



POLYTECH
Adult Education

Career Training Center

2021/2022

Student Handbook & Catalog

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I. EQUAL OPPORTUNITY

Notice of Non-Discrimination

The Polytech School District does not discriminate in employment, educational programs, services or activities based on race, color, creed, sex, national origin, age, disability, genetic information, veteran status, or sexual orientation. The District Superintendent has been designated to handle inquiries regarding employment policies and the Supervisor of Instruction responds to Special Education Title VI /504/Title IX inquiries. All staff can be reached at (302) 697-2170; Polytech School District, 823 Walnut Shade Road, Woodside, DE 19980.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age the following rights:

Inspection

You may inspect the student’s education records within 45 days of the day the District receives a request for access. You should submit to the Principal a written request identifying the record(s) you wish to inspect. The Principal will notify you of the time and place of inspection.

Amendment

If you believe education records are inaccurate, you may request the records be amended. Such a request must be in writing and directed to the Principal. The request must identify the part of the record you want changed and specify why it is inaccurate. If the District denies your request, the District will notify you of the decision, advise of the right to a hearing, and provide the hearing procedures.

Consent

You have the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception permits disclosure without consent to school officials with legitimate educational interests. School officials include District employees, Board members, a person or company retained by the District to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or a parent or student

serving on a committee or assisting another school official. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose education records without consent to officials of another district in which a student seeks or intends to enroll.

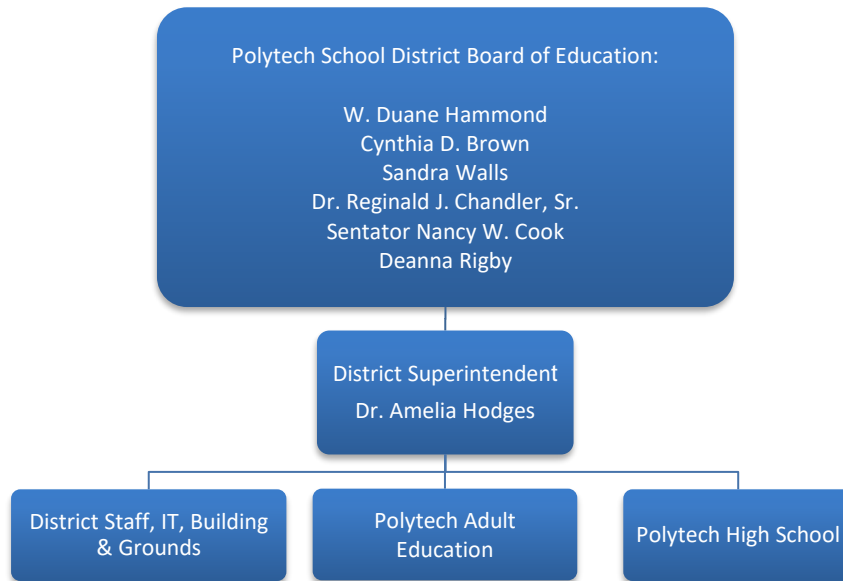
Complaint

You may file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

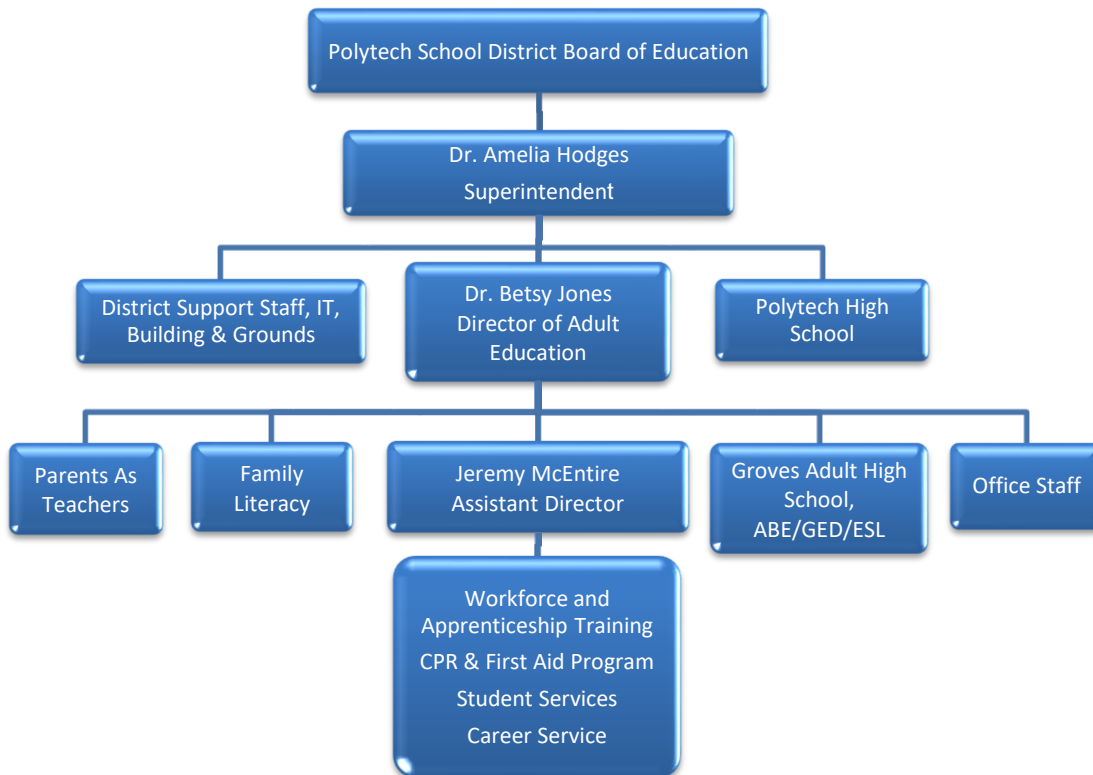
Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-4605

II. ORGANIZATIONAL STRUCTURE

Polytech School District



Polytech Adult Education



III. GENERAL INFORMATION

Mission Statement

Polytech Adult Education will strive to provide innovative learning opportunities at an affordable price and in an environment that is conducive to adult learners; deliver high quality workforce development and literacy skills instruction, on campus and in the community; use up-to-date tools and technology to achieve desired outcomes; maintain strong, collaborative ties to business and educational communities; refine our reputation as a premier site for conferencing; offer high quality, flexible and responsive customer service; and continually evaluate and improve the quality of our programs and services.

The History of Polytech Adult Education

The Kent County Vocational-Technical Center was founded in 1964 to “provide vocational-technical education and training for those students with the necessary interests, aptitudes and abilities to satisfy more fully our current and future community needs.” Initial courses of study were heavily focused on the construction, manufacturing and agricultural industries prevalent in Kent County, Delaware, at that time. The daytime “vo-tech” was a shared time program and enabled area high school students to attend the vocational training program of their choice during the regular school day to earn credits toward their high school diploma while learning a skill. In addition, adult learners could take vocational training courses in the evening.

Kent Vo-Tech became the Polytech School District in 1991, transitioning from a shared time program to a comprehensive technical high school with an adult division. Polytech High School serves more than 1,100 students annually in grades 9-12, offering specialty training in twenty-one different technical programs of study. The adult division provides a variety of education and occupational training programs for adults to include: English as a Second Language (ESL), Adult Basic Education (ABE), GED® Test Prep, James H. Groves High School, specialized industrial and business training, apprenticeship training, certificate and diploma career training, and special interest courses. Family literacy services are provided to children ages birth to eight years and their parents, in both Kent and Sussex counties. The Polytech Adult Education program serves more than 2,000 children, parents and adult learners annually.

Office Hours

September – May: Monday through Thursday, 8:00 a.m. – 9:00 p.m.
 Friday, 8:00 a.m. – 4:00 p.m.

June – August: Monday through Friday, 8:00 a.m. – 4:00 p.m.

Program Facilities and Classroom Setting

Polytech Adult Education Career Training is provided primarily on-site at the 89-acre Woodside, Delaware campus. Facilities for instruction include a 68,000 square foot facility with sixteen classrooms, seven shops, three fully equipped computer labs, a full commercial kitchen, a health services lab and a conference center.

Most classrooms/labs are equipped to handle class sizes of approximately 30 students. Average classroom sizes typically vary between 10 and 25 students. Lab sizes are typically a bit smaller to allow for greater student/instructor interaction.

Parking

Student parking is available in the north parking lot. Students attending evening classes may also use the north parking lot.

IV. STUDENT SERVICES

Admissions

Students applying for admission to the Career Training Center must meet the following entry requirements:

- 1) Attend information session.
- 2) Complete appropriate application and enrollment documents.
- 3) Demonstrate a willingness and ability to obtain full-time unsubsidized employment at the completion of training. Including providing a favorable criminal background check where required for employment in specific occupations. Registered apprentices must maintain employment with an approved apprenticeship program sponsor throughout training.
- 4) Demonstrate a minimum level of mastery in reading and/or mathematics as measured by the CASAS assessment. Those not meeting the reading and/or mathematics requirements will be referred to remediation classes for basic skills enhancement.
- 5) Specific program entrance requirements as follows:
 - a. Allied Health, Automotive, CNA, Electro-Mechanical Technician and Practical Nursing students must provide a favorable background check and completed drug screening. While enrolled, a student must notify his or her Polytech Adult Education Career Program Specialist of any arrest other than a minor traffic offense. Furthermore, documentation of application for an approved background check must be provided by the start date of classes unless

otherwise specified by a Career Program Specialist. A recent (less than 6 months old) approved background check may be submitted. A clear child and adult abuse registry check and proof of immunizations may also be required.

- b. A high school diploma or GED® is required for admission to the AAPC Certified Professional Coder, Dental Assisting, Early Care & Education, Electro-Mechanical Technician, Frontline Supervisor, IT Professional, Medical Assistant, Medical Insurance Billing, Phlebotomy Technician, Ophthalmic Assistant, and Practical Nursing programs.
 - c. Registered apprentices must provide a copy of a signed apprentice contract. The contract must contain dated signatures from the employer, a representative of the Department of Labor, and the apprentice.
- 6) Credit for prior learning will be provided on a case-by-case basis, depending on the relevancy of the prior coursework and individual program requirements.

Note: Individual programs may have additional admissions requirements. Please see the Career Program Specialist assigned to the program you are interested in for specific details.

Enrollment

Students will be enrolled upon receipt and acceptance of the following (as applicable):

- Completed Enrollment Packet
- Favorable Criminal Background Check
- Adult Abuse & Child Abuse Registries
- Controlled Substance Testing
- Documentation of secondary credential, or documentation of attainment of secondary credential within six months of enrollment
- Other – students may be notified of additional documents required depending on program.

It is the student's responsibility to ensure that Polytech Adult Education receives the above enrollment documentation.

Cancellation of Courses

Polytech Adult Education reserves the right to cancel a course that has insufficient enrollment. Students who register for a course that is cancelled will be given the opportunity to enroll in a replacement course or receive a full refund. (Register early – last-minute registrations will not revive an already cancelled course).

Career Services

Polytech Adult Education offers programs based on demographic and labor market needs. Employment readiness, placement, and retention services are an integral part of the Polytech Adult Education Career Training Center and include one-on-one career guidance and counseling, as well as group activities such as workshops and career fairs. The Career Services focus begins at the time of enrollment and continues through the time of employment. Career Services staff are available to assist students and graduates during normal program hours of operation.

Career Services staff are located in the Student Center on the first floor in room 5690. Career Services staff are available, Monday through Friday during normal business hours to assist students and graduates with resume development, interviewing skills, job leads and other career related tasks.

While it is our intent that all certificate program students obtain marketable skills, this is by no means a guarantee that graduates will be placed into jobs or will obtain employment.

Contact Information

If any of your contact information, including email, phone, or address, changes during your enrollment, please notify the Adult Education office and your instructor so your official record can be updated. Current information is essential to our ability to keep you up to date regarding class and program updates and changes.

NOTE: Apprentices need to notify the assigned Career Program Specialist regarding any changes in employment information so that your record will be up to date. We will inform the Department of Labor of your current status to ensure that your hours are accurately recorded.

Classroom Safety

Your instructor will review safety regulations, which must be followed in each lab or shop. It is your responsibility to follow these procedures for your own safety, as well as the safety of your classmates.

By State law, students in certain classes must wear “industrial safety glasses” and fully enclosed footwear. For specific classes (e.g. welding), additional safety equipment or clothing will be required.

Code of Conduct

It is a privilege to attend Polytech Adult Education classes. Any student not meeting attendance policies or who disrupts the educational process of the school for other

students will be dismissed. One warning will be issued. In extreme cases, warnings will not be issued—dismissal will be automatic.

Polytech Adult Education's philosophy commits its staff and administration to developing a climate where student creativity, responsibility and self-direction are recognized and may be nurtured in an atmosphere free from coercion and fear.

Disciplinary action will be taken when an act 1) disrupts the educational process; 2) violates the personal and/or educational rights of an individual; 3) violates state and/or federal laws.

The Code is in force:

1. On school property prior to, during, and following regular school hours.
2. At all school-sponsored events and other activities where school administrators have jurisdiction over students.

The Code of Conduct also applies to out-of-school conduct by a student if the school believes the nature of such conduct indicates that the student presents a threat to health, safety, or welfare to other students. Such out of school conduct shall include, but is not limited to:

1. Acts of violence which are punishable by law.
2. Sexual offenses which are punishable by law.
3. The sale, transfer or possession of drugs which would constitute an offense punishable by law.

Cell Phones /Media Devices

Cell phones or other media devices should not be seen or heard during scheduled class times. This includes the use of cell phones/media devices in the classroom as well as in the hallways and/or restrooms during scheduled class times.

Disciplinary Action

Disciplinary offenses are divided into two groups: Group I and Group II. Group I violations are considered minor, and include but are not limited to, not following dress code or cell phone policies, inappropriate language, excessive lateness or absences. Group II violations are considered major, and include but are not limited to, actions that threaten the health, safety or welfare of others, theft, destruction of property or cheating.

Group I violations are progressive in nature and are tracked on a rolling twelve-month basis. 1st time Group I offences result in a verbal warning, 2nd time Group I offences result in a written warning, while 3rd time Group I offences move to Group II.

Group II violations are not progressive and can include suspension from the program for a designated time up to and including immediate termination.

Career Program Specialists have the authority to take Group I disciplinary actions. Group II disciplinary actions are to be discussed with the Director or Assistant Director of Adult Education before being taken. Documentation of all disciplinary action is kept in the students' files.

Dress Code

All students are required to dress appropriately for classroom, lab and clinical instruction. The following guidelines apply:

1. Hair must be neat, clean, and well-groomed. Facial hair in male students should be trimmed and short. Subtle hair color is permitted.
2. Visible body piercings, except earrings, should be kept to a minimum.
3. Bare midriffs, mesh/fish-net materials, tank tops or like items, blouses showing cleavage, halter tops, half shirts, pajamas, and torn, cut-off, or inappropriately fitted clothing are not permitted.
4. Clothing with obscene, profane, or objectionable pictures or phrases, or references to alcohol and/or narcotics is not permitted.
5. Short shorts or skirts may not be worn. (Not shorter than the extended fingers of your hand when held at the side of your thigh)
6. During clinical classes, phlebotomy, and externships, fingernails are to be cut short. Nail polish or acrylic nails are not permitted.
7. Allied health students must wear an official Polytech Adult Education uniform during clinical externship. Uniforms are not required for classroom instruction.
8. The final decision of appropriate dress will be made by the building administrator.
9. Students violating this policy will be subject to the disciplinary policy as stated above.

Drug and Alcohol Use

The use of drugs and/or alcohol is strictly prohibited on school property. Students found using drugs and/or alcohol on school property or reporting to class under the influence of drugs and/or alcohol will immediately be dismissed from school and not permitted to return. The Delaware State Police will be contacted if drug and/or alcohol use is suspected or if students report to class while under the influence of alcohol and/or drugs.

Emergency Closings

School cancellations due to inclement weather or emergency conditions will be announced via:

- www.polytechworks.com
- district “auto-call” system – (phone numbers must be accurate)
- a recorded message on the Polytech Adult Education main office phone line
- In the event Polytech School District announces in the morning that it is closed, Polytech Adult Education will also be closed for the day.
- In the event Polytech School District announces in the morning that there is a one-hour or two-hour delay for the start time of school, morning Polytech Adult Education classes will be delayed accordingly.

Field Trips

Scheduled field trips are an integral part of training programs. They are designed to expose students to different work sites or other training opportunities not available in the shop or classroom. They count as training time and if you are absent from a scheduled field trip, you will be considered absent from class.

Fire Drills

Evacuation instructions are posted in every room for the occupants of that particular room during a drill. Fire drills should be carried out with seriousness of purpose. In a real case of fire, many lives depend on the effective execution of these practices.

Health Condition Policy

Polytech Adult Education requires that students entering a certificate program be able to perform all physical activities required of the program. It is further expected that students are prepared to fulfill the physical requirements of full-time employment in a training related occupation.

Requests for Accommodation

Polytech Adult Education is committed to the principle that every individual should have an equal opportunity to enroll in the Career Training program, to register for courses or examinations in order to demonstrate their knowledge and skills under appropriate conditions, and to complete a training program. Polytech seeks to assure access by providing accommodations to individuals with a disability as defined under the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA).

The ADA defines a disability as “any mental or physical condition that substantially limits an individual’s ability to perform one or more major life activities” as compared with the average person in the general population. Major life activities include, but are not limited to, walking, seeing, hearing, speaking, breathing, performing manual tasks, concentrating, caring for oneself, working, learning, and the operation of a major bodily function such as those of the immune system, respiratory system, etc.

The ADA requires an institution of higher education to provide accommodation to a qualified individual with a disability, provided that the accommodation does not create undue hardship. An undue hardship refers to any accommodation that would be unduly costly, substantially disruptive, or that would fundamentally alter the nature of the program. Both new and existing students may request accommodations from Polytech Adult Education.

Additionally, Polytech is required to abide by the provisions of Section 504 of the Rehabilitation Act of 1973 which protects otherwise qualified individuals from discrimination based on their disability. In order to be considered otherwise qualified, a student with a disability must be capable, either with or without accommodation, of fulfilling the essential requirements of the educational program.

Individuals requesting accommodation are required to self-disclose to the Assistant Director of Adult Education and submit a request in writing using the "Student Request for Accommodations." The request form may be obtained from the Assistant Director of Adult Education or a Career Program Specialist. The request should be accompanied by documentation of the disability including information from an appropriate, licensed professional, which should address the current functional limitation(s), their prognosis, and recommendation(s) of appropriate accommodation. Once eligibility has been established, accommodations are requested on a course-by-course basis.

Medical Emergencies

Polytech Adult Education does not have a school nurse on staff. If a student becomes ill or needs emergency assistance while attending school, the school will call 911 and treatment will be at the student's expense.

Phone Calls

Our office staff is only permitted to take messages for students in emergency situations. If such a situation should occur, we will make every attempt to forward the message immediately. Other callers will be informed that messages cannot be relayed.

For short, local calls students may ask permission to use the phone in the Career Training office (Room 5960). The telephones in the classrooms are for staff use only.

Student Complaints and Appeals

Polytech Adult Education is a non-discriminatory institution that views any student complaint as a serious matter and a potential deterrent to a student's success in his/her educational endeavors.

The process for a student to voice a complaint will be explained during the enrollment process and will also be covered in the Student Handbook, which is provided to all new students. Additionally, a copy of the Process will be included in the Polytech Adult Education Career Training Center Catalog, which is available to be viewed on the school's website (polytechworks.com).

The student complaint process will follow the chain of command for each particular program. If a student voices a complaint, they will be first encouraged, when appropriate, to attempt to resolve their concern directly and informally with the program instructor or the individual with whom they are concerned. If the student has already attempted to resolve their concern at that level and believes it has still not been adequately addressed or when a student believes that their concern rises to such a level that they need to go immediately to the next step, they will be instructed to put their complaint in writing and forward it to the Career Program Specialist for their respective program. Any such complaint that is submitted will be considered a formal complaint.

Once a formal complaint is received, the Career Program Specialist will forward the complaint to the Assistant Director of Adult Education for review.

Students who are dismissed from a program, for any reason, are afforded the opportunity to file a formal appeal. Appeals are to be made in writing within five (5) business days and are to be addressed to the Assistant Director of Adult Education. Students will be informed of their right to file an appeal at the time of their dismissal and a copy of this policy will be included in the Student Handbook students receive at the time of their enrollment.

The complaint/appeal review process will include a clarification of the nature of the complaint/appeal, interviews of any relevant persons, as appropriate, and investigation of the related facts. The results of the review will be documented, and a decision will be made by the Assistant Director of Adult Education, typically within seven (7) business days of the receipt of the complaint/appeal. The decision will be communicated to the student in writing.

If the student wishes to appeal the decision, the original complaint/appeal, along with the review findings and decision, will be forwarded to the Director of Polytech Adult Education for further review. The Director can uphold, reject or revise the decision. The Director will provide the student with a written response, indicating the appeal decision, typically within seven (7) business days of the appeal request. The Director's decision is final.

Polytech Adult Education will maintain a complete record of all written student complaints for at least the last five years.

Smoking/Vaping Policy

Polytech School District is a Smoke-Free Environment. Smoking/Vaping is not permitted anywhere on school property. This tobacco-free zone includes school premises, school vehicles, and school events, both indoors and outdoors, and both on and off school property. Furthermore, the zone includes private vehicles that are on school property. Those wishing to use tobacco or vape must leave Polytech School District's property.

Solicitation on Campus

Students are not permitted to solicit, conduct business or raise funds on Polytech Adult Education's campus. This policy includes, but is not limited to, the posting or distribution of business cards, flyers, leaflets, and circulation of fundraising catalogs.

Student Advising and Development

Polytech Adult Education is committed to helping students achieve success in their educational pursuits. Career Program Specialists work closely with instructors, other school staff members, and with students to determine if issues need to be addressed.

The Career Program Specialists assist students in identifying resources, within the organization or outside resources to address specific issues. For example, if a student is having financial or budgeting issues, the Career Program Specialist can refer the student to meet with a representative from Stand By Me®, which is a free financial coaching service for students and their families. Referrals are also made to the Placement Specialists if an enrolled student is seeking employment during training or needs job coaching. Students are referred to state agencies and counseling if deemed appropriate by the Career Program Specialist. The Career Program Specialists are available during evening hours as well as daytime hours for student convenience.

Termination Policy

Students who receive Group II disciplinary actions (See Disciplinary Action Policy) can be terminated upon written approval by the Director or Assistant Director of Adult Education. Students who are on probation and fail to make adequate academic progress and are not likely to attain a passing grade at graduation will be terminated (See Probation Policy). Students who fail to meet attendance requirements and have been notified of such but continue to not attend classes will be terminated (See Attendance Policy). Documentation regarding events leading to termination and formal notice of termination are kept in the students' files. Students requesting reinstatement after termination can do so by following the Student Complaints and Appeal Policy.

Textbooks and Materials

Textbooks, supplies, safety equipment or other required course materials are to be obtained at the expense of the student unless otherwise noted. Textbooks may be purchased during the week prior to the class start date or on the first day of class in the Adult Education Office. ALL Textbook purchases are non-refundable.

Note to registered apprentices: In addition to paying listed course fees, you will be required to purchase textbooks, supplies, safety equipment or other required materials for most classes.

Trade and Apprentice Program Test Outs

In some trade and apprentice program areas, students with relevant work experience can demonstrate competency by passing a test-out examination with a score of 80% or better. Test-outs are only available for a maximum of 50% of a training program. To move up a level in the current academic year, test-outs must be taken before the end of the third week of class.

The cost is \$100 for each test out. Only one attempt per level may be made. The minimum passing score on the test-out is 80%. No test-outs will be given after the first week of the class the individual is attempting to test into. Students interested to see if they are eligible to test out should contact the appropriate Career Program Specialist.

Snack Bar & Break Areas

There are vending machines located in the adult education breakroom (Room 5640). The high school cafeteria is typically available during the scheduled break time to students enrolled in evening classes. Students who attend classes during the day do not have access to the high school's cafeteria. All food and beverages must remain in the cafeteria/break areas and are not permitted in the classroom. Microwaves are available and must be cleaned after each use. The lobby is also not to be used for break or lunch times.

Who May Attend Classes?

Only enrolled students may attend classes. No one is permitted to accompany students to class, including children, spouses, or other family members. Pets are not permitted on school property unless medically required, as demonstrated by a doctor's note.

V. FINANCIAL INFORMATION

Payment

Courses under \$299.00 are paid in advance. Classes \$299.00 and above qualify for a payment plan. For programs beyond one semester, the payments for a payment plan are

broken down on a monthly basis as tuition divided by the number of months. All payment plans must be fully discharged before graduation. A \$20 processing fee, in addition to the cost of tuition, will be applied. There is a registration fee of \$50.00, which is non-refundable. If you request a refund, this will be deducted from the refund amount.

Any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits shall be permitted to attend training during the period beginning on the date on which that individual provides a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

No penalty, late fee, denial of services or resources provided to other tuition paying students, or other detrimental consequences shall be imposed on any of the individuals referenced in the paragraph above because of their inability to meet his or her financial obligations due to the delayed disbursement funding from VA under chapter 31 or 33.

Cancellation and Refunds

Career Training program* refunds will be handled according to the following protocol:

Full refunds will be issued if requested within three days of the signing of an enrollment agreement and initial payment. If cancellation is requested more than three days after the signing of an enrollment agreement and initial payment, but prior to the start of class, applicants will be entitled to a refund of all monies paid, minus the registration, which is 15% of the contract price, not to exceed \$150.

If a refund is requested after the start of class**, but prior to the end of the first week of class, a refund of 50% of the full program cost, less the registration fee, will be issued. If a refund is requested after the first week of class, but prior to the end of the second week, a refund of 25% of the full program cost, less the registration fee, will be issued. No refunds will be issued after the end of the second week of the class. No refunds will be made for classes that are 9 hours or less in length after the first class.

All Career Training Program applicants will be scheduled to meet with a program representative and provided with an opportunity to tour the school’s facilities and view the related program equipment prior to enrollment. In the event, due to extraordinary

circumstances, a meeting does not occur prior to enrollment, the applicant will be permitted to withdraw without penalty within three business days of the date the actual in-person visit takes place.

In order to obtain a refund, a completed refund claim must be submitted. The forms are available at the Adult Education Office. A registration is included in the fee listed for each course. Refunds are not made in cash. Fees paid by cash or check will be refunded with a "State of Delaware" refund check via U.S. mail. Fees paid by credit card will be refunded electronically to the credit card. Please allow 2-3 weeks for refund processing.

Requests to transfer from one course to another course or section will be granted so long as they are made within two weeks of the start of class, and on the condition, there is availability in the requested course or section. Tuition paid will be transferred from the course being dropped to the one being added. Should the tuition of the new course be higher, the balance will be due at the time of transfer. If the tuition is less, a refund of the difference will be issued in accordance with the guidelines outlined above. In this case, no registration fee will be withheld.

* Refunds for individuals using VA funding will be handled as follows:

The following refund policy shall apply for all VA funded students enrolled in a non-accredited program under Chapters 30, 32, 33, 35, of title 38 and Chapters 1606 and 1607 of Title 10 U.S. Code:

In event that Veterans or their eligible persons sponsored as students under Chapters 30, 32, 33, 35, of title 38 and Chapters 1606 and 1607 of Title 10 U.S. Code, fail to enter the program or withdraw or are discontinued from at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable: any amount beyond that is subject to pro ration and refund {CFR 21.4254 (c) (13)}. The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

** If a refund is requested by an individual enrolled in the Practical Nursing program after the start of class, but prior to the end of the second week of the class, a refund of 50% of the full program cost, less the registration fee, will be issued. If a refund is requested after the second week of class, but prior to the end of the third week, a refund of 25% of the full program cost, less the registration fee, will be issued. No refunds will be issued after the end of the third week of the class.

VI. ACADEMIC POLICIES AND PROCEDURES

Academic Integrity

Students are expected to be honest in all academic pursuits. Conduct such as cheating, lying, helping others to cheat, and using someone else's words as your own (plagiarism) are examples of academic dishonesty. Instructors are required to report all episodes of academic misconduct, unintentional as well as deliberate, to the Polytech Adult Education administration for review. An offense of academic dishonesty will be evaluated as to its seriousness and could ultimately result in the most severe consequence of dismissal from training. If you have questions regarding academic integrity, please ask your instructor or counselor.

Grading Policies

Grading policy will be addressed in the class outline provided by the instructor and may include the following: attendance, written examinations, classroom participation, field trip participation, hands-on projects, homework, and observed evaluations. Numerical grading will be used. A grade of 75% or better (unless dictated by an outside agency, such as a certification or regulatory body. In this case, the specific grade required will be listed on the course syllabus) is considered passing for all Career Training students. Those failing a course must re-enroll in a subsequent offering of the course.

Final grade appeals must be made in writing no later than 15 working days following the course completion and should be directed to the Assistant Director of Adult Education. Inquiries made more than 15 working days following the course completion will not be considered.

Academic Progress Policy

For programs lasting one semester, students are given their course grade and cumulative grade in writing after each course by the Career Program Specialist. For programs lasting more than one semester, students are given their semester and cumulative grades in writing by the Career Program Specialist at the end of each semester. Documentation regarding students' academic progress is kept in the students' files.

After each semester, students with cumulative grades lower than 75 are put on academic probation and referred to the Career Program Specialist for additional help (See Probation Policy). Students failing to improve their cumulative grades enough to be able to attain the minimum cumulative grade required for graduation will be terminated (See Termination Policy).

Probation Policy

For programs that are a semester or less, students at academic and/or attendance risk are identified and notified in writing by the Career Program Specialist(s) halfway through this program. For programs that are more than one semester in length, students at academic and/or attendance risk are notified in writing by the Career Program Specialist(s) at the end of each semester.

Students with a failing grade (below 75) in a single course are required to retake the course and meet with their respective Career Program Specialist(s), to discuss program requirements, academic performance, attendance and study skills. Students failing to attain a cumulative grade of 75 or higher in a program are required to meet with their respective Career Program Specialist(s) at least once a month until students achieve compliance or are terminated. They will discuss program requirements, academic performance, and circumstances outside the classroom to determine factors affecting academic performance and/or attendance. If possible, students will be provided the opportunity for additional resources to help them succeed. This includes, but is not limited to, tutoring, study skills, referrals for counseling.

Students who fail to attain adequate academic performance and/or satisfactory attendance will be terminated. (See Termination Policy)

Attendance Policy

Your attendance is very important to your success in a training program. You should plan to be in class for every scheduled session. However, if you are unable to attend a class, please contact your instructor or Career Program Specialist immediately. Make-up work may be assigned as necessary.

Students who exceed the allowable number of absences for a particular course will be dropped and be required to retake the class for credit towards the program. Additionally, registered apprentices are required to attend the minimum number of hours in order to maintain registration with the Department of Labor. Employers and the Department of Labor will be notified as required by the apprenticeship agreement. There are no excused absences for trade and apprentice students.

<u>CLASS LENGTH</u>	<u>MAXIMUM ABSENCES</u>
Greater than 144 Hours	See Career Program Specialist for details
132 - 144 Hours	15 Hours
80 - 96 Hours	12 Hours

66 - 72 Hours	9 Hours
36 - 65 Hours	6 Hours
15-35 Hours	3 Hours
Less than 15 Hours	0 Hours

All class absences (including arriving or leaving early) will count towards each student's maximum absences. Students who repeatedly miss time from class due to arriving late or leaving early may face an administrative review which could lead to eventual dismissal.

Attendance and class participation may be included as part of your final grade. It is the responsibility of the student to monitor his or her attendance.

Completion of Training

All Career Training students, except Apprenticeship students, must complete their chosen program of study within 1.5 times the normal length of the program. This period begins on the student's first day of class. For example, the maximum timeframe for a six-month program is nine months.

Apprenticeship training is intended to be completed in four (4) years. Any apprentice student who has not enrolled in a class within the past five (5) years will be required to restart the program, unless s/he has been employed in a related industry or is able to pass a test-out exam.

Polytech Adult Education does not grant leaves of absence for enrolled students. However, an administrator may grant exceptions to the attendance policy for justifiable extensions and/or extenuating circumstances. In such instances, students may be required to meet revised or additional requirements for program completion and graduation. Requests for extension will be considered on a case-by-case basis.

Successful completion of a Career Training program requires completion of all program elements (i.e., classroom, lab, clinical, externship, etc.) within the specified time period, achieving an overall passing score, and meeting the minimum attendance requirement.

VII. PROGRAMS AND COURSES

Program Area: Business

Frontline Supervision

Length: 108 hours / 5 Months

Tuition: \$990 **Fees:** Book(s) \$95, Certification(s): \$39

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: This program is designed to provide the core competencies that every manager needs to succeed. New and aspiring first-time supervisors will gain the knowledge and skills needed to be effective leaders in the workplace. Upon completion of the program, participants are eligible to sit for the National Occupational Competency Technical Institute (NOCTI) General Management certification exam. The certification fee is included in the tuition cost.

Course(s):

Fundamentals of Leadership (18 hours)

Course Description: This course provides an overview of basic management theories, leadership styles, skills and tools. Students will learn and practice important planning, decision-making and problem-solving skills. Students also will learn how to build teams manage conflict, and practice business ethics.

Computer Competencies (18 hours)

Course Description: This hands-on course prepares students to work with Microsoft Office in a business setting. Activities include creating spreadsheets, documents and presentations and utilizing email tools effectively. The interactive nature of this course offers a good introduction to Word, Excel, PowerPoint, and Outlook.

Essential Communication Skills (18 hours)

Course Description: This course provides an overview of communication theories, styles, skills and tools. Students will learn how to improve their communication in the workplace, develop and give presentations and provide customer service. They also will learn how to write business letters, internal memos, and appropriate emails.

Human Resources (18 hours)

Course Description: This course provides an overview of key human resource topics, skills and tools to recruit, hire, orient, evaluate and develop team members. Students will create effective resumes and cover letters, practice interview and performance evaluation skill, and learn how to run effective meetings.

Management and Operations (18 hours)

Course Description: This course introduces students to key concepts for managing the day-to-day activities in the workplace. This course covers various types of business structures and roles, workplace health and safety, and relevant laws and regulations. Students will learn marketing, performance improvement, and project management.

Budgeting and Bookkeeping Basics (18 hours)

Course Description: The ability to develop and maintain budgets is essential to being an effective manager. This course provides students with these tools through MS Excel, and includes an overview of accounting terms and procedures, payroll, invoices and financial reports.

Frontline Supervision Training (ELL)

Length: 150 hours / 5 Months

Tuition: \$799 **Fees:** Book(s) \$95, Certification(s): \$39

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: This program is 150 hours long and intended for English Language Learners who have recently, or hope to soon, advance into positions of greater responsibility. The program provides the knowledge and skills needed to be an effective leader in the workplace and covers the core competencies that are essential to the effective management of any organization. At the end of the course, students are eligible to sit for the National Occupational Competency Technical Institute (NOCTI) General Management certification exam. The certification fee is included in the tuition cost.

Course(s):

Supervisor Training (ELL) (150 hours)

Course Description: This program prepares English Language Learners to advance into positions of greater responsibility. The program provides the knowledge and skills needed to be an effective leader in the workplace and covers the core competencies that are essential to the effective management of an organization or operation. Areas covered include computer skills, leadership, workplace communication, human resources, management, and operations.

Program Area: Information Technology

Computer Foundations

Length: 36 hours

Tuition: \$195

Course Description: This course is a requirement for students in various healthcare and technical training programs and is designed to provide learners with the foundational computer skills needed to work effectively in the professional workplace. Students are introduced to Microsoft Word, Excel, and PowerPoint and are given opportunities to perform a number of other essential computer tasks. This is an online, instructor-led, project-based course. Students will be contacted by instructor prior to start of course.

Information Technology Fundamentals

Length: 72 hours / 1 semester

Tuition: \$199 **Fees:** Book(s) N/A, Certification(s) \$126, Drug Screen \$47, Background \$40

Program Description: The Polytech Adult Education Information Technology (IT) Fundamental's pre-apprentice program is designed to help students and career changers who are interested in Information Technology, but have limited technical knowledge of computing systems, determine if a career in IT is right for them. Successful completion of IT Fundamentals is required to advance to the Computer Support Specialist apprenticeship program.

Course(s):

Information Technology Fundamentals (72 hours)

Course Description: Information Technology Fundamentals is an online pre-apprenticeship course that provides a balance of self-paced, and instructor facilitated learning. Participants progress at their own pace and explore foundational concepts related to computer hardware and software, networking, databases, programming, information systems, and data security and perform real-world tasks associated with various IT fields. Participants are prepared for the CompTIA ITF pre-career certification, which is completed at the end of the course.

Computer Support Specialist

Length: 288 hours / 1 year

Tuition: \$1,500

Fees: Book(s) \$300, Certification(s) \$106, Drug Screen \$47, Background \$40

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: The Computer Support Specialist program is a hybrid registered apprenticeship that includes two semesters of related technical instruction (RTI) and 2,000 hours of on-the-job learning. The program provides participants with the knowledge and technical skills required for a successful career as an IT generalist. Students are prepared to complete a CompTIA A+ Computer Technician Certification and earn a nationally recognized journey person credential after completing the RTI and on-the-job requirements. Tuition for State of Delaware Registers Apprentices is covered by a grant through the State of Delaware, less a \$50 registration fee. To be eligible to participate in the Computer Support Specialist apprenticeship program, participants must either: A. be currently employed in the IT field, B. provide documentation of a minimum of 12 months of previous experience in an IT related position, or C. successfully complete the Information Technology Fundamentals pre-apprenticeship program.

Course(s):

IT Essentials I (144 hours)

Course Description: IT Essentials I is the first course in the Computer Support Specialist Registered Apprenticeship program. This course provides participants with the foundational skills needed to start a career in Information Technology. Topics covered include mobile devices, networking technology, hardware, virtualization and cloud computing and network troubleshooting and lessons are delivered via a hybrid model over 9 weeks - 72 hours in-class and 72 hours online. Participants complete the CompTIA A+ 220-1001 certification exam at the end of the course.

IT Essentials II (144 hours)

Course Description: IT Essentials II is the second course in the Computer Support Specialist program and builds upon the foundational knowledge learned in IT Essentials I. The topics covered include installing and configuring operating systems, expanded security, software troubleshooting, and operational procedures. Lessons are delivered via a hybrid model over 9 weeks 0 72 hours in-class and 72 hours online. Participants complete the CompTIA A+ 220-1002 certification exam at the end of the course achieving the CompTIA A+ Computer Technician Certification.

Networking Technician

Length: 576 hours / 2 Years

Tuition: \$3,000

Fees: Book(s) \$300, Certification(s) \$163 (CompTIA Net+ and CCNA), Drug Screen \$47, Background \$40

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: The Networking Technician program a hybrid registered apprenticeship that includes four semesters of related technical instruction (RTI) and a minimum of 2,000 hours of on-the-job learning (OJL). The program provides participants with the knowledge and technical skills required for a successful career as a network technician. Students are prepared to complete two industry-recognized certifications – CompTIA Network+ and Cisco CCNA – and will earn a nationally recognized journeyperson credential after satisfying the RTI and OJL requirements. Successful completion of the Computer Support Specialist program or possession of a CompTIA A+ certification is required for enrollment in this program.

Course(s):

Networking Essentials I (144 hours)

Course Description: Network Essentials I is the first course in the Networking Technician program and is a part of the Networking Technician Registered Apprenticeship. This course provides participants with the foundational skills more focuses on computer networks, network support, and network administration. Topics covered include network devices and cabling, networking concepts, wireless networking, TCP/IP protocol, cloud computing, and network troubleshooting. Lessons are delivered via a hybrid model over 9 weeks – 72 hours in-class and 72 hours online. Prerequisite: CompTIA A+ or equivalent.

Intro to Networking– Cisco CCNA I (144 hours)

Course Description: Intro to Networking (ITN) is the fourth of six courses in Networking Technician program. Modules include instruction on networking, basic switch and device configuration, protocols and models, basic router configuration, addressing, network and security fundamentals, and more. Instruction is delivered via a hybrid model over 9 weeks - 72 hours in-class and 72 hours online. Participants complete the CompTIA Network+ certification exam at the end of the course. Prerequisites: Network Essentials I or equivalent.

Switching, Routing, & Wireless Essentials – Cisco CCNA II (144 hours)

Course Description: The Switching, Routing, & Wireless Essentials (SRWE) course includes modules on basic device configuration, switching concepts, troubleshooting, redundancy, vulnerabilities, and more. Instruction is delivered via a hybrid model over 9 weeks - 72 hours in-class and 72 hours online. Students continue to prepare for the end-of-course Cisco CCNA certification exam, which they will complete at the end of the Networking Technician program. Prerequisites: CompTIA A+, CompTIA Network+ certifications, successful completion of CCNA1 (ITN), or equivalent.

Enterprise Networking, Security, & Automation – Cisco CCNA III (144 hours)

Course Description: The Enterprise Networking, Security, & Automation (ENSA)_course covers network security concepts, LAN security, WAN concepts, VPN, network management, virtualization, and more. Instruction is delivered via a hybrid model over 9 weeks - 72 hours in-class and 72 hours online. Participants complete the Cisco CCNA certification exam at the conclusion of this, the final course in the Networking Technician program. Prerequisite: Completion of ITN and SRWE courses or equivalent.

Program Area: Allied Health

Medical Assistant

Length: 504 hours / 4 - 16 Months

Tuition: \$3,080 **Fees:** Book(s) \$469, Uniform (up to) \$242 Certification(s) \$149, Drug Screen \$94, Background \$40

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: The Medical Assistant course provides participants with an opportunity to join healthcare field as a multi-skilled practitioner. Students learn the basics of the human body while training to complete medical administrative tasks, effectively use an EHR, take vital signs, conduct ECG's, and more. Graduates will test for an Administrative or Clinical Medical Assisting certification through the National Healthcare Association. Option certification tracts, which require additional coursework and externship hours, are available in the areas of Phlebotomy and Medical Insurance Billing.

Course(s):

Administrative Medical Practices (72 hours)

Course Description: This class is designed for the learner who plans to work as a clinical medical assistant or a medical office assistant in a private physician's office, specialty clinic, or hospital setting. Legal and computer information are integrated throughout this

course. Students will progress from learning professional and career responsibilities, records management, written communication, financial administration, and managing the medical office to preparing for employment.

Anatomy and Physiology (72 hours)

Course Description: Study the structure and systems of the human body in this fast-paced A & P course. Included in this course is discussion of body functions, major organs, diseases and disorders, and much more. This course is recommended for students who have completed Medical Terminology.

BLS for Healthcare Provider (6 hours)

Course Description: This course is designed to provide healthcare professionals with the ability to recognize and address life-threatening emergencies and includes CPR, AED, and choking response.

Clinical Support Practices (72 hours)

Course Description: This exciting course addresses the clinical role of the health care provider. Students learn about assisting with the physical exam and minor office surgery, effectively handling medical office emergencies, taking medical histories and vital signs, and performing EKG's. Diagnostic testing and pharmacology are also covered.

Computer Foundations (36 hours)

Course Description: This course provides learners with foundational computer skills needed to work effectively in the professional workplace. Students are introduced to Microsoft Word, Excel, and PowerPoint and are provided with opportunities to perform a number of other essential computer tasks. **This is an online, instructor-led, project-based course.** Students will be contacted by instructor prior to start of course.

Electronic Health Records (66 hours)

Course Description: Having a working knowledge of computer-based health information systems is essential for success in the healthcare environment. This course provides hands-on experience with Electronic Medical Record software and covers related topics, including implementing systems, different types of electronic records, creating and retrieving patient information, and maintaining privacy and security. Students are introduced to industry standards, federal requirements, and government programs, such as incentive payments and meaningful use.

Employment Prep (24 hours)

Course Description: Employment Prep is designed to prepare you for the job search. Students create a resume, compose a cover letter, network for job leads, develop interviewing skills, and learn career success strategies. This is an online, instructor-led, project-based course.

Medical Terminology (18 hours)

Course Description: Learn and recognize word roots, prefixes, and suffixes used in medical language today. This course will cover medical terms related to all major body systems, including muscular system, skeletal system, respiratory system, circulatory system, digestive system, reproductive system, and urinary system. Whether you are new to the medical profession, or just need a refresher class, this medical terminology course is for you.

NHA Certification Prep (6 hours)

Course Description: Having NHA certification demonstrates to the healthcare industry that an individual is proficient in their specific area of study. This review class is designed to prepare individuals for the national exam and is open to current students as well as graduates.

Phlebotomy Technician:

Length: 230 hours / 3 - 12 Months

Tuition: \$1,737 **Fees:** Book(s) \$245, Uniform (up to) \$242 Certification(s) \$149, Drug Screen \$94, Background \$40

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: Phlebotomy technicians are essential members of the healthcare team who often work in clinical and laboratory settings. The Phlebotomy Technician program prepares you to perform this vital role. In this program you will complete courses in Anatomy & Physiology, Medical Terminology, Fundamentals of Phlebotomy, and NHA Certification Prep, as well as an 80-hour externship where you will get the experience you need to get started in your career as a Phlebotomy Tech.

Medical Terminology (18 hours)

Course Description: Learn and recognize word roots, prefixes, and suffixes used in medical language today. This course will cover medical terms related to all major body systems, including muscular system, skeletal system, respiratory system, circulatory system, digestive system, reproductive system, and urinary system. Whether you are new

to the medical profession, or just need a refresher class, this medical terminology course is for you.

Anatomy and Physiology (72 hours)

Course Description: Study the structure and systems of the human body in this introductory course. Included in this course is discussion of function, major organs, diseases and disorders, as well as the bones of the body.

Phlebotomy (54 hours)

This course provides instruction on venipuncture, butterfly and microcapillary collection of blood samples and the complications encountered during phlebotomy procedures. This course is a requirement for Medical Assisting students who wish to sit for the NHA Certified Phlebotomy Technician (CPT) exam. Students are required to have taken A&P or have the equivalent experience prior to enrollment in this course. An additional externship is required.

NHA Certification Prep (6 hours)

Course Description: Having a national certification demonstrates to the healthcare industry that you are proficient in your specific area of study. This certification can provide you the competitive edge needed and may very well be the deciding factor in obtaining a job or promotion. For anyone determined to stay in demand in the healthcare field, nation certification can be the passport to success. This review class is open to current students as well as graduates.

Medical Insurance Billing:

Length: 248 hours / 3 - 12 Months

Tuition: \$1,737 **Fees:** Book(s) \$393, Uniform (up to) \$242 Certification(s) \$149, Drug Screen \$94, Background \$40

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: Medical Insurance Billing techs play a critical role in the relationship between health care providers, patients and insurance companies. Students learn to read patient charts and determine medical history, including diagnoses and treatments given. In this program you will complete courses in Anatomy & Physiology, Medical Terminology, Medical Insurance Billing, and an 80-hour externship where you will get the experience you need to get started in your career in medical billing. Individuals who complete this program are eligible to sit for the NHA Certified Billing and Coding Specialist (CBCS) exam.

Medical Terminology (18 hours)

Course Description: Learn and recognize word roots, prefixes, and suffixes used in medical language today. This course will cover medical terms related to all major body systems, including muscular system, skeletal system, respiratory system, circulatory system, digestive system, reproductive system, and urinary system. Whether you are new to the medical profession, or just need a refresher class, this medical terminology course is for you.

Insurance Billing (72 hours)

This course prepares students to perform billing and insurance operations in the medical office. Participants are taken through the billing process from insurance plans to claim coding and documentation. NOTE: This course is one of the requirements for students wishing to sit for the NHA Certified Billing and Coding Specialist (CBCS) exam.

NHA Certification Prep (6 hours)

Course Description Course Description: Having a national certification demonstrates to the healthcare industry that you are proficient in your specific area of study. This certification can provide you the competitive edge needed and may very well be the deciding factor in obtaining a job or promotion. For anyone determined to stay in demand in the healthcare field, nation certification can be the passport to success. This review class is open to current students as well as graduates.

Program Area: Health Careers

AAPC Certified Professional Coder

Length: 81 hours / 3 Months

Tuition: \$1,795 **Fees:** Book(s) \$225, Certification(s) N/A

Program Description: This program prepares students to accurately code physician/hospital procedures to obtain reimbursement from insurance companies. Graduates will sit for the AAPC Certified Professional Coder (CPC) exam. The cost of the certification is included in the tuition.

Course(s):

AAPC Certified Professional Coder (81 hours)

Course Description: Medical coding is one of the fastest-growing allied health occupations. Individuals who complete this program are eligible to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder Exam. AAPC is recognized as a professional level industry standard. Textbook, AAPC membership, online practice exams, and certification exam fee are included in tuition. Coding books are

required for the course and are provided by the student. Prerequisite: Anatomy and Physiology and Medical Terminology. Prior coding experience is recommended.

Dental Assisting

Length: 360 hours / 5 Months

Tuition: \$3,149 **Fees:** Book(s) \$212, Uniform (up to) \$94, Certification(s) \$125, Drug Screen \$47, Background \$40

Program Description: Dental Assisting encompasses all the patient care, office and laboratory duties that dental assistants perform during procedures at dental offices and schools, hospitals and health departments. All students are required to pass the DANB national Radiation Health and Safety (RHS) certification exam prior to assignment to a 120-hour externship.

Course(s):

Dental Assisting (360 hours)

Course Description: This course will prepare students to assist dentists in the delivery of oral healthcare. Participants learn about dental and related anatomy, dental procedures, how to be an effective assistant during dental procedures, how to take dental x-rays and how to prepare the exam room for procedures.

Home Health Aide (ELL)

Length: 150 hours / 5 Months

Tuition: \$799 **Fees:** Book(s) \$75, Drug Screen \$47, Background \$40

Program Description: The Home Health Aide program is designed for English Language Learners interested in starting a career in the healthcare field. The program consists of 150 hours of integrated classroom/lab training and adult literacy instruction. Graduates of the program are prepared for employment as Home Health Care Aides and/or continue on in further healthcare education. NOTE: Grant funding may be available to qualified applicants.

Course(s):

Direct Care Worker (80 hours)

Course Description: The Home Health Aide program is designed for English Language Learners interested in starting a career in the healthcare field. The program consists of 120 hours of integrated classroom/lab training and adult literacy instruction. Graduates

of the program are prepared for employment as Home Health Care Aides and/or to continue in further healthcare education.

Ophthalmic Assistant

Length: 200 hours / 2 Months

Tuition: \$1500 **Fees:** Book(s) \$175, Uniform (up to) \$50, Certification(s) N/A, Drug Screen \$47, Background \$40

Program Description: The Ophthalmic Assistant program prepares students to provide patient care in an ophthalmology setting. Participants engage in extensive classroom and lab-based instruction, where they learn to perform many different eye-related clinical functions. The program consists of 140 hours of classroom instruction and a 60-hour externship. The book and certification costs are included in the cost of tuition.

Course(s):

Ophthalmic Assistant (200 hours)

Course Description: Ophthalmic Assistants work with an ophthalmologist (eye doctor) to provide patient care by performing many different eye-related clinical functions. This training prepares students to care for patients by taking histories, performing various procedures and tests, and preparing patients to see the doctor. Training consists of 140 hours of classroom instruction and 60 hours of externship. Students must meet with a Career Program Specialist prior to enrollment.

Program Area: Nursing

Certified Nursing Assistant

Length: 184 hours / 1 - 3 Months

Tuition: \$2,299 **Fees:** Book(s) N/A, Uniform (up to) \$150, Certification \$108, Drug Screen \$47, Background \$69

Program Description: Start a career in healthcare with the challenging Certified Nursing Assistant program. Participants in this program will learn to provide excellent patient care, put their skills into practice in a clinical setting, and prepare to take the state certification exam. Job placement, tuition, drug screening and state certification exam fees are included in the program cost.

Course(s):

Certified Nursing Assistant (184 hours)

Course Description: This course prepares the nursing assistant to perform the basic skills of taking vital signs, bed making, feeding, bathing, and transporting patients which will serve as the basis for clinical training in long-term, acute, and home care settings. Clinicals are held three days per week under the supervision of a clinical instructor

Practical Nursing

Length: 1,496 hours / 11.5 Months

Tuition: \$14,199 **Fees:** Book(s) N/A, Application \$125, Uniform (up to) \$300, License Exam \$200, Drug Screen \$47, Background \$109, License Fee \$141

Program Description: Practical Nursing program participants prepare for the State of Delaware Practical Nurse licensure exam (NCLEX-PN) in an intensive three semester program. The program is designed to help individuals develop the knowledge, critical thinking, decision-making, technical and psychosocial skills, and caring required of Practical Nurses. Student nurses complete both classroom and clinical training.

The Polytech Adult Education Practical Nursing program is fully accredited by: Accreditation Commission for Education in Nursing, Inc. (ACEN)
3343 Peachtree Rd. NE, Suite 850, Atlanta, GA, 30326
Phone 404.975.5000, Fax 404.975.5020, acenursing.org

Course(s):

Anatomy and Physiology (60 hours)

Course Description: Presentation of the fundamental concepts of human anatomy and physiology. Content includes the structure and function of cells, tissues, and human organ systems. Related pathophysiology of major body system diseases is presented. Upon completion students will be able to identify normal structures and functions of the human body systems, and common diseases that may afflict each system.

Fundamentals of Nursing (438 hours)

Course Description: This course establishes fundamental concepts and skills of nursing which are essential to providing basic care (to) the adult patient. The role of the practical nurse in the long-term care setting is emphasized. The student is introduced to the nursing process and critical thinking as the logical framework(s) upon which nursing actions are based. The patient as the focus of nursing care, is introduced as a unique, irreducible whole. The concepts of basic human needs, health and illness, homeostasis, safety, nutrition, elimination, and comfort are considered in the class, laboratory and

clinical setting. Students will progress from learning about interventions in the classroom, to practicing in the lab and finally to performing interventions in the clinical setting. Students apply teaching and learning principles as a means of health promotion.

Human Growth and Development (48 hours)

Course Description: This course is an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive and psychosocial aspects of normal human development from conception to death. The relationship between nutrition, environment and growth and development is incorporated. Content includes infant/child growth and developmental delay indicators, and signs and symptoms of common developmental abnormalities. Upon completion students are able to demonstrate knowledge of human growth and development across the life span, and to apply this knowledge in their practice of nursing.

Maternal/Pediatric Nursing (130 hours)

Course Description: This course is an introduction to maternity and pediatric nursing. A holistic approach to nursing care for the antepartum, intrapartum, postpartum patient and the neonate focuses upon the needs of the growing family. Complications occurring during pregnancy are considered. Care of the hospitalized pediatric client is examined as well as common disorders from infancy through adolescence. Medication administration and pediatric dosage calculations are incorporated. The nursing process and critical thinking skills are utilized in the maternity and pediatric settings.

Medical Surgical Nursing I (333 hours)

Course Description: This course prepares the student to care for the adult client with needs ranging from simple to complex in the acute and sub-acute settings. This course initiates students in a system-based approach with emphasis on respiratory, neurological, cardiovascular and gastrointestinal systems. Common diseases, their effect upon the patient, and related health care responses are considered. Utilization of the nursing process and critical thinking skills are emphasized in the delivery of safe, effective care.

Medical Surgical Nursing II (259 hours)

Course Description: This course prepares the student to care for the adult client with needs ranging from simple to complex in the acute care setting. The system-based approach is continued with emphasis on urological, musculoskeletal, endocrine, reproductive, sensory, neurosensory and integument systems. Ear, nose, and throat disorders will be addressed. Common diseases, their effect upon the patient, and related health care responses are considered. Emphasis is placed on application of the nursing process and critical thinking/clinical reasoning skills in the delivery of safe, effective care.

Students complete transition to the role of the practical nurse and member of the interdisciplinary healthcare team.

Mental Health Nursing (102 hours)

Course Description: This course is designed to introduce the student to the foundational concepts of providing mental health care to patients experiencing psychiatric problems within different health care environments. This course offers the student an opportunity to provide nursing care that promotes emotional, mental and social well-being of the patient and significant others. Emphasis is placed on the practical nurse's role as an effective member of a multidisciplinary mental health team. The use of the nursing process promotes clinical thinking/ clinical reasoning in the care of patients with alterations in mental health.

The student's knowledge of the bio psychosocial and cognitive aspects of the individual's development throughout the lifespan is emphasized. The clinical experience in different healthcare environments provides an opportunity to become aware of various modalities of care and use of self as a therapeutic tool.

Microbiology (30 hours)

Course Description: The microbiology course introduces the student to the types and characteristics of pathogenic microorganisms. The modes of transmission and resulting disease states are examined. Methods for identifying microorganisms and the body's defenses against pathogens are considered. The prevention, treatment, and control of communicable diseases through the use of medications and/or environmental controls are described with an emphasis upon established and emerging pathogens. Healthy People 2020 initiatives are discussed.

NCLEX Preparation (48 hours)

Course Description: The course is designed for practical nursing students preparing to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and enter the workforce. Students are instructed in strategies of test taking and in the development of an individualized preparation plan. The course includes a comprehensive, focused practical nursing review and administration of a NCLEX-PN success predictor examination. Students learn about the application process for licensure and are instructed on effective methods for obtaining employment.

Pharmacology (48 hours)

Course Description: This course introduces the student to pharmacological methods of treatment and the role of the practical nurse in medication administration. Medications are examined according to classification, indications for use, mechanism of action, side effects, contraindications, nursing implications and related patient educational needs. The legal and ethical responsibilities of the practical nurse as well as safety considerations related to medication administration are emphasized. The routes of medication administration and related documentation are detailed.

Program Area: Education

Early Care and Education

Length: 132 hours / 9 Months

Tuition: \$650 **Fees:** Book(s) N/A

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: The Early Care and Education (ECE) program is designed to prepare students for entry-level employment in the field of Early Care and Education and is approved through the Delaware Office of Childcare Licensing. Hours can also be applied toward re-licensure or Child Development Associate credentials.

Course(s):

ECE I (66 hours)

Course Description: This course is designed to give participants an introductory overview of the core knowledge and skills required to work with groups of young children in an early care and education setting. It is also appropriate content for persons working in an after-school setting. Students will be acquainted with professionalism, health, safety, nutrition, child development, curriculum, child behavior, and working with families. It is a series of eight early childhood introductory courses approved by Delaware First and combined in a single course. Outside assignments are required. Participants will be assisted in developing a portfolio. This course is approved through Childcare Licensing in Delaware and the hours can be applied toward re-licensure or CDA (Child Development Associate) credentials.

ECE II (66 hours)

Course Description: This course is designed to give participants an introduction to fundamental components and strategies for offering high quality learning experiences for young children in group settings. Participants will have opportunities to explore the basis for constructing and delivering high quality learning experiences and an extensive

group experience in planning curriculum activities that support children's individual development. The focus of the examples, activities and assignments will be on creating and delivering high quality learning experiences for preschool children. For participants interested in and working with infants and toddlers or after school programs, ECE II offers general information that could readily be adapted for providing high quality learning experiences with other age groups or mixed age groups. Quality is an important theme throughout ECE II. Participants will be referred to the Environmental Rating Scales which Delaware uses to assess program quality. This course is approved through Childcare Licensing in Delaware and hours can be applied toward re-licensure of CDA (Child Development Associate) credentials.

Program Area: Technical Trades

Automotive Technician – Tech C

Length: 288 hours / 2 Years

Tuition: \$1,196 **Fees:** Book(s) \$230, Certifications \$280

Note: See Career Program Specialist for a breakdown of cost by course and for prerequisite requirements.

Program Description: The Automotive Technician Specialist-Tech C Registered Apprenticeship program is intended to provide employers with a skilled workforce. Through a combination of related instruction (classroom and lab), ASE certifications, and On-the-Job-Learning (OJL) individuals employed in the automotive industry will be able to advance to a Tech C within a 2-year timeframe. As a prerequisite for entry into the apprenticeship program, students must have 1 year of documented prior experience or completion of the G1 Auto Maintenance and Light Repair pre-apprenticeship course.

Course(s):

A5 Automotive Brakes (72 hours)

Course Description: The A5 Automotive Brakes course is designed to train students to perform maintenance on automotive brake systems. The course addresses the diagnosis and repair of hydraulic, power assist, and parking brake systems, disc and drum brakes, and electronic brake control systems. This course satisfies one of the four required courses for the Automotive Technician Specialist - Tech C Apprenticeship program.

A4 Suspension and Steering (72 hours)

Course Description: The A4 Suspension and Steering course is designed to train students to perform maintenance on automotive suspension and steering systems. The course addresses the diagnosis and repair of steering and suspension systems, wheel alignment,

and wheel and tire diagnosis and repair. This course satisfies one of the four required courses for the Automotive Technician Specialist - Tech C Apprenticeship program.

A1 Engine Repair (72 hours)

Course Description: The A1 Engine Repair course is designed to train students to perform automotive engine system maintenance and repair. The course addresses the engine diagnosis and repair, cooling systems, as well as fuel, electrical, ignition, and exhaust systems. This course satisfies one of the four required courses for the Automotive Technician Specialist - Tech C Apprenticeship program.

A6 Electrical/Electronic Systems (72 hours)

Course Description: The A6 Electrical/Electronic Systems course is designed to train students to perform maintenance on automotive electrical and electronic systems. The course addresses the diagnosis and repair of general electrical, starting, charging, instrument, and body electrical systems. This course satisfies one of the four required courses for the Automotive Technician Specialist - Tech C Apprenticeship program.

Auto Maintenance and Light Repair (Pre-apprenticeship)

Length: 72 hours / 4 Months

Tuition: \$299 **Fees:** Book(s) \$230, Certifications \$70

Note: Completion of this course or demonstration of 2,000 hours of industry experience is required as a prerequisite for entrance into the Automotive Technician – Tech C Registered Apprenticeship.

G1 Auto Maintenance and Light Repair (Pre-apprenticeship) (72 hours)

Course Description: The G1 Auto Maintenance and Light Repair course prepares technicians to engage in scheduled maintenance and to perform common repair tasks. Students are prepared to complete the Automotive Service Excellence (ASE) G1 certification exam by the end of the course. This course satisfies the prerequisite requirement to begin related training portion of the Automotive Technician Specialist – Tech C apprenticeship program.

Diesel Technician – Tech C

Length: 288 hours / 2 Years

Tuition: \$1,196 **Fees:** Book(s) \$230, Certifications \$280

Note: See Career Program Specialist for a breakdown of cost by course and for prerequisite requirements.

Program Description: The Diesel Technician Apprenticeship related training program offers courses in Brakes, Suspension & Steering, Diesel Engine Repair, and Electrical/Electronic Systems and prepares students to complete the following Transit Bus (H-Series) or Medium/Heavy Truck (T-Series) ASE Certifications: H4/T4, H5/T5, H2/T2 and H6/T6. Students do not need to complete the courses sequentially, allowing them to start in the program at any time. Individuals who complete all four courses and 4,000 hours of on-the-job training are eligible to earn a nationally recognized journey person credential issued through the Delaware Dept. of Labor. To be eligible to participate in apprentice-level courses, participants must have either: A. a minimum of 12 months of documented experience as a diesel tech, B. successful completion of the Preventative Maintenance and Inspection course, or C. successful completion of the ASE H8/T8 Preventative Maintenance and Inspection certification exam.

Course(s):

H4/T4 Brakes (72 hours)

Course Description: The H4/T4 Brakes course is designed to train students to perform maintenance on truck brake systems. The course addresses the diagnosis and repair of air brakes, hydraulic brakes, air and hydraulic brake systems (ABS), automatic traction control (ATC), and electronic stability control systems. This course satisfies one of the four required courses for the Diesel Technician - Tech C Apprenticeship program.

H5/T5 Suspension and Steering (72 hours)

Course Description: The H5/T5 Suspension and Steering course is designed to train students to perform maintenance on truck suspension and steering systems. The course addresses the diagnosis and repair of steering and suspension systems, wheel alignment, and wheel, tire, and hub diagnosis and repair. This course satisfies one of the four required courses for the Diesel Technician - Tech C Apprenticeship program.

H2/T2 Diesel Engines (72 hours)

Course Description: The H2/T2 Diesel Engine course is designed to train students to perform diesel engine system maintenance and repair. The course addresses the general engine diagnosis, as well as diagnosis and repair of cylinder heads and valve trains, engine blocks, lubrication and cooling systems, air induction and exhaust systems, fuel systems, and starting, charging systems, and engine brakes. This course satisfies one of the four required courses for the Diesel Technician - Tech C Apprenticeship program.

H6/T6 Electrical/Electronic Systems (72 hours)

Course Description: The H6/T6 Electrical/Electronic Systems course is designed to train students to perform maintenance on truck electrical and electronic systems. The course

addresses the diagnosis and repair of general electrical, battery and starting, charging, lighting, and related vehicle systems. This course satisfies one of the four required courses for the Diesel Technician - Tech C Apprenticeship program.

Preventative Maintenance & Inspection (Pre-apprenticeship)

Length: 72 hours / 4 Months

Tuition: \$299 **Fees:** Book(s) \$230, Certifications \$70

Note: Completion of this course or demonstration of 2,000 hours of industry experience is required as a prerequisite for entrance into the Diesel Technician – Tech C Registered Apprenticeship.

H8/T8 Preventative Maintenance & Inspection (Pre-apprenticeship) (72 hours)

Course Description: The H8/T8 Preventative Maintenance & Inspection course is required for entry into the Diesel Technician-Tech C Apprenticeship program and prepares students to perform general preventative maintenance and inspection tasks. Subjects covered include maintenance documentation, diagnostic codes, normal vehicle operation, vibration dampers, belts, pulleys and tensioners, vehicle fluids, wiring harnesses, connectors and seals, water separators, fuel heaters, exhaust systems, piping and crankcases.

Small Engine Service Foundations

Course Description: Learn the foundational concepts and skills required to effectively maintain and repair small engine equipment. This course prepares you to work with lawn mowers, tractors, and other small to medium sized gas-powered equipment and covers the related components, systems, and functions of each. Polytech's small engine repair course will help you move into immediate employment in small engine repair or continue on to an apprenticeship in the maintenance field.

Building Construction Core

Length: 100 hours / 3 Months

Tuition: \$199 **Fees:** Book(s) \$75

Program Description: The Building Construction Core (BCC) program is designed to prepare learners to begin a career in the construction field. The program is 100 hours in length and includes technical instruction in foundational skill areas, such as construction math, safety, workplace communication, basic hand and power tools, construction drawings, material handling, and more. Graduates of the program will receive placement assistance.

Course(s):

Building Construction Core (Electrical, HVAC-R, or Plumbing) (100 hours)

Course Description: Building Construction Core will prepare you to work in the building construction industry and is the first step toward a career in the construction trades. This course is a prerequisite for enrolling in the Electrical, HVAC-R, and Plumbing related apprenticeship courses, unless you have had construction related employment in the past 3 years and can pass the BCC bypass exam.

Building Construction Core (Laborer) (100 hours)

Course Description: The Building Construction (Laborer) class will prepare you to work in the construction industry, with an emphasis on beginning a career in civil construction. This course is a prerequisite for enrolling in the Civil Construction Technician course, unless you have had related employment in the past 3 years and can demonstrate proficiency on a bypass exam. See Program Specialist for details.

Building Construction Core (ELL)

Length: 150 hours / 5 Months

Tuition: \$299 **Fees:** Book(s) \$75

Program Description: Building Construction Core (ELL) is designed to prepare English Language Learners (ELLs) to begin a career in the building construction field. The course is 150 hours and includes technical instruction and language support. Graduates of the program will receive placement assistance.

Course(s):

Building Construction Core (ELL) (150 hours)

Course Description: Building Construction Core for English Language Learners prepares students to work in the building construction industry in areas such as HVAC, Plumbing, Electrical, and Civil Construction, while providing English language instruction and support. This is the first step toward a career in the construction trades and is recognized as meeting the requirement for the first semester of year 1 for each of the building construction related apprenticeship programs. Grant funding is available to qualified applicants.

Electrical Construction

Length: 632 hours / 4 Years

Tuition: \$ 1,445 **Fees:** Books \$485

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: The Electrical Construction program at Polytech Adult Education provides the related instruction required to complete a State of Delaware Electrical Apprenticeship. Upon completion of this program and the required on-the-job training requirement, graduates are eligible to earn their Journeyman credential through the Delaware Department of Labor. This four-year program, in addition to the required number of minimum hours, also qualifies graduates to take the licensure exam in the State of Delaware. Non-apprentice students may also complete the program as a certificate program.

Course(s):

Building Construction Core (100 hours)

Course Description: The Building Construction class will prepare you to work in the building construction industry and is the first step toward a career in the construction trades. This course is a prerequisite for enrolling in any of the building construction related apprenticeship courses and satisfies the first semester requirement for year 1. Individuals who can demonstrate recent (past 3 years) construction related employment and can pass the BCC bypass exam can go directly into semester 2.

Electrical I (100 hours)

Course Description: This first course in electrical construction will teach basic safety, tools, blueprint reading, electrical theory, and wiring techniques of residential electricity. The student will learn how to install, maintain, and repair electrical wiring, equipment, and fixtures in accordance with the National Electric Code (NEC). The course is broken into 12 modules including Orientation to the Electrical Trade, Electrical Safety, Introduction to Electrical Circuits, Electrical Theory, Introduction to the National Electrical Code, Device Boxes, Hand Bending, Raceways and Fittings, Conductors and Cables, Basic Electrical Construction Drawings, Residential Electrical Services, and Electrical Test Equipment. Expanded hands-on experience is included in this introductory course. Each module includes classroom instruction, multimedia presentation, and hands-on lab experiments. Emphasis is placed on proper technique and safety. This course satisfies requirements toward the State of Delaware Electrical Apprenticeship Related Training.

Electrical II (144 hours)

Course Description: Continue exploring residential and light commercial Electrical construction in a classroom setting. Learn motor theory and application and grounding requirements. Calculate lighting and power loads, plan installations, install main & sub panels, and troubleshoot Electrical systems.

Electrical III (144 hours)

Course Description: The installation and maintenance of electrical circuits, devices, and wiring in commercial buildings is the focus of this classroom course. You will learn how to read and interpret the NEC requirements for commercial structures, layout and install single and three phase panel boards, lighting and power branch circuits, and emergency power systems. Grounding, bonding, ground-fault methods, and motor control will be covered.

Electrical IV (144 hours)

Course Description: The final year of the Electrical program concentrates on industrial wiring and electrical systems. Single and Three phase branch circuits for lighting, power, and motors typically installed in plants and factories are discussed in detail. Standby, emergency and alarm systems are also covered. Reading and interpreting NEC requirements for AC motors, motor control and power circuits are an integral part of this course.

Electronics Systems Technician

Length: 576 hours / 3 Years

Tuition: \$1,347 **Fees:** Books \$485

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: The Electronic Systems Technician (EST) program prepares students to work with low-voltage applications in both residential and commercial settings. ESTs install and maintain a variety of complex electronic systems, including security, fire, telecommunications, and audio/video.

Individuals who complete the EST Registered Apprenticeship program, which consists of three years of classroom instruction and 8,000 hours of on-the-job training with an apprentice sponsor, are eligible to earn a Journeyman credential through the Delaware Department of Labor.

Course(s):**Electronics Systems Technician I** (192 hours)

Course Description: The Electronic Systems Technician (EST) program prepares students to work with low-voltage applications in both residential and commercial settings. EST's install and maintain security, fire, telecommunications, and audio/video systems. This course is the first of three required courses for the related instruction component of the Electronic Systems Technician Apprenticeship.

Electronics Systems Technician II (192 hours)

Course Description: This second-year Electronics Systems Technician course will further develop skills and knowledge gained in the first course by addressing the areas of buses and networks, fiber optics, wireless communication, site survey, project planning and documentation, fundamentals of crew leadership, rack assembly, system commissioning and user training, maintenance and repair, audio systems, video systems, broadband systems, and media managements systems. This course satisfies requirements toward the State of Delaware Electronics Systems Technician Apprenticeship Related Training.

Electronics Systems Technician III (192 hours)

Course Description: This third and final course in the Electronics Systems Technician program covers telecommunication systems, residential and commercial building networks, intrusion detection systems, nurse call and signaling systems, fire alarm systems, closed circuit TV systems, and access control systems. The last semester of this course requires students to complete a capstone project, which includes collaboration with the instructor and/or employer to select and complete a relevant industry credential. This course satisfies requirements toward the State of Delaware Electronics Systems Technician Apprenticeship Related Training.

Electro-Mechanical Technician

Length: 368 hours / 3 Months

Tuition: \$3,074 **Fees:** Books \$400, Background \$40, Drug \$47

Program Description: The Electro-Mechanical Technician Program prepares students to work in the manufacturing industry as maintenance and electrical technicians. Students participate in an 80-hour externship at the end of the semester. Employment prep and job placement services are included. Graduates of the program are given advanced standing in the Industrial Maintenance Mechanic program.

Course(s):**Electro-Mechanical Technician** (368 hours)

Course Description: The Electro-Mechanical Technician Program provides students with training in various mechatronic applications. Instructional areas include the use of precision measurements, blueprint reading, safety, tools, calculations, rigging, lifting, preventive maintenance, lubrication, bearings, flexible belt drives, mechanical drives, vibration, alignment, hydraulics, pneumatics, electrical theory, test equipment, troubleshooting, wiring, solenoids, AC/DC generators, and transformers/contactors. Additionally, employment and computer skills instruction will be incorporated throughout the course of the training.

Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R)

Length: 632 hours / 4 Years

Tuition: \$ 1,445 **Fees:** Books \$485

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: The HVAC/R program prepares HVAC-R mechanics to work on light commercial and residential heating, air conditioning, and refrigeration systems, as well as providing an understanding of related federal, state, and local regulations and codes. Individuals who complete the apprenticeship program, which consists of four years of related training and 8,000 hours of on-the-job training, are eligible to earn a Journeyman credential through the Delaware Department of Labor.

Course(s):**Building Construction Core HVAC-R, Semester 1** (100 hours)

Course Description: The Building Construction Core (BCC) class will prepare you to work in the building construction industry and is the first step toward a career in the construction trades. This course is a prerequisite for enrolling in any of the building construction related apprenticeship courses and satisfies the first semester requirement for year 1. Individuals who can demonstrate recent (past 3 years) construction related employment and can pass the BCC bypass exam can go directly into semester 2.

HVAC-R II (144 hours)

Course Description: The second year of the HVAC-R program provides classroom instruction on the principles of residential heating to include gas and oil burning furnace operation, adjustment, and inspection. Light commercial air-conditioning and heat pumps applications are also covered. You will gain a working knowledge of the various types of motors and compressors, Electrical controls, valves, and tubing.

HVAC-R III (144 hours)

Course Description: The third-year course for HVAC-R mechanics includes classroom instruction on heating and cooling load calculations, sizing and designing duct systems for residential and commercial installations, operation, design, troubleshooting and servicing of gas, oil and electric fired hydronic and steam heating systems. Related code, safety and EPA regulations will be discussed in depth in this course. This course satisfies requirements toward the State of Delaware HVAC-R Apprenticeship Related Training.

HVAC-R IV (144 hours)

Course Description: The fourth-year course for HVAC-R mechanics includes the application, design, troubleshooting and repair of heating, refrigeration and comfort cooling control systems and the related code, safety, and EPA regulations for these HVAC-R systems. Customer service and call management techniques will also be covered in this capstone course. This course satisfies requirements toward the State of Delaware HVAC-R Apprenticeship Related Training.

Refrigerant Transfer & Recovery Certification Prep & Test (18 hours)

Course Description: This course will prepare you to sit for a national recognized EPA certification exam in Type I, II, III, or IV. Success completion of the Section 608 exam is required for approval to work on stationary air conditioners and refrigeration systems. Certification cost is included in tuition.

Industrial Maintenance Mechanic

Length: 576 hours / 4 Years

Tuition: \$2,492 **Fees:** Books \$605

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: The Industrial Maintenance Mechanic (IMM) program at Polytech Adult Education provides the related instruction required to complete a State of Delaware Electrical Apprenticeship. Upon completion of this program and the required on-the-job training requirement, graduates are eligible to earn their Journeyman credential through the Delaware Department of Labor. Non-apprentice students may also complete the program as a certificate program.

Course(s):

Hydraulics and Pneumatics (72 hours)

Course Description: This course covers the operation of, theory, design, troubleshooting and repair of hydraulic and pneumatic systems, including pumps or compressors, piping,

conditioning, controls and operators. This course satisfies requirements toward the State of Delaware IMM Apprenticeship Related Training.

Industrial Electricity (72 hours)

Course Description: This course provides an overview of industrial electrical systems with an emphasis on motor controls and control systems. It provides practical instruction on industrial electrical principles as applied to modern industrial, commercial and institutional electric power systems. The subjects covered include electrical flow, Ohm's Law, electrical drawings, symbols and schematics, relays, breakers and fuses, as well as AC transformers and electric motors. This course satisfies requirements toward the State of Delaware IMM Apprenticeship Related Training.

Introduction to Mechanics (72 hours)

Course Description: The Introduction to Mechanics, while not necessarily always first in sequence, is the foundational course in the IMM program. Topics covered include safety procedures, job related mathematics, work order scheduling, blueprint reading, sketching, hand and power tools, rigging techniques and general shop procedures. This course satisfies requirements toward the State of Delaware IMM Apprenticeship Related Training.

Introduction to Programmable Logic Controllers (PLCs) (72 hours)

Course Description: The Intro to PLCs course covers the installation, programming, troubleshooting and repair of Programmable Logic Controllers. This course covers PLC ladder logic theory and programming, input and output devices and wiring, design and function of PLCs and use of PLCs to control time, sequence and count functions. This course satisfies a portion of the State of Delaware Apprenticeship Related Training requirement.

Mechanics and Equipment (72 hours)

Course Description: This course provides participants with an overview of the theory, design, troubleshooting, repair and overhaul of mechanical equipment and components. This course satisfies requirements toward the State of Delaware IMM Apprenticeship Related Training.

Piping Systems (72 hours)

Course Description: This course provides an overview of industrial piping and pipefitting. It covers selection, fittings, measuring, and installation and repair of air, water, steam and

process piping and valves. This course satisfies requirements toward the State of Delaware IMM Apprenticeship Related Training.

Welding for Mechanics (72 hours)

Course Description: The Welding for Mechanics courses covers the basics of oxy-acetylene and SMAW (stick) welding. Emphasis is placed on safety and hands-on welding practice. This course satisfies a portion of the State of Delaware Apprenticeship Related Training requirements and can be accomplished can be fulfilled by completion of either the Basic Welding or MIG/TIG Welding courses.

Team Leader (72 hours)

Course Description: The Team Leader course prepares learners to take the next step in their career as an industrial maintenance mechanic by focusing on the skills they will need to transition into a leadership role within their organization. The course includes three distinct modules: Fundamentals of Crew Leadership, OSHA 30-hour General Industry, and Troubleshooting Methods and Applications and satisfies a portion of the State of Delaware Apprenticeship Related Training requirement.

Maintenance Fundamentals

Length: 100 hours / 5-13 Weeks

Tuition: \$199 **Fees:** Books \$20

Program Description: Maintenance Fundamentals provides students with the fundamental skills and competencies required to be a Maintenance Mechanic. This training is intended to serve as an entry point into several different mechanical related careers, such as industrial, multi-craft, auto and diesel, and ag mechanics.

Course(s):

Maintenance Fundamentals (100 hours)

Course Description: Although modern machines and facilities are becoming increasingly advanced, there are still certain fundamental skills and competencies required to be a Maintenance Mechanic. This training provides learners with a solid foundation by covering essential topics such as safety, shop/technical math, measurement, tools and test equipment, blueprints, drawings and schematics, basic machines and systems, and maintenance data systems.

Technical Mathematics (44 hours)

Course Description: This online course reviews the math operations and concepts commonly used on the job in the production environment and exposes the learner to basic linear problem solving and geometric operations, such as calculating surface area and volume. The core concepts are applied in the geometric dimensions & tolerancing portion of the course.

Maintenance Mechanic Fundamentals (ELL)

Length: 176 hours / 5-13 Weeks

Tuition: \$249 **Fees:** Books: \$112

Program Description: Maintenance Mechanic Fundamentals provides students with the fundamental skills and competencies required to be a Maintenance Mechanic. This training is intended to serve as an entry point into several different mechanical related careers, such as industrial, multi-craft, auto and diesel, and ag mechanics.

Course(s):

Maintenance Mechanic Fundamentals (100 hours)

Course Description: Although modern machines and facilities are becoming increasingly advanced, there are still certain fundamental skills and competencies required to be a Maintenance Mechanic. This training provides learners with a solid foundation by covering essential topics such as safety, shop/technical math, measurement, tools and test equipment, blueprints, drawings and schematics, basic machines and systems, and maintenance data systems. The Maintenance Fundamentals (English Language Learners) course covers the same content as Maintenance Fundamentals but includes additional instruction specifically for English Language Learners. NOTE: Grant funding may be available to qualified applicants.

Heavy Equipment Maintenance Technician

Length: 604 hours / 4 Years

Tuition: \$299 **Fees:** Books: \$110

Program Description: The Heavy Equipment Maintenance Technician program is 604 hours in length and consists of four different levels. The program provides learners with the knowledge and hands-on skills required to install, repair, and maintain the subsystems and machines used in agricultural and construction industries and includes the following courses.

Course(s):**Maintenance Fundamentals (100 hours)**

Course Description: This course provides learners with general maintenance knowledge at the foundational level focused on topics such as safety, shop/technical math, measurement, tools and test equipment, blueprints, drawings and schematics, basic and complex machines, subsystems, and maintenance management practices.

Mechanical Systems (72 hours)

Course Description: This course builds upon the foundational understanding of mechanical sub systems obtained in Maintenance fundamentals. The topics focus on the mechanical portions of machines such as control linkages, gears, cams, sprockets, chains, pulleys, springs, transmissions and bearings. Friction and lubrication topics are covered in detail. Environmental systems such as heating, and air condition systems are explored. Mechanical portions of braking, suspension and steering systems are also included. The 100-hour Maintenance fundamentals course is a prerequisite for this course.

Electrical Systems (72 hours)

Course Description: This course is designed to build upon the foundational understanding of electrical sub systems covered in Maintenance Fundamentals. Students will become familiar with more complex electrical circuits, terminology, test equipment, safety, power generation, motors, relays, batteries, and other system components. Normal system operation will be studied and understood using schematics and drawings. Theory and explanations will be supplemented by numerous practical hands-on exercises. Maintenance Fundamentals training or experience is required prior to enrollment.

Fluid Power Systems (72 hours)

Course Description: This course is designed to build upon the foundational understanding of hydraulic and pneumatic subsystems covered in Maintenance Fundamentals. Students will study complex systems involving pumps, motors, reservoirs, control valves, manifolds, plumbing, fluids, actuating cylinders, accumulators, and other system components. Normal system operation will be studied and understood using schematics and drawings. Theory and explanations will be supplemented by numerous practical hands-on exercises. Maintenance Fundamentals training or experience is required prior to enrollment.

Engine Systems (72 hours)

Course Description: This course is designed to build upon the foundational understanding of prime mover subsystems covered in Maintenance fundamentals. Students will study

the gas and diesel internal combustion engines that serve as power plants for most agricultural, construction, and forestry machines. Students will deep dive into the world of pistons, intake valves, exhaust valves, camshafts, timing, ignition, cooling, and fuel systems. Maintenance Fundamentals training or experience is required prior to enrollment.

Automation Systems (72 hours)

Course Description: This course is designed to build upon the knowledge and abilities taught during the Maintenance Fundamentals course. Students will learn about the system components that work together to automate the control of the different systems of machines. Onboard computers, processors, transmitters, indicators, and other electronic components will be studied and understood. Global Positioning Systems will also be covered during this course. Maintenance Fundamentals training or experience is required prior to enrollment.

Welding for Maintenance Technicians (72 hours)

Course Description: This is a specialized course designed to teach welding techniques that are commonly employed in the maintenance environment. The course involves extensive hands-on practice and students are required to always wear appropriate personal protective equipment.

Team Lead (72 hours)

Course Description: Participants in this course will learn the several identifiable and repeatable steps that make up a logical troubleshooting process and basic print reading and test equipment. Opportunities will be provided to solve a series of electrical and mechanical faults, utilizing the appropriate print materials, test equipment and tools. Fundamentals of team leadership provides the skills required for a maintenance technician to be an effective leader, including the ability to communicate effectively, provide direction to a crew, and effectively plan and schedule the work of a crew OSHA 30 hours course provides instruction on OSHA topics required for personnel in supervisory roles.

Masonry Construction

Length: 488 hours / 3 Years

Tuition: \$ 1,445 **Fees:** Books \$330

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: The Masonry Construction program prepares participants to build or repair structures like fireplaces, floors, and walls, that are made of brick, concrete blocks or other types of masonry. Individuals who complete the apprenticeship program, which consists of three years of related training and 6,000 hours of on-the-job training, are eligible to earn a Journeyperson credential through the Delaware Department of Labor.

Course(s):

Building Construction Core (Masonry) (100 hours)

Course Description: The Building Construction class will prepare you to work in the building construction industry and is the first step toward a career in the construction trades. This course is a prerequisite for enrolling in any of the building construction related apprenticeship courses, unless you have had construction related employment in the past 3 years and can pass the BCC bypass exam. Students who complete this course will receive job placement assistance.

Welding/Metal Fabrication

Length: 576 hours / 4 Years

Tuition: \$3,400 **Fees:** Book(s) \$350

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: The Welding/Metal Fabrication program prepares participants to work in a welding/metal fabrication environment. The program consists of eight 72-hour long courses, covering multiple commonly used welding processes, metal fabrication, fitting, CNC operation, and a capstone project. Completion of all eight courses satisfy the State of Delaware approved related training requirement for the Welding/Metal Fabrication Apprenticeship. Students who complete this training and the associated 8,000 on-the-job requirements are eligible to earn journeyperson papers in the area Welding.

Course(s):

Welding/Metal Fabrication I (72 hours)

Course Description: This course is the first in the series of eight related training courses required to complete the 4-year Welding/Metal Fabrication Apprenticeship program.

Topics covered in this introductory course include safety/OSHA, basic stick welding techniques, oxyfuel cutting, and an introduction to MIG welding. Welding gloves and safety gloves are available for purchase on the first night of class.

Welding/Metal Fabrication II (72 hours)

Course Description: This course is one of the eight related training courses required to complete the 4-year Welding/Metal Fabrication Apprenticeship program. Topics covered in this course include welding science, visual weld inspection, welding symbols, blueprint reading, advanced stick welding, advanced MIG welding, and basic drafting, tools, and fasteners. Welding gloves and safety gloves are available for purchase on the first night of class. Prerequisite: Welding/Metal Fabrication I.

Welding/Metal Fabrication III (72 hours)

Course Description: This course is one of the eight related training courses required to complete the 4-year Welding/Metal Fabrication Apprenticeship program. Topics covered in this course include drawings, layout, flux-cored arc welding (FCAW), and plasma arc cutting. Welding gloves and safety gloves are available for purchase on the first night of class. Prerequisite: Welding/Metal Fabrication I.

Welding/Metal Fabrication IV (72 hours)

Course Description: This course is one of the eight related training courses required to complete the 4-year Welding/Metal Fabrication Apprenticeship program. Topics covered include advanced FCAW, advanced welding math, layout, triangulation, parallel line development, and radial line development. Welding gloves and safety gloves are available for purchase on the first night of class. Prerequisite: Welding/Metal Fabrication III.

Welding/Metal Fabrication V (72 hours)

Course Description: This course is one of the eight related training courses required to complete the 4-year Welding/ Fabrication Apprenticeship program. Topics covered in this course include weld joint design, parts of a weld, weldability of metals, and shielded metal arc welding (SMAW). Welding gloves and safety gloves are available for purchase on the first night of class. Prerequisite: Welding/Metal Fabrication I.

Welding/Metal Fabrication VI (72 hours)

Course Description: This course is one of the eight related training courses required to complete the 4-year Welding/Metal Fabrication Apprenticeship program. This course covers the welding process known as gas tungsten arc welding (GTAW), also referred to as tungsten inert gas (TIG) welding. Students will practice using steel, stainless, and

aluminum materials. Welding gloves and safety gloves are available for purchase on the first night of class. Prerequisite: Welding/Metal Fabrication I.

Welding/Metal Fabrication VII (72 hours)

Course Description: This course is one of the eight related training courses required to complete the 4-year Welding/Metal Fabrication Apprenticeship program. This course covers CNC plasma table drawing and cutting, introduces the apprentice to fabrication techniques, and introduces additional welding processes. Welding gloves and safety gloves are available for purchase on the first night of class. Prerequisite: Welding/Metal Fabrication I.

Welding/Metal Fabrication VIII (72 hours)

Course Description: This course is final course of the eight related training courses required to complete the 4-year Metal Fabrication Apprenticeship program. This consists of OSHA 10, CPR, and a capstone activity that will allow students to showcase all of the welding and fabrication skills and techniques you have learned throughout the program. Welding gloves and safety gloves are available for purchase on the first night of class. Prerequisite: Welding/Metal Fabrication I-VII.

Plumbing

Length: 632 hours / 4 Years

Tuition: \$ 1,445 **Fees:** Books \$485

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: The Plumbing program at Polytech Adult Education provides the related instruction required to complete a State of Delaware Electrical Apprenticeship. Upon completion of this program and the required on-the-job training requirement, graduates are eligible to earn their Journeyman credential through the Delaware Department of Labor. This four-year program, in addition to the required number of minimum hours, also qualifies graduates to take the licensure exam in the State of Delaware. Non-apprentice students may also complete the program as a certificate program.

Course(s):

Building Construction Core (100 hours)

Course Description: The Building Construction class will prepare you to work in the building construction industry and is the first step toward a career in the construction trades. This course is a prerequisite for enrolling in any of the building construction

related apprenticeship courses, unless you have had construction related employment in the past 3 years and can pass the BCC bypass exam. Students who complete this course will receive job placement assistance.

Plumbing II (144 hours)

Course Description: This second-year apprenticeship course covers water and waste piping procedures, advance Plumbing and piping calculations, planning the Plumbing installation, and valve and fixture troubleshooting and repair.

Plumbing III (144 hours)

Course Description: The third year Plumbing student applies the “International Plumbing Code” (IPC) to water supply piping, backflow prevention, pressure booster, and recirculation systems in an academic classroom setting. The course also explores private water supply well pumps, piping, and components. Maintenance and replacement of waste disposal systems, locating buried lines and water conditioning are also part of the course.

Plumbing IV (144 hours)

Course Description: The fourth year Plumbing class provides the advanced Plumbing student with an in-depth review of the “International Plumbing Code” applicable county and local Plumbing codes, design, layout, and installation, troubleshooting, and repair of hydronic and steam heating systems. This course satisfies a requirement in the Plumbing Apprenticeship and/or Certificate program. Prerequisite: Plumbing III. Textbook and safety glasses are required.

Wastewater Systems Operator Specialist

Length: 288 hours / 2 Year

Tuition: \$ 1,396 **Fees:** Books \$188

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: The Wastewater Technician program is a two-year State of Delaware recognized registered apprenticeship designed to teach the basics of the wastewater treatment process and the practical aspects of operating and maintaining wastewater treatment plants. Upon completion of two years of related technical instruction and 4,000 hours of on-the-job learning, Registered Apprentices are eligible to earn a nationally recognized journeyman credential.

Course(s):

Wastewater Systems Operator Specialist I (144 hours)

Course Description: This is the first course in the two-year Wastewater Systems Operation Systems Registered Apprenticeship program. Students learn the basics of wastewater treatment processes, related public health and the environmental issues, and practical concerns of operating and maintaining wastewater treatment plants. Classes will be held at the Delaware Rural Water Association in Milford.

Wastewater Systems Operator Specialist II (144 hours)

Course Description: This is the second course in the two-year Wastewater Systems Operation System Registered Apprenticeship program. Students learn operation procedures, problem solving, financial, technical, and managerial considerations, public health, and environmental concerns and study the Safe Drinking Water Act. Classes will be held at the Delaware Rural Water Association in Milford.

Water Systems Operator Specialist

Length: 288 hours / 2 Year

Tuition: \$1,396 **Fees:** Books \$360

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: The Water Systems Operation Specialist program is a two-year State of Delaware recognized registered apprenticeship which is designed to train participants to safely and effectively operate water systems throughout the state. Upon completion of the two years of related technical instruction and 4,000 hours of on-the-job learning, Registered Apprentices are eligible to earn a nationally recognized journey person credential.

Course(s):

Water Systems Operator Specialist I (144 hours)

Course Description: This is the first related training course in the two-year Water Systems Operation Specialist Registered Apprenticeship Program. Topics covered include confined spaces, water sources, small systems, storage facilities, distribution, drinking water laws and regulations, and more. Classes will be held at the Delaware Rural Water Association in Milford.

Water Systems Operator Specialist II (144 hours)

Course Description: This is the second related training course in the two-year Water Systems Operation Specialist Registered Apprenticeship Program. Topics covered include financial, technical, and managerial sustainability, capacity development, backflow

administration, surveyors, and testers, and more. Classes will be held at the Delaware Rural Water Association in Milford.

Industrial Machine Systems Technician

Length: 613 hours / 2 Years

Tuition: \$2,795 **Fees:** Books \$112

Note: See Career Program Specialist for a breakdown of cost by course.

Program Description: Industrial Machine Systems Technicians work in a manufacturing environment and are responsible for maintenance, assemble, installation, alignment, programming, troubleshooting, repair, calibration, and adjustment of a variety of industrial equipment and machine systems. This program consists of five in-person and six online courses and is typically completed in two years. Registered Apprentices who successfully complete each of the 11 courses and 4,000 hours of on-the-job instruction are eligible to earn State of Delaware Journeyman papers.

Course(s):

Maintenance Fundamentals (100 hours)

Course Description: Although modern machines and facilities are becoming increasingly advanced, there are still certain fundamental skills and competencies required to be a Maintenance Mechanic. This training provides learners with a solid foundation by covering essential topics such as safety, shop/technical math, measurement, tools and test equipment, blueprints, drawings and schematics, basic machines and systems, and maintenance data systems.

Warehouse Operations & Material Handling

Length: 48 hours / 8 Days

Tuition: \$299 **Fees:** N/A

Note: N/A

Program Description: Warehouse Operations & Material Handling is offered in a blended fashion and includes a combination of in-person and remote learning. Students are provided with the skills required to effectively and safely work in a modern warehouse environment. Participants are provided with an opportunity to earn an OSHA 10-hour General Industry credential and complete a Forklift Operator/Safety training.

Course(s):

Warehouse Operations & Material Handling (48 hours)

Course Description: Warehouse Operations & Material Handling is a 48-hour (8days) hybrid course that prepares participants to work in a modern warehouse environment. The course includes instruction in areas of warehouse operations, material handling, inventory, and workplace safety, as well as an opportunity to earn OSHA 10-hour General Industry credential and complete a Forklift Operator/Safety training.

VIII. CONTINUING EDUCATION/PROFESSIONAL DEVELOPMENT

OSHA 10 hour-Construction

Course Description: The OSHA 10 Hour-Construction course is intended to provide entry level construction workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify and avoid hazards on a job site.

OSHA 10 hour-General Industry

Course Description: The OSHA 10 Hour-General Industry course is designed to familiarize workers with OSHA standards as well as safety and health hazards common to the workplace. Participants will be instructed on identifying, avoiding, controlling, and preventing jobsite hazards. This course is appropriate for workers in the following fields: factory operations, manufacturing, storage, warehousing, health care, and more.

Troubleshooting Method

Course Description: Troubleshooting may seem like a lost or dying art, but it is something that can be taught fairly easy. Participants in this course will learn the several identifiable and repeatable steps that make up a logical troubleshooting process and will be introduced to basic print reading and test equipment.

Troubleshooting Applications

Course Description: Participants in this course will apply the troubleshooting steps the learned in the Troubleshoot Method course. Opportunities will be provided to solve a series of Electrical and mechanical faults, utilizing the appropriate print materials, test equipment and tools. Prerequisite: Troubleshooting Method.

IX. 2021/2022 CALENDAR

SEPTEMBER

- 7 Fall Classes Begin
- 6 School Closed – Labor Day

NOVEMBER

- 11 School Closed – Veteran’s Day (Observed)
- 24 No Evening Class
- 25-26 School Closed – Thanksgiving Break

DECEMBER

- 24 No Evening Class
- 25-31 School Closed – Winter Break

JANUARY

- 3 School Reopens – Classes Resume
- 17 School Closed – Martin Luther King, Jr. Day

FEBRUARY

- 21 School Closed – President’s Day

APRIL

- 14 No Evening Class
- 15-22 School Closed – Spring Break

MAY

- 30 School Closed – Memorial Day

Calendar subject to change without notice

X. CONTACT INFORMATION

Adult Education Office (302) 697-4545

Polytech School District (302) 697-2170

Adult Education Extensions

Name	Position	Extension
Dr. Betsy Jones	Director of Adult Education	5608
Jeremy McEntire	Assistant Director of Adult Education	5607
Jennifer Lane	Career Services Coordinator	5690
Fern Joseph	Career Services Assistant	5691
Joanne McAfee	Career Services Assistant	5695
John Morris	Workforce Development Specialist	5021
Manny Avina	Youth Apprenticeship Program Specialist	5001
Trudy Pechin	Career Program Specialist	5041
Mary Wilt	Career Program Specialist	5051
Kent Gory	Practical Nursing Program Coordinator	5048
Sheila Luettker	Nursing/ Allied Health Administrative Assistant	5050

School Website polytechworks.com

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