



Orleans Technical College
A program of JEVS Human Services

School Catalog Supplement

2023-2024

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ADMISSIONS REQUIREMENTS

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Replace: “1. Applicants must be 18 years of age or older. (Applicants may be 17 years of age but must be 18 prior to entering the program.)” with:

“1. Applicants must be 18 years of age or older. (Applicants may be 17 years of age but must have a parent or legal guardian co-sign the enrollment agreement and must have a high school diploma or equivalent from an approved school or agency prior to starting the program.)”

[Page 12]

Replace:

“Clinical Medical Assistant Program-Specific Admission Requirements:

- **Criminal Background Check**

Although the following medical clearances and vaccinations are not required for acceptance to the program, they will be required prior to placement in the Clinical Medical Assistant Externship.

- **Physical Exam Documentation (within 1 year)**
 - **TB Screen**
 - **Vaccinations Documentation**
 - **TDap (1 within past 10 years)**
 - **Mumps, Rubella, Rubeola, Varicella (2 doses)**
 - **HepB (3 vaccines and a positive titer)**
 - **Flu (current year or documentation of accommodation)**
 - **COVID-19 (Two vaccines, finished at least two weeks prior to starting, or exemption documentation)**
- (proof of covering illness and injury)” with:**

“Clinical Medical Assistant Program-Specific Admission Requirements:

- **PA Criminal Background Check**

Although the following medical clearances and vaccinations are not required for acceptance to the program, they will be required prior to placement in the Clinical Medical Assistant Externship.

- **Physical Exam Documentation (within 1 year)**
- **TB Screen**
- **Vaccinations Documentation**
 - **TDap (1 within past 10 years)**
 - **Mumps, Rubella, Rubeola, Varicella (2 doses)**
 - **HepB (3 vaccines and a positive titer)**
 - **Flu (current year or documentation of accommodation)**
 - **COVID-19 (Two vaccines, finished at least two weeks prior to starting, or exemption documentation)**
- **Health Insurance (proof of covering illness and injury)**
- **Drug Screen**
- **PA Child Abuse Clearance**
- **FBI Fingerprint-Based Criminal Background Check”**

SOURCES OF FINANCIAL AID

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Add “For students that qualify for Veteran’s Benefits and assistance, the school maintains written records that indicate that appropriate and program relevant previous education and training has been evaluated and granted, if applicable, with training time shortened and tuition reduced proportionately, and the VA and the veteran so notified.”

Replace “NOTE: A *Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.” with:

“**NOTE: A *Covered Individual*** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill[®] benefits.”

MAXIMUM CLASS SIZE

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Replace “Diploma program classes may not exceed 24 students.” with:

“Classes for the following programs may not exceed 24 students:

- Air Conditioning, Refrigeration and Heating
- Plumbing and Heating
- Residential and Commercial Electricity

Building Maintenance program classes may not exceed 16 students.

Carpentry program classes may not exceed 21 students.

Clinical Medical Assistant program classes may not exceed 25 students.”

ACADEMIC STANDARDS FOR DIPLOMA PROGRAMS

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Replace:

Letter Grade		Numerical Equivalent
A	Excellent	95—100
A-		91—94
B+		88—90
B	Good	84—87
B-		81—83
C+		78—80
C	Fair	74—77
C-		71—73
D+		68—70
D	Poor	64—67
D-		60—63
F	Failing	59 and Below
I		Incomplete
W		Withdraw

A "W" grade will be assigned under the following conditions:

- A student will be assigned a "W" grade for any courses the student is registered for during that payment period but has not yet completed if the student withdraws from the program.
- The "W" grade does not have a numerical equivalent and is not used in the computation of a student's grade point average.
- All incomplete, withdrawn, and completed courses will count as attempted credits when calculating a student's satisfactory academic progress.

with:

Letter Grade		Numerical Equivalent
A	Excellent	95—100
A-		91—94
B+		88—90
B	Good	84—87
B-		81—83
C+		78—80
C	Fair	74—77
C-		71—73

D+		68—70
D	Poor	64—67
D-		60—63
F	Failing	59 and Below
I		Incomplete
W		Withdraw
IP		In Progress
LOA		Leave of Absence

W (Withdraw): a mark assigned under the following conditions:

- A student will be assigned a "W" grade for any courses the student is registered for during that payment period but has not yet completed if the student withdraws from the program.
- The "W" grade does not have a numerical equivalent and is not used in the computation of a student's grade point average.
- All incomplete, withdrawn, and completed courses will count as attempted credits when calculating a student's satisfactory academic progress.

IP (In Progress): a mark assigned at the end of the first term of a course in which two terms of work must be completed before a qualitative grade is assigned. The grade given at the end of the second term is the grade for the entire course.

LOA (Leave of Absence): a mark assigned when a student is granted an approved leave of absence from school for a designated period before they receive a final grade for the course. A grade of "LOA" will be entered to reserve the course status of the student until they return. To receive a final grade, the student will be required to complete the coursework that was interrupted because of their absence. The LOA grade will not affect their grade point average and will not be included in the calculations of the total credits attempted when calculating a student's satisfactory academic progress. If the student does not return from the leave, the LOA grade will be changed to a grade of "W" (Withdraw).

GRADE REPORTS

[Page 33]

Replace:

For diploma programs, grade reports are issued to students at the end of each term. Final grade transcripts for all programs are mailed to graduates at the time of course completion once all program requirements and obligations to the school have been met. Current students can log in to Google Classroom with their assigned school email address to view their earned grades at any time. An alert will be sent to your school assigned email address when an instructor posts or changes a grade.

with:

For diploma programs, grade reports are issued to students at the mid-point of the program. Final grade transcripts for all programs are mailed to graduates at the time of course completion once all program requirements and obligations to the school have been met. Current students can log in to Google Classroom with their assigned school email address to view their earned grades at any time. An alert will be sent to your school assigned email address when an instructor posts or changes a grade.

AIR CONDITIONING, REFRIGERATION, AND HEATING

[Page 39]

Replace TYPICAL COURSE SEQUENCE

	Course	Credits
ACRHBUS 100	Professional Development for Air Conditioning, Refrigeration, and Heating	1
ACRHBUS 110	Trades Safety and Tools for Air Conditioning, Refrigeration, and Heating	1
ACRHMTH 100	Math Fundamentals for Air Conditioning, Refrigeration, and Heating	1
ACRHBUS 120	Introduction to Engineering Drawings and Blueprints for Air Conditioning, Refrigeration, and Heating	1
ACRHRCE 100	Fundamentals of Residential and Commercial Electricity for Air Conditioning, Refrigeration, and Heating	2
ACRHRCE 110	HVAC Wiring: Electrical Circuits and Controls	2
ACRHRCE 120	Motors and Controls	1
ACRH 100	Fundamentals of Air Conditioning Refrigeration and Heating	2
ACRH 110	Tubing, Piping, & Soldering	2
ACRH 120	Refrigeration Systems: Installation & Service 1	3
ACRH 130	Refrigeration Systems: Installation & Service 2	2
ACRHRCE 130	HVAC System Controls	1
ACRHMTH 110	Math Applications for Air Conditioning, Refrigeration, and Heating	1
ACRH 140	Air Conditioning Systems 1	2
ACRH 150	Air Conditioning Systems 2	1
ACRH 170	Heating Systems: Gas, Electric and Boilers Installation & Service	3
ACRH 180	Heating Systems: Heat Pumps, Oil, Radiant, Steam and Solar Fundamentals	2
ACRH 160	HVAC Ductwork Systems	1
ACRHBUS 130	Career Development for Air Conditioning, Refrigeration, and Heating	1
Total Semester Credits		30

with: **TYPICAL COURSE SEQUENCE**

	Course	Credits
ACRHBUS 100	Professional Development for Air Conditioning, Refrigeration, and Heating	1
ACRHBUS 110	Trades Safety and Tools for Air Conditioning, Refrigeration, and Heating	1
ACRHMTH 100	Math Fundamentals for Air Conditioning, Refrigeration, and Heating	1
ACRHRCE 100	Fundamentals of Residential and Commercial Electricity for Air Conditioning, Refrigeration, and Heating	1
ACRHRCE 110	HVAC Wiring: Electrical Circuits and Controls	2
ACRHRCE 120	Motors and Controls	1
ACRH 100	Fundamentals of Air Conditioning Refrigeration and Heating	1
ACRH 110	Tubing, Piping, & Soldering	2
ACRH 120	Refrigeration Systems: Installation & Service 1	3
ACRH 130	Refrigeration Systems: Installation & Service 2	2
ACRHBUS 120	Introduction to Engineering Drawings and Blueprints for Air Conditioning, Refrigeration, and Heating	1
ACRHRCE 130	HVAC System Controls	1
ACRHMTH 110	Math Applications for Air Conditioning, Refrigeration, and Heating	1
ACRH 140	Air Conditioning Systems 1	2
ACRH 150	Air Conditioning Systems 2	2
ACRH 170	Heating Systems: Gas, Electric and Boilers Installation & Service	3
ACRH 180	Heating Systems: Heat Pumps, Oil, Radiant, Steam and Solar Fundamentals	3
ACRH 160	HVAC Ductwork Systems	2
ACRHBUS 130	Career Development for Air Conditioning, Refrigeration, and Heating	1

Total Semester Credits 30

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Replace:**ACRHRCE 100 FUNDAMENTALS OF RESIDENTIAL AND COMMERCIAL ELECTRICITY FOR AIR CONDITIONING, REFRIGERATION AND HEATING**

18 lecture hours, 42 lab hours, 2 credits

This course outlines the principles and practices of installing electrical circuits as relevant to HVAC equipment. Topics include electrical safety and codes; print reading; load computation and layout; branch circuit installation; switches and receptacles; appliance circuits; feeder circuits, and lighting circuit.

Prerequisite: ACRHBUS 110

with:**ACRHRCE 100 FUNDAMENTALS OF RESIDENTIAL AND COMMERCIAL ELECTRICITY FOR AIR CONDITIONING, REFRIGERATION AND HEATING**

9 lecture hours, 21 lab hours, 1 credits

This course outlines the principles and practices of installing electrical circuits as relevant to HVAC equipment. Topics include electrical safety and codes; print reading; load computation and layout; branch circuit installation; switches and receptacles; appliance circuits; feeder circuits, and lighting circuit.

Prerequisite: ACRHBUS 110

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Replace:**ACRH 100 FUNDAMENTALS OF AIR CONDITIONING, REFRIGERATION AND HEATING**

24 lecture hours, 36 lab hours, 2 credits

This course is designed to explore the common aspects of air conditioning, refrigeration, and heating technology. Students will learn industry terminology, definitions and standards that can be applied in a workplace environment. The identification, care and use of different types of measurement instruments and how those instruments are used to record temperature, pressure, and heat, how to measure refrigeration, cooling, and heat loads and heat gain loads. Students will learn about the principles of human comfort, air properties, and airflow measurement methods and calculations. The fundamentals of gas, oil and electric forced hot air systems will be covered.

Prerequisite: ACRHBUS 110

with:**ACRH 100 FUNDAMENTALS OF AIR CONDITIONING, REFRIGERATION AND HEATING**

9 lecture hours, 21 lab hours, 1 credits

This course is designed to explore the common aspects of air conditioning, refrigeration, and heating technology. Students will learn industry terminology, definitions and standards that can be applied in a workplace environment. The identification, care and use of different types of measurement instruments and how those instruments are used to record temperature, pressure, and heat, how to measure refrigeration, cooling, and heat loads and heat gain loads. Students will learn about the principles of human comfort, air properties, and airflow measurement methods and calculations. The fundamentals of gas, oil and electric forced hot air systems will be covered.

Prerequisite: ACRHBUS 110

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Replace:**ACRH 180 HEATING SYSTEMS: HEAT PUMPS, OIL, RADIANT, STEAM AND SOLAR FUNDAMENTALS**

18 lecture hours, 42 lab hours, 2 credits

This course covers the fundamentals of heat pumps and oil heating systems and an overview and demonstration of radiant, steam, and solar heat. Topics include system components, standard forms and functions of popular residential heating systems, installation practices and service procedures.

Prerequisite: ACRHBUS 110

with:**ACRH 180 HEATING SYSTEMS: HEAT PUMPS, OIL, RADIANT, STEAM AND SOLAR FUNDAMENTALS**

33 lecture hours, 57 lab hours, 3 credits

This course covers the fundamentals of heat pumps and oil heating systems and an overview and demonstration of radiant, steam, and solar heat. Topics include system components, standard forms and functions of popular residential heating systems, installation practices and service procedures.

Prerequisite: ACRHBUS 110

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Replace:**ACRH 160 HVAC DUCTWORK SYSTEMS**

9 lecture hours, 21 lab hours, 1 credit hour

This course will provide students with the basic function and design of ductwork systems to distribute airflow in residential and commercial buildings. Students will learn the proper installation of duct work, sizing and placement of ductwork, registers, and grills. The various parts of the ductwork system and types of fabricated materials used will be explored. Students will also explore the effects of improper sizing, placement, or installation of duct work.

Prerequisite: ACRHBUS 110

with:**ACRH 160 HVAC DUCTWORK SYSTEMS**

24 lecture hours, 36 lab hours, 2 credit hour

This course will provide students with the basic function and design of ductwork systems to distribute airflow in residential and commercial buildings. Students will learn the proper installation of duct work, sizing and placement of ductwork, registers, and grills. The various parts of the ductwork system and types of fabricated materials used will be explored. Students will also explore the effects of improper sizing, placement, or installation of duct work.

Prerequisite: ACRHBUS 110

RESIDENTIAL AND COMMERCIAL ELECTRICITY

[Page 58]

Replace:**TYPICAL COURSE SEQUENCE**

	Course	Credits
RCEBUS 100	Professional Development for Residential and Commercial Electricity	1
RCEBUS 110	Trades Safety and Tools for Residential and Commercial Electricity	1
RCEMTH 100	Math Fundamentals for Residential and Commercial Electricity	1
RCEBUS 120	Introduction to Engineering Drawings & Blueprints for Residential and Commercial Electricity	1
RCE120	Direct Current Theory	2
RCE 100	Fundamentals of Residential & Commercial Electricity	1
RCE 110	Electrical Measuring Devices and Tools	1
RCE 130	Residential Wiring Basic	2
RCE 140	Residential Wiring Advanced	3.5
RCE 150	Residential Wiring Stick House	2
RCE 190	Electrical Blueprints	1
RCEMTH 110	Math Applications for Residential and Commercial Electricity	1
RCE 160	Alternating Current Electricity Theory	2
RCE 170	Fundamentals of Electrical Motors and Controllers	3.5
RCE 180	Programmable Logic Controllers	1
RCE 200	Commercial Wiring: Conduits and Raceways	2
RCE 210	Advanced Commercial Wiring: Conduits and Raceways	4.5
RCEBUS 130	Career Development for Residential and Commercial Electricity	1
Total Semester Credits		31.5

with:

TYPICAL COURSE SEQUENCE

	Course	Credits
RCEBUS 100	Professional Development for Residential and Commercial Electricity	1
RCEBUS 110	Trades Safety and Tools for Residential and Commercial Electricity	1
RCEMTH 100	Math Fundamentals for Residential and Commercial Electricity	1
RCEBUS 120	Introduction to Engineering Drawings & Blueprints for Residential and Commercial Electricity	1
RCE120	Direct Current Theory	2
RCE 100	Fundamentals of Residential & Commercial Electricity	1
RCE 110	Electrical Measuring Devices and Tools	1
RCE 130	Residential Wiring Basic	2
RCE 140	Residential Wiring Advanced	3.5
RCE 150	Residential Wiring Stick House	2
RCE 190	Electrical Blueprints	1
RCEMTH 110	Math Applications for Residential and Commercial Electricity	1
RCE 160	Alternating Current Electricity Theory	2
RCE 170	Fundamentals of Electrical Motors and Controllers	3.5
RCE 180	Programmable Logic Controllers	1
RCE 200	Commercial Wiring: Conduits and Raceways	2
RCE 210	Advanced Commercial Wiring: Conduits and Raceways	4.5
RCEBUS 130	Career Development for Residential and Commercial Electricity	1
Total Semester Credits		31.5

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Replace:**RCE 140 RESIDENTIAL WIRING ADVANCED**

60 lecture hours, 60 lab hours, 4.5 credits

This course outlines the principles and practices of installing electrical circuits. Topics include electrical safety and codes; print reading; load computation and layout; branch circuit installation; switches and receptacles; appliance circuits; feeder circuits, panel dressing, and lighting circuits, and GFCI wiring.

Prerequisite: RCEBUS 110

with:**RCE 140 RESIDENTIAL WIRING ADVANCED**

45 lecture hours, 45 lab hours, 3.5 credits

This course outlines the principles and practices of installing electrical circuits. Topics include electrical safety and codes; print reading; load computation and layout; branch circuit installation; switches and receptacles; appliance circuits; feeder circuits, panel dressing, and lighting circuits, and GFCI wiring.

Prerequisite: RCEBUS 110

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Replace:**RCE 210 ADVANCED COMMERCIAL WIRING: CONDUITS AND RACEWAYS**

36 lecture hours, 54 lab hours, 3.5 credits

This course includes instruction on the proper installation and gage selection of conduit in commercial and industrial settings. The course includes terms associated with conduits and raceways, conduit and wiring support systems recognized by code, select appropriate conduit type, select and utilize appropriate connectors, select and utilize appropriate fastening devices and reinforcements, calculate degrees in back-to-back bends, determine overall length of conduit for specific situations, locating bending points, the four techniques for segment bending, techniques and operations for making concentric bends, cable assembly wiring methods recognized by the code, function, operation and requirements for various panel boards and switch gear, proper installation of panels, and fabricating raceways and wiring support systems.

Prerequisite: RCEBUS 110; RCE200

with:**RCE 210 ADVANCED COMMERCIAL WIRING: CONDUITS AND RACEWAYS**

51 lecture hours, 69 lab hours, 4.5 credits

This course includes instruction on the proper installation and gage selection of conduit in commercial and industrial settings. The course includes terms associated with conduits and raceways, conduit and wiring support systems recognized by code, select appropriate conduit type, select and utilize appropriate connectors, select and utilize appropriate fastening devices and reinforcements, calculate degrees in back-to-back bends, determine overall length of conduit for specific situations, locating bending points, the four techniques for segment bending, techniques and operations for making concentric bends, cable assembly wiring methods recognized by the code, function, operation and requirements for various panel boards and switch gear, proper installation of panels, and fabricating raceways and wiring support systems.

Prerequisite: RCEBUS 110; RCE200

CLINICAL MEDICAL ASSISTANT

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After:

“EMPLOYMENT OPPORTUNITIES

Graduates are prepared for entry-level medical assistants’ job opportunities in physician’s offices, medical clinics, hospitals, and outpatient facilities.”

Add:

“CERTIFICATIONS

Graduates are prepared to sit for the following third-party, industry-recognized certification exams:

- American Heart Association (AHA) First Aid/CPR/AED
- National Healthcareer Association® (NHA) Certified Clinical Medical Assistant (CCMA)

While Certification is not a requirement to graduate from the program, it is a major factor in obtaining employment.”

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After:

“MA 114 MEDICAL ASSISTANT EXTERNSHIP

150 Clock Hours, 0 Lecture, 0 Lab, 150 Externship hours, 3 credits

Students gain valuable work-based learning experiences in a professional medical setting. Students work directly with medical assistants, patients, and doctors, giving them the chance to learn first-hand from medical professionals.

Prerequisite: Successful Completion of Course Curriculum”

Add:

“During their Externship, students are provided with a Competency Checklist that they are required to fulfill.”

Replace:

“Although the following medical clearances and vaccinations are not required for acceptance to the program, they will be required prior to placement in the Clinical Medical Assistant Externship.

- **Physical Exam Documentation (within 1 year)**
 - **TB Screen**
 - **Vaccinations Documentation**
 - **TDap (1 within past 10 years)**
 - **Mumps, Rubella, Rubeola, Varicella (2 doses)**
 - **HepB (3 vaccines and a positive titer)**
 - **Flu (current year or documentation of accommodation)**
 - **COVID-19 (Two vaccines, finished at least two weeks prior to starting, or exemption documentation)**
- (proof of covering illness and injury)” with:**

“Although the following medical clearances and vaccinations are not required for acceptance to the program, they will be required prior to placement in the Clinical Medical Assistant Externship.

- **Physical Exam Documentation (within 1 year)**
- **TB Screen**
- **Vaccinations Documentation**
 - **TDap (1 within past 10 years)**
 - **Mumps, Rubella, Rubeola, Varicella (2 doses)**
 - **HepB (3 vaccines and a positive titer)**
 - **Flu (current year or documentation of accommodation)**
 - **COVID-19 (Two vaccines, finished at least two weeks prior to starting, or exemption documentation)**
- **Health Insurance (proof of covering illness and injury)**
- **Drug Screen**
- **PA Child Abuse Clearance**
- **FBI Fingerprint-Based Criminal Background Check”**

Class Schedule 2023-2024

DAY CLASS SCHEDULE-8 MONTHS-MONDAY THROUGH FRIDAY

30 WKS	A/C REFRIGERATION/HEATING	9/26/2023	5/14/2024	8:15AM-2:55PM
30 WKS	A/C REFRIGERATION/HEATING	1/29/2024	9/10/2024	8:15AM-2:55PM
30 WKS	A/C REFRIGERATION/HEATING	5/16/2024	1/13/2025	8:15AM-2:55PM
30 WKS	BUILDING MAINTENANCE	8/9/2023	3/28/2024	8:00AM-2:40PM
30 WKS	BUILDING MAINTENANCE	12/7/2023	8/1/2024	8:00AM-2:40PM
30 WKS	BUILDING MAINTENANCE	4/15/2024	12/2/2024	8:00AM-2:40PM
30 WKS	CARPENTRY	11/9/2023	7/9/2024	8:00AM-2:40PM
30 WKS	CLINICAL MEDICAL ASSISTANT	9/6/2023	4/25/2024	9:00AM-3:40PM
30 WKS	CLINICAL MEDICAL ASSISTANT	4/3/2024	11/18/2024	9:00AM-3:40PM
30 WKS	PLUMBING AND HEATING	11/29/2023	7/24/2024	7:45AM-2:25PM
30 WKS	R/C ELECTRICITY	8/28/2023	4/15/2024	7:45AM-2:25PM
30 WKS	R/C ELECTRICITY	12/19/2023	8/12/2024	7:45AM-2:25PM
30 WKS	R/C ELECTRICITY	4/18/2024	12/5/2024	7:45AM-2:25PM

EVENING CLASS SCHEDULE-14 MONTHS-MONDAY THROUGH THURSDAY

60 WKS	A/C REFRIGERATION/HEATING	11/20/2023	2/3/2025	6:00PM-10:15PM
60 WKS	A/C REFRIGERATION/HEATING	6/24/2024	8/20/2025	6:00PM-10:15PM
60 WKS	BUILDING MAINTENANCE	4/8/2024	6/3/2025	6:00PM-10:15PM
60 WKS	CLINICAL MEDICAL ASSISTANT	4/8/2024	5/5/2025	6:00PM-10:15PM
60 WKS	R/C ELECTRICITY	11/20/2023	2/3/2025	6:00PM-10:15PM
60 WKS	R/C ELECTRICITY	6/24/2024	8/20/2025	6:00PM-10:15PM

ORLEANS TECHNICAL COLLEGE

Schedule of Fees March 7, 2023 - June 2024

	Semester Credit Hours	Tuition per Semester Credit Hour	Tuition	Technology/ Consumable Supply Fee	Books/ Tools	Graduation Fee	Registration Fee	Total
Air Conditioning, Refrigeration and Heating	30	\$520.00	\$15,610	\$2,370	\$1,530	\$100	\$125	\$19,735
Building Maintenance	30	\$539.00	\$16,180	\$2,300	\$1,340	\$100	\$125	\$20,045
Carpentry	30	\$539.00	\$16,460	\$2,570	\$1,050	\$100	\$125	\$20,305
Plumbing and Heating	30	\$549.00	\$16,180	\$2,000	\$1,250	\$100	\$125	\$19,655
Residential and Commercial Electricity	31.5	\$531.00	\$16,740	\$1,780	\$1,770	\$100	\$125	\$20,515
Clinical Medical Assistant	29.5	\$414.00	\$12,225	\$850	\$1,074	\$100	\$125	\$14,374