Loan Entrance Interview" pamphlet and/or go to https://studentloans.gov.

If a student withdrawals or terminates and the institution is unable to have the student complete exit counseling prior to the student's departure, the institution will send a letter to the student, requesting exit counseling to be completed at www.studentloans.gov.

National Student Loan Database System (NSLDS) Disclosure

Please note that any student loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guarantee agencies, lenders, and schools determined to be authorized users of the data system.

Rights and Responsibilities of Students on Financial Aid

As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware. These rights and responsibilities of students on financial aid are listed in the following documents:

- Adult Education Student Catalog
- Financial Aid Award Notification
- Master Promissory Note

Students have the right to know the:

1. Financial aid programs available at the Upper Valley Career Center Adult Education.

2. Application process, which must be followed to be considered for aid.
3. Criteria used to select recipients and calculate need.
4. The Upper Valley Career Center Adult Education refund and repayment policy.
5. Financial Aid Office policies surrounding satisfactory academic progress.
6. Special facilities and services available for the handicapped.

Students are responsible for:

1. Monitoring the email account that was listed on the FAFSA. The Financial Aid Office will use this email address as the primary means of communication with students per FERPA Guidelines.
2. Completing all forms accurately and by the published deadlines.
3. Submitting information requested by the Financial Aid Office in a timely manner.
4. Keeping the Financial Aid Office informed of any changes in address, name, marital status, financial situation, or any change in student status.
5. Reporting to the Financial Aid Office any additional assistance from non-University sources such as scholarships, loans, agency/employer assistance, and educational benefits.
6. Notifying the Financial Aid Office of a change in enrollment status.
7. Maintaining satisfactory academic progress as required by the program of study.
8. Re-applying for aid each year.

SECTION 5: STUDENT EXPECTATIONS

The Upper Valley Career Center Adult Education holds each student accountable for his or her individual behavior as it relates to the freedom, rights, and safety of others or as it affects the learning atmosphere of the school. At all times, the Adult Education of the Upper Valley Career Center expects honesty and integrity in its students. Unacceptable behavior and/or violation of school policies may be a basis for termination of enrollment.

Academic Honesty

Cheating, plagiarism, and any other form of academic dishonesty will not be tolerated. Students participating in academic dishonesty may be dismissed from their program or course or subject to disciplinary action.

Student Appearance

To project a professional image, all students are expected to wear the appropriate uniform/attire required by their individual program. Students are expected to maintain a neat, clean appearance. Students should not wear any clothing that may be deemed offensive to others. Students attending field trips, seminars, and externships/internships are expected to dress in a professional manner, as are students interviewing for career opportunities. Repeated offenses could be subject to disciplinary procedures.

Safety Wear

Students in shop and laboratory classes are responsible to wear clothing typical of the field of work, such as steel toed shoes and safety glasses. Students are responsible to provide personal protective equipment (PPE) as required in courses. Students will be notified of items needed for each course. Caps, hairnets, or other restraints necessary for long hair may be required in certain work environments.

Identification Badges
The Upper Valley Career Center strives to provide a safe and secure campus for all students and staff members. Students enrolled in some programs and courses are required to wear identification badges. Replacement fee for a lost or damaged identification badge is $5.00.

Student Behavior

Students are prohibited to inhibit, interfere with, or obstruct academic activities at the Upper Valley Career Center. Disruptive behavior is any behavior unbecoming of a student at the Upper Valley Career Center either in or out of the classroom. Offensive behavior will not be tolerated, including, but not limited to: derogatory comments, harassment, threats, and bullying.

What are the Consequences?
Students who violate the Upper Valley Career Center Adult Student Catalog, the policies of the Board of Education, or specific program/class requirements may be subject to being placed on disciplinary probation, dismissal from the program of study and possible legal action. The Adult Director or designee has the authority to place students on probation, dismiss students from the program of study, refer a student to law enforcement, and/or seek legal action against a student.

Cell Phones/Electronic Devices

At no time shall a student use a cell phone, or other technological communication device that may disrupt the learning environment. Ringtones, notifications, and other audible sounds must be turned off while on campus. Students should only use the cell phone for classroom activities and are not to engage in texting, social media, or surfing the web while participating in the academic classroom or laboratory learning environment. Personal situations may arise that would cause a student to monitor their cell phone, please advise the instructor before class if you may need to monitor your cell phone. Course instructors will determine whether a student's behavior is disruptive to the learning environment.
Students who continually disrupt the learning environment may be placed on disciplinary probation, asked to leave the classroom or laboratory and/or be dismissed from the program of study.

Food and Beverages in the Learning Environment

Students are not allowed to consume food or beverages in restricted classrooms, laboratories, or other educational settings unless it is a part of the program of study or with instructor or supervisor approval. Students may purchase and consume food and beverage products in the break areas that are provided. *Students who consume food or beverages in classrooms, laboratories, or other educational settings may be asked to throw away or remove food*

and/or beverage items, asked to leave the classroom or laboratory area, placed on disciplinary probation, and/or are dismissed from the program of study.

Drug, Alcohol and Tobacco Policies (Prohibited Substances)

Drug and alcohol abuse affects the health, safety, and well-being of all students and restricts the Upper Valley Career Center's ability to carry out its mission. The Upper Valley Career Center prohibits the possession, use, or distribution of illegal drugs, narcotics, and alcohol on school property or as part of any school activity. *If a student comes to school while under the influence of drugs or alcohol, the student will not be admitted to class, his or her enrollment will be terminated, and/or he or she may be referred to law enforcement.*

Sanctions for Drug and Alcohol Policy Violations

Students who violate the Upper Valley Career Center policy against illegal drugs, narcotics, and alcohol are subject to discipline. Students must also be aware that there are significant criminal penalties under state and federal law for the unlawful possession or distribution of drugs and alcohol. Sanctions for violations include but are not limited to: (1) immediate suspension from class and with recommendation for dismissal from the program of study and (2) notification to law enforcement.

Drug and Alcohol Education and Treatment Programs

The Upper Valley Career Center recognizes drug and alcohol dependency/abuse as a major health problem, as well as a safety and security problem. If you have a drug or alcohol problem or know of another student with such a problem, please consult with Student Services for information and referral resources for a variety of public and private educational and treatment programs.

Tobacco-Free Campus

The use of all forms of tobacco, including chewing tobacco and electronic smoking and vaping devices, is prohibited at the Upper Valley Career Center's campus. *A student who violates the tobacco-free environment may be placed on disciplinary probation, or dismissed from the program of study.*

Violence, Threats of Violence, Dangerous Behaviors

Any student that participates in violence, threats of violence or other dangerous behaviors such as inciting panic, fighting, and/or misuse of equipment will not be tolerated at the Upper Valley Career Center. Students have a right to a hostile-free environment.

Students that engage in violence, threats of violence or dangerous behaviors will be dismissed from the program of study and may be referred to law enforcement.

Discrimination and Harassment

Why do we need a respectful environment?
Employers are looking for people who have the social and professional skills to work with people of all beliefs, backgrounds, races, and ethnic groups. Therefore, the more we know

about people who are different from ourselves, the better equipped we are in understanding the best way to communicate, work and live with others.

Discrimination

The changing composition of our larger society demands that the Upper Valley Career Center prepare its students for leadership within an increasingly diverse society. Diversity refers to the fact that our community, both locally and nationally, is composed of many individuals, each having unique attributes based on a variety of social, physical, and cultural characteristics. Included among these attributes are race, class, ethnicity, religion, gender, age, sexual orientation, marital status, veteran status, disability, political affiliation, and national origin. The existence of diversity within our campus community provides us with an opportunity to discover ways to integrate all individuals and groups into a larger community in a manner that respects and values their uniqueness while simultaneously advancing the goals of the Upper Valley Career Center Adult Education.

One of the most effective contributions an individual can make to the prevention and elimination of discrimination is to take prompt, positive, and constructive action to address issues when they arise. Students make a significant contribution to the prevention of discrimination by bringing their concerns or complaints to the attention of the administration of the Upper Valley Career Center. Prompt action will be taken to resolve direct or indirect offensive behavior that comes to the attention of the school to ensure the rights and privacy of all students, employees, and visitors. *Students who engage in discrimination activities may be placed on disciplinary probation, dismissed from the program of study, and/or referred to law enforcement.*

Harassment

Harassment is any act (verbal, written or physically acted out) based on race, ethnicity, national origin, religion, sexual orientation, physical limitations, or lifestyle differences that disrupt, disturb, or annoy another person. An offender may be a student, employee, or visitor. Offensive behavior or harassment may include, but is not limited to, the following gestures when related to race, color, creed, religion, national origin, sex, marital status, sexual orientation, disability, age, or public assistance status:

- Name-calling, teasing, jokes, rumor, or derogatory remarks
- Graffiti
- Notes or cartoons
- Unwelcome touching
- Offensive or graphic posters, pictures, book covers, screensavers, or clothing
- Words, or acts that embarrass, demean, hurt, or cause a person to feel uncomfortable
- Destruction or effacement of school property including, but not limited to, artwork and posters promoting campus events
- Any other inappropriate behavior that would be offensive to anyone

Sexual Harassment

Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made in term or condition of an individual's employment or academic advancement.
2. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions or academic decisions affecting that individual.
3. Such conduct has the purpose or effect of interfering with an individual's work, performance, or employment or creating an intimidating, hostile, or offensive environment.

Sexual harassment can include but is not limited to:

- Unwelcome sexual flirtations, advances, or propositions
- Request for sexual favors
- Verbal abuse of a sexual nature, obscene language, off-color jokes, verbal commentary about an individual's body, sexual innuendo, and gossip about sexual relations
- The display of derogatory or sexually suggestive posters, cartoons, drawings, or objects, or suggestive notes or letters
- Visual conduct such as leering or making gestures
- Sexually suggestive comments about an individual's body or body parts, or sexually degrading words to describe an individual
- Unwelcome touching of a sexual nature such as patting, pinching or brushing against another's body; and any other physical or verbal conduct of a sexual nature by supervisors, fellow employees, or others in the workplace

Sexual harassment is unlawful whether it involves student harassment, co-worker harassment, harassment by a supervisor or manager, or by persons doing business with or for the organization.

What should I do if I feel I have been harassed?
Contact your instructor, program coordinator, Student Services or any administrator. Do so as promptly as possible while events are fresh in your mind and can be corroborated. All complaints are formally investigated. The formal procedure involves a written report addressed to the instructor, program coordinator, and any member of the administrative team. *Students, who engage in harassment activities, may be placed on disciplinary probation, dismissed from the program of study, and/or referred to law enforcement.*

Gramm—Leach—Bliley Act (GLBA) Required Information

Overview: Upper Valley Career Center is required to maintain comprehensive written information security procedures, responsibilities and guidelines as mandated by the Federal Trade Commission's Safeguards Rule and the Gramm – Leach – Bliley Act ("GLBA"). This law requires that Upper Valley Career Center (i) ensure the security and confidentiality of covered records, (ii) protect against any anticipated threats or hazards to the security of such records, and (iii) protect against unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers (students). The Program is in addition to any institutional policies and procedures that may

be required pursuant to other federal and state laws and regulations, including, without limitation, FERPA.

Designation of Representatives: The District Administration designates Program Officers in the Information Technology and Financial Aid Office who shall be responsible for coordinating and overseeing the Program. The Program Officers may designate other representatives of the District to oversee and coordinate particular elements of the Program. Any questions regarding the implementation of the Program or the interpretation of this document should be directed to the Program Officers or his or her designee(s).

Scope of Program: The Program applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the District, whether in paper, electronic or other form, that is handled or maintained by or on behalf of the District or its affiliates. For these purposes, the term nonpublic financial information shall mean any information (i) a student or other third party provides in order to obtain a financial service from the Institution, (ii) about a student or other third party resulting from any transaction with the District involving a financial service, or (iii) otherwise obtained about a student or other third party in connection with providing a financial service to that person.

Elements of the Program:

1. Risk Identification and Assessment. The District intends, as part of the Program, to undertake to identify and assess external and internal risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information. In implementing the Program, the Program Officers will establish procedures for identifying and assessing such risks in each relevant area of the Institution's operations, including:
    - Employee training and management. The Program Officers will coordinate with representatives in the District's Human Resources and Financial Aid offices to evaluate the effectiveness of the District's procedures and practices relating to access to and use of student records, including financial aid information. This evaluation will include assessing the effectiveness of the Institution's current policies and procedures in this area, including the Adult Student Catalog, District Employee Handbook, and Employee Training Requirements.
        - Information Systems and Information Processing and Disposal. The Program Officers will coordinate with representatives of the District's Information Technology Department to assess the risks to nonpublic financial information associated with the District's information systems, including network and software design, information processing, and the storage, transmission and disposal of nonpublic financial information. This evaluation will include assessing the District's current policies and procedures relating to the Acceptable Use, Information Security, Public Records, Student Records, and Confidentiality Policies. The Program Officers will also coordinate with the District's Information Technology Department to assess procedures for monitoring potential information

security threats associated with software systems and for updating such systems by, among other things, implementing patches or other software fixes designed to deal with known security flaws.

- Detecting, Preventing and Responding to Attacks. The Program Officers will coordinate with the District's Information Technology Department to evaluate procedures for and methods of detecting, preventing and responding to attacks or other system failures and existing network access and security policies and procedures, as well as procedures for coordinating responses to network attacks and developing incident response teams and policies. In this regard, the Program Officers may elect to delegate to a representative of the Information Technology Department the responsibility for monitoring and participating in the dissemination of information related to the reporting of known security attacks and other threats to the integrity of networks utilized by the District.

2. *Designing and Implementing Safeguards.* The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other form. The Program Officers will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

3. *Overseeing Service Providers.* The Program Officers shall coordinate with those responsible for the third party service procurement activities among the Information Technology Department and other affected departments to raise awareness of, and to institute methods for, selecting and retaining only those service providers that are capable of maintaining appropriate safeguards for nonpublic financial information of students and other third parties to which they will have access. In addition, the Program Officers will work with the District Administration to develop and incorporate standard, contractual protections applicable to third party service providers, which will require such providers to implement and maintain appropriate safeguards.

4. *Adjustments to Program.* The Program Officers are responsible for evaluating and adjusting the Program based on the risk identification and assessment activities undertaken pursuant to the Program, as well as any material changes to the District's operations or other circumstances that may have a material impact on the Program.

5. *Federal Aid Applicant Information and Breach Disclosure.* In accordance with the Student Aid Internet Gateway Agreement (SAIG) Upper Valley Career Center ensures that Federal Aid applicant information is protected from access by or disclosure to unauthorized personnel. In the event of a data breach exposing said

information to unintended parties, the Program Officer will notify Federal Student Aid at CPSSAIG@ed.gov.

Voluntary Confidential Reporting

Individuals who wish to make a confidential report may contact the Compliance Officer or any other District CSA. Reports made to CSAs will be referred to the Compliance Office but all information will remain confidential unless otherwise required to be disclosed pursuant to state or federal law (i.e. reporting child abuse or felonies to law enforcement).

The purpose of a confidential report is to comply with an individual's wish to keep the matter confidential, while taking steps to ensure the future safety of the individual and other members of the District community. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the District's annual crime statistics.

The following individual has been identified by the District as the Clery Compliance Officer:

Mr. Tim Cordonnier
Upper Valley Career Center
8811 Career Drive
Piqua, OH 45356
Office: (937) 778-1980, Ext 218

The following individuals have been identified by the District as campus security authorities ("CSAs"):

The Title IX Coordinator/Grievance Officer:
Ms. Alycia Johnson
Adult Education Student Services Coordinator
Upper Valley Career Center - Adult Technology Center
8901 Looney Road
Piqua, OH 45356
(937) 778-1980, ext. 255

The Section 504 Coordinator/Grievance Officer:
Mr. Matt Meyer
High School Student Services Director
Upper Valley Career Center - Main Instructional Building
8811 Career Drive
Piqua, OH 45356
(937) 778-1980, ext. 212

Weapons Prohibition

The possession or use of handguns or other weapons is strictly prohibited while on the Upper Valley Career Center premises or using school property such as a school owned

vehicle. This prohibition applies to all employees, independent contractors, temporary employees, visitors, and students, including those who have a valid permit to carry a concealed weapon. Weapons include but are not limited to:

- Firearms and explosives or any weapon, (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, and bullets and shells; or any destructive device including bombs, both homemade and of fireworks type, any explosive, incendiary, or poison gas bombs, missiles, mines, and military ordinance.
- Knife includes, but is not limited to, a sharp blade-cutting instrument.
- Tools used in a threatening manner.

Students in possession of a weapon will be dismissed from the program of study and may be referred to law enforcement.

SECTION 6: PROBATION AND TERMINATION

Disciplinary Probation

A student may be placed on disciplinary probation for violating student expectations such as but not limited to:

- Academic dishonesty
- Copyright violations
- Student appearance
- Unacceptable student behaviors
    - Cell-phone/electronic devices usage
    - Food and beverages in the learning environment without permission
    - Tobacco usage
    - Discrimination/harassment
    - Non-compliance with faculty and staff
    - Other unacceptable student behaviors that disrupt the learning environment

Procedures for Disciplinary Probation

When a student is placed on disciplinary probation, the student will be informed verbally and by letter of his or her probationary status. Steps for remediation and the length of the probationary period will be outlined in the letter and signed by the appropriate program supervisor and/or the Adult Director. A copy of the letter and the student conference record will be retained in the student's cumulative education record. During the probationary period, the appropriate individuals will meet with the student regularly to evaluate progress toward meeting conditions of probation, and these meetings will be recorded on the student conference record. The student has the right to have an advisor or liaison of their choice present at the meetings. It is the student's responsibility to work with the individuals involved to schedule these meetings.

At the end of the designated disciplinary probationary period, the appropriate individuals will review the student's progress and a decision will be made to determine whether the student has met the steps of remediation. The student will be notified in writing of the decision. At this time, the student will be removed from probation or dismissed from the program.

Termination Policy

Any student who is being considered for termination will receive a verbal warning followed by a written warning, administered by the Adult Director or designee. However, if the incident is determined to be serious enough to threaten the safety and well-being of the learning community, the school reserves the right to move directly to termination without issuing a verbal or written warning.

The student will have a hearing with the Adult Director or designee at the time a determination will be made as to whether it is feasible for the student to continue his/her education. All records of written warnings or terminations will be a part of the student's file.

A student may be terminated immediately for violating student expectations such as but not limited to:

- Use of or being under the influence of alcohol and/or illegal drugs on campus
- Use of or in the possession of weapons on campus
- Sexual offenses or harassment
- Violence, threats of violence or dangerous behaviors
- Continual non-compliance with Upper Valley CC Policies and Procedures
- Conviction of a felony
- Academic misconduct
- Failure to comply and/or meet the disciplinary or academic probation remediation requirements

The student has the right to due process in any situation of discipline, probation, or dismissal through the Student Grievance Procedure.

SECTION 7: STUDENT GRIEVANCE PROCEDURE

I. Purpose and Scope

The purpose of this procedure is to provide Adult Education students an opportunity to resolve complaints or concerns arising from his or her educational experience. It is the intent of this procedure that student complaints or concerns that may arise from misapplication of campus policies, rules, regulations and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the grievance with their instructor or program coordinator immediately.

An appeal is the escalation of the complaint to the next level authority. If the appeal is about an academic decision such as a grade, please see the academic appeals. A student has the right to appeal all matters with respect to:

- Disciplinary action taken for a violation of the student conduct standards;
- Admissions decisions;
- Tuition and fees matters;
- Financial awards or policies, including satisfactory academic progress; and
- Educational policies, procedures, and grading concerns.

Concerns regarding academic matters should first be addressed through the academic appeals process; concerns about nonacademic matters should first be addressed directly with the program coordinator or Student Services.

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including meeting the maximum time frame to complete the program, he or she is not entitled to appeal unless there is documented proof of mitigating circumstances such as a medical or disability condition that impacted his or her ability to study or participate in the program. The specific requirements for the SAP appeals process are contained in the SAP policy.

II. Definitions

- *Complaint Resolution Officer (CRO):* The person designated to receive, investigate, mediate, and resolve complaints brought under this procedure.
- *Student:* An individual who is enrolled in or registered with an academic program.
- *Respondent:* The person designated to answer or respond to the complaint. Generally, the respondent would be the program coordinator in which the violation allegedly occurred.

Step 1: Program Level Informal Resolution Procedures

Before filing a grievance under this policy, a student should attempt to resolve the matter informally with the person or with the program coordinator in which the alleged incident occurred. The student may contact Student Services for assistance with informal resolution. Attempts to resolve the matter informally should be completed within five (5) days from the time of the alleged incident.

Step 2: Formal Resolution Procedures

- *Filing a Grievance*: If the student is not satisfied with the outcome of the program level informal resolution, the student may file a formal student grievance within ten (10) days of program level notice (verbal or written) of the outcome. Formal Grievance Forms may be obtained in the Student Services Office. Student grievances must be in writing and signed by the student or the student's designated representative, if any. Grievances must contain the student's address and phone number to the extent available, a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, a description of the

evidence supporting the grievance, whether informal procedures were available and completed, and the remedy or relief requested.
    - If the student is to be assisted by counsel or representative, the student must submit the name of the representative or counsel. All expenses will be the responsibility of the student. The student also must submit a signed statement authorizing the representative or counsel to receive copies of relevant student records and correspondence regarding the grievance and to accompany the student to any meetings.
    - All written grievances are to be filed with the Student, Alumni, and Assessment Coordinator. The Student, Alumni, and Assessment Coordinator will notify the Adult Director of the written grievance within ten (10) business days of the receipt of the written grievance from the student.
- *Initial Review:* Upon receipt of a formal written student grievance, the Adult Director, as appropriate, shall promptly designate a Complaint Resolution Officer (CRO). For Reentry, Readmissions, or Credit Transfer grievances, the formal written student grievance will be assigned to the Readmissions Committee for review.
- *Investigation:* All matters other than reentry, readmissions, or credit transfer will be assigned to the Complaint Resolution Officer (CRO). The CRO will arrange a meeting involving the student and the respondent at a mutually convenient time to discuss the grievance. This meeting is to occur within ten (10) business days after the Adult Education Director receives the grievance.
- *Request for Reconsideration:* If the student grievance is unresolved, the student may appeal in writing to the Adult Director within ten (10) business days from the date of the Complaint Resolution Officer's Report or Readmission Committee's Determination Letter. The Adult Director will review the Complaint Resolution Officer's Report or the Readmission Committee's Determination Letter. The Adult Director may request additional information during the Request for Reconsideration Process. The Adult Director will render a decision within fifteen (15) business days after the Adult Director's receipt of the complaint.
- *Appeal Process:* If the grievance is unresolved after the Request for Reconsideration meeting, the student may appeal in writing to the Board of Education's Designee - The Superintendent of Upper Valley Career Center, within five (5) days of Request for Reconsideration decision date. If a hearing is granted, the student will be notified of the place and time of appeal hearing.
    - If the dispute has not been resolved or if the student is still unsatisfied with the institution's response, the student may address his or her concerns by directing them to the Ohio Department of Higher Education.

The Ohio Department of Higher Education (ODHE) is responsible for responding to formal complaints against public, independent non-profit and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, the Chancellor's staff will review submitted complaints and work with student complainants and institutions.

Students should visit The Ohio Department of Higher Education's website https://www.ohiohighered.org/students/complaints

Student Complaint Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org or complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Student, Alumni and Assessment Coordinator or may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx.
The following is an outline of the Commission's procedures for reviewing complaints: (For further information on the Commission's procedures please refer to *Section VI, Rules of Process and Procedure, Standards of Accreditation.*)

1. All complaints that are reviewed by the Commission must be in written form and should include permission from the complainant for ACCSC to forward a copy of the complaint to the school. If permission is not included in the complaint letter, the Commission will forward a copy of the ACCSC Complaint Form requesting the complainant's permission. If a complainant does not submit a signed complaint form, the Commission, at its discretion, may not be able to process the complaint.
    - Permission is not necessary for advertising complaints since advertising is considered public information.
2. The Commission will conduct an initial review of the complaint to determine whether the complaint sets forth information or allegations that reasonably suggest that a school may not be in compliance with ACCSC standards or requirements.
    - i. If additional information or clarification is required, the Commission will send a request to the complainant. If the requested information is not received within 30 days, the complaint may be considered abandoned and not investigated by ACCSC.
    - ii. If the Commission determines after the initial review of the complaint that the information or allegations do not reasonably suggest that a school may not

be in compliance with ACCSC standards or requirements, the complaint may be considered closed and not investigated by ACCSC.
    - iii. If the Commission determines after the initial review of the complaint that the information or allegations reasonably suggest that a school may not be in compliance with ACCSC standards or requirements, the Commission will forward the complaint to the school named in the complaint and will summarize the allegations, identify the ACCSC standards or requirements that the school allegedly violated, and allow the school an opportunity to respond. In the event that there is a pending on-site evaluation at the school, the on-site evaluation team and the school may be made aware of the complaint at any stage in this process. In all instances, the Commission will take the school's response to the complaint into consideration prior to rendering a decision.
3. In cases of advertising violations, the Commission will forward a copy of the advertisement to the school, citing the standard that may have been violated and requesting a response before a specific date.
4. If a news article or media broadcast carries a negative report on an ACCSC accredited school, the school is requested to respond to the statement(s) on or before a specific date.
5. The school will have an opportunity to submit a response to the complaint. The Commission will review the complaint and the response for compliance with accrediting standards and requirements.
6. If the Commission concludes that the allegations may establish a violation of ACCSC standards or requirements, the Commission will take appropriate action to require the school to achieve compliance as required and will send a letter to the complainant (and a copy to the school). A record of this file is maintained at the Commission's office.
7. If the Commission concludes that the allegations do not establish a violation of standards or requirements, the Commission will consider the complaint closed.
8. In all instances, the Commission will send a letter to the complainant and the school regarding the final disposition of the complaint, and a record of the complaint will be kept on file at the Commission's office.

SECTION 8: INFORMATION TECHNOLOGY

Introduction

The Upper Valley Career Center provides network and telecommunication technologies in support of instructional and educational objectives of the school system. These networks and telecommunications technologies include the Internet and are intended for educational purposes only.

The ability to use computers to gather information, communicate, and collaborate with others has become a fundamental skill for every citizen. To this end, the Upper Valley Career

Center provides access to local networks, electronic mail, and the Internet. Internet access enables students, teachers, and administrators to explore libraries, databases, discussion groups, websites, and other resources while exchanging a variety of information with others.

With access to this vast amount of information comes the availability of some material that may be considered to be of little or no educational value within the context of the school setting. The Upper Valley Career Center has taken precautions to regulate and filter (where appropriate) student and staff access to the Internet. However, it recognizes that it is not possible to guarantee that users will not be able to find Internet resources, which are offensive, profane, or otherwise objectionable in an educational setting.

The Upper Valley Career Center does not make any guarantee that the functions or services provided by or through the network, email, or the Internet provider will be error free or without defect. Further, the Upper Valley Career Center is not responsible for the accuracy or quality of the information obtained through or stored on the network, email, or Internet. The ultimate responsibility for appropriate use lies with the user.

Educational Use

The Upper Valley Career Center will expect teachers to use school networks and computer resources to support the instructional objectives and to provide guidance and supervision for all Internet activities. All computers connected to the school's network including classrooms, labs, and media centers are to be used exclusively for educational purposes.

Privileges

The use of the Upper Valley Career Center's computer network, email, and Internet provider is a privilege, not a right, and inappropriate usage will result in the cancellation of privileges and/or disciplinary or legal action by school officials.

Unacceptable Use

The following actions constitute unacceptable use of the Upper Valley Career Center's network, email, and the Internet:

- Using impolite, abusive, threatening, or otherwise objectionable language
- Using the network, email, social media, or Internet for harassment, intimidation, or bullying
- Placing unlawful information on the network, email, social media, or Internet
- Using the network, email, social media, or Internet illegally, violating federal, state, or local laws or statutes
- Using the network, email, social media, or Internet at school for non-school related activities
- Sending messages that are likely to result in the loss of the recipient's work or system
- Using the network, email, social media, or Internet for commercial or personal gain
- Using the network, email, social media, or Internet for political lobbying
- Changing any computer file that does not belong to the user
- Sending or receiving copyrighted materials without permission

- Knowingly giving one's password to others
- Using another user's password
- Using the network, email, social media, or Internet access for sending, viewing, or retrieving pornographic material, inappropriate files or otherwise offensive materials, including files dangerous to the integrity of the school's computer network
- Circumventing or attempting to circumnavigate security measures on the school's computer network
- Attempting to gain access to another user's resources, programs, or data
- Vandalizing, defined as any malicious intent to harm or destroy school equipment or data on the network or Internet. This includes the uploading of, or creation of computer viruses
- Falsifying one's identity to others while using the network, email, social media, or Internet
- Downloading software or large files without receiving prior approval from an authorized school employee

Privacy

All communication and information transmitted via the school's computer network is considered public property. Users should not expect that information and data transmitted on the school's computer network will be private. Authorized administrators and teachers may review information and data at any time, without prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy. Information relating to, or in support of illegal activities will be reported to the appropriate authorities.

Prior to posting any public Internet web page content that contains the name, identifiable image, or work of a student, the school must obtain the written permission of the student. Local Intranet web pages that contain the above information may be used in the same manner as any other local student display of information.

Copyright

Almost all data and software is subject to the Federal copyright laws. Care should be exercised whenever accessing or copying any information that does not belong to you. Software which requires purchase or reimbursement for its use, such as shareware, requires strict adherence to the terms and conditions specified by the owner unless written permission for unrestricted use has been obtained.

When in doubt, consult the technology department.

All software placed on the school's computer network must have a valid license for each copy used. Copying the school's software or duplication of software for which there is no valid license violates the school system policy and is deemed illegal.

Email Etiquette

While email is generally more informal than other methods of communication, it is still necessary to keep courtesy, respect, and ethics in mind. Here are a few recommendations:

The Basics

- Start each new correspondence with a greeting or acknowledgement of the recipient.
- Say 'please' and 'thank you.'
- Subject line should be topic-appropriate and specific. (e.g., "Staff meeting, 4/10, 3 pm, RSVP" is a better subject line than "meeting").
- Return email promptly, like you would a phone call or text message. If you don't have time, send a quick note saying you will respond ASAP.
- If someone requests an RSVP, try to respond in a timely manner.
- While standard etiquette is to ask permission before forwarding an email conversation, consider that your messages may be screen captured or forwarded to anyone at any time, either in part or in full.

The Text

- Use standard spelling, grammar, and punctuation. Set up your email spell-checker. Resist the urge to send without proofreading.
- Consider email a form of letter writing and resist the urge to be too informal in style or format.
- Capitalization is considered SHOUTING. It can be considered rude and ineffective.
- Send emails in plain text format rather than HTML; most, though not all, email clients can read HTML format.

Your Email Personality

- Customize your email signature with relevant information (name, title, office name, phone number, etc.).
- Always remember to keep your recipient (and your relationship with them) in mind when crafting the tone of your email.
- The tone you use in speech can be difficult to get across in email; sarcasm and dry humor often fail.
- Use emoticons (smiley faces, etc.) sparingly; try to limit to informal messages.
- Avoid using email to vent emotions online. Follow appropriate channels to resolve interpersonal conflicts, complaints, or disciplinary action; be careful not to alienate your reader and potentially make the problem worse. Instead, call or speak face to face.

Using Email via Mobile Devices

- Don't rely solely on the autocorrect feature. Proofread everything. Make necessary changes before sending a message via a mobile device.
- Consider adding a unique custom signature to your mobile email accounts that will inform the recipient that you are not at your computer.

Proper Use of Social Media

Statement of Purpose

The Upper Valley Career Center statement on electronic social networking serves as a guide for the campus community to better inform students, faculty, and staff of the opportunities and consequences associated with electronic social networking. These issues could include policy and law violations, student privacy rights, reputation of self/other/institution, peer harassment, safety concerns, and impact on professional development. This statement will guide the campus in developing an appropriate educational response and materials.

What is Social Networking?

Social networking generally refers to the use of such online websites and or applications as Facebook, Twitter, and Tumblr that help connect friends, groups, businesses, and others. These sites offer great opportunities to connect and communicate, but the hazards they present are often not clearly documented. Upper Valley Career Center urges all users of online social networking sites to be cautious about posting personal information and to be aware of the potential risks associated with making personal information public.

Managing Your Online Presence and the Risks Associated with Belonging to Social Networking Sites

Most members of any campus community have an online presence through email, websites, blogging, or online social networking sites. All of these sites present certain common risks that are often not considered or sometimes ignored.

Legal Liability

Be aware of the potential for wide distribution of your information and comments. You may be held legally liable for any comments made about other people. You could subject yourself to defamation or libel suits if information or images you post about someone else is proven to be false or damaging. The school reserves the right to discipline students for acts of misconduct wherever they occur. While staff and faculty do not "police" online social networks for possible violations, staff are obligated to answer all complaints and reports of alleged misconduct whether on campus, off campus, or online. You also are responsible for complying with any site's terms of service upon signing up for a social networking site.

Privacy/Safety

Some sites allow students to post phone numbers, class schedules, hometowns, and birth dates; information that could be used for stalking or identity theft. Read any site's privacy policy before creating a profile. Again, remember that people you don't know may be reading your information. Trust your instincts if contacted by someone you don't know; ask a lot of probing questions before allowing anyone to see your profile. Ask permission of others before you post about them.

Future Employment Problems

Your digital footprint is larger than you are. Potential employers often search for information on prospective employees online. Information posted on personal websites and social networking sites may be readily available and should be considered accessible. It is remarkably easy for people you don't know to gain access to social networking sites and profiles you may consider private. In addition to checking the personal interests of potential employees, some employers check sites for poor grammar and writing skills.

Your Works Have Impact

Just as your positive reputation can be an asset in the job search process, negative statements you may have shared about a company, a particular person, or an issue could come back to haunt you in an increasingly global and networked world. If you're not absolutely sure you want it read, don't post it. Communication is very contextual, a pejorative word or phrase used in playful conversations with friends can easily be misconstrued.

The Internet is Real

Social interactions on the web are akin to social interactions in person. Even if you're not sitting face-to-face and conversing, there is a person sitting on the opposite side of your words, and context, tone, and jokes are easily overlooked when projected online. Consider your online relationships to be a supplement to your in-person relationships, and don't hesitate to take a conversation offline.

- *Use of Pseudonyms:* When some people are uncertain about how an online profile might affect their student experience or future career, they stay anonymous. Students and staff members are to be "accountable for his or her individual behavior as it relates to the freedom, rights, and safety of others or as it affects the learning atmosphere of the school. At all times, the Adult Education of the Upper Valley Career Center expects honesty and integrity in its students and staff members." Posting anonymous comments about other people that are incorrect, false, or hurtful, or photos that are misleading or damaging, is not only unethical but also illegal.
- *Think Twice Before Posting:* Once it's out there, it's out there. Even in the fleeting seconds between posting something and deleting it, your content could be seen or saved by anyone. Deleting content does not remove the possibility that it has been seen.
- *Think Twice Before Sharing:* Think twice before sharing other people's information, posts, and pictures. Be sure to obtain permission first before sharing others' content and updates. Your social media postings affect the lives of others as well.
- *It Could Be Hard to Unsubscribe:* Caching means that anything posted on a social networking site may remain accessible long after it has been deleted. Google has a policy process for removing information from their caching technology but this can take time and may require many steps. If you no longer want to be part of a social network site, ask to cancel your membership. This does not eliminate the cache, however. If a social networking site goes out of business, content could be sold to others. Check the Terms of Service for any social networking site you decide to subscribe to. Some actually do offer ways to permanently delete your profile and

personal information. Please note, however, that even eliminating your account does not eliminate your data from a site. A site might retain the data for legal protection.

Time Management

Many students are unaware of how much time they spend on social networking sites and what impact this may have on academics and other student activities. If concerned about your use, talk with your program coordinator or contact Student Services at 937.778.1980.

SECTION 9: STUDENT LIFE

Services for Adults with Disabilities

Adults with documented disabilities may enroll in any of the Upper Valley Career Center Adult Education programs. Students should provide documentation of their disability prior to enrollment to the Student Services Office.

- Documentation should be completed and signed by a professional familiar with the applicant and the applicant's disability such as a physician, psychologist, or rehabilitation counselor.
- Documentation should verify the disability and suggest appropriate accommodations.
- If previous documentation exists, it must be no more than three years old.
- If no current documentation is available, it is the responsibility of the student to have new documentation prepared.

This information is confidential and is not a part of the student's permanent record. The Student Services Office may ask the student to complete various assessments during the evaluation process to determine the academic and career-technical level of the individual. Upon completion of the evaluation process, the Upper Valley Career Center Adult Education Student Services Office will work with program coordinators and instructors to develop a program plan to target career technical competencies and training accommodations.

Aspire Program

The Aspire program provides FREE services for individuals who need assistance acquiring the skills to be successful in post-secondary education, training and employment. Upper Valley Career Center Aspire offers classes at various locations, and on different days and times to meet diverse needs. All students are required to attend orientation, where an assessment is given to help determine the individual's educational needs and goals. Go to the Upper Valley Career Center website at www.uppervalleycc.org for more information.

- ACT WorkKeys® Assessment Preparation
- GED® Test preparation
- Academic Skills Improvement
- Computer Literacy
- Corrections Education
- Employability and Workplace Skills

- Distance Education

Student Services

Student Services responsibility is to guide students through the admissions process to graduation. Students should always consult with Student Services when unsure about resources available, when needing assistance or advocacy, or when thinking about terminating enrollment.
Services provided by Student Services Include:

- *WorkKeys® Testing:* This assessment is recognized by many large nationwide employers as a measurement of a potential employee's skill level. The WorkKeys® test is also the required assessment for individuals wanting to enroll in certain part and full-time programs.
- *ACT Curriculum®:* Students can improve their job search skills and workplace soft skills such as workplace effectiveness, business etiquette, work habits, and communication skills. Students are encouraged to sign up for ACT Curriculum® to give them the edge over other potential employees. Students receive certificates of completion for each skill set the student masters.
- *PearsonVUE®Testing Center:* The Upper Valley Career Center is a certified PearsonVUE® Testing Center for certification testing and college credit testing. Over 1000 different possible tests are available to students.
- *Career Interest Surveys:* Not sure what you want to do? Completing a Career Interest Survey may give you the key to the types of jobs that meet your personal skill levels and interests.
- *Advising Services:* When students need assistance or want more information about community services to assist them to be successful as a student, our Student Services Office can help.
- *Alumni Career Advancement Center:* Lifetime job placement assistance includes resume updates, job search letter samples and Internet job postings. For local job postings, please find the Area Job Bank link at www.uppervalleycc.org.

The Career Advancement Center (CAC) is located at the Main Campus, Room 302B. Hours: September – May, Monday - Friday 9am – 3pm., email bakern@uppervalleycc.org or call 937.778.1980 for an appointment/ June – August email bakern@uppervalleycc.org for assistance.

Learning Resource System

Why Learning Resource Systems?
The ACCSC Standards of Accreditation define learning resource systems as follows:
A learning resource system includes all materials that support a student's education experience and enhances a school's education program such as libraries; texts; electronic resources; learning resources laboratories and centers; library consortia and interlibrary loan agreements; computer; Internet access; research databases; and other similar resources and equipment.

Goals of the Learning Resource System

Career schools and colleges produce an outcome for the organization: *graduates with the knowledge and skills to succeed in their intended professions.* The goal of the learning resource system is to enhance student learning. Our faculty encourages students to utilize the learning resource system to help students learn about:

- Employer and employment related demands for their program
- Certification processes and requirements
- Researching topics of interest in their program
- Supporting education objectives and goals of the program
- Providing support to help the student succeed
- Help students become life-long learners

Learning Resource Center – Adult Technology Center – Room 604 A
Upper Valley Career Center Adult Education has a Learning Resource Center (LRC) that is managed by the staff. Students may utilize the resources that are in the LRC to complete various class assignments. The LRC is based on an honor system and all materials are for reference only. Students should not remove any materials from the LRC. Hours are posted outside the door to the LRC.

Things to know about the LRC:

- All materials are "Reference Materials" and are not to be removed from the LRC.
- Newspapers and periodicals do not circulate.
- Either the student will replace lost items or the cost equivalency will be charged to the student's account.
- Library computers are for academic purposes only. Students will abide by the Acceptable User Policy and copyright infringement prohibitions.
- Eating or drinking in the LRC is not allowed.
- The Adult Education staff encourages students to make recommendations for new materials that will enhance the collection.

The LRC is equipped with computers with Internet access in order to make available a vast array of informational resources and to allow students to become familiar with industry standard information and technology. Internet access is a privilege, not a right. Access to the Internet demands responsibility and is a valuable and limited resource. Students are expected to place a premium on the quality of the use of the Internet and not take up valuable bandwidth to pursue frivolous ends.

Lost and Found

Lost items should be reported to the instructor, program coordinator, or any staff member. If a student finds a lost item, please turn the item into Student Services.

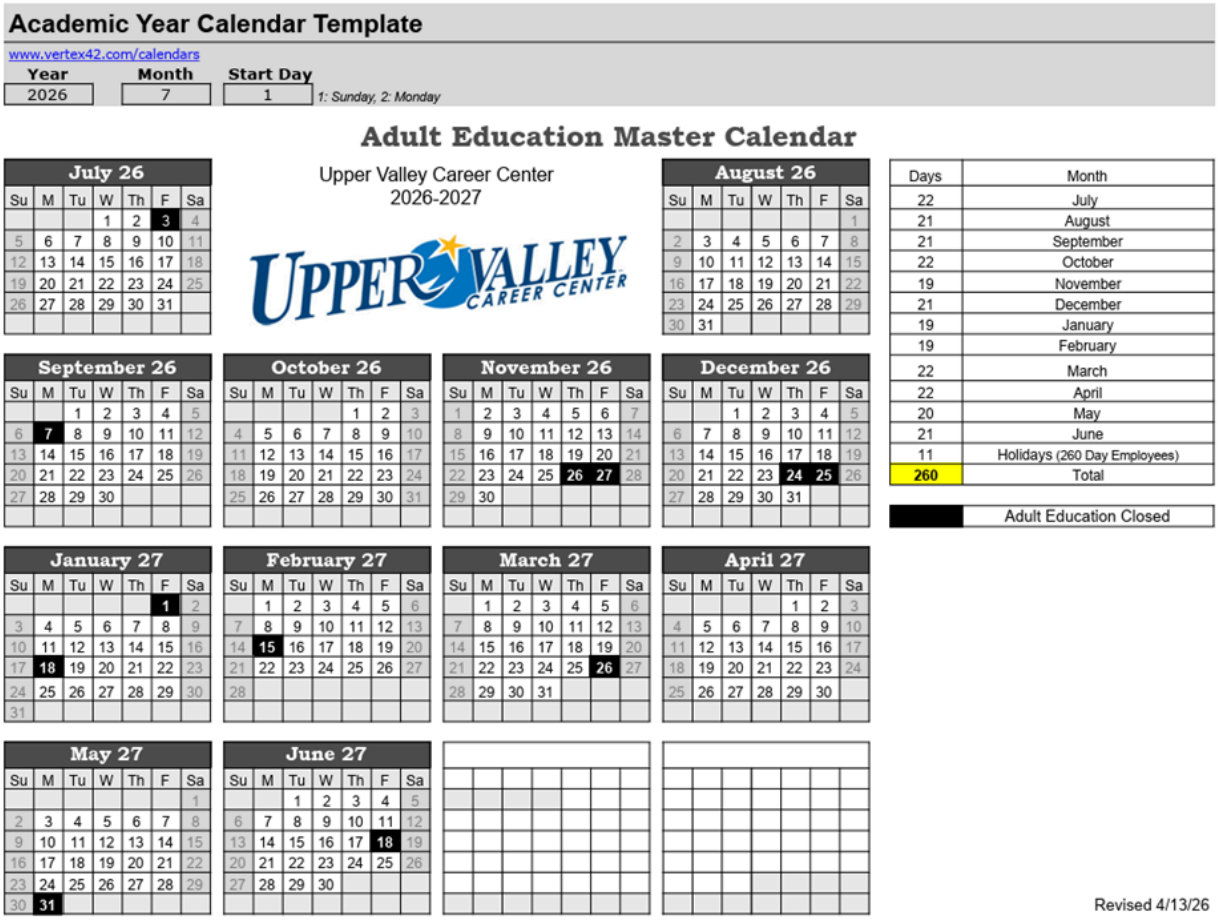
Student Break Areas and Student Information Bulletin Boards

A student break area is located in the Health Science Center. Students are asked to help maintain a clean and orderly student break area for the benefit of all students. Break areas are also available outside the ATC Building at the picnic tables.

Student Information Bulletin Boards are located throughout both the ATC Building and the Health Science Center. Important announcements for students are posted on these boards. To post a notice, type or print the information on a card and bring it to the ATC Student Services Office for approval and posting. All student posted notices must have a removal date. The Upper Valley Career Center will refuse to post any items that violate offensive behavior policies or are deemed unfit.

SECTION 10: CAMPUS OPERATIONS AND SAFETY

Adult Education Master Calendar



Campus Facilities Hours of Operation

The Upper Valley Career Center Adult Education will be open to students, employees, contractors, and guests when classes are held.

Adult Technology Center (ATC) Building Hours:
Monday - Thursday: 8:00am to 6:00pm
Friday: 8:00am to 1:00pm
Selected Saturdays and Sundays when classes meet: Varies

Health Science Center (HSC) Building Hours:
Monday - Thursday: 8:00am to 4:00pm
Friday: 8:00am to 1:00pm

During non-business hours, access to the Upper Valley Career Center ATC and HSC is by key, if issued, or by admittance via the adult division staff. In the case of periods of extended closing, the Upper Valley Career Center will admit only those with prior written approval to the campus buildings. Entrances to the main building, as well as public areas of the Upper Valley Career Center Main Campus, are monitored continuously by security video cameras.

Emergencies may necessitate changes or alterations to any posted schedules. Note: Hours may vary during the holidays and/or special events.

Emergency Situations

Upper Valley has developed a comprehensive Emergency Operations Plan, which sets a protocol for addressing and responding to serious threats to the safety of the school property, students, staff and volunteers, and establishes procedures for responding to emergency and dangerous situations. Upper Valley is prepared for a number of emergencies, but wishes to keep the specific procedures contained in the Emergency Operations Plan confidential to the maximum extent possible.

Emergency Notifications

The Superintendent shall appoint an Incident Commander, whose name and contact information shall be included in the Emergency Operations Plan. The Incident Commander is responsible for determining and/or confirming whether a significant emergency or dangerous situation involves an immediate threat to the health and safety of students, employees, or visitors occurring on District property. An immediate threat includes an imminent or impending threat, including but not limited to, an approaching fire, tornado, or earthquake, an outbreak of meningitis, norovirus, or other serious illness, bomb threats, armed intruders, explosions, civil unrest or rioting, or nearby chemical or hazardous waste skills. Without delay, the Incident Commander will use all information reasonably available to him/her to reach a conclusion as to the nature and severity of the threat, and determine whether to initiate the notification system.

Upon confirmation by the Incident Commander that the District is subject to an immediate threat, the District will immediately notify its "campus community," which includes all students, employees, or visitors. The District is not required to issue such notification for power outage(s) or weather-related closure(s). The notification will include only such information that is necessary to explain the situation and where appropriate, will include instructions for members of the campus community. In all cases, such instructions will direct students and staff to follow the relevant crisis plan (e.g., fire plan, the tornado plan, etc.) as such plans are referenced in the Emergency Operations Plan.

Depending on the type of threat at issue, the District will notify its campus community using an appropriate and effective mode of communication.

Evacuations

When an emergency occurs, decisions to evacuate shall be made in accordance with the Emergency Operations Plan.
The District will test its emergency response and evacuation procedures regularly throughout the school year, in accordance with State law. Such drills may be announced or unannounced and will be documented in accordance with State law, the Clery Act, and its related regulations. The District will publicize its emergency procedures, as described in the ASR, at least once per calendar year in conjunction with one of these drills.

Timely Warning System

The Clery Act requires the Upper Valley Career Center to issue timely warning notices of certain crime reports to the "campus community." The District shall issue such notices as soon as the pertinent information is available.

The District shall issue timely warning notices for any Clery crime that occurs within its Clery Geography, has been reported to a CSA or local police agency, and is considered by the District to be a serious or continuing threat to students and staff members. The Compliance Office will be responsible for determining whether certain criminal actions necessitate issuance of a timely warning notice and will consider the nature of the crime, the continuing danger to the District's students and staff, and the possible risk of compromising law enforcement efforts, if such inquiry is relevant. Upon determination that a timely warning notice is warranted, the Compliance Office will be responsible for issuing such notice. The notice may be delivered via the public address system, email, telephone calls, social media, or other manner as deemed most appropriate by the Compliance Office given the nature of the particular threat.

Timely warning reports shall be sent to members of the campus community, which includes students, parents, and all staff members via an effective communication method. With regard to such timely warnings, the names and other identifying information of victims will be withheld as confidential.

Reporting a Crime

If a student or staff member is the victim of a criminal offense, or otherwise becomes aware that a criminal offense has occurred on District property, he or she should report the offense to the:

Clery Compliance Officer:
Tim Cordonnier
Supervisor of Discipline and Safety
Upper Valley Career Center
8811 Career Drive
Piqua, OH 45356
Office: (937) 778-1980, Ext 218

For Non-Emergencies: Contact local police at (937) 778-2027
For Emergencies: Dial 9-1-1

Criminal offenses can also be reported to the following individuals, who have been identified by the District as campus security authorities ("CSAs"):

The Title IX Coordinator/Grievance Officer:
Alycia Johnson
Adult Education Student Services Coordinator
Upper Valley Career Center
Adult Technology Center
8901 Looney Road
Piqua, OH 45356
(937) 778-1980, ext. 255

The Section 504 Coordinator/Grievance Officer:
Matt Meyer
High School Student Services Director
Upper Valley Career Center
Main Instructional Building
8811 Career Drive
Piqua, OH 45356
(937) 778-1980, ext. 222

Annual Campus Security Report

The safety of students, staff, visitors, and other members of the school district community is an important concern for the Upper Valley Career Center ("Upper Valley" or the "District"). The Annual Security Report ("ASR") is prepared on a yearly basis to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics (the "Clery Act"). Districts participating in federal student financial aid must present certain crime statistics and policies to current and future students and employees in accordance with the Clery Act. The purpose of the report is to provide important information related to district safety and security.

The ASR is published by October 1st of each year and contains statistics for the three most recent calendar years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by the Board, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, emergency response, and other matters. District administrators prepare this report in cooperation with local law enforcement agencies.

The Upper Valley Career Center does not have on or off-campus housing nor does it have any officially recognized student organizations with off-campus locations. Therefore, no crime statistics or policies pertaining to such are included in the ASR.

The ASR is disseminated via email to staff members. Students will be directed to access the report via the District's website. Printed copies are posted on the Adult Education Student Information tack boards in the Adult Technology Center and Health Science Center. A printed copy of the report is also available upon request.

School Closings and Class Cancellations

Adult Education Classes/Programs:
Students will be notified through an automated system and email for school closings or delays. The Adult Education will be open even if the High School closes unless you are notified by the program coordinator.
(Note: Evening class cancellation will be decided by 3:00 p.m.)

Additional Information:
If a class is canceled due to the absence of the instructor, the Adult Education Main Office will attempt to contact students prior to the class via the telephone number on file.
Career Technology Program clock hour programs will be required to make up class sessions that are canceled due to weather or instructor absences. Please refer to the program calendar for make-up days.

Parking and Personal Safety

Parking is provided free of charge to Adult Education students, visitors, and faculty members. Students should follow the posted speed limit of 10 m.p.h.

Personal Safety Tips

Walking on Campus:

- When walking on campus during the day but especially at night, use well-traveled, open routes to get to your destination.
- Walk assertively, without daydreaming, and be alert to everything around you. Dress for the movement; wear low-heeled shoes and do not carry too many bulky packages.
- If possible, always use the "buddy system" when walking on campus, especially at night time.

Car Safety:

- Have your car keys in your hand before leaving the building, especially at night time. Get into your car quickly and lock your car doors. If you see someone loitering around your vehicle, leave and notify your instructor, program or evening coordinator, or an administrator.
- Close all windows and sunroofs, lock all doors, and remove your key from the ignition when leaving your car parked on campus.
- Never leave your car running while unattended, even if you will only be gone for a minute.
- Don't leave valuable items, bank statements, credit card bills/statements or other personal information in your vehicle.

Personal Items:

- Engrave your name on valuables such as iPods, iPads, calculators, etc.
- Password to protect your cell phone.
- Always keep your handbags, backpacks, and wallets with you at all times. Make sure your purse is closed or your wallet does not protrude from your pocket.
- Do not carry large amounts of cash or other valuables when attending class.

SECTION 11: TRANSFER AND RE-ENTRY

Acceptance of Upper Valley Career Center Credit

Students who have completed classes and/or modules at Upper Valley Career Center Adult Education, either through Skill Enhancement, High School to Post-Secondary Agreements, or through Workforce Development initiatives, may be given credit for those classes and modules when applying for a certificated program. A transcript will be evaluated based-on when the class was taken, potential changes in curriculum, and work-based experience.

Students who have completed programs through the Upper Valley Career Center High School career technical programs and/or apprenticeship programs, or other career technical high schools, may be given transfer credit for courses that align with the objectives of the Adult Education technical programs. Credit will be considered for courses taken within the past 3.5 years up to 5 years with appropriate work experience.

Transfer Student from Other Institution

Students seeking enrollment into Upper Valley Career Center Career Technical programs who have previously attended another accredited post-secondary institution and desire credit for previously earned credit or clock hours must request official academic transcripts from the accredited post-secondary institution previously attended. Upper Valley Career Center must receive the transcripts directly from the previous school(s) prior to enrollment (first day of class) of the student.

Transfer students are advised:

- Upon receipt, the transcript(s) will be evaluated, appropriate credit granted, and the program length shortened proportionately. Institutional charges will be prorated based on the length of program left to complete.
- The proration of length of the program to complete may affect a student's eligibility to receive financial aid.
- Appropriate credit for prior training will be awarded as follows for financial aid purposes: 1 semester hour = 37.5 clock hours, 1 quarter hour = 25 clock hours.
- Upper Valley Career Center will not accept previously earned post-secondary program training clock hours/credits that are older than three years.
- WorkKeys® scores are valid up to three years from the date of assessment. If a student has current WorkKeys® scores, see the Student, Alumni, and Assessment Coordinator in the Student Services Office at the ATC.
- Students may be required to demonstrate their knowledge by taking an examination.

Former Upper Valley Career Center Adult Students: Re-Entry

Students are eligible to re-enroll in the institution two times. No student can re-enroll in the institution once their enrollment has been terminated two times. Enrollment terminations include voluntary withdrawal, termination, drops, and cancellations. All re-entry students are required to meet the current admission criteria and must submit reinstatement through the grievance policy.

Students who have previously attended Upper Valley Career Center Career Technical programs are required to execute a new enrollment agreement. The new enrollment agreement will be based upon charges and course lengths in effect on the date of re-entry.

Re-entering Students are advised:

- Upper Valley Career Center will not accept a student as a re-entering student if more than one calendar year has passed since the last day of recorded attendance.
- The previously earned clock hours will be evaluated, appropriate credit granted, and the program length shortened proportionately. Institutional charges will be prorated based on the length of program left to complete.
- The proration of length of the program to complete may affect a student's eligibility to receive financial aid.
- At the time the enrollment agreement is completed and signed; a $10.00 reinstatement fee is due.
- The student must meet the school's admissions requirements and pay all outstanding charges from the previous enrollment.
- The student must re-enter assuming the same progress averages they had earned at the time of their withdrawal or termination.
- Upper Valley Career Center reserves the right to deny re-entry to any student who withdrew or was terminated from this institution for failure to meet student conduct standards and/or satisfactory academic or attendance progress standards.
- SAP and Maximum Time Frame will be evaluated before re-entry based upon the previous grades earned and clock hours completed in the courses the student is seeking credit for.
- Additionally, if the remaining portion of the program is only one payment period, SAP will be evaluated at the halfway point of the payment period and at the end of the program. If the program is longer than one payment period, SAP will be evaluated at the halfway point and endpoint of each payment period.
- For re-entry students with programs that are only one payment period in length, financial aid will be disbursed over two separate dates.
- WorkKeys® scores are valid up to three years from the date of assessment. If a student has current WorkKeys® scores, see the Student, Alumni, and Assessment Coordinator in the Student Services Office at the ATC.
- Students may be required to demonstrate their knowledge by examination.

Ohio's Institutional Transfer Model

Institutional Transfer

The Ohio Department of Higher Education in 1990, following a directive of the 118th Ohio General Assembly, developed the Ohio Articulation and Transfer Policy to facilitate students' ability to transfer credits from one Ohio public college or university to another in order to avoid duplication of course requirements. A subsequent policy review and recommendations produced by the Articulation and Transfer Advisory Council in 2004, together with mandates from the 125th Ohio General Assembly in the form of Amended Substitute House Bill 95, have prompted improvements of the original policy. Additional legislation from the 125th Ohio General Assembly also initiated the development of a statewide system for articulation agreements among state institutions of higher education for transfer students pursuing teacher education programs.

Action by the 126th Ohio General Assembly led to the establishment of criteria, policies, and procedures for the transfer of technical courses completed through a career-technical education institution; and standards for the awarding of college credit based on Advanced Placement (AP) test scores.

Legislation from the 130th Ohio General Assembly required public institutions of higher education to: use baseline standards and procedures in the granting of college credit for military training, experience, and coursework; establish an appeals process for resolving disputes over the awarding of credit for military experience; provide specific assistance and support to veterans and service members; adopt a common definition of a *service member* and *veteran*; and establish a credit articulation system in which adult graduates of public career technical institutions who complete a 900 clock-hour program of study and obtain an industry-recognized credential approved by the Chancellor shall receive 30 college technical credit hours toward a technical degree upon enrollment.

While all public colleges and universities are required to follow the Ohio Articulation and Transfer Policy, independent colleges and universities in Ohio may or may not participate in the Transfer Policy. Therefore, students interested in transferring to independent institutions are encouraged to check with the college or university of their choice regarding transfer agreements. In support of improved articulation and transfer processes, the Ohio Department of Higher Education has established an articulation and transfer clearinghouse to receive, annotate, and convey transcripts among public colleges and universities. This system is designed to provide standardized information and help colleges and universities reduce undesirable variability in the transfer credit evaluation process.

Acceptance of Transfer and Articulated Credit

To recognize courses appropriately and provide equity in the treatment of incoming transfer students and students native to the receiving institution, transfer credit will be accepted for all successfully completed college level courses completed in or after Fall 2005 from Ohio public institutions of higher education. Students who successfully completed an Associate of

Arts (AA) or Associate of Science (AS) degree prior to Fall 2005 with a 2.0 or better overall grade point average would also receive credit for all college level courses they have passed. While this reflects the baseline policy requirement, individual institutions may set equitable institutional policies that are more accepting.

Pass/Fail courses, credit-by-examination credits, experiential learning courses, and other non-traditional credit courses that meet these conditions will also be accepted and posted to the student record.

Application of Transfer and Articulated Credit

Application of credit is the decision process performed by the receiving institution to determine how the credits it has accepted and recorded on the student's official academic transcript will or will not apply toward program and degree requirements. While the receiving institution makes this decision, it will do so within the parameters of this policy.

The following guidelines and requirements shall govern the application of transfer and articulated credit:

Ohio Transfer Module

The Ohio Department of Higher Education's Articulation and Transfer Policy established the Ohio Transfer Module, which may be a subset or the entire set of a public higher education institution's general education curriculum in Associate of Arts (AA), Associate of Science (AS) and baccalaureate degree programs. Students in applied associate degree programs may complete some individual Ohio Transfer Module courses within their degree program or continue beyond the degree program to complete the entire Transfer Module. The Ohio Transfer Module contains 36-40 semester or 54-60 quarter hours of course credit in English composition (minimum of 3 semester or 5 quarter hours); mathematics, statistics and logic (minimum of 3 semester or 3 quarter hours); arts and humanities (minimum of 6 semester or 9 quarter hours); social and behavioral sciences (minimum of 6 semester or 9 quarter hours); and natural sciences (minimum of 6 semester or 9 quarter hours). Oral communication and interdisciplinary areas may be included as additional options. Additional elective credit hours from among these areas make up the total credit hours for a completed Ohio Transfer Module. Courses for the Ohio Transfer Module should be 100- and 200-level general education courses commonly completed in the first two years of a student's course of study. Each public university and technical and community college is required to establish and maintain an approved Ohio Transfer Module.

Ohio Transfer Module course(s) or the full module completed at one college or university will automatically meet the requirements of individual Ohio Transfer Module course(s) or the full Ohio Transfer Module at another college or university once the student is admitted. Students may be required, however, to meet additional general education requirements at the institution to which they transfer. For example, a student who completes the Ohio Transfer Module at Institution S (sending institution) and then transfers to Institution R (receiving institution) is said to have completed the Ohio Transfer Module portion of Institution R's general education program. Institution R, however, may have general

education courses that go beyond its Ohio Transfer Module. State policy initially required that all courses in the Ohio Transfer Module be completed to receive its benefit in transfer. However, subsequent policy revisions have extended this benefit to the completion of individual Ohio Transfer Module courses on a course-by-course basis.

Transfer Assurance Guides

Transfer Assurance Guides (TAGs) comprise Ohio Transfer Module courses and additional courses required for an academic major called TAG courses. A TAG is an advising tool to assist Ohio university and community and technical college students in planning for specific majors and making course selections that will ensure comparable, compatible, and equivalent learning experiences across Ohio's public higher education system. A number of area-specific TAG pathways in meta-majors including the arts, humanities, business, communication, education, health, mathematics, sciences, engineering, engineering technologies, social sciences, and foreign languages have been developed by faculty teams.

TAGs empower students to make informed course selection decisions and plans for their future transfer. Advisors at the institution to which a student wishes to transfer should also be consulted during the transfer process. Students may elect to complete the full TAG or any subset of courses from the TAG. Because of specific major requirements, early identification of a student's intended major is encouraged.

Career Technical Assurance Guides

Collaboration among the Ohio Department of Higher Education, the Ohio Department of Education, and other key stakeholders led to the development of policies and procedures to create statewide career technical discipline specific articulation agreements and further ensure that students completing coursework at an adult or secondary career technical institution can articulate and transfer agreed-upon technical courses/programs to any Ohio public institution of higher education and among Ohio public institutions of higher education "without unnecessary duplication or institutional barriers."

Career Technical Assurance Guides (CTAGs) are statewide articulation agreements that guarantee the recognition of learning which occurs at public adult and secondary career technical institutions and have the opportunity for the award of college credit toward technical courses/programs at any public higher education institution. CTAGs serve as advising tools, identifying the statewide content guarantee and describing other conditions or obligations (e.g., program accreditation or industry credential) associated with the guarantee.

Current programs that are approved for CTAGs

- CTPNNUR001 – Practical Nursing Programs
- CTHVAC01-HVAC/R

Visit https://www.ohiohighered.org/transfer/ct2 for more information on the Career Technical Assurances.

Military Transfer Assurance Guides

In response to the legislative requirement (Ohio Revised Code 3333.164) to create a military articulation and transfer assurance guide for college-level learning that took place through military training, experience, and coursework, college credit will be granted to students with military training, experience, and/or coursework that is recognized by the American Council on Education (ACE) or a regionally accredited military institution, such as Community College of the Air Force.

In order to streamline the awarding, transferability, and applicability of college credit, service members and veterans are guaranteed to earn certain types of credit(s) or course(s) as specified in the Military Transfer Assurance Guides (MTAGs), which are based on the endorsed baseline standards and procedures by the Chancellor. Equivalent course(s), credits for courses, or block of credit is to be awarded and applied towards general education and/or major course requirements at the receiving institution in accordance with the MTAG guarantee. There is some training, experience, and coursework that the receiving institution may be able to award college credit only toward general or free electives.

In addition, public institutions of higher education shall ensure that appropriate equivalent credit is awarded for military training, experience, and coursework that meet the baseline standards and procedures according to the Ohio Revised Code 3333.164. This requirement goes beyond credit/course awards based on the MTAG alignment process.

Apprenticeship Pathway Programs

The Apprenticeship Pathways initiative advocates for individuals completing apprenticeships by incorporating their learning into academic credit, thereby saving them time and money and encouraging them to advance their academic credentials to contribute to a strong, educated workforce.

Ohio apprenticeship programs partner with public two year institutions to provide technology-specific statewide articulation agreements that recognize non-traditional prior learning. College credit is awarded toward a technical associate degree. Each agreement simplifies student advising by outlining how apprenticeship training in a certain pathway applies to an applied associate degree and lists remaining courses required to complete the degree. The application of the credit toward a technical associate degree in these agreements is guaranteed at the participating receiving institutions.

Advanced Placement (AP) Exams

The State of Ohio, working with public institutions of higher education, has initiated policies to facilitate the ease of transition from high school to college, as well as between and among Ohio's public colleges and universities.

Beginning in the Fall term 2009:

- Students obtaining an Advanced Placement (AP) exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam area(s) successfully completed.
- General Education courses and credits received will be applied towards graduation and will satisfy a general education requirement if the course(s) to which the AP area is equivalent fulfill(s) a requirement.
- If an equivalent course is not available for the AP exam area completed, elective or area credit will be awarded in the appropriate academic discipline and will be applied towards graduation where such elective credit options exist within the academic major.
- Additional courses or credits may be available when a score of 4 or 5 is obtained. Award of credit for higher score values varies depending on the institution and academic discipline.

In academic disciplines containing highly dependent sequences (Sciences, Technology, Engineering and Mathematics – STEM) students are strongly advised to confer with the college/university advising staff to ensure they have the appropriate foundation to be successful in advanced coursework within the sequence.

One Year Option Credit Award

The One Year Option builds upon Ohio's articulation and transfer system to help more adults accelerate their preparation for work by earning a technical associate degree. Consistent with the philosophy of the Career Technical Assurance Guides (CTAGs), the One Year Option guarantees that college credit will be awarded for college level learning that occurs through adult programs at public career technical institutions.

Adults who complete a career technical education program of study consisting of a minimum of 900 clock-hours and achieve an industry-recognized credential approved by the Chancellor shall receive thirty (30) semester hours of technical course credit toward a standardized Associate of Technical Study Degree (ATS) upon matriculation at a public institution of higher education that confers such a degree. The 30 semester hours will be awarded as a block of credit rather than credit for specific courses. Proportional credit is to be awarded toward the ATS degree for adults who complete a program of study between 600 and 899 clock hours and achieve an industry-recognized credential approved by the Chancellor.

The credit earned through the One Year Option will be applied to ATS degrees bearing the following standardized degree titles:

- Associate of Technical Study in Building and Industrial Technology
- Associate of Technical Study in Business Technology
- Associate of Technical Study in Health and Allied Health Technology
- Associate of Technical Study in Information Technology
- Associate of Technical Study in Services Technology

Current programs that are approved for the One Year Option

- Practical Nursing Program – 30 Semester Hours

Visit https://www.ohiohighered.org/content/one_year_option_students for more information on eligible programs, credentials, and additional requirements.

Conditions for Transfer Admission

- Graduates with associate degrees from Ohio's public institutions of higher education and a completed, approved Ohio Transfer Module shall be admitted to a public institution of higher education in Ohio, provided their cumulative grade point average is at least 2.0 for all previous college level courses. Further, these students shall have admission priority over graduates with an out-of-state associate degree and other transfer students with transferable and/or articulated college credit.
- Associate degree holders who have not completed the Ohio Transfer Module from an Ohio public institution of higher education will be eligible for preferential consideration for admission as transfer students as long as the institution's admission criteria, such as the minimum academic standards, space availability, adherence to deadlines, and payment of fees, are fairly and equally applied to all undergraduate students.
- In order to encourage completion of the baccalaureate degree, students who are not enrolled in or who have not earned a degree but have earned 60 semester/90 quarter hours or more of credit toward a baccalaureate degree with a cumulative grade-point average of at least a 2.0 for all previous college level courses will be eligible for preferential consideration for admission as transfer students as long as the institution's admission criteria, such as the minimum academic standards, space availability, adherence to deadlines, and payment of fees, are fairly and equally applied to all undergraduate students.
- Students who have not earned an associate degree or who have not earned 60 semester/90 quarter hours of credit with a grade point average of at least a 2.0 for all previous college level courses will be eligible for admission as transfer students on a competitive basis.
- Incoming transfer students admitted to a college or university shall compete for admission to selective programs, majors, and units on an equal basis with students native to the receiving institution.

The admission of transfer students by an institution, however, does not guarantee admission to any majors, minors, or fields of concentration at the institution. Some programs have additional academic and non-academic requirements beyond those for general admission to the institution (e.g., background check, a grade point average higher than a 2.0, or a grade point average higher than the average required for admission to the institution). Once admitted, transfer students shall be subject to the same regulations governing applicability of catalog requirements as native students. Furthermore, transfer students shall be accorded the same class standing and other privileges as native students on the basis of the number of credits earned. All residency requirements must be completed at the receiving institution.

Responsibilities of Students

To maximize transfer credit application, prospective transfer students must take responsibility for planning their course of study to meet both the academic and non-academic requirements of the institution to which they desire to articulate or transfer credit as early as possible. The student is responsible to investigate and use the information, advising, and other available resources to develop such a plan. Students should actively seek program, degree, and transfer information; meet with an advisor from both the current and receiving institutions to assist them in preparing a course of study that meets the academic requirements for the program/degree to which they plan to transfer; use the various electronic course/program transfer and applicability database systems, including Ohio Transfer to Degree Guarantee web resources; and select courses/programs at their current institution that satisfy requirements at the receiving institution to maximize the application of transfer credit. Specifically, students should identify early in their college studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are foreign language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will better articulate with the receiving institution's major.

Appeals Process

Following the evaluation of a student transcript from another institution, the receiving college institution will provide the student with a Statement of Transfer and Articulated Credit Applicability (Degree Audit Report). A student disagreeing with the application of transfer and/or articulated credit by the receiving institution must file his/her appeal in writing within ninety (90) days of receipt of the Statement of Transfer and Articulated Credit Applicability. The institution shall respond to the appeal within thirty (30) days of the receipt of the appeal at each appeal level.

Student Complaints Following Transfer Appeals at the Receiving Institution

After a student exhausts the appeals process at the receiving institution and chooses to pursue further action, the Ohio Department of Higher Education (ODHE) responds to formal written complaints related to Ohio Articulation and Transfer Policy against public, independent non-profit, and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities and cannot offer legal advice or initiate civil court cases, staff will review written complaints submitted through its established process and work with student complainants and institutions.

Current Articulation Agreements

Wright State

- Wright State University – Miami Valley College of Nursing and Health
- Wright State University – Miami Valley College of Nursing and Health (Wright State) and Upper Valley Career Center (Upper Valley) are committed to advancing the career path of students in the Practical Nursing program at Upper Valley towards a degree in Bachelor of Science in Nursing.

Upon graduation from the Upper Valley Career Center Adult Education, a student may satisfy the requirements to earn advanced placement at Wright State's Bachelor of Science in Nursing. The advanced placement in the Bachelor of Science in Nursing will be determined by Wright State University.

Pathway to advanced placement pending Wright State University approval:

- Achieve a minimum score of 80% on each subject of the HESI A2 entrance exam
- GPA of 2.75 or higher
- FBI & BCI criminal records check with no criminal history on file
- Ability to perform functions required in practice of nursing

Rhodes State College

Rhodes State College (Rhodes State) and Upper Valley Career Center (Upper Valley) are committed to advancing the career path of student in the manufacturing programs at Upper Valley towards degrees in Electronic Engineering Technology (EET), Manufacturing Engineering Technology (FMS), Mechanical Engineering Technology (MET), Advanced Manufacturing Technology (AMT) or other Associate of Applied Sciences (AAS) degree paths as applicable. The Articulation Agreement will be in effect from August 2013 and will be subject to a review every two years to ensure it reflects on the current curriculum.

Upon graduation from Upper Valley Career Center Adult Education, students may satisfy the requirements to earn college credits from Rhodes State provided that the student has:

- Met the general acceptance requirements of Rhodes State.
- Earned a Certification of Completion in Advanced Manufacturing Maintenance: PLC Specialty or Precision Tooling and Machining from Upper Valley Career Center.
- Forwarded a final official Transcript to the Dean of Rhodes State's Division of
- Submitted a completed Rhodes State "Advanced Standing Credit Evaluation" form to the Dean for approval.

Total Credit Hours awarded will be determined by Rhodes State at the time the student applies for admission.

Possible Advanced Manufacturing Maintenance: PLC Specialty Articulation Credit Hour:

Course	Description	Credit Hours Possible
AMT-1040	Blueprint Reading/Schematics	2
AMT-1070	Basic Electricity/Electronics	3
AMT-1080	Mechanical Drive Systems	3
AMT-1091	Safety	2
AMT-1100	Welding and Fabrication	3

AMT-1200	Machine Tool Operations	3
AMT-2030	PLC's	4
AMT-2050	Robot Maintenance	3
CPT-1250	Computer Apps in the Workplace	3
EET-1110	Circuit Analysis I	3
EET-2030	Motor Controls	3
EET-2910	Programmable Logic Controllers	3
FMS-2110	Basic Robotics & Mechatronics	3
IMT-1911	Technical Math I	3
MET-1050	CAD for Electronics & Networking	2
MET-1110	Manufacturing Process	3

Possible Precision Tooling and Machining Articulation Credit Hours:

Course	**Description**	**Credit Hours Possible**
AMT-1040	Blueprint Reading/Schematics	2
AMT-1091	Safety	2
AMT-1100	Welding & Fabrication	3
AMT-1200	Machine Tool Operations	3
CPT-1250	Computer Apps in the Workplace	3
EET-1110	Circuit Analysis I	3
FMS-2210	CAM/CNC Machining I	3
FMS-2220	CAM/CNC Machining II	3
IMT-1911	Technical Math I	3
MET-1000	Engineering Graphics w/AutoCAD	4
MET-1110	Manufacturing Processes	3

Edison State Community College

Edison State Community College (Edison State) and Upper Valley Career Center (Upper Valley) are committed to advancing the career path of students in the HVAC/R. The Articulation Agreement will be in effect from August 2013 and will be subject to a review every two years to ensure it reflects on the current curriculum.

Upon graduation from Upper Valley Career Center Adult Education, students may satisfy the requirements to earn college credits from Edison State provided that the student has:

- Met the general acceptance requirements of Edison State.
- Earned a Certification of Completion in HVAC/R from Upper Valley Career Center.
- Forwarded a final official Transcript to the Associate Professor of Electronics at Edison State.

Total Credit Hours awarded will be determined by Edison State at the time the student applies for admission.

Possible HVAC/R Articulation Credit Hours:

Course	Description	Credit Hours Possible
HVA101S	Basic HVAC/R Systems with Cooling	3
HVA121S	Heating Systems	3
HVA141S	HVAC/R Installations Techniques and Practices	4
ELT110S	Circuits I	3
ELT231S	Electrical Power and Control	3
HVA171S	HVAC/R Industrial Refrigeration	3

SECTION 12: CAREER TECHNICAL PROGRAMS

General Information

- Review the program requirements carefully.
- Some program textbooks and workbooks are used for multiple classes. Students will only be charged once for the textbooks and workbooks that are used in multiple classes within a program.
- Some program textbooks are a part of a classroom set and are not included. Students are given the textbook information if they choose to purchase the textbook on their own.
- Some programs have a supplemental student catalog that includes information not contained within the scope of the Career Technology Student Catalog.

Practical Nursing

Program Length: 50 weeks	Total Program Clock Hours: 1356
Maximum Time Frame to Complete the Program: 2034 Clock Hours/ 75 Weeks	

The Practical Nursing program is designed for entry level workforce placement. Students must complete the program within the Maximize Time Frame. The conceptual framework of the Practical Nursing program describes the key concepts and basic themes drawn from the program's philosophy and program objectives. The organization of the curriculum comprises the conceptual framework, which utilizes Orem's Theory of Self-Care. The root of the paradigm is used to reflect the overall organizing theme. This theme is in support of clients across the life span with self-care needs in all aspects within the wellness-illness continuum. Within that continuum are clients who are in need of wholly compensatory, partially compensatory, or supportive/educative care.

Upper Valley Career Center Practical Nursing Program is operating under FULL APPROVAL status of the Ohio Board of Nursing. A copy of the Consent Agreement is available upon request from Student Services.

Felony Statement:

If an applicant has ever pleaded guilty and/or has been convicted of a felony, he/she may be admitted to the Practical Nursing Program if he/she meets all other admission criteria. However, the Ohio Board of Nursing may or may not allow the student to obtain licensure in the State of Ohio. Clinical sites also may not permit students with a felony to come to their facility. Any student convicted of a felony shall make the Program Director aware of it and shall be counseled regarding the process of applying for licensure. If a felony charge occurs after admission to the program, the Health Science Director must be notified immediately. Background checks are required during Quarter I and prior to registering for the NCLEX-PN.

Upper Valley Career Center Practical Nursing Program PROGRAM COSTS: 2026-2027	
TERM I	
Tuition	$4,746.00
Administration Fee (Institutional)	$100.00
Administration Fee (Health Science)	$110.00
Workkeys® Assessment Fee (Institutional)	$45.00
Background Check & Drug Testing	$110.00

Technology Fee (Institutional)	$30.00
Nursing Supply Kit	$210.00
Nursing Lab Supplies	$200.00
ATI Testing	$1,246.00
Insurance Coverage	$15.00
CPR Certification	$15.00
Textbooks	$350.00
Uniforms	$85.00
Total	$7,262.00
TERM 2	
Tuition	$4,746.00
Administration Fee (Institutional)	$100.00
Administration Fee (Health Science)	$110.00
Nursing Lab Supplies	$200.00
ATI Testing	$1,246.00
Total	$6,402.00
TERM 3A	
Tuition	$2,373.00
Administration Fee (Institutional)	$100.00
Administration Fee (Health Science)	$110.00
Student Services Fee	$50.00
Background Check & Drug Testing	$50.00
Nursing Supplies	$30.00
Total	$2,713.00
TERM 3B	
Tuition	$2,373.00
Administration Fee (Institutional)	$100.00
Administration Fee (Health Science)	$110.00
Supplies	$30.00
Diploma & Cover	$20.00
Graduate Pin	$21.00
Graduation White Scrub	$20.00
Pearson Professional Assessment Voucher	$200.00
Total	$2,874.00
TOTAL COST OF PROGRAM	**$19,251.00**

Rev. 6/26

Upper Valley Career Center Practical Nursing Program Sequence of Courses - 3 Terms					
Term 1A	**Theory Hr**	**Lab Hr**	**Obs Hr**	**Clinical Hr**	**Total Term Hr**
Anatomy & Physiology	24				24
Nursing Principles I	40	10			50
Issues & Trends I	35				35
Term 1B					
Anatomy & Physiology	23				23
Nursing Principles I	40	10			50
Pharmacology I	30				30
Mental Health Concepts	40				40
Term 1C					
Anatomy & Physiology	23				23
Nursing Principles I	40	10			50
Pharmacology II	35				35
Geriatrics	40				40
Clinical – Geriatrics LTC				50	50
Total Term 1	370	30		50	450
Term 2A	**Theory Hr**	**Lab Hr**	**Obs Hr**	**Clinical Hr**	**Total Term Hr**
Nursing Principles II	45	20			65
Pharmacology III	35				35
Maternal Child Nursing	71	5			76
Clinical - Maternal				3	3
Clinical – Nursing Principles				50.5	50.5
Term 2B	**Theory Hr**	**Lab Hr**	**Obs Hr**	**Clinical Hr**	**Total Term Hr**
Nursing Principles II	50	15			65
Medical Surgical Nursing I	70				70
Pharmacology IV	35				35
Clinical – Nursing Principles				50.5	50.5
Total Term 2	306	40		104	450
Term 3A	**Theory Hr**	**Lab Hr**	**Obs Hr**	**Clinical Hr**	**Total Term Hr**
Medical Surgical Nursing II	70				70
Pediatrics	71	4			75
Clinical - Pediatric				3	3
Clinical – Medical Surgical				80	80
Term 3B	**Theory Hr**	**Lab Hr**	**Obs Hr**	**Clinical Hr**	**Total Term Hr**
Medical Surgical Nursing III	65				65
Issues & Trends II	35				35
Clinical – Medical Surgical/Preceptorship				128	128
Total Term 3	241	4		211	456
PROGRAM TOTAL	**917**	**74**		**365**	**1356**

Possible Certifications

- Professional CPR Certificate
- National Council of State Boards of Nursing: NCLEX-PN Examination
- Certified Nurses Assistant (CNA)

Practical Nursing Admissions Process

Prior to the first day of class:

1. Complete the Upper Valley Career Center Application Package and submit application to the Adult Technology Center, 8901 Looney Road, Piqua, Ohio 45356
2. Register to take the WorkKeys® Entrance Exam.
   Minimum test score requirements for admission to the Practical Nursing program are:
   Applied Mathematics: score of 4 or above
   Reading for Information: score of 5 or above
   Locating Information: score of 4 or above
3. Provide official high school transcripts or proof of diploma, or official GED or equivalent documentation. If you attended school in another country, please refer to International Transcripts Verification.
4. Apply for Financial Aid and meet with the Financial Aid Office.
5. Complete the Practical Nursing Admissions Package
   a. Submit physical health status as verified on the physical examination form.
   b. Submit verification of the following tests and immunizations:
      i. TDAP – Proof of 1 dose. The dose (or a booster) obtained within the last 10 years.
      ii. MMR (Measles, Mumps, Rubella) – Proof of 2 doses or a positive antibody titer.
      iii. T.B. skin test (within the past year) – Quantiferon Gold or an initial 2-step Mantoux (PPD) test must be documented with annual 1-step test results thereafter. If a student has had a positive reaction in the past, she/he will be required to obtain a statement from the Doctor as to whether treatment has been implemented or is required. A chest x-ray will be required only on students with a positive PPD test.
      iv. Varicella (Chicken Pox) – Proof of 2 doses or positive titer (immunity). Immunization or Booster if negative titer.
      v. Hepatitis B vaccine (series of three) – Proof of 3 dose series, positive titer, or a signed statement declining the vaccine.
      vi. Flu shot (each year during flu season; usually late Fall – early Spring).
      vii. Although the COVID-19 vaccine is not mandated to attend UVCC, it can be mandated by our clinical partners. If our clinical partners are requiring the vaccine and the student has not been vaccinated, we may not be able to place the student in a clinical site. If we are unable to secure a clinical placement the student may be dismissed from the program. 100% clinical attendance is required to complete the program requirements.

6. All documentation submitted will be used for the enrollment process to determine the applicant's eligibility. The Program Coordinator can accept, deny or request additional information.

UVCC High School Student Practical Nursing Admissions Process

Prior to the first day of class:

1. Complete the Upper Valley Career Center Application Package and submit application to the Adult Technology Center, 8901 Looney Road, Piqua, Ohio 45356
2. Register to take the WorkKeys® Entrance Exam.
   Minimum test score requirements for admission to the Practical Nursing program are:
   Applied Mathematics: score of 4 or above
   Reading for Information: score of 5 or above
   Locating Information: score of 4 or above
3. Provide current high school transcript demonstrating "Good Standing" with UVCC High School.
4. Apply for Financial Aid and meet with the Financial Aid Office.
5. Complete the Practical Nursing Admissions Package
   a. Submit physical health status as verified on the physical examination form.
   b. Submit verification of the following tests and immunizations:
      i. TDAP – Proof of 1 dose. The dose (or a booster) obtained within the last 10 years.
      ii. MMR (Measles, Mumps, Rubella) – Proof of 2 doses or a positive antibody titer.
      iii. T.B. skin test (within the past year) – Quantiferon Gold or an initial 2-step Mantoux (PPD) test must be documented with annual 1-step test results thereafter. If a student has had a positive reaction in the past, she/he will be required to obtain a statement from the Doctor as to whether treatment has been implemented or is required. A chest x-ray will be required only on students with a positive PPD test.
      iv. Varicella (Chicken Pox) – Proof of 2 doses or positive titer (immunity). Immunization or Booster if negative titer.
      v. Hepatitis B vaccine (series of three) – Proof of 3 dose series, positive titer, or a signed statement declining the vaccine.
      vi. Flu shot (each year during flu season; usually late Fall – early Spring).
      vii. Although the COVID-19 vaccine is not mandated to attend UVCC, it can be mandated by our clinical partners. If our clinical partners are requiring the vaccine and the student has not been vaccinated, we may not be able to place the student in a clinical site. If we are unable to secure a clinical placement the student may be dismissed from the program. 100% clinical attendance is required to complete the program requirements.
6. All documentation submitted will be used for the enrollment process to determine the applicant's eligibility. The Program Coordinator can accept, deny or request additional information.

Course Descriptions

Once the nursing applicant has been enrolled to the Practical Nursing Program, the nursing applicant must attend the Practical Nursing Program Orientation prior to starting the Practical Nursing Pathway.

Orientation

Length: 1 day	Total Clock Hours: 7
Cost: $0.00	Attendance is Mandatory

COURSE TITLE: Practical Nursing Program Orientation
COURSE NUMBER: HSC0003
COURSE LENGTH: 7 Hrs.
PREREQUISITE: None
PASS REQUIREMENT: Students have an attendance rate of 100% to pass the course and be admitted into the School of Practical Nursing.

TEXT: Practical Nursing Handbook
TEXT: Career Technology Student Catalog

LAB/CLASS: $0
DESCRIPTION: Required for all individuals who wish to enroll in the Practical Nursing Program.

Practical Nursing Attendance/Grade Requirements

Program Coordinator Evaluation Periods

Evaluation Points	Minimum Attendance Requirement	Minimum Letter Grade
450 scheduled clock hours	90%	C (77%)
900 scheduled clock hours	90%	C (77%)
1128 scheduled clock hours	90%	C (77%)
1356 scheduled clock hours	90%	C (77%)

The first evaluation point a student fails to meet attendance requirements and/or grade point average will not be permitted to continue in the program. The student will be required to pay a "Make up" clock hour fee of $35.00 per clock hour and achieve the attendance/ grade minimums for each evaluation point. A student that fails to meet the attendance requirements

and/or grade point average may be dismissed from the program. Students may also be dismissed from the program if the student is unable to complete the program within the maximum time frame and will not be allowed to graduate. NOTE: Program Coordinator Evaluation Periods are not the same as Student Academic Progress. (Please refer to Student Catalog SAP Section 3).

Practical Nursing Course Descriptions

COURSE TITLE: Anatomy and Physiology
COURSE NUMBER: HSC1001
COURSE LENGTH: 70 Clock Hours
PREREQUISITE: None
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: Herlihy, Barbara. (2018). *The Human Body in Health and Illness.* (7th ed.). St. Louis, MI: Elsevier. ISBN- 9780323711265
COST: $77.99

LAB/CLASS FEES: $0

DESCRIPTION: A comprehensive study of the anatomy (structure) and physiology (function of the human body). This will become a scientific knowledge base for all other program curricula to build upon in order to enhance the utilization of the nursing process in assisting individuals within the lifespan to meet their optional self-care capabilities. Beginning with the basic concepts of cells and tissues in the general plan of the human body and progressing through the following systems: integumentary, digestive, skeletal, muscular, and respiratory.

COURSE TITLE: Nursing Principles I
COURSE NUMBER: HSC1002
COURSE LENGTH: 150 Clock Hours
PREREQUISITE: None
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing*. (11th ed.). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI Package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing*. (8th ed.). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: Vauhgn, D. (2004). *Medical terminology 350*. (2nd ed.). DCM/Instructional Systems. ISBN: 0-914901-12-5

COST: $33.00

TEXT: Ackley, B., Ladwig, G., Makic, M., Kratz, M., & Zanotti, M. (2020). *Nursing diagnosis handbook*. (13th ed.). St. Louis, MI: Elsevier. ISBN: 9780323776837
COST: $77.99

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $59.99 $63.99

LAB/CLASS FEES: $0

DESCRIPTION: Nursing Principles is an introduction to nursing that includes the foundation of scientific principles for basic bedside nursing care. This course is designed to enable the student to develop a better understanding of the normal needs and the fundamental knowledge and skills required to give appropriate basic nursing care. Emphasis is on each person as an individual with individual needs for self-care assistance while in a health care setting. Classroom laboratory demonstrations are incorporated into the course. Nursing Principles I is taught in combination with Nursing Principles Lab 1. During the lab segment, students are required to return satisfactory lab demonstrations of basic nursing measures to ensure the student performs in a competent, safe manner in a healthcare facility. Clinical experiences are planned to coordinate with the areas covered in theory and lab.

COURSE TITLE: Issues and Trends I
COURSE NUMBER: HSC1005
COURSE LENGTH: 35 Clock Hours
PREREQUISITE: None
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module Nursing Leadership and Management*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-598-1 ISBN: 978-1-56533-254-6
COST: Included in ATI package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This course will review the student to the roles and responsibilities of the practical nurse and emphasize the understanding of self and development of interpersonal and

professional relationships. This course will also introduce legal and ethical responsibilities of the nurse in the health care delivery milieu.

COURSE TITLE: Pharmacology I
COURSE NUMBER: HSC1003
COURSE LENGTH: 30 Clock Hours
PREREQUISITE: None
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Pharmacology for Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-264-5
COST: Included in ATI package

TEXT: (2025). NDH *Nurse's Drug Handbook 2025*. Jones & Bartlett Learning. ISBN: 978-1-284-30458-9
COST: Included in ATI Package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: Pharmacology I is an integrated course throughout the entire nursing program. This course teaches the student the extent of his/her responsibilities in the administration of medication to society. This course also teaches the student to recognize the nursing process during the administration of medication and identify its effect while providing nursing care to individuals of varied ages and stages of wellness-illness. This course also teaches the students how to identify the client's education needs related to the medication regime and how to apply the nursing process. This course teaches the student basic knowledge of drugs, their sources, purpose, dosages, action, adverse effects, side effects, proper routes of administration, proper dosage calculations, and contraindications and compatibilities.

COURSE TITLE: Mental Health Concepts
COURSE NUMBER: HSC1006
COURSE LENGTH: 40 Clock Hours
PREREQUISITE: None
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Mental Health Nursing*. (12th ed). Assessment Technology Institute. ISBN: 978-1-56533-262-1
COST: Included in ATI package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This course provides the student with an understanding of how behavior affects the whole person. Specifically, it identifies how one's emotional, physical, social, and spiritual needs are related to and influence one another. It recognizes the individual nature of one's behavior and how it affects one's role in society/environment. It provides a setting for the student in which to learn specific nursing principles and interventions that are related to the mental health of a client. Communication techniques are taught which will assist the student in realizing a therapeutic nurse/client relationship. Much of the course content is presented in a format that utilizes the nursing process in assisting individuals within the lifespan to meet their optimal level of wellness.

COURSE TITLE: Pharmacology II
COURSE NUMBER: HSC1007
COURSE LENGTH: 35 Clock Hours
PREREQUISITE: HSC 1003
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Pharmacology for Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-264-5
COST: Included in ATI package

TEXT: (2025). NDH *Nurse's Drug Handbook 2025*. Jones & Bartlett Learning. ISBN: 978-1-284-30458-9
COST: Included in ATI Package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: Pharmacology is an integrated course throughout the entire nursing program. This course teaches the student the extent of his/her responsibilities in the administration of medications to society. This course also teaches the student to implement the nursing process

during the evaluation of its effects while providing nursing care to individuals of varied ages and stages of wellness-illness. Pharmacology also teaches the healthy and unhealthy uses of medication within society. This course teaches the student basic knowledge of drugs, their sources, purposes, dosages, actions, side effects, and proper routes of administration.

COURSE TITLE: Geriatrics
COURSE NUMBER: HSC1004
COURSE LENGTH: 40 Clock Hours
PREREQUISITE: None
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: Williams, P. (2020). *Basic geriatric nursing*. (7th ed.). St. Louis, MI: Elsevier. ISBN: 9780323554558
COST: $61.99

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This course presents a brief history of aging in our society with a perspective on the present and future included because the characteristics of the older population, societal attitudes and feelings, and the trends and issues of aging have implications for nurse advocacy roles. Facts will be provided which will help the student differentiate myths from realities and therefore, encourage positive support for quality care issues/needs of the older population. Normal aging processes, physiological, psychosocial, cultural, and spiritual, will be identified along with risk factors that affect the health functioning of older adults. A review of major problems that affect each body system along with specific nursing interventions will also be presented. The underlying theme for nursing interventions stressed will be those that enhance the individual patient's self-care capacity while eliminating or minimizing self-care limitations. Community health services agencies will be identified for the aged patient who is unable to maintain his/her self-care capabilities. Ethical concerns and issues of death and dying will also be discussed in this course, particularly addressing the physical, emotional, and ritual needs of the patient and his/her significant others.

COURSE TITLE: Clinical (Geriatrics) Term 1-B
COURSE NUMBER: HSC1008
COURSE LENGTH: 50 Clock Hours
PREREQUISITE: None
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: Herlihy, Barbara. (2018). *The Human Body in Health and Illness.* (7th ed.). St. Louis, MI: Elsevier. ISBN- 9780323711265
COST: $77.99

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing*. (11th ed.). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI Package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing*. (8th ed.). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: Ackley, B., Ladwig, G., Makic, M., Kratz, M., & Zanotti, M. (2020). *Nursing diagnosis handbook*. (13th ed.). St. Louis, MI: Elsevier. ISBN: 9780323776837
COST: $77.99

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Pharmacology for Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-264-5
COST: Included in ATI package

TEXT: (2025). NDH *Nurse's Drug Handbook 2025*. Jones & Bartlett Learning. ISBN: 1-284-30458-9
COST: Included in ATI Package

TEXT: Williams, P. (2020). *Basic geriatric nursing*. (7th ed.). St. Louis, MI: Elsevier. ISBN:9780323554558
COST: $61.99

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Mental Health Nursing*. (12th ed). Assessment Technology Institute. ISBN: 978-1-56533-262-1
COST: Included in ATI package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This course is a beginning course in the clinical experience for the PN students. Students apply the principles for bedside nursing care seeking to help patients meet their optimum self-care levels within the wellness-illness continuum. Evaluation of the following are accomplished: 1) Physiological such as nutrition, comfort, medications, etc. 2) Psychological such as mental and emotional; 3) Social such as family, community, etc. and 4) Spiritual such as beliefs, values, etc. The clinical experience takes place in a long- term care facility.

COURSE TITLE: Nursing Principles II
COURSE NUMBER: HSC1009
COURSE LENGTH: 130 Clock Hours
PREREQUISITE: HSC 1001, HSC 1002, HSC 1003, HSC 1004, HSC 1005, HSC 1006, HSC 1007, HSC 1008
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing*. (11th ed.). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI Package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing*. (8th ed.). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: Vauhgn, D. (2004). *Medical terminology 350*. (2nd ed.). DCM/Instructional Systems ISBN-13: 0-914901-12-5
COST: $33.00

TEXT: Ackley, B., Ladwig, G., Makic, M., Kratz, M., & Zanotti, M. (2020). *Nursing diagnosis handbook*. (13th ed.). St. Louis, MI: Elsevier. ISBN: 9780323776837
COST: $77.99

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: Nursing Principles II builds on the principles vital for basic bedside nursing care. This course is designed to enable the student to develop a better understanding of the normal needs and the fundamental knowledge and skills required to give good basic nursing care. Emphasis is on each person as an individual with individual needs for self-care assistance while in the health care settings. Classroom laboratory demonstrations are incorporated into the course.

Nursing Principles II is taught in combination with Nursing Principles Lab II. During the lab segment, students are required to return satisfactory lab demonstrations of basic nursing measures to ensure the student performs in a competent, safe manner in a healthcare facility. Clinical experiences are planned to coordinate with the areas covered in theory and lab.

COURSE TITLE: Pharmacology III
COURSE NUMBER: HSC1010

COURSE LENGTH: 35 Clock Hours
PREREQUISITE: HSC 1001, HSC 1002, HSC 1003, HSC 1004, HSC 1005, HSC 1006, HSC 1007, HSC 1008
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Pharmacology for Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-264-5
COST: Included in ATI package

TEXT: (2025). NDH *Nurse's Drug Handbook 2025*. Jones & Bartlett Learning. ISBN: 978-1-284-30458-9
COST: Included in ATI Package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: Pharmacology is an integrated course throughout the entire nursing program. This course teaches the student the extent of his/her responsibilities in the administration of medications to society. This course also teaches the student to implement the nursing process during the administration of medication and identify its effects while providing nursing care to individuals of varied ages and stages of illness-wellness. This course also teaches the student how to identify the clients' educational needs related to the medication regime. This course teaches the student basic knowledge of drugs, their sources, purpose, dosage, actions, adverse effects, side effects, proper routes of administering proper dosage calculations, and contraindications and compatibilities.

COURSE TITLE: Maternal Child Nursing
COURSE NUMBER: HSC1018
COURSE LENGTH: 76 Clock Hours
PREREQUISITE: HSC 1009, HSC 1011, HSC 1013, HSC 1014, HSC 1015, HSC 1016
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Maternal Newborn Nursing*. (12th ed.). Assessment Technology Institute. ISBN: 978-1-56533-261-4
COST: Included in ATI package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4

COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This course is a comprehensive study of maternal and child care. It begins with a review of the anatomy and physiology of the female reproductive system and progresses through conception, fetal development, and health care during pregnancy. Included will be information on the normal infant at birth. It also includes information on the abnormal infant at birth and premature infants. Emphasis will be placed on the nursing process in caring for the mother and newborn during labor, delivery, and the post-partum period, including attention to the principles of family centered care.

COURSE TITLE:	Clinical (Maternal Child) Term 2-A
COURSE NUMBER:	HSC1019
COURSE LENGTH:	3 Clock Hours
PREREQUISITE:	HSC 1009, HSC 1011, HSC 1013, HSC 1014, HSC 1015, HSC 1016
PASS REQUIREMENT:	Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Maternal Newborn Nursing*. (12th ed.). Assessment Technology Institute. ISBN: 978-1-56533-261-4
COST: Included in ATI package

TEXT: Herlihy, Barbara. (2018). *The Human Body in Health and Illness*. (7th ed.). St. Louis, MI: Elsevier. ISBN- 9780323711265
COST: $77.99

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing*. (11th ed.). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI Package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing*. (8th ed.). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: Ackley, B., Ladwig, G., Makic, M., Kratz, M., & Zanotti, M. (2020). *Nursing diagnosis handbook*. (13th ed.). St. Louis, MI: Elsevier. ISBN: 9780323776837
COST: $77.99

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Pharmacology for Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-264-5
COST: Included in ATI package

TEXT: (2025). NDH *Nurse's Drug Handbook 2025.* Jones & Bartlett Learning. ISBN: 978-1-284-30458-9
COST: Included in ATI Package

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Mental Health Nursing*. (12th ed). Assessment Technology Institute. ISBN: 978-1-56533-262-1
COST: Included in ATI package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This clinical course applies concepts from Maternal Child nursing. Emphasis is placed on the nursing process and meeting the basic needs of the maternal child client.

COURSE TITLE: Clinical (Nursing Principles) Term 2-A
COURSE NUMBER: HSC1012
COURSE LENGTH: 50.5 Clock Hours
PREREQUISITE: HSC 1001, HSC 1002, HSC 1003, HSC 1004, HSC 1005, HSC 1006, HSC 1007, HSC 1008
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: Herlihy, Barbara. (2018). *The Human Body in Health and Illness*. (7thed.). St. Louis, MI: Elsevier. ISBN- 9780323711265
COST: $77.99

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing*. (11th ed.). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI Package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing*. (8th ed.). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: Ackley, B., Ladwig, G., Makic, M., Kratz, M., & Zanotti, M. (2020). *Nursing diagnosis handbook*. (13th ed.). St. Louis, MI: Elsevier. ISBN: 9780323776837
COST: $77.99

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Pharmacology for Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-264-5
COST: Included in ATI package

TEXT: (2025). NDH *Nurse's Drug Handbook 2025.* Jones & Bartlett Learning. ISBN: 978-1-284-30458-9
COST: Included in ATI Package

TEXT: Williams, P. (2020). *Basic geriatric nursing*. (7th ed.). St. Louis, MI: Elsevier. ISBN: 9780323554558
COST: $61.99

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Mental Health Nursing*. (12th ed). Assessment Technology Institute. ISBN: 978-1-56533-262-1
COST: Included in ATI package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This course applies the principles for bedside nursing care along the wellness-illness continuum. Within the continuum, the focus will be on clients throughout the lifespan who are wholly compensatory, partially compensatory, or in need of support/educative care. Evaluations of the following are accomplished: 1) Physiological such as nutrition, comfort, medications, etc., 2) Psychological such as mental and emotional; 3) Social such as family, community, etc.; and 4) Spiritual such as beliefs, values, etc.

COURSE TITLE: Medical Surgical Nursing I
COURSE NUMBER: HSC1011
COURSE LENGTH: 70 Clock Hours
PREREQUISITE: HSC 1001, HSC 1002, HSC 1003, HSC 1004, HSC 1005, HSC 1006, HSC 1007, HSC 1008
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Adult Medical Surgical Nursing*. (12th ed.). Assessment Technology Institute. ISBN: 9781565332607
COST: Included in ATI package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This course serves as an introduction to pathophysiology and the management of disease processes. After receiving a background of normal anatomy and physiology in Quarter 1, the student will be able to better understand how disorders affect specific body systems. The student will recognize the etiology of specific diseases, risk factors, signs and symptoms, and preventative measures. The student will also identify diagnostic studies as well as medical management of specific disorders. This course also builds upon the fundamental nursing knowledge acquired in Nursing Principles I. Application of the nursing process is integrated throughout the course in order to fulfill individualized needs. The emphasis is to assist the patient in meeting their self-care needs and to assist in returning to an optimal level of functioning. Nursing care of patients with pain, cancer, respiratory alterations, and gastrointestinal alterations will be discussed. The student will also be introduced to fluid and electrolyte disturbances and intravenous therapy. Care of the complex perioperative patient will also be covered. Opportunities for patient and family teaching will be included.

COURSE TITLE: Pharmacology IV
COURSE NUMBER: HSC1013
COURSE LENGTH: 35 Clock Hours
PREREQUISITE: HSC 1010
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Pharmacology for Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-264-5
COST: Included in ATI package

TEXT: (2025). NDH *Nurse's Drug Handbook 2025.* Jones & Bartlett Learning. ISBN: 978-1-284-30458-9
COST: Included in ATI Package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: Pharmacology is an integrated course throughout the entire nursing program. This course teaches the student the extent of his/her responsibilities in the administration of medication to society. This course also teaches the student to implement the nursing process during the administration of medication and during the evaluation of its effects while providing nursing care to individuals of varied ages and stages of illness-wellness. Pharmacology also teaches the health and unhealthy uses of medication within society. This course teaches the student basic knowledge of drugs, their sources, purpose, dosages, actions, side effects, and proper routes of administration.

COURSE TITLE: Clinical (Nursing Principles) Term 2-B
COURSE NUMBER: HSC1016
COURSE LENGTH: 50.5 Clock Hours
PREREQUISITE: HSC 1012
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: Herlihy, Barbara. (2018). *The Human Body in Health and Illness.* (7th ed.). St. Louis, MI: Elsevier. ISBN- 9780323711265
COST: $77.99

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Adult Medical Surgical Nursing*. (12th ed.). Assessment Technology Institute. ISBN: 9781565332607
COST: Included in ATI package

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COST: Included in ATI Package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing*. (8th ed.). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: Ackley, B., Ladwig, G., Makic, M., Kratz, M., & Zanotti, M. (2020). *Nursing diagnosis handbook*. (13th ed.). St. Louis, MI: Elsevier. ISBN: 9780323776837
COST: $77.99

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COST: Included in ATI package

TEXT: (2025). NDH *Nurse's Drug Handbook 2025.* Jones & Bartlett Learning. ISBN: 978-1-284-30458-9
COST: Included in ATI Package

TEXT: Williams, P. (2020). *Basic geriatric nursing*. (7th ed.). St. Louis, MI: Elsevier. ISBN:9780323554558
COST: $61.99
TEXT: ATI. (2023). *Content Mastery Series Review Module PN Mental Health Nursing*. (12th ed). Assessment Technology Institute. ISBN: 978-1-56533-262-1
COST: Included in ATI package

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COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This course applies the principles for bedside nursing care along the wellness-illness continuum. Within the continuum, the focus will be on clients throughout the lifespan who are wholly compensatory, partially compensatory, or in need of support/educative care. Evaluations of the following are accomplished: 1) Physiological such as nutrition, comfort, medications, etc., 2) Psychological such as mental and emotional; 3) Social such as family, community, etc.; and 4) Spiritual such as beliefs, values, etc.

COURSE TITLE: Medical Surgical Nursing II
COURSE NUMBER: HSC1017
COURSE LENGTH: 70 Clock Hours
PREREQUISITE: HSC 1009, HSC 1011, HSC 1013, HSC 1014, HSC 1015, HSC 1016
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Adult Medical Surgical Nursing*. (12th ed.). Assessment Technology Institute. ISBN: 9781565332607
COST: Included in ATI package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This course includes etiology, signs and symptoms, prevention, and treatment of common Diseases and conditions affecting adult patients. The student will be able to collect data related to the patient as a product of his total environment and will seek to develop skills to determine the patient's ability for self-care within the wellness-illness continuum. Opportunities for patient and family teaching will be included. Disorders of the cardiovascular endocrine, genitourinary, immunologic, and hematologic, and inflammatory response systems will be covered. Diet therapy and pharmacology will continue to be incorporated throughout the course. Clinical experiences are planned to provide learning opportunities, which are related to theory. Clinical patient care conferences will be conducted. The knowledge gained in Medical-Surgical Nursing II is incorporated into the clinical experience. The clinical component for Quarter II is 64 clock hours in geriatrics/extended care and 64 clock hours in medical-surgical care.

COURSE TITLE: Pediatrics
COURSE NUMBER: HSC1014

COURSE LENGTH: 75 Clock Hours
PREREQUISITE: HSC 1001, HSC 1002, HSC 1003, HSC 1004, HSC 1005, HSC 1006,HSC 1007, HSC 1008
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Nursing Care of Children.* (12th ed.). Assessment Technology Institute. ISBN: 978-1-56533-263-8
COST: Included in ATI package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination.* (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This course will provide an integral portrayal of normal growth and development from Conception through adolescence. The student will develop an awareness of the child as a unique individual – a product of his environment/society. The student will utilize the nursing process to determine the child's and family's abilities to meet their needs, and assist them in meeting their needs. Emphasis will be placed on promoting health and preventing illness in the pediatric population. This course will also present disease processes and conditions affecting the pediatric population. A special emphasis will be placed on the more commonly occurring diseases/conditions. The student will gain knowledge of the disease developmentally, the family and the environment/society. Techniques will be a wellness continuum. The nursing process will continue to be the basis for identifying problems and resolving them through a systematic and individualized care plan. Health promotion and teaching of the child and parents will be emphasized.

COURSE TITLE: Clinical (Pediatric) Term 3-A
COURSE NUMBER: HSC1015
COURSE LENGTH: 3 Clock Hours
PREREQUISITE: HSC 1001, HSC 1002, HSC 1003, HSC 1004, HSC 1005, HSC 1006, HSC 1007, HSC 1008
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Nursing Care of Children.* (12th ed.). Assessment Technology Institute. ISBN: 978-1-56533-263-8
COST: Included in ATI package

TEXT: Herlihy, Barbara. (2018). *The Human Body in Health and Illness.* (7th ed.). St. Louis, MI: Elsevier. ISBN- 9780323711265
COST: $77.99

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Adult Medical Surgical Nursing*. (12th ed.). Assessment Technology Institute. ISBN: 9781565332607
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing*. (11th ed.). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI Package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing*. (8th ed.). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: Ackley, B., Ladwig, G., Makic, M., Kratz, M., & Zanotti, M. (2020). *Nursing diagnosis handbook*. (13th ed.). St. Louis, MI: Elsevier. ISBN: 9780323776837
COST: $77.99

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COST: Included in ATI package

TEXT: (2025). NDH *Nurse's Drug Handbook 2025*. Jones & Bartlett Learning. ISBN: 978-1-284-30458-9
COST: Included in ATI Package

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Mental Health Nursing*. (12th ed). Assessment Technology Institute. ISBN: 978-1-56533-262-1
COST: Included in ATI package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This clinical course applies concepts from Pediatric nursing. Emphasis is placed on the nursing process and meeting the basic needs of the pediatric client.

COURSE TITLE:	Clinical (Medical Surgical) Term 3-A
COURSE NUMBER:	HSC1020
COURSE LENGTH:	80 Clock Hours
PREREQUISITE:	HSC 1009, HSC 1011, HSC 1013, HSC 1014, HSC 1015, HSC 1016
PASS REQUIREMENT:	Student must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: Herlihy, Barbara. (2018). *The Human Body in Health and Illness*. (7th ed.). St. Louis, MI: Elsevier. ISBN- 9780323711265
COST: $77.99

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COST: Included in ATI package

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COST: Included in ATI Package

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COST: Included in ATI package

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COST: $77.99

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Pharmacology for Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-264-5
COST: Included in ATI package

TEXT: (2025). NDH *Nurse's Drug Handbook 2025*. Jones & Bartlett Learning. ISBN: 978-1-284-30458-9
COST: Included in ATI Package

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COST: $61.99

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COST: Included in ATI package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This course applies the principles for bedside nursing care along the wellness-illness continuum. Within the continuum, the focus will be on clients throughout the

lifespan who are wholly compensatory, partially compensatory, or in need of support /educative care. Evaluations of the following are accomplished: 1) Physiological such as nutrition, comfort, medications, etc., 2) Psychological such as mental and emotional; 3) Social such as family, community, etc.; and 4) Spiritual, such as beliefs, values, etc.

COURSE TITLE: Medical Surgical Nursing III
COURSE NUMBER: HSC1021
COURSE LENGTH: 65 Clock Hours
PREREQUISITE: HSC 1017, HSC 1020
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Adult Medical Surgical Nursing*. (12th ed.). Assessment Technology Institute. ISBN: 9781565332607
COST: Included in ATI package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This course includes etiology, signs and symptoms, prevention and treatment of common Diseases and conditions affecting adult patients. The student will be able to assess the patient as a product of his total environment and will seek to develop skills to determine the patient's ability for self-care within the wellness-illness continuum. Opportunities for patient and family teaching will be included. Disorders of skeletal, nervous, and integumentary systems are discussed. Diet therapy and pharmacology will provide learning opportunities, which are related to theory. Clinical client care conferences will continue.

COURSE TITLE: Issues and Trends II
COURSE NUMBER: HSC1022
COURSE LENGTH: 35 Clock Hours
PREREQUISITE: HSC 1005
PASS REQUIREMENT: Student must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module Nursing Leadership and Management*. (9th ed.). Assessment Technology Institute ISBN: 978-1-56533-254-6
COST: Included in ATI package

TEXT: Silvestri, L. (2025). *Saunders Comprehensive Review for the Review for NCLEX-PN*

Examination. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-443-11287-4
COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This course is designed to be a capstone to the student's school experience and prepare the student for future professional practices. Review of management and leadership roles of the LPN and additional discussion of legal and ethical issues will continue in this course. Economic and legislative concerns related to health care and nursing practice will be discussed. Exploration of current healthcare trends and implications for nursing practice will be reviewed. The roles and responsibilities of the Ohio Board of Nursing will be presented. Licensure application and renewal process, multi-state licensure and review of nurse practice laws and limitations will be discussed. Review education and employment opportunities.

COURSE TITLE: Clinical (Medical Surgical) Term 3-B
COURSE NUMBER: HSC1023
COURSE LENGTH: 128 Clock Hours
PREREQUISITE: HSC 1020
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: Herlihy, Barbara. (2018). *The Human Body in Health and Illness*. (7th ed.). St. Louis, MI: Elsevier. ISBN- 9780323711265
COST: $77.99

TEXT: ATI. (2023). *Content Mastery Series Review Module PN Adult Medical Surgical Nursing*. (12th ed.). Assessment Technology Institute. ISBN: 9781565332607
COST: Included in ATI package

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COST: Included in ATI Package

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COST: Included in ATI package

TEXT: (2025). NDH *Nurse's Drug Handbook 2025.* Jones & Bartlett Learning. ISBN: 978-1-284-30458-9
COST: Included in ATI Package

TEXT: Williams, P. (2020). *Basic geriatric nursing*. (7th ed.). St. Louis, MI: Elsevier. ISBN:9780323554558
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COST: Included in ATI package

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COST: $63.99

LAB/CLASS FEES: $0

DESCRIPTION: This course applies the principles for bedside nursing care along the wellness-illness continuum. Within the continuum, the focus will be on clients throughout the lifespan who are wholly compensatory, partially compensatory, or in need of support/ educative care. Evaluations of the following are accomplished: 1) Physiological such as nutrition, comfort, medications, etc., 2) Psychological such as mental and emotional; 3) Social such as family, community, etc.; and 4) Spiritual beliefs, values, etc

LPN to RN Diploma Nursing Program

Program Length: 46 Weeks	Total Program Clock Hours: 900
Maximum time Frame to Complete the Program: 1,350 Clock Hours/69 Weeks	

The LPN to RN Diploma program is designed for entry-level workforce placement. Students must complete the program within the Maximum Time Frame. The conceptual framework of the LPN to RN Diploma program describes the key concepts and basic themes drawn from the program's philosophy and program objectives. The organization of the curriculum comprises the conceptual framework, which utilizes threads from Orem's Theory of Self-Care and the QSEN Institute's Six Competencies as the organizing framework for the curriculum presentation. The conceptual framework and organizing theme is in support of clients across the life span with self-care needs in all aspects within the wellness-illness continuum. Within that continuum are clients who are in need of wholly compensatory,

partially compensatory, or supportive/educative care.

Ohio Board of Nursing Approval
Upper Valley Career Center LPN to RN Diploma Program is operating under CONDITIONAL APPROVAL status with the Ohio Board of Nursing. The program has been determined by the Board of Nursing to meet and maintain the requirements of Chapter 4723-5 OAC. Students graduating from this program while under CONDITIONAL APPROVAL will be eligible to sit for the National Council of State Boards of Nursing: NCLEX RN Examination and receive licensure after passing the examination.

Felony Statement:
If an applicant has ever pleaded guilty and/or has been convicted of a felony, he/she may be admitted to the LPN to RN Program if he/she meets all other admission criteria. However, the Ohio Board of Nursing may or may not allow the student to obtain licensure in the State of Ohio. Clinical sites also may not permit students with a felony to come to their facility. Any student convicted of a felony shall make the Program Director aware of it and shall be counseled regarding the process of applying for licensure. If a felony charge occurs after admission to the program, the Health Science Director must be notified immediately. Background checks are required during Quarter I and prior to registering for the NCLEX-RN.

Upper Valley Career Center LPN to RN Program PROGRAM COSTS: 2026-2027	
TERM IA	
Tuition	$2,362.00
Administration Fee (Institutional)	$100.00
Administration Fee (Health Science)	$110.00
Technology Fee (Institutional)	$30.00
WorkKeys Assessment Fee	$45.00
Nursing Supply Kit	$95.00
Nursing Lab Supplies	$230.00
Insurance Coverage	$15.00
Background Check/Drug Test	$110.00
ATI & Testing	$1,375.00
Textbooks	$195.00
Uniforms	$85.00

CPR	$15.00
Total	$4,767.00
TERM 1B	
Tuition	$2,362.00
Administration Fee (Institutional)	$100.00
Administration Fee (Health Science)	$110.00
Nursing Lab Supplies	$230.00
ATI & Testing	$1,375
Total	$4,177.00
TERM 2A	
Tuition	$2,362.00
Administration Fee (Institutional)	$100.00
Administration Fee (Health Science)	$110.00
Student Services Fee	$50.00
Background Check/Drug Test	$110.00
Total	$2,732.00
TERM 2B	
Tuition	$2,362.00
Administration Fee (Institutional)	$100.00
Administration Fee (Health Science)	$110.00
Pearson Professional Testing Voucher	$200.00
Diploma & Cover	$25.00
Graduation Pin	$25.00
Cap & Gown	$30.00
Total	$2,852.00
TOTAL COST OF PROGRAM	**$14,528.00**

Rev. 6/26

Upper Valley Career Center
LPN-RN Nursing Program Sequence of Courses - 2 Terms
**Prerequisites to enrolling in outlined coursework are as follows: Basic Anatomy & Physiology and Dosage Calculations (or equivalent)

Course Number	Course Name	Theory	Lab	Clinical	Total Clock Hrs
Term IA					225
NUR 100	Transitions into, and Fundamentals of RN Practice	43	58	30	
NUR 106	Geriatrics	44	0	0	
NUR 102	Pathophysiology I with Microbiology	25	0	0	
NUR 104	Pharmacology I	25	0	0	
		137	58	30	
TERM IB					225
NUR 101	Medical Surgical I	50	22	60	
NUR 107	Mental Health	49	0	0	
NUR 103	Pathophysiology II	22	0	0	
NUR 105	Pharmacology II	22	0	0	*Term IA and IB Combined 450*
		143	22	60	
TERM IIA					225
NUR 200	Medical Surgical II	44	0	0	
NUR 205	Care of the Family	44	8	63	
NUR 202	Pathophysiology III	33	0	0	
NUR 204	Pharmacology III	33	0	0	*Term IA, IB, and IIA Combined 675*
		154	8	63	
TERM IIB					225
NUR 201	Medical Surgical III with Critical Care	49	22	60	
NUR 207	Community Health and Nutrition	50	0	0	
NUR 206	Leadership in Nursing	22	0	0	
NUR 203	Pathophysiology IV	22	0	0	***Total Hours: 900***
		143	22	60	

Possible Certifications

- National Council of State Boards of Nursing: NCLEX-RN Examination

LPN-RN Nursing Admissions Process

Prior to the first day of class:

1. Complete the Upper Valley Career Center Application Package and submit application to the Adult Technology Center, 8901 Looney Road, Piqua, Ohio 45356
2. Provide official high school transcripts or proof of diploma, or official GED or equivalent documentation. If you attended school in another country, please refer to International Transcripts Verification.
3. Provide official Practical Nursing transcripts.
4. Provide official Practical Nursing transcripts or other college transcripts showing:
    a. Anatomy and Physiology I and II within the last 5 years with a grade of "C' or better
    b. Algebra/Dosage Calculation/Medical Math within the last 5 years with a grade of "C' or better
5. Apply for Financial Aid and meet with the Financial Aid Office.
6. Complete the LPN-RN Nursing Admissions Package
    a. Submit physical health status as verified on the physical examination form.
    b. Submit verification of the following tests and immunizations:
        i. TDAP – Proof of 1 dose. The dose (or a booster) obtained within the last 10 years.
        ii. MMR (Measles, Mumps, Rubella) – Proof of 2 doses or a positive antibody titer.
        iii. T.B. skin test (within the past year) – Quantiferon Gold or An initial 2-step Mantoux (PPD) test must be documented with annual 1-step test results thereafter. If a student has had a positive reaction in the past, she/he will be required to obtain a statement from the Doctor as to whether treatment has been implemented or is required. A chest x-ray will be required only on students with a positive PPD test.
        iv. Varicella (Chicken Pox) – Proof of 2 doses or positive titer (immunity). Immunization or Booster if negative titer.
        v. Hepatitis B vaccine (series of three) – Proof of 3 dose series, positive titer, or a signed statement declining the vaccine.
        vi. Flu shot (each year during flu season; usually late Fall – early Spring).
        vii. Although the COVID-19 vaccine is not mandated to attend UVCC, it can be mandated by our clinical partners. If our clinical partners are requiring the vaccine and the student has not been vaccinated, we may not be able to place the student in a clinical site. If we are unable to secure a clinical placement the student may be dismissed from the program. 100% clinical attendance is required to complete the program requirements.

7. All documentation submitted will be used for the enrollment process to determine the applicant's eligibility. The Program Coordinator can accept, deny or request additional information.

Course Descriptions

Once the nursing applicant has been admitted to the LPN to RN Diploma Program, the applicant must attend the Mandatory LPN to RN Diploma program Orientation

Program Director Evaluation Periods (NOTE: Program Director Evaluation Periods are not the same as Student Academic Progress.)

Evaluation Points	Minimum Attendance Requirement	Minimum Letter Grade
225 scheduled clock hours	90%	C (77%)
450 scheduled clock hours	90%	C (77%)
675 scheduled clock hours	90%	C (77%)
900 scheduled clock hours	90%	C (77%)

The first evaluation point a student fails to meet attendance requirements and/or grade point average will not be permitted to continue in the program. The student will be required to pay a "Make up" clock hour fee of $35.00 per clock hour and achieve the attendance/ grade minimums for each evaluation point. A student that fails to meet the attendance requirements and/or grade point average may be dismissed from the program. Students may also be dismissed from the program if the student is unable to complete the program within the maximum time frame and will not be allowed to graduate. NOTE: Program Director Evaluation Periods are not the same as Student Academic Progress.

Course Descriptions

Once the nursing applicant has been enrolled to the LPN-RN Nursing Program, the nursing applicant must attend the LPN-RN Nursing Program Orientation prior to starting the LPN-RN Nursing Pathway.

Orientation

Length: 1 day	Total Clock Hours: 6
Cost: $0.00	Attendance is Mandatory

COURSE TITLE: LPN-RN Nursing Program Orientation
COURSE NUMBER: HSC0003
COURSE LENGTH: 6 Hrs.
PREREQUISITE: None
PASS REQUIREMENT: Students have an attendance rate of 100% to pass the course and be admitted into the School of Nursing.

TEXT: LPN-RN Nursing Handbook
TEXT: Career Technology Student Catalog
COST: $0

LAB/CLASS: $0

DESCRIPTION: Required for all individuals who wish to enroll in the Nursing Program.

LPN-RN Nursing Course Descriptions

COURSE TITLE: Transitions into and Fundamentals of RN Practice
COURSE NUMBER: NUR 100
COURSE LENGTH: 131 Clock Hours
PREREQUISITE: Anatomy and Physiology and Dosage Calculations
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing*. (11th ed..). Assessment Technology Institute. ISBN 978-1-56533-253-9
COST: Included in ATI package

TEXT: Makic, M., Martinez-Kratz, M. (2023). Ackley and Ladwig's Nursing Diagnosis Handbook, (13th ed.). St. Louis, MO: Elsevier. ISBN:978-0-323-77683-7
COST: $77.99

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 100 provides a foundational understanding of the role of the RN as a provider of care, member of the discipline and manager of care as the student transitions into the role of the RN. Course material will be building off the LPN's prior education and training. Foundational nursing concepts of nursing practice, nursing process and the QSEN Nursing Competencies will be introduced and reviewed from the perspective of the registered nursing role.

COURSE TITLE: Geriatrics
COURSE NUMBER: NUR 106
COURSE LENGTH: 44 Clock Hours
PREREQUISITE: Anatomy and Physiology and Dosage Calculations
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: Jett, K., Theris, T. (2022). *Gerontological Nursing & Healthy Aging.* (6th ed.).St. Louis, MI: Elsevier. ISBN: 978-0-323-69803-0
COST: $84.99

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Adult Medical Surgical Nursing.* (12th ed.). Assessment Technology Institute. ISBN: 978-1-56533-251-5
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing.* (11th ed..). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing.* (8th ed). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Community Health Nursing.* (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-252-2
COST: Included in ATI package

TEXT: Makic, M., Martinez-Kratz, M. (2023). Ackley and Ladwig's Nursing Diagnosis Handbook, (13th ed.). St. Louis, MO: Elsevier. ISBN: 978-0-323-77683-7
COST: $77.99

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination.* (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 106 provides normal aging processes, physiological, psychosocial, cultural, and spiritual, will be identified along with risk factors that affect the health functioning of older adults. A review of major problems that affect each body system along with specific nursing interventions will also be presented. The underlying theme for nursing interventions stressed will be those that enhance the individual patient's self-care capacity while eliminating or minimizing self-care limitations.

Community health services agencies will be identified for the aged patient who is unable to maintain his/her self-care capabilities. Ethical concerns and issues of death and dying will also be discussed in this course, particularly addressing the physical, emotional, and ritual needs of the patient and his/her significant others.

COURSE TITLE: Pathophysiology I with Microbiology
COURSE NUMBER: NUR 102
COURSE LENGTH: 25 Clock Hours
PREREQUISITE: Anatomy and Physiology and Dosage Calculations
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: Brashers, V., Huether, S., McCance, K. (2026). *Understanding Pathophysiology.* (8th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-93728-3
COST: $146.99

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing.* (11th ed.). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing.* (8th ed). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Community Health Nursing.* (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-252-2
COST: Included in ATI package

TEXT: Makic, M., Martinez-Kratz, M. (2023). Ackley and Ladwig's Nursing Diagnosis Handbook, (13th ed.). St. Louis, MO: Elsevier. ISBN:978-0-323-77683-7
COST: $77.99

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination.* (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 102 provides a review of structure and function of the human body, which will build upon prior knowledge gained through a practical nursing education. The following concepts will be introduced: oxygenation, perfusion, fluid & electrolytes, nutrition, elimination, sleep, mobility, tissue integrity, infection, pain and sensory perception. This course is a co-requisite with NUR 100 and NUR 104.

COURSE TITLE: Pharmacology I
COURSE NUMBER: NUR 104
COURSE LENGTH: 25 Clock Hours
PREREQUISITE: Anatomy and Physiology and Dosage Calculations
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Pharmacology for Nursing.* (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-259-1
COST: Included in ATI package

TEXT: (2025). NDH *Nurse's Drug Handbook 2025.-* Jones & Bartlett Learning. ISBN: 978-1-284-30458-9
COST: Included in ATI Package

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination.* (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 104 provides a review of basic concepts of pharmacology, medication 14 administration, IV therapy and dosage calculations for the acute care and chronic care setting. The following concepts will be introduced, oxygenation, fluid and electrolytes, nutrition, elimination, inflammation, adherence, safety and quality care. Prerequisite: basic dosage calculations or intro to algebra course.

COURSE TITLE: Medical Surgical I
COURSE NUMBER: NUR 101
COURSE LENGTH: 132 Clock Hours
PREREQUISITE: NUR 100, NUR 102, NUR 104, NUR 106
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Adult Medical Surgical Nursing.* (12th ed.). Assessment Technology Institute. ISBN: 978-1-56533-251-5
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing.* (11th ed..). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing.* (8th ed). Assessment Technology Institute. ISBN: 978-1-56533-257-7

COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Community Health Nursing.* (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-252-2
COST: Included in ATI package

TEXT: Makic, M., Martinez-Kratz, M. (2023). Ackley and Ladwig's Nursing Diagnosis Handbook, (13th ed.). St. Louis, MO: Elsevier. ISBN:978-0-323-77683-7
COST: $77.99

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination.* (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 101 will build upon prior nursing knowledge and experiences gained in NUR 100, as concepts within Orem's Self Care Theory are covered in depth. Areas of focus for Medical Surgical I include abnormalities or impairments of Activities of Daily Living, Oxygenation, Perfusion, Nutrition, Elimination, Activity & Rest, and Physical Hazards. Integrated throughout are developmental, cultural, spirituality and adherence concepts.

COURSE TITLE: Mental Health
COURSE NUMBER: NUR 107
COURSE LENGTH: 49 Clock Hours
PREREQUISITE: NUR 100, NUR 102, NUR 104, NUR 106
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Mental Health Nursing.* (12th ed.). Assessment Technology Institute. ISBN: 978-1-56533-256-0
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Adult Medical Surgical Nursing.* (12th ed.). Assessment Technology Institute. ISBN: 978-1-56533-251-5
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing.* (11th ed.). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing.* (8th ed). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: ATI. (–2023). *Content Mastery Series Review Module RN Community Health Nursing.* (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-252-2
COST: Included in ATI package

TEXT: Makic, M., Martinez-Kratz, M. (2023). Ackley and Ladwig's Nursing Diagnosis Handbook, (13th ed.). St. Louis, MO: Elsevier. ISBN:978-0-323-77683-7
COST: $77.99

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination.* (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 107 provides the student with an understanding of how behavior affects the whole person. Specifically, it identifies how one's emotional, physical, social, and spiritual needs are related to and influence one another. It recognizes the individual nature of one's behavior and how it affects one's role in society/environment. It provides a setting for the student in which to learn specific nursing principles and interventions that are related to the mental health of a client. Communication techniques are taught which will assist the student in realizing a therapeutic nurse/client relationship. Much of the course content is presented in a format that utilizes the nursing process in assisting individuals within the lifespan to meet their optimal level of wellness.

COURSE TITLE: Pathophysiology II
COURSE NUMBER: NUR 103
COURSE LENGTH: 22 Clock Hours
PREREQUISITE: NUR 100, NUR 102, NUR 104, NUR 106
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: Brashers, V., Huether, S., McCance, K. (2026). *Understanding Pathophysiology.* (8th ed.). St. Louis, MI: Elsevier. ISBN:978-0-323-93728-3
COST: $146.99

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing.* (11th ed..). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing.* (8th ed). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Community Health Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-252-2
COST: Included in ATI package

TEXT: Makic, M., Martinez-Kratz, M. (2023). Ackley and Ladwig's Nursing Diagnosis Handbook, (13th ed.). St. Louis, MO: Elsevier. ISBN: 978-0-323-77683-7
COST: $77.99

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination.* (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 103 will build upon prior nursing knowledge and experiences gained in NUR 102. The following concepts will be reviewed and discussed in further depth with a focus on abnormal findings of organ systems which contribute to the following concepts; oxygenation, perfusion, fluid & electrolytes, acid-base balance, nutrition, elimination, fatigue, sleep, mobility, thermoregulation, inflammation, tissue integrity, infection, pain and sensory perception. This course will also look at how disturbances in the normal functioning body can affect mental health. This course is a co-requisite with NUR 101 and NUR 105.

COURSE TITLE: Pharmacology II
COURSE NUMBER: NUR 105
COURSE LENGTH: 22 Clock Hours
PREREQUISITE: NUR 100, NUR 102, NUR 104, NUR 106
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Pharmacology for Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-259-1
COST: Included in ATI package

TEXT: (2025). NDH *Nurse's Drug Handbook 2025*. Jones & Bartlett Learning. ISBN: 978-1-284-30458-9
COST: Included in ATI Package

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 105 will build upon prior nursing knowledge and experiences gained in NUR 104. Concepts of pharmacology, medication administration, IV therapy and dosage calculations for the acute care and chronic care setting will be reinforced as exemplars are introduced concurrently in NUR 101 and NUR 103. The following concepts will be covered; oxygenation, perfusion, fluid & electrolytes, nutrition, elimination, activity & rest, hazards to patient, mental health, adherence, safety and quality care. This course is a co-requisite with NUR 101 and NUR 103.

COURSE TITLE: Medical Surgical II
COURSE NUMBER: NUR 200
COURSE LENGTH: 44 Clock Hours
PREREQUISITE: NUR 100, NUR 101, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 107
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Adult Medical Surgical Nursing*. (12th ed.). Assessment Technology Institute. ISBN: 978-1-56533-251-5
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing*. (11th ed..). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing*. (8th ed). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Community Health Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-252-2
COST: Included in ATI package

TEXT: Makic, M., Martinez-Kratz, M. (2023). Ackley and Ladwig's Nursing Diagnosis Handbook, (13th ed.). St. Louis, MO: Elsevier. ISBN:978-0-323-77683-7
COST: $77.99

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 200 will build upon prior nursing knowledge and experiences gained in NUR 101, NUR 102, NUR 103, NUR 104 and NUR 105 as concepts within Orem's Self Care Theory are covered in further depth and complexity. Areas of focus for Medical Surgical II include abnormalities or impairments of Activities of Daily Living, Oxygenation, Perfusion, Fluid & Electrolytes, Acid Base Balance, Nutrition, Glucose Regulation, Hormone Regulation, Elimination, Activity & Rest, Physical Hazards and 15 Nervous System Regulation. Integrated throughout are developmental, cultural, spirituality and adherence concepts.

COURSE TITLE: Care of the Family
COURSE NUMBER: NUR 205
COURSE LENGTH: 115 Clock Hours
PREREQUISITE: NUR 100, NUR 101, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 107
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Pediatric Nursing*. (12th ed.). Assessment Technology Institute. ISBN: 978-1-56533-258-4
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Maternal Newborn Nursing*. (12th ed.). Assessment Technology Institute. ISBN: 978-1-56533-255-3
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Adult Medical Surgical Nursing*. (12th ed.). Assessment Technology Institute. ISBN: 978-1-56533-251-5
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing*. (11th ed..). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing*. (8th ed). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Community Health Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-252-2
COST: Included in ATI package

TEXT: Makic, M., Martinez-Kratz, M. (2023). Ackley and Ladwig's Nursing Diagnosis Handbook, (13th ed.). St. Louis, MO: Elsevier. ISBN: 978-0-323-77683-7
COST: $77.99

TEXT: Silvestri, L.(2023). *Comprehensive Review for the NCLEX-RN Examination.* (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 205 is a comprehensive study of maternal and pediatric care. It begins with a review of the anatomy and physiology of the female reproductive system and progresses through conception, fetal development, and health care during pregnancy. Included will be information on the normal infant at birth. It also includes information on the abnormal infant at birth and premature infants. Emphasis will be placed on the nursing process in caring for the mother and newborn during labor, delivery, and the post-partum period, including attention to the principles of family centered care. This course will also provide an integral portrayal of normal growth and development from conception through adolescence. The student will develop an awareness of the child as a unique individual – a product of his environment/society. The student will utilize the nursing process to determine the child's and family's abilities to meet their needs, and assist them in meeting their needs. Emphasis will be placed on promoting health and preventing illness in the pediatric population. This course will present disease processes and conditions affecting the pediatric population. A special emphasis will be placed on the more commonly occurring diseases/conditions. The student will gain knowledge of the disease developmentally, the family and the environment/society. Techniques will be a wellness continuum. The nursing process will continue to be the basis for identifying problems and resolving them through a systematic and individualized care plan. Health promotion and teaching of the child and parents will be emphasized.

COURSE TITLE: Pathophysiology III
COURSE NUMBER: NUR 202
COURSE LENGTH: 33 Clock Hours
PREREQUISITE: NUR 100, NUR 101, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 107
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: Brashers, V., Huether, S., McCance, K. (2026). *Understanding Pathophysiology.* (8th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-93728-3
COST: $146.99

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing.* (11th ed..). Assessment Technology Institute.ISBN: 978-1-56533-253-9
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing.* (8th ed). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Community Health Nursing*. (9th ed.). Assessment Technology Institute. ISBN:978-1-56533-252-2
COST: Included in ATI package

TEXT: Makic, M., Martinez-Kratz, M. (2023). Ackley and Ladwig's Nursing Diagnosis Handbook, (13th ed.). St. Louis, MO: Elsevier. ISBN: 978-0-323-77683-7
COST: $77.99

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 202 will build upon prior knowledge and experiences gained in NUR 100, NUR 101, NUR 102, NUR 103, NUR 104 and NUR 105. The following concepts will be reviewed and discussed in further depth with a focus on abnormal findings of organ systems which contribute to the following concepts; oxygenation, perfusion, fluid & electrolytes, acid-base balance, nutrition, elimination, fatigue, sleep, mobility, thermoregulation, inflammation, tissue integrity, infection, pain and sensory perception. This course is a co-requisite with NUR 200 and NUR 204.

COURSE TITLE: Pharmacology III
COURSE NUMBER: NUR 204
COURSE LENGTH: 33 Clock Hours
PREREQUISITE: NUR 100, NUR 101, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 107
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Pharmacology for Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-259-1
COST: Included in ATI package

TEXT: (2025). NDH *Nurse's Drug Handbook 2025*. Jones & Bartlett Learning. ISBN: 978-1-284-30458-9
COST: Included in ATI Package

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 204 will build upon prior nursing knowledge and experiences gained in NUR 104 and NUR 105. Concepts of pharmacology, medication administration, IV therapy and dosage calculations for the acute care and chronic care setting will be reinforced as exemplars are introduced concurrently in NUR 200 and NUR 202. Exemplars introducing common abnormalities or dysfunctions of the following concepts: reproduction, sexuality, oxygenation, perfusion, fluid & electrolytes, acid-base balance, nutrition, glucose regulation, hormone regulation, elimination, activity & rest, physical hazards and nervous system regulation.

COURSE TITLE: Medical Surgical III with Critical Care
COURSE NUMBER: NUR 201
COURSE LENGTH: 131 Clock Hours
PREREQUISITE: NUR 100, NUR 101, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 107, NUR 200, NUR 202, NUR 204, NUR 205
PASS REQUIREMENT: Student must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Adult Medical Surgical Nursing*. (12th ed.). Assessment Technology Institute. ISBN: 978-1-56533-251-5
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing*. (11th ed..). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing*. (8th ed). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Community Health Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-252-2
COST: Included in ATI package

TEXT: Makic, M., Martinez-Kratz, M. (2023). Ackley and Ladwig's Nursing Diagnosis Handbook, (13th ed.). St. Louis, MO: Elsevier. ISBN:978-0-323-77683-7
COST: $77.99

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 201 will build upon prior nursing knowledge and experiences gained in NUR 101, NUR 102, NUR 103, NUR 104, NUR 105, NUR 200, NUR 202 and NUR 204; as concepts within Orem's Self Care Theory are covered in further depth and complexity. Areas of focus for Medical Surgical III are on care of the family including concepts on reproduction, sexuality, and nursing care across the lifespan. Exemplars introducing common abnormalities or dysfunctions of the following concepts; reproduction, sexuality, oxygenation, perfusion, fluid & electrolytes, acid-base balance, nutrition, glucose regulation, hormone regulation, elimination, activity & rest, physical hazards and nervous system regulation; will be utilized during class, lab and clinical. Integrated throughout are developmental, cultural, spirituality and adherence concepts in addition to concepts of nursing agency.

COURSE TITLE: Community Health and Nutrition
COURSE NUMBER: NUR 207
COURSE LENGTH: 50 Clock Hours
PREREQUISITE: NUR 100, NUR 101, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 107, NUR 200, NUR 202, NUR 204, NUR 205
PASS REQUIREMENT: Student must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI (2023). *Content Mastery Series Review Module Nutrition for Nursing.* (8th ed). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Community Health Nursing.* (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-252-2
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Adult Medical Surgical Nursing.* (12th ed.). Assessment Technology Institute. ISBN: 978-1-56533-251-5
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing.* (11th ed.). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI package

TEXT: Makic, M., Martinez-Kratz, M. (2023). Ackley and Ladwig's Nursing Diagnosis Handbook, (13th ed.). St. Louis, MO: Elsevier. ISBN:978-0-323-77683-7
COST: $77.99

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination.* (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 207 will provide students knowledge in the Community Health and Nutrition realm of nursing. Students will gain the foundations of Community Health and Public Nursing, including the drivers of health, use of Evidence-Based-Practice, improving the community's health, individual and family Well-Being, and what populations are at risk for disruptions in Well-Being. This course will also provide students with the principles of nutrition to include, clinical nutrition and alterations in nutrition.

COURSE TITLE: Leadership in Nursing
COURSE NUMBER: NUR 206
COURSE LENGTH: 22 Clock Hours
PREREQUISITE: NUR 100, NUR 101, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 107, NUR 200, NUR 202, NUR 204, NUR 205
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: ATI. (2023). *Content Mastery Series Review Module Nursing Leadership and Management.* (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-254-6
COST: Included in ATI package

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination.* (9th ed.). St. Louis, MI: Elsevier. ISBN: -978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 206 is a capstone course. The learner is expected to assimilate leadership, delegation, prioritization, health care team coordination, oversight and accountability for healthcare delivery in a variety of settings. The course will analyze scenarios within legal and ethical frameworks. Healthcare policy, finance and regulatory agencies will be explored within in class discussion and presented scenarios.

COURSE TITLE: Pathophysiology IV
COURSE NUMBER: NUR 203
COURSE LENGTH: 22 Clock Hours
PREREQUISITE: NUR 100, NUR 101, NUR 102, NUR 103, NUR 104, NUR 105, NUR 106, NUR 107, NUR 200, NUR 202, NUR 204, NUR 205
PASS REQUIREMENT: Students must earn a grade of C (77%) and have an attendance rate of at least 90% to pass the course.

TEXT: Brashers, V., Huether, S., McCance, K. (2026). *Understanding Pathophysiology.* (8th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-93728-3
COST: $146.99

TEXT: ATI. (2023). *Content Mastery Series Review Module Fundamentals for Nursing*. (11th ed..). Assessment Technology Institute. ISBN: 978-1-56533-253-9
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module Nutrition for Nursing*. (8th ed). Assessment Technology Institute. ISBN: 978-1-56533-257-7
COST: Included in ATI package

TEXT: ATI. (2023). *Content Mastery Series Review Module RN Community Health Nursing*. (9th ed.). Assessment Technology Institute. ISBN: 978-1-56533-252-2
COST: Included in ATI package

TEXT: Makic, M., Martinez-Kratz, M. (2023). Ackley and Ladwig's Nursing Diagnosis Handbook, (13th ed.). St. Louis, MO: Elsevier. ISBN:978-0-323-77683-7
COST: $77.99

TEXT: Silvestri, L. (2023). *Comprehensive Review for the NCLEX-RN Examination*. (9th ed.). St. Louis, MI: Elsevier. ISBN: 978-0-323-79530-2
COST: $75.99

LAB/CLASS FEES: $0

DESCRIPTION: NUR 203 will build upon prior knowledge and experiences gained in NUR 100, NUR 101, NUR 102, NUR 103, NUR 104, NUR 105, NUR 200, NUR 202 and NUR 204. The following concepts will be reviewed and discussed in further depth with a focus on abnormal findings of organ systems which contribute to the following concepts; oxygenation, perfusion, fluid & electrolytes, acid-base balance, nutrition, elimination, fatigue, sleep, mobility, thermoregulation, inflammation, tissue integrity, infection, pain and sensory perception. This course is a co-requisite with NUR 201 and NUR 203.

Trade and Industry Programs

Orientation Information

Length: 1 day	Total Clock Hours: 4
COST: $0.00	Attendance is Mandatory

Program Information

Program Length: 40 Weeks	Total Program Clock Hours: 600
Maximum Time Frame to Complete the Program: 60 weeks	900 Clock Hours/60 Weeks

The Trade and Industry programs are designed for entry-level workforce placement. Students must complete the program within the Maximize Time Frame. As global markets and technological advancements continue to evolve, Trade and Industrial programs are designed to provide a viable career option for students. Presently, the number of available jobs far exceeds the number of program graduates, thus creating very favorable financial incentives for students.

Trade and Industry Programs Admissions Process

Prior to the first day of class:

1. Complete the Upper Valley Career Center Application Package and submit an application to the Adult Technology Center, 8901 Looney Road, Piqua, OH,
2. Register to take the WorkKeys® Entrance Exam.
3. Minimum test score requirements for admission to the Trade & Industry programs are scoring a 3 or higher on all 3 sections.
4. Applied Mathematics: score of 3 or above
5. Graphic Literacy: score of 3 or above
6. Workplace Documents: score of 3 or above
7. Have an official copy of your High School Transcript, State Diploma, or GED sent to the Upper Valley Career Center Adult Division. If you attended school in another country, please refer to International Transcripts Verification.
8. Apply for Financial Aid and meet with the Financial Aid Office.

Heating, Ventilation, Air Condition and Refrigeration (HVAC/R)

Residential, commercial, and industrial buildings of all kinds rely on efficient climate control and refrigeration, maintained by certified professionals. Environmental concerns and the drive to reduce energy consumption also continue to spur the development of new energy-saving heating
and air-conditioning systems, requiring the installation of newer systems in existing homes and buildings. The program prepares individuals for entry-level HVAC/R Technician.

Program Outline:

Course Titles	Clock Hours
Basic Cooling Systems 1	40
Residential Cooling Systems 2	40
Commercial Refrigeration 3	40
HVAC/R Electrical Control Lab	40
HVAC/R Electric Motors	40
Electrical Systems and Components	40
EPA 608 Certification and Refrigeration Systems lab, ~~&~~ 410A & A2L	40
Electrical Heating Systems 1	40
Natural Gas and Fuel Oil Heating Systems 2	40

Heating Systems 3 Installation & Troubleshooting	40
Heating and Electrical Schematics Lab	40
HVAC/R Fundamentals & Science	40
Metal Duct Fabrication Lab	40
Plumbing Pipes and Fixtures	40
Refrigerants & Refrigeration Systems	40
Professional Skills *(Embedded in Curriculum)*	
OSHA 10 General Industry and Safety *(Embedded in Curriculum)*	
Total Program Clock Hours	**600**

HVAC/R Program Cost Breakdown:

First Term

Expense Item	Cost
WorkKeys® Assessment Fee (Institutional)	$45.00
Technology Fee (Institutional)	$10.00
Administration Fee (Institutional)	$50.00
Administration Fee (Industry and Trades)	$75.00
Tuition	$3,405.00
Lab Supplies	$315.00
Textbooks	$275.00
Toolkit	$1,130.00
Total	$5,305

Second Term:

Expense Item	Cost
Student Services Fee (Institutional)	$50.00
Administration Fee (Institutional)	$50.00
Administration Fee (Industry and Trades)	$75.00
Tuition	$3,405
Lab Supplies	$315.00

Testing	$300.00
Textbooks	$65.00
Total	$4,260
Total Program Costs	**$9,565**

Rev 6/2025

Possible Certifications

- ESCO: EPA Section 608 Certification
- ESCO: Universal R-410A Certification
- ESCO: Low GWP A2L Certification
- OSHA 10 - General Industry, OSHA Forklift Operator Licensure
- North American Technical Excellence (NATE): Industry Competency
    - NATE: Ready-to-Work
    - NATE: HVAC/R Support Technician Cert.

Course Descriptions

COURSE TITLE: Heating and Electrical Schematics Lab
COURSE NUMBER: HVC1004
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Refrigeration & Air Conditioning Technology, 7E Cengage Learning
TEXT: ISBN 978-1-111-64447-5
COST: $177.95

LAB MANUAL: ISBN 978-1-111-64448-2
COST: $93.95

LAB/CLASS FEES: $25.00

DESCRIPTION: *Heating and Electrical Schematics Lab* introduces the participant to HVAC system diagrams and schematics which fall into three different categories: ladder, line, and installation diagrams. The ladder diagram is one of the easier ones to read. It lists the circuit connections and electrical wiring for the system. An electrical line diagram, also known as a one-line diagram, is a simplified representation of an electrical circuit or system. It is used by electricians, engineers, and technicians to understand the electrical components and

connections within a system. A wiring diagram is a simple visual representation of the physical connections and physical layout of an electrical system or circuit. It shows how the electrical wires are interconnected and can also show where fixtures and components may be connected to the system. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

HVAC system diagrams and schematics fall into three different categories: ladder, line, and installation diagrams. Here's how those break down. 1. Ladder Diagrams.The ladder diagram is one of the easier ones to read. It lists the circuit connections and electrical wiring for the system

COURSE TITLE: Basic Cooling Systems 1
COURSE NUMBER: HVC1007
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Refrigeration & Air Conditioning Technology, 7E Cengage Learning
TEXT: ISBN 978-1-111-64447-5
COST: $177.95

LAB MANUAL: ISBN 978-1-111-64448-2
COST: $93.95

LAB/CLASS FEES: $25.00

DESCRIPTION: Basic Cooling Systems1 introduces the participant to the science upon which cooling systems operate. Areas of emphasis include the application of theoretical principles in actual systems and components, and system start-up and operation. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Residential Cooling Systems 2
COURSE NUMBER: HVC1011

COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Refrigeration & Air Conditioning Technology, 7E Cengage Learning
TEXT: ISBN 978-1-111-64447-5
COST: $177.95

LAB MANUAL: ISBN 978-1-111-64448-2
COST: $93.95

LAB/CLASS FEES: $25.00

DESCRIPTION: Residential Cooling Systems 2 is a continuation of the Basic Cooling Systems course. Principles and theory are applied to residential air-conditioning, refrigeration, and dehumidification systems . Areas of emphasis include detailed component functions and system charging and troubleshooting. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Commercial Refrigeration 3
COURSE NUMBER: HVC1013
COURSE LENGTH: 36 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Refrigeration & Air Conditioning Technology, 7E Cengage Learning
TEXT: ISBN 978-1-111-64447-5
COST: $177.95

LAB MANUAL: ISBN 978-1-111-64448
COST: $93.95

LAB/CLASS FEES: None
TESTING FEE: $50.00

DESCRIPTION: Commercial Refrigeration 3 *is a continuation of the* Residential Cooling Systems *and a general review of selected disciplines covered in the overall HVACR training*

program, and prepares the participant for the Industry Competency Examination NATE: Ready-to-Work & NATE: & HVACR Support Technician Cert. Participants are provided the opportunity to sit for NATE: Ready-to-Work & NATE: & HVACR Support Technician certification.

COURSE TITLE: HVAC/R Electric Motors
COURSE NUMBER: HVC1006
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Refrigeration & Air Conditioning Technology, 7E Cengage Learning
TEXT: ISBN 978-1-111-64447-5
COST: $177.95

LAB MANUAL: ISBN 978-1-111-64448
COST: $93.95

LAB/CLASS FEES: $0.00

DESCRIPTION: *Electric Motors* introduces the participant to operation, wiring, and troubleshooting of motors used in HVAC equipment. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Electrical Heating Systems 1
COURSE NUMBER: HVC1010
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Refrigeration & Air Conditioning Technology, 7E Cengage Learning
TEXT: ISBN 978-1-111-64447-5
COST: $177.95

LAB MANUAL: ISBN 978-1-111-64448-2
COST: $93.95
LAB/CLASS FEES: $0.00

DESCRIPTION: Electrical Heating Systems 1-introduces the participant to the science upon which heating systems operate. Areas of emphasis include the application of theoretical principles in actual electric and gas furnaces, system start-up and analysis of operation, and troubleshooting. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Natural Gas and Fuel Oil Heating Systems 2
COURSE NUMBER: HVC1012
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 Clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Refrigeration & Air Conditioning Technology, 7E Cengage Learning
TEXT: ISBN 978-1-111-64447-5
COST: $177.95

LAB MANUAL: ISBN 978-1-111-64448-2
COST: $93.95

LAB/CLASS FEES: $0.00

DESCRIPTION: Natural Gas and Fuel Oil Heating Systems 2 is a continuation of the Electrical Heating Systems course. Principles and theory are applied with added complexity, and participants are introduced to oil burning and hot water heating systems. Areas of emphasis include detailed component functions, hazards associated with smoke, carbon monoxide, radon gas, dust mites, mold, and asbestos, and system troubleshooting. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Heating Systems 3 Installation & Troubleshooting
COURSE NUMBER: HVC1014
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 36 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Refrigeration & Air Conditioning Technology, 7E Cengage Learning
TEXT: ISBN 978-1-111-64447-5
COST: $177.95

LAB MANUAL: ISBN 978-1-111-64448-2
COST: $93.95

LAB/CLASS FEES: $0.00

DESCRIPTION: *Heating Systems Installation 3 & Troubleshooting is* a continuation of the Electrical Heating Systems & Natural Gas and Fuel Oil Heating Systems courses. Principles and theory are applied with added complexity, and participants are introduced to oil-burning and hot water heating systems. Areas of emphasis include detailed component functions, hazards associated with smoke, carbon monoxide, radon gas, dust mites, mold, and asbestos, and system troubleshooting. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: HVAC/R Electrical Controls Lab
COURSE NUMBER: HVC1008
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Refrigeration & Air Conditioning Technology, 7E Cengage Learning
TEXT: ISBN 978-1-111-64447-5
COST: $177.95

LAB MANUAL: ISBN 978-1-111-64448-2
COST: $93.95

LAB/CLASS FEES: $0.00

DESCRIPTION: *HVAC/R Electrical Controls Lab* introduces the participant to the functions and troubleshooting of electrical components used in the control of HVAC/R equipment. Areas of emphasis include component identification and testing. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: HVAC/R-Electrical Systems and Components
COURSE NUMBER: HVC1002
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Refrigeration & Air Conditioning Technology, 7E Cengage Learning
TEXT: ISBN 978-1-111-64447-5
COST: $177.95

LAB MANUAL: ISBN 978-1-111-64448-2
COST: $93.95

LAB/CLASS FEES: None

DESCRIPTION: *HVAC/R Electrical Systems and Components* introduce the participant to the fundamental science of electricity and circuitry, and the functions of common components found in HVAC/R equipment. Areas of emphasis include electrical theory, electrical properties/measurement, circuitry, and wiring methods. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: HVAC/R Fundamentals and Science
COURSE NUMBER: HVC1001
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Refrigeration & Air Conditioning Technology, 7E Cengage Learning
TEXT: ISBN 978-1-111-64447-5
COST: $177.95

LAB MANUAL: ISBN 978-1-111-64448-2
COST: $93.95

LAB/CLASS FEES: None

DESCRIPTION: *HVAC/R Fundamentals and Science* introduces the participant to basic physical science concepts upon which HVAC/R equipment operates. Areas of emphasis include characteristics of matter, theory of heat, air compression, and cylinder coding. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Metal Duct Fabrication Lab
COURSE NUMBER: HVC1016
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Sheet Metal Skills: Tools, Materials, and Processes Goodheart-Willcox
TEXT: ISBN 978-1-60525-325-1
COST: $88.00

LAB/CLASS FEES: $50.00

DESCRIPTION: *Metal Duct Fabrication Lab* introduces the participant to sheet metal bending and joining methods used to fabricate duct elements in the HVAC/R trade. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: OSHA 10 - General Industry & Safety
Professional Skills Development Course
PASS REQUIREMENT: Student must earn a grade of C (77%) and have an attendance rate of at least 100% to pass the course.

TEXT: Handouts only

LAB/CLASS FEES: $75.00

DESCRIPTION: <u>This course is Embedded in Curriculum and has a mandatory 100% attendance policy.</u> *OSHA 10* course is a comprehensive safety program required by the Occupational Health and Safety Act (OSHA) for an individual to obtain the 10 hour General

Industry Card. The course comprises topics pertaining to regulations covered by OSHA standards in 29 CFR 1926.

COURSE TITLE: R-410A Certification and Refrigeration Systems Lab & EPA 608 Certification & A2L
COURSE NUMBER: HVC1009
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 36 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Quick 608, Refrigeration & Air Conditioning Technology, 7E Cengage Learning
TEXT: ISBN 978-1-111-64447-5
COST: $177.95

LAB MANUAL: ISBN 978-1-111-64448-2
COST: $93.95 - *Universal R-410A Safety and Training* ESCO Press

LAB MANUAL: ISBN 1-930044-12-7
COST: $39.95

LAB/CLASS FEES: $50.00
TESTING FEE: $50.00

DESCRIPTION: *R-410A Certification and Refrigeration Systems Lab* introduces the participant to the classification, use, and safe handling of various refrigerants. Areas of emphasis include system charging and evaluation. Participants are also prepared to take the R-410A certification examination, and are provided the opportunity to sit for testing. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

EPA Section 608 Certification prepares the participant for the EPA 608 universal certification examination. Applicable material covered in previous courses is reviewed relative to the exam, and the participant is provided the opportunity to take the test. *Low GWP Refrigerant Training and Certification*

LAB MANUAL: ISBN 978-1-930044-67-8 cost $26.37

LAB/CLASS FEES: $50.00
TESTING FEE: $50.00

The Low GWP training course covers Low GWP refrigerators, refrigerant properties and characteristics, the refrigerant cycle, working with the refrigerant blends, proper installation and service guidelines, flammable refrigerant considerations, and an explanation of the associated codes and standards for A2L refrigerants.

COURSE TITLE: Refrigerants and Refrigeration Systems
COURSE NUMBER: HVC1005
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Students must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Refrigeration & Air Conditioning Technology, 7E Cengage Learning
TEXT: ISBN 978-1-111-64447-5
COST: $177.95

LAB MANUAL: ISBN 978-1-111-64448-2

COST: $93.95
LAB/CLASS FEES: $25.00

DESCRIPTION: *Refrigerants and Refrigeration Systems* introduce the participant to refrigeration system performance evaluation and monitoring. Areas of emphasis include superheat and evaluation of condensers, evaporators, and compressors. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Plumbing Pipes and Fixtures
COURSE NUMBER: HVC1003
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Refrigeration & Air Conditioning Technology, 7E Cengage Learning

TEXT: ISBN 978-1-111-64447-5

COST: $177.95

LAB MANUAL: ISBN 978-1-111-64448-2
COST: $93.95

LAB/CLASS FEES: $25.00

DESCRIPTION: Plumbing Pipes and Fixtures introduces the participant to hand tools, test equipment, and instruments used in the HVAC/R trade. An introduction to tube joining methods is also included. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Professional Skills

TEXT: Handouts

LAB/CLASS FEES: $0

DESCRIPTION: This course is Embedded in Curriculum. Professional Skills is a comprehensive career-training program that will prepare the student with the "Professional Skills'' needed for employment. Students will be provided activities related to conflict resolution and appropriate responses. Students will explore the foundations of team building, leadership styles, compassionate leadership, and understanding basic workplace ethics that address how standards of behavior and beliefs regarding what is and isn't acceptable to do at work affect overall company culture. Students will learn how to prepare a skill-based resume, how to handle a job search, interviewing skills, self-marketing, and fringe benefits as a part of the salary package. Students will be provided with financial literacy activities to understand and effectively use various financial skills, including personal financial management, basic budgeting, credit, debt, and investing.

Supplies

Description	Quantity
Milwaukee 13-N-1 Screwdriver (387452)	1
Milwaukee Safety Glasses	1
Gardner Bender Voltage Tester (546348)	1
Milwaukee 10in Joint Pliers (300167)	1
Yellow Jacket Swedge Tool (38D895)	1
T-Handle Flaring Tool (379948)	1

Milwaukee Tubing Cutter (453016)	1
Milwaukee Bulldog Snips (304598)	1
Klein 4 in 1 Pocket Screwdriver (304598)	1
Milwaukee Unisex Coated Glove (757588)	1
2 1/4 Inspection Mirror (320471)	1
Klein 9-3/4 Crimping Tool (311170)	1
Klein Wire Stripper (3PB81)	1
Milwaukee 8 in Adjustable Wrench (303563)	1
Milwaukee 30 ft Tape Measure (303596)	1
4 in Needle Nose Pliers (306401)	1
18-piece Hex Key Set (329987)	1
Refrigeration Wrench (38D897)	1
CLC 25 pocket Tool Bag (394432)	1
Yellow Jacket Manifold Set (38D864)	1
Alligator Lead Clips (5CFK1)	1
Load Clamp Meter	1
Fieldpiece Pocket Psychrometer	1
Stream light Stylus Flashlight (801197)	1
Yellow Jacket Fittings (38D865)	1

Advanced Manufacturing Maintenance: PLC Specialty

Advanced Manufacturing Maintenance Program: PLC Specialty introduces the student to various aspects of the world of manufacturing maintenance. Students learn basic industrial electricity, mechanics, hydraulics, pneumatics, PLC, programming, process control, instrumentation, welding, and robotics skills. This program prepares students for entry-level positions.

Program Curriculum

Course Title	Clock Hours
Electrical Systems	40
Principles of Industrial Maintenance	40
Electric Motor Control Systems	40
PLC 1 - Fundamentals and Ladder Logic	40
Variable Frequency Drive Systems	40
PLC 2 - Input & Output Devices	40
Mechanical Power Systems	40
PLC 3 - HMI Integration & Further PLC Instructions	40
Pneumatic Systems	40
PLC 4 - Program Sequencing & Troubleshooting	40
Electrical System Installation	40
Robotics 1 - Basic Operations	40
Robotics 2 - System Integrations	40
MIG Welding & Mills	40
Mechatronics Capstone Project	40
Professional Skills *(Embedded in Curriculum)*	
OSHA 10 General Industry and Safety *(Embedded in Curriculum)*	
Total Program Clock Hours	**600**

Advanced Manufacturing Maintenance: PLC Specialty Program Cost Breakdown:

First Term

Expense Item	**Cost**
WorkKeys® Assessment Fee (Institutional)	$45.00
Technology (Institutional)	$10.00
Administration Fee (Institutional)	$50.00
Administration Fee (Industry and Trades)	$75.00
Tuition	$3,405.00
Textbooks	$355.00
Lab Supplies	$315.00
Welding Safety Equipment	$200.00
Tool Kit	$735.00

Total	$5,190

Second Term

Expense Item	**Cost**
Student Services Fee (Institutional)	$50.00
Administration Fee (Institutional)	$50.00
Administration Fee (Industry and Trades)	$75.00
Tuition	$3,405.00
Lab Supplies	$315.00
Testing Fee	$55.00
Total	$3,950.00
Total Program Cost	**$9,140.00**

Rev 6/23

Possible Certifications

- OSHA 10 General Industry and Forklift Operator Licensure
- SACA Electrical Systems Specialist
- SACA Control Systems Specialist
- SACA Microcredentials:
    - Electrical Systems 1
    - Industry 4.0 Total Productive Maintenance Management
    - Electric Motor Control Systems
    - Motor Control Troubleshooting 1
    - Variable Frequency Drive Systems 1
    - Sensor Logic Systems 1
    - Mechanical Power Systems 1
    - Programmable Controller Systems 1
    - Pneumatic Systems 1
    - Programmable Controller Troubleshooting 1
    - Electrical System Installation 1
    - Robotic Operations 1
    - Robotic Systems 1
    - Certified Industry 4.0 Associate - Basic Operations (taught throughout)

Course Descriptions

Electrical Systems - 40 Hours

DESCRIPTION: *Electrical Systems* prepares the participant to connect, analyze, and troubleshoot electric circuits. Areas of emphasis include electrical theory, using digital multimeters, troubleshooting basic circuits, and electrical system safety. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Consistently demonstrate the ability to work safely in a shop environment.
2. Connect and operate: basic electrical circuits, reactive components, single-phase transformer circuits.
3. Interpret electrical schematics and diagrams.
4. Use a digital multimeter to make electrical measurements.
5. Analyze circuits: basic load, combination, inductive, capacitive.
6. Test and replace fuses / reset circuit breakers.
7. Troubleshoot basic series and parallel electrical circuits.

SUPPLEMENTAL EQUIPMENT:

- UVCC 602 Electrical & Pneumatic Workstation
- AMATROL 990-ACDC1: *AC/DC Electrical Learning System*

Electric Motor Control Systems - 40 Hours

DESCRIPTION: *Electric Motor Control Systems* prepares the participant to connect, troubleshoot, and operate motor control circuits found in industrial machines and automated equipment. Areas of emphasis include the connection of components into motor control circuits, reading ladder logic circuit diagrams, proper grounding, and troubleshooting control systems. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Consistently demonstrate the ability to work safely in a shop environment.
2. Connect components by interpreting basic ladder logic schematics.
3. Make proper electrical grounding.
4. Single phase and three phase motor operation.
5. Operate manual and automatic motor control circuits.
6. Troubleshoot motor control circuits.
7. Isolate faulty components.

SUPPLEMENTAL EQUIPMENT:

- UVCC 602 Electrical & Pneumatic Workstation
- AMATROL 85-MT5 *Motor Control System*

Variable Frequency Drive Systems - 40 Hours

DESCRIPTION: *Variable Frequency Drive Systems* prepares the participant to connect, configure, adjust, and operate AC motor variable frequency drives (VFDs) found in industrial machines and automated equipment. Areas of emphasis include VFD manual operation, viewing and editing configuration parameters, interfacing with digital and analog I/O, and understanding drive errors. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Consistently demonstrate the ability to work safely in a shop environment.
2. View and edit parameters using drive keypad and computer software.
3. Connect and operate AC drive control circuits.
4. Understand and apply VFD modes for speed and torque control.
5. Adjust acceleration, deceleration, and braking to improve AC motor control.
6. Troubleshoot an AC variable frequency drive system.

SUPPLEMENTAL EQUIPMENT:

- UVCC 602 Electrical & Pneumatic Workstation
- AMATROL 970-DRV1F *Electronic Drives System*

Electrical System Installation - 40 Hours

DESCRIPTION: *Electrical System Installation* prepares the participant to install and commission electrical control systems. Areas of emphasis include installing components in an electrical enclosure, connecting machine mounted components to enclosures, selecting and routing wire, and commissioning basic motor and fluid power control systems. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Consistently demonstrate the ability to work safely in a shop environment.
2. Interpreting an electrical schematic.
3. Properly grounding control systems.
4. Building and wiring a control panel.
5. Wiring motors and electro-pneumatic valves.
6. Operating and optimizing basic control systems.

SUPPLEMENTAL EQUIPMENT:

- UVCC 602 Electrical & Pneumatic Workstation

Pneumatic Systems - 40 Hours

DESCRIPTION: *Pneumatic Systems* prepares the participant to connect, adjust, and operate fluid power circuits commonly used in manufacturing. Areas of emphasis include fluid power theory, connecting and adjusting basic circuits, reading schematic symbols and diagrams, and fluid power system safety. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Consistently demonstrate the ability to work safely in a shop environment.
2. Understand principles of fluid power transmission.
3. Construct pneumatic circuits using schematic symbols and diagrams.
4. Monitor and adjust pressure in a fluid power system.
5. Identify and implement flow control valves, directional control valves, and check valves.
6. Learn pneumatic and hydraulic systems maintenance.

SUPPLEMENTAL EQUIPMENT:

- UVCC 602 Electrical & Pneumatic Workstation
- SMC PNEUTRAINER-400

Mechanical Power Systems - 40 Hours (*new course)*

DESCRIPTION: *Mechanical Power Systems* prepares the participant to install, align, and operate mechanical power transmission drive systems. Areas of emphasis include performing mechanical power calculations, mounting and leveling motors, and installing and aligning shafts equipped with various drives methods and bearings. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Consistently demonstrate the ability to work safely in a shop environment.
2. Calculating speed and torque from gear ratios.
3. Understanding correct lubrication methods.
4. Align and tension chain drives and v-belt drives.
5. Correct motor soft foot.
6. Perform runout adjustments between shafts.

SUPPLEMENTAL EQUIPMENT:

- UVCC 602 Electrical & Pneumatic Workstation

- UVCC 602 Mechanical Power Cart

Principles of Industrial Maintenance - 40 Hours

DESCRIPTION: *Principles of Industrial Maintenance* prepares the participant to perform maintenance in an advanced manufacturing environment. Areas of emphasis include troubleshooting methodologies, mechanical print reading, using maintenance management systems, and following preventive maintenance documentation. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Consistently demonstrate the ability to work safely in a shop environment.
2. Determine root cause using various troubleshooting techniques.
3. Develop visualization skills involved in the interpretation of orthographic, pictorial, and sectional views.
4. Identify part numbers using assembly and schematic drawings.
5. Interact with maintenance work orders using a computer-based management system.
6. Perform preventive maintenance tasks.

MIG Welding & Mills - 40 Hours

DESCRIPTION: *MIG Welding & Mills* prepares the participant to set up and operate MIG welding equipment, related fabrication equipment, and a 3-axis vertical milling machine to develop fabrication skills needed for manufacturing maintenance. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Set up welding equipment.
2. Perform introductory MIG welding tasks.
3. Perform related fabrication tasks.
4. Evaluate the quality of welds produced.
5. Understand major parts and functions of the mill.
6. Perform basic-level setup and machining tasks.
7. Produce milled parts to specified tolerances.

PLC 1 - Fundamentals & Ladder Logic - 40 Hours *(renamed/updated verbiage)*

DESCRIPTION: *PLC 1 - Fundamentals & Ladder Logic* prepares the participant to use Rockwell Automation's Studio 5000 to understand programmable logic controller (PLC) functions and operations. Areas of emphasis include connecting to PLCs, basic programming and editing, and

uploading/downloading programs. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Connecting to PLCs using Ethernet/IP and USB.
2. Perform program backups and downloads.
3. Create basic ladder logic programs.
4. Run and monitor programs.
5. Perform simple programming and editing tasks.

SUPPLEMENTAL EQUIPMENT:

- UVCC 607 PLC Workstation
- AMATROL 895-C31 *Smart Controls Troubleshooting Workstation*

PLC 2 - Input & Output Devices - 40 Hours *(renamed/updated verbiage)*

DESCRIPTION: *PLC 2 - Input & Output Devices* prepares the participant to connect and operate input and output (I/O) devices. Areas of emphasis include using the correct sensor for an application, programming using analog I/O, and adding modules to a PLC. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Adding I/O modules physically and on Studio 5000.
2. Wire inputs and outputs to various I/O modules.
3. Creating tags for I/O using correct data types.
4. Scaling analog I/O into a usable unit of measure.
5. Using math and comparator instructions in ladder logic.

SUPPLEMENTAL EQUIPMENT:

- UVCC 607 PLC Workstation
- AMATROL 895-C31 *Smart Controls Troubleshooting Workstation*

PLC 3 - HMI Integration & Further PLC Instructions - 40 Hours *(renamed/updated verbiage)*

DESCRIPTION: *PLC 3 - HMI Integration & Further PLC Instructions* prepares the participant to connect a human machine interface (HMI) into a PLC project. Areas of emphasis include developing HMI screens, interacting with a PLC program using an HMI, and utilizing additional commonly used PLC instructions. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Set up and connect an HMI to a PLC via Ethernet/IP.

2. Create screen layouts common to industry.
3. Use HMI buttons and indicators to interact with ladder logic.
4. Control ladder logic using Master Control Reset and jump/label instructions.
5. Apply GSV and SSV instructions.

SUPPLEMENTAL EQUIPMENT:

- UVCC 607 PLC Workstation
- AMATROL 895-C31 *Smart Controls Troubleshooting Workstation*

PLC 4 - Program Sequencing & Troubleshooting - 40 Hours *(renamed/updated verbiage)*

DESCRIPTION: *PLC 4 - Program Sequencing & Troubleshooting* prepares the participant to utilize logical sequencing techniques commonly practiced in advanced manufacturing and also troubleshooting larger programs. Areas of emphasis include overall programming structure, step logic, mode control logic, various device control techniques, and troubleshooting methods. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Identify how different sections of a program work together in a complete system.
2. Develop mode control and fault logic.
3. Troubleshoot a faulty process using ladder logic and make corrections.
4. Develop and debug a step logic sequence.

SUPPLEMENTAL EQUIPMENT:

- UVCC 607 PLC Workstation
- AMATROL 895-C31 *Smart Controls Troubleshooting Workstation*

Robotics 1 - Basic Operations - 40 Hours

DESCRIPTION: *Robotics 1 - Basic Operations* prepares the participant to set up, program, and operate FANUC or Yaskawa robots. Areas of emphasis include normal power up and shutdown of a robot, teach pendant operation, robot jogging, program editing, and automatic operation. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Consistently demonstrate the ability to work safely in a shop environment.
2. Creating tool and user frames.
3. Teaching points and editing programs.
4. Using robot I/O and end effectors.
5. Testing and running automatic programs.

6. Recovering from a fault.

Robotics 2 - System Integration - 40 Hours

DESCRIPTION: *Robotics 2 - System Integration* prepares the participant to program, optimize, and integrate robotic systems using FANUC or Yaskawa robots. Areas of emphasis include developing robot sequences, interfacing robot to PLC, and optimizing cycle time. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Consistently demonstrate the ability to work safely in a shop environment.
2. Understand how to use motion types, speeds, offsets, registers, labels, and macros.
3. Interpret robot programs.
4. Develop robot sequences for various applications.
5. Integrate PLC and robot programming.

Mechatronics Capstone Project - 40 Hours *(new course)*

DESCRIPTION: *Mechatronics Capstone Project* prepares the participant to build, program, and optimize an automated machine by utilizing skills and projects from each course in AMM. Areas of emphasis include following schematics for mechanical assembly, electrical wiring, and pneumatic plumbing, developing automatic PLC and robot programs with HMI control, and performing an initial machine startup and optimization. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

INSTRUCTIONAL TARGETS: The following targets are established:

1. Consistently demonstrate the ability to work safely in a shop environment.
2. Assemble a machine by following mechanical, electrical, and pneumatic schematics.
3. Develop robot sequences.
4. Develop a PLC program with Mode Control and Fault Logic.
5. Develop an HMI to control the machine and provide machine status.
6. Integrate PLC and robot programming.
7. Start up, debug, and optimize the automated process.

SUPPLEMENTAL EQUIPMENT:

- UVCC 602 Electrical & Pneumatic Workstation
- UVCC 602 Mechanical Power Cart

If Needed: **OSHA 10**

DESCRIPTION: OSHA 10 training course for general industry is intended to provide students with an overview of the basic health and safety hazards present in the workplace. The OSHA 10-hour general industry training course also provides students with an overview of how the Occupational Safety and Health Administration (OSHA) operates. There are no prerequisites required to take the 10-hour general industry course.

This 10-hour OSHA general industry training class is based on the federal OSHA 1910 construction standards. We also address state-specific OSHA requirements, where applicable. This OSHA 10 training course is designed for workers in most factories and manufacturing operations, health care industries, transportation and warehousing, chemical plants, oil and gas production operations, and service industries.

The OSHA 10-hour training course in general industry standards was created by OSHA, who has authorized certain OSHA Outreach trainers to conduct this 10-hour training class for a group of workers. The OSHA 10 training courses are presented in a classroom setting (usually spread over two consecutive days).

INSTRUCTIONAL TARGETS: The following targets are established:

1. Introduction to OSHA
    - Walking an Working Surfaces
    - Exit Routes, Emergency Action Plans, Fire Prevention and Protection
    - Electrical
    - Personal Protective Equipment
    - Hazard Communication

2. The balance of the 10 hour general industry training on site training course can be used to cover a few of the following topics:
    - Introduction to Industrial Hygiene
    - Blood borne Pathogens
    - Hazardous Materials
    - Material Handling

3. Additional Classes could also include:
    - Safety and Health Programs
    - Fall Protection
    - Ergonomics
    - Machine Guarding

Professional Skills -24 Hrs.
DESCRIPTION: Professional Skills is a comprehensive career-training program that will prepare the student with the “Professional Skills'' needed for employment. Students will be provided activities related to conflict resolution and appropriate responses. Students will explore the foundations of team building, leadership styles, compassionate leadership, and understanding basic workplace ethics that address how standards of behavior and beliefs regarding what is and isn't acceptable to do at work affect overall company culture. Students will learn how to prepare a skill-based resume, how to handle a job search, interviewing skills, self-marketing, and fringe benefits as a part of the salary package. Students will be provided with financial literacy activities to understand and effectively use various financial skills, including personal financial management, basic budgeting, credit, debt, and investing.

Student Tool Kit

Description	Quantity
Klein 9in High Leverage Pliers (311325)	1
Klein 8 in High Leverage Diagonal Cutting Pliers (311189)	1
Klein 7 in Long Nose Pliers (317780)	1
Klein 9-3/4in Steel Crimping Tool (311170)	1
Klein 18 AWG to 10 AWG Wire Stripper (3PB81)	1
Milwaukee Utility Knife (360816)	1
Milwaukee 16ft Tape Measure (341205)	1
Milwaukee Safety Glasses (844528)	1
CLC 21 Pocket Electricians Tool Pouch (347814)	1
Milwaukee SAE/ Metric Ball End L-Style Hex Set (358812)	1
Irwin 8 in Adjustable Wrench (333062)	1
Load Clamp Meter SC260- SH	1
Klein Dual Range Non-Contact Voltage Tester (500012)	1
Replacement Test Leads ADLS2- SH	1
Klein 1/8" Slotted Tip Screwdriver (15W151) (612-4)	1
Klein 3/16" Slotted Tip Screwdriver (318469) (601-4)	1
Klein #1x 3in Phillips Screwdriver (318507) (603-3)	1

Klein #2 x 4in Phillips Screwdriver (318515) (603-4)	1
Nebo LED Rechargeable Penlight (839623)	1

Precision Tooling and Machining

This certificate program is designed to prepare graduates for entry-level employment in the precision metal-working industry. Included in this certificate is the course work and hands-on skills development necessary to enter in mold making, machine building, tool and die making, or employment in production machining.

Program Outline:

Course Title	Clock Hours
AutoCAD	40
Blueprint Reading/Schematics & Geometric Dimensioning & Tolerancing	40
CAD/CAM I	40
CAD/CAM II	40
CNC Turning Centers	40
CNC Milling Machines	40
Intro to CNC	40
Dimensional Metrology/Benchwork	40
Engine Lathes	40
Intro to Lathes and Mills	40
Precision Grinding	40
Precision Tooling Construction	40
Vertical Milling Machines	40
Introduction to Welding & Metallurgy	40
PTM Capstone Project	40
Professional Skills *(Embedded in the program hours)*	
OSHA 10 General Industry and Safety *(Embedded in the program hours)*	
Total Program Clock Hours	**600**

Precision Tooling and Machining Program Cost Breakdown:

First Term

Expense Item	**Cost**
WorkKeys® Assessment Fee (Institutional)	$45.00
Technology (Institutional)	$10.00
Administration Fee (Institutional)	$50.00

Administration Fee (Industry and Trades)	$75.00
Tuition	$3,405
Textbooks	$725.00
Lab Supplies	$250.00
Welding Safety Equipment	$190.00
Tool Kit	$850.00
Total	$5,600

Second Term

Expense Item	**Cost**
Student Services Fee (Institutional)	$50.00
Administration Fee (Institutional)	$50.00
Administration Fee (Industry and Trades)	$75.00
Tuition	$3,405.00
Lab Supplies	$250.00
Testing Fee	$50.00
Total	$3,880.00
Total Program Cost	**$9,480**

Rev 6/23

Possible Certifications

- OSHA 10 – General Industry and Forklift Operator Licensure
- National Institute for Metalworking Skills: NIMS - CNC Lathe Operations

Course Descriptions:

COURSE TITLE: AutoCAD
COURSE NUMBER: PTM3004
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100%

attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: AutoCAD and Its Applications Basics 2015, 22E Goodheart-Willcox
TEXT: ISBN 978-1-61960-918-1
COST: $82.00

LAB/CLASS FEES: $20.00

DESCRIPTION: *AutoCAD* introduces the participant to the operation of a CAD workstation. Areas of emphasis include working with files, CAD functions, drawing aids, and creating manufactured part drawings. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Blueprint Reading/Schematics & Geometric Dimensioning and Tolerancing
COURSE NUMBER: PTM3002
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Print Reading for Industry, 10E Goodheart-Willcox
TEXT: ISBN 978-1-63126-051-3
COST: $98.00

LAB/CLASS FEES: $0.00

DESCRIPTION: *Blueprint Reading/Schematics* introduces the participant to engineering drawings conforming to ANSI drafting standards. Course includes symbols, abbreviations, views, title blocks, dimensioning systems, and tolerances. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: CAD/CAM I
COURSE NUMBER: PTM3006
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100%

attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Beginners Guide to Solid works ISBN 978-1-63057-148-1 SDC Publishers
COST: $ 50.00

LAB/CLASS FEES: $20.00

DESCRIPTION: *CAD/CAM I* introduces the participant to CAM system programming and execution. Areas of emphasis include retrieving, translating, and revising CAD files, creating tool paths, and CAM transmission. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject. *Recommended Prerequisites:* Intro to Lathes & Mills, Intro to CNC. Software utilized: 3D CAD Design software, SolidWorks.

COURSE TITLE: CAD/CAM II
COURSE NUMBER: PTM3008
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Beginners Guide to Solid works ISBN 978-1-63057-148-1 SDC Publishers
COST: $ 50.00

LAB/CLASS FEES: $20.00

DESCRIPTION: *CAD/CAM II* is a continuation of the CAD/CAM I course, with added emphasis on creating solids and feature-based models and solid geometry, managing CAM functions and features, and importing and machining complex geometrical features. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject. *Recommended Prerequisites:* Intro to Lathes & Mills, Intro to CNC. Software utilized: EdgeCAM, software for 3D milling.

COURSE TITLE: CNC Turning Centers
COURSE NUMBER: PTM3012
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must

earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: CNC Machining Goodheart-Willcox
TEXT: ISBN 978-1-59070-790-6
COST: $93.28

LAB/CLASS FEES: $25.00

DESCRIPTION: *CNC Turning Centers* introduces the participant to basic setup, operation, and programming of the computerized numerical control lathe. Areas of emphasis include shop safety, speeds, and feeds, cutting tool selection, writing and editing programs, and interpolation. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: CNC Milling Machines
COURSE NUMBER: PTM3014
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: CNC Machining Goodheart-Willcox
TEXT: ISBN 978-1-59070-790-6
COST: $93.28

LAB/CLASS FEES: $25.00

DESCRIPTION: *CNC Milling Machines* introduces the participant to basic setup, operation, and programming of the 3-axis computerized numerical milling machine. Areas of emphasis include shop safety, speeds, and feeds, cutting tool selection, writing and editing programs, positioning, tool offsets, canned cycles, and interpolation. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Intro to CNC
COURSE NUMBER: PTM3010
COURSE LENGTH: 40 Clock Hours

PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Machining Fundamentals, 10e Goodheart-Willcox
TEXT: ISBN 978-1-63-563-2088
COST: $97.50

WORKBOOK: ISBN 978-1-63-563-2101
COST: $24.90

LAB/CLASS FEES: $25.00

DESCRIPTION: *Intro to CNC* introduces participants to basic principles of routine tooling repair. Areas of emphasis include shop safety, troubleshooting, tool and die welding, and disassembly and assembly of tooling. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Dimensional Metrology/Benchwork
COURSE NUMBER: PTM3001
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Machining Fundamentals, 10e Goodheart-Willcox
TEXT: ISBN 978-1-63-563-2088
COST: $97.50

WORKBOOK: ISBN 978-1-63-563-2101
COST: $24.90

LAB/CLASS FEES: $25.00

DESCRIPTION: *Dimensional Metrology/Bench Work* introduces the participant to precision measurement systems, applications, and theory. Basic machine shop tasks involving hand tools, layout, and fabrication are also covered. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Engine Lathes
COURSE NUMBER: PTM3005
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Machining Fundamentals, 10e Goodheart-Willcox
TEXT: ISBN 978-1-63-563-2088
COST: $97.50

WORKBOOK: ISBN 978-1-63-563-2101
COST: $24.90

LAB/CLASS FEES: $25.00

DESCRIPTION: *Engine Lathes* is designed to develop intermediate-level setup and turning skills on the manual engine lathe. Areas of emphasis include shop safety, speeds and feeds, cutting tool selection, and common machine tasks such as facing, turning, knurling, boring, grooving, chamfering, and cutoff. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Intro to Lathes and Mills
COURSE NUMBER: PTM3003
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Machining Fundamentals, 10e Goodheart-Willcox
TEXT: ISBN 978-1-63-563-2088
COST: $97.50

WORKBOOK: ISBN 978-1-63-563-2101
COST: $24.90

LAB/CLASS FEES: $25.00

DESCRIPTION: *Intro to Lathes and Mills* is an introductory course designed to develop basic setup and machining tasks on a manual engine lathe and 3-axis vertical milling machine. Areas of emphasis include shop safety, speeds and feeds, cutting tool selection, and basic machining tasks. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject. *Recommended Prerequisites:* Dimensional Metrology/Bench Work

COURSE TITLE: OSHA 10 - General Industry & Safety
Professional Skills Development Course
PASS REQUIREMENT: Student must earn a grade of C (77%) and have an attendance rate of at least 100% to pass the course.

TEXT: Handouts only

LAB/CLASS FEES: $75.00

DESCRIPTION: This course is Embedded in Curriculum and has a mandatory 100% attendance policy. *OSHA 10* course is a comprehensive safety program required by the Occupational Health and Safety Act (OSHA) for an individual to obtain the 10 hour General Industry Card. The course comprises topics pertaining to regulations covered by OSHA standards in 29 CFR 1926.

COURSE TITLE: Precision Grinding
COURSE NUMBER: PTM3011
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Machining Fundamentals, 10e Goodheart-Willcox
TEXT: ISBN 978-1-63-563-2088
COST: $97.50

WORKBOOK: ISBN 978-1-63-563-2101
COST: $24.90

LAB/CLASS FEES: $25.00

DESCRIPTION: *Precision Grinding* introduces the participant to basic setup and machining skills on the manual tool room surface grinder. Areas of emphasis include shop safety, machine setup, grinding wheel selection, holding close tolerances, and squaring blocks. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Precision Tooling Construction
COURSE NUMBER: PTM3013
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Machining Fundamentals, 10e Goodheart-Willcox
TEXT: ISBN 978-1-63-563-2088
COST: $97.50

WORKBOOK: ISBN 978-1-63-563-2101
COST: $24.90
LAB/CLASS FEES: $25.00

DESCRIPTION: *Precision Tooling Construction* introduces participants to basic principles of construction of new production tooling. Areas of emphasis include shop safety, project planning, assembly of new tooling, and final inspection of new tooling. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Vertical Milling Machines
COURSE NUMBER: PTM3009
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: CNC Machining Goodheart-Willcox

TEXT: ISBN 978-1-59070-790-6
COST: $93.28

LAB/CLASS FEES: $25.00

DESCRIPTION: *Vertical Milling Machines* is designed to develop intermediate-level setup and machining skills on the 3-axis manual vertical milling machine. Areas of emphasis include shop safety, speeds and feeds, cutting tool selection, and common machining tasks such as climb milling, conventional milling, jig drilling, tapping, and squaring blocks. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Introduction to Welding & Metallurgy
COURSE NUMBER: PTM3007
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Pocket Welding Guide, 31st Edition EW-609 Hobart Institute of Welding Technology
COST: $15.00

TEXT: Welding Process Calculator Set EW-700 Hobart Institute of Welding Technology
COST: $10.00

LAB/CLASS FEES: $50.00

PPE EQUIPMENT: $100.00

DESCRIPTION: *Welding* introduces the participant to the basic tasks of setting up and using MIG, TIG and Stick welding equipment, related fabrication equipment, and hand tools to produce welded joints and weldments according to common industry standards. A comprehensive understanding of the material covered in class is developed through a combined approach to the study of technical theory and performance of assigned competencies related to the subject.

COURSE TITLE: Professional Skills

TEXT: Handouts

LAB/CLASS FEES: $0.00

DESCRIPTION: This course is embedded into the program. Professional Skills is a comprehensive career-training program that will prepare the student with the "Professional Skills'' needed for employment. Students will be provided activities related to conflict resolution and appropriate responses. Students will explore the foundations of team building, leadership styles, compassionate leadership, and understanding basic workplace ethics that address how standards of behavior and beliefs regarding what is and isn't acceptable to do at work affect overall company culture. Students will learn how to prepare a skill-based resume, how to handle a job search, interviewing skills, self-marketing, and fringe benefits as a part of the salary package. Students will be provided with financial literacy activities to understand and effectively use various financial skills, including personal financial management, basic budgeting, credit, debt, and investing.

COURSE TITLE: PTM Capstone Project
COURSE NUMBER: PTM3016
COURSE LENGTH: 40 Clock Hours
PASS REQUIREMENT: Student must earn a grade of C (77%) and have attended at least 32 clock hours to pass this course. Apprentice students must earn a grade of C (77%) and may be required to have 100% attendance to pass this course. All students must maintain a 90% cumulative attendance rate throughout the entire program.

TEXT: Handouts

LAB/CLASS FEES: $0.00

DESCRIPTION: A capstone course allows students to demonstrate expertise in the PTM area of study. Details can vary depending on the Project selected Capstone courses typically last at least 36 hours and sometimes include volunteering or community service work.

PTM Student Tool Kit:

Description	Order Number	Quantity
3 Piece Mechanical Outside Micrometer Set	06400568	1
4 Piece High Speed Deburring Tool Set	85424521	1
#3 Plain Cut 60 Angle, Countersink ¼ Double End RHC	01031335	1
5/8 Head Diam, 3/8 Shank Diam, Straight Shank, RHC	02131407	1
M2, Tool Bit Blank 3/8 OAL Ground	02603249	1
Fowler 0" to 6" Range	63722078	1

Horizontal Dial Test Indicator	56450554	1
Indicator Positioner & Holder	76451517	1
60 Stainless Steel Center Gage ¼ Graduation	06597785	1
1562073686" Long 1/64 to 1/8 Rigid Steel Rule	56207368	1
Stanley 12" Combination SQ Set 1/32 to 1/8 Die Cast Metal	00273599	1
3/8 Shank Mechanical Edge Finder	03293420	1
10" Standard Adjustable Wrench- Steel	85242030	1
6" OAL Pocket Scriber- Magnetic Pickup	76498898	1
3/8 Center Punch 5" OAL Steel	53780409	1
3/8 Prick Punch 5-1/2 OAL Chrome Vanadium Steel	91343053	1
1-1/4 Closed Throat Depth, Cantilever Clamp OAL 3-1/4	08087033	1
Safety Glasses	93884351	1
22 Piece Set L-Key Set- 3/8 to 7-1/4 OAL Steel	36742567	1
Dead Blow Hammer Combo Face	53420188	1
Test Indicator Axial Support Bracket 5/32 and ¼' Stems	01386184	1
18 Piece 6" Long Tool Steel Parallel Set	09972340	1
60 Angle Stainless Steel Center Gage 1/32 to ¼" Graduation	81885840	1
15 piece Standard Point Straight Shank 1/16 to 1/2	79888335	1
Scientific Calculator 2 line display FX 300ms plus	02513612	1
Engineers Black Book USA Edition	38280103	1

Welding, Fabrication and Allied Processes

The Welding, Fabrication and Allied Processes program provides in-depth welding instruction to include Weld Symbols & Print Reading, Metallurgy, Math for Welding, Cutting & Allied Processes, FCAW, GMAW, GTAW, & SMAW. The program focuses on welding theory and instructor guided hands-on welding practice. Successful completion of the program prepares students with ready to work welding skills for an entry-level position. As students progress through the training, additional qualification testing will be available.

Students may work to earn industry-recognized AWS qualifications, including D1.1 structural welding standards, D9.1 sheet metal welding, and AWS B2.1 performance qualifications (1-019, 1-002, 1-004, 1-022). These qualifications ensure welders meet strict quality and performance benchmarks required by employers nationwide.

Training covers Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW), Flux Cored Arc Welding (FCAW), and Gas Metal Arc Welding (GMAW), with qualification capabilities in all positions.

Program Outline

Course	Clock Hours
Intro to Welding & Metallurgy	40
Weld Symbols & Print Reading	40
GMAW /Gas Metal Arc Welding- MIG I	40
GMAW /Gas Metal Arc Welding- MIG II	40
Cutting & Allied Processes	40
FCAW-Flux Cored Arc Welding	40
Math for Welding	40
SMAW Shielded Metal Arc Welding	40
GTAW/Gas Tungsten Arc Welding – TIG I	40
GTAW/Gas Tungsten Arc Welding – TIG II	40
GMAW /Gas Metal Arc Welding- MIG Pipe	40
SMAW Shielded Metal Arc Welding Pipe	40
GTAW Gas Tungsten Arc Welding Pipe	40
Metallurgy	40
Welding Capstone Project/Qualification Testing	40
Professional Skills *(Embedded in Curriculum)*	
OSHA 10 General Industry and Safety *(Embedded in Curriculum)*	

Total Program Clock Hours **600**

Welding Fabrication & Allied Processes Program Cost Breakdown:

First Term

Expense Item	**Cost**
WorkKeys® Assessment Fee (Institutional)	$45
Technology (Institutional)	$10
Administration Fee (Institutional)	$50
Administration Fee (Industry and Trades)	$75
Tuition	$3,405
Workbooks	$25
Lab Supplies	$1,250
Welding Safety Equipment	$200
Tool Kit	$275

Total	$5,335.00

Second Term

Expense Item	**Cost**
Student Services Fee (Institutional)	$50
Administration Fee (Institutional)	$50
Administration Fee (Industry and Trades)	$75
Tuition	$3,405
Workbooks	$25
Lab Supplies	$1,250
Testing Fee	$200
Total	$5,055
Total Program Cost	**$10,390**

Rev 6/25

Possible Certifications

- OSHA 10- General Industry and Forklift Operator Licensure
- American Welding Society -AWS
    - AWS Welding Qualification - Flux Cored Arc Welding -(FCAW)
    - AWS Welding Qualification - Gas Metal Arc Welding- MIG -(GMAW)
    - AWS Welding Qualification - Gas Tungsten Arc Welding – TIG (GTAW)
    - AWS Welding Qualification - Shielded Metal Arc Welding- Stick (SMAW)

Course Descriptions

COURSE TITLE: Introduction to Welding & Metallurgy
COURSE NUMBER: WLD4001
COURSE LENGTH: 40 Clock Hours

TEXT: Welding Principles and Applications Cengage 9th Edition
ISBN: 978-0-3573-7765-9
COST: $179.95

DESCRIPTION: This course gives the beginning or non-welder an overview of the welding field along with hands-on experience with the major welding processes. Students will gain a basic understanding of welding and fundamental knowledge of various metals and their ability to be welded.

COURSE TITLE: Welding Symbols & Print Reading
COURSE NUMBER: WLD4002
COURSE LENGTH: 40 Clock Hours

TEXT: Welding Symbols
ITEM #: EW342 - Hobart Institute
COST: $20.80

TEXT: Blueprint Reading Welders & Fut
ITEM #: EW459 - Hobart Institute
COST: $22.40

DESCRIPTION: This course prepares students to read symbols on blueprints as they apply to welding. Students will also gain an understanding of weld print drawings conforming to ANSI drafting standards. The course includes symbols, abbreviations, views, title blocks, dimensioning systems and tolerances and the use of information to communicate set-up and welding instructions from the designer to the welder and fitter.

COURSE TITLE: GMAW/Gas Metal Arc Welding- MIG I
COURSE NUMBER: WLD4003
COURSE LENGTH: 40 Clock Hours

TEXT: Welding Principles and Applications, Cengage 9th Edition
ISBN: 978-0-3573-7765-9
COST: $179.95

DESCRIPTION: Students will gain an understanding of gas metal arc welding, safety, power sources, types of shielding gasses used in gas metal arc welding, electrode classifications and electrode selection. Class focuses on developing the necessary skills to produce quality gas metal arc welds on carbon steel and students will learn to make single and multiple pass welds on carbon steels.

COURSE TITLE: GMAW/Gas Metal Arc Welding- MIG II
COURSE NUMBER: WLD4005
COURSE LENGTH: 40 Clock Hours

TEXT: Welding Principles and Applications, Cengage 9th Edition
ISBN: 978-0-3573-7765-9
COST: $179.95

DESCRIPTION: GMAW/Gas Metal Arc Welding- MIG II is a continuation of the GMAW/MIG I and students will continue developing GMAW welding skills. The class will focus on developing the skills needed for the AWS -GMAW Welding Qualification assessment.

COURSE TITLE: Cutting & Allied Processes
COURSE NUMBER: WLD4004
COURSE LENGTH: 40 Clock Hours

TEXT: Welding Principles and Applications. Cengage 9th Edition
ISBN: 978-0-3573-7765-9
COST: $179.95

DESCRIPTION: Cutting & Allied Processes students will gain an understanding of Oxy Fuel Cutting and Plasma Cutting. Classes focus on developing the necessary ready-to-work skills to make cuts using the oxy fuel cutting and plasma cutting torch process in all positions. Class activities will include setting up torches, making straight cuts in thick and thin plate, make a bevel on a plate, make a U groove on a plate, and pipe cutting.

COURSE TITLE: FCAW/Flux Cored Arc Welding
COURSE NUMBER: WLD4009
COURSE LENGTH: 40 Clock Hours

TEXT: Welding Principles and Applications, Cengage 9th Edition
ISBN: 978-0-3573-7765-9
COST: $179.95

DESCRIPTION: Students will gain an understanding of flux cored arc welding, welding safety, power sources, types of shielding gasses used in flux core arc welding, electrode classifications and electrode selection. Class focuses on developing the necessary skills to produce quality fillet and groove welds on carbon steel. Students will weld on carbon steels using small and large diameter flux-cored electrodes, with and without shielding gas, in flat and horizontal positions on fillet and groove welds.

COURSE TITLE: Math for Welding
COURSE NUMBER: WLD4006
COURSE LENGTH: 40 Clock Hours

TEXT: Math for Welders, Cengage, Practical Problems in Mathematics for Welders
ISBN: 13-978-1-111-31359-3
COST: $79.95

DESCRIPTION: This course reviews basic mathematics skills and provides practical exercises useful in the welding field. Topics include working with whole numbers, common fractions, decimal fractions, measurement, percentages and the metric system. Topics are presented in a step-by-step approach. Activities include drills and exercises focused on solutions to welding-related problems.

COURSE TITLE: SMAW Shielded Metal Arc Welding
COURSE NUMBER: WLD4008
COURSE LENGTH: 40 Clock Hours

TEXT: Welding Principles and Applications, Cengage 9th Edition
ISBN: 978-0-3573-7765-9
COST: $179.95

DESCRIPTION: Students will gain an understanding of shielded metal arc welding, welding safety, power sources, electrode classifications and electrode selection. Class focuses on developing the necessary skills to make shielded metal arc welds in all positions and open v-groove welding in 1G, 2G and 3G positions on 3/16" to 1" plate.

COURSE TITLE: GTAW/Gas Tungsten Arc Welding/TIG I
COURSE NUMBER: WLD4012
COURSE LENGTH: 40 Clock Hours

TEXT: Welding Principles and Applications, Cengage 9th Edition
ISBN: 978-0-3573-7765-9
COST: $179.95

DESCRIPTION: Students will gain an understanding of gas tungsten arc welding, welding safety, gas tungsten arc welding power sources, types of shielding gasses used in gas tungsten arc welding, electrode classifications and electrode selection. Class focuses on developing the necessary skills to produce quality gas tungsten arc welds on carbon steel. Students will weld on carbon steels, stainless, and aluminum.

COURSE TITLE: GTAW/Gas Tungsten Arc Welding – TIG II
COURSE NUMBER: WLD4014
COURSE LENGTH: 40 Clock Hours

TEXT: Welding Principles and Applications, Cengage 9th Edition
ISBN: 978-0-3573-7765-9
COST: $179.95

DESCRIPTION: TIG II is a continuation of GTAW/Gas Tungsten Arc Welding TIG I. Students will gain additional skills of gas tungsten arc welding, welding safety, gas tungsten arc welding power sources, types of shielding gasses used in gas tungsten arc welding, electrode classifications and electrode selection. Class focuses on developing the necessary ready-to-work skills to produce quality gas tungsten arc welds on carbon steel. Students will weld on carbon steels on up to 1/8" steel, stainless and aluminum. Class focuses on developing the necessary skills to pass the AWS - GTAW Welding Qualifications assessment.

COURSE TITLE: GMAW/Gas Metal Arc Welding/MIG Pipe
COURSE NUMBER: WLD4007
COURSE LENGTH: 40 Clock Hours

TEXT: Welding Principles and Applications, Cengage 9th Edition
ISBN: 978-0-3573-7765-9
COST: $179.95

DESCRIPTION: Upon Completion of the course, the student should have developed the skills necessary to weld pipe in the 1G, 2G and 5G positions using short circuit transfer for process and transmission piping. Class focuses on developing the ready-to-work skills for the AWS-GMAW Welding Qualification assessment.

COURSE TITLE: SMAW/Shielded Metal Arc Welding - Pipe
COURSE NUMBER: WLD4010
COURSE LENGTH: 40 Clock Hours

TEXT: Welding Principles and Applications, Cengage 9th Edition
ISBN: 978-0-3573-7765-9
COST: $179.95

DESCRIPTION: This course is designed to allow students to develop skills necessary to complete entry level SMAW pipe welding. Students will begin by practicing open root groove welds on plate using the shielded metal arc welding processes. Students will practice open root pipe welding in the 1G position on schedule 40 pipe using the process to deposit the root weld. Class focuses on developing the necessary skills to pass the AWS-SMAW Welding Qualifications assessment.

COURSE TITLE: GTAW/Gas Tungsten Arc Welding - Pipe
COURSE NUMBER: WLD4016
COURSE LENGTH: 40 Clock Hours

TEXT: Welding Principles and Applications, Cengage 9th Edition
ISBN: 978-0-3573-7765-9
COST: $179.95

DESCRIPTION: This course is designed to allow students to develop skills necessary to complete entry level GTAW pipe welding. Students will begin by practicing open root groove welds on plate using the gas tungsten arc welding processes. Students will practice open root pipe welding in the 1G position on 8" schedule 40 pipe using the process to deposit the root weld. Class focuses on developing the necessary skills to pass the AWS-GTAW Welding Qualifications assessment.

COURSE TITLE: Metallurgy
COURSE NUMBER: WLD4011
COURSE LENGTH: 40 Clock Hours

TEXT: Welding Principles and Applications, Cengage 9th Edition
ISBN: 978-0-3573-7765-9
COST: $179.95

DESCRIPTION: This course will provide the non-metallurgist with basic and fundamental knowledge of various metals and their ability to be welded. Students will learn metal properties, heat input, preheating, post weld heat treatments, selecting filler metals plus much more.

COURSE TITLE: Welding Capstone Project Qualification Testing
COURSE NUMBER: WLD4013
COURSE LENGTH: 40 Clock Hours

TEXT: Welding Principles and Applications. Cengage 9th Edition
ISBN: 978-0-3573-7765-9
COST: $179.95

DESCRIPTION: Students will demonstrate readiness for welding employment through the development and performance of a comprehensive hands-on welding related Capstone Project, and the successful completion of an American Welding Society (AWS) industry-based assessment. As the final course for the Welding, Fabrication and Allied Processes program, the Capstone Class will allow the instructors to assess the knowledge and skills acquired during the student's welding education ensuring that each student who completes the program is ready-to-work. Through the Capstone Project activities, students will not only demonstrate their technical proficiency, but may also complete assessments for the AWS Welding Qualifications in: Flux Cored Arc Welding -(FCAW), Gas Metal Arc Welding- (MIG), Gas Tungsten Arc Welding – (TIG), or Shielded Metal Arc Welding- (Stick).

COURSE TITLE: Professional Skills

DESCRIPTION: This course is embedded into the curriculum. Professional Skills is a comprehensive career-training program that will prepare the student with the "Professional Skills'' needed for employment. Students will be provided activities related to conflict resolution and appropriate responses. Students will explore the foundations of team building, leadership styles, compassionate leadership, and understanding basic workplace ethics that address how standards of behavior and beliefs regarding what is and isn't acceptable to do at work affect overall company culture. Students will learn how to prepare a skill-based resume, how to handle a job search, interviewing skills, self-marketing, and fringe benefits as a part of the salary package. Students will be provided with financial literacy activities to understand and effectively use various financial skills, including personal financial management, basic budgeting, credit, debt, and investing.

COURSE TITLE: OSHA 10 - General Industry & Safety
Professional Skills Development Course

PASS REQUIREMENT: Student must earn a grade of C (77%) and have an attendance rate of at least 100% to pass the course.

TEXT: Handouts only

LAB/CLASS FEES: $75.00

DESCRIPTION: This course is Embedded in Curriculum and has a mandatory 100% attendance policy. *OSHA 10* course is a comprehensive safety program required by the Occupational Health and Safety Act (OSHA) for an individual to obtain the 10 hour General Industry Card. The course comprises topics pertaining to regulations covered by OSHA standards in 29 CFR 1926.

Welding, Fabrication and Allied Processes Student Tool Kit

Description	Order Number	Quantity
Beanie Welders (AirGas)	STIKK005-AG	1
Pliers WelderHelper 8-Way MIG	RAD64002351	1
Combination Square 12"	S2946-222	1
Tape Measure 3/4"X12' Powerlocke Die-Cast Metal Case Blade Coated Mylar Polyester File Locking Blade extra strong 2 Rivet	S2933-312	1
Toolbox Lockout Polypropylene Medium Black/Red	BRD105906	1

Padlock Combination 2 1/4" Shackle Hackle Resettable Solid Brass Four Digit Personalized Combination (6 Each/Pack 36 Each/Case)	M19175LH	1
Helmet welding Auto-Darkening Radnor RD48 Black, Shade 4/9-13 Sensitivity & Delay Adjustment, Grind Mode, 96 X 48 MM Viewing Area, 5-1/4" X 4-1/2" Format, Comfagear II Ratchet Headgear w/Sweatbands	RAD64005205	1
Holder Flat with Soapstone 3/16”X1/2”X5” 1/Card	RAD64002304	1
Hammer Chipping Model H Cone and Chisel Coil Handle	RAD64002008	1
1562073686” Long 1/64 to 1/8 Rigid Steel Rule	RAD64000434	1
Headgear Plastic Ratchet	RAD64051065	1
Faceshield 8X15.5X.06 Inch PolyCarbonate Clear 50/PK	RAD64051710	1
Glasses Safety Clear, Anti-Scratch Classic Unframed, Clear Flexible Temple Wrap-Around Single ANSI 287+	RAD64051205	1
Plier 7WR Original Curved Jaw with Wire Cutters 7 Inch 125MM Carded Locking	VIS702L3	1
Glasses Safety Green Shade 5.0 Premier IR Black Temple Grips Side Shield Wrap-Around Dual Nose Pads ANSI 287+	RAD64051526	1
Spark Lighter 4501/5011 Triple Flint Pop	RAD64003412	1
File Half-Round Bastard 12 HRB-1	RAD64000613	1