Orleans Technical College
A program of JEVS Human Services

School Catalog Supplement

2024-2025

Rev. 4/14/25

Catalog Supplement: Table of Contents

Contents

[Page 8] Under "**LOCATION AND FACILITIES**"

Add:
Practical Nursing
Medical Beds, Stethoscope, AED Defibrillator, EKG Machine, Phlebotomy Arm, Glucose Monitor Machine, Modular Diagnostic Station, Complete Nursing Skills Mannequin, Static Mannequin, Simulation Mannequin, Diagnostic Wall System.

[Page 9] Under "**ACCREDITATION AND LICENSURE**"

Add:

- The Practical Nursing program is approved by the Pennsylvania State Board of Nursing.

[Page 11] Under "**ADMISSIONS REQUIREMENTS**"

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]

Add:
"Residential and Commercial Electricity Program-Specific Admission Requirements:
Minimum Wonderlic Basic Skills Test scores are 193 on the verbal section and 215 on the quantitative section.

Air Conditioning, Refrigeration and Heating Program Specific Admissions Requirements:
Minimum Wonderlic Basic Skills Test scores are 193 on the verbal section and 215 on the quantitative section."

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
    - o TDap (1 within past 10 years)
    - o Mumps, Rubella, Rubeola, Varicella (2 doses)
    - o HepB (3 vaccines and a positive titer)
    - o Flu (current year or documentation of accommodation)
    - o 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

Add:

Practical Nursing Program-Specific Admission Requirements:

1. Applicants must attain a minimum score of 48 on the ATI TEAS test.
2. Submit two forms of identification.
3. Submit the completed application.

Selection Requirements

Once the applicant has completed all the application requirements, their name is placed on a list of tentative admissions until the following requirements are completed. All the selection requirements must be submitted to the Practical Nursing Director before the start of the first nursing course. Once these requirements are completed, the results will be reviewed, and if they are acceptable, the applicant is able to register for nursing courses. If these requirements are not met, the applicant will forfeit their place and another applicant will be accepted.

Health Requirements

The student must submit proof of the following. All the following must be applicable for the entire length of the program.

1. Current *American Heart Association* Cardiopulmonary Resuscitation (CPR) Certification, Basic Life Support Health Care Providers Course.
2. Complete health requirements including a. Complete physical exam; obtain a form from the Practical Nursing Office.
3. Proof of immunization and immune status against certain communicable disease; obtain a form from the Practical Nursing Office.
4. A drug screen, as required by the clinical agencies. A positive drug screen may prevent admission into the program.

Applicants are responsible for the cost of the drug screens, laboratory tests, physical examination, CPR certification.

Immunizations and Testing

The student must demonstrate immunization to specific diseases. Insufficient immunity demonstrated via a blood test requires reimmunization. The following immunizations are required. There may be additional immunization requirements required by specific clinical agencies.

1. **Annual influenza vaccination as soon as the vaccination is available for any given year; due by November 1st.**
2. **Childhood vaccinations such as MMR (measles, mumps, rubella), Varicella (chicken pox), DTP (diphtheria, tetanus, pertussis), or titers to demonstrate immunity.**
3. **Hepatitis B vaccinations.**
4. **Negative Quantiferon Gold TB test.**
5. **Current Covid vaccination.**

Applicants are responsible for the cost of all laboratory tests and immunizations.

Background Clearances

a. **FBI Fingerprint-based background check (Identogo)**
b. **PA State criminal background check (ePatch)**
c. **PA Child Abuse History Certification (Compass)**
d. **National Sex Offender Registry (NSOR) Clearance**

Applicants are responsible for the cost of all background checks.

Construction Management Program-Specific Admission Requirements:

1. Applicants must have a minimum of 3 years of full-time verifiable construction field experience as substantiated by a resume.
2. Applicants must have a valid driver's license.
3. Applicants must reside in the Commonwealth of Pennsylvania
4. Applicants must complete an Online Readiness Survey to assess their capability to benefit from enrolling in a distance education program prior to enrollment.

[Page 12] **Under: "POLICY FOR RE-ENTRY"**

Add:
Practical Nursing Program Specific Readmission Policy:
A practical nursing student who fails a nursing course for the first time may apply for readmission to the Practical Nursing Program.

Practical nursing students who have been dismissed for unsafe, unprofessional, unethical, illegal behavior, academic dishonesty; or any type of unacceptable behavior will not be readmitted into the Practical Nursing Program.

Students will be readmitted only if there is clinical space available. All efforts will be made to accommodate the student who is eligible for readmission, but there is no guarantee the student will be able to re-enter the program if there is not clinical space available.

To help assure student success, readmitted students will meet with either faculty or the Practical Nursing Program Director prior to being readmitted. The purpose of the meeting is to discuss previous issues that interfered with the student's success. The faculty/director will help the student develop a plan for addressing any issues that are still present that may affect progression in the program.

[Page 13] **Add:**

TRANSFER OF CREDITS FROM ANOTHER INSTITUTION FOR DEGREE PROGRAMS
The Construction Management program accepts transfer credit for courses completed within the past seven years at other accredited, postsecondary institutions, when comparable in scope and content to the Construction Management program's courses. A minimum grade of 2.5, as measured on a 4.0 scale, is required in each course for acceptance of credits.

Students who wish to transfer credits to the Construction Management program must provide a transcript of grades from the previous institution(s) and may also be asked to provide supporting documentation such as a course catalog or syllabus.

[Page 14] Under "**ACADEMIC CALENDAR**"

Replace "Orleans Technical College is open from 7:45 a.m. to 10:00 p.m., Monday through Thursday, and 7:45 a.m. to 5:00 p.m. on Friday." with :

"Orleans Technical College is open from 7:45 a.m. to 10:30 p.m., Monday through Thursday, and 7:45 a.m. to 5:00 p.m. on Friday."

[Page 15] **Under "DEFINITION OF AN ACADEMIC YEAR"**

Add "Construction Management program students are expected to complete at least 12 credits per term for full-time; 9-11 credits per term for three-quarter-time; and a minimum of 6 credits per term for half-time. A term is a minimum of 12 weeks.
A payment period is a minimum of 26 weeks for the Construction Management program."

[Page 17] Under "**SOURCES OF FINANCIAL AID**"

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."

[Page 19] Under "**CANCELLATION, WITHDRAWAL, AND REFUND POLICY**"

Under "Withdrawal After Starting Classes"

Replace "For refund purposes, programs are divided into terms as follows:

- **Diploma Programs of 30 weeks are two 15-week terms.**
- **Diploma Programs of 60 weeks are four 30-week terms." with:**

"For refund purposes, programs are divided into terms as follows:

- Diploma Programs of 30 weeks are two 15-week terms.
- Diploma Programs of 60 weeks are four 15-week terms.
- Diploma Programs of 52 weeks are divided into 3 terms. Each Term will not exceed 18 weeks.
- Associate in Specialized Business Degree Programs of 66 weeks are divided into 4 terms. Each Term will not exceed 18 weeks"

[Page 20] Under "Entrance Dates, Class Schedules, and Curricula", First Sentence

Replace "Enrolled students must report to class within the first three days of the day program and the first 5 days of the evening program in order to maintain a position in class; however, the student will be given a reasonable extension of time to report in case of illness or any act of God that would necessitate a delay in starting." with:

"Enrolled diploma program students must report to class within the first three days of the day program and the first 5 days of the evening program and enrolled degree program students must report to class within the first 15 days of the program to maintain a position in class; however, the student will be given a reasonable extension of time to report in case of illness or any act of God that would necessitate a delay in starting."

[Page 21] Under "Pennsylvania State Refund Policy"

Replace "FOR REFUND PURPOSES, PROGRAMS ARE DIVIDED INTO TERMS AS FOLLOWS:
Programs of 30 weeks (two 15-week terms)
Programs of 60 weeks (four 30-week terms)" with

"FOR REFUND PURPOSES, PROGRAMS ARE DIVIDED INTO TERMS AS FOLLOWS:
Programs of 30 weeks (two 15-week terms)
Programs of 60 weeks (four 15-week terms)
Programs of 52 weeks (three terms-each term will not exceed 18 weeks)
Programs of 66 weeks (four terms-each term will not exceed 18 weeks)"

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR DIPLOMA PRORAMS

[Page 22] **In "SAP Pace Requirements" table, add:**

Program Name	*Total Credit Hours*	*Credits Attempted by Conclusion of 1st Payment Period*	*67% of Attempted Credits are acceptable by end of 1st Payment Period*	*Maximum Allowed 150%*
Practical Nursing 1500 Hours	44	22	14.74	66
Construction Management 1396 Hours	60	30	20.1	90

[Page 25] Under "**MAXIMUM CLASS SIZE**"

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.
Practical Nursing program classes may not exceed 40 students.
Construction Management classes may not exceed 25 students."

[Page 25]

Replace Heading: "**ATTENDANCE POLICY FOR DIPLOMA PROGRAMS"**
with:

"**ATTENDANCE POLICY"**

[Page 26]

Replace Heading: **"Attendance Probation Policy for Diploma Programs"**
with:
"Attendance Probation and Attendance Termination Policy for 900-Hour Programs"

For students who started prior to 10/21/2024:"

[Page 26] Before "**Seven Consecutive Class Day Rule:"**

Add:

"For students starting after 10/21/2024:"

Day Students: The following policy will be in effect starting the 11th scheduled class of each Term:

- Students who miss a minimum of 10% of the scheduled class hours to date per term will receive a Written Warning.
- Students who miss a minimum of 15% of the scheduled class hours to date per term will be placed on Attendance Probation.
- Students who miss a minimum of 20% of the scheduled class hours to date per term will be subject to termination and may be terminated immediately.

Evening Students: The following policy will be in effect starting the 11th scheduled class of Term 1 and Term 3:

- Students who miss a minimum of 10% of the combined scheduled class hours during Term 1 and Term 2 or the combined scheduled class hours during Term 3 and Term 4 will receive a Written Warning.
- Students who miss a minimum of 15% of the combined scheduled class hours during Term 1 and Term 2 or the combined scheduled class hours during Term 3 and Term 4 will be placed on Attendance Probation.
- Students who miss a minimum of 20% of the combined scheduled class hours during Term 1 and Term 2 or the combined scheduled class hours during Term 3 and Term 4 will be subject to termination and may be terminated immediately.

If a student on an attendance probation encounters a medical emergency, is summoned to appear in court or attend court appointed meetings or called for military duty and provides verifiable documentation in advance (no later than the day the student returns to class) the hours missed may not count toward the student's

attendance probation. However, the missed time is recorded as an absence on the student's attendance record.

Day Students: Students who miss 20% of scheduled class hours during Term 1 or 20% of scheduled class hours during Term 2 will be terminated from the program unless unforeseen circumstances approved by the campus president override the termination.

Evening Students: Students who miss 20% of the combined scheduled class hours during Term 1 and Term 2 or 20% of the combined scheduled class hours during Term 3 and Term 4 will be terminated from the program unless unforeseen circumstances approved by the campus president override the termination.

CMA Students: Students placed on attendance probation may be ineligible to participate in externship thereby terminating their enrollment as a student at the discretion of the campus president or their designee.

Students on attendance probation are advised that employment opportunities may be negatively impacted by a lack of a reliable attendance history.

Refer to your Term Schedule for hours for each term and percentages.

Add:

"Practical Nursing Program Specific Policies for Attendance and Make-up Work:
The practical nursing program policy for attendance, tardies, and make-up work for on-campus classes aligns with that of Orleans Technical College with the following exception:

- Students must attend 100% of the total hours pf the program, including didactic, skills lab, and clinical. **All missed hours must be made up.** However, no more than 15% of the total hours may be "make-up hours".
- Students are not permitted to leave class early without making prior arrangements with the faculty.
- A repeated pattern (3 or more) of either tardy or leaving class/lab early constitutes unprofessional behavior and the student may be placed on academic warning.
- Students are expected to talk with the faculty about work that was missed during an absence, tardy, or early departure from a class. Class content will not be retaught, but faculty will direct students on the work they need to do to make up for content missed with the absence.

Clinical Attendance
Students are required to attend clinical on their scheduled dates and times. The following applies to clinical attendance:

- Only two acceptable clinical absence is allowed per Term. However, that acceptable clinical absence **must be made up.** Examples of an acceptable clinical absence include contracting an acute illness or sustaining an injury; documentation must be provided.
- Missing more than two scheduled clinical experiences per Term may jeopardize meeting the course clinical objectives and may result in not passing the course. Students must meet all course outcomes to successfully pass clinical and progress in the nursing sequence.
- If an extended absence from clinical is anticipated or required, the student must discuss options for withdrawal from the nursing program.
- Students are expected to notify the clinical instructor in the event of a late arrival.
- Students arriving 15 minutes or more late to any clinical experience will be documented as being tardy.

- 3 tardy arrivals per course to any clinical experience is regarded as unprofessional behavior which might jeopardize the successful completion of the course and the student may face a clinical failure or disciplinary action.
- Arriving 30 minutes or more late to clinical is considered a clinical absence and student will be sent home."

Add:

Construction Management Program Specific Attendance Policy:
Students are required to attend, at minimum, 80% of all scheduled class time for each on-campus course in which they are enrolled. Students who fall below the 80% attendance minimum for any course will be dropped from that course and will receive an "F" as the final grade for the course. The students academic standing in that course at the time of the violation will not affect the decision to drop the student and assign a final grade of "F". Students who miss 15% of scheduled class time in any on-campus course will receive a verbal and written warning that they are at risk of being dropped from the course.

Add:

LEAVE OF ABSENCE POLICY FOR THE PRACTICAL NURSING AND CONSTRUCTION MANAGEMENT PROGRAMS
Due to the nature of Orleans' Practical Nursing program, Orleans Technical College does not offer Leaves of Absence. Students who need to miss extended time from class must meet with the Director of Nursing to request to withdraw and may apply for re-entry to the program at a later date. Students who miss extended time without withdrawing from school will be terminated in accordance with the attendance policy.

[Page 32] Under "**ACADEMIC STANDARDS**"

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	Fail	59 and Below
P	Pass	
I	Incomplete	
W	Withdraw	
IP	In Progress	
LOA	Leave of Absence	

F (Fail): a mark assigned when a student earns a numeric grade below 60 or does not successfully complete a course designated as a Pass/Fail course. The grade does not earn credit towards degree completion but does affect the students grade point average.

P (Pass): a mark assigned when a student successfully completes a course designated as a Pass/Fail course. The grade carries credit value but does not affect the students grade point average.

I (Incomplete): a mark assigned when a student has work or tests to make up. Incomplete work must be made up within 5 consecutive scheduled school days of the last day of the term. Failure to meet this requirement will result in an "F" for the course.

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).

Practical Nursing Program Specific Academic Standards:

The grading scale for the Practical Nursing Program differs from that of the college. Below is the Practical Nursing grading scale:

Letter Grade	Description	Numerical Equivalent
A	Excellent	91 – 100
B	Good	85 – 90
C	Fai	76 - 84
F	Fail	75 and Below
W	Withdraw	
P*	Passed	
NP*	Not Passed	

*Clinical Assessment and Skills Labs only.

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.

P (Passed): a mark assigned when a student successfully completes a skills lab or the clinical portion of a course. The grade does not carry credit value and does not affect the students grade point average. Grades for the clinical portion of a course are recorded on a student's academic transcript.

NP (Not Passed): a mark assigned when a student does not successfully complete a skills lab or the clinical portion of a course. The grade does not carry credit and does not affect the students grade point average. Grades for the clinical portion of a course are recorded on a student's academic transcript.

Extra credit is not available. Students must earn a grade of C (76 or higher) in a nursing course to progress to the next nursing course or to graduation. If a minimum grade of 76 is not earned, the student must repeat that nursing course and earn a grade of 76 or higher to progress to the next term and to graduation.

All components of each course must be passed to earn the theory grade as the course grade. That is, if a course has a skills laboratory or a clinical component, the student must earn a passing grade for the skills lab and the clinical. Skills labs and clinicals are graded as pass/fail. If the student passes those components, then the theory portion grade is the grade for the course. If the student does not earn a 76 or higher in the theory grade, the student earns an F for the course regardless of the grade earned in the skills laboratory or the clinical portion of the course. Failure of any one or combination of the course components results in failure of the course, regardless of the theory grade earned.

[Page 33] Under "**GRADE REPORTS**"

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 900-Hour programs, grade reports are issued to students at the mid-point of the program. For the practical nursing and construction management 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.

[Page 34]

Replace: "GRADUATION REQUIREMENTS FOR DIPLOMA PROGRAMS
In order to receive a diploma, a student must: (1) earn all of the program credits as specified in the program outlines; (2) meet satisfactory academic progress requirements; and (3) must pay all tuition and fees. Diplomas are mailed to students within 45 days following program completion." with:

"GRADUATION REQUIREMENTS
In order to receive a diploma or degree, a student must: (1) earn all of the program credits as specified in the program outlines; (2) meet satisfactory academic progress requirements; and (3) must pay all tuition and fees. Diplomas and Degrees are mailed to students within 45 days following program completion.

Upon completion of all Practical Nursing Program requirements, the Practical Nursing Program Director submits to the Pennsylvania Board of Nursing documentation of the student's successful completion of the program along with the application for admission to the State Board Test Pool examination. The transcript bears the school seal and signature of the Practical Nursing Program Director or other authorized Orleans Technical College representative."

Add:

"GRADUATION HONORS FOR DEGREE PROGRAMS
Summa Cum Laude: Graduates with a cumulative grade point average of 3.75 or higher receive this honor.
Magna Cum Laude: Graduates with a 3.5 to 3.74 grade point average receive this honor.
Cum Laude: Graduates with a 3.0 to 3.49 grade point average receive this honor."

Add:

"COURSE DELIVERY METHODS

Orleans Technical College offers intensive skills trainings that are heavily focused on hands-on training with program specific tools and equipment. The programs are complemented by required math and workforce essential skill courses that round out the education and provide graduates with the technical, business, and interpersonal skills necessary for today's competitive job market.

Orleans Technical College offers courses in an on-campus format. Students are also expected to dedicate time outside of the classroom to preparing for tests, reading assignments, writing assignments, or completing projects. The amount of outside homework will depend on the course.

In-class/ On-campus

In-Class learning is the traditional classroom delivery mode, where all contact hours are performed on campus in a physical classroom. Technology may be used for classroom interaction and students may be required to use computers and internet to complete assignments.

Hybrid

The Construction Management Program Is delivered as a hybrid/blended learning modality. This program is delivered asynchronously on-line and in person."

Add New Section:

"Distance Education

DISTANCE EDUCATION MODE OF DELIVERY

Orleans Technical College offers distance education courses in an asynchronous manner that are self-paced and student-driven.

LEARNING MANAGEMENT SYSTEM (LMS) FOR DISTANCE EDUCATION

The College uses Google Classroom as its Learning Management System. Google Classroom capabilities include video meetings, posting class assignments, posting announcements, and communicating through a shared discussion board.

DISTANCE EDUCATION FACULTY TRAINING

All distance education instructors must meet the educational attainment and industry-specific work experience for the course(s) they are teaching. Instructors must also complete the Mid-Atlantic Association of Career Schools (MAACS) online teaching certification course prior to facilitating the class. A copy of MAACS Online Teaching Certification will be kept on file with the Director of Academic Affairs.

CLASS ATTENDANCE FOR DISTANCE EDUCATION

Online courses are designed to allow students to complete coursework at their own pace, with a direct understanding that assignments are turned in on or before the assignment due date. Although not a requirement, students are encouraged to engage with their instructor via email and the Google Classroom discussion board. Student emails will be responded to within 24 hours by the instructor.

It is important for students to:

- Set aside specific times to complete online assignments
- Be mindful of posted deadlines for assignments
- Not procrastinate

The college asynchronous courses have no mandatory course meetings or directed log-in times. Assignment due dates and coursework are outlined in the syllabus. Attendance is measured by completing the assignments on or before the due date referenced on each syllabus. This qualitative assessment is directly related to participation in the program and class attendance.

DISTANCE EDUCATION COURSE SYLLABUS

Each syllabus includes learning objectives, course assignments, tests, grading scales, and prescribed assignment due dates. Students need to make note of assignment due dates and exams. It is the student's responsibility to complete assignments on or before each noted due date.

FACULTY COMMUNICATIONS PLAN FOR DISTANCE EDUCATION

All faculty must contact distance education students within the first 24 hours of the course start date via Google Classroom or the school-issued email address. The discussion will include an overview of the course syllabus, office hours/availability, preferred communication channels, student expectations, grading policy, and assignment due dates.
As outlined on each distance education course syllabus, faculty will take the lead by contacting students via Google Classroom or email every 4 weeks for quarterly check-ins. Quarterly check-ins are designed to ensure that there are dedicated times for faculty-student engagement.

COMPUTER SOFTWARE REQUIREMENTS FOR DISTANCE EDUCATION

Students are required to have a laptop or Chromebook and internet connection to complete online assignments. Students will be provided a school-issued email address, and all school-related correspondences are shared through the school-issued email address and/or Google Classroom discussion board.

ONLINE INTERACTION FOR DISTANCE EDUCATION

Students are required to conduct themselves in a professional manner while engaging in online communication. Inappropriate or offensive language will not be tolerated and are grounds for immediate termination from the program. Only coursework and educational activities are to be discussed on the Google Classroom discussion board.

ACCESSING STUDENT SUPPORT SERVICES FOR DISTANCE EDUCATION

Student Services

The College has two full-time Student Services representatives who are available to assist students with internal and external resources to support their educational experience. Distance education students can contact their Student Service representative for an in-person meeting or virtual meeting. Our Student Services staff members have flexible schedules, which enables them to be available to support online students, day students, and evening students.

Academic Services

Distance education students are encouraged to contact their instructor for academic support if needed. Students can also email the Director of Academic Affairs at annabogdanov@orleanstech.edu if additional tutoring services are needed.

Career Services

Distance education students will receive support from the college's Career Services department in the form of resume development, interviewing skills, work readiness workshops, and employer engagement."

Building Trades Training

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Add:

CONSTRUCTION MANAGEMENT

Associate in Specialized Business Degree Program

Evening/Full time Blended
30% On-line Asynchronous
70% On-Campus In-Person

66 weeks – 16 months 60 semester credit hours 1396 clock hours

PROGRAM OBJECTIVE

The Construction Management program provides a comprehensive overview of construction managers' roles during the building process. The program equips students with the technical skills to efficiently handle the full process of delivering a construction project to completion. The program covers blueprint reading, estimating, business law, business/technical writing, scheduling, basic computer skills, Computer Aid Drafting (CAD), and related courses.

Upon Successful completion of this program, students will receive an Associate in Specialized Business Degree from Orleans Technical College.

EMPLOYMENT OPPORTUNITIES

Graduates are employable in entry-level positions such as Construction Administrator/Supervisor, Construction Estimator, Construction Company Owner, Construction Manager, Project Manager, Site Inspector

This program is designed for students with a minimum of 3 years of full-time construction field experience and has an interest in progressing within the construction sector.

TYPICAL COURSE SEQUENCE

Code	Description	Credits
CM 100	Introduction to Building Construction	3
CMMTH 101	Technical Mathematics+	3
COM 101	Introduction to Basic Computer Skills*	3
CM 101	Construction Jobsite Technology+	3
CM 108	Data in Construction+	3
CM 200	Construction Materials and Methods	3
CM 201	Building Construction Documents	3
CM 202	Construction Scheduling and Planning	3

CM 102	Construction Drawings	3
SOC 101	Introduction to Sociology*	3
CM 103	Workplace Safety	3
CM 203	Estimating Fundamentals	3
CM 104	Introduction to Management	3
CM 105	Basic Computer-Aided Drafting	3
POL 101	Introduction to American Government*	3
CM 204	Construction Business Law	3
CM 106	Business/Technical Writing	3
CM 107	Surveying	3
CM 205	Building Rehabilitation and Energy Retrofit	3
CM 206	Construction Project Management	3
	Total Semester Credits	**60**

*General Education Course; On-line Asynchronous

+Technical Course; On-line Asynchronous

CM 101 Construction Jobsite Technology
72 Clock hours, 72 lecture hours, 0 lab hours, 3 credits
This course provides students with an understanding of the trends in technology and the mindset it takes for implementing new technology in a construction company setting.
Prerequisite: none Delivery: Online Asynchronous

CM 108 Data in Construction
72 Clock hours, 72 lecture hours, 0 lab hours, 3 credits
This introductory course identifies where and how the most meaningful data on the jobsite is generated and what benchmarking and process improvements can be determined by data in order to make jobs better, safer, and easier to predict.
Prerequisite: none Delivery: Online Asynchronous

CM 100 Introduction to Building Construction
72 clock hours, 72 lecture hours, 0 lab hours,3 credits
This course provides a broad overview of the built environment, the architectural, engineering, and construction (A/E/C) industry, and different career paths within the industry. Insight into the processes, the people, and the practices involved in bringing a building from a concept to reality are presented. An emphasis will be placed on the construction management process and the critical role of the construction manager.
Prerequisite: none Delivery: On Campus

POL 101 Introduction to American Government
50 clock hours, 50 lecture hours, 0 lab hours,3 credits
This course examines the United States Constitution, the Declaration of Independence, and the structure and processes of the American governmental system. All of the branches of government are examined within the economical, historical, political, social, and contemporary context.
Prerequisite: none Delivery: Online Asynchronous

CMMTH 101 Technical Mathematics
72 clock hours, 72 lecture hours, 0 lab hours,3 credits
This course teaches mathematical concepts and basic computational skills routinely needed on a construction project. Using workplace situations, the following topics are covered: mathematical operations using whole numbers and fractions; measurements; geometric figures, angles and graphic math; and simple algebraic equations.
Prerequisite: none Delivery: Online Asynchronous

CM 200 Construction Materials and Methods
72 clock hours, 72 lecture hours, 0 lab hours,3 credits
This course offers in-depth knowledge of the materials and methods employed in building construction. Students are introduced to building science, materials science, codes, and standards in the construction industry. Construction techniques are presented as related to site work and the building envelope. This course covers major construction materials such as soil, concrete, masonry, wood, metal, and other finish materials.
Prerequisite: CM 100 Delivery: On Campus

CM 103 Workplace Safety
72 clock hours, 66 lecture hours, 6 lab hours,3 credits
This introductory course provides need-to-know information for students working in the construction environment. The course identifies safety best practices adopted to reduce or prevent workplace accidents and injuries based on current Occupational Safety and Health Administration (OSHA) standards as related to the building construction industry. Other topics introduced include current worker's compensation laws affecting the construction industry, methods available to reduce worker's compensation premiums, identifying the direct impact of long-term injuries, minimizing risk and identifying personal protection equipment (PPE) for safe working conditions. Upon successful completion of OSHA training modules, students will earn an OSHA 30-Hour industry certification.
Prerequisite: CM 100 Delivery: On Campus

CM 204 Construction Business Law
72 clock hours, 72 lecture hours, 0 lab hours,3 credits
This course will provide an overview of the laws concerning contracting and construction. Students will gain substantive knowledge in the various areas of construction law, including private and public contracts, bidding, liens, stop notice and payment bonds, contractors' license law, agency, business organizations, bankruptcy, and dispute resolution. By the end of this course, students will possess a framework for recognizing, understanding, and mitigating legal issues that could arise during a construction project.
Prerequisite: CM 100 Delivery: On Campus

CM 104 Introduction to Management
72 clock hours, 72 lecture hours, 0 lab hours,3 credits
This course emphasizes the study of the four fundamental functions of management: planning, leading, organizing, and controlling and their application to business decision-making. Connections will be made between the planning process and the controlling function to evaluate organizational performance. The course also studies theoretical principles of management, communication concepts, human resource management, organizational structures, and motivational theory. Principles will be applied to entrepreneurial, corporate, and international organizations.
Prerequisite: CM 100 Delivery: On Campus

CM 106 Business/Technical Writing
72 clock hours, 72 lecture hours, 0 lab hours,3 credits
Intensive study of and practice in writing for professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice in individual and collaborative processes involved in creating ethical and efficient documents.
Prerequisite: CM 100 Delivery: On Campus

COM 101 Introduction to Basic Computer Skills
50 clock hours, 50 lecture hours, 0 lab hours,3 credits
This basic computer skills course will provide students with an understanding of the most popular, current technologies used at home and in the workplace. Students will become computer literate and learn how to access, create, save, and manage documents. Students will also learn how to create spreadsheets, send emails and use the Internet effectively.
Prerequisite: none Delivery: Online Asynchronous

CM 201 Building Construction Documents
72 clock hours, 72 lecture hours, 0 lab hours,3 credits
This intermediate course provides a basic knowledge of how construction documents are prepared and the extraction of information from these documents. An emphasis will be placed on interpreting the information from the construction documents for construction planning and management as it applies to the scope of work, sequencing, processes, submittals, RFI, addendums, and change orders. This course will familiarize students with commercial construction building systems, assemblies, and the relationship between drawings from various civil, architectural, structural, and MEP disciplines. Topics include basic construction abbreviations, symbology, and understanding various drawing scales. Emerging computer technologies for construction management are introduced.
Prerequisite: CM 101 Delivery: On Campus

CM 107 Surveying
72 clock hours, 72 lecture hours, 0 lab hours,3 credits
This course covers the theory and practice of surveying, use, and care of instruments, instrument error, balancing and closing traverses, introduction to land, and construction surveying.
Prerequisite: CM 100 Delivery: On Campus

CM 205 Building Rehabilitation and Energy Retrofit
72 clock hours, 72 lecture hours, 0 lab hours,3 credits
This course will examine three integrally related topics: 1) the re-development process by which existing building stock is rehabilitated, 2) construction issues specific to the rehabilitation of existing buildings and 3) energy retrofit, which includes sustainability and related strategies. ADC 286 will introduce students to a broad array of tools, including construction management techniques and methods, energy audits and retrofits as well as public and private financing options and project management relative to building rehabilitation for both small- and large-scale projects.
Prerequisite: CM 100 Delivery: On Campus

CM 102 Construction Drawings
72 clock hours, 72 lecture hours, 0 lab hours,3 credits
In this course, students will develop the knowledge and skills to effectively use and interpret construction drawings and specifications. Students will learn how to examine a variety of different types of plans included within a standard set of drawings, such as civil, landscape/irrigation, architectural, structural, MEP, fire protection, and communications, to understand the scope of the project and the means and methods required to construct the project. Basic construction abbreviations, symbols, and various scaling will be introduced.
Prerequisite: CM 100 Delivery: On Campus

CM 105 Basic Computer-Aided Drafting
72 clock hours, 72 lecture hours, 3 credits
Studies in construction communication tools will provide an understanding and interpretation of construction drawing systems, including blueprint reading. Students will develop both free-hand sketching skills for onsite redline drawings utilizing industry software such as Bluebeam and the introduction of basic Computer-aided design (CAD) applications.
Prerequisite: CM 100, CM 102, COM 101 Delivery: On Campus

CM 206 Construction Project Management
72 clock hours, 72 lecture hours, 0 lab hours,3 credits
In this course, students will understand the Project Manager's role in the construction industry. Emphasis will be placed on understanding factors that impact construction projects and their timely delivery. Through case studies, students will learn how to properly interface with stakeholders throughout project lifecycles by leveraging process groups and their processes. Project Integration Management will cover value engineering, contract management, strategic decision-making, and efforts to close projects.
Prerequisite: CM 100, CM 104, Delivery: On Campus

CM 202 Construction Scheduling and Planning
72 clock hours, 72 lecture hours, 0 lab hours,3 credits
This introductory project scheduling and planning course uses bar charts, critical path method (CPM), precedence diagrams, and linear scheduling methods. Students will develop an understanding of resource leveling, cost-loaded schedules, updating, and expediting the schedule on construction projects. Students will work on a semester project to develop activities and sequences involved in a typical construction project. Industry-standard software will be introduced in the class to create the various schedules.
Prerequisite: CM 100 Delivery: On Campus

SOC 101 Introduction to Sociology
50 clock hours, 50 lecture hours, 0 lab hours,3 credits
This course is an introduction to the foundation of the scientific study of human social life, to theories and methods of Sociology, and to such basic concepts as culture, society, social organization, social stratification, and social change.
Prerequisite: none Delivery: Online Asynchronous

CM 203 Estimating Fundamentals
72 clock hours, 72 lecture hours, 0 lab hours,3 credits
This course introduces the fundamentals of estimating process for construction projects. Topics include the work breakdown structure (WBS); extraction of quantities (quantity take-offs) such as area, volume, weight, etc., from construction documents; analysis and determination of direct and indirect costs; the uses of unit cost databases; bidding process; project delivery methods; and types of estimates. Computer-based construction estimating software will be introduced.
Prerequisite: CM 100, CM 102 Delivery: On Campus:"

[Page 39] Under "**AIR CONDITIONING, REFRIGERATION, AND HEATING**"

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 CONDITIIONING, 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 CONDITIIONING, REFRIGERATION AND HEATING

9 lecture hours, 21 lab hours, 1 credit

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 credit

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 credits

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

[Page 58] Under "**RESIDENTIAL AND COMMERCIAL ELECTRICITY**"

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

[Page 63] "Under "**HEALTHCARE TRAINING"**

Add:

"PRACTICAL NURSING

Course Outline/Description

DIPLOMA PROGRAM
52 weeks –12 months- 44 semester credit hours (DAY)
Total 1500 clock hours

OBJECTIVE
The design of the Practical Nursing program prepares students to take the NCLEX-PN exam and for entry-level employment in the nursing workforce. This is achieved through didactic instruction, skills lab exercises, and clinical experience. The program helps Practical Nursing students to develop strong clinical skills and clinical judgment to provide safe, quality, effective nursing care. The program focuses on immediate application of theory learned in the theory classroom and skills laboratory to actual patient care in various clinical environments. The curriculum meets the standards of the National Council of State Boards of Nursing (NCSBN) and NCLEX.

Upon Successful completion of this program, students will receive a Diploma from Orleans Technical College.

EMPLOYMENT OPPORTUNITIES
Graduates are prepared for entry-level practical nursing job opportunities in physician's offices, medical clinics, hospitals, and outpatient facilities.

PROFESSIONAL LICENSURE DISCLOSURE
The Practical Nursing program is designed to meet the educational requirements for licensure as a practical nurse in Pennsylvania. Graduates are required to complete and pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN) to gain employment as a Licensed Practical Nurse.

Orleans Technical College (OTC) has not yet determined whether the program meets the educational requirements for licensure in in any other state or U.S. territory. If you intend to seek licensure outside of Pennsylvania after finishing your program, OTC recommends you contact the licensing agency of the state or U.S. territory in which you intend to be licensed directly before beginning the Practical Nursing program. You can locate information about the board of nursing in a specific state at: https://www.ncsbn.org/member-boards.htm.

For information about applying for licensure in Pennsylvania visit and follow the instructions at the Pennsylvania State Board of Nursing website at:
https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/Apply-Online.aspx

OTC cannot provide verification of an individual's ability to meet licensure requirements unrelated to its educational programming. This disclosure does not provide any guarantee that any state licensure entity will approve or deny your application. Such individual determinations are made by state licensing boards.

TYPICAL COURSE SEQUENCE

	Course Title	Credit Hours
PN 110	Anatomy & Physiology	3.50
PN 112	Clinical Judgment	1.00
PN 114	Fundamentals of Practical Nursing, I	3.50
PN 116	Care of the Elderly	8.00
PN 118	Introduction to Pharmacology	1.00
PN 210	Fundamentals of Practical Nursing, II	9.50
PN 212	Mental Health Nursing	1.50
PN 214	Maternal Nursing	1.50
PN 216	IV Therapy for the Practical Nurse	1.50
PN 218	Care of Adults, I	1.00
PN 310	Care of Adults, II	8.00
PN 312	Pediatric Nursing	1.50
PN 314	Transition to PN Practice	2.50
	Total Semester Credits	**44**

PN 110 Anatomy & Physiology
80 lecture hours, 0 lab hours, 0 clinical hours, 3.5 credits
PN 110 teaches the anatomy and physiology of the human body which is essential for understanding the basics of nursing care. Included is content related to chemistry, cells, tissues, organs, and body systems. The course also connects basic pathology, medical terminology, and medications to the course content.
Prerequisite: None

PN 112 Clinical Judgment
24 lecture hours, 0 lab hours, 0 clinical hours, 1 credit
PN 112 teaches the components of clinical judgment set in an organized framework of five steps and 23 clinical judgment competencies. The clinical judgment taught is the actual thinking that supports the nursing process. Once learned in this course, the clinical judgment framework is used in all nursing courses across the curriculum as students learn how to use the nursing content taught in each course.
Prerequisite: None

PN 114 Fundamentals of Practical Nursing, I
40 lecture hours, 56 lab hours, 0 clinical hours, 3.5 credits
Fundamentals of Practical Nursing, I is the first of two courses that teach basic nursing concepts applied to the care of diverse patients with well-defined healthcare needs. These fundamental concepts are applied to nursing skills in the skills laboratory.
Prerequisite: None

PN 116 Care of the Elderly
40 lecture hours, 0 lab hours, 288 clinical hours, 8 credits
PN 116 focuses on safe nursing care of elderly patients. Students learn specific nursing care required for the aging population. Nursing care theory, skills, and clinical judgment are applied in clinical settings caring for the elderly.
Prerequisite: None

PN 118 Introduction to Pharmacology
24 lecture hours, lab hours, 0 clinical hours, 1 credit
PN 118 covers basic principles of pharmacology. Course content is applied in the PN 114 skills laboratory as students learn medication administration. The course also covers dosage calculations including IV calculations that will be used in PN 216.
Prerequisite: None

PN 210 Fundamentals of Practical Nursing, II
64 lecture hours, 32 lab hours, 258 clinical hours, 9.5 credits
PN 210 Fundamentals of Practical Nursing, II is the second of two courses that teaches fundamental concepts of nursing practice applicable to patients across the lifespan. Students learn to apply the clinical judgment framework learned PN 112 as they begin to make connections required for safe patient care. Students continue to learn nursing skills in the nursing skills laboratory and applied clinically in various healthcare agencies.
Prerequisite: None

PN 212 Mental Health Nursing
24 lecture hours, 0 lab hours, 24 clinical hours, 1.5 credits
PN 212 builds on the safe nursing care learned in Semester 1 courses applied to patients with mental health challenges. Basic mental health nursing theory including therapeutic communication and clinical judgment are the focus of care applied in the clinical setting.
Prerequisite: None

PN 214 Maternal Nursing
24 lecture hours, 0 lab hours, 24 clinical hours, 1.5 credits
PN 214 builds on the safe nursing care learned in Semester 1 courses applied to the care of the reproducing family. Application of maternity nursing, care of the family, and clinical judgment occurs in the theory classroom and the clinical setting.
Prerequisite: None

PN 216 IV Therapy for the Practical Nurse
16 lecture hours, 24 lab hours, 0 clinical hours, 1.5 credits
PN 216 IV Therapy for the Practical Nurse covers the knowledge, thinking, and abilities related to intravenous therapy within the scope of practice of the Practical Nurse. In the skills component of the course students learn the psychomotor skills needed for safe nursing care of patients with IV therapy. Patient-care application of IV therapy knowledge and psychomotor skills occurs in concurrent and subsequent clinical nursing courses.
Prerequisite: None

PN 218 Care of Adults, I
32 lecture hours, 0 lab hours, 0 clinical hours, 1 credit
PN 218 Care of Adults, I is the first of two courses that builds on the safe nursing care learned in Semester 1 courses applied to the care of adults with acute and chronic illnesses. Application of knowledge, nursing skills, and clinical judgment occurs in the theory classroom and the clinical setting.
Prerequisite: None

PN 310 Care of Adults, II
42 lecture hours, 0 lab hours, 282 clinical hours, 8 credits
PN 310 Care of Adults, II is the second of two courses that teaches nursing care of adults with acute and chronic illnesses. This course builds on and expands the nursing care taught in PN 218, Care of Adults, I. Application of knowledge, nursing skills, and clinical judgment occurs in the theory classroom and the clinical setting.

Prerequisite: None

PN 312 Pediatric Nursing
24 lecture hours, 0 lab hours, 24 clinical hours, 1.5 credits
This course expands on the nursing theory learned in the first two semesters applied to the care of children. Application of knowledge, nursing skills, and clinical judgment occurs in the theory classroom and the clinical setting.
Prerequisite: None

PN 314 Transition to PN Practice
54 lecture hours, 0 lab hours, 0 clinical hours, 2.5 credits
This comprehensive course assimilates nursing content taught across the program applied to a variety of patient situations across the lifespan. Each student identifies personal areas of knowledge and abilities to enhance prior to entering Practical Nursing practice and in preparation for the NCLEX-PN®. The course includes strategies for success on the NCLEX-PN®.
Prerequisite: None

[Page 63] Under "**CLINICAL MEDICAL ASSISTANT**"

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)
- National Healthcareer Association® (NHA) Certified EKG Technician (CET) – not included with enrollment
- National Healthcareer Association® (NHA) Certified Phlebotomy Technician (CPT) - not included with enrollment

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

Under "**TYPICAL COURSE SEQUNCE**"
Replace:

	Course Title	**Credit Hours**
MA 102	**Anatomy and Physiology**	**4.00**
MA 103	**Medical Office Administration**	**4.50**

With:

	Course Title	**Credit Hours**
MA 102	Anatomy and Physiology	5.00
MA 103	Medical Office Administration	3.50

[Page 64] **Replace:**
"MA 102 ANATOMY AND PHYSIOLOGY
90 Clock Hours, 90 Lecture Hours, 0 Lab Hours, 4 credits"

With:
"MA 102 ANATOMY AND PHYSIOLOGY
120 Clock Hours, 90 Lecture Hours, 0 Lab Hours, 5 credits"

Replace:
"MA 106 VITAL SIGNS AND PATIENT SCREENING
60 Clock Hours, 28 Lecture Hours, 32 Lab Hours, 2 credits"

With:
"MA 106 VITAL SIGNS AND PATIENT SCREENING
60 Clock Hours, 20 Lecture Hours, 40 Lab Hours, 2 credits"

[Page 64] **Replace:**
"MA 107 PHLEBOTOMY
60 Clock Hours, 19 Lecture Hours, 41 Lab Hours, 2 credits"
With:
"MA 107 PHLEBOTOMY
60 Clock Hours, 20 Lecture Hours, 40 Lab Hours, 2 credits"

Replace:
"MA 110 IMMUNIZATIONS AND INJECTIONS
60 Clock Hours, 19 Lecture Hours, 41 Lab Hours, 2 credits"

With:
"MA 110 IMMUNIZATIONS AND INJECTIONS
60 Clock Hours, 20 Lecture Hours, 40 Lab Hours, 2 credits"

Replace:
"MA 112 PREPARING FOR A PROCEDURE
60 Clock Hours, 24 Lecture Hours, 36 Lab Hours, 2 credits"

With:
"MA 112 PREPARING FOR A PROCEDURE
60 Clock Hours, 20 Lecture Hours, 40 Lab Hours, 2 credits"

[Page 66] **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”

Orleans TECHNICAL COLLEGE
A program of JEVS Human Services

Class Schedule 2024-2025

DAY CLASS SCHEDULES

8 MONTHS-MONDAY THROUGH FRIDAY

30 WKS	A/C REFRIGERATION/HEATING	9/11/2024	5/6/2025	8:15AM-2:55PM
30 WKS	A/C REFRIGERATION/HEATING	1/14/2025	8/27/2025	8:15AM-2:55PM
30 WKS	A/C REFRIGERATION/HEATING	5/5/2025	12/23/2025	8:15AM-2:55PM
30 WKS	BUILDING MAINTENANCE	8/26/2024	4/18/2025	8:00AM-2:40PM
30 WKS	BUILDING MAINTENANCE	3/5/2025	10/27/2025	8:00AM-2:40PM
30 WKS	CARPENTRY	7/29/2024	3/21/2025	8:00AM-2:40PM
30 WKS	CARPENTRY	3/25/2025	11/6/2025	8:00AM-2:40PM
30 WKS	CARPENTRY	4/7/2025	11/20/2025	8:00AM-2:40PM
30 WKS	CLINICAL MEDICAL ASSISTANT	10/21/2024	6/16/2025	9:00AM-3:40PM
30 WKS	CLINICAL MEDICAL ASSISTANT	3/26/2025	11/7/2025	9:00AM-3:40PM
30 WKS	CLINICAL MEDICAL ASSISTANT	5/21/2025	1/21/2026	9:00AM-3:40PM
30 WKS	PLUMBING AND HEATING	7/29/2024	3/21/2025	7:45AM-2:25PM
30 WKS	PLUMBING AND HEATING	3/25/2025	11/6/2025	7:45AM-2:25PM
30 WKS	R/C ELECTRICITY	8/20/2024	4/14/2025	7:45AM-2:25PM
30 WKS	R/C ELECTRICITY	12/12/2024	8/7/2025	7:45AM-2:25PM
30 WKS	R/C ELECTRICITY	4/15/2025	12/3/2025	7:45AM-2:25PM

12 MONTHS-MONDAY THROUGH FRIDAY

52 WKS	PRACTICAL NURSING	10/7/2024	2/12/2026	8:00AM-2:40PM*

*Clinical sessions may be scheduled on any day of the week, starting as early as 7 AM. The timing of clinical assignments is determined by the availability of the clinical agency. Students need to be flexible with their clinical schedules.

EVENING CLASS SCHEDULES

14 MONTHS-MONDAY THROUGH THURSDAY

60 WKS	A/C REFRIGERATION/HEATING	2/3/2025	3/31/2026	6:00PM-10:15PM
60 WKS	BUILDING MAINTENANCE	8/5/2024	10/6/2025	6:00PM-10:15PM
60 WKS	R/C ELECTRICITY	2/3/2025	3/31/2026	6:00PM-10:15PM

16 MONTHS-MONDAY THROUGH THURSDAY 5:00PM – 10:30PM

				Term 1- 5:00PM-8:15PM Term 2- 5:00PM-9:30PM Term 3- 5:00PM-9:30PM
66 WKS	CONSTRUCTION MANAGEMENT	10/7/2025	2/12/2026	Term 2- 5:00PM-10:30PM

ORLEANS TECHNICAL COLLEGE

Schedule of Fees
July 2024 - June 2025

	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	$546.00	$16,391	$2,645	$1,759	$100	$125	$21,020
Building Maintenance	30	$566.00	$16,989	$2,645	$1,501	$100	$125	$21,360
Carpentry	30	$576.00	$17,283	$2,000	$1,271	$100	$125	$20,779
Plumbing and Heating	30	$566.00	$16,989	$2,200	$1,524	$100	$125	$20,938
Residential and Commercial Electricity	31.5	$558.00	$17,577	$2,000	$2,117	$100	$125	$21,919
Clinical Medical Assistant	29.5	$435.00	$12,836	$1,306	$1,154	$100	$125	$15,521
Practical Nursing	44	$560.00	$24,650	$700	$3,600	$100	$125	$29,175
Construction Management	60	$262.00	15,740	$0	$938	$100	$125	$16,903