2022 / 2023
College Catalog

Ohio Technical College

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Ohio Reg. No. 71-09-0253T

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Introduction

Our Mission

Ohio Technical College (OTC) is dedicated to providing premier technician training to prepare students for challenging and rewarding careers. This is accomplished by pursuing industry alliances, providing outstanding training resources, and focusing on the needs of individual students.

The College's goal is to remain on the leading edge of technology and to deliver the necessary technical and career skills to prepare our graduates for careers in a variety of technical specialties.

Philosophy

Ohio Technical College provides specialty career training in a wide variety of transportation industries to students throughout the world.

We help interested high school graduates, adults and our armed service veterans by providing the training and experiences necessary to become successful technicians in the fields our students are passionate about. We offer specialized training allowing our graduates to set themselves apart.

Unlike attending large institutions and non-technical related colleges, our small class sizes allow us to focus on hands-on training experiences in a personalized and caring environment. Our diverse in-depth training programs will allow you to maximize your future earning potential and enhance your quality of life.

While attending OTC students are presented with a clearly defined path which provides the confidence needed for students to become successful in their chosen industry and take control of their future. Our graduates are proud of not only the technical training they received at OTC, but also the life skills learned as part of the programs.

At the OTC, we care about your future and will provide the personal touch needed for you to succeed. Excellence equals success and excellence starts here!

OTC History

1969: OTC was founded and originally located on the second floor of a building in Cleveland's Warehouse district. At that time the **Ohio Diesel Mechanics School** offered a six-week course with phases in Cummins 4- stroke engine, Detroit 2-stroke engine, and basic diesel fundamentals. In 1971, ODMS moved to a larger facility and increased its inventory of training equipment.

1974: The school changed its name to **Ohio Diesel Technical Institute** and moved to an even larger facility in the heart of industrial Cleveland and increased the course length to 1,000 clock hours.

1981: The increase in popularity of diesel vehicles prompted the school to expand the curriculum to include automotive diesel training. The course also saw an increase in electrical, hydraulics, braking, and rear axle areas, taking the total training time up from 40 to 48 weeks. The tremendous demands of the constantly changing automotive service industry led to the development of an Automotive Technology Program in 1984.

1986: Our most comprehensive program to date was started. The Automotive-Diesel Master Technician program totaled eighteen months and combined the Diesel Technician Program and the Automotive Technician Program.

1987: With approximately 71% of the students enrolled in either the Automotive or the Automotive-Diesel Master Technician program, the school needed to change the public perception that instruction was only offered in the diesel area. The name was changed to **Ohio Auto-Diesel Technical Institute** to better reflect the program offerings.

1989: Four major developments occurred:

- The Automotive Technician Program expanded from 900 clock hours to 1200 clock hours.
- A postgraduate 300-clock hour Stationary Standby Generator Program started.
- The 1200-clock hour Auto Body Technician Program was created to help fulfill the demand for trained Auto Body professionals.
- The College expanded to 500,000 square feet and added the Motorcycle and Small Engine Training program.

1994: One of the most significant developments in the history of the school occurred. A new Associate Degree Program was developed and approved. The Associate Degree in Automotive and Diesel added well-rounded academic credentials to help graduates move into management positions. In 1995, due to the addition of this new program and degree granting ability, Ohio Auto-Diesel Technical Institute changed its name to **Ohio Auto-Diesel Technical College**.

1997: Two new Commercial Truck Driving courses were added. In September, Ohio Auto-Diesel Technical College became **Ohio Technical College** (OTC); finally, this name truly represented the extent of our program offerings.

2000: BMW of North America entered into a contract with OTC to provide a level II factory-training program. The BMW FAST Track Program (Factory Advanced Skilled Training) was offered to any student wishing to secure up to level II certification.

2002: BMW of North America entered into an agreement to start the first level I Service Technician Education Program (S.T.E.P) class.

2004: OTC saw additional changes. A Custom Paint and Graphics 12-week program option that included: airbrushing, pin striping, flames, chameleon colors, and other custom painting techniques. New 300-clock hour add-ons in Alternative Fuel Vehicle Technology, High Performance and Racing Technology, and BMW FAST Track were made available to Automotive Technology and Master Technology students as combination programs.

2005: OTC's Classic Car Restoration Technology program was approved to be offered. This 18-month course is geared towards those students with a passion for restoring classic automobiles as it covers automotive and auto body restoration and technology.

2007: A new High Performance Welding and Fabrication building and the Classic Car Restoration Paint Shop were opened to provide more training shop areas. The campus now totaled more than 600,000 square feet. The PowerSport Institute was designated as a training center for Polaris and Victory dealer training. Polaris MSD recognition is granted for students completing the required Polaris Master Service Dealer (MSD) modules. Suzuki grants

Powersport students the ability to participate and earn recognition in their Suzuki ServicePro Dealer Training modules.

2008: OTC became the home for BMW's Canadian STEP students and was approved for international students for its technology programs. The College also received approval for its Powersport Institute programs providing training in motorcycles, ATVs, utility vehicles, personal watercraft and snowmobiles. The PowerSport Institute also became endorsed by Arctic Cat allowing students to complete the CatMaster requirements. It was also designated as a training center for Polaris and Victory dealer training. Polaris MSD recognition is granted for students completing the required Polaris Master Service Dealer (MSD) modules. Suzuki grants Powersport students the ability to participate and earn recognition in their Suzuki ServicePro Dealer Training modules.

2009: The College celebrated its 40th anniversary and was also named the National "School of the Year" by Tomorrow's Technician Magazine and Chicago Pneumatic Tools. The Master Welding Technology program was approved and the School of Welding was created in conjunction with Lincoln Electric. The Eaton Roadranger Academy training center in the Diesel shop was opened to provide specialized training on diesel transmissions. PowerSport programs were enhanced to include an American V-Twin Specialist Program, PowerSport Specialist Program and an expanded 72 - week PowerSport Technician Program. The College also became a Yamaha Technical Academy training location for Yamaha dealer training and received Yamaha's endorsement allowing students to receive recognition for completing Yamaha Bronze Level tests. The College also became a Kawasaki Manufacturer Dealer Training Center and received Kawasaki endorsement of its PowerSport programs. The College began training for S&S Cycle engines as part of the Custom Bike Building module of the American V-Twin programs.

2010: OTC partnered with Edelbrock Corporation to enhance our High Performance & Racing Program and Street Performance programs. The PowerSport Institute programs partnered with Dynojet to provide Dynojet DELSA Certification for students successfully meeting the DELSA requirements.

2011: The PowerSport Institute partnered with International Master Bike Builders Association (IMBBA) to offer students lifelong tracking and recognition of their industry accomplishments.

2012: In 2012, the College officially opened Edelbrock Performance Academy, as well as a new Jasper Engine and Transmission Training Center to provide engine and transmission training to Automotive and Auto-Diesel students.

2013: Throughout the year, OTC established multiple scholarships with industry partners to assist students in attending the College. The scholarships were provided by Ganley Automotive Group, Fallsway Industrial Equipment, Collection Auto Group, Crown Lift trucks. In addition, multiple sponsorships for the Power Generator Systems program were provided by Buckeye Power Sales, Cummins, and Power Pro Tech and others. PowerSport Institute programs were expanded to include a 72 - week American Associate of Applied Science in American V-Twin Technology Program, giving V-Twin students the option of earning an AAS degree.

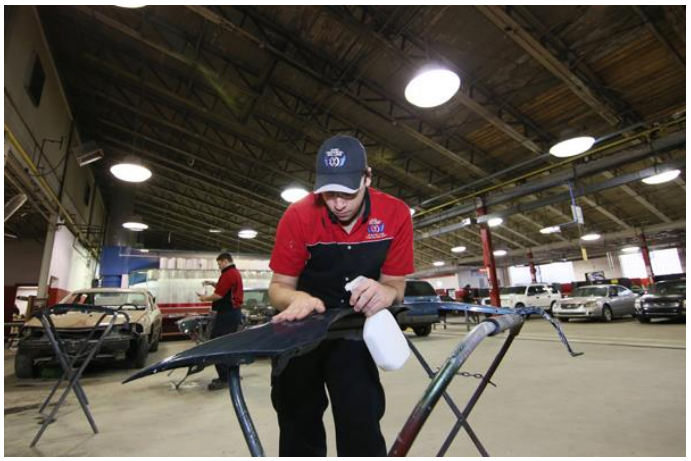
2014: OTC partnered with the one of the industry's leading names in Diesel Technology and created the Cummins Training Academy. Students receive advanced diesel engine industry training utilizing the latest equipment from Cummins. On the PowerSport front, Indian Motorcycles became an official dealer training center, thus allowing students to learn and train on the latest in technology from this great American manufacturer.

2015: OTC's School of Welding opened the new Virtual Welding Center for students to utilize the latest technology to improve their welding skills and practice. The College's PowerSport Institute is recognized as an ACCSC School of Excellence for maintaining high levels of achievement among students.

2015: OTC added Rod & Custom Technology Program.

2016: The PowerSport Institute is established as a North East Ducati Dealer training center.

2017: OTC is granted approval to offer the PowerSport programs from a new 113,000 square foot facility just down the street from OTC's main campus.



2018: OTC's Complete Automotive Technology Program is reviewed and receives programmatic re-accreditation with the ASE Education Foundation. The Cleveland Police Foundation commends OTC for work on the vehicle used for its drug prevention campaign, and OTC hosts more than 12 government officials at the college's first legislative visit event.

2019: OTC's Diesel Technology Program (medium-heavy truck) and Collision & Refinishing Technology Programs are

reviewed and receive programmatic re-accreditation with the ASE Education Foundation. As BMW moves its STEP program to Atlanta, OTC seizes on the opportunity to relocate the PowerSport Institute programs into this prime location and enhances the student experience with a central location. Concurrently, OTC is delighted to upgrade its American V-Twin program with late model motorcycles and trikes from Harley-Davidson.

2020: A four (4) year renewal of accreditation was granted in March of 2020. The twenty (20) year contract with BMW North America was not renewed, resulting in a discontinuation of the FAST TRACK (Factor Skill Training) once offered to Automotive Technology and Master Technology students. Covid-19 was running rampant in NE Ohio and in Cleveland, OHio in, particular, resulting in a school closure from March through July 6th, 2020.

2021: The PowerSport program was relocated to the BMW training area vacated by BMW North America. This enabled the PowerSport program to be under the same roof as all other OTC programs. The America V-Twin Specialist and the PowerSport Technician programs were modified into one (1) 1200 hour PowerSport Technology program and was approved by the State of Ohio and ACCSC in July of 2021.

2022: A new and extremely experienced management team joined / rejoined the Brenner family organization in conjunction with termination of a contractual arrangement the school had with the current OTC president. No change of ownership or control took place. In March of 2022, OTC filed for a new application for renewal of accreditation which is scheduled to expire in February of 2023. All technical and academic programs are reviewed when a school is being reaccredited, giving the public significant confidence in the training programs offered at the Ohio Technical College. OTC trains in the most needed and popular careers in today's marketplace and re-accreditation is the stamp of approval that OTC has been given for the past fifty-three (53) years.

Accreditation and Memberships

Accreditation

Ohio Technical College became accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) in 1973 and is approved by Ohio's State Board of Career Colleges and Schools, Reg. No. 71-09-0253T.

Accreditation through the Accrediting Commission of Career Schools and Colleges (ACCSC) allows students who qualify to receive Federal financial aid to assist with their educational expenses, as well ensure that the programs offered meet the accreditor's rigorous standards in support of the school's mission of training students for entry-level positions in their chosen field.

The Ohio Technical College programs are approved by the Ohio State Approving Agency for Veterans Training, the Bureau of Vocational Rehabilitation, the State of Ohio, the WIA Program - State of Ohio, and the Bureau of Indian Affairs. Applicants with entitlement benefits may make direct application to the following: Social Security Administration, Railroad Retirement Boards, Specific Industrial Scholarship Programs, and Survivor Benefits - Veterans Administration.

Memberships

The Ohio Technical College is a proud member of many significant organizations around the country. The memberships ensure that students and faculty have access to the latest in technology advancements, networking communities for job placement, and training supplements.

- Administrators (NASFAA)
- American Motorcycle Association (AMA)
- Association of Diesel Specialists
- Automotive Training Managers Council
- AYES - Automotive Youth Education Systems
- Electrical Generating Systems Association (EGSA)
- Equipment and Engine Training Council
- Fleet Maintenance Council of Northeast Ohio
- Hot Rod Industry Alliance
- National Association of Student Financial Aid
- Northeast Ohio Clean Fuels Coalition
- Ohio Association of Student Financial Aid Administrators (OASFAA)
- Ohio State Board of Career Colleges and Schools
- Society of Automotive Engineers
- Specialty Equipment Market Association (SEMA)

Certifying Organizations/ Industry Recognitions

The College meets the standards and criteria set forth by several national organizations to ensure students receive training that meets today's industry standards.

The Ohio Technical College is proud to be certified by:

- American Trucking Association (ATA)
- ASE Education Foundation
- Automotive Service Association (ASA)
- I-CAR
- AEP Audi: Education Partnership
- Get Ahead-Freightliner, Western Star, Detroit Diesel

PowerSport programs are proud to be recognized by:

- Arctic Cat CatMaster - ATV & Snowmobile
- Kawasaki KTech Training
- Polaris Master Service Dealer (MSD)
- Suzuki ServicePro
- Yamaha Bronze

Educational Resources

Ohio Technical College Training Center

Encompassing more than 500,000 square feet in total area, Ohio Technical College's training facilities are designed to provide a perfect blend of classroom space and workshop area. This is evidenced by the fact that OTC was named the 2009 School of the Year in Chicago Pneumatic, Tomorrow's Technician Competition.

OTC maintains a philosophy that a student can only learn by performing the required tasks. For this reason, a clear separation of shop and classroom space is maintained.

- The classroom is for theory and instruction, while
- The shop is for hands-on work, instruction, and evaluation by professional, experienced instructors.

Each major division of the College has its own distinctive shop area. Each shop area is clean and features unique decorations and our signature diamond plating. Once in the shop, the student does not want to leave. Packed with equipment, these shops are truly the highlight of the College.

When it comes to education, there are no shortcuts. In fact, OTC was called the "*Harvard of Technical Schools*" by Cleveland, Ohio NBC affiliate WKYC Channel 3. This is credited to our hands-on training methods the students receive on live, full-sized equipment. We are proud to say that students will not work on clip cars, mock-ups, or half vehicles, as our shops are large enough to handle full-sized vehicles.

Key areas include:

- Alternative Fuels Shop
- Automotive Shop
- Campus Store
- Classic Car Restoration Shop and Buildings
- Collision Repair and Refinishing Shop
- Custom Paint and Graphics Shop
- Diesel Equipment Technology Shop
- Eaton Roadranger Academy
- Fully equipped tool store
- Heavy Industrial Equipment Shop
- High Performance & Racing Shop
- Engine & Transmission Shop
- Generator Power Systems Shop
- Student Resource Center
- School of Welding

Each shop is specially outfitted with the tools, vehicles and equipment needed to provide the student with advanced learning in a service environment.

Ohio Technical College is a wireless facility featuring computers in each shop and a Wi-Fi network for student use.

Staff

Ohio Technical College provides a staff of instructors who are qualified and trained in the specialty areas they teach.

Instructor certifications include ASE Certifications, Association of Diesel Specialist, and Power Sport Manufacturer Recognitions. In addition, instructors are required to possess years of actual industry experience.

Instructors of the academic related courses in the Applied Associate Degree program hold masters degrees or above in key areas, combining their experience, knowledge, and education with a desire to teach in order to best serve their students.

Instructors are available before and after class Monday through Thursday, and all day Friday, providing ample opportunity for students to complete extra work, receive tutoring, or ask questions.

Other staff members are available to students and include the following:

- A third-party housing staff that arranges housing and represents Collegiate Housing Services.
- Director of Financial Aid and financial aid advisors to assist students on matters of program financing.
- Career Services Director and staff who work with the students to locate both part-time and full-time career positions.
- Student Services Director who coordinates and arranges student activities.
- Registrar who can assist students with class schedules and alternatives, as well as provide grade reports and transcripts.
- Bursar's office to handle student payment and refund matters.

The College seeks to maintain a family friendly environment for students and parents. Our doors are always open to provide help as needed.

Library / Resource System

With 21st century sophisticated technology, our students need to gain the skills to search for and find information. Precise specifications for modern engines require technicians to locate and apply knowledge of their complex fields. Ohio Technical College offers a Library/Resource Center designed to address the information needs of all students. The Resource System / Center has a computer lab, print manuals, liberal arts texts, study areas, and comfortable space for recreational reading. OTC students may access Alldata and Identifix, two online databases used in technical program courses.

The Resource Center houses collections of print repair manuals, such as Mitchell and Chilton going back to 1970. The Center has specific collections of books related to each technical program as well as Associate Degree course topics. Staff is available to orient and assist students during regular hours of operation.

Class Sizes

Ohio Technical College strives to maintain a class size of no more than 25 students per instructor.

The class size is structured around the training equipment so that each student can work independently during each phase of training. The student-to-equipment ratio varies throughout the school's multiple training areas, always maintaining a level that offers the student a meaningful shop experience.

Students perform many of their shop tasks on live equipment and training aids. This individualized "hands-on-the-hardware" training makes all the difference at Ohio Technical College.

Graduations

The pride of the Ohio Technical College is our students who overcome the obstacles and challenges college students have today, complete their training, and graduate from their program of study. To honor this accomplishment, OTC conducts graduation ceremonies four to five times per year. Some graduates may participate in their ceremony prior to their actual program end date. Students are informed well in advance of their ceremony enabling them to plan accordingly. During these ceremonies, diplomas, certificates, and degrees are awarded to the students as well as recognitions of significant achievements and milestones. We encourage and look forward to having the student's family attend these ceremonies.

Students must meet all technical and academic requirements and must have paid tuition in full to be eligible to participate in graduation ceremonies.

Students in the associate degree program must maintain a GPA of 2.0 or above in order to receive their degree.

Student Equipment Required

There are no minimum equipment requirements for any OTC training programs. Laptops and other electronic equipment are not required. The tools and training equipment required are provided by the College.

The cost of certain program textbooks is shown in the Tuition & Fee schedule at the end of this Catalog. Other Textbooks/Manuals are considered property of the College and are provided to the students for the duration of their training. There will be a charge for any of these books not returned at the end of training.

Campus Store

The campus has a fully stocked campus store. The store contains uniforms, hats, t-shirts, hooded sweatshirts, college supplies and other great items for students and families to purchase. In addition, items may be purchased by parents and families at any time through a form on the internet or by phone. Please visit the school website for store contact information.

Admissions

Admission Requirements

Ohio Technical College does not teach high school curriculum, nor is basic, fundamental mechanic training repeated.

High School Diploma---Proof of High School Completion
Applicants for all programs are required to provide independent documentation such as a copy of their high school transcript, a copy of their high school diploma or other documentation of equivalency. The high school diploma or transcript must meet state standards as recognized by the issuing state. Certificates of attendance, modified, or special diplomas are not acceptable. Applicants are responsible for the fees related to securing documentation. The student must provide all required documentation prior to starting classes. If the documentation is not received, the student will not be permitted to begin classes.

All applicants who have attended secondary school outside of the United States must provide a credential evaluation for all secondary (and if applicable, post-secondary) transcripts submitted to the school as part of the application process. Ohio Technical College will only accept credentialed evaluations completed by a credentialed evaluation organization which is a member of the National Association of Credential Evaluation Services (NACES). For more information concerning NACES member organizations, refer to their website at https://www.naces.org/. If any applicable official academic records have not been prepared in English, a complete and official translation of the transcript is also required. Students who have obtained their secondary school (or post-secondary) education in any language other than English, must provide evidence of English proficiency which can be demonstrated by an intermediate rating on the EFSET EXPRESS test.

Students who have attended a postsecondary education institution that is accredited by an agency recognized by the U.S. Department of Education, and who have completed an Associate Degree or higher, may use their official postsecondary school transcript to establish proof of high school graduation / GED.

Homeschooled Students
Ohio Technical College welcomes students from all types of educational backgrounds and encourages homeschooled students to apply. Due to the diverse nature of homeschool requirements from state-to-state, Ohio Technical College requires the following materials in order to evaluate a student's academic history for acceptance: Transcripts from a nationally recognized and accredited homeschool program-OR-detailed homeschool transcripts (course titles, brief description of each course content, a grade or performance assessment for each course, details on duration of study, and expected graduation date) and a second academic indicator such as the SAT, ACT, GED, or college GPA (where 12 or more credits were completed at a single institution). Please keep in mind that to attend Ohio Technical College, each applicant must demonstrate completion of high school or the equivalent of high school. Homeschooled students need to submit documents indicating that they have followed the regulations determined by their particular state.

Affirmative Action

It is the policy of Ohio Technical College to interview and enroll students without regard to race, color, creed, age, gender, or national origin. Further, the College does not discriminate on the basis of disability in admission or access to, treatment or employment in, its programs or activities All matters relating to training and educational opportunities will be free from any and all discriminatory practices.

Enrollment Procedures

Applicants will first be interviewed by a College Admissions Representative. During this interview, the Representative will explain the programs in detail, answer questions about the College, and discuss career opportunities. If the Representative determines that the student is a qualified applicant, he/she may submit an application.

To become enrolled as a student, each applicant must complete an Admission Application. There is a $50 non-refundable application fee required at the time of application. The College offers an online evaluation of the student's skill set that will help assess the student's readiness to begin a program at the College. If accepted, the student will then complete an Enrollment Agreement to be signed by the student, and if the student is under 18, his or her parent or legal guardian.

ACT/SAT scores are recommended, but not required. Students who take the ACT/SAT exams may use those scores in lieu of placement tests for Associate Degree classes. Documentation of the ACT/SAT scores as indicated must be made available and on file to officially eliminate the requirement for preliminary placement testing.

Students will be accepted based upon a review of the enrollment and application information, student entrance assessments, and other factors relating to the student's success.

School Visit

Students must visit the campus within 60 days of the signed enrollment agreement date. This visit is an informative session during which the student and parents receive additional information about the programs, Housing, Financial Aid, Student Services, and Career Services along with participation in a tour of the College's facilities.

Credit for Previous Training

Technical Classes: When an applicant seeks transfer credit and matriculated at another accredited post-secondary Technical / career institution, modules may be considered for transfer credit only if contact hours, credit hours, and course content and objectives are very compatible. Determination of credit can be granted. The

decision shall rest with the School's Director of Training. For the granting of credit to be considered, satisfactory official documentation must be supplied. Unless otherwise determined by the Director of Training, credit transfer can be considered only for classes taken up to 5 years before application. A grade of 2.0 or "C" or 70% or higher must be achieved to be considered for transfer credit. Applicant will be informed in writing of the college's decision. This section also applies to applicants who previously attended the college but did not complete their program of study and were officially withdrawn.

General Education Classes: Transfer credit not to exceed 50% of the associate degree General Education class requirements. An official Transcript from the previous institution must be provided for consideration. Courses considered for transfer will be researched for acceptable attributes. These attributes include the credit hour/contact hour comparison. Must meet or exceed equal contact and credit hour of course being substituted. Course description must indicate compatibility with and commonality with the course being considered for substitution. General Education courses in math, science, sociology, English, and economics will be considered up to 15 years. Unless otherwise determined by the Director of Training, computer applications class credit will be considered for up to 5 years. A grade of 2.0 or "C" or 70% or higher must be achieved to be considered for transfer credit. Applicant will be informed in writing of the college's decision. This section also applies to applicants who previously attended the college but did not complete their program of study and were officially withdrawn.

Career Services

Placement of graduates into meaningful careers in the student's field of choice is a core mission of Ohio Technical College.

Employment Opportunities

The transportation field has been identified as one of the fastest growing industry groups in the country. Diesel engines tackle the rough, heavy jobs found in the transportation, marine, and construction industries. The industry continually advances replacing dirty sources of power with cleaner and more efficient technologies. This diverse use of the diesel engine makes job opportunities for diesel mechanics available in every corner of the country in a variety of interesting career positions. Also, increased use of light and medium duty diesel engines has opened up many new doors for diesel mechanics.

In the automotive field, an area of constant evolution and increasingly sophisticated systems, there are equally ample opportunities, as well as, a demand for well-trained, highly skilled employees. Through in-depth instruction and hands-on application, the student is prepared to enter the job market as a skilled apprentice ready to work on both foreign and domestic automobiles. Automotive graduates are placed in dealerships, nationally renowned repair shops, and local auto centers.

Opportunities in the auto body collision repair field mirror those in the Automotive Service Industry in that they are abundant. According to the U.S. Department of Labor, Bureau of Labor Statistics, the employment of Auto Body technicians is expected to increase faster than the average for most occupations. They also explain that the Auto Body repair business does not change as economic conditions fluctuate, and experienced body technicians are rarely laid off.

In addition, specialized training in Welding, High Performance and Racing and Alternative Fuels provide students with a leg up for career opportunities.

The power sport repair industry is also growing. The boom in motorcycle, ATV, snowmobile and personal watercraft sales combines to provide excellent year-round placement opportunities in this exciting field.

Ohio Technical College's Powersport program also have the advantage of receiving entry-level manufacturer recognition from our supporting manufacturers. Recognition can be received from the following: Honda, Yamaha, Kawasaki, Suzuki, Arctic Cat, Polaris, Indian and S&S Cycle. If students take advantage of the available opportunities and meet the requirements to receive these manufacturer recognitions, they improve their career options after graduation.

Career Services Assistance

Ohio Technical College offers employment assistance to each student successfully completing the curriculum as an integral part of its mission through the College's Career Services Staff. This service is divided into two areas: part-time and career placement. While the College makes no guarantee of future employment, the placement process has been designed to make the most of a student's energy and abilities.

Articulation Agreements

The Ohio Technical College has partnership agreements with many high schools across the country to grant financial credit to enrolled students if certain requirements are met. Information on articulation agreements can be obtained through the Admissions Office. Not all courses may qualify for articulation agreements and credit may vary.

Transfer of Credit and Transcripts

Students wishing to transfer credits from the Ohio Technical College to another institution must contact the Registrar at the receiving institution to determine which credits will be accepted.

Upon written request, the Ohio Technical College will forward a student's official transcript to the student, to another school, or an employer. If the graduate desires, one free copy will be provided upon completion of the program. All subsequent requests for transcripts will require a $20.00 processing fee. Transcript requests by students who have not completed the program will also be processed for a $20.00 fee. No academic transcript will be issued for a student whose financial obligation to the College has not been satisfied.

Please be advised that Ohio Technical College does not guarantee the transfer of credit(s) or the acceptance of credit(s).

Career Services

Prior to graduation, each student participates in a mandatory job-seeking skills meeting with the Career Services Staff. This meeting covers resume writing, communicating with potential employers, interviewing skills, and an 'after interview' follow-up. The student and Career Services Department then build career leads in the cities the student is interested in after graduation. It is through such interviews that students receive the job offers that lead to career employment.

Part-Time Job Assistance

As a part of each student's initial registration at the start of class, he/she participates in an initial placement interview and completes an information form. It is through this form that the Career Advisor learns whether or not the student is interested in part-time employment and, if so, what kind of work the student is qualified for and where they are living. The Career Services Advisor will then assist the student in finding part-time work.

On-Campus Recruiting

Another very important source of job interviews is on-campus recruiting. During the year, major employers visit the campus with the intention of interviewing and usually hiring several soon-to-be Ohio Technical College graduates. In addition, there are regularly scheduled career fairs at the main campus.

This recruiting is done right on campus grounds and affords students who are interested in relocating an opportunity to discuss career possibilities with a company representative. Companies from many states including: Georgia, Massachusetts, New Jersey, New York, North Carolina, Pennsylvania, and Virginia have established an on-going recruiting relationship with Ohio Technical College. These companies serve all fields.

The on-campus recruiting process is open to all students who demonstrate a sincere interest in interviewing with a particular company. All such interviews are arranged through the Career Services Office.

Ongoing Placement Assistance

Career Services assistance is provided after graduation for as long as the graduate needs our services through the Ohio Technical College Alumni Association. This service is provided on a nationwide basis to all graduates. The Career Services Department continues this process through periodic checks on graduates. These checks are completed by calling, mailing or emailing past students to determine the graduates' success and establish whether additional assistance is necessary. The OTC Alumni Association seeks to enhance the professional, educational and community standing of graduates by providing network opportunities, developing professional development groups and developing mentoring relationships.

Post-Graduate Technical Assistance

Graduates from the Ohio Technical College's programs accept employment with many different companies and must service and repair a wide variety of equipment. Occasionally, diagnostic, procedural, or other technical questions arise. A telephone call or visit to the campuses will allow graduates to share the many years of experience of our certified instructors to help solve the diverse problems encountered while employed in this industry.

In addition, graduates of OTC are able to take one to two module refresher courses from their original program where the courses are still offered.

Graduate Placement

Our graduates have defined OTC and an impressive list of companies employ our graduates:

Aamco Transmissions
Action Motorsports
Acura Of Cleveland
Adams Power Equipment
Advance Auto Parts
All Aerials LLC
All Erection & Crane
All Ohio Motorsports
All Ohio Racing
Allegheny Trucks, Inc.
American Fleet Service
American Generator Co
American Muscle Restoration
American Tank & Fabrication
Arctic Adventures
Audi Of America
Autobahn Motorcars
Bedford Nissan
Bedford Toyota
Best Honda Cycle Center
Bill Doraty Kia
BMW Cleveland
BMW Of Ann Arbor
BMW of Dallas
BMW STEP
Bob Lever Motorsports
Bob Massie Toyota
Bobby Rahal BMW
Bobby Rahal Mercedes Benz
Bonniville Dodge Jeep
Braman Audi
Braman BMW
Bridgestone Firestone
Brunswick Motorcars
Buffalo Truck Center
Burdick BMW
Clark Ford
Clarke-Detroit Allison
Classic Auto Body
Classic Auto Group
Classic BMW
Cleveland Mack Sales & Service
Cleveland Motorcycle, Inc.
Cleveland Public Power
Cleveland Tank & Supply
Cleveland Truck Repair
Coca-Cola
Convent Transport Inc.
Conway
Cooper Kenworth
Crestmont Chrysler Jeep
Crooked River Choppers
Cummins Bridgeway
Cummins Metro Power
Cummins Northeast
Cycle Analysis
Cycle City
D&S Cycle
Davidson Cycle
Defiance Integrity Auto Body
Demmings Truck Service, Inc.
Desert Nissan
Detroit Auto Auction
Dreyer & Reinbold Racing
Dreyer Yamaha
Eagle Diesel
Eagle Truck Repair
Eaton Corp.
Elliot Wilson Capital Trucks
Engine Performance Co.
Enhanced Performance Trans.
Erhard BMW
Excalibur Auto Body Inc.
Foundation Honda
Ganley Honda Superstore
Ganley Lincoln Mercury
Gillingham Ford
Global Imports
Goodyear
Great Lakes Ford
Greyhound Lines Inc.
Growler Restoration
Habberstad BMW
Hamels Auto Body
Hardings Park Cycle
Highland Autobody
Indian Motorcycle
Industrial Diesel Power
International Trucking
J & J Motorcycle Parts & Acc.
John Deere
Kelley Generator
Kelly BMW
Kinsley Power
Kraft Power
KTM North America
Lakeside Custom Plating
Landrover Of Solon
Lexus Of Mishawaka
Liberty Ford
Littleton Power Equip
Lubrizol
Mad Max's Classic & Custom
Manhatten BMW
Manley Performance Parts
Mazda Fairhaven Imports Inc.
Mercedes Benz
Midwest Motor Sports
Midwestern Auto Group
Milton Caterpillar
Portsmouth Auto Body Center
Toyota Scion of Amherst
Quirk Jeep-Mercedes Benz
Ransome Cat
Rick Case Honda
Rick Roush Motorsports
Rockland Toyota
Roush Racing
Ryder Trucking
Saturn Of North Olmsted
Schneider National
Schrim Auto Body
Seme & Son Engine Rebuilders
Sherwin Williams
Schlumberger
Skip Barber Racing School
Spitzer Chrysler Plymouth Jeep
Stainless Works
State 8 Motorcycle
Steris
Sterling Farm Equipment
Summit Racing
Swift Transportation
Teixiera's Polaris
The BMW Store
Touch Of Class Autobody
Tri County KIA
Tri State Truck Repair
True2Form
U.P.S.
U-Haul
Universal Auto Body
US Postal Service
USA Truck Inc.
Vintage & Auto Rebuilds
Volkswagen Of Brunswick
Transicold
Waste Management, Inc.
XPO Freight

Student Services

Housing

The Ohio Technical College is pleased to offer housing through Collegiate Housing Services. Students may stay at one of the housing complexes offered or may seek housing on their own. A representative from Collegiate Housing is available at the College Monday through Thursday to assist students with housing questions.

All apartments are fully furnished with a refrigerator, dishwasher, stove, dinette set, beds, nightstand, lamps, a chest of drawers per bedroom, a couch, coffee table, and end table.

In addition, some apartment complexes offer a pool, workout facilities, optional parking garage and easy access to jobs, shopping and food.

Pools and workout facilities are located in some apartment complexes.

All housing accommodations should be reserved well in advance. We recommend that you reserve your housing at least ninety (90) days prior to your scheduled start date, as space is limited.

A security deposit will be required in order to reserve a unit. Students may be required to have their parents or guardian guarantee the housing agreement and they could be liable for the terms of the applicable agreement. Students are individually responsible and liable for any and all rental agreements.

Living in Collegiate Housing is an education in and of itself, affording students the opportunity to build lifelong relationships that are to be cherished. Remember, students who follow the rules and respect their classmates and the property will have no problem concerning their housing.

Students who wish to obtain off-campus housing on their own are completely free to do so. Students relocating to Cleveland should plan to have $1200-$1500 available prior to the start of classes to cover standard living expenses and any other unexpected and necessary payments.

Tool Purchase Program

All tools required for the completion of training are purchased by students during their first quarter of attendance. These tools satisfy the requirements of many employers who request that newly employed technicians supply their own basic tools. For students interested in additional tools, OTC has established a special discount tool-purchasing program for students though the school's on campus MATCO Tool store.

The student will have the option to purchase additional tools at up to 52% off retail from the college.

Tutoring

Students encountering difficulties with the curriculum may participate in voluntary, tutored sessions held on a weekly basis. If additional work is needed, the College can arrange for the student to receive personalized instruction. Employers need people who can do the job. Because employers expect the graduates of our programs to thoroughly learn the material, OTC strongly encourages students to seek out extra help whenever and as often as needed.

Contingency Teach-Out Plan

In accordance with the Accrediting Commission, the Ohio Technical College has established a procedure for completing student training in the unlikely event that the school should close. This procedure is filed with the Ohio State Board of Proprietary School Registration and is meant to protect students.

Student Accident Insurance

Students are expected to carry their own health/accident insurance. In the event of student's illness or injury during training, the school will obtain any immediate medical assistance necessary, but any expense incurred therewith will be the sole responsibility of the student and/or parent or guardian. If a student is involved in a school related

injury while on campus, an Injury Report must be completed.

Counseling Services

On-campus counselors provide students with counseling services to support them through a successful learning experience at OTC. The counselor is especially aware of the many issues that college students may confront, including:

- Difficulties with Test Taking and Studying
- Homesickness
- Need for Academic Guidance
- Need for Crisis Intervention
- Personal Problems
- Stress Management Problems
- Student Conflicts
- Substance Abuse
- Time Management Problems

Counselor is available Wednesday and Thursday from 8:00 am to 2:00 pm and at other times by appointment.

Disability Services Program

The Disability Services Program is designed to assist qualified students with disabilities in acquiring accommodation while supporting equal access to services, programs and activities at Ohio Technical College.

Students who seek accommodation should notify the Vice President of Student Engagement of their specific limitations and, if known, their specific requested accommodations. Students will be asked to complete the Accommodations for Disabilities form and supply medical documentation supporting the need for accommodation. Please contact Student Services at (216) 881-1700 x139 to get a form and begin the process.

Classroom accommodations are not retroactive but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the VP of Education to allow for time to make appropriate preparations.

OTC does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs or activities in accordance with the regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. §794. Mr. Michael Campbell, Director of Administration / Operations / Finance coordinates the College's responsibilities under Section 504, and can be contacted at mcampbell@ohiotech.edu or 216-881-1700 ext. 132.

For complete Disability Services Program, please visit OhioTech.edu/Disability.

Financial Aid

The primary goal of the Financial Aid Office is to assist students whom, without financial aid, might not be able to attend college. One of our philosophies is that finances should NOT be a deterrent in pursuing one's lifelong goals of a higher education.

Ohio Technical College has been approved by the U.S. Department of Education, Office of Student Financial Assistance to participate in federal financial aid programs which include Grants, Student Loans and Parent Loans.

Financial Aid is available for those who qualify.

The FAFSA school code for Ohio Technical College is 011745.

Students who fail to meet the minimum satisfactory academic progress criteria are ineligible for financial aid. Financial aid for the failed term will be cancelled. See standards for satisfactory academic progress on page 43 for details.

There are many types of financial aid programs that are available to eligible students attending Ohio Technical College, including:

- Agency Funding
- Grants
- Parent Loans
- Scholarships
- Student Loans

Financial aid is available from a variety of sources including: the federal government, state agencies, Veterans' Affairs, and Ohio Technical College.

Grant Programs

Grants are monies awarded to students who demonstrate financial need. This money is applied to the student's educational expenses *and does not need to be repaid*.

At the time of this catalog's publication, Ohio Technical College participates in the grant programs listed below. But because grant programs are added and discontinued from time to time, be sure to check with your Financial Aid representative about available grants.

- The Federal PELL Grant
- The Federal Supplemental Educational Opportunity Grant
- Julius A. Brenner Founder's Grant

Loan Programs

Loans represent financial aid money borrowed from the Federal Government to pay educational costs and must be repaid. There are loan options for the student and dependent student's parents. Some federal loans are need-based, while others are not. The College participates in the following federal loan programs:

- Direct Subsidized Loans
- Direct Unsubsidized Loans
- Direct PLUS Loans

In addition, students and their families may pursue personal financing options offered by private lenders. Eligibility, terms and conditions are set by each lender. We encourage you to exhaust all of your Federal Aid eligibility before considering this loan option.

Scholarships

Scholarships can be applied to the cost of your program while attending Ohio Technical College.

OTC Scholarships are available annually at the following eligible competitions:

- Automobile Dealer Associations
- Future Farmers of America (FFA)
- Skills USA
- Hot Rodders Scholarship

Additional OTC Scholarships are available from many sources, including:

- High School Instructor Seminar Scholarships
- Instructor Alumnus Scholarship
- Family Alumnus Grant

Online sources include:

- Fastweb.com

Millions of dollars of scholarships are awarded annually by independent clubs, organizations, companies and non-profit organizations. To help get your scholarship search started, visit www.ohiotech.edu/scholarships for links to some scholarship search sites and specific scholarship opportunities.

OTC reserves the right to revoke, suspend or limit scholarships based upon a student's attendance, compliance with school policies, academic progress, and other factors that are evaluated by the College. All scholarship recipients must adhere to the terms set forth by the Financial Aid Department and must comply with these terms to maintain their scholarship.

The following terms apply to all OTC scholarships:

- Scholarships are applied towards programs of 1200 clock hours or greater.
- Scholarships totals cannot exceed your tuition cost.
- In the event that you win scholarships from multiple competitions, cumulative amounts cannot exceed the total cost of your program's tuition.

- The highest scholarship amount won per competition per year will be honored. (You cannot add previously earned amounts from regional or state levels to amounts won at a higher level in that same calendar year).
- Scholarships are applied at the beginning of each academic quarter, with subsequent applications contingent upon satisfactory academic progress and attendance. You must successfully complete the entire quarter to receive the scholarship payment for subsequent quarters.
- Scholarships must be redeemed no later than the fall of the year in which a student will graduate from high school.

Department of Veterans Affairs (VA)

Veterans' educational benefits are available to eligible students by applying to the VA for the following:

- Montgomery GI Bill-Selected Reserve Educational Assistance Program (Chapter 1606)
- Montgomery GI Bill®[1]-Active Duty Educational Assistance Program (Chapter 30)
- Post 911 (Chapter 33)
- Reserve Educational Assistance Program (Chapter 1607)
- Survivors' and Dependents' Educational Assistance (Chapter 35)
- VEAP (Chapter 32)
- Veterans Retraining Assistance Program (VRAP)
- Vocational Rehabilitation (Chapter 31)

For Veterans attending OTC entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill benefits, the following policies apply to the portion of funds due the institution that are paid by VA:

- VA students may attend and participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:
    1. The date on which payment from the VA is made to the institution.
    2. 90 days after the date the institution certified tuition and fees following the receipt of the COE.
- The institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33.

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

Agency Programs

Outside agencies may sponsor eligible students with tuition assistance. Determination of individual eligibility is at the discretion of each of these agencies. Ohio Technical College can assist the student with various application processes.

Following is a list of sponsoring agencies:

- Bureau of Indian Affairs (BIA)
- Bureau of Services for the Visually Impaired (BSVI)
- Bureau of Vocational Rehabilitation (BVR)
- National Guard Scholarship Program
- Railroad Retirement Benefits
- Trade Adjustment Assistance (TAA)
- Vocational and Educational Services for Individuals with Disabilities (VESID)
- Workforce Investment Act (WIA)

Students requiring assistance with any program described in this catalog should direct inquiries to the Financial Aid Office on campus. The staff will be happy to help with the financial aid process and want to assure you that an innovative financing package can be arranged. The FA department will work diligently with you to receive the maximum amount of funding possible for your situation.

Payments

The tuition is due and payable on the first day of class for each quarter unless a payment plan has been entered into with the Bursar's Office. The campuses allow students a 10-day grace period to make these payments. Payments received after this 10-day grace period date are subject to a $25.00 late fee. Payments may also be made via credit or debit card by following the "OTC Mobile Pay" link on the College's website (www.Ohiotech.edu).

Associate Degree Programs

Program Background

The Associate of Applied Science Degree Program is an occupational degree program designed to accomplish two goals. The first goal is to provide graduates with the technical skills and expertise for which Ohio Technical College is noted. This includes, but is not limited to, the ability to isolate, troubleshoot, and diagnose all types of vehicle problems and make the necessary repairs and adjustments. The second goal is to provide a sound, well-rounded academic and professional background that provides graduates with upward mobility and adequate depth of education to move into management positions.

Successful candidates receive an Associate of Applied Science Degree after taking six academic courses in addition to their technical program. There are two remedial courses in English and Math that may be required depending on preliminary testing which will be administered prior to the start of any Associate Degree coursework. If students have taken ACT or SAT tests before matriculating, those scores may be used. Any student scoring 18 or higher on the ACT English or Math test or SAT scores of 450 in Writing or Math are not required to take the placement tests.

Completion takes 12 to 18 months (academic length), from 1420 clock-hours/ 90 credit hours to 2020 clock-hours/126.5 credit hours for all programs.

NOTE: Course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs. All courses are taken on campus.

Program Objectives

The student receives training as a professional technician with advanced personnel, shop, and business management techniques. This specialized training is specifically designed for service management in the auto and diesel fields. These combined studies provide for rapid professional advancement during employment and open new opportunities in areas of management. The advancement opportunities for graduates with the occupational Associate Degree are positions as team leader, shift leader, assistant service manager, shop manager, and shop owner.

All courses are taken on campus.

Program Descriptions

Associate of Applied Science in Auto-Diesel Technology

72 Weeks / 2020 Clock Hours / 126.5 Credit Hours.

The occupational Associate of Applied Science (A.A.S.) degree adds the academic component to the Auto-Diesel Technology program giving the technician the background needed for advancement into management.

The occupational degree program offers a complete educational experience in all areas of automotive and diesel technology, while preparing the technician for a career in areas such as service managers, shop foremen, factory training instructors, factory technician representatives, maintenance directors, field service engineers and high school teachers.

Course	Course Title	Clock Hours	Credit Hours
DET-101	Diesel Engines I	150	8.50
DET-106	Electrical & Electronic Systems	150	9.00
DET-102	Diesel Engines II	150	9.00
ADT-102	Truck Brakes and Suspension Systems	150	8.50
AUT-108	Engine Performance I	150	9.00
AUT-109	Engine Performance II	150	9.00
AUT-101	Engine Repair	150	8.50
AUT-110	Hybrid Electric Vehicles	150	8.50
ADT-106	Drive Train	150	8.50
ADT-107	Automotive Steering Suspension & Brakes	150	8.50
DET-107	Heating & Air Conditioning	150	9.00
DET-108	Preventative Maintenance Inspection	150	8.50
SOC-101	Principles of Sociology	30	3.00
ECO-103	Principles of Economics	40	4.00
ENG-105	College English & Written Communication	40	4.00
MAT-106	College Mathematics	40	4.00
SCI-107	Science in a Technical World	30	3.00
CS-108	Computer Applications	40	4.00
		2020	126.5

Associate of Applied Science in Classic Car Restoration Technology

72 Weeks / 2020 Clock Hours / 126.5 Credit Hours.

The occupational Associate of Applied Science (A.A.S.) degree adds the academic component to the Classic Car Restoration program giving the technician the background needed for advancement into management. This occupational degree all-inclusive program is for those students with a passion for restoring classic automobiles. This comprehensive program focuses on engine and drive train restoration, ignition, fuel and exhaust systems, metalworking, upholstery and trim restoration, welding, suspension and chassis restoration, and painting and refinishing. Students are prepared for entry level positions as restoration technician, auto-body/collision repair and refinishing technician, fabricator, service writer, service and parts manager, service manager, specialty shop technician, repair business owner and welder.

Course	Course Title	Clock Hours	Credit Hours
RES-101	Restoration Fundamentals	150	9.00
RES-102	Metalworking I and Welding	150	8.50
RES-103	Metalworking II	150	8.50
RES-104	Nonstructural Repair	150	8.50
RES-105	Paint and Refinish I	150	9.00
RES-106	Paint and Refinish II	150	8.50
RES-107	Engine & Drive Train	150	8.50
RES-108	Electrical	150	9.00
RES-109	Frame and Drive Train	150	9.00
RES-110	Steering, Suspension and Brakes	150	8.50
RES-111	Trim & Upholstery	150	8.50
RES-112	Final Assembly	150	9.00
SOC-101	Principles of Sociology	30	3.00
ECO-103	Principles of Economics	40	4.00
ENG-105	College English & Written Communication	40	4.00
MAT-106	College Mathematics	40	4.00
SCI-107	Science in a Technical World	30	3.00
CS-108	Computer Applications	40	4.00
		2020	126.50

Associate of Applied Science in Collision Repair & Refinishing Technology

48 Weeks / 1420 Clock Hours / 90 Credit Hours

The Associate of Applied Science (A.A S.) degree adds the academic component to the Collision Repair and Refinishing Technology program, giving the well-rounded technician the background needed for advancement into customer service, sales, or management positions in the profession. This occupational degree all-inclusive program was developed to train collision repair technicians in the current aspects of the technology including all technical areas identified by ASE NATEF as inclusive in Master Program Accreditation. This program not only addresses all the areas of basic auto body repair and refinishing skills, including frame repair utilizing a measuring and straightening system, full size paint booths and professional mixing room, but allows the student to explore damage analysis, use of professional estimating software programs, and to understand characteristics of highly successful employees.

Course	Course Title	Clock Hours	Credit Hours
CRR-101	Non-Structural Analysis & Damage Repair I	150	8.50
CRR-102	Non-Structural Analysis & Damage Repair II	150	8.50
CRR-103	Welding, Structural Analysis & Damage Repair I	150	8.00
CRR-104	Structural Analysis & Damage Repair II	150	8.50
CRR-105	Painting & Refinishing I	150	9.00
CRR-106	Painting & Refinishing II	150	8.50
CRR-107	Mechanical & Electrical I	150	8.50
CRR-108	Mechanical & Electrical II & Estimating	150	8.50
SOC-101	Principles of Sociology	30	3.00
CS-108	Computer Applications	40	4.00
EC0-103	Principles of Economics	40	4.00
ENG-105	College English & Written Communication	40	4.00
MAT-106	College Mathematics	40	4.00
SCl-107	Science in a Technical World	30	3.00
		1420	90

Associate of Applied Science in Complete Automotive Technology

72 Weeks / 2020 Clock Hours / 126.5 Credits Hours

The occupational Associate of Applied Science (A.A.S.) degree adds the academic component to the Complete Automotive Technology program, giving the well-rounded technician the background needed for advancement into management.

This comprehensive training program is geared toward creating the "complete" technician in automotive technology. The occupational degree program covers fuel systems, chassis, drive trains, automobiles, live components, and a wide variety of visual training aids. Electricity and Electronics have a major influence on Automotive Technology, and every phase of this program supports some form of Electricity and Electronics training.

Course	Course Title	Clock Hours	Credit Hours
AUT-101	Engine Repair	150	8.50
AUT-102	Automatic Transmissions & Transaxles	150	8.50
AUT-103	Manual Drive Train & Axles	150	8.50
AUT-104	Steering & Suspension	150	8.50
AUT-105	Brakes	150	8.50
AUT-106	Electrical & Electronic Systems	150	9.00
AUT-107	Heating & Air Conditioning	150	9.00
AUT-108	Engine Performance I	150	9.00
AUT-109	Engine Performance II	150	9.00
AUT-110	Hybrid Electric Vehicles	150	8.50
AUT-111	Body Control Systems	150	9.00
AUT-112	Street Performance & Welding	150	8.50
SOC-101	Principles of Sociology	30	3.00
ECO-103	Principles of Economics	40	4.00
ENG-105	College English & Written Communication	40	4.00
MAT-106	College Mathematics	40	4.00
SCI-107	Science in a Technical World	30	3.00
CS-108	Computer Applications	40	4.00
		2020	126.5

Associate of Applied Science in Diesel Equipment Technology

72 Weeks / 2020 Clock Hours / 126.5 Credit Hours

The occupational Associate of Applied Science (A.A.S.) degree is the academic equivalent to the Diesel Equipment Technology program with intensive training in all facets of diesel engines, fuel injection, electrical systems, chassis and drive trains, and transport refrigeration. Comprehensive diagnostics, troubleshooting, and repair for on and off road applications are also provided. The occupational A.A.S. degree will provide the necessary tools to advance into the management aspect of this high- demand field and help students solidify their future.

Course	Course Title	Clock Hours	Credit Hours
DET-101	Diesel Engines I	150	8.50
DET-102	Diesel Engines II	150	9.00
DET-103	Drive Train I	150	8.50
DET-104	Brakes	150	8.50
DET-105	Steering & Suspension	150	8.50
DET-106	Electrical & Electronic Systems	150	9.00
DET-107	Heating & Air Conditioning	150	9.00
DET-108	Preventative Maintenance & Inspection	150	9.00
DET-109	Industrial Equipment	150	9.00
DET-110	Diesel Electronics & Multiplexing Systems	150	8.50
DET-111	Drive Train II	150	8.50
DET-112	Diesel Engines III	150	8.50
SOC-101	Principles of Sociology	30	3.00
ECO-103	Principles of Economics	40	4.00
ENG-105	College English & Written Communication	40	4.00
MAT-106	College Mathematics	40	4.00
SCI-107	Science in a Technical World	30	3.00
CS-108	Computer Applications	40	4.00
		2020	126.5

Associate of Applied Science in High Performance and Racing Technology

72 Weeks / 2020 Clock Hours / 126.5 Credit Hours

This 72 - week, 2020 - clock hour, 126.5 credit hour occupational degree program is designed for those students who are looking to pursue a career in the performance and racing industries along with the academic background needed to succeed in business and management. The High Performance and Racing Technology program provides students with the learning experiences of the high performance industry giving students a proficient understanding of; engine basics, high performance engine building, electrical systems, electronic/ignition and fuel systems, forced air induction, welding, chassis fabrication, sheet metal fabrication, motorsports management, bolt-on components, carburetors and intakes, and professional career development. This occupational degree program provides for a well-rounded academic and professional background through an occupational degree program that allows graduates an opportunity to move into management positions. This program provides training for entry level positions as an automotive technician, racing technician, performance technician, aftermarket parts installer, service writer, service and parts manager, service manager, specialty shop technician, repair business owner and engine builder

Course	Course Title	Clock Hours	Credit Hours
HPR-101	Electrical & Electronic Systems I	150	9.00
HPR-102	Electrical & Electronic Systems II	150	9.00
HPR-103	Introduction & Basic High Performance Engine	150	8.50
HPR-104	Engine Building: Cylinder Heads & Valves	150	8.50
HPR-105	Carburetors, Intakes & Tuning	150	9.00
HPR-106	Forced Air Induction Bolt-On	150	9.00
HPR-107	Automatic & Standard Transmissions: Driveline & Differential	150	9.00
HPR-108	Steering & Suspension	150	8.50
HPR-109	Welding and Fabrication	150	8.50
HPR-110	Chassis Fabrication	150	8.50
HPR-111	Brakes	150	8.50
HPR-112	Motor Sports Management	150	8.50
SOC-101	Principles of Sociology	30	3.00
ECO-103	Principles of Economics	40	4.00
ENG-105	College English & Written Communication	40	4.00
MAT-106	College Mathematics	40	4.00
SCI-107	Science in a Technical World	30	3.00
CS-108	Computer Applications	40	4.00
		2020	126.5

Associate of Applied Science in Rod and Custom Technology

72 Weeks / 2020 Clock Hours / 126.5 Credit Hours

The Associate of Applied Science (A.A.S.) degree adds the academic component to the Rod and Custom Technology program giving the technician the background needed for advancement into management. This occupational degree all-inclusive program is for those students with a passion for creating custom vehicles. This program was created for students who are interested in pursuing a career in the specialty industries of street rods, customs and concept vehicles. Students will learn to plan and design their custom project and create real-world estimates. Then students will learn fabrication techniques, make external body modifications and modify the suspension system. Other areas of instruction will include mobile electronics, paint and refinishing, custom paint and graphics, interior modifications and engine and drive train modifications. To finish the project vehicles, students will perform interior modifications including upholstery and then perform final assembly tasks and detail the vehicle for delivery. The course provides the fundamental core skills as well an advanced skill so that students can continue on to careers in the vehicle customizing, restoration, collision repair, custom paint, and mobile electronics industries.

Course	Course Title	Clock Hours	Credit Hours
RCT-101	Concept Design & Planning	150	9.00
RCT-102	Body Fabrication	150	9.00
RCT-103	Exterior Modifications	150	9.00
RCT-104	Chassis and Suspension Modifications	150	8.50
RCT-105	Painting and Refinishing	150	8.50
RCT-106	Custom Paint & Graphics I	150	8.50
RCT-107	Custom Paint & Graphics II	150	8.50
RCT-108	Engine & Drive Train Modifications	150	8.50
RCT-109	Mobile Electronics	150	9.00
RCT-110	Welding	150	8.50
RCT-111	Interior Modifications & Upholstery	150	8.50
RCT-112	Final Assembly & Detailing	150	9.00
SOC-101	Principles of Sociology	30	3.00
ECO-103	Principles of Economics	40	4.00
ENG-105	College English & Written Communication	40	4.00
MAT-106	Business Mathematics	40	4.00
SCI-107	Science in a Technical World	30	3.00
CS-108	Computer Applications	40	4.00
		2020	126.50

Associate of Applied Science in Welding and Fabrication Technology

48 Weeks/ 1420 Clock Hours/ 90.00 Credit Hours

The Associate of Applied Science (A.A S.) degree adds the academic component to the Welding and Fabrication Technology program giving students the background needed for advancement into management. This comprehensive program will give students a solid foundation and background in basic and advanced principles, theory, practices, and application of multiple aspects of the welding industry. The course will enable students to develop the manipulative skills necessary to become entry-level combination welders, fitters, general fabricators, job shop, steel construction workers, nuclear welders, maintenance

welders and inspectors as well as managers, shop foreman and supervisory roles. Supplementing the technology and skill development needed for successful welding will be the study of practical mathematics problems for welders, technical drawing reading for welders including the interpretation of welding symbols required to interpret working sketches and technical drawings common to the welding and metal- working fields. Students will then get into advanced subject matters including nuclear welding, robotic welding, maintenance welding and inspection training.

Course	Course Title	Clock Hours	Credit Hours
MWT-101	Welding Introduction and History	150	9.00
MWT-102	Electric Arc Cutting & Basic SMAW Processes	150	8.00
MWT-103	Welding Mathematics I	150	8.50
MWT-104	Basic SMAW Fundamentals & Practice Plate	150	8.00
MWT-105	Welding Mathematics II & Technical Drawing Reading I	150	9.00
MWT-106	Technical Drawing Reading II, Symbols & Abbreviations, & SMAW Advanced	150	8.50
MWT-107	SMAW II Advanced Plate & Pipe	150	8.00
MWT-108	GTAW, GMAW, & FCAW Principles & Practices	150	9.00
SOC-101	Principles of Sociology	30	3.00
ECO-103	Principles of Economics	40	4.00
ENG-105	College English & Written	40	4.00
MAT-106	Business Mathematics	40	4.00
SCI-107	Science in a Technical World	30	3.00
CS-108	Computer Applications	40	4.00
		1420	90

Diploma Programs

Program Objectives

The objective of the technical diploma programs is to provide quality technical education, with sufficient scope to include both fundamental and specialized technical training so that graduates are prepared to meet both present and future needs of industry.

Students will be prepared with sufficient theoretical background, practical skills, and technical competence to assume entry-level positions in their respective areas of training. In addition to its teaching role, the College feels a strong responsibility to instill good work habits and strong work and social ethics. All graduates of the technical programs receive diplomas.

NOTE: Course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs. All courses are taken on campus.

Program Descriptions

Complete Automotive Technology

72 Weeks / 1800 Clock Hours

This comprehensive training program is geared toward creating the "complete" technician in automotive, street performance and alternative fuel technologies. The occupational degree program covers fuel systems, chassis, drive trains, automobiles, live components, and a wide variety of visual training aids. Electricity and Electronics have a major influence on Automotive Technology, and every phase of this program supports some form of Electricity and Electronics training.

Course	Course Title	Clock Hours	Weeks
AUT-101	Engine Repair	150	6
AUT-102	Automatic Transmissions & Transaxles	150	6
AUT-103	Manual Drive Train & Axles	150	6
AUT-104	Steering & Suspension	150	6
AUT-105	Brakes	150	6
AUT-106	Electrical & Electronic Systems	150	6
AUT-107	Heating & Air Conditioning	150	6
AUT-108	Engine Performance I	150	6
AUT-109	Engine Performance II	150	6
AUT-110	Hybrid Electric Vehicles	150	6
AUT-111	Body Control Systems	150	6
AUT-112	Street Performance & Welding	150	6
		1800	72

Auto-Diesel Technology

72 Weeks / 1800 Clock Hours

This comprehensive program was developed for two reasons. First, the program answers industry's demand for well-trained, multi-purpose technicians who can handle a variety of equipment. Second, and perhaps most important, the coursework is designed to provide students with sufficient depth of knowledge and diversity of experience to make them more marketable in today's demanding employment sector. This program combines the Diesel Technology and the Automotive Technology Programs and includes Alternative Fuel, and transport refrigeration.

Course	Course Title	Clock Hours	Weeks
DET-101	Diesel Engines I	150	6
DET-106	Electrical & Electronic Systems	150	6
DET-102	Diesel Engines II	150	6
ADT-102	Truck Brakes and Suspension Systems	150	6
AUT-108	Engine Performance I	150	6
AUT-109	Engine Performance II	150	6
AUT-101	Engine Repair	150	6
AUT-110	Hybrid Electric Vehicles	150	6
ADT-106	Drive Train	150	6
ADT-107	Automotive Steering Suspension & Brakes	150	6
DET-107	Heating & Air Conditioning	150	6
DET-108	Preventative Maintenance Inspection	150	6
		1800	72

Collision Repair and Refinishing Technology

48 Weeks / 1200 Clock Hours

This all-inclusive diploma program was developed to train collision repair technicians in the current aspects of the technology including all areas identified by ASE Education Foundation as inclusive in Master Program Accreditation. The program not only addressed all the areas of basic auto body repair and refinishing skills, including frame repair utilizing a measuring and straightening system, full size paint booths and profession mixing room, but allows the student to explore damage analysis, use of professional estimating software programs, and to understand characteristics of highly successful employee.

Course	Course Title	Clock Hours	Weeks
CRR-101	Non-Structural Analysis & Damage Repair I	150	6
CRR-102	Non-Structural Analysis & Damage Repair II	150	6
CRR-103	Welding, Structural Analysis & Damage Repair I	150	6
CRR-104	Structural Analysis & Damage Repair II	150	6
CRR-105	Painting & Refinishing I	150	6
CRR-106	Painting & Refinishing II	150	6
CRR-107	Mechanical & Electrical I	150	6
CRR-108	Mechanical & Electrical II & Estimating	150	6
		1200	48

Classic Car Restoration Technology

72 Weeks / 1800 Clock Hours

This comprehensive program focuses on engine and drive train restoration, ignition, fuel and exhaust systems, metalworking, upholstery and trim restoration, welding, damage repair, suspension and chassis restoration, painting and refinishing. Students are prepared for entry level positions as restoration technician, auto body/collision repair and refinishing technician, fabricator, service writer, service and parts manager, service manager, specialty shop technician, repair business owner and welder.

Course	Course Title	Clock Hours	Weeks
RES-101	Restoration Fundamentals	150	6
RES-102	Metalworking I and Welding	150	6
RES-103	Metalworking II	150	6
RES-104	Nonstructural Repair	150	6
RES-105	Paint and Refinish I	150	6
RES-106	Paint and Refinish II	150	6
RES-107	Engine & Drive Train	150	6
RES-108	Electrical	150	6
RES-109	Frame and Drive Train	150	6
RES-110	Steering, Suspension & Brake	150	6
RES-111	Trim & Upholstery	150	6
RES-112	Final Assembly	150	6
		1800	72

Diesel Equipment Technology

72 Weeks / 1800 Clock Hours

This detailed training program is designed to provide students with the necessary skills required to meet the exacting demands of selective employers. This is accomplished by providing students with intensive training in basic diesel engines, fuel injection, electrical systems, chassis and drive trains, and transport refrigeration. Comprehensive diagnostics, troubleshooting and repair for both on- and off-road applications are also provided. A heavy concentration of actual shop experience enables students to better retain the necessary knowledge and skills required in this progressive industry.

Course	Course Title	Clock Hours	Weeks
DET-101	Diesel Engines I	150	6
DET-102	Diesel Engines II	150	6
DET-103	Drive Train I	150	6
DET-104	Brakes	150	6
DET-105	Steering & Suspension	150	6
DET-106	Electrical & Electronic Systems	150	6
DET-107	Heating & Air Conditioning	150	6
DET-108	Preventative Maintenance &Inspection	150	6
DET-109	Industrial Equipment	150	6
DET-110	Diesel Electronics & Multiplexing Systems	150	6
DET-111	Drive Train II	150	6
DET-112	Diesel Engines III	150	6
		1800	72

High Performance and Racing Technology

72 Weeks / 1800 Clock Hours

This comprehensive and exciting program is designed for those students who are looking to pursue a career in the performance and racing industries. The course provides students with the learning experiences of the high performance industry giving students a proficient understanding of: engine basics, high performance engine building, electrical systems, electronic/ignition and fuel systems, forced air induction, welding, chassis fabrication, sheet metal fabrication, motorsports management, bolt-on components, carburetors and intakes, and professional career development

This course will provide the fundamental core skills required by the High Performance and Racing Industries, building a foundation of knowledge so that the student may continue to an advanced level. This program provides training for entry level positions as an automotive technician, racing technician, chassis fabricator, performance technician, aftermarket parts installer, service writer, service and parts manager, service manager, specialty shop technician, repair business owner and engine builder.

Course	Course Title	Clock Hours	Weeks
HPR-101	Electrical/Electronic Systems I	150	6
HPR-102	Electrical/Electronic Systems II	150	6
HPR-103	Introduction & Basic High Performance Engine	150	6
HPR-104	Engine Building: Cylinder Heads & Valves	150	6
HPR-105	Carburetors, Intakes & Tuning	150	6
HPR-106	Forced Air Induction Bolt-On	150	6
HPR-107	Automatic & Standard Transmissions: Driveline & Differential	150	6
HPR-108	Steering & Suspension	150	6
HPR-109	Welding and Fabrication	150	6
HPR-110	Chassis Fabrication	150	6
HPR-111	Brakes	150	6
HPR-112	Motor Sports Management	150	6
		1800	72

Welding and Fabrication Technology

48 Weeks / 1200 Clock Hours

This comprehensive program will give students a solid foundation and background in basic and advanced principles, theory, practices, and application of welding. The course will enable students to develop the manipulative skills necessary to become entry-level combination welders, fitters, general fabricators, job shop, and steel construction workers. In addition, the advanced training portion of the program will provide students with the information, knowledge, and skills needed to achieve certifications through a number of recognized professional organizations. Supplementing the technology and skill development needed for successful welding will be the study of practical mathematics problems for welders, technical drawing reading for welders including the interpretation of welding symbols required to interpret working sketches and technical drawings common to the welding and metal-working fields.

Course	Course Title	Clock Hours	Weeks
MWT-101	Welding Introduction and History	150	6
MWT-102	Electric Arc Cutting & Basic SMAW Processes	150	6
MWT-103	Welding Mathematics I	150	6
MWT-104	Basic SMAW Fundamentals & Practice Plate	150	6
MWT-105	Welding Mathematics II & Technical Drawing Reading I	150	6
MWT-106	Technical Drawings Reading II, Symbols & Abbreviations, & SMAW Advanced	150	6
MWT-107	SMAW II Advanced Plate & Pipe	150	6
MWT-108	GTAW, GMAW, & FCAW Principles & Practices	150	6
		1200	48

Rod and Custom Technology

72 Weeks / 1800 Clock Hours

This comprehensive program is designed to allow students to let their imagination and creativity run to create custom vehicles. This course was created for students who are interested in pursuing a career in the specialty industries of street rods, customs and concept vehicles. Students will learn to plan and design their custom project and create real-world estimates. Then students will learn fabrication techniques, make external body modifications and modify the suspension system. Other areas of instruction will include mobile electronics, paint and refinishing, custom paint and graphics, interior modifications and engine and drive train modifications. To finish the project vehicles, students will perform interior modifications including upholstery and then perform final assembly tasks and detail the vehicle for delivery. The course provides the fundamental core skills as well an advanced skill so that students can continue on to careers in the vehicle customizing, restoration, collision repair, custom paint, and mobile electronics industries.

Course	Course Title	Clock Hours	Weeks
RCT-101	Concept Design & Planning	150	6
RCT-102	Body Fabrication	150	6
RCT-103	Exterior Modifications	150	6
RCT-104	Chassis and Suspension Modifications	150	6
RCT-105	Painting and Refinishing	150	6
RCT-106	Custom Paint & Graphics I	150	6
RCT-107	Custom Paint & Graphics II	150	6
RCT-108	Engine & Drive Train Modifications	150	6
RCT-109	Mobile Electronics	150	6
RCT-110	Welding	150	6
RCT-111	Interior Modifications & Upholstery	150	6
RCT-112	Final Assembly & Detailing	150	6
		1800	72

Certificate Programs/Courses

Program Objectives

The objectives of the certificate programs offered at Ohio Technical College are designed to enhance educational opportunities. Certificate programs are generally short in length, lasting on average three months. Many students elect to combine a certificate course with a diploma course, thus creating even more employment opportunities.

All courses are taken on campus.

NOTE: Course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs. All courses are taken on campus.

Program Descriptions

Generator Power Systems

12 Weeks / 300 Clock Hours

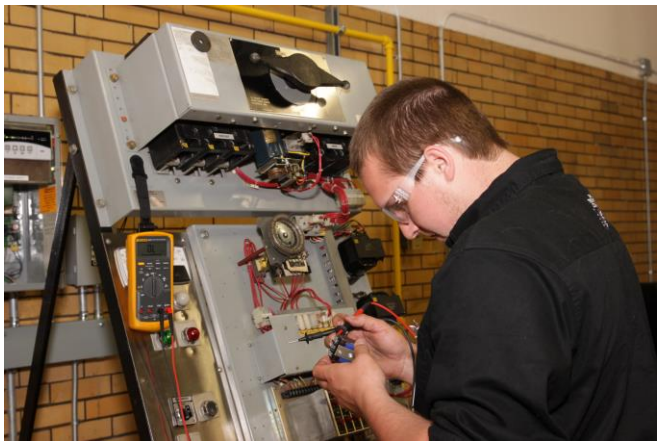
This 12- week (academic length), 300 clock hour program was designed for the technician desiring to obtain one of the highest levels of training in the Diesel Equipment and Technology industry. Enrollment status for this program requires successful completion of Auto-Diesel Master Vehicle Technology, Diesel Equipment Technology, or either of the Associate Degree Programs. Graduates of the Generator Power Systems Program have secured careers with companies such as Cummins, Detroit Diesel, and Caterpillar.

Course	Course Title	Clock Hours	Weeks
GPS-101	Electrical Generating Systems	50	2
GPS-102	Electrical Wiring Diagrams	50	2
GPS-103	Generator Controls & Governing	50	2
GPS-104	Automatic Transfer Switches	50	2
GPS-105	Paralleling Systems	25	1
GPS-106	Installation, Preventative Maintenance, Troubleshooting an Emergency Power System	75	3
		300	12

Custom Paint and Graphics Techniques

12 Weeks / 295 Clock Hours (Avocational Course)

This 295 clock hour, 12 week course is offered to individuals interested in the more artistic side of painting, special effects, exotic painting and graphics. There are no prerequisites for this course. Emphasis is on airbrush painting and graphics as well as three-dimensional paint techniques including: chameleon colors, flames and more. Students are introduced to Custom Paint techniques by first learning personal and environmental safety and then learning which tools to use. Students will be able to distinguish between custom paints and OEM paints, as well as the various application methods associated with each. Masking and cutting techniques will be taught and the methods of transferring artwork to paintable surfaces. **PLEASE NOTE**: This course is offered as an avocational course for those interested in improving their painting skills and techniques for their personal interest or as a supplement to other training and is related to the paint techniques presented as an integral part of the college's Rod & Custom Technology Program. It is not designed to prepare students for any employment in the custom painting industry.



PowerSport Associate Degree Program

Program Background

The Associate of Applied Science Degree Program is an occupational degree program designed to accomplish two goals. The first goal is to provide graduates with the technical skills and expertise for which OTC's Powersport programs are noted. This includes, but is not limited to, the ability to isolate, troubleshoot, and diagnose all types of vehicle problems and make the necessary repairs and adjustments. The second goal is to provide a sound, well-rounded academic and professional background that provides graduates with upward mobility and adequate depth of education to move into management positions.

Successful candidates receive an Associate of Applied Science Degree after taking six academic general Education courses along with their technical courses. There are two foundations courses in English and Math that may be required depending on preliminary testing which will be administered prior to the start of any Associate Degree coursework. If students have taken ACT or SAT tests before matriculating, those scores may be used to opt out of the foundation courses. Any student scoring 18 or higher on the ACT English or Math test or SAT scores of 450 in Writing or Math are not required to take the placement tests.

Completion takes 12 months / 1420 clock-hours / 90 quarter credit hours for the program.

NOTE: Course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs. All courses are taken on campus.

Program Objectives

The student will receive training as a professional technician with advanced personnel, shop, and business management techniques. This specialized training is specifically designed for service management in the motorcycle and powersport fields. These combined studies provide for rapid professional advancement during employment and open new opportunities in areas of management. The advancement opportunities for graduates with the occupational Associate Degree are positions as team leader, shift leader, assistant service manager, shop manager, and shop owner.

All courses are taken on campus.

Program Descriptions

Associate of Applied Science in PowerSport Technology

48 Weeks / 1420 Clock Hours / 90 Credit Hours

This dynamic program is designed for those students who are looking to pursue a career in the powersport industry along with the academic background needed to succeed in business and management. The occupational degree program covers core information on motorcycle internal combustion engines, primary drive operation, transmission power flow, fuel system operation, electrical and suspension systems. Utilizing service center environment methods, the course prepares the successful student to understand and practice multiple roles and job functions used in the field. Students will learn maintenance on personal watercraft, ATV's and snowmobiles from a variety of manufacturers. Following the fundamental core training, students will then move into specific training on major manufacturers including Polaris, Suzuki, Yamaha, Kawasaki and others.

This program provides for a well rounded academic and professional background that allows graduates an adequate depth of education to move into management positions.

Course	Course Title	Clock Hours	Credit Hrs
PSI-101	PowerSport Fundamental Skills	150	9
MS-101	Honda Technology	150	8.5
MS-102	Kawasaki Technology	150	8.5
MS-103	Yamaha Technology	150	8.5
MS-104	Suzuki Technology	150	8.5
MS-105	Off Road Technology	150	9
AVT-101	American V-Twin (HD) Technology I	150	8
AVT-102	American V-Twin (MSD) Technology II	150	8
SOC-101	Principles of Sociology	30	3
ECO-103	Principles of Economics	40	4
ENG-105	College English & Written Communication	40	4
MAT-106	College Mathematics	40	4
SCI-107	Science in a Technical World	30	3
CS-108	Computer Applications	40	4
		1420	90

PowerSport Diploma Program

Program Objectives

The PowerSport Technology program provides students with experiences which will enable them to learn industry job functions and attain service, maintenance, and diagnostic skills. The program covers information on motorcycle internal combustion engines, primary drive operation, transmission power flow, fuel system operation, electrical and suspension systems. Utilizing service center environment methods, the course prepares the successful student to understand and practice multiple roles and job functions used in the field. Students will learn maintenance on motorcycles, personal watercrafts, ATV's, and snowmobiles from a variety of manufacturers. Following the fundamental core training, students will then move into specific training on major manufacturers including Polaris, Suzuki, Yamaha, Kawasaki and others.

NOTE: Course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs. All courses are taken on campus.

PowerSport Technology

48 Weeks/ 1200 Clock Hours

The PowerSport Technology program provides students with learning experiences which will enable them to learn industry job functions and attain service, maintenance and diagnostic skills. The program covers core information on motorcycle internal combustion engines, primary drive operation, transmission power flow, fuel system operation, electrical and suspension systems. Utilizing service center environment methods, the course prepares the successful student to understand and practice multiple roles and job functions used in the field. Students will learn maintenance on personal watercrafts, ATV's and snowmobiles from a variety of manufacturers. Following the fundamental core training, students will then move into specific training on major manufacturers including Honda, Suzuki, Yamaha, Kawasaki and others.

Course	Course Title	Clock Hours	Weeks
PSI-101	PowerSport Fundamental Skills	150	6
MS-101	Honda Technology	150	6
MS-102	Kawasaki Technology	150	6
MS-103	Yamaha Technology	150	6
MS-104	Suzuki Technology	150	6
MS-105	Off Road Fundamentals	150	6
AVT-101	American V-Twin (HD) Technology I	150	6
AVT-102	American V-Twin (MSD) Technology II	150	6
		1200	48

Individual Course Descriptions

Associate Degree Courses

CS-108 Computer Applications
4 QCH /40 Clock Hours
Introduction to computer science, stressing computer hardware, software, Internet and networks. Terminology and application of concepts with a focus on skills students can apply in the workplace, classroom and at home, for the purchase and improved use of computer technology.

ECO-103 Principles of Economics
4 QCH /40 Clock Hours
The purpose of this course is for students to learn economics by using real world financial and business examples. Students will learn about Microeconomic and Macroeconomic theory and how it applies to markets and the economy.

***ENG-005 Foundation English**
The objective of the program is to assure that the student has the tools used to successfully apply correct written skills in real-world situations. English fundamentals, grammar, sentence structure, punctuation, vocabulary. Paragraph structure, topic sentence and development of a main idea are verified. Technical writing elements include principles of organizing, developing, and writing technical information through practical explanations, real-world examples common to scientific and technical disciplines.
* (If required through testing)

ENG-105 College English & Written Communication
4 QCH /40 Clock Hours
Requires successful performance on placement test for ENG 005, Foundation English. This course is designed to enable students to evaluate elements of effective and ineffective business communication, explore the impact of technology on business communications, and develop an awareness of the importance of intercultural communication in the business setting. Students will use the English language to write effective business messages, create resumes, application letters, follow-up messages and more. Ethical issues related to communications are discussed as well as development of effective visual aids for a business proposal.

***MAT-006 Foundation Mathematics**
The goal of this course is to verify a solid foundation in the basics of mathematics, including the topics of whole numbers, fractions, decimals, ratio and proportion, percent and measurement as well as introductions to geometry, statistics and probability, and algebra topics. This course gives students the confidence they need to be successful in mathematics and quantitative subjects. Emphasized are problem-solving skills, vocabulary comprehension, and real-world applications.
* (If required through testing)

MAT-106 College Mathematics
4 QCH /40 Clock Hours
Requires successful performance on placement test for MAT 006, Foundation Mathematics. This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics.

SCI-107 Science in a Technical World
3 QCH /30 Clock Hours
Prepares students for success in applying scientific principles by developing problem solving, terminology, and skills in applying the scientific method to diagnosis. Students explore a variety of topics relating to biology, chemistry, and physics as they apply to the environment and a sustainable future.

SOC-101 Principles of Sociology
3 QCH /30 Clock Hours
This course will discuss fundamental characteristics of culture and society; analysis of social groups, social institutions, and social processes. In addition, the nature of social change and the handling of elementary social problems will be covered.

Technical Courses

ADT-102 Truck Brakes and Suspension Systems
150 Clock Hours/ 8.50 QCH
Students will be trained in basic truck brake theory, operation, and terminology. They will learn how to diagnose and repair disc and drum systems, and be introduced to air operated brake systems including: primary and secondary air brake system components, inspection, and function. Students will also learn heavy duty steering and alignment, heavy duty suspension and wheels and tires.

ADT-106 Drive Train
150 Clock Hours/ 8.50 QCH
Students will be introduced to basic theory and operation of clutch systems and basic component identification. They will then learn troubleshooting, standard transmission functions, and removal and inspection procedures. Students will also understand main and auxiliary gearing, diagnosis of noise vibration and harshness concerns, differentials, and third members.

ADT-107 Automotive Steering, Suspension, & Brakes
150 Clock Hours/ 8.50 QCH
Principles of operation, inspection, diagnosis, repairing of chassis, steering, and suspension systems are the basis for this course. Students will learn types of suspension, steering linkage, drum brakes and disc brake systems. Students will also become proficient in the use of tire and wheel balancing equipment.

AUT-101 Engine Repair
150 Clock Hours/ 8.50 QCH
Students will learn the safety principles, tools, and equipment necessary to operate in a safe shop environment. Students will learn the theory, operation, disassembly, and reassembly of an internal combustion engine. Students will also be introduced to the fuel properties of many conventional and alternative fuels used in piston engine application.

AUT-102 Automatic Transmission & Transaxle
150 Clock Hours/ 8.50 QCH
Students will learn the theory involved in automatic transmission operation. They will learn how to inspect, diagnose, disassemble, and reassemble transmissions and transaxles. Students will also learn how to properly complete a work order and how to research vehicle service information and specifications.

AUT-103 Manual Drive Train & Axles
150 Clock Hours/ 8.50 QCH
Students will learn the theory and operation of manual transmissions, transaxles, clutches and power train components. Diagnosis, disassembly, and reassembly will be included. Students will have an opportunity to become familiarized with performance clutch upgrades and current modifications being practiced for increased street performance.

AUT-104 Steering & Suspension
150 Clock Hours/ 8.50 QCH
The principles of operation, inspection, diagnosis, and repair of the chassis, steering, and suspension systems are the basis for this course. Students will perform two and four wheel alignments, utilizing alignment equipment. Students will become proficient in the use of tire and wheel balancing equipment. Students will have an opportunity to discuss how to make suspension adjustments, as well as how to compute antiroll bar rates. They will also learn about aftermarket suspension systems upgrades.

AUT-105 Brakes
150 Clock Hours/ 8.50 QCH
Students will learn how to troubleshoot, diagnose, and repair hydraulic brake systems, brake drums, disc brakes, and antilock brake components. Scan tools will be used to diagnose antilock brake system failure. Tasks will include complete brake relining using measuring tools and brake lathes. Students will also learn about aftermarket braking components and their proper applications and performance upgrades will be included.

AUT-106 Electrical and Electronic Systems
150 Clock Hours/ 9.00 QCH
Students will be introduced to the fundamentals of electricity utilizing Ohm's and Watt's Law, as well as how to read schematics, understanding both terms and symbols. They will then be trained in the proper use of DVOMs and how to take proper readings. Battery composition and service will be covered, followed by the inspection, diagnosis, and repair of starting and charging systems.

AUT-107 Heating & Air Conditioning
150 Clock Hours/ 9.00 QCH
Students will learn the operating principles of heating and air conditioning systems, followed by the diagnostic and repair procedures of air conditioning systems. They will perform tasks that utilize recovery and recharging equipment, and will test and repair both heating and air conditioning components including electrical control systems. Students will also explore aftermarket performance cooling system upgrades. The MACS Refrigerant Test Certificate is offered in this course as well.

AUT-108 Engine Performance I
150 Clock Hours/ 9.00 QCH
Using electrical and electronic testing equipment, students will learn theory and principles of engine ignition systems including solid state component operation and test procedures. Computer operation, sensors and actuator function, component testing and diagnosis along with on board diagnostic systems will be introduced. The course will also include multiplexing electronic vehicle systems.

AUT-109 Engine Performance II
150 Clock Hours/ 9.00 QCH
Students will learn proper diagnostic procedures for engine drivability related systems such as air induction, ignition, computer, and fuel injection. On board diagnostics I and on board diagnostics II, theory and operation will be covered, followed by the diagnosis, repair, and measuring of emissions utilizing IM240 standards. The course will conclude with advanced level engine performance testing such as the logical diagnostic procedures used to inspect and test sensors and actuators and vehicle restraint system devices.

AUT-110 Hybrid Electrical Vehicles
150 Clock Hours/ 8.50 QCH
Students will become familiar with a comprehensive study of current trends in alternative fuel vehicle designs. They will also learn practical service, diagnosis, and repair procedures on live hybrid vehicles.

AUT-111 Body Control Systems
150 Clock Hours/9.00 QCH
This course will familiarize the students with serial communication buses comprising the networked electronic control units which have been growing exponentially. Networked modules include integrated radio controllers, lane departure and side blind zone alert modules, remote function actuator modules, supplemental restraint controllers and body control system modules bridged through gateways communicating via an electrical or optical signal employing a well-defined protocol. Students will understand the structure of a typical network for effective diagnosis of the body control system.

AUT-112 Street Performance & Welding
150 Clock Hours/ 8.50 QCH
This course is designed to offer students a different perspective in Automotive Technology. An understanding of components and applications required to compete successfully in the expanding area of aftermarket street performance is offered, and contrasts are made to the professional racing industry. This class features many Edelbrock and many other manufacturers products used to enhance the learning experience. The students will have the opportunity to learn about performance braking systems, front and rear suspension setups, steering systems, and chassis tuning. Engine performance enhancement studies include ignition, exhaust, superchargers, turbochargers, fuel systems, introduction to carburetors and performance computer tuning for street legal vehicles. This module also presents an introduction to welding equipment and techniques including Oxyacetylene and Metal Inert Gas welding.

AVT-101 American V-Twin (HD) Technology I
150 Clock Hours/ 8.0 QCH
This course introduces students to V-Twin engine technology, which enables the successful student to develop the skills and knowledge required to service Harley-Davidson and S&S engines. Harley-Davidson and V-Twin electrical system testing, and troubleshooting is practiced being able to diagnose charging, ignition, starting and lighting systems issues. Students will perform periodic maintenance procedures on V-Twin motorcycles, including fuel systems which provides a solid understanding of motorcycle fuel injection system components and diagnosis procedures.

AVT-102 American V-Twin (MSD) Technology II
150 Clock Hours/ 8.0 QCH
This manufacturer supported course is to provide learning experiences which will enable the successful student to learn the specialized knowledge and service skills required of a Polaris brand motorcycle service technician including the ability to earn MSD certifications. The course focuses on service intervals, electrical systems, fuel injection system operations and diagnostic procedures. Utilizing the Digital Wrench Software and equipment, students gain experience on troubleshooting fuel and electrical drivability issues. Students will also use the manufactures website to access service manuals, for part/component identification, look up technical bulletins and other features online.

CRR-101-Non-Structural Analysis & Damage Repair I
150 Clock Hours/ 8.50 QCH
This course is designed to introduce students to the basic information needed when beginning a career in the Collision Repair Industry. Students will learn basic tools and safe use, hazardous materials handling, personal safety and refinish safety, liability exposure, obligations to customer. Students will also be introduced to non - structural damage repair. They will learn how to repair, replace, adjust, fit, and align sheet metal and similar components. Through hands-on training of sheet metal replacement, and aligning and fitting of these parts to industry customs, students will become knowledgeable in their understanding of a "repair plan" and its processes. Students will be trained in the removal and installation of trim and hardware according to industry standards.

CRR-102 Non-Structural Analysis & Damage Repair II
150 Clock Hours/ 8.50 QCH
Students will learn the art of straightening steel. The students will gain practical experience repairing dents and damage to the body of vehicles using various methods. They will then be introduced to aluminum replacement and repair on vehicle exterior panels. Will learn about interval safety components including air bags, seat belts, and other related safety components. Students will learn how to troubleshoot repairs on various types of plastics and composites according to industry standards. They will be trained in proper methods, processes, and use of bonding adhesives for plastics. Students will also learn about the different types of glass used in vehicles. They will gain practical experience in the removal and installation of stationary and movable glass. Students will learn how to troubleshoot repairs on various types of plastics and composites as they relate to industry standards. They will train on proper methods, processes and the use of bonding adhesives for plastics. Tasks will include actual repairs, prepping and priming the various plastics used on today's vehicles.

CRR-103 Welding, Structural Analysis & Damage Repair I
150 Clock Hours/ 8.00 QCH
Students will be trained in the use of proper structural welding according to industry standards. They will learn about the use of MIG welding and intro to oxyacetylene heating techniques and brazing. Using the principles and practices of welding associated with I-CAR and manufacturers' standards, students will preheat, cut, and weld joints.

CRR-104 Structural Analysis & Damage Repair II
150 Clock Hours/ 8.50 QCH
Students will learn the appropriate damage analysis and repair techniques for unibody and full frame vehicles used in the industry. Through theory and hands-on tasking, students will learn the systematic procedures in MIG welding, heating, cutting, and sectioning, as well as frame setup, measure, pulling, and repairing of vehicles to factory and insurance industry specifications.

CRR-105 Painting & Refinishing I
150 Clock Hours/ 9.00 QCH
Students will be introduced to painting and refinishing techniques by learning about the necessary safety measures for professionally handling paint and solvent products according to government regulations. Students will learn the industry standards for spray booth and equipment application and maintenance. They will become familiarized with single, two-stage, and tri-coat systems. Proper management of exterior trim components will be presented. Surface preparation and masking will be practiced.

CRR-106 Painting & Refinishing II
150 Clock Hours/ 8.50 QCH
Students will learn the industry standards for color tinting and blending for perfect color matching. Students will practice spot panel and overall refinishing processes, polishing, and detailing. Analysis and troubleshooting of paint defects will be explored. Students will be presented with similarities and differences regarding how solvent and waterborne coatings react in a shop environment, characteristics and benefits, environmental impact, storage and disposal procedures. Corrosion protection application will also be studied and practiced.

CRR-107 Mechanical & Electrical I
150 Clock Hours/ 8.50 QCH
Students will be introduced to vehicle suspension design and function. They will learn suspension system types, system parts, and steering column analysis. The course continues with an overview of electronic steering and suspension systems. Wheel alignment issues caused by a collision will be studied, as well as how to correct the damage and bring the vehicle into correct specifications. Students will learn about various aspects of electrical and electronic components and wiring damaged in collision. Using theory and hand-on experience, students will be trained in electrical, brakes, and HVAC as well.

CRR-108 Mechanical & Electrical II & Estimating
150 Clock Hours/ 8.50 QCH
Students will learn about various aspects of mechanical components damaged in collision. Using theory and hands-on experience, students will be trained in brakes, air conditioning, heating and cooling, drive train, steering and suspension. Students will be trained proper collision damage analysis using theory and hands-on manual and computer-based estimating. The students will configure a repair plan that will include estimating and vehicle part identification to correctly develop a "bid'' for repair on damaged vehicles using Industry repair guidelines, Damage Analysis and Estimating software and techniques. Students will also be given an opportunity to learn how the Collision Repair Technician fits into various business models as an important part of the overall business. The

students will gain an understanding of the responsibility the position brings to the customer, management, and the company employing the individual.

DET-101 Diesel Engines I
150 Clock Hours/ 8.50 QCH
Students will be introduced to the industry by learning safety procedures and guidelines, tools, and equipment. They will study the theory and operation of diesel engines, after which they will learn about cooling and lubricating systems, diagnosing engine concerns, engine disassembly and cleaning procedures, inspection and measuring of engine components, and servicing of cylinder heads and engine blocks.

DET-102 Diesel Engines II
150 Clock Hours/ 9.00 QCH
Students will continue to explore the advanced electronics principles and applications of diesel engines. Students will also learn logical diagnostic procedures and review computerized bus networks through advanced level approaches.

DET-103 Drive Train I
150 Clock Hours/ 8.50 QCH
Students are introduced to the theory and operation of clutches, manual transmissions, auto-shift systems, drive shafts and removal and installation of differentials. Inspection, diagnosis and assembly are accomplished through hands on experience.

DET-104 Brakes
150 Clock Hours/ 8.50 QCH
Students will be trained in basic hydraulic brake theory and operation. They will learn how to diagnose and repair hydraulic brake systems, and will be introduced to complete air-operated brake systems and ABS brake systems.

DET-105 Steering & Suspension
150 Clock Hours/ 8.50 QCH
Students will be introduced to the principles, operation, and inspection of chassis components, followed by the diagnosis and repair of steering and suspension systems. Students will also learn wheel alignment procedures.

DET-106 Electrical & Electronics Systems
150 Clock Hours/ 9.00 QCH
Students will be introduced to the fundamentals of electricity and electronics. They will use various test equipment and schematics to diagnose and repair electrical circuits. These will include: starting, charging, lighting, accessory, computer, sensor, and actuator circuits as well as electrical/electronic devices.

DET-107 Heating & Air Conditioning
150 Clock Hours/ 9.00 QCH
This course affords students a comprehensive study of HVAC including cab air, and other conditioning systems. The students will also explore over the road refrigerant systems and components. The MACS Refrigerant Test Certificate is offered in this course as well.

DET-108 Preventative Maintenance & Inspection
150 Clock Hours/ 9.00 QCH
Students will learn how to perform preventative maintenance and D.O.T. service and policies. Students will learn how to perform general maintenance on different engine systems and operations. Students will also explore how to adjust brakes, clutches, and suspensions. Oils, lubricants, and coolants will also be covered. Students will also be introduced to Oxyacetylene, MIG and TIG Welding Techniques Equipment and Basic Operation.

DET-109 Industrial Equipment
150 Clock Hours/ 9.00 QCH
Students will be introduced to the principles of hydraulic operation. They will learn system components and types of drive systems. They will also learn diagnostic and testing procedures.

DET-110 Diesel Electronics & Multiplexing Systems
150 Clock Hours/ 8.50 QCH
Students will learn about multiplexing and how electronic control modules operate the various systems. Key content includes a brief electrical review and using various electrical diagnostic tools to diagnose multiplexed systems. Real-world case studies, working task component boards and on-vehicle diagnostic procedures are used throughout the course for enhanced learning.

DET-111 Drive Train II
150 Clock Hours/ 8.50 QCH
This course covers most of the automatic transmissions from your light duty/ medium duty applications up to the heavy duty Allison transmissions in class 8 tractors. Students will be taught the latest troubleshooting techniques using various scan tools. The laboratory component of the course includes disassembly and reassembly of various transmissions.

DET-112 Diesel Engines III
150 Clock Hours/ 8.50 QCH
Students will be introduced to specific Cummins Training, Theory and operation of various Cummins engines from ISB to ISX. The students will learn safety, tooling, engine construction details, Cummins specific electrical schematic diagrams, Electronic Data Source (Quickserve on line), troubleshooting and diagnostic procedures using (Insite) PC and scan tools, and emission systems (EGR, SCR, DPF).

GPS-101 Electrical Generating Systems
50 Clock Hours
Students will be introduced to generator set systems by learning basic electrical concepts including electrical energy, structure of matter, electric current, electrical components, theory of magnetism and magnetic induction, AC current, and DC current. Students will also be trained in electromagnetism and generators, generator component testing, and electrical safety guidelines.

GPS-102 Electrical Wiring Diagrams
50 Clock Hours
Students will be introduced to the identification of electrical symbols, control circuits, the interpretation of wiring and ladder diagrams, and the application to gen sets.

GPS-103 Generator Controls & Governing
50 Clock Hours
Students will be introduced to generator metering, engine metering, control panel pre-alarms, and control panel shutdown alarms. Students will also learn diesel engine governing systems and diesel engine governor installation and adjustment.

GPS-104 Automatic Transfer Switches
50 Clock Hours
Students will learn the operating principles of several automatic transfer switch brands including: ASCO, Generac and Westinghouse as well as Russelectric operating systems. Students will also be trained in troubleshooting common complaints and transfer switch safety guidelines.

GPS-105 Paralleling Systems
25 Clock Hours
Students will learn manual paralleling and auto stand-by paralleling systems, paralleling diagrams, gen sets installation, as well as diesel engine cooling systems, diesel engine fuel systems, diesel engine exhaust systems, and diesel engine air intake systems. Students will also be trained in gen sets pre-start inspection and gen sets start-up procedures.

GPS-106 Installation, Preventative Maintenance, Troubleshooting, and Emergency Power System
75 Clock Hours
Students will be introduced to mechanical and electrical inspection and maintenance, diesel engine tune-up procedures, and operation of resistive load banks. Students will also be

trained in generator load testing and troubleshooting procedures for a diesel gen sets.

HPR-101 Electrical & Electronic System I
150 Clock Hours/ 9.00 QCH
This course is designed to introduce students to the fundamentals of electricity. Students will learn how to read schematics, understanding both the terms and symbols. Proper usage of a DVOM, principles of battery composition and service, and the inspection, diagnosis and repair of starters will be covered through both hands-on and written activities. Lab projects will include the use of oscilloscopes, DVOM, load testers, training simulators, computers, and live vehicles.

HPR-102 Electrical & Electronic System II
150 Clock Hours/ 9.00 QCH
This course will train students on the theory and concept of aftermarket high performance electronic systems. Students will perform hands-on and written activities on the components, installation, diagnosis, and repair of these systems. Aftermarket systems, such as electric fuel pumps, electric water pumps, ignition systems, cooling fans, electronic fuel injection, and electronic nitrous systems are covered in the module.

HPR-103 Introduction & Basic High Performance Engine
150 Clock Hours/ 8.50 QCH
Students will learn safety principles, tools, and equipment, then move forward into piston engine operation, diagnosing and repairing cooling and lubricating systems, and engine failure. Students will begin the disassembly process by cleaning, inspecting, and measuring various engine components. While the engine is disassembled, students will learn proper servicing procedures for the cylinder head and block assembly.

HPR-104 Engine Building: Cylinder, Heads, & Valves
150 Clock Hours/ 8.50 QCH
This course educates students on the necessary components and tactics of building a winning high performance engine. Students will gain an understanding of aftermarket engine blocks and how to increase cubic inch displacement. Students will learn the concept of high performance components, application, procedures, and configurations of today's aftermarket cylinder heads. This course will also introduce students to the high performance world of add-on computers. Students will learn the concepts, operation, installation, and testing of aftermarket systems and how they improve vehicle performance.

HPR-105 Carburetors, Intakes, & Tuning
150 Clock Hours/ 9.00 QCH
This course is designed to provide students with a basic knowledge of carburetors and multi-carburetor systems. Students will learn the proper cfm to cubic inch ratio on high performance engines and how to set up these carburetors for maximum horsepower and performance. Students will also learn high performance mathematics utilizing a desk top dyno, combining hands-on activities with classroom instruction. Students will learn engine simulations, as well as how to properly document and record both horsepower and torque specifications, enabling students to match up the best combinations for both foreign and domestic cars to achieve maximum horsepower.

HPR-106 Forced Air Induction: Bolt-On
150 Clock Hours / 9.00 QCH
This course introduces students to the theories and principles behind forced air induction. Students will learn the effects of nitrous oxide, superchargers, and turbo chargers as they relate to horsepower. Students will gain knowledge of proper application to both foreign and domestic vehicles. Once students become familiar with these systems, they will apply them to troubleshooting techniques. Students will learn how to install, diagnose, and repair bolt on equipment such as turbochargers, superchargers, aftermarket ignition systems, and exhaust systems on sport compact vehicles. Students will gain an understanding of how these bolt on systems increase or could decrease horsepower. Students will also learn the operating principles of both heating and air conditioning diagnosis and repair procedures.

HPR-107 Automatic & Standard Transmissions: Driveline & Differential
150 Clock Hours /9.00 QCH
This course is designed to train students on the inspection, diagnosis, and repair of torque converters. As students continue to understand hydraulics principles, they will be challenged to diagnose and repair hydraulic control components and disassemble and reassemble a transmission through both hands-on and written activities. After students learn the basics of the automatic transmission, they will learn high stall converters, transmission brakes, manual shift automatic transmissions, and high performance modifications. Students will learn the basics of manual transmission, rear axles, and drive shaft. Students will then learn how to select the best driveline components for the various types of on- and off-road applications for both foreign and domestic vehicles. Students will learn proper setup and installation of aftermarket differentials, clutches, pressure plate, and manual transmissions using mathematics for finding correct rear end ratios for racing applications.

HPR-108 Steering & Suspension
150 Clock Hours/ 8.50 QCH
This course is designed to train students on the basics of diagnosis, troubleshooting, and conduct failure analysis of high performance steering and suspension systems through both hands-on and written activities. Students will be exposed to modifications and applications of steering and suspension in anticipation of high stress systems on both on- and off-road vehicles. Students will learn the different alignment configuration for the different types of racing environments.

HPR-109 Welding and Fabrication
150 Clock Hours/ 8.50 QCH
Students will learn the safety and basics of MIG welding, TIG welding, heat forming, and plasma cutting. Students will gain an understanding of the proper methods and techniques used for building modern racing applications including tube welding and light gauge metals which are specific to motor sports.

HPR-110 Chassis Fabrication
150 Clock Hours/ 8.50 QCH
This course provides the students with a detailed introduction to the fabrication of the race car chassis from the front to the rear. Students will learn technical drawing reading, building multi-link suspensions, engine and suspension brackets, sheet metal and body paneling pattern development, mounting procedures, and the necessary types of metal. Students will assemble a chassis, measuring the rear end housing, and determine the proper angle of shocks. Students will also gain the basic skills to construct sheet metal and interior and body parts used for racing. Students will learn how to use a bead roller and metal brake to fabricate aluminum interior panels. Students will learn the importance of aerodynamics of wings, foils, and air dams.

HPR-111 Brakes
150 Clock Hours/ 8.50 QCH
This course is designed to train students on the diagnosis, troubleshooting, and repair procedures of hydraulic systems, drum brakes, disc brakes, antilock brakes, and system failures. Hands-on and written activities will cover brake relining and brake lathe. After completing the basic brakes portion of the course, students will learn how to identify high performance braking components and applications. Students will also learn the effects of high speed braking on high performance vehicles and conclude the course by learning proper testing and diagnostic techniques utilized on high performance braking systems.

HPR-112 Motor Sports Management
150 Clock Hours/ 8.50 QCH
Students will learn all aspects of motor sport management including accounting, inventory control, purchasing, sponsorships, and maintaining a team image to manage the

complete operation. Students will travel to local racetracks to learn motorsport management first hand. This course is also designed to teach students how to become employable professionals, covering the development of personal employability traits, resume writing, communicating with potential employers, interviewing, and the after interview follow up. Students are coached in strategies to market themselves effectively and are encouraged to view their job search from an employer's prospective. Workplace skills, in conjunction with technical skills, will ensure students excellent career opportunities.

MS-101 Honda Technology
150 Clock Hours/ 8.50 QCH
This manufacturer supported course focuses on the requirements to become successful as a Honda Bronze-Level technician. This course prepares students to perform general maintenance procedures on Honda products including Honda ATV's and motorcycles. Utilizing Honda resource materials students will perform service intervals and chassis maintenance procedures on ATV's and motorcycles. Students will also learn to service Honda engines, drive systems, electrical systems and include the Honda service environment for troubleshooting of drivability issues, chassis service and suspension.

MS-102 Kawasaki Technology
150 Clock Hours/ 8.50 QCH
This manufacturer supported course prepares students to operate in a Kawasaki service environment. Students will perform general maintenance procedures on Kawasaki products including ATVs, utility vehicles and motorcycles as well as become familiar with the K-Dealer website. Utilizing Kawasaki resource materials students will perform service intervals and chassis maintenance procedures. Students will also learn to service Kawasaki engines, drive systems and electrical systems. Students will learn the Kawasaki service environment for troubleshooting of drivability issues, fuel injection systems, perform brake and chassis service and suspension work and then into advanced electrical diagnosis using Kawasaki Diagnostic Software (KDS).

MS-103 Yamaha Technology
150 Clock Hours/ 8.50 QCH
This manufacturer supported course provides learning experiences which will enable the successful student to learn the specialized knowledge and service skills required of a Yamaha service technician. Students will perform general maintenance procedures on Yamaha products including ATVs and motorcycles as well as become familiar with the Yamaha Technical Academy opportunities. Utilizing Yamaha resource materials students will perform service intervals and chassis maintenance procedures as well as service engines, drive systems and electrical systems. Students then move into the Yamaha bronze level training program for servicing a variety of Yamaha products.

MS-104 Suzuki Technology
150 Clock Hours/ 8.50 QCH
This manufacturer supported course is to provide learning experiences which will enable the successful student to learn the specialized knowledge and service skills required of a Suzuki service technician including the Suzuki ServicePro recognition. Students will perform general maintenance procedures on Suzuki products. Utilizing Suzuki specific websites and resource materials, students will perform service intervals and chassis maintenance procedures, as well as service engines, drive systems and electrical systems.

MS-105 Off-Road Technology
150 Clock Hours/9.0 QCH
This Manufacturer supported course provides experiences which will enable the successful student to learn Kawasaki, Polaris and other off-road brands chassis and suspension maintenance and repair procedures on snowmobiles as well as multiple brands of all-terrain vehicles (ATV's) and recreational utility vehicles (RUV's). Students will also have the opportunity to complete the requirements for their Polaris Master Service Dealer Training (MSD) certifications.

MWT-101 Welding Introduction & History
150 Clock Hours/ 9.00 QCH
Students will be introduced to the industry by learning about the history, the AWS Standards, the occupational opportunities, and general safety requirements of welding. An introduction to the different welding categories, major manual processes, types, parts, joints, size, strength, position, and defects will be presented. The course provides a comprehensive understanding of Oxy-Fuel Welding, which includes soldering and brazing, gases, cylinder handling, welding equipment and supplies, and operating procedures.

MWT-102 Electric Arc Cutting & Basic SMAW Processes – 150 Clock Hours/ 8.00 QCH
Students will explore Plasma Arc and Air Carbon Arc Cutting; the equipment and supplies required; and safety practices. This course covers the basic SMAW welding operating principles, power sources and machines, safety equipment and supplies, and the different types of current.

MWT-103 Welding Mathematics I
150 Clock Hours/ 8.50 QCH
Students will begin a comprehensive study of welding mathematic principles, such as addition, subtraction, multiplication, division, fractions, and decimals. This course covers basic principles of averaging; calculating percentages, the metric system, and the measuring of perimeters, areas, circumferences, and volumes. Students will continue skill development during lab sessions to gain experience on processes previously introduced.

MWT-104 Basic SMAW Fundamentals & Practice Plate
150 Clock Hours/ 8.00 QCH
Students will train in starting and adjusting the arc welding power source. This course covers the theory and practice of different bead, joint, and fillet methods, such as welding a lap joint horizontal single pass fillet, a t-joint flat position single-pass fillet, weaved beading, and the stringer technique with weave overlay.

MWT-105 Welding Mathematics II & Technical Drawing Reading I 150 Clock Hours/ 9.00 QCH
Students will continue learning welding mathematic principles for the purpose of being able to read technical drawings. This course covers the basic principles of angle development and measurement, such as the bends and stretch outs of angular shapes. The students will develop an understanding for the purpose of basic lines, basic sketching techniques, and bill of material.

MWT-106 Technical Drawing Reading II, Symbols & Abbreviations, & SMAW Advanced
150 Clock Hours/ 8.50 QCH
Students will be introduced to welding symbols and abbreviations for the purpose of technical drawing reading. This course provides a more comprehensive study of technical drawing reading such as detail, assembly and subassembly prints. The students will also explore more advanced theory and practical SMAW welding techniques.

MWT-107 SMAW II Advanced Plate & Pipe
150 Clock Hours/ 8.00 QCH
This course affords students a more advanced comprehensive study of the theory and practice of different bead, joint, and fillet methods, such as welding a single-v butt joint; stringer beading and weave beading on a flat plate, and a single-v butt joint backing bar in an overhead position. The students will learn pipe and tube welding; they will develop an understanding of codes and standards; and will put their practical knowledge to work. This course prepares the students the opportunity to take the welding certification tests.

MWT-108 GTAW, GMAW, & FCAW Principles & Practices-150 Clock Hours/ 9.00 QCH
This course covers the principles and practices of GTAW, GMAW, and FCAW welding equipment and techniques. The students will learn to weld various types of metals, including plate and pipe, in numerous welding positions.

PCP-101 Pinstriping Techniques
25 Clock Hours
In this course, students will learn striping history, styles, equipment and paints. Students will be exposed to the fundamentals of pinstriping, which includes multiple techniques, equipment, patterning methods and paints. Students will also learn layout techniques and design basics.

PCP-102 Exotic Paint Techniques
50 Clock Hours
Through an intensive hands-on environment, students will learn to work with exotic paints and techniques including fades, candies, marbleizing and pearls. Students will learn how these paints work in conjunction with base coating as well as usage in artwork. In addition, masking and taping techniques will be explored with an emphasis on traditional flame patterns and layouts.

PCP-103 Airbrush & Paint Techniques
150 Clock Hours
In this course, students will be introduced to the airbrush, including equipment, operation, maintenance and basic skills needed. Stencils, 3D Shadow, shading and light source theory will be covered. Then the student moves into real flame and true fire. Students will learn how to add images to fire and how their flames conform to the surface being painted.

PSI-101 – Power Sport Fundamental Skills
150-Clock Hours/ 9.00 QCH
This module is designed to provide students with basic understanding of 2-stroke and 4-stroke engine operation, part/component identification, powersport electronics and suspension components while utilizing his/her textbook/workbook, shop resource materials, and the Resource Center coupled with hands on training the student will have a core knowledge of the fundamentals of most powersport vehicles.

PSI-102 Fuel Systems Maintenance & Repair
75 Clock Hours/ 4.00 QCH
This module is designed to provide students with an understanding of power sport vehicle fuel systems and carburetion. Students will learn mechanical diagnostics including compression and leak-down tests and valve adjustments. Students then continue with carburetor fuel circuits in mechanical slide and CV carburetors and include carburetor disassembly, component identification, cleaning, and rebuilding to manufacturer specifications and perform carburetor synchronization and idle drop tests on running vehicles while utilizing his/her textbook/workbook, shop resource materials, and the Resource Center.

PSI-103 Intro to Electrical Systems
75 Clock Hours/ 4.50 QCH
This course provides experiences which will enable the successful student to learn electrical systems operation, test equipment usage, electrical system testing procedures and properly utilize the resource material and Resource Center. Accessories, lighting, starting systems, and batteries are studied along with an introduction to electrical troubleshooting and diagnostic procedures.

PSI-104 Chassis and Suspension Systems Service
75 Clock Hours/ 4.00 QCH
This course prepares students for chassis service, and final drive operations, and repair procedures including general maintenance procedures on motorcycle chassis and suspension systems. A focus on suspension technology will be presented to provide core skill information and hands-on workstations to become familiar with suspension adjustments and service, repair procedures, and properly utilize the resource material and resource library Successful students will be able to perform general maintenance procedures on steering head bearings, swing arm bearings and or bushings, brakes systems and suspension systems.

PSI-105 Advanced Electrical Systems
75 Clock Hours/ 4.50 QCH
This course provides experiences which will enable the successful student to gain further knowledge of electrical systems, advanced test equipment usage, electrical system testing procedures and proper utilization of the resource material and Resource Center. Ignition and charging systems are studied as well as the troubleshooting and diagnostic procedures for vehicle electrical systems.

PSI-106 Periodic Maintenance & Tire Service
75 Clock Hours/ 4.50 QCH
This course prepares students for manufacture periodic service procedures and tire change procedures on motorcycle and ATV vehicles. A focus on manufacture periodic service procedures will be presented to provide core skill information and hands-on workstations to become familiar with service, repair procedures, and properly utilize the manufacture service material and resource library. The course will also prepare students to tire changing procedure for tube and tubeless style wheels and to how to properly balance a tire. Successful students will be able to perform periodic maintenance procedures and tire changes on various powersport vehicles.

RCT-101 - Concept Design & Planning
150 Clock Hours/ 9.00 QCH
This course is designed to provide an introduction to and explore various types of custom cars, create budgets, timelines, and processes to build custom vehicles. Students will create an exterior concept including body modifications, tire and wheels, exterior color(s), custom paint and vehicle graphics. Students will also create an interior concept including upholstery, engine and drive train modifications and then create a final rendering for customers. The student will then perform basic estimates for the project, address legal issues, seek customer approvals, create timelines for each phase and perform initial parts ordering using used, new and aftermarket parts.

RCT-102 - Body Fabrication 150 Clock Hour /9.00 QCH
This course has students perform vehicle disassembly procedures, including body exterior trim, lights, and glass. Students will be able to bag, tag and store parts, and create repair or replace lists. The students study and practice body fabrication techniques. They will perform hammer, hammer forming and dolly techniques as well as shrinking techniques. Students will use fabricating equipment and techniques including slip rollers, shears, brakes, press, notchers, ban saws, shrinkers, and stretchers. In addition they will learn fabricating techniques by using a bead roller and English wheel, and perform TIG welding functions on steel, aluminum, and stainless steel. Students will learn fiberglass and SMC molding techniques and create fiberglass plugs and molds. Finally, students will learn metal finishing techniques including picking and filing and perform rust repair, and finish work.

RCT-103 - Exterior Modifications
150 Clock Hours/ 9.00 QCH
This course is designed to provide students with an understanding of exterior assembly of custom vehicles. In this course, students will learn to properly strip and treat metal, fix dents and remove the highs and lows of panels, and learn rust repair techniques, fix cracks, perform shaping, and use adhesives. Students will perform alignments and initial mock ups, learn how to install body kits including wing, spoiler and scoop installation, install ground effects, grills and guards and perform final mock ups on doors, mirrors, and hoods. Students will install door kits, and exterior assembly detail tasks including rubber, seals, bumpers, headlights, and exterior trim.

RCT-104 - Chassis and Suspension Modifications
150 Clock Hours/ 8.50 QCH
This course is designed to help students perform suspension modifications from proper disassembly of stock systems to raising and lowering the car, installing air bags, hydraulics, and perform spring replacements. In addition, students will install front struts, rear shocks and springs, perform coil over replacements and installation, and sway bar installation along with installing roll bars, supports, roll cages, and strut supports. Lastly, students will perform braking system modifications and installations.

RCT-105 - Painting and Refinishing
150 Clock Hours/ 8.50 QCH
In this course, students will perform engine and interior fitment and then remove the engine. Then students will learn proper blocking and shaping techniques, learn to properly apply primer, use proper masking and cleaning techniques and perform color matching, sealing, apply base coats. Lastly, students will learn to properly apply clear coats, perform color sanding and finish the paint job.

RCT-106 - Custom Paint & Graphics 1
150 Clock Hours/ 8.50 QCH
This course is designed to provide students with a solid understanding of custom painting techniques. Students will learn to apply Pearls, Candies and Flake finishes, as well as utilize appropriate masking techniques to achieve desired results. Students will also learn to apply vinyl graphics, and pin striping techniques.

RCT-107 - Custom Paint & Graphics 2
150 Clock Hours/ 8.50 QCH
Students will learn to use airbrush equipment, learn their operation, maintenance and the basic skills needed to achieve desired results. Students will learn shadow, shading and color theory with an airbrush, learn to airbrush painted scenes and 3D skulls, true fire and real flames, textures, rips and tears, lightning, granite, brushed aluminum and wood grain finishes.

RCT-108- Engine & Drive Train Modifications
150 Clock Hours/ 8.50 QCH
This course is designed to provide students with a solid understanding engine and drive train modifications. Students will perform engine installation and mounting and perform engine performance modifications including intakes, manifolds, superchargers, and turbochargers. Students will learn proper driveshaft fitment and transmissions modifications.

RCT-109 - Mobile Electronics
150 Clock Hours/ 9.00 QCH
This course is designed to allow students to learn the theories involved with sound, video and mobile electronic systems. Students will learn electrical components and current vehicle electrical systems, installation of remote starters and security systems. They then move into installation of navigation systems, backup cameras, game consoles, and video electronics including TV, DVD and video systems.

RCT-110 - Welding
150 Clock Hours/ 8.50 QCH
Students will be trained using the principles and practices of welding associated with I-CAR, manufacturers' and industry standards. They will learn about the use of oxy-acetylene heating and cutting techniques, MIG welding, TIG welding, resistance spot welding and plasma arc cutting

RCT-111 - Interior Modifications & Upholstery
150 Clock Hours/ 8.50 QCH
In this course, students will learn to install gauges, steering wheels and other interior accessories. They will then learn upholstery supplies, and the tools & materials needed in upholstery work. Students will then learn upholstery and sewing techniques, learn how to upholster seats, side panels and carpet and learn to install headliners and vinyl tops.

RCT-112 - Final Assembly & Detailing
150 Clock Hours/ 9.00 QCH
This course is designed to take the student through the final assembly process as well as to explore the art of vehicle detailing and specialty techniques. Students learn to install exterior trim, mirrors, and exhaust, as well as automotive glass and perform window tinting. Students also learn to detail a vehicle including the process, planning, and then detail the exterior and interior. Students will also learn plastic and headlight restoration and other add-on services to prepare a vehicle for customer delivery.

RES-101 Restoration Fundamentals
150 Clock Hours/ 9.00 QCH

Students will begin this program by learning about the history and evolution of the automobile. They will be introduced to shop safety and the shop equipment used in a restoration facility. Students will learn the different phases and levels of restoration as well as how to evaluate a vehicle undergoing restoration, research originality and locate required restoration materials.

RES-102 Metalworking I and Welding
150 Clock Hours/ 8.50 QCH
Students will be trained in the proper use of structural welding according to industry standards. They will learn about the use of oxy-acetylene heating and cutting techniques, MIG welding, TIG welding, resistance spot welding and plasma arc cutting. Students will be introduced to the identification of metals and the art of steel straightening.

RES-103 Metalworking II
150 Clock Hours/ 8.50 QCH
Students will understand metalworking techniques and machinery safety procedures. Students will train on the English wheel, shrinking, stretching, hammer forming, metal finishing, body solder and other techniques for shaping and forming metal for body panel repair on classic automobiles.

RES-104 Nonstructural Repair
150 Clock Hours/ 8.50 QCH
Students will learn to repair, replace, adjust, fit and align sheet metal and similar body components on classic vehicles. Students will be introduced to nonstructural damage repair to the body of classic vehicles using various methods. Students will also learn the proper techniques to repair plastics, fiberglass and composite materials to industry standards.

RES-105 Paint & Refinish I
150 Clock Hours/ 9.00 QCH
Students will be introduced to the proper safety and equipment for painting and refinishing. They will learn the different types of spray guns, technical terminology, paint mixing, spraying and storage area preparations, fundamentals of painting and refinishing, determining types of paints, primers and corrosion protection methods.

RES-106 Paint & Refinish II
150 Clock Hours/ 8.50 QCH
Students will learn about paint application, material thickness, application of single stage, basecoat/clearcoat and enamel. Students will also learn the maintenance of paint equipment, color matching, effects of spray methods on color, refinishing problems/ defects and exterior detailing.

RES-107 Engine & Drive Train
150 Clock Hours/ 8.50 QCH
Students will be trained in the basics of automotive engine restoration. They will learn the principles of basic engines and related systems, disassembly procedures, diagnosis of mechanical malfunctions, evaluating engine conditions and engine rebuilding techniques.

RES-108 Electrical
150 Clock Hours/ 9.00 QCH
Students will be introduced to the fundamentals of electricity and learn about utilizing Ohm's Law, as well as how to read schematics, understanding both terms and symbols. They will then be trained in the proper use of DVOM's and how to take proper readings. Battery composition and service will be covered, followed by the inspection, diagnosis, repair and restoration of starting, charging, ignition systems and lighting systems.

RES-109 Frame and Drive Train
150 Clock Hours/ Clock Hour/9.00 QCH
Students will learn the appropriate condition analysis and repair techniques for unibody and full frame vehicles. Students will learn procedures for measuring, pulling and repairing vehicles to factory specifications. They will also learn how to diagnose and evaluate transmissions final drive conditions and differential rebuilding techniques and procedures.

RES-110- Steering, Suspension and Brakes
150 Clock Hours/ 8.50 QCH
Principles of operation, inspection, diagnosis, repair and restoration of chassis, steering and suspension systems are the basis for this course. Students will learn types of suspension, steering linkage, drum brake and disc brake systems. Students will also become proficient in the use tire and wheel balancing equipment.

RES-111- Trim and Upholstery
150 Clock Hours/ 8.50 QCH
Students will learn the fundamentals of automotive trim and upholstery restoration. They will learn the techniques, tools and materials to restore and install seats, side panels, carpets, other interior trim related components and convertible tops on classic vehicles.

RES-112- Final Assembly
150 Clock Hours/ 9.00 QCH
Students will train on the assembly of restored automotive components for final delivery. The will learn how to restore stainless steel moldings and brass parts, wood graining, pin striping, and other fine detailed processes of restoring classic vehicles. Students will learn standards for vehicle delivery, as well as proper safety inspections, road testing, final tuning and cleanup.

VTS-101 V-Twin Technology
450 Clock Hours/ 26.00 QCH
This course consists of six 75-hour regiments covering V-Twin Engine, Fuel, Electrical, Driveline/ Suspension, Vehicle Maintenance & Assessment. This manufacturer course supported by Victory motorcycles and S&S Cycles provides students an opportunity to complete the requirements for Victory Manufacturer Service Dealer Training (MSD) recognition. This course introduces students to V-Twin engine technology, which enables the successful student to develop the skills and knowledge required to service and repair Harley-Davidson, Victory, and S&S engines. Harley-Davidson and V-Twin electrical system testing and troubleshooting is practiced to be able to diagnose V-Twin charging, ignition, starting and lighting systems issues. Students will perform general maintenance procedures on V- Twin motorcycles, including fuel system which provides a solid understanding of motorcycle engine management systems fuel injection software operation information and diagnosis procedures.

VTS-102 Victory Technology
75 Clock Hours/ 4.50 QCH
The course focuses on Victory fuel system technology so that students will gain a solid understanding of fuel injection engine management systems operations and diagnostic procedures. Given services maintenance procedures the successful student will be able to perform maintenance service intervals procedures including changing oil, valve adjustments, cable adjustments, and final drive adjustments on Victory motorcycles. Utilizing Victory fuel injection software and equipment, students gain experience on troubleshooting fuel and electrical drivability issues.

VTS-103 Custom Motorcycle Building & Performance
225 Clock Hours/ 13.00 QCH
This S&S Cycle supported course focuses on understanding the methods and procedures of building and assembling a custom motorcycle. The successful student will build a rolling chassis; install an engine, primary and drive systems, an electrical system wiring harness, fuel system and lighting system.

VTS-104 Custom Fabrication
150 Clock Hours/ 9.00 QCH
The Custom Fabrication module focuses on understanding the methods and procedures of assembling a custom motorcycle relating to the metal components. The student will design, fabricate and install a fuel tank on a motorcycle frame and prepare the tank for painting.

VTS-105 Custom Paint
225 Clock Hours/12.50 QCH
The Custom Paint module focuses on the artistic side of motorcycle painting. Using an intensive hands-on environment, students will learn the fundamentals of custom painting including graphics, pin striping and exotic painting and airbrush techniques. Methods of transferring artwork to paintable surfaces, masking, taping, and cutting techniques will be explored along with the equipment operation and maintenance, the paints used, color theory and the basic skills needed to paint.

VTS-106 V-Twin Engine Performance & Pro Tuning
150 Clock Hours/ 9.00 QCH
The V-Twin Engine Performance & Pro Tuning module focuses on the S&S Cycle, Inc. dynamometer methods of tuning a high performance motorcycle engine. Students are introduced to S&S Sidewinder and VFI training and will disassemble and reassemble V and T Series engines using S&S high performance components and perform S&S VFI tuning. The module continues with additional dynamometer tuning using fuel modifiers including S&S, Variable Fuel Injection (VFI) technology and Power Commander Power Vision.

VTS-107 Industry Preparation
75 Clock Hours/4.50 QCH
The Industry Preparation module prepares the student for employment in the industry. The students are introduced to the career development techniques of employment search and interview skills, and starting a business. The module continues with the assessment of skills used to perform manufacturer vehicle scheduled services, tire changes, clutch service and the assessment of diagnostic skills used to troubleshoot vehicle problems. The module concludes with the management, supervision and critique of other student technicians while on task.

College Policies and Procedures

Withdrawal

The Campus Director is responsible for guiding the student through the withdrawal process. Therefore, it is the responsibility of the student to contact the Director when a withdrawal is necessary. Students benefiting from federal financial assistance are required to attend an exit interview.

Cancellation and Settlement Policy

The student's enrollment agreement may be cancelled within five (5) business days after the date of signing provided that the school is notified of the cancellation in writing. Saturday is considered a business day.
This provision shall not apply if the student has already started classes. A student's Application Fee is non-refundable regardless of whether or not the student starts classes.

Refund Policy

If the student is not accepted into the training program, any monies paid by the student other than the $50 Application Fee shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10.

A. An applicant not requesting cancellation by scheduled starting date will be considered a student. Cancellation must be made in written form by the student, directed to the college. The postmark on the written notification will determine the cancellation date.
B. The State Refund Policy will apply to all students.
    1. A student who starts class and withdraws before the period is 15% completed (or during the first full calendar week for Credit Hour Programs) shall be obligated for 25% of the tuition and refundable fees for that academic term plus the registration fee.
    2. A student withdraws after the academic term is 15% complete, but before the term is 25% completed (or during the second full week for Credit Hour Students) will be obligated for 50% of the tuition and refundable fees for that academic term plus the registration fee.
    3. A student withdraws after the academic term is 25% complete, but before the term is 40% completed (or during the third full week for Credit Hour Students) will be obligated for 75% of the tuition and refundable fees for that academic term plus the registration fee.
    4. A student who starts class and withdraws after the period is 40% completed (Or after the start of the fourth week for Credit Hour Students) will not be entitled to a refund of the tuition nor the registration fee.
C. Official withdrawal for refund purposes is the date of termination and is defined as:
    1. The last day of attendance if the student is terminated by the college, or
    2. The last day of attendance as reflected by the students' record card.
D. Refunds shall be returned within thirty (30) days after receipt of a written withdrawal by the student, or termination by the institution. When the student has received federal/state financial assistance, the distribution of the refund will be according to federal guidelines.

Addendum to the Refund Policy for Delaware Residents

This institution is regulated by:

DE DOE, Private Business and Trade Schools
John Collette Education Resource Center
35 Commerce Way, Ste. #1
Dover, DE 19904

The following refund policy shall apply only to Delaware residents:

In the event that the student, after expiration of the 5-day cancellation privilege, fails to enter the chosen course, withdraws, or is discontinued at any time prior to completion, the following provisions will be in effect:

1. Refunds will be based on the period of enrollment computed on the basis of course time expressed in clock hours.
2. The effective date of termination for refund purposes will be the earliest of the following:
    a. The last date of attendance, if the student is terminated by the college;
    b. The date of receipt of written notice by the student;
    c. Ten school days following the last date of attendance.
3. If tuition is collected in advance of entrance, and if, after expiration of the 5-day cancellation privilege, the student does not enter OTC, not more than the $50 Application Fee shall be retained by the college.
4. For the student who enters an OTC course shorter than 12 months in length and terminates or withdraws, the college may retain the $50.00 of tuition and fees and the minimum refund of the remaining tuition will be:
    a. After 0.01% enrollment time of the course, 80 percent of the remaining tuition;
    b. After 5% to 9.9% enrollment time of the course, 70% of the remaining tuition;
    c. After 10% to 14.9% enrollment time of the course, 60% of the remaining tuition;
    d. After 15% to 24.9% enrollment time of the course, 55% of the remaining tuition;
    e. After 25% to 49.9% enrollment time of the course, 30% of the remaining tuition;
    f. After 50% or more enrollment time of the course, the student may be considered obligated for the full tuition.

    Enrollment time is the time elapsed between the actual start date and the date of the student's last day of physical attendance in the college.
5. For the student who enters an OTC course longer than 12 months in length and terminates or withdraws, the refund shall be applied to each 12-month period, or part thereof, separately.

Addendum to the Refund Policy for Indiana Residents

This institution is authorized:

The Indiana Board for Proprietary Education
101 West Ohio Street, Suite 670
Indianapolis, IN 46204-1984
317.464.4400 Ext. 138
317.464.4400 Ext. 141

The following refund policy shall apply only to Indiana residents:

OTC shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

The following refund policy applies:

1. A student is entitled to a full refund if one or more of the following criteria are met:
    a. The student cancels the enrollment agreement or enrollment application within six business days after signing.
    b. The student does not meet the post-secondary proprietary educational institution's minimum admission requirement.
    c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the post-secondary proprietary educational institution.
    d. If the student has not visited the post-secondary educational institution prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdraws from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a post-secondary proprietary institution and attending one week or less, is entitled to a refund of 90% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed $100.
3. A student withdrawing from an instructional program, after attending more than one week but equal to or less than 25% of the duration of the instructional program, is entitled to a refund of 75% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed $100.
4. A student withdrawing from an instructional program, after attending more than 25% but equal to or less than 50% of the duration of the instructional program, is entitled to a refund of 50% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed $100.
5. A student withdrawing from an instructional program, after attending more than 50% but equal to or less than 60% of the duration of the instructional program, is entitled to a refund of 40% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed $100.
6. A student withdrawing from an institutional program, after attending more than 60% of the duration of the instructional program, is not entitled to a refund.

Addendum to the Refund Policy for Illinois Residents

The following refund policy shall apply only to Illinois residents:

1. Application-registration fees shall be chargeable at initial enrollment and shall not exceed $150 or 50% of the cost of tuition, whichever is less.
2. All deposits or down payments shall be counted as tuition payments.
3. The Illinois State Refund Policy will apply to Illinois residents as follows:
    a. A student, who on personal initiative and without solicitation enrolls, starts and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.
    b. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment, but prior to the first day of class, all application-registration fees, tuition and any other charges shall be refunded to the student.
    c. When notice of cancellation is given after midnight of the fifth business day following acceptance, but prior to close of business on the first day of class, the college may retain no more than the application-registration fees, which may not exceed $150.
    d. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the college may retain the registration fee, an amount not to exceed 10% of tuition and other instructional charges or $300, whichever is less and the cost of any books and materials which have been provided by the college.
    e. A student who starts class and withdraws after 5% of the course of instruction, but within the first 4 weeks of classes the college shall be obligated to 20% of the tuition and refundable fees for that academic term.
    f. A student who starts class and withdraws after 5% of the course of instruction, but before the term is 25% completed shall be obligated to 45% of the tuition and refundable fees for that academic term.
    g. A student who starts class and withdraws after 25% of the course of instruction, but before the term is 50% completed shall be obligated to 70% of the tuition and refundable fees for that academic term.
    h. A student who starts class and withdraws after 50% of the course of instruction shall be obligated to the full amount of tuition and refundable fees for that academic term.
4. The college shall refund all monies paid under and of the following circumstances:
    a. The college did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog.
    b. The college cancels or discontinues the course of instruction in which the student is enrolled.
    c. The college fails to conduct classes on days or times scheduled, detrimentally affecting the student.

The college will send written acknowledgment of the cancellation within 15 days of receipt.

A student may give notice of cancellation to the college in writing. The unexplained absence of a student from school for more than 15 school days shall constitute constructive notice of cancellation to the college. For purposes of cancellation, the date shall be the last day of attendance.

The college may make refunds which exceed those prescribed in this document. If the college's refund policy

returns more money to a student than these policies above, that policy will be on file with the Superintendent.

In addition, the college will refund any book or material fees when: (a) the book or materials are returned to the college unmarked; and (b) the student has provided the college with a notice of cancellation.

Addendum for Kentucky Residents

Existence of the Student Protection Fund
Pursuant to KRS 165A.450 all licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim against the Student Protection Fund
To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund." This form can be found on the website at www.kcpe.ky.gov.

Addendum to the Refund Policy for Wisconsin Residents (Partial refunds)

A student who withdraws or is dismissed after being in class for (3) days has passed (the period of time identified under s. EAB 8.03(1)), but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one–time application fee of $100.

(1) Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting per cent applied to the total tuition and other required costs paid by the student for the current enrollment period.
(2) All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.
(3) Refunds shall be paid within 40 days after the effective date of termination.
(4) After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or $400, whichever is less.
(5) No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

Return of Title IV Funds

Federal law specifies how a school must determine the amount of federal financial aid (PELL, FSEOG, PERKINS, SUB & UNSUB DIRECT LOANS and PLUS) that a student earns if they withdraw before completing 60% of each quarter.

The amount of federal financial assistance that the student earns is determined on a percentage basis. Once the student has completed more than 60% of the quarter, all financial aid is considered earned and no return is due to the U.S. Department of Education. If the student leaves before completing 60% of the quarter, the student may be required to return some of the unearned financial aid received to the Department of Education.

Percentage Earned = number of clock hours completed up to the withdrawal date divided by the total clock hours in the quarter.

Percentage Unearned = 100% minus the Percent Earned.

Once the student has withdrawn from school, a financial statement will then be generated, NSLDS will be updated and if a student has received federal aid for the quarter in which they withdraw, a US Department of Education Return of Title IV Funds (R2T4) calculation worksheet will be completed for the student.

The R2T4 calculation will determine any Title IV funds earned by the student as well as any unearned funds owed to the US Department of Education. If the amount disbursed to the student is less than the amount the student earned, and for which the student is eligible to receive, then he/she may receive a post-withdrawal disbursement of the earned aid. The school has (30) days after the withdrawal date to complete the Return of Title Funds calculation and notify the student. The school has (45) days after the student is withdrawn to return the Title IV funds.

Official Withdrawal: A student is considered officially withdrawn if they submit a request in writing, or speak with the director of education and request to be withdrawn. At that time a withdrawal form is completed and signed. The documented last day of attendance on the students attendance record is considered the official withdrawal date.

Unofficial Withdrawal: A student may be withdrawn by the school due to lack of attendance or failure to maintain satisfactory academic progress.

a) Attendance - If a student misses (3) consecutive days with no call to the school, the department head will make a phone call to the student. If the student does not respond, an email will be sent to the student and a phone call is made the following day. If the student fails to respond to the email and/or phone call, a letter of termination will be sent to the student and the student is given (10) days to appeal the action. If the student does not contact the school, the 10th day will be considered the official withdrawal date.
b) Academic – If a student does not make academic progress they are put on academic alert. Their instructor will work with the student to improve their academic performance so that they can continue their training. If the student's grades do not improve, the student is terminated and the last day of attendance would be at the end of the quarter in which they were in when terminated.

When a student receives federal financial aid in excess of aid earned:

The college returns the lesser of:

Institutional charges multiplied by the unearned percentage or Title IV funds disbursed multiplied by the unearned percentage.

The student returns:
Any remaining unearned aid the college is not required to return. Loan funds are repaid in accordance with the terms of the Promissory Note.

Any grant (PELL/FSEOG) amount the student has to return is a Federal Grant Overpayment and arrangements must be made with the college or Department of Education to return the funds.

Students will be billed and payment is **due immediately** for any tuition balance created when the college is required to return funds to the Department of Education. Students have (45) days from their withdrawal date to repay the college any federal grant overpayment. After the (45) days, the student must work directly with the Department of Education to resolve their overpayment and may not receive additional federal financial aid until the overpayment is resolved.

The order in which the college returns federal financial aid funds is as follows:

Unsubsidized Direct Loan, Subsidized Direct Loan, Perkins Loan, PLUS loan, Pell Grant, FSEOG.

The college must report to the Department of Education any student who is in an overpayment status.

Refunds and Payments Due

Any statement balance that is less than or equal to $5.00, regarding a refund or amount owed, will not be issued or collected by the college.

Readmission

In repeating the enrollment process, we may readmit a student once removed from the college roster. At that time, credit for previous training will be re-evaluated by the School Director. Also at that time, a student will have his/her financial assistance reviewed. A financial assistance reinstatement process will occur if applicable.

Appeals Process

If a student is terminated from the program, the student will receive a letter dismissing them from the College. Any student who wishes to appeal this termination must write (or email) a letter of appeal and submit the letter to the appeals committee or the records office within ten (10) days from the date of the termination letter. This letter should:

- Acknowledge the reason a student has been terminated
- Outline a plan-of-action as to how and what the student will change should the appeals board recommend a possible return to OTC
- The student's current address
- The student's current phone number

Appeal letters are then given to the Board of Appeals, which meets for hearings on the first Friday of every month, unless other College activities require a re-scheduling of the Board meeting. The student must be present for their appeals hearing. Failure to appear for the scheduled appeals hearing will result in no further action being taken and the College's decision to terminate will stand.

Upon an appeal being heard, the entire Board of Appeals will make a recommendation to the college administration. The Board shall be made up of instructional and administrative staff. All appeals findings are then submitted to the designated administrator of the College for final review. The President reserves the right to agree with the Board's recommendation or veto their recommendation. Individuals will then be notified in writing within ten (10) days of the hearing of the College's final decision.

In addition, if a student is terminated from their program, it is the decision of the Board of Appeals and/or the governing body to revoke any scholarship that may have been awarded due to the student's inability to meet the campuses' standards.

Repeating a Phase of Training

A student wishing to repeat a part of the program must submit a written request to the School Director who will approve or deny the repeat on a case by case basis. If a phase is repeated, that grade will replace the previous grade. In some cases, financial assistance may be used to pay for the repeated program or portion of a program at OTC. Pro rata charges may be assessed for repeating any phase of training which became necessary due to absences.

Graduation Requirements

A student must successfully complete the entire course curriculum to receive a certificate of graduation, diploma, or degree for the training programs offered by Ohio Technical College. Graduation requirements are subject to the College's attendance policy. A passing grade of 70% or 2.0 grade point average is required for all programs.

Postponement of a Scheduled Class Start

The Ohio Technical College may, at its sole discretion, postpone a class to its next scheduled starting date to reach a specific class size.

A student requesting postponement must make such a request in writing. A $50.00 administrative charge will be assessed if the Admissions Director grants the postponement.

Changing of a Program or Start Date

From the time a student signs their enrollment agreement, up to the second week of training, they will have the option of changing their program of study or their start date. Program changes after the first two weeks of training must be approved by the Director of Training or Director of Education and will require a $50.00 administrative fee.

Student Standards

Ohio Technical College, as national leaders in technical education, adheres to high standards for the benefit of tomorrow's technicians.

Attendance

If you're absent – you're not learning!

OTC may have one of the most rigid attendance requirements in the career school industry. We recognize that our responsibility goes beyond technical training to secure a position in the industry; we must also train you to retain your position once you start your job.

Each student receives a class schedule at the beginning of training and must be in attendance a minimum of 25 clock hours per week to be considered a full time student and each student must complete a minimum of 90% of the 300 clock hours per quarter.

Students who do not meet the 90% requirement for attendance in each 12-week term may or may not be granted the privilege to make up their lost time. The time must be made up prior to advancing into the next term. Time lost can add up at a rapid rate, thus, your attendance is critical to your success as a future employee and as a student at OTC.

Make up time will be done on the Friday immediately following the absences.

Tardiness

In adherence with a strict attendance policy, Ohio Technical College does not believe in tardiness.

Class starts precisely at 7:30 am (morning classes) or 2:30 pm (afternoon classes). Students are expected to be in class at least 5 min before start time, in uniform, and ready to participate with all of their materials. Students who are tardy will be denied entry to class 10 minutes after the official class start time.

Current policy, which is subject to change upon notice to the student body, is that a student may be late up to two times per module without the consequence of being sent home (however, the number of minutes late will be subtracted from the students attendance record). Students granted the privilege of entering class late, however, must do so quietly and in a manner designed to avoid disturbance to the class.

NOTE: After 7:30 am / 2:30 pm students will be considered late to class and will lose points off of their Performance grade.

Absences

Students attending the Ohio Technical College are expected to conduct themselves in an adult, mature, and professional manner. Therefore, OTC's expectation is that students will appear on time every day for their studies.

Failure to provide documentation will be noted on the student record card and could be reflected in future letters of recommendation. Students who reach 94 hours missed in a 48-week program or 125 hours missed in a 72-week program may be terminated. Consideration may be extended to students on an individual basis in regards to bereavement, medical issues and military obligations. Students will be required to provide documentation for these absences.

Any student who has three days of absences without communication may be terminated.

Reporting "Call Off"

Every employer will ask employees to "call off" prior to their start time when they will be absent. We are no different.

Students who fail to call off before their start time for (3) consecutive days may be terminated.

Leave of Absence (LOA)

Any student requesting a leave of absence must do so in writing and cite specific reasons needed for the leave of absence. The student must try to be as specific as possible when requesting such a leave. They must also sign the College policy leave of absence acknowledgment form. In most cases, the leave of absence must be for at least 30 days and cannot exceed 120 days.

If the individual student who requests a leave of absence does not return in a specified time or within 120 days, the student will be assumed to have withdrawn from the College. The subsequent refund/charges calculation must then be calculated with appropriate refunds processed within 30 days from the above date or the date at which it was determined the student would not return to school. A leave of absence student must have an exit interview prior to his/her leaving College. Questions regarding the leave of absence policy can be referred to the Director of Administration.

Students returning from a leave of absence must contact the Registrar / program scheduler for a return date and a revised schedule. Hours owed must be made up before the student "officially" returns.

A leave of Absence may need to be taken if an injury results in the inability of the student to safely perform shop tasks. In rare situations, some students cannot request the Leave of Absence in person.

Making Up Lost Time

Students may be allowed to make up lost time with notification to the Records Office and approval of the student's department head. Make up time will be assigned by the Records Office and will usually be earned on a Friday starting immediately following the missed day that exceeds the maximum number allowed.

Student attendance is monitored daily by the Records Office. Students who owe make up time will be advised on a weekly basis until the time is completed. If a student begins a new quarter still owing time from a prior quarter the student may be placed on financial interruption.

Missed Weeks

Students missing an entire week of training due to an approved absence or leave will be able to complete all tasks and tests missed, however they will be subject to the missed time provisions.

Weekly Tests

Weekly testing is done on Thursdays. If a student misses a test on Thursday, he/she must make up the test first thing on the following Monday (or first day back). The student will test in the Curriculum Department and the test score will be recorded in the Records Office. This applies to students who miss a test for any reason. Students will not be allowed to make up more than two tests in any six week module unless approved by their Department Head.

Attendance for Students Receiving Veterans Aid

Any student who is receiving funds through the Veterans Administration must not fall below the 90% minimum attendance requirement for total time earned in a program to continue to receive benefits. If a student exceeds the 15% threshold of total time lost for the ***entire*** program, the VA will require OTC to terminate the certification which may result in a Veteran owed debt to the Veterans Affairs Administration funding.

Academic Workload

Each student must attend six hours and fifteen minutes (6:15) per day, Monday through Thursday and on Fridays (when classes are scheduled on Fridays) to be considered a full-time student. There is no part-time attendance at the Ohio Technical College. Students enrolled in the Associate Degree program will be required to take additional courses. Homework may be assigned daily and will be due as assigned. Homework not completed and turned in will result in a reduction in performance grade for that week.

Academic Schedule

Each student will receive a catalog at the time of enrollment describing course title, and the various phases of training through which he/she must progress. The student must proceed through the entire training program to receive a diploma, degree, or certificate. Room numbers, instructors, and scheduling are covered on the first day of class. Generally, students in Diploma programs attend 300 clock hours per quarter.

The maximum length of time that a normal progressing student can take to complete any program at Ohio Technical College will be the equivalent to 1.5 times the normal course length. This applies to all students except those with special needs or mitigating circumstances.

Satisfactory Academic Progress (SAP)

All students must meet the standards of the Satisfactory Academic Progress Policy (SAP) in order to remain enrolled. Additionally, these Standards of Satisfactory Academic Progress must be maintained in order to remain eligible for Federal Student Aid and Veterans Education Benefits.

The Satisfactory Academic Progress Policy consists of the following components:

A. Qualitative Measurement:
   1. The Qualitative Measurement is determined by measuring the student's Cumulative Grade Point Average (CGPA).
      i. Academic progress of all students will be evaluated on a quarterly basis for all training programs offered by the Ohio Technical College. . A quarter is twelve weeks in length and is a standard term at the College. As the student progresses through the selected training program of their choice, the quarterly grades will be averaged on a cumulative basis. A minimum of 70% or a 2.0 cumulative grade point average will be considered maintaining satisfactory academic progress. Any student failing to achieve the minimum standard of 70% or a 2.0 cumulative grade point average will be considered to be progressing unsatisfactorily and will be unable to continue their training program beyond that particular quarter. All students must achieve a cumulative average for all terms of 70% or a 2.0 cumulative grade point average to successfully complete the program and qualify for graduation.

B. Quantitative Measurement:
   1. The Quantitative Measurement is determined by measuring the student's rate of progress (ROP) toward completion of the academic program.

   2. Maximum Time Frame for Completion (MTF):
      i. The student must be able to complete the program within 1.5 times (150%) of the published length of the program.

C. Students must meet or exceed the requirements of all three (3) components of The Standards of Satisfactory Academic Progress to remain eligible and considered to be maintaining SAP:
   1. Cumulative Grade Point Average (CGPA)
   2. Rate of Progress (ROP)
   3. Maximum Time Frame for Completion (MTF)

D. The student's Satisfactory Academic Progress (SAP) is evaluated every quarter by the Financial Aid Department. The required benchmarks are listed in the chart below.

Satisfactory Academic Progress Evaluation Points and Benchmarks

EVALUATION POINTS	CGPA	RATE OF PROGRESS
1	2.0	33%
2	2.0	50%
3rd & Thereafter	2.0	67%

GRADING SYSTEM

Letter Grade	Numerical Grade	Quality Points	Description
A	90 – 100	4.0	Superior
B	80 - 89	3.0	Good
C	70 – 79	2.0	Average
D	65 – 69	1.0	Poor
F	0 - 64	0.0	Failing

Grade reports are available to students at the completion of each module. Course Grades are determined by:

- Attendance
- Written tests
- Shop work
- Successfully completed tasks
- Professionalism

Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points, credit value of course (4) times quality point value of a grade of B (3). The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Quarter Credit Hour Programs			
Letter Grade	Numerical Percentage	Description	Quality Points
A	90 – 100	Superior	4.0
B	80 – 89	Good	3.0
C	70 – 79	Average	2.0
D	65 – 69	Poor	1.0
F	0 – 64	Failing	0.0
P*	N/A	Pass	N/A
W	N/A	Withdrawn	N/A
WF	N/A	Withdrawn/ Failure	N/A
I	N/A	Incomplete	N/A
TC	N/A	Transfer	N/A
TO	N/A	Test-Out	N/A
AU	N/A	Audit	N/A

* Applied General Education Remedial Courses

Clock Hour Programs			
Letter Grade	Numerical Percentage	Description	Quality Points
A	90 – 100	Superior	4.0
B	80 – 89	Good	3.0
C	70 – 79	Average	2.0
D	65 – 69	Poor	1.0
F	0 – 64	Failing	0.0
W	N/A	Withdrawn	N/A
WF	N/A	Withdrawn/ Failure	N/A
I	N/A	Incomplete	N/A
TC	N/A	Transfer	N/A
TO	N/A	Test-Out	N/A
AU	N/A	Audit	N/A

Application of Grades and Credits

The charts above describe the impact of each grade on a student's academic progress. For calculating rate of progress for students enrolled in quarter credit hour programs; grades of F (failure), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. For calculating rate of progress for students enrolled in clock hour programs; grades I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. Grades of W (Withdrawn), WF (withdrawal/failure) and F (failure) are counted as hours attempted and earned.

TC and TO credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation.

Remedial Courses

Remedial Applied General Education courses are graded as Pass (P) or Fail (F). The grade is not included in the CGPA. The length of the Remedial Applied General Education course is included in Rate of Progress and Maximum Time Frame calculations.

To receive an incomplete "I", the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within fourteen calendar days after the end of the term will be converted to a grade of F and will affect the students CGPA.

Transfer Credits

Transfer credits, either from Ohio Technical College or from another institution, that are applicable to the new program of study will not be calculated in the grade point average, but those transfer credits will be considered as credits attempted and earned in the rate of progress and maximum time frame calculation.

For example, a student transfers from program A to program B, the student is able to transfer 30 external credits, 20 transfer credits from Program A and 10 associated credits earned in Program A into Program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and a half times (150%) x 180 = 270 credits. The 30 external transfer credits and 20 internal transfer credits will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated; the 10 associated credits earned in Program A will be included in the grade point average, rate of progress and the maximum time frame calculations.

When a student elects to change a program at Ohio Technical College (this does not include moving from a diploma to an Associate degree in the same program), the

student's earned credits and grades will be transferred into the new program as applicable, including transfer credit.

Associated Courses

If any course taken in the original program is also part of the new program, that course will be associated with the new program, and those associated courses will be included when computing grade point average (except WF grades), rate of progress, and maximum time frame. This includes courses that were failed or withdrawn.

Quarterly Student Academic Standing Determination
At the end of each quarter, after grades have been posted, each student's CGPA, Rate of Progress and Maximum Time Frame are reviewed to determine whether the student is meeting the satisfactory academic progress requirements. The following terms are used to indicate each student's academic standing:

1. **Good Standing**
   a. Students who meet or exceed the requirements of all three (3) components of The Standards of Satisfactory Progress (CGPA, ROP, MTF)

2. **Academic Alert**
   a. A status conferred automatically at the end of the first six-week module in any quarter, whose overall CGPA drops to 75% or less. Students on Academic Alert will be advised and offered the opportunity for additional help.

3. **Academic Probation**
   a. A status designated for a student who has successfully appealed their Termination from Ohio Technical College due to the student's failure to meet the Standards of Academic Progress.

4. **Terminated**
   a. Students will be terminated (withdrawn) from the school under one (1) of the following circumstances:
      i. Failure to meet SAP requirements
      ii. SAP Appeal denied
      iii. Failure to meet the requirements of the Academic Plan

Academic Terminated Students

Students terminated for failing to make Satisfactory Academic Progress may appeal their dismissal in writing to the college Records Office, in accordance with the following SAP Appeal for Reinstatement

Academic Plan

A student that is appealing dismissal will meet with academic staff and an academic plan will be developed indicating what must be accomplished to meet SAP in the ensuing term for submittal to the Academic Appeals Panel

Satisfactory Academic Progress (SAP) Appeal for Reinstatement

SAP appeals must include:

1. Official SAP Appeal form prepared by the Director of Training;
2. A letter of appeal prepared and signed by the student stating the reason(s) for past academic issues and what has changed that will allow the student to achieve SAP standards;
3. Supporting documentation of extenuating circumstances (e.g. injury/illness, death of a relative, child care or other special circumstances), dated within the student's Academic Alert term.
4. An academic plan signed by the student and Director of Training detailing specific requirements for the student to meet SAP within the quarter;
5. A copy of the SAP calculator spreadsheet or calculations used to develop the academic plan;
6. Completed Academic Warning affidavit; and
7. An unofficial transcript with final grades for the most recently completed Quarter.

All appeal documents must be submitted to the Director of Training. The complete SAP Appeal must be received within seven (7) days of the end of the previous Quarter. The Director of Training will forward the complete appeal packet to Academics Appeals Panel for review and will either approve or deny the appeal.

The Academic Appeals Panel may approve the appeal if the student had a documented extenuating circumstance that affected the student's ability to meet SAP standards and the Academic Appeals Panel determines:

A. That the student should be able to meet SAP standards after the subsequent term or
B. The student should be able to meet SAP standards by a specific point in time if he or she follows an academic plan developed by the Institution.

Academic Probationary Students

A. A student that successfully appealed their termination will be placed on Academic Probation and will be scheduled for the next term.
B. A student on Academic Probation will not be eligible for Title IV funds for the subsequent payment period.
C. The length of the Academic Probationary Period is included in the Maximum Time Frame Calculations.
D. When a course is repeated the higher grade will be recorded and will be counted for purposes of calculating the student's Cumulative Grade Point Average, Rate of Progress and Maximum Time Frame. The length of the program must not exceed 1.5 times (150%) of the published length of the program.
E. During the Academic Probationary Period the student must be in compliance with the approved Academic Plan.
F. At the end of the Academic Probationary period, the student must meet or exceed all three components of the SAP requirements to regain Good Standing status and re-establish eligibility for Title IV funds for subsequent payment periods.
G. Students who withdraw from a course(s) or term of Academic Probation are considered to have failed that term.

If at any point it is determined that it is mathematically impossible for the student to meet the minimum SAP requirements, the student will be dismissed from the

Institution. The Institution also reserves the right to place students on or remove them from academic monitoring based on their academic performance, not-withstanding these published standards.

Re-entering students who were terminated due to not achieving SAP when they withdrew from the program are required to submit a SAP Appeal prior to re-enrollment. Students seeking re-enrollment requiring a SAP Appeal are not subject to the seven (7) day limitation for filing the appeal, but must submit the appeal prior to the start of the term.

Students transferring from program to program within Ohio Technical College will be placed in the appropriate enrollment SAP status according to their SAP status at the time of withdrawal from the previous program.

Students who are terminated for not meeting SAP may not transfer programs and immediately regain eligibility for Federal Student Aid. Eligibility is only regained after a SAP appeal is approved and the student regains Good Standing designation after the probationary period.

Alert Status

Students who's overall cumulative average drops to 75% or below by the end of any first six-week module in a quarter will be placed on Academic Alert status. Students on Alert status will be advised and offered the opportunity for additional help.

If a student's cumulative grade point drops below a 70% at the end of a quarter, the student may be terminated. This is the final determining factor in the standard of academic progress. A student must maintain an overall average of 70% at the end of the quarter to progress to the next quarter. It should be pointed out that the College does not seek compensation for the tutoring, or probation status efforts, but merely is endeavoring to guide and motivate students experiencing difficulties.

Report Cards

Report cards are issued at the conclusion of each twelve-(12) week period. A copy is given to the student and a copy is mailed to the student's home address when requested. The College believes it is highly beneficial for students to have input from parents or guardians and encourages their participation whenever possible. The report cards are a summary of performance and test grades, as well as a cumulative attendance record. Students maintaining an average of 90% or above for the 12-week period are placed on the Honor Roll and such distinction is included in the student's permanent record.

Family Educational Rights and Privacy Act Policy

In the course of a student's application, enrollment, and attendance, this College has compiled a number of important records, which include the following:

- Attendance Records
- Disciplinary Records
- Financial Records
- Grades
- Placement Records

Students may inspect and review their educational records upon request to the School Director. A student desiring to review his/her records should submit to the Director a written request that identifies as precisely as possible the record or records he/she wishes to inspect. If a student wants to know more about the procedures governing the review, they may obtain a copy of the complete Policies and Procedures by contacting the School Director. If after reviewing the records it is found that they contain errors or are inaccurate or misleading, an amendment may be requested. If the College does not agree with the student's position, a hearing may be requested. If the student feels that the College has not followed the Federal rules under the Family Educational Rights and Privacy Act, they may write to the United States Department of Education.

OTC will not release any information about a student to outside individuals unless we have first received the student's permission or were required to give the information under state or federal laws to auditors, researchers, etc. It is considered that certain information does not violate your right of privacy. The College is permitted to routinely release this information unless the students specifically ask us not to. General information is considered to be your name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, certificates or degrees obtained, and the last institute attended.

Dress Code and Appearance

The OTC 'Uniform and Dress Code Policy is designed to promote professionalism and safety.

The appearance of a student at OTC is in accordance with industry standards and is designed to meet the requirements establishing professionalism. Appearance is a very important part of becoming a professional technician.

Many people who visit OTC on a daily basis may play a significant role in your future. Therefore, it is imperative that you create a favorable impression.

All OTC students are issued uniforms. A uniform must be worn at all times when the student is on campus grounds. Once a uniform is issued, no student is permitted to enter any OTC facility without wearing his or her uniform. Students are issued caps, work shirts, and jackets.

The following professionalism standards will be enforced:

1. Students are required to maintain a professional appearance at all times, which is determined by the discretion of OTC and its management and staff.
2. Students are required to keep all uniforms in a clean and well maintained manner. No holes or tears are permitted. (Replacement uniforms are available through the Campus Store.)
3. Caps or hats need not be worn, but if a student wears a cap or hat, it must be the school issued or approved (e.g. a cap containing the Name/Logo of OTC) with the bill facing forward.
4. No shorts, sweat pants, headbands, tank tops, skullcaps, bandanas, Do-rags, or wave caps are allowed if under an OTC hat and not visible. Pant length touching the floor is prohibited for obvious safety reasons.
5. The following are prohibited at all times: facial jewelry, necklaces, oversized rings, bracelets, wallet chains, key chains, hoop or dangling earrings, and gauges. Students will be asked to remove other types of excessive or non-jewelry items that pose a safety

related concern or cause a disruption in class as determined by the discretion of management or staff.
6. Proper footwear must be worn at all times while in OTC facilities. Leather shoes or boots are required. No thongs, high heeled shoes or boots, sandals, sneakers, tennis shoes, or open toed shoes are permitted. Shoes or boots with laces must be tied and laced at all times. It is strongly recommended that students obtain and wear industry approved steel toe shoes or boots.
7. OTC does not permit hairstyles that, in the opinion of management, are radical in nature. These include shaved designs, hairstyles that rise more than 2 inches from the scalp, mohawks, dreadlocks, and / or other extreme styles not conducive for training. Hairstyles that fall over the eyes and restrict vision are not allowed. Hair that falls on or over the shoulders must be tied back or contained in caps or tucked into the uniform shirt for safety reasons.
8. All hair, including facial hair, must be properly groomed at all times. "Groomed" is defined as clean and combed. Facial hair may not extend more than 4 inches from the face and must be neatly trimmed. Appearance is a critical factor in obtaining the career opportunity students seek.
9. Cool weather uniforms are school issued work shirts and a school issued jacket. The optional OTC ski cap may be worn in lieu of the cap. In any instance the OTC uniform must be the outermost garment layer.
10. Only OTC patches may be worn on the uniforms. The only exceptions are professional patches earned in the industry and additional patches given by OTC for achievement.
11. Students may not deface, mark, color, or write upon uniforms, caps, or patches.
12. When working in the shop, safety glasses must be worn. Sunglasses or shaded safety glasses may not be worn at anytime unless a doctor's request is presented to the instructor. Students with prescription glasses must wear protective side shields.
13. Students must wear ID badges in plain view at all times.

Code of Student Conduct

No college can endure nor properly educate without reasonable rules and regulations. **Respect for the rights of others mandates strict adherence to certain guidelines and, therefore, the following guidelines have been established and are in effect at the College:**

1. Students must abide by their class schedules and stay on assigned shop tasks as directed by their instructor.
2. No student is to bring a backpack, book bag, or lunch box into the shop areas. These items must remain in the classroom.
3. Students are required to remain quiet, orderly, and attentive in class and shop.
4. Parking at the College is only permitted in designated areas. Student cars must be registered and properly identified.
5. Students may only eat, drink, and smoke in designated areas. Cigarettes, candy, gum and tobacco are not permitted in the shop or classrooms.
6. School issued safety goggles with side panels and protective equipment must be worn in the school.
7. Once class has started, no student may leave the building without permission, unless on a scheduled break.
8. No student may operate school equipment without permission, including: hoists, lifts, engines, or specialized equipment.
9. ALL injuries, no matter how minor, must be reported to the student's instructor. An incident/ accident report must be completed.

Student Expectations

Students are expected to abide by all the policies, procedures, professionalism standards and rules, whether written or implied. Students are expected to study, be on time, actively participate in the classroom and shop, listen attentively, respect visitors, instructors, and administrative staff, clean classroom, shop and eating areas, maintain the training aids in the school, and be a solid citizen.

Students that fail to comply with these expectations may be placed on probation (written), suspended, or expelled.

Hazing/ Harassment

College policy prohibits hazing/ Harassment of any sort. "Hazing or harassment" is defined as any action taken or situation created which regardless of location, intent, or consent of the participants:

1. Produces or is reasonably likely to produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation, or ridicule;
2. Compels an individual to participate in any activity which is unlawful, perverse, publicly indecent, or contrary to the rules, policies, or regulations of the College, or which is known by the compelling person to be contrary to the individual's genuine moral or religious beliefs; or
3. Will unreasonably or unusually impair an individual's academic efforts.

Any student or organization accused of violating this policy will be subject to disciplinary action up to and including termination.

Hazing also violates Ohio law. The maximum penalty for this fourth-degree misdemeanor is 30 days in jail, a fine of up to $250 or both. Civil actions for injuries and damages may also be taken.

Sexual Harassment

It is the policy of OTC that no member of the faculty, administration, support staff, or student body may sexually harass another. Sexual harassment is a violation of both College policy and federal laws and will not be tolerated or condoned (See the policy on sexual harassment at the end of this catalog).

Weapons Policy

In accordance with O.R.C. SEC. 2723.1212 (A), no firearms are permitted on the premises. Any student caught with a firearm on campus, will be subject to immediate termination.

The carrying of a firearm, deadly weapon, or dangerous ordinance on these premises is strictly prohibited in accordance with O.R.C. SEC 2923.126. Violators will be charged with criminal trespass.

Rules Violations

At the College's discretion, a student in violation of the College rules may be placed on probation (written), suspended, or expelled. The Director may assign a problem student to minor work details in order to obtain compliance. The decision to take any disciplinary action is made only after serious consideration of the particular situation as well as the student's general attitude.

Immediate dismissal from campus may result from the following acts:

1. Consumption, storage, or sale of alcoholic beverages, illegal drugs, controlled substances, or drug paraphernalia, hallucinogens, weapons, or dangerous objects on campus (See the Drug Policy form on at the end of this catalog).
2. Unauthorized engine or equipment operation.
3. Insubordination or other conduct unbecoming of a student.
4. Refusal to adhere to prescribed dress code (see Dress and Appearance).
5. Creating a disturbance in class or inattentiveness (sleeping).
6. Destruction or theft of property.
7. Physical violence of any kind.
8. Excessive absenteeism or tardiness.
9. Continued academic failure (see Academic Standards).
10. Failure to follow accepted industry procedures.
11. Failure to attend work or study details.
12. Driving under the influence of alcohol or illegal/ controlled substances.
13. Hazing/ harassing of any kind.
14. Possession of deadly weapon or firearm.
15. Threats of any nature against the College, its staff or students.
16. Improper use of the Internet or social media, including but not limited to harassment, defamation or threats directed at the College, its staff or students.

Personal Belongings

OTC will not be responsible for any personal property that is lost, stolen or damaged. It is the student's responsibility to safeguard, repair or replace any lost, stolen or damaged personal property.

Student Complaint / Grievance Procedures

All student complaints should first be directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the College. Whether or not the problem or complaint has been resolved to his/her satisfaction by the College, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

- PENNSYLVANIA DEPARTMENT OF EDUCATION, 333 MARKET STREET, HARRISBURG, PA 17126-0333.

- THE INDIANA COMMISSION ON PROPRIETARY EDUCATION, 402 WEST WASHINGTON STREET, ROOM W462, INDIANAPOLIS, IN 46204-2767, phone 317-232-1320 or Toll Free 800-227-5695.

- Maryland students are encouraged to contact MARYLAND HIGHER EDUCATION COMMISSION at Associate Director for Private Career Schools, Planning and Academic Affairs, Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor Baltimore, MD 21201.

- Tennessee students realize that any grievances not resolved on the institutional level may be forwarded to TENNESSEE HIGHER EDUCATION COMMISSION, Nashville, TN 37243-0830. Telephone: 615-741-5293.

- All Delaware student inquiries should be addressed to: Education Associate, Private Business & Trade Schools Delaware Department of Education 401 Federal Street, Suite #2 Dover, DE 19901-3639. All complaints considered by the Associate must be in written form, with permission for a copy of the complaint to be forwarded to the school for its response. The complainant(s) will be kept informed as to the status of the complaint as well as to the final resolution.

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 College has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the College for a response. The complainant(s) 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 and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the College and may be obtained by contacting the main office. Programs that are similar in length, content, and cost may be available throughout the United States. For a listing of these schools, which are accredited, please contact the Accrediting Commission of Career Schools and Colleges at the address above.

Filing a Complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: The 300 Building, 300 Sower Boulevard, 4th floor, Frankfort, Kentucky 40601. The forms can be found on the website at www.kcpe.ky.gov.

Existence of the Kentucky Student Protection Fund.

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Student Protection Fund.

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 300 Sower Boulevard, Frankfort, KY 40601. The form can be found on the website at www.kcpe.ky.gov.

South Carolina Commission on Higher Education

"Licensed by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201, Telephone (803) 737-2260. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Dept. of Ed.

- Grievances must be submitted to the Section 504 Coordinator within five working days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of OTC relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to Vice President of Institutional Operations (the "VP") within 15 days of receiving the Section 504 Coordinator's decision. The VP shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

Minnesota Registration Disclosure

"Ohio Technical College is registered as a Private Institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions."

Procedure for Grievance under Section 504 of the Rehabilitation Act of 1973

It is the policy of Ohio Technical College ("OTC") not to discriminate based on disability. OTC has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination based on disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Michael Campbell, Director of Administration, who has been designated to coordinate the efforts of OTC to comply with Section 504.

Any person who believes she or he has been subjected to discrimination based on disability may file a grievance under this procedure. It is against the law for OTC to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
Procedure:

OTC will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

Clock Hour to Credit Hour Conversion

The non-degree programs at Ohio Technical College are measured in clock hours. The Associate Degree Programs are measured in credit hours. A clock hour is based on an actual hour of attendance, though each hour may include a 10-minute break. If conversion becomes necessary, the College uses the following clock hour to credit hour conversion formula:

For technical classes, a quarter hour is 30 units.

An in-class, didactic learning scenario earns 2 units for each hour of instruction. The formula is the contact hours times 2, divided by 30. Thus 1 hour equals 0.0667 quarter hours.

A supervised in-shop learning situation earns 1.5 units per hour. The formula is the contact hours times 1.5, divided by 30. Thus 1 hour equals 0.0500 quarter hours.

General education courses are comprised of at least 10 hours of didactic learning and 20 hours of out-of-class work/ preparation per quarter credit hour. Thus 10 hours of class and 20 hours of homework will earn 1 quarter hour.

Additional Policies

The Ohio Technical College, as a national leader in technical education, adheres to high standards for the benefit of tomorrow's technicians.

Internet Usage

Ohio Technical College may provide students with access to the Internet. The College will not be responsible for any damages incurred by the user stemming from their use of the Internet and will not be liable for any damages by one of its users to someone via the Internet. Student access to the Internet will be available in the Resource Center or Computer Labs, or via student Wi-Fi.

Use of the Internet is a service provided by the College. OTC reserves the right to regulate its use and, if necessary, revoke the privileges of any user who refuses to abide by the following guidelines for Internet use:

1. Users of the Internet are forbidden to use profanity of any kind on the Internet. This includes accessing web sites containing profanity from College and remote locations.
2. Abusive or profane e-mail cannot be sent from or received by OTC.
3. Any illegal activities conducted via the Internet will be subject to disciplinary action.
4. Any person willfully damaging or causing harm to the OTC servers, software, or related equipment will have his/her privileges revoked, and will be held personally responsible for the cost of any repairs to the system and/or related equipment.
5. Posting of slanderous or other video/postings.

Internet Code of Conduct

Access to the Internet has been provided to faculty, staff, and students for the benefit of the organization, its customers, and contacts. It allows employees and students connection to information resources around the world. Every employee and student has a responsibility to maintain and enhance the College's public image in a positive manner and to use the Internet in a productive manner. To ensure that all employees and students are responsible, productive Internet users and are protecting the College's public image, guidelines have been established for using the Internet.

Acceptable Uses of the Internet

Employees and students accessing the Internet are representing the College. All communications should be for professional reasons. Employees and students are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Internet Relay Chat channels may be used to conduct official College business and education, or to gain educational, technical, or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business or educational contacts.

Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement. Solicitation of non-College business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the College network or the networks of other users. It must not interfere with productivity of employees or students.

Messages Transmitted via Internet

All messages created, sent, or retrieved over the Internet are the property of the Ohio Technical College and should be considered public information. Ohio Technical College reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Copyright Issues

Copyrighted materials belonging to entities other than the Ohio Technical College may not be transmitted over the Internet or be copied on a College copy machine. One copy of copyrighted material may be downloaded from the Internet or copied for your own personal use in research. College users are not permitted to copy, transfer, rename, add or delete information to file or modify programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the College or legal action by the copyright owner.

Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading or installation of software of any kind. All software downloads will be done with the authorization of the Information Technology (IT) Department. Furthermore, the unauthorized copying of software, including, but not limited to, programs and user files, is prohibited. Copying disks and software will result in disciplinary action and may be a violation of copyright laws.

Recording of Classes

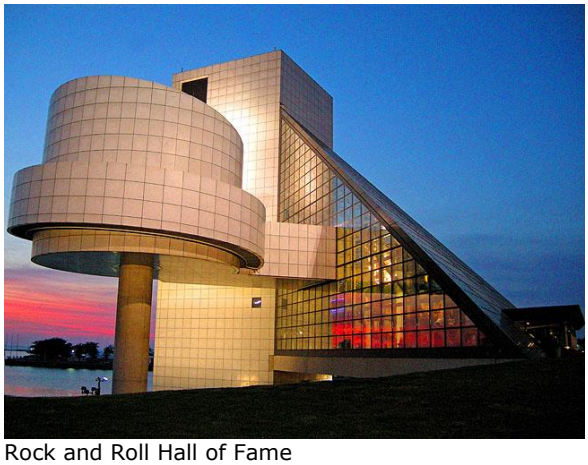
In order to prevent disruptions and the potential theft of the College's intellectual property, no audio or video taping is permitted in campus classes or labs without the express permission of the instructor and advance administrative approval.

Cleveland – America's North Coast

The First Energy Stadium,
Home of the Cleveland Browns

Cleveland – The New All-American City

Leading education and cultural centers, internationally acclaimed health institutions, world class sports and entertainment facilities combine with the rich tradition and unique ethnic flavor that has people all over the world noticing what Clevelanders have always said "Cleveland Rocks!"



Rock and Roll Hall of Fame

OTC Rocks Cleveland at a sponsored event at the Rock and Roll Hall of Fame

The Greater Cleveland area boasts such attractions as the Rock and Roll Hall of Fame, Great Lakes Science Center, Playhouse Square Theater District, Gateway Sports Entertainment complex (includes Progressive Field and Quicken Loans Arena), Pro Football Hall of Fame, Cedar Point Amusement Park, Mid-Ohio Race Track, and the Flats Entertainment District as well as the Warehouse district for fine restaurants and night life. Cleveland is also the home of the Cleveland Guardians, Cleveland Cavaliers, Cleveland Browns, Cleveland Gladiators, and the nation's third largest New Car Auto Show.

Cleveland is a great place to be!

Cleveland is located on the coast of Lake Erie. This "Great Lake" offers numerous attractions, aquatic sports, and leisure activities, including power boating, fishing, the Lake Erie Islands, and jet skiing among others. A small city with big city amenities, there is always something to do and places to be seen. At OTC you are 20 minutes away from the country and just minutes from downtown. When you choose OTC you get a quality education in a city that truly lives up to its image.

Cedar Point Amusement Park

Student Holiday and Class Schedule

The OTC class and holiday schedule is designed to provide students and families with several 4-day weekends and longer breaks to ensure a smooth transition and adjustment period as they enter College.

2022

January 1st	**New Year's Day - College Closed – return to class on Tuesday, January 4th**
January 17th	**Martin Luther King Day - College Closed**
February 21st	**Presidents Day – College Closed**
April 18th – April 24th	**Spring Break, Students off - return to class on Monday, April 25th**
May 30th	**Memorial Holiday, College Closed**
June 27th – July 10th	**Summer Break, Students off - return to class on Monday, July 11th**
September 5th	**Labor Day, College Closed**
November 24th – 25th	**Thanksgiving Holiday, College Closed**
Dec. 23rd – Jan. 8th	**Winter Break, Students off - return to class on Monday, January 9, 2023. College closed December 24th – 26th and December 31st - January 2, 2023**

2023

January 1st	**New Year's Day—College Closed---return to class on Monday, January 9th**
January 16th	**Martin Luther King Day-College Closed**
February 20th	**Presidents Day-College Closed**
April 10th-April 14th	**Spring Break, Students off-return to class on Monday, April 17th**
May 29th	**Memorial Holiday, College Closed**
June 30th-July 7th	**Summer Break, Students off-return to class on Tuesday, July 10th**
September 4th	**Labor Day, College Closed**
November 23rd-24th	**Thanksgiving Holiday, College Closed**
Dec. 22nd-Jan. 8th	**Winter Break, Students off—return to class on Monday, January 8, 2024 College closed December 25th-26th and December 31st-January 1, 2024**

Updated 6-22-2022

Program Tuition, Fees and Expenses

Course	Length	Tuition & Fees*	Tools	Books & Supplies†	Total
School of Automotive Technology					
Complete Automotive Technology	18 Months, 1800 Clock Hrs, 72 Weeks	$27,870	$580	$430	$28,880
Associate of Applied Science in Complete Automotive Technology	18 Months, 2020 Clock Hrs, 72 Weeks; 126.5 Credit Hrs	$31,770	$580	$1,385	$33,735
School of High Performance Technology					
High Performance & Racing Technology	18 Months, 1800 Clock Hrs, 72 Weeks	$28,890	$775	$310	$29,975
Associate of Applied Science in High Performance & Racing Technology	18 Months, 2020 Clock Hrs, 72 Weeks; 126.5 Credit Hrs	$32,790	$775	$1,265	$34,830
School of Auto-Diesel Technology					
Auto-Diesel Technology	18 Months, 1800 Clock Hrs, 72 Weeks	$28,470	$665	$420	$29,555
Associate of Applied Science in Auto-Diesel Technology	18 Months, 2020 Clock Hrs, 72 Weeks; 126.5 Credit Hrs	$32,370	$665	$1,375	$34,410
School of Diesel Equipment					
Diesel Equipment Technology	18 Months, 1800 Clock Hrs, 72 Weeks	$28,890	$725	$310	$29,925
Associate of Applied Science in Diesel Equipment Technology	18 Months, 2020 Clock Hrs, 72 Weeks; 126.5 Credit Hrs	$32,790	$725	$1,265	$34,780
School of Collision Repair & Refinishing					
Collision Repair & Refinishing Technology	12 Months, 1200 Clock Hrs, 48 Weeks	$20,880	$625	$180	$21,685
Associate of Applied Science in Collision Repair and Refinishing Technology	12 Months, 1420 Clock Hrs, 48 Weeks; 90 Credit Hrs	$24,780	$625	$1,135	$26,540
School of Classic Car Restoration					
Classic Car Restoration Technology	18 Months, 1800 Clock Hrs, 72 Weeks	$29,670	$625	$290	$30,585
Associate of Applied Science in Classic Car Restoration Technology	18 Months, 2020 Clock Hrs, 72 Weeks; 126.5 Credit Hrs	$33,570	$625	$1,245	$35,440
School of Welding					
Welding & Fabrication Technology	12 Months, 1200 Clock Hrs, 48 Weeks	$20,880	$425	$540	$21,845
Associate of Applied Science in Welding & Fabrication Technology	12 Months, 1420 Clock Hrs, 48 Weeks; 90 Credit Hrs	$24,780	$425	$1,495	$26,700
School of Rod and Custom Technology					
Rod and Custom Technology	18 Months, 1800 Clock Hrs, 72 Weeks	$29,670	$625	$290	$30,585
Associate of Applied Science in Rod and Custom Technology	18 Months, 2020 Clock Hrs, 72 Weeks; 126.5 Credit Hrs	$33,570	$625	$1,245	$35,440

Program Tuition, Fees and Expenses, continued

Course	Length	Tuition & Fees*	Tools	Books & Supplies	Total
PowerSport Institute Programs					
PowerSport Technology	12 Months, 1200 Clock Hrs, 48 Weeks	$20,880	$665	$240	$21,785
Associate of Applied Science in PowerSport Technology	12 Months, 1420 Clock Hrs, 48 Weeks; 90 Credit Hrs	$24,780	$665	$1,195	$26,640
Certificate Programs					
Custom Paint and Graphics Techniques (Avocational Course)	3 Months, 295 Clock Hrs., 12 Weeks	$2,595	$0	$103	$2,698
Generator Power Systems	3 Months, 300 Clock Hrs., 12 Weeks	$4,595	$0	$43	$4,638

* Fees include: Technology, Graduation, and Student Activity Fees
† Supplies exclude certain additional Personal Protective Equipment (if needed) and incidentals

Roadmap to Your Career

Start your path to a successful career today. OTC will help you along the way to ensure that you are well prepared for a successful career in an industry you love.

First Admissions Steps

1. **Apply to OTC and Complete a Career Planning Session**
2. **Visit Campus to Learn About Financial Aid, Housing, your Training Program, and take an Admissions Assessment within sixty (60) Days of Application**
3. **Complete FAFSA within seven (7) days (Making application after October 1st)**
4. **Apply for Housing**
5. **Have High School Send Final Transcripts**

Next Financial Aid Steps

1. **Apply for scholarships (Check for deadlines)**
2. **Apply for FSA ID (pin.ed.gov)**
3. **Complete FAFSA Online (fafsa.ed.gov)**
4. **Receive Award Package**
5. **Sign and Return Award Package**
6. **Apply for Any Loans as Needed**

Final Start Steps

1. **Attend New Student Registration (week before the start)**
2. **Kick Off Your Career**

Notes:

Policy on Sexual Harassment

POLICY ON SEXUAL HARASSMENT

It is the policy of the Ohio Technical College that no member of the faculty, administration, support staff, or student body may sexually harass another. Sexual harassment is a violation of both college policy and the Federal Law and will not be tolerated or condoned.

Definition of Sexual Harassment
Sexual harassment may be broadly defined as unwelcome requests for sexual favors, sexual advances, or verbal or physical conduct of a sexual nature.

Specifically, sexual harassment exists when submission to such unwelcome conduct is explicitly or implicitly made a term or condition of an individual's employment or student status. It can also exist when submission to or rejection of the unwelcome conduct is used as a basis for conditions relating to employment or student status such as raises, promotions, grades or student references. Additionally, sexual harassment exists when the unwelcome conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the opposite or same gender. Sexual harassment can take many forms ranging from jokes with sexual connotations to physical assault.

Sexual harassment is a form of sex discrimination covered under Title VII of the Civil Rights Act of 1974, which prohibits sex discrimination in employment, and Title IX of the Education Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving federal funds.

Reporting Procedure
If you are sexually harassed, you should report it immediately to a representative of the Human Resources Department, Security Department, or a member of the Counseling staff.

Every member of the college faculty, staff administration or student body has a duty and responsibility to report acts of sexual harassment.

Rules to Follow
Outlined below are several rules to follow while you are a student or employed at Ohio Technical College/Power Sport Institute:

- Never sexually harass anyone at the Ohio Technical College
- If you feel you are being harassed, confront the harasser and advise him/her that you are offended and that the offensive behavior must cease.
- Keep detailed confidential records of the harassing behavior including the date, time, place and circumstances. Be sure to make note of any substantiating evidence or witnesses.
- Be sure to file a complaint with one of those mentioned in the preceding section.

It is against the law for anyone to retaliate against you for filing a complaint of sexual harassment.

Drug Free Policy

OHIO TECHNICAL COLLEGE

I understand that the Ohio Technical College supports a drug free learning environment and, as a student or employee, I agree to support that policy. I further understand that OTC provides a brief educational program on the effects of alcohol and illicit drugs and the use of either in the workplace.

DRUG FREE POLICY

All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs is prohibited in the Ohio Technical College or as part of its activities.
For Conditions of this statement, the Ohio Technical College workplace includes:

- 1374 East 51st St., Cleveland, Ohio, and surrounding parking lots

For Conditions of this statement, Illegal Drugs include the following non-prescription substances:

- Narcotics — Opium, Heroin, Morphine and synthetic substitutes.
- Depressants — Chloralhydrate, Barbiturates, and Methaqualone.
- Stimulants — Cocaine (and derivatives such as crack) and Amphetamines.
- Hallucinogens — LSD, Mescaline, PCP, Peyote, Psilocybin, an MDMA
- Cannabis — Marijuana and Hashish

A. INSTITUTIONAL SANCTIONS

1) For any violation of the codes of conduct, Ohio Technical College will require appropriate sanctions on students or employees, including:

   a) Expulsion or Termination and referral to the proper authorities for prosecution, when appropriate, or
   b) Require such employee or student to participate satisfactorily in an alcohol and/or drug abuse rehabilitation program approved for such purpose by Federal, State or Health, Law Enforcement or other appropriate agency.

2) For any second violation of the codes of conduct, the employee or student will be immediately terminated and referred to the proper authorities.
3) Extreme cases may be treated differently and will be judged strictly on an individual basis, solely up to the discretion of the President.

Refusal to abide by institutional sanctions will result in termination of student or employee and referral to the proper authorities.

B. EFFECT OF ALCOHOL AND ILLICIT DRUGS

1) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol must be read through from the enclosed Controlled Substances Chart.

a. DOSES:

Low	Impaired judgment, which significantly decreases the ability to drive a car, making a greater likelihood to get into an accident.
Low to Moderate	Increased aggressiveness, including spouse and child abuse.
Moderate to High	Impairment in higher functions affecting memory and learning abilities.
Very High	Death

b. EFFECTS OF REPEATED USE

   (1) Suddenly Stop Drinking – May cause withdrawal symptoms, which could consist of severe anxiety, tremors, hallucinations, and convulsions.
   (2) Long Term Consumption – Could lead to permanent damage of vital organs, such as the brain and liver.

C. LEGAL SANCTIONS

Legal sanctions for unlawful possession, use, or distribution of alcohol and/or drugs can range from fines to imprisonment or both, depending on the seriousness of the offense. Any individual found violating an offense on Ohio Technical College grounds will be prosecuted to the fullest extent of the law.

D. TREATMENT

When deemed necessary for a student or employee to seek treatment for their particular alcohol or drug disease, Ohio Technical College will assist, when possible, in recommending options for counseling, treatment or rehabilitation programs. Employees or students can seek help from the Human Resources Dept., President, or pick up brochures readily available in local program centers.

10-4-2022

ADDENDUM to OTC 2022/2023 COLLEGE CATALOG

The Ohio Technical College is making the following 'minor modifications' to the following ACCSC approved training programs for 2023.

COMPLETE AUTOMOTIVE TECHNOLOGY------From 1800 clock hours to 1500 clock hours

DIESEL EQUIPMENT TECHNOLOGY-----From 1800 clock hours to 1500 clock hours

COLLISION REPAIR & REFINISHING TECHNOLOGY---From 1200 clock hours to 1500 clock hours

ROD & CUSTOM / RESTORATION TECHNOLOGY---Combined into one program for 1800 hours

The following is a complete listing of the Ohio Technical College's programs and tuition costs.

***Diploma and AAS Degree* offerings**	***Clock hours***	***Tuition***
COMPLETE AUTOMOTIVE TECHNOLOGY	**1500 hours**	**$29,925**
AAS in COMPLETE AUTOMOTIVE TECHNOLOGY	**1720 hours**	**$34,780**
COLLISION REPAIR AND REFINISHING TECHNOLOGY	**1500 hours**	**$29,925**
AAS in COLLISION REPAIR and REFINISHING TECHNOLOGY	**1720 hours**	**$34,780**
DIESEL EQUIPMENT TECHNOLOGY	**1500 hours**	**$29,925**
AAS in DIESEL EQUIPMENT TECHNOLOGY	**1720 hours**	**$34,780**
ROD & CUSTOM / RESTORATION TECHNOLOGY	**1800 hours**	**$33,460**
AAS in ROD & CUSTOM / RESTORATION TECHNOLOGY	**2020 hours**	**$38,315**
HIGH PERFORMANCE & RACING TECHNOLOGY	**1800 hours**	**$33,360**
AAS in HIGH PERFORMANCE & RACING TECHNOLOGY	**2020 hours**	**$38,315**
WELDING & FABRICATION TECHNOLOGY	**1200 hours**	**$26,640**
AAS in WELDING & FABRICATION TECHNOLOGY	**1420 hours**	**$31,496**
POWERSPORT TECHNOLOGY	**1200 hours**	**$21,785**
AAS in POWERSPORT TECHNOLOGY	**1420 hours**	**$26,640**
GENERATOR POWER SYSTEMS (Certificate program)	**300 hours**	**$4638**

***Curriculum sheets for all programs listed above are attached**

****Tuition costs include total for tuition, fees, tools, book, and supplies**

Complete Automotive Technology

This comprehensive training program is geared toward creating the “complete” technician in automotive, and alternative fuel technologies. This program covers fuel systems, chassis, drive trains, automobiles, live components, and a wide variety of visual training aids. Electricity and Electronics have a major influence on Automotive Technology, and every phase of this program supports some form of Electricity and Electronics training.

Course Title		Clock Hours	Weeks	Quarter Credit Hours
AUT-101	Engine Repair	150	6	8.50
AUT-104	Steering & Suspension	150	6	8.50
AUT-105	Brakes	150	6	8.50
AUT-106	Electrical & Electronic Systems	150	6	9.00
AUT-108	Engine Performance I	150	6	9.00
AUT-109	Engine Performance II	150	6	9.00
AUT-111	Body Control Systems	150	6	9.00
AUT-113	Automatic and Manual Drive Train, Transmissions and Transaxles	150	6	9.00
AUT-114	Heating, Air Conditioning and Welding	150	6	9.00
AUT-115	Hybrid Electric Vehicles - Light Duty Diesel	150	6	8.50
		1500	60	88.00

AUT-101 Engine Repair
Students will learn the safety principles, tools, and equipment necessary to operate in a safe shop environment. Students will learn the theory, operation, disassembly, and reassembly of an internal combustion engine. Students will also be introduced to the fuel properties of many conventional and alternative fuels used in piston engine application.

AUT-104 Steering & Suspension
The principles of operation, inspection, diagnosis, and repair of the chassis, steering, and suspension systems are the basis for this course. Students will perform two- and four-wheel alignments, utilizing alignment equipment. Students will become proficient in the use of tire and wheel balancing equipment. Students will have an opportunity to discuss how to make suspension adjustments, as well as how to compute antiroll bar rates. They will also learn about aftermarket suspension systems upgrades.

AUT-105 Brakes
Students will learn how to troubleshoot, diagnose, and repair hydraulic brake systems, brake drums, disc brakes, and antilock brake components. Scan tools will be used to diagnose antilock brake system failure. Tasks will include complete brake relining using measuring tools and brake lathes. Students will also learn about aftermarket braking components and their proper applications and performance upgrades will be included.

AUT-106 Electrical/Electronic Systems
Students will be introduced to the fundamentals of electricity utilizing Ohm’s and Watt’s Law, as well as how to read schematics, understanding both terms and symbols. They will then be trained in the proper use of DVOMs and how to take proper readings. Battery composition and service will be covered, followed by the inspection, diagnosis, and repair of starting and charging systems.

AUT-108 Engine Performance I
Using electrical and electronic testing equipment, students will learn theory and principles of engine ignition systems including solid state component operation and test procedures. Computer operation, sensors and actuator function, component testing and diagnosis along with on board diagnostic systems will be introduced. The course will also include multiplexing electronic vehicle systems.

Complete Automotive Technology

AUT-109 Engine Performance II
Students will learn proper diagnostic procedures for engine drivability related systems such as air induction, ignition, computer, and fuel injection. On board diagnostics I and on-board diagnostics II, theory and operation will be covered, followed by the diagnosis, repair, and measuring of emissions utilizing IM240 standards. The course will conclude with advanced level engine performance testing such as the logical diagnostic procedures used to inspect and test sensors and actuators and vehicle restraint system devices.

AUT-111 Body Control Systems
This course will familiarize the students with serial communication buses comprising the networked electronic control units which have been growing exponentially. Networked modules include integrated radio controllers, lane departure and side blind zone alert modules, remote function actuator modules, supplemental restraint controllers and body control system modules bridged through gateways communicating via an electrical or optical signal employing a well-defined protocol. Students will understand the structure of a typical network for effective diagnosis of the body control system

AUT-113 Automatic and Manual Drive Train, Transmissions and Transaxles
Students will learn the theory and operation of manual transmissions, transaxles, clutches, and power train components. Diagnosis, disassembly, and reassembly will be included. Students will have an opportunity to become familiarized with performance clutch upgrades and current modifications being practiced for increased street performance. Students will also learn the theory involved in automatic transmission operation. They will learn how to inspect, diagnose, disassemble, and reassemble transmissions and transaxles. Students will also learn how to properly complete a work order and how to research vehicle service information and specifications.

AUT-114 Heating Air Conditioning and Welding
Students will learn the operating principles of heating and air conditioning systems, followed by the diagnostic and repair procedures of air conditioning systems. They will perform tasks that utilize recovery and recharging equipment and will test and repair both heating and air conditioning components including electrical control systems. Students will also explore aftermarket performance cooling system upgrades. The MACS Refrigerant Test Certificate is offered in this course as well. This module also presents an introduction to welding equipment and techniques including Oxyacetylene and Metal Inert Gas welding

AUT-115 Hybrid Electrical Vehicles and Light Duty Diesel Vehicles
Students will become familiar with a comprehensive study of current trends in alternative fuel vehicle designs. They will also learn practical service, diagnosis, and repair procedures on live hybrid vehicles. Students will also study and become familiar with the design of Diesel engines and fundamental operation including emission controls that are found on passenger cars, sport utility vehicles and minivans.

Courses applicable to both Diploma and Associate of Applied Science Degree Programs

Collision Repair & Refinishing Technology

This all-inclusive diploma program was developed to train collision repair technicians in the current aspects of the technology including all areas identified by ASE and NATEF as inclusive in Master Program Accreditation. The program not only addressed all the areas of basic auto body repair and refinishing skills, including frame repair utilizing a measuring and straightening system, full size paint booths and profession mixing room, but allows the student to explore damage analysis, use of professional estimating software programs, and to understand characteristics of a highly successful employee.

Course	Course Title	Clock Hours	Weeks	Quarter Credit Hours
CRR-101	Non-Structural Analysis & Damage Repair I	150	6	8.50
CRR-102	Non-Structural Analysis & Damage Repair II	150	6	8.50
CRR-103	Welding, Structural Analysis & Damage Repair I	150	6	8.00
CRR-104	Structural Analysis & Damage Repair II	150	6	8.50
CRR-105	Painting & Refinishing I	150	6	9.00
CRR-106	Painting & Refinishing II	150	6	8.50
CRR-107	Mechanical & Electrical I	150	6	8.50
CRR-108	Mechanical & Electrical II & Estimating	150	6	8.50
RCT-106	Custom Paint & Graphics I	150	6	8.50
RCT-107	Custom Paint & Graphics II	150	6	8.50
		1500	60	84.00

CRR-101-Non-Structural Analysis & Damage Repair I
This course is designed to introduce students to the basic information needed when beginning a career in the Collision Repair Industry. Students will learn basic tools and safe use, hazardous materials handling, personal safety and refinish safety, liability exposure, obligations to customer. Students will also be introduced to non-structural damage repair. They will learn how to repair, replace, adjust, fit, and align sheet metal and similar components. Through hands-on training of sheet metal replacement and aligning and fitting of these parts to industry customs, students will become knowledgeable in their understanding of a “repair plan” and its processes. Students will be trained in the removal and installation of trim and hardware according to industry standards. They will train on proper methods, processes, and the use of bonding adhesives for plastics.

CRR-102 Non-Structural Analysis & Damage Repair II
Students will learn the art of straightening steel. The students will gain practical experience repairing dents and damage to the body of vehicles using various methods. They will then be introduced to aluminum replacement and repair on vehicle exterior panels. Will learn about interval safety components including air bags, seat belts, and other related safety components. Students will learn how to troubleshoot repairs on various types of plastics and composites according to industry standards. Students will also learn about the different types of glass used in vehicles. They will gain practical experience in the removal and installation of stationary and movable glass. Students will learn how to troubleshoot repairs on various types of plastics and composites as they relate to industry standards. Tasks will include actual repairs, prepping, and priming the various plastics used on today’s vehicles.

CRR-103 Welding, Structural Analysis & Damage Repair I
Students will be trained in the use of proper structural welding according to industry standards. They will learn about the use of MIG welding and intro to oxyacetylene heating techniques and brazing. Using the principles and practices of welding associated with I-CAR and manufacturers’ standards, students will preheat, cut, and weld joints. Students will be introduced to vehicle suspension design and function. They will learn suspension system types, system parts, and steering column analysis. The course continues with an overview of electronic steering and suspension systems. Wheel alignment issues caused by a collision will be studied, as well as how to correct the damage and bring the vehicle into correct specifications

Collision Repair & Refinishing Technology

CRR-104 Structural Analysis & Damage Repair II
Students will learn the appropriate damage analysis and repair techniques for unibody and full frame vehicles used in the industry. Through theory and hands-on tasking, students will learn the systematic procedures in MIG welding, heating, cutting, and sectioning, as well as frame setup, measure, pulling, and repairing of vehicles to factory and insurance industry specifications.

CRR-105 Painting & Refinishing I
Students will be introduced to painting and refinishing techniques by learning about the necessary safety measures for professionally handling paint and solvent products according to government regulations. Students will learn the industry standards for spray booth and equipment application and maintenance. They will become familiarized with single, two-stage, and tri-coat systems. Proper management of exterior trim components will be presented. Surface preparation and masking will be practiced.

CRR-106 Painting & Refinishing II
Students will learn the industry standards for color tinting and blending for perfect color matching. Students will practice spot panel and overall refinishing processes, polishing, and detailing. Analysis and troubleshooting of paint defects will be explored. Students will be presented with similarities and differences regarding how solvent and waterborne coatings react in a shop environment, characteristics and benefits, environmental impact, storage and disposal procedures. Corrosion protection application will also be studied and practiced.

CRR-107 Mechanical & Electrical I
Students will learn how to use a digital multimeter to measure voltage drops in a circuit and for diagnosing starting and charging system electrical faults. Students will learn about various aspects of electrical and electronic components used throughout the vehicle. Driveline vibration will also be discussed. Using theory and hands-on experience, students will be trained in electrical and air conditioning systems and components as well.

CRR-108 Mechanical & Electrical II & Estimating
Students will learn about various aspects of mechanical components damaged in collision. Using theory and hands-on experience, students will be trained in brakes, heating and cooling, drive train. Students will be trained proper collision damage analysis using theory and hands-on manual and computer-based estimating. The students will configure a repair plan that will include estimating and vehicle part identification to correctly develop a “bid” for repair on damaged vehicles using industry repair guidelines, Damage Analysis and Estimating software and techniques. Students will also be given an opportunity to learn how the Collision Repair Technician fits into various business models as an important part of the overall business. The students will gain an understanding of the responsibilities the position brings to the customer, management, and the company employing the individual.

RCT-106 - Custom Paint & Graphics I
This course is designed to provide students with a solid understanding of custom painting techniques. Students will learn to apply Pearls, Candies and Flake finishes, as well as utilize appropriate masking techniques to achieve desired results. Students will also learn to apply vinyl graphics, and pin striping techniques.

RCT-107 - Custom Paint & Graphics II
Students will learn to use airbrush equipment, learn their operation, maintenance and the basic skills needed to achieve desired results. Students will learn shadow, shading and color theory with an airbrush, learn to airbrush painted scenes and 3D skulls, true fire and real flames, textures, rips and tears, lightning, granite, brushed aluminum, and wood grain finishes.

Courses applicable to both Diploma or Associate of Applied Science Degree Programs

Diesel Equipment Technology

This detailed training program is designed to provide students with the necessary skills required to meet the exacting demands of selective employers. This is accomplished by providing students with intensive training in basic diesel engines, fuel injection, electrical systems, chassis and drive trains, and transport refrigeration. Comprehensive diagnostics, troubleshooting and repair for both on and off-road applications are also provided. A heavy concentration of actual shop experience enables students to better retain the necessary knowledge and skills required in this progressive industry.

Course	Course Title	Clock Hours	Weeks	Quarter Credit Hours
DET-101	Diesel Engines I	150	6	8.50
DET-102	Diesel Engines II	150	6	9.00
DET-103	Drive Train I	150	6	8.50
DET-106	Electrical & Electronic Systems	150	6	9.00
DET-107	Heating & Air Conditioning	150	6	9.00
DET-108	Preventative Maintenance & Inspection	150	6	9.00
DET-109	Industrial Equipment	150	6	8.50
DET-110	Diesel Electronics & Multiplexing Systems	150	6	8.50
DET-111	Drive Train II	150	6	8.50
DET-113	Brakes, Steering & Suspension	150	6	8.50
		1500	60	87.00

DET-101 Diesel Engines I
Students will be introduced to the industry by learning safety procedures and guidelines, tools, and equipment. They will study the theory and operation of diesel engines, after which they will learn about cooling and lubricating systems, diagnosing engine concerns, engine disassembly and cleaning procedures, inspection and measuring of engine components, and servicing of cylinder heads and engine blocks. PC and scan tools, and emission systems (EGR, SCR, DPF).

DET-102 Diesel Engines II
Students will continue to explore the advanced electronics principles and applications of diesel engines. Students will also learn logical diagnostic procedures and review computerized bus networks through advanced level approaches. Students will be introduced to specific Cummins Training, Theory, and operation of various Cummins engines from ISB to ISX. The students will learn safety, tooling, engine construction details, Cummins specific electrical schematic diagrams, Electronic Data Source (Quick serve online), troubleshooting and diagnostic procedures using (Insite). Continuing with PC and scan tools, and emission systems (EGR, SCR, DPF).

DET-103 Drive Train I
Students are introduced to the theory and operation of clutches, manual transmissions, auto-shift systems, drive shafts and assembly are accomplished through hands on experience.

DET-106 Electrical & Electronics Systems
Students will be introduced to the fundamentals of electricity and electronics. They will use various test equipment and schematics to diagnose and repair electrical circuits. These will include starting, charging, lighting, accessory, computer, sensor, and actuator circuits as well as electrical/electronic devices.

DET-107 Heating & Air Conditioning
This course affords students a comprehensive study of HVAC including cab air, and other conditioning systems. The students will also explore over the road refrigerant systems and components. The MACS-609 Refrigerant Test Certification and ESCO Institute-EPA-608 Test Certification is offered in this course as well.

Diesel Equipment Technology

DET-108 Preventative Maintenance & Inspection
Students will learn how to perform preventative maintenance and D.O.T. service and policies. Students will learn how to perform general maintenance on different engine systems and operations. Students will also explore how to adjust brakes, clutches, and suspensions. Oils, lubricants, and coolants will also be covered. Students will also be introduced to Oxyacetylene, MIG and TIG Welding Techniques Equipment and Basic Operation.

DET-109 Industrial Equipment
Students will be introduced to the principles of hydraulic operation. They will learn system components and types of drive systems. They will also learn diagnostic and testing procedures

DET-110 Diesel Electronics & Multiplexing Systems
Students will learn about multiplexing and how electronic control modules operate the various systems. Key content includes a brief electrical review and using various electrical diagnostic tools to diagnose multiplexed systems. Real-world case studies, working task component boards and on-vehicle diagnostic procedures are used throughout the course for enhanced learning.

DET-111 Drive Train II
This course covers most of the automatic transmissions from your light duty/ medium duty applications up to the heavy-duty Allison transmissions in class 8 tractors. Students will be taught the latest troubleshooting techniques using various scan tools. The laboratory component of the course includes disassembly and reassembly of various transmissions.

DET-113 Brakes, Steering and Suspension
Students will be trained in basic pneumatic brake theory and operation. They will learn how to diagnose and repair pneumatic brake systems and will be introduced to complete hydraulic brake systems and ABS brake systems. Students will be introduced to the principles, operation, and inspection of chassis components, followed by the diagnosis and repair of steering and suspension systems. Students will also learn wheel alignment procedures.

Courses applicable to both Diploma and Associate of Applied Science Degree Programs

Ohio Technical College - General Education Course Descriptions for the Associate of Applied Science Degree 2023

SOC-101 – Principles of Sociology - 3 Quarter Credit Hours/30 Clock Hours
This course will discuss fundamental characteristics of culture and society, analysis of social groups, social institutions, and social processes. In addition, the nature of social change and the handling of elementary social problems will be covered.

ECO-103 - Principles of Economics- 4 Quarter Credit Hours/40 Clock Hours
The purpose of this course is to for students to learn economics by using real world financial and business examples. Students will learn about Microeconomic and Macroeconomic theory and how it applies to markets and the economy.

***ENG 005 – Foundation English - (Credit by Exam)**
The objective of the program is to assure that the student has the tools used to successfully apply correct written skills in real-world situations. English fundamentals, grammar, sentence structure, punctuation, vocabulary, paragraph structure, topic sentence and development of a main idea are verified. Technical writing elements include principles of organizing, developing, and writing technical information through practical explanations, real-world examples common to scientific and technical disciplines. *(If required through test results)

ENG-105 - College English & Written Communication - 4 Quarter Credit Hours/40 Clock Hours
Requires successful performance on placement test for ENG 005, Foundation English. This course is designed to enable students to evaluate elements of effective and ineffective business communication, explore the impact of technology on business communications, and develop an awareness of the importance of intercultural communication in the business setting. Students will use the English language to write effective business messages, create resumes, application letters, follow-up messages and more. Ethical issues related to communications are discussed as well as development of effective visual aids for a business proposal.

***All students are "tested" in Math and English to adequately determine the appropriate courses for scheduling.**

Ohio Technical College - General Education Course Descriptions for the Associate of Applied Science Degree 2023

***MAT-006 – Foundation Mathematics - (Credit by Exam)**
The goal of this course is to verify a solid foundation in the basics of mathematics, including the topics of whole numbers, fractions, decimals, ratio and proportion, percent, and measurement as well as introductions to geometry, statistics and probability, and algebra topics. This course gives students the confidence they need to be successful in mathematics and quantitative subjects. Emphasized are problem-solving skills, vocabulary comprehension, and real-world applications. *(If required through testing)

MAT-106 – College Mathematics - 4 Quarter Credit Hours/40 Clock Hours
Requires successful performance on placement test for MAT-006, Foundation Mathematics. This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics.

SCI-107 – Science in a Technical World - 3 Quarter Credit Hours/30 Clock Hours
Prepares students for success in applying scientific principles by developing problem solving, terminology, and skills in applying the scientific method to diagnosis. Students explore a variety of topics relating to biology, chemistry, and physics as they apply to the environment and a sustainable future.

CS-108 –Computer Applications- 4 Quarter Credit Hours/40 Clock Hours
Introduction to computer science, stressing computer hardware, software, Internet, and networks. Terminology and application of concepts with a focus on skills students can apply in the workplace, classroom and at home, for the purchase and improved use of computer technology.

***All students are "tested" in Math and English to adequately determine the appropriate courses for scheduling.**

High Performance and Racing Technology

This comprehensive and exciting program is designed for those students who are looking to pursue a career in the performance and racing industries. The course provides students with the learning experiences of the high performance industry giving students a proficient understanding of: engine basics, high performance engine building, electrical systems, electronic/ignition and fuel systems, forced air induction, welding, chassis fabrication, sheet metal fabrication, motorsports management, bolt-on components, carburetors and intakes, and professional career development. This course will provide the fundamental core skills required by the High Performance and Racing Industries, building a foundation of knowledge so that the student may continue to an advanced level. This program provides training for entry level positions as an automotive technician, racing technician, chassis fabricator, performance technician, aftermarket parts installer, service writer, service and parts manager, service manager, specialty shop technician, repair business owner and engine builder.

Course	Course Title	Clock Hours	Weeks	Quarter Credit Hours
HPR-101	Electrical & Electronic Systems I	150	6	9.00
HPR-102	Electrical & Electronic Systems II	150	6	9.00
HPR-103	Introduction & Basic High Performance Engine	150	6	8.50
HPR-104	Engine Building: Cylinder Heads & Valves	150	6	8.50
HPR-105	Carburetors, Intakes & Tuning	150	6	9.00
HPR-106	Forced Air Induction Bolt-On	150	6	9.00
HPR-107	Automatic & Standard Transmissions: Driveline & Differential	150	6	9.00
HPR-108	Steering & Suspension	150	6	8.50
HPR-109	Welding and Fabrication	150	6	8.50
HPR-110	Chassis Fabrication	150	6	8.50
HPR-111	Brakes	150	6	8.50
HPR-112	Motor Sports Management	150	6	8.50
		1800	72	104.50

HPR-101 Electrical & Electronic System I

This course is designed to introduce students to the fundamentals of electricity. Students will learn how to read schematics, understanding both the terms and symbols. Proper usage of a DVOM, principles of battery composition and service, and the inspection, diagnosis and repair of starters will be covered through both hands-on and written activities. Lab projects will include the use of oscilloscopes, DVOM, load testers, training simulators, computers, and live vehicles.

HPR-102 Electrical & Electronic System II

This course will train students on the theory and concept of aftermarket high performance electronic systems. Students will perform hands-on and written activities on the components, installation, diagnosis, and repair of these systems. Aftermarket systems, such as electric fuel pumps, electric water pumps, ignition systems, cooling fans, electronic fuel injection, and electronic nitrous systems are covered in the module.

HPR-103 Introduction & Basic High Performance Engine

Students will learn safety principles, tools, and equipment, then move forward into piston engine operation, diagnosing and repairing cooling and lubricating systems, and engine failure. Students will begin the disassembly process by cleaning, inspecting, and measuring various engine components. While the engine is disassembled, students will learn proper servicing procedures for the cylinder head and block assembly.

HPR-104 Engine Building: Cylinder, Heads, & Valves

This course educates students on the necessary components and tactics of building a winning high performance engine. Students will gain an understanding of aftermarket engine blocks and how to increase cubic inch displacement. Students will learn the concept of high performance components, application, procedures, and configurations of today's aftermarket cylinder heads. This course will also introduce students to the high performance world of add-on computers. Students will learn the concepts, operation, installation, and testing of aftermarket systems and how they improve vehicle performance.

HPR-105 Carburetors, Intakes, & Tuning

This course is designed to provide students with a basic knowledge of carburetors and multi-carburetor systems. Students will learn the proper cfm to cubic inch ratio on high performance engines and how to set up these carburetors for maximum horsepower and performance. Students will also learn high performance mathematics utilizing a desk top dyno, combining hands-on activities with classroom instruction. Students will learn engine simulations, as well as how to properly document and record both horsepower and torque specifications, enabling students to match up the best combinations for both foreign and domestic cars to achieve maximum horsepower.

High Performance and Racing Technology

HPR-106 Forced Air Induction: Bolt-On
This course introduces students to the theories and principles behind forced air induction. Students will learn the effects of nitrous oxide, superchargers, and turbo chargers as they relate to horsepower. Students will gain knowledge of proper application to both foreign and domestic vehicles. Once students become familiar with these systems, they will apply them to troubleshooting techniques. Students will learn how to install, diagnose, and repair bolt on equipment such as turbochargers, superchargers, aftermarket ignition systems, and exhaust systems on sport compact vehicles. Students will gain an understanding of how bolt on systems increase or could decrease horsepower. Students will also learn the operating principles of both heating and air conditioning diagnosis and repair procedures.

HPR-107 Automatic & Standard Transmissions: Driveline & Differential
This course is designed to train students on the inspection, diagnosis, and repair of torque converters. As students continue to understand hydraulics principles, they will be challenged to diagnose and repair hydraulic control components and disassemble and reassemble a transmission through both hands-on and written activities. After students learn the basics of the automatic transmission, they will learn high stall converters, transmission brakes, manual shift automatic transmissions, and high performance modifications. Students will learn the basics of manual transmission, rear axles, and drive shaft. Students will then learn how to select the best driveline components for the various types of on- and off-road applications for both foreign and domestic vehicles. Students will learn proper setup and installation of aftermarket differentials, clutches, pressure plate, and manual transmissions using mathematics for finding correct rear end ratios for racing applications.

HPR-108 Steering & Suspension
150 Clock Hours/ 8.50 QCH
This course is designed to train students on the basics of diagnosis, troubleshooting, and conduct failure analysis of high performance steering and suspension systems through both hands-on and written activities. Students will be exposed to modifications and applications of steering and suspension in anticipation of high stress systems on both on- and off-road vehicles. Students will learn the different alignment configuration for the different types of racing environments.

HPR-109 Welding and Fabrication
Students will learn the safety and basics of MIG welding, TIG welding, heat forming, and plasma cutting. Students will gain an understanding of the proper methods and techniques used for building modern racing applications including tube welding and light gauge metals which are specific to motor sports.

HPR-110 Chassis Fabrication
This course provides the students with a detailed introduction to the fabrication of the race car chassis from the front to the rear. Students will learn blueprint reading, building multi-link suspensions, engine and suspension brackets, sheet metal and body paneling pattern development, mounting procedures, and the necessary types of metal. Students will assemble a chassis, measuring the rear end housing, and determine the proper angle of shocks. Students will also gain the basic skills to construct sheet metal and interior and body parts used for racing. Students will learn how to use a bead roller and metal brake to fabricate aluminum interior panels. Students will learn the importance of aerodynamics of wings, foils, and air dams.

HPR-111 Brakes
This course is designed to train students on the diagnosis, troubleshooting, and repair procedures of hydraulic systems, drum brakes, disc brakes, antilock brakes, and system failures. Hands-on and written activities will cover brake relining and brake lathe. After completing the basic brakes portion of the course, students will learn how to identify high performance braking components and applications. Students will also learn the effects of high speed braking on high performance vehicles and conclude the course by learning proper testing and diagnostic techniques utilized on high performance braking systems.

HPR-112 Motor Sports Management
Students will learn all aspects of motor sport management including accounting, inventory control, purchasing, sponsorships, and maintaining a team image to manage the complete operation. Students will travel to local racetracks to learn motorsport management first hand. This course is also designed to teach students how to become employable professionals, covering the development of personal employability traits, resume writing, communicating with potential employers, interviewing, and the after interview follow up. Students are coached in strategies to market themselves effectively and are encouraged to view their job search from an employer's prospective. Workplace skills, in conjunction with technical skills, will ensure students excellent career opportunities.

Courses applicable to both Diploma and Associate of Applied Science Degree Programs

PowerSport Technology

The PowerSport Technology program provides students with learning experiences which will enable them to learn industry job functions and attain service, maintenance, and diagnostic skills. The program covers core information on motorcycle internal combustion engines, primary drive operation, transmission power flow, fuel system operation, electrical and suspension systems. Utilizing service center environment methods, the course prepares the successful student to understand and practice multiple roles and job functions used in the field. Students will learn maintenance on personal watercrafts, ATV's and snowmobiles from a variety of manufacturers. Following the fundamental core training, students will then move into specific training on major manufacturers including Honda, Suzuki, Yamaha, Kawasaki and others.

Course	Course Title	Clock Hours	Weeks	Quarter Credit Hours
PSI-101	**Power Sport Fundamental Skills**	**150**	**6**	**9.00**
MS-101	**Honda Technology**	**150**	**6**	**8.50**
MS-102	**Kawasaki Technology**	**150**	**6**	**8.50**
MS-103	**Yamaha Technology**	**150**	**6**	**8.50**
MS-104	**Suzuki Technology**	**150**	**6**	**8.50**
MS-105	**Off Road Technology**	**150**	**6**	**9.00**
AVT-101	**American V-Twin (HD) Technology I**	**150**	**6**	**8.00**
AVT-102	**American V-Twin (MSD) Technology II**	**150**	**6**	**8.00**
	Program Totals	**1200**	**48**	**68.00**

PSI-101 – Power Sport Fundamental Skills
150-Clock Hours/ 9.00 QCH
This module is designed to provide students with basic understanding through the theory of 4-stroke and 2-stroke engine operation, part/component identification, theory of Power Sport electronics and the theory of suspension components while properly utilizing his/her textbook/workbook, shop resource materials, and the Resource Center

MS-101 Honda Technology
150 Clock Hours/ 8.50 QCH
This manufacturer supported course focuses on the requirements to become successful as a Honda Bronze-Level technician. This course prepares students to perform general maintenance procedures on Honda products including Honda ATV's and Motorcycles. Utilizing Honda resource materials students will perform service intervals and chassis maintenance procedures on ATV's and Motorcycles. Students will also learn to service and repair Honda engines, drive systems and electrical systems. Then move into the Honda service environment for troubleshooting of drivability issues, chassis service and suspension work and then into Honda's advanced electrical program.

MS-102 Kawasaki Technology
150 Clock Hours/ 8.50 QCH
This manufacturer supported course prepares students to operate in a Kawasaki service environment. Students will perform general maintenance procedures on Kawasaki products including ATVs, utility vehicles and motorcycles as well as become familiar with the K-Dealer software. Utilizing Kawasaki resource materials students will perform service intervals and chassis maintenance procedures. Students will also learn to service and repair Kawasaki engines, drive systems and electrical systems. Then move into the Kawasaki service environment for troubleshooting of drivability issues, fuel injection systems, perform brake and chassis service and suspension work and then into advanced electrical diagnosis using Kawasaki Diagnostic Software (KDS).

PowerSport Technology

MS-103 Yamaha Technology
150 Clock Hours/ 8.50 QCH
This manufacturer supported course is to provide learning experiences which will enable the successful student to learn the specialized knowledge and service skills required of a Yamaha service technician. Students will perform general maintenance procedures on Yamaha products including ATVs and motorcycles as well as become familiar with the Yamaha Technical Academy opportunities. Utilizing Yamaha resource materials students will perform service intervals and chassis maintenance procedures as well as service and repair engines, drive systems and electrical systems. Students then move into the Yamaha bronze level training program and are introduced to “Silver Level Training” for servicing a variety of Yamaha products.

MS-104 Suzuki Technology
150 Clock Hours/ 8.50 QCH
This manufacturer supported course is to provide learning experiences which will enable the successful student to learn the specialized knowledge and service skills required of a Suzuki service technician including the Suzuki ServicePro recognition certification. Students will perform general maintenance procedures on Suzuki products. Utilizing Suzuki specific resource materials, students will perform service intervals and chassis maintenance procedures as well as service and repair engines, drive systems and electrical systems. Students then move into more of the Suzuki ServicePro training program and will learn fuel injection systems, perform chassis service and suspension work and then into advanced electrical diagnosis.

MS-105 - Off Road Technology
150 Clock Hours/ 9.00 QCH
This manufacturer supported course provides experiences which will enable the successful student to learn Arctic Cat, Kawasaki, Polaris and other Off-Road brands chassis and suspension maintenance and repair procedures on snowmobiles as well as multiple brands of All Terrain Vehicles (ATV’s) and Recreational Utility Vehicles (RUV’s). Students will also have the opportunity to complete the requirements for their Arctic Cat CatMaster ATV and Snowmobile certification and the Polaris Master Service Dealer Training (MSD) recognition.

AVT-101 American V-Twin (HD) Technology 1
150 Clock Hours/ 8.0 QCH
This course consists of 150-hour regiment covering V-Twin Engine fundamentals, Fuel, Electrical, Driveline/ Suspension, Vehicle Maintenance & Assessment. This course introduces students to V-Twin engine technology, which enables the successful student to develop the skills and knowledge required to service and repair Harley-Davidson, Victory, and S&S engines. Harley-Davidson and V-Twin electrical system testing, and troubleshooting is practiced being able to diagnose V-Twin charging, ignition, starting and lighting systems issues. Students will perform general maintenance procedures on V- Twin motorcycles, including fuel system which provides a solid understanding of motorcycle engine management systems fuel injection software operation information and diagnosis procedures.

AVT-102 American V-Twin (MSD) Technology 2
150 Clock Hours/ 8.0 QCH
The course focuses on Victory (Indian) fuel system technology so that students will gain a solid understanding of fuel injection engine management systems operations and diagnostic procedures. Given services maintenance procedures the successful student will be able to perform maintenance service intervals procedures including changing oil, cable adjustments, and final drive adjustments on Victory motorcycles. Utilizing Victory fuel injection software and equipment, students gain experience on troubleshooting fuel and electrical drivability issues.

Courses applicable to both Diploma or Associate of Applied Science Degree Programs

Rod & Custom, Restoration Technology

This comprehensive program is designed to allow students to let their imagination and creativity run to create custom vehicles. This course was created for students who are interested in pursuing a career in the specialty industries of street rods, customs, and concept vehicles. Students will learn to plan and design their custom project and create real-world estimates. Then students will learn fabrication techniques, make external body modifications, and modify the suspension system. Other areas of instruction will include mobile electronics, paint and refinishing, custom paint and graphics, interior modifications and engine and drive train modifications. To finish the project vehicles, students will perform interior modifications including upholstery and then perform final assembly tasks and detail the vehicle for delivery. The course provides the fundamental core skills as well an advanced skill so that students can continue to a career in vehicle customizing, restoration, collision repair, custom paint, and mobile electronics industries.

Course	Course Title	Clock Hours	Weeks	Quarter Credit Hours
RCT-101	Concept Design & Planning	150	6	9.00
RCT-102	Body Fabrication	150	6	9.00
RCT-103	Exterior Modifications	150	6	9.00
RCT-104	Chassis and Suspension Modifications	150	6	8.50
RCT-105	Painting and Refinishing	150	6	8.50
RCT-106	Custom Paint & Graphics I	150	6	8.50
RCT-107	Custom Paint & Graphics II	150	6	8.50
RCT-108	Engine & Drive Train Modifications	150	6	8.50
RCT-109	Mobile Electronics	150	6	9.00
RCT-110	Welding	150	6	8.50
RCT-111	Interior Modifications & Upholstery	150	6	8.50
RCT-112	Final Assembly & Detailing	150	6	9.00
		1800	72	104.50

RCT-101 - Concept Design & Planning
This course is designed to introduce and explore various types of custom cars, create budgets, timelines, and processes to build custom vehicles. Students will create an exterior concept including body modifications, tire and wheels, exterior color(s), custom paint, and vehicle graphics. Students will also create an interior concept including upholstery, engine and drive train modifications and then create a final rendering for customers. The student will then perform basic estimates for the project, address legal issues, seek customer approvals, create timelines for each phase and perform initial parts ordering using used, new and aftermarket parts.

RCT-102 - Body Fabrication
This course has students perform vehicle disassembly procedures, including body exterior trim, lights, and glass. Students will be able to bag, tag and store parts, and create repair or replace lists. The students' study and practice body fabrication techniques. They will perform hammer, hammer forming and dolly techniques as well as shrinking techniques. Students will use fabricating equipment and techniques including slip rollers, shears, brakes, press, notches', ban saws, shrinkers, and stretchers. In addition, they will learn fabricating techniques by using a bead roller and English wheel, and perform TIG welding functions on steel, aluminum, and stainless steel. Students will learn fiberglass and create fiberglass plugs and molds. Finally, students will learn metal finishing techniques including picking and filing and perform rust repair, and finish work.

RCT-103 - Exterior Modifications
This course is designed to provide students with an understanding of exterior assembly of custom vehicles. In this course, students will learn to properly strip and treat metal, fix dents, and remove the highs and lows of panels, and learn rust repair techniques, fix cracks, perform shaping, and use adhesives. Students will perform alignments and initial mockups, learn how to install body kits. Install ground effects, grills and guards and perform final mockups on doors, mirrors, and hoods. Students will perform exterior assembly detail tasks including rubber, seals, bumpers, headlights, and exterior trim.

Rod & Custom, Restoration Technology

RCT-104 - Chassis and Suspension Modifications
This course is designed to help students perform suspension modifications from proper disassembly of stock systems to raising and lowering the car, installing air bags, hydraulics, and perform spring replacements. In addition, students will install front struts, rear shocks, and springs, perform coil over replacements and installation, and sway bar installation along with installing roll bars, supports, roll cages, and strut supports. Lastly, students will perform braking system modifications and installations.

RCT-105 - Painting and Refinishing
In this course, students will perform engine and interior fitment base(seat) and then remove the engine. Then students will learn proper blocking and shaping techniques, learn to properly apply primer, use proper masking and cleaning techniques, and perform color matching, sealing, apply base coats. Lastly, students will learn

RCT-106 - Custom Paint & Graphics I
This course is designed to provide students with a solid understanding of custom painting techniques. Students will learn to apply Pearls, Candies and Flake finishes, as well as utilize appropriate masking techniques to achieve desired results. Students will also learn to apply vinyl graphics, and pin striping techniques.

RCT-107 - Custom Paint & Graphics II
Students will learn to use airbrush equipment, learn their operation, maintenance and the basic skills needed to achieve desired results. Students will learn shadow, shading and color theory with an airbrush, learn to airbrush painted scenes and 3D skulls, true fire and real flames, textures, rips and tears, lightning, granite, brushed aluminum, and wood grain finishes.

RCT-108- Engine & Drive Train Modifications
This course is designed to provide students with a solid understanding engine and drive train modifications. Students will perform engine installation and mounting and discuss engine performance modifications including intakes, manifolds, superchargers, and turbochargers. Students will learn proper driveshaft fitment and transmissions modifications.

RCT-109 - Mobile Electronics
This course is designed to allow students to learn the theories involved with sound, video, and mobile electronic systems. Students will learn electrical components and current vehicle electrical systems, discussion of remote starters and security systems. They then discuss the installation of navigation systems, backup cameras, game consoles, and video electronics including TV, DVD, and video systems.

RCT-110 – Welding
Students will be trained using the principles and practices of welding associated with I-CAR, manufacturers, and industry standards. They will learn about the use of oxy-acetylene heating and cutting techniques, MIG welding, TIG welding, resistance spot welding and plasma arc cutting

RCT-111 - Interior Modifications & Upholstery
In this course, students will learn to install gauges, steering wheels, and other interior accessories. They will then learn upholstery supplies, and the tools & materials needed in upholstery work. Students will then learn upholstery and sewing techniques, learn how to upholster seats, side panels and carpet and discuss how to install headliners and vinyl tops.

RCT-112 - Final Assembly & Detailing
This course is designed to take the student through the final assembly process as well as to explore the art of vehicle detailing and specialty techniques. Students learn to install exterior trim, mirrors, and exhaust, as well as automotive glass and perform window tinting. Students also learn to detail a vehicle including the process, planning, and then detail the exterior and interior. Students will also learn plastic and headlight restoration and other add-on services to prepare a vehicle for customer delivery.

Courses applicable to both Diploma and Associate of Applied Science Degree Programs

Welding and Fabrication Technology

This comprehensive program will give students a solid foundation and background in basic and advanced principles, theory, practices, and application of welding. The course will enable students to develop the manipulative skills necessary to become entry-level combination welders, fitters, general fabricators, job shop, and steel construction workers. In addition, the advanced training portion of the program will provide students with the information, knowledge, and skills needed to achieve certifications through several recognized professional organizations. Supplementing the technology and skill development needed for successful welding will be the study of practical mathematics problems for welders, blueprint reading for welders including the interpretation of welding symbols required to interpret working sketches, drawings, and blueprints common to the welding and metal-working fields.

Course	Course Title	Clock Hours	Weeks	Quarter Credit Hours
MWT-101	Welding Introduction and History	150	6	9.00
MWT-102	Electric Arc Cutting & Basic SMAW Processes	150	6	8.00
MWT-103	Welding Mathematics I	150	6	8.50
MWT-104	Basic SMAW Fundamentals & Practice Plate	150	6	8.00
MWT-105	Welding Mathematics II & Blueprint Reading I	150	6	9.00
MWT-106	Blueprint Reading II, Symbols & Abbreviations, & SMAW Advanced	150	6	8.50
MWT-107	SMAW II Advanced Plate & Pipe	150	6	8.00
MWT-108	GTAW, GMAW, & FCAW Principles & Practices	150	6	9.00
		1200	48	68

MWT-101 Welding Introduction & History
Students will be introduced to the industry by learning about the history, the AWS Standards, the occupational opportunities, and general safety requirements of welding. An introduction to the different welding categories, major manual processes, types, parts, joints, size, strength, position, and defects will be presented. The course provides a comprehensive understanding of Oxy-Fuel Welding, which includes soldering and brazing, gases, cylinder handling, welding equipment and supplies, and operating procedures.

MWT-102 Electric Arc Cutting & Basic SMAW Processes
Students will explore Plasma Arc and Air Carbon Arc Cutting; the equipment and supplies required; and safety practices. This course covers the basic SMAW welding operating principles, power sources and machines, safety equipment and supplies, and the different types of current.

MWT-103 Welding Mathematics I
Students will begin a comprehensive study of welding mathematic principles, such as addition, subtraction, multiplication, division, fractions, and decimals. This course covers basic principles of averaging; calculating percentages, the metric system, and the measuring of perimeters, areas, circumferences, and volumes. Students will continue skill development during lab sessions to gain experience on processes previously introduced.

MWT-104 Basic SMAW Fundamentals & Practice Plate
Students will train in starting and adjusting the arc welding power source. This course covers the theory and practice of different bead, joint, and fillet methods, such as welding a lap joint horizontal single pass fillet, a t-joint flat position single-pass fillet, weaved beading, and the stringer technique with weave overlay.

MWT-105 Welding Mathematics II & Blueprint Reading I
Students will continue learning welding mathematic principles for the purpose of being able to read blueprints. This course covers the basic principles of angle development and measurement, such as the bends and stretch outs of angular shapes. The students will develop an understanding for the purpose of basic lines, basic sketching techniques, and bill of material.

Welding and Fabrication Technology

MWT-106 Blueprint Reading II, Symbols & Abbreviations, & SMAW Advanced
Students will be introduced to welding symbols and abbreviations for the purpose of blueprint reading. This course provides a more comprehensive study of blueprint reading such as detail, assembly and subassembly prints. The students will also explore more advanced theory and practical SMAW welding techniques.

MWT-107 SMAW II Advanced Plate & Pipe
This course affords students a more advanced comprehensive study of the theory and practice of different bead, joint, and fillet methods, such as welding a single-v butt joint; stringer beading and weave beading on a flat plate, and a single-v butt joint backing bar in an overhead position. The students will learn pipe and tube welding; they will develop an understanding of codes and standards; and will put their practical knowledge to work. This course prepares the students the opportunity to take the welding certification tests.

MWT-108 GTAW, GMAW, & FCAW Principles & Practices
This course covers the principles and practices of GTAW, GMAW, and FCAW welding equipment and techniques. The students will learn to weld various types of metals, including plate and pipe, in numerous welding positions.

Courses applicable to both Diploma or Associate of Applied Science Degree Programs