

# CATALOG



**PORTER AND  
CHESTER INSTITUTE**

*Career Training for Today's Jobs!*

**1-800-870-6789 • [www.PorterChester.com](http://www.PorterChester.com)**

# Our Programs

Automotive Technology  
CADD Computer Aided Drafting and Design  
Computer & Network Technology  
Cosmetology  
Dental Assisting  
Electrician: Industrial, Commercial, Residential  
Electronics Systems Technician  
HVACR Heating, Ventilation, Air Conditioning, Refrigeration  
Medical Assisting  
Plumbing  
Practical Nursing

## 9 Convenient locations throughout Connecticut and Massachusetts

ENFIELD, CT

HAMDEN, CT (Porter and Chester Institute of Hamden)

NEW LONDON, CT

ROCKY HILL, CT

STRATFORD, CT

WATERBURY, CT

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CANTON, MA

CHICOPEE, MA

WORCESTER, MA



***PORTER AND  
CHESTER INSTITUTE***

**1-800-870-6789 • [www.PorterChester.com](http://www.PorterChester.com)**

Not all programs offered at all campuses. For more information about our graduation rates, the median debt of students who completed these programs and other information, please visit our website at [www.porterchester.com/disclosure](http://www.porterchester.com/disclosure).

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Not all programs are offered at all campuses.

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**[www.porterchester.com](http://www.porterchester.com)**

*Porter and Chester Institute and Porter and Chester Institute of Hamden are affiliated institutions under common ownership. As used in this catalog, the terms "Porter and Chester" and "the Institute" refer to both Porter and Chester Institute and Porter and Chester Institute of Hamden. Unless otherwise specified, all statements in this catalog apply equally to both Porter and Chester Institute and Porter and Chester Institute of Hamden.*

# Training Available by Campus Location

## **Porter and Chester Institute of Hamden (Main School)**

### **Hamden, CT**

**1245 Dixwell Avenue, CT 06514 (203) 315-1060 (Affiliate of Porter and Chester Institute)**

Automotive Technology – CADD Technology -  
Career Electronics Systems Technician – Career HVACR – Career Industrial, Commercial, & Residential Electrician  
Medical Assisting - Dental Assisting - Practical Nursing

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## **Porter and Chester Institute, Stratford Main School and Branch Campuses**

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### **Canton, MA**

**5 Campanelli Circle, Canton, MA 02021 (781) 830-0350 (Branch Campus)**

Automotive Technology - CADD Technology -  
Career Computer & Network Technology - Career HVACR -  
Career Industrial, Commercial, & Residential Electrician - Medical Assisting - Dental Assisting

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### **Chicopee, MA**

**134 Dulong Circle, Chicopee, MA 01022 (413) 593-3339 (Branch Campus)**

Automotive Technology - CADD Technology - Career Computer & Network Technology  
Career HVACR - Career Industrial, Commercial, & Residential Electrician  
Medical Assisting – Medical Billing & Coding - Dental Assisting

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### **Enfield, CT**

**33 Palomba Drive, Enfield, CT 06082 (860) 741-2561 (Branch Campus)**

Practical Nursing

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### **New London, CT**

**47 Bank Street, New London, CT 06320 (860) 574-9782 (Branch Campus)**

Career Industrial, Commercial, & Residential Electrician  
CADD Technology - Medical Assisting – Dental Assisting

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### **Rocky Hill, CT**

**30 Waterchase Drive, Rocky Hill, CT 06067 (860) 529-2519 (Branch Campus)**

Automotive Technology - CADD Technology – Career Industrial, Commercial, & Residential Electrician  
Career Computer & Network Technology – Career Electronics Systems Technician – Career HVACR – Plumbing  
Cosmetology – Medical Assisting – Medical Billing & Coding – Dental Assisting – Practical Nursing

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### **Stratford, CT**

**670 Lordship Boulevard, Stratford, CT 06615 (203) 375-4463 (Main Campus)**

Automotive Technology - Career Computer & Network Technology – Career HVACR  
Career Industrial, Commercial, & Residential Electrician, Plumbing  
Medical Assisting – Medical Billing and Coding - Dental Assisting – Practical Nursing

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### **Waterbury, CT**

**881 Wolcott Street, Waterbury, CT 06705 (475) 689-3800 (Branch Campus)**

Automotive Technology - CADD Technology – Career Computer & Network Technology  
Career Electronics Systems Technician – Career HVACR - Career Industrial, Commercial, & Residential Electrician  
Medical Assisting – Medical Billing & Coding - Dental Assisting - Practical Nursing

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### **Worcester, MA**

**220 Brooks Street, Worcester, MA 01606 (508) 304-6500 (Branch Campus)**

Automotive Technology - CADD Technology - Career Electronics Systems Technician  
Career Computer & Network Technology - Career HVACR - Medical Billing and Coding  
Career Industrial, Commercial, & Residential Electrician - Medical Assisting - Dental Assisting

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# History

The history of Porter and Chester Institute began in 1946 with the founding of the Porter School of Engineering Design in Hartford, Connecticut.

In 1973, the Porter School and Chester Institute for Technical Education of Stratford, Connecticut, became one institution. Subsequently, the name, Porter and Chester Institute, was adopted, and the curricula contents and operational policies of the two institutions were standardized. At the same time, the Porter School, which was located in Rocky Hill, Connecticut, became the Rocky Hill Branch of the Porter and Chester Institute.

In response to the increasing demand for Porter and Chester Institute graduates, the Waterbury Campus was established in 1977. As the need for graduates continued to expand, in reflection of this need, in 1979 a campus was established in Enfield.

In 1976 the Automotive Technology program was added to the curriculum. Shortly afterwards, the school began its involvement with car racing, and over the years, has entered cars in the following racing categories: Formula Atlantic, Formula Ford, Dragsters, Modified Stock, Stock, Pro-stock, and Funny Cars.

In 1986 the Waterbury Campus was expanded and moved to Watertown, and in 1987 the Rocky Hill Branch was also moved to larger quarters in Wethersfield.

All during the 1980's the school found itself continuously adding more and more computer related technology and skills to the curriculum content of the occupations which it teaches. So in 1981, in reflection of this deep involvement with computers and in keeping with its philosophy of staying with the latest technologies it teaches, Porter and Chester Institute added a program to teach students how to repair computers.

Almost every year the content of this program has advanced in reflection of the constantly improving technology of computers. Today, the program is entitled Career Computer and Networking Technology and covers not only repairing computers but also networking them using routers and various interface components. In addition, the program also addresses computer and network security and includes the repair and maintenance of peripherals including scanners and printers.

This involvement with computers has proved to be significant for all concerned. It has provided students with an exciting, new occupational choice, and at the same time, insured Porter and Chester's leadership position in the occupations it teaches. After all, today, almost every occupation makes use of computers in some way or another.

The prevalence of medical and hospitalization insurance together with the shortage of registered nurses revealed the need for a new, technician level occupation. To meet this demand, in 1992 Porter and Chester Institute added Medical Assisting to the curriculum.

This growing occupation is attractive to people who have an interest in helping others by helping doctors and nurses with both the clinical and administrative aspects of healthcare.

As the application of computers widened, the types of controlling devices used in the heating, ventilating, air conditioning, and refrigeration fields have become computerized. Accordingly, in 1992 Porter and Chester Institute added another high demand occupation for students to consider, HVACR technician.

The success of the Enfield campus revealed the need for a school in Western Massachusetts. That being the case, in 1993 Porter and Chester Institute opened its campus in Chicopee, MA.

In August 1995, the stockholders of Porter and Chester Institute purchased the assets of the Connecticut School of Electronics (CSE). CSE was located in New Haven, Connecticut, and was established in 1947. Now Porter and Chester Institute of Hamden, the school has enlarged the scope of its programs and student services. Students living in the New Haven and shore points areas now have local access to additional training opportunities.

Dental Assisting is another occupation that people who are interested in helping others find attractive. In 1998 the Institute recognized this need by adding Dental Assisting to the curriculum at Enfield and in 2007 began expanding it to its other locations.

In 2002 it became clear that the electrician occupation had changed significantly and that an important opportunity had emerged for anyone interested in becoming trained in this occupation. In recognition of this trend, in 2003 the Institute added the Career Industrial, Commercial, & Residential Electrician program to the curriculum.

In 2004 the Institute recognized the increasing demand for Porter and Chester graduates in Central and Eastern Massachusetts. Porter and Chester responded to this need by opening its Westborough branch in 2005 and its Canton and Woburn branches in 2010. The Woburn campus closed in October 2017.

In response to the incredible demand for nurses, Porter and Chester began offering its Practical Nursing program in 2006.

In 2007 there was a change of ownership in the majority stock holder of the Institute.

In 2013 Porter and Chester purchased the YTI Career School chain in Pennsylvania.

In 2014, the Westborough campus moved to Worcester, MA. and in 2016, the Watertown campus moved to Waterbury, CT

In 2018, the New London, CT branch campus opened. Also in 2018 the Enfield campus began offering just the Practical Nursing program. In 2019 Porter and Chester Institute of Branford moved to Hamden, CT.

As its history indicates, Porter and Chester is an experienced, competent provider of administrative, technical, and medical expertise. This history also reveals that the Institute stays at the forefront of occupational training by continuously seeking new programs to offer and continuously modernizing the contents of the programs it teaches.

# Philosophy

## ***Mission***

Our MISSION is to:

Support committed students in achieving the technical and professional skills essential for their chosen career through industry-modeled, student-centered education and training.

## ***Vision***

Our VISION is to:

Grow our school with quality and integrity, through the collaborative pursuit of excellence by:

- Delivering a high quality, industry-modeled learning environment for students
- Actively supporting our students, our employees, the employers of our graduates, and our communities
- Being recognized as the preeminent career education and training school in our geographic regions, a valuable partner in the communities we serve, and a great place to work

## ***Values***

Our VALUES are:

Professionalism  
Teamwork  
Integrity  
Excellence  
Trust  
Relationships  
Accountability  
Having Fun

The Institute places heavy emphasis on developing graduates who are sought after in the job market place. That emphasis might be categorized as follows:

1. Education in the specific, practical skills required by the Employer. This reduces the amount of time required to train a graduate to an employer's particular situation. Accordingly, the Employer acquires a productive, cost-effective employee after a minimum orientation period.
2. Education in a selected cluster of occupationally related skills and knowledge. This fosters professional advancement and permits a smooth adjustment to the changing demands of the occupational world.

3. A knowledge and skills foundation that will provide graduates with a sufficient theoretical base to motivate and enable them to continue their own professional development.
4. Individualizing the curriculum content so that each student can take full advantage of the motivational fuel that comes from knowing one is truly acquiring skill and knowledge.
5. Assisting graduates in their job search efforts so that they promptly secure the kind of employment for which they have been prepared.

# Career Services

As part of a student's program, the Institute is responsible for helping each graduate get situated in the kind of job for which he or she has been prepared. This includes training in the task of job search as well as personal preparedness and securing interviews. The Career Services department offers a variety of Professional Development seminars throughout the student's enrollment designed to enhance the student's preparedness for the work world. All students are expected to attend and participate in these seminars as assigned.

Accreditation standards do not permit any school to guarantee employment to its graduates.

Records are kept about each graduate as he or she secures employment. The employer the graduate will be working for, the nature of the work he or she will be doing, the date he or she will begin work, and (if provided) the amount of the starting salary are recorded.

If a graduate seeks additional education, joins one of the Services, or for any reason is not available for prompt placement, these facts are also recorded in the Institute's placement file. In other words, the Institute's staff assists and stays in touch with every graduate until he or she has secured employment, or it has been determined that the graduate does not wish our assistance any longer.

Graduates of all programs should be aware that they may be subject to a background check and those with a felony conviction may experience difficulty in obtaining employment.

# Accreditation

Porter and Chester Institute and Porter and Chester Institute of Hamden are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Medical Assisting program is additionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) at all campuses except New London.

## ***Accrediting Commission of Career Schools and Colleges (ACCSC)***

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

## ***Accrediting Bureau of Health Education Schools (ABHES) (Medical Assisting, programmatic accreditation)***

7777 Leesburg Pike, Suite 314 North  
Falls Church, Virginia 22043  
(703) 917-9503  
[www.abhes.org](http://www.abhes.org)

## ***State Approval and Licensing***

Porter and Chester Institute and Porter and Chester Institute of Hamden are approved by the Connecticut Office of Higher Education. Porter and Chester Institute is licensed by the Commonwealth of Massachusetts Division of Professional Licensure, Office of Private Occupational School Education.

If you would like to review the documents which authorize Porter and Chester state approval and accreditation they are available for viewing in the lobby of each campus.

## ***Veterans Approval***

Porter and Chester is approved to train veterans and their qualified dependents who are eligible for Veterans Administration Educational benefits.

## ***Memberships***

The faculty and staff of Porter and Chester are represented in the following associations and have access to their publications:

- Air Conditioning Contractors of America (ACCA)
- Alldata
- American Academy of Professional Coders (AAPC)
- American Association of Medical Assistants (AAMA)
- American Dental Assistants Association (ADAA)
- American Design/Drafting Association (ADDA)

- American Correctional Association (ACA)
- American Heart Association Instructor Network
- American Institute of Steel Construction
- American Medical Technologists (AMT)
- American Nurses' Association (ANA)
- American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHEA)
- Apple Developers Network
- Apple Teacher Network
- ASE - National Institute for Automotive Service Excellence
- Association of Energy Engineers (AEE)
- Association for Supervision and Curriculum Development (ASCD)
- Automatic Transmission Rebuilders Association (ATRA)
- Automotive Engine Rebuilders Association (AERA)
- Automotive Service Association (ASA)
- Career Education Colleges and Universities (CECU)
- CompTIA
- CompTIA Academic Partner Program
- CT Association of Professional Financial Aid Administrators (CAPFAA)
- Connecticut League for Nursing
- Connecticut Nurses' Association
- Connecticut State Dental Association (CSDA)
- Eastern Association of Student Financial Aid Administrators (EASFAA)
- Florida Air Conditioning Contractors Professional Association
- Imagine America Foundation
- Indoor Air Quality Association
- International Brotherhood of Electrical Workers (IBEW)
- International Society of Bone Densitometrists
- Massachusetts Association of Student Financial Aid Administrators (MASFAA)
- Massachusetts Society of Medical Assistants (MSMA)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Commission on Correctional Health Care (NCCHC)
- National Fire Protection Association (NFPA)
- National League for Nursing (NLN)
- National Oil Heat Research Alliance (NORA)
- New England Private Career School Association (NEPCSA)
- North American Council of Automotive Teachers (NACAT)
- North American Technical Excellence (NATE)
- Oil Energy Service Providers
- Refrigeration Service Engineers (RSES)
- Society of Automotive Engineers (SAE)



# Tuition and Fees Payments

## *Payment Procedure and Records*

The \$25 Application Fee is due upon submitting the Application for Admission. The Application Fee is non-refundable except as stated in the cancellation policy.

Tuition and Student Services Fee amounts may be found on the Enrollment Agreement and on page 73 of this catalog. There are no additional charges for programs delivered via Blended Learning. Tuition and fee charges are payable according to the procedures outlined below.

The staff in the Educational Funding department help students assess their financial resources and determine what best suits each student's situation. All students are encouraged to apply for federal financial aid. If the federal financial aid will not enable the student to cover all educational costs, PCI will assist the student to locate other alternative sources of educational funding. Educational funding may be from federal, state, institutional or private sources in the form of loans, grants, scholarships or benefits.

After deducting all anticipated educational funding from the total charges for each term, any balance due to the Institute must be paid by the student out-of-pocket prior to the start of each term. Or, the student may request a monthly payment plan. The first payment on a monthly payment plan is due prior to the start of the first term. Please note that this extension of credit will not be extended to reenrolling students with a prior history of payment delinquency; such students must pay their balance due after educational funding prior to the start of each term.

If a student receives additional educational funding after starting school, the student's personal out-of-pocket balance may be reduced.

If, for any reason, a student is not eligible to receive the anticipated educational funding scheduled for the current or future terms, the student is responsible for paying, out-of-pocket, on the due date set by the Institute, the balance of the tuition charges which would have been paid by the lost educational funding.

For those students who are not interested in applying for federal financial aid or any other source of educational funding, payment of the Student Services Fee is due prior to the start of classes. Tuition for each term must be paid prior to the start of the term, including the first term's tuition charge which must be paid prior to class start.

Tuition payments are accepted on our website; just go to [www.porterchester.com](http://www.porterchester.com) click on "Student Services" and then click "Pay Online." We also offer direct debit for those who wish to have their payments processed automatically. Students on certain payment plans are required to have their payments processed via direct debit (from a credit or debit card) or ACH (from a checking or savings account). Failure to maintain a valid direct debit/ACH authorization may subject a student to financial probation and dismissal. Please see the Educational Funding department for the direct debit form.

Late payments may subject a student to financial probation. Financial probation may progress to financial dismissal if the student does not make their scheduled in-school, monthly or term cash balance payment or fails to fulfill any other financial obligation, including making satisfactory arrangements to pay tuition charges which become due because of a loss of anticipated educational funding. All outstanding charges must be paid in full prior to a student receiving their diploma or a transcript being issued.



## ***Cancellation and Refund Policy***

1. If the Applicant wishes to cancel enrollment any time after signing the Enrollment Agreement he or she may do so orally or in writing.
2. The Application/Administrative Fee will be refunded in full if the Applicant withdraws the application within five (5) days of signing the Enrollment Agreement or is not accepted.
3. In the event of cancellation more than five days after application, any money the Applicant paid the school, other than the Application/Administrative Fee, will be refunded within 45 days (30 days in Pennsylvania).
4. Applicants who have not visited the school prior to enrollment will have the opportunity to cancel enrollment without penalty (receive a refund of all money paid) within five (5) business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Tuition for the program is as stated on the Enrollment Agreement and there will be no increase in the tuition rates after completion of the Enrollment Agreement. If during the first week of the first term, the student withdraws or is dismissed for any reason after starting classes, 100% of the Student Services Fee (in CT and MA) or 100% of the Technology and Materials Fee (in PA) will be refunded. After the student begins the second week of the term, no portion of the Fees is refunded.

If the student withdraws or is dismissed for any reason after starting classes but before completion of the term, the Student's enrollment is terminated and the applicable schedule below is used to determine the tuition refund amount. Under the pro-rata term tuition refund schedule, the school retains a pro-rata percentage of tuition up through 60% of the term (based on the number of weeks the Student has been in attendance that term) and refunds the remainder. No portion of the term's tuition is refunded after the Student has completed 60% of the term. The refund computation is based on the last date of actual attendance. (Note: The "First Term Refund Schedule" applies only to the first period of enrollment. Students who withdraw or are dismissed and then restart or reenroll are considered to be in their "Second through Last Term" of enrollment.)

### **First Term Tuition Refund Schedule**

<b>If the last date of attendance occurs:</b>	<b>The Charge is:</b>	<b>The amount of the tuition refund is:</b>
In the first week (calendar day 1 through 7)	0%	100% of tuition
In the second week (calendar day 8 through 14)	17%	83% of the first term's tuition
In the third week (calendar day 15 through 21)	25%	75% of the first term's tuition
In the fourth week (calendar day 22 through 28)	33%	67% of the first term's tuition
In the fifth week (calendar day 29 through 35)	42%	58% of the first term's tuition
In the sixth week (calendar day 36 through 42)	50%	50% of the first term's tuition
In the seventh week (calendar day 43 through 49)	58%	42% of the first term's tuition
In the eighth through twelfth weeks	100%	None

### **Second through Last Term Tuition Refund Schedule**

<b>If the last date of attendance occurs:</b>	<b>The Charge is:</b>	<b>The amount of the tuition refund is:</b>
In the first week (calendar day 1 through 7)	8%	92% of tuition
In the second week (calendar day 8 through 14)	17%	83% of the first term's tuition
In the third week (calendar day 15 through 21)	25%	75% of the first term's tuition
In the fourth week (calendar day 22 through 28)	33%	67% of the first term's tuition
In the fifth week (calendar day 29 through 35)	42%	58% of the first term's tuition
In the sixth week (calendar day 36 through 42)	50%	50% of the first term's tuition
In the seventh week (calendar day 43 through 49)	58%	42% of the first term's tuition
In the eighth through twelfth weeks	100%	None

This Refund Policy is used to calculate the refund of institutional charges. Any refund of institutional charges is credited to the student's account within 45 days of determining the student is no longer enrolled (30 days in PA). Students who receive federal student aid are also subject to the Federal Return to Title IV (R2T4) Policy. This separate Return of Title IV Funds calculation is performed to determine the amount of federal aid that must be returned to the federal government by the school and the student. This policy calculates the amount of federal financial assistance the Student has earned based on the percentage of the term (or payment period) the student completed up to the 60% point in time. See the Federal Return to Title IV (R2T4) Policy in the catalog for information on calculating federal refunds when a student withdraws or is dismissed. Returning funds (within 45 days of determination) as required by this policy could result in the student owing a balance to the school.

Students are responsible for the portion of the term's tuition charge remaining after the tuition refund is credited, the applicable portion of the Student Services Fee (CT and MA) or books, kits and supplies charges (PA), and any fees (e.g. NSF bank fees) which they have incurred. Student payments, earned federal student aid, and other funding sources are first used to satisfy these outstanding charges before any refund is issued.

If the student's total payments are more than the total amount owed, the excess will be refunded within 45 days (30 days in PA) of the date of determination of the student's withdrawal or dismissal. (The "Date of Determination" is the date of dismissal, or date the student notified the school of their withdrawal or 14 days after the last date of attendance if no notification of withdrawal was provided by the student or, in CT and MA, 5 days after a LOA end date or term begin date if the student does not return to class and has not provided notification of withdrawal.) Institutional refunds are made to payment sources in the following order: institutional loans and grants, Direct Unsubsidized Loans, Direct Subsidized Loans, PLUS Loans, Private Education Loans, Agency Sponsorship, Pell Grants, FSEOG, other grants or scholarships, and the Student.

If the student's total payments are less than the total amount owed, he/she is responsible for paying the balance. ("Student's total payments" means all funds from all sources credited to the student's account minus any funds returned to the federal student aid programs under the R2T4 calculation.) This amount is payable in full at the time of termination, unless the Student has arranged for installments. Six-percent annual interest applies to any money owed the school that is not collected within sixty days of the student's last day of attendance. If the Student fails to make payment, the school will take the legal action necessary to collect the money due, and the student will be responsible for payment of any attorney's fees or other costs incurred by the school in collecting the money owed to it by the student. The student's performance in satisfying any obligation owed to the school may be reported to one or more credit bureaus.

#### **FOR MASSACHUSETTS STUDENTS:**

The Application/Administrative Fee is non-refundable (except as provided below in M.G.L. Chapter 255, Section 13k). We are required by law to provide this notice to our Massachusetts students. However, since Porter and Chester Institute's tuition refund policy is more favorable to students (results in withdrawn students owing a smaller amount to the school), the institutional refund policy will be used to calculate all refunds for students who withdraw after starting classes.

Contract Notice required by M.G.L. Chapter 255, Section 13k

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

Administrative Costs: \$25

This school is licensed by the Massachusetts Division of Professional Licensure, Office of Private Occupational School Education. Any comments, questions, or concerns about this school's license should be directed to [Occupational.Schools@state.ma.us](mailto:Occupational.Schools@state.ma.us) or 617-727-5811, dial "0".

## **Educational Funding**

### **(Financial aid available for those who qualify)**

Most postsecondary educational institutions operate on the basis of students completing an academic year in nine months. This means that full time attendance consists of approximately 15 hours of classes per week for two semesters of 15 weeks each for a total of 30 weeks during the twelve months of a year. In other words, most college students attend classes for only nine months (30 weeks) of the year. The regulations about federally sponsored student financial aid are based on this schedule.

Porter and Chester students, however, attend classes for twelve months of the year rather than nine. They also spend more time in class each day than do students attending a nine months' college. Accordingly, in adjusting things to enable Porter and Chester students to be treated fairly with respect to Federally sponsored student financial aid, a framework must be set up that will match Porter and Chester's schedule with the Federal regulations that are based on the nine months college schedule. Needless to say, this causes a great deal of complexity.

In October of 2010, the Federal Department of Education published a regulation which updated how many student contact hours (clock hours) equal a semester credit hour and a quarter credit hour for federal aid purposes. A student contact hour is defined as a 60 minute unit of instruction and break time, with at least 50 minutes of instruction. Porter and Chester measures student academic progress in quarter credit hours. The regulation specifies that 20 student contact hours are equal to one quarter credit hour, for programs where the student's work outside of class combined with the on-site hours of instruction equals statutory minimums. For purposes of awarding federal student aid, all programs except Cosmetology meet this definition. Cosmetology is a clock hour program, and federal aid for these students is awarded in clock hours.

#### ***Pell Grants***

To be eligible for a grant under this program, the student's financial need must fit the requirements of the eligibility formula. The formula also determines the amount of the grant the student receives. Another factor affecting the amount of the grant is the amount of money Congress appropriates each year for funding of this program. The money the student receives under this program is not paid back. It is a gift.

Because the Pell Grant can provide a fundamental source of aid to students, Porter and Chester encourages every student seeking financial aid to apply for this grant. By making sure that every student who qualifies for a Pell Grant receives one, the Institute is able to make its other sources of student aid stretch further and help more students than would otherwise be the case.

#### ***Ford Federal Direct Loan Program (DL)***

This program consists of the loans described below which students or parents can use to borrow money from the U.S. Department of Education for financing education after high school. Porter and Chester acts as the intermediary on behalf of the applicant and the U.S. Department of Education.

#### ***Federal Direct Subsidized Loans (DSL)***

Students who qualify for federal financial aid may apply for this low-interest loan. The interest is paid by the federal government while the student remains in attendance. Repayment commences six months after the student graduates or ceases to be enrolled at least half time. The interest rate is fixed at 5.045% for the 2018-19 academic year.

#### ***Federal Direct Unsubsidized Loan (DUL)***

Students who are not eligible for other federal financial aid may still apply for this low-interest loan. The terms of this loan are the same as the DSL except that the federal government does not pay the interest while the student is in attendance.

#### ***Federal Direct PLUS Loan (DPLUS)***

This low-interest loan is available to the parents of dependent students. The parents must have established a satisfactory credit record, and the amount they may borrow per academic year is the cost of attendance at the Institute minus any financial aid the dependent student receives. The interest rate is fixed at 7.595% for the 2018-19 academic year.

#### ***Federal Supplemental Educational Opportunity Grant (FSEOG)***

Students with exceptional need for financial assistance are considered for this program. The money the student receives is not paid back. It is given to the student as a combined gift from the federal government and Porter and Chester. Grants are provided in varying amounts depending on the student's calculated need. First priority is given to Pell Grant recipients.

### ***Education Tax Benefits***

Currently, the federal government offers three education benefits to tax filers: the Tuition and Fees deduction, the American Opportunity Credit, and the Lifetime Learning Credit. In general, these tax benefits are available to the person claiming the student as a dependent for tax purposes. So, parents paying for their child's education may receive the credit instead of the student. The eligibility criteria, the amounts available, and income limits vary by program, so it is useful to seek the help of a tax advisor in determining whether a student or parent is eligible for one of these benefits. These benefits are subject to revision or elimination by the federal government at any time.

### ***Imagine America Scholarship***

Porter and Chester participates in the Imagine America scholarship program. In 2018-19 this constitutes the Imagine America High School Scholarship for graduating high school students, Military Award Program for current and former military, and Adult Skills Education Program for adults returning to school. Details are available on our website and from the Admissions and Educational Funding offices.

### ***Porter and Chester Institute Grants and Scholarships***

Porter and Chester offers a few small tuition grant programs to specific student populations. Applicants with an immediate family member who is a student, graduate, or employee of Porter and Chester may be eligible for a Family Member tuition grant. Amounts vary based on the family member relationship. Details are available from the Admissions office.

Graduates of the Medical Assisting program returning to enroll in the Practical Nursing program are eligible to apply for a PN Grant to offset the double tuitions. Applicants to the Practical Nursing program who hold a valid CNA certification may apply for the CNA Community Service grant. During the first term when a new program is being launched, applicants to those programs may be awarded a New Program grant. Applicants with exceptional financial need are eligible to be nominated by the educational funding staff to receive a PCI grant to meet their remaining need. Applicants who are receiving educational funding under the Trade Adjustment Act, but whose remaining need after allowable adjustments for other grants exceeds their funding agency's tuition cap are eligible for a TAA grant to meet their remaining need and help them qualify for their TAA funding.

Porter and Chester offers the Beacon Skilled Trades and the Beacon Health and Technology Scholarships to graduating high school seniors entering PCI between July 1 and November 1. Candidates must take certain standardized tests, submit education records, and undergo a panel interview. Awards vary by campus and include, full, half and quarter tuition scholarships. Details are available on our website and from the Admissions and Educational Funding offices.

### ***Alternative Financing***

Credit based loans are available through private lenders to students who meet the lender's criteria. The Educational Funding Department can provide a neutral, historic list of lenders who have made loans to our students in the past and are still available to make loans to Porter and Chester students.

### ***Student Aid Award Policy***

Direct Loans, Pell Grants, and Federal Supplemental Educational Opportunity Grants make up the fundamental building blocks for putting together a financial aid "package." After establishing the amount of aid available from these sources, the Educational Funding Department determines whether additional funding is needed. Generally speaking, federal financial aid is disbursed up to ten days prior to the first day of each term for continuing students. The following conditions and procedures apply to the awarding of financial aid:

- The appropriate forms must be filled out accurately and sent or brought to the appropriate campus on time. Educational Funding staff are available to provide the forms and answer any questions a student may have.
- The federal government's award year is July 1 to June 30. Accordingly, if the student is enrolled in the Institute for more than one federal government award year, the student must fill out the appropriate forms again prior to the beginning of each award year.
- The student must be making Satisfactory Academic Progress toward the completion of his/her educational program. This means that there must be a reasonable expectation that the student will graduate in an acceptable time frame with satisfactory mastery of information taught in their program.
- The student may not be in default on repayment of a federal student loan. Similarly, the student may not owe a refund on a Pell Grant or Federal Supplemental Educational Opportunity Grant.

## Satisfactory Academic Progress

### ***Return to Title IV Funds Policy (R2T4)***

If you leave Porter and Chester prior to completing 60% of a payment period (term), the Institute recalculates your eligibility for Title IV funds. Recalculation is based on something called “the percentage of aid that has been earned” using the Federal Return to Title IV Funds (R2T4) formula. This formula basically calls for proration of your aid based on the time you attended school. Your last day of recorded attendance is your withdrawal date for this calculation. Once you have completed 60% of your payment period, you have earned all of your Title IV funds, and no R2T4 calculation is required.

In the R2T4 formula, the percentage of the payment period completed is equal to the number of days completed (up to the withdrawal date) divided by the total days in the payment period. Any break of five days or more is not counted as part of the days in the term. This percentage of the payment period completed is equal to the percentage of aid that has been earned.

If you earned less federal aid than the aid that was disbursed to you, the Institute would be required to return a portion of the funds to the Federal government. The portion of funds the Institute would be required to return is equal to the lesser of: 1) your institutional charges multiplied by the unearned percentage of your federal funds, or 2) the entire amount of unearned funds. Funds which the Institute is required to return will be restored to the Title IV programs in the following order: Direct Unsub, Direct Sub, Direct PLUS, PELL, FSEOG. The school returns funds within 45 days of determining that you withdrew.

If you received some of your Title IV funds as a stipend for living expenses, you may be required to return a portion of the funds, in addition to what the school returns. You will repay any loan funds required to be returned according to the terms of your promissory note. The amount of grant overpayment due from you is limited to the amount by which the original grant overpayment amount exceeds half of the total Title IV grant funds disbursed or could have been disbursed.

If you earned more aid than was disbursed, the school may owe you a post-withdrawal disbursement (PWD). Any grant PWD will be credited directly to your account. BUT if that post-withdrawal disbursement consists of a loan, you can decline those funds if you do not wish to incur additional debt. (And it may be in your best interest to do so).

There are some FSA funds that you might be scheduled to receive that you cannot earn because of eligibility requirements. For instance, if you are a first-time borrower, and you have not completed the first 30 days of your program (before you withdraw) you will not earn any of the Direct Loan funds which you would have received if you had remained in school past your 30th day.

Also keep in mind that the requirements for returning FSA program funds (when you withdraw) are separate from any refund policy which the Institute has. The Educational Funding office can research any questions you have and provide you with requirements and procedures to officially withdraw from school.

Copies of this policy, and examples of R2T4 calculations, are available from the campus Educational Funding office.

ACCSC standards and federal regulations require the Institute to establish standards of Satisfactory Academic Progress (SAP), involving two elements: qualitative (cumulative grade point average) and quantitative (the pace of hours earned compared to hours attempted, a maximum time frame for completing the program, and attendance rate.) SAP standards apply to all students in all programs. It is the student’s responsibility to be informed of the Institute’s SAP standards and to monitor their own progress.

To remain enrolled at Porter and Chester and to be eligible for financial aid, whether or not aid was received in the past, students must be in compliance with all four of the monitored areas: cumulative GPA (C-GPA), academic pace of credit hours (or clock hours) earned, maximum time frame and attendance rate.

### **I. Cumulative Grade Point Average (Cum GPA)**

Students in the Practical Nursing, CHVACR and Plumbing programs must maintain a minimum grade point average of 75 in all courses every term. In all other programs, a student must maintain a cumulative GPA (C-GPA) of 70 (which is the equivalent of a “C” average). If a student withdraws and then re-enrolls in the same program, all coursework from both periods of enrollment is included in the cumulative GPA calculation.

### **II. Academic Pace**

#### **(Hours Earned Compared to Hours Attempted)**

Students must earn at least 67% of total cumulative hours attempted. To earn hours at Porter and Chester, one must receive a grade of 60 or higher in the course. (In the Medical Billing and Coding program only grades of 70 or higher earn hours and in the Practical Nursing, CHVACR and Plumbing programs only grades of 75 or higher earn hours.) Audited courses (AU) do not count as either hours attempted or as hours earned. If a student withdraws and then re-enrolls in the same program, all coursework from both periods of enrollment is included in the Academic Pace calculation.

### **III. Maximum Time Limit**

To remain in good academic standing, students must complete their program requirements for the academic program in which they are enrolled within 150 percent of the published length of their academic program. For example, students in programs whose published length requires 60 quarter credit hours over 12 months for graduation, may attempt a maximum of 90 credit hours over 18 months. If a student withdraws and then re-enrolls in the same program, all coursework from both periods of enrollment is included in the Maximum Time Frame calculation.

### **IV. Attendance Rate**

Students must maintain a term-based 90% attendance rate.

**Course Withdrawals:**

Classes from which a student withdraws after beginning attendance are included as hours attempted in the Academic Pace calculation. Withdrawn courses will negatively affect the student's ability to satisfy the hours earned standard. Classes from which a student withdraws are not included in the Cumulative GPA calculation.

**Course Incompletes:**

Incomplete grades are included in both the Cumulative GPA calculation and the Academic Pace calculation.

**Course Repetitions:**

When students repeat courses which they previously failed or dropped, each repetition counts as hours attempted but only the successfully completed course counts as hours earned. Only the grade from the repeated course is used in the Cumulative GPA calculation. Students may repeat a failed course once. Students who fail the same course twice will be dismissed from their program.

**Transfer Credit Courses**

Accepted transfer credits count as both attempted and earned hours. Courses for which the student received transfer credit are not counted in the Cumulative GPA calculation.

**SAP Reviews**

The SAP calculation is run at the end of every term or payment period. A review is then completed to determine if students are complying with SAP standards. Students who are out of compliance with one or more of the SAP standards are subject to sanctions as indicated below.

**SAP Warning**

The first time students fail to meet one or more of the SAP standards, they are placed on SAP Warning for the following term. This is an automatic status (i.e. there are no steps necessary on the student's part) and the student may continue to attend classes and receive federal aid, if applicable, for the one term of SAP Warning. The student's SAP status is "Warning", his/her school status is "probation" and the financial aid status is "Financial Aid Warning". He or she is notified via probation letter that failure to meet SAP standards for a second term in a row could subject him/her to dismissal for failing to maintain Satisfactory Academic Progress.

**SAP Appeals**

A student on SAP Warning who fails to meet one or more of the SAP standards by the end of the warning term (i.e. they fail SAP two terms in a row) is subject to SAP dismissal. However, the student may file an appeal of this situation, if failure to be in compliance with one or more areas of Satisfactory Academic Progress is due to mitigating circumstances, such as the student's extended illness or injury, serious illness or death in the immediate family or other significant trauma. The student must complete the SAP Appeal form and submit it with supporting documentation to the SAP Appeals Committee. The SAP Appeals Committee consists of the

Campus Director, Operations and Education (CDOE) the Vice President of Operations and Education, the CDOE from another campus, the Vice President, Regulatory Affairs and Compliance and any other staff appointed to serve on the Committee. Students must file their Appeal within 4 days of notification that they have failed to regain SAP, and the SAP Appeals Committee must render a decision within 48 business hours of receiving a completed SAP Appeal packet.

**SAP Probation (SAP Failure Appealed and Appeal Granted)**

If the Appeal is granted, the student is placed on SAP Probation for the term. As part of the probationary process, the Committee determines if the student can mathematically regain SAP on both the quantitative and qualitative components by the end of the next term, and provides the student an Academic Plan showing what level of performance will be needed in order to regain Satisfactory Academic Progress. If the Appeal is granted, but it is not feasible for the student to fully regain SAP in one term, the Committee must create an Academic Plan which, if adhered to, will return the student to SAP by a specified date. Students are considered to be in good Academic Standing as long as they meet the terms of their Academic Plan. If they fail to meet the plan benchmarks in any term, they will be dismissed. If it is mathematically impossible for the student to meet both the quantitative and qualitative components of SAP within the maximum time frame (150% of the program length) then the Appeal cannot be granted and the student must be dismissed. The student's SAP status is "Probation" or "Probation-Academic Plan", his/her school status is "probation" and the financial aid status is "Financial Aid Probation". The CDOE provides written notification of SAP Probation to the student. The probation letter includes the Academic Plan, if applicable. Students on SAP Probation may continue to attend classes and receive federal aid, if applicable, for the one term of Appealed SAP Probation.

**Regaining Eligibility for Federal Financial Aid**

To regain eligibility for financial aid after failing SAP, a student must remedy all deficiencies and become fully compliant with the SAP standards as discussed in the paragraph on SAP Probation. Once the student has remedied their deficiencies, the CDOE will notify the campus Assistant Director of Educational Funding. However, once the maximum time frame has been exceeded, federal financial aid eligibility ends, even if the student is in compliance with cumulative GPA or the academic pace requirements.

**SAP Dismissal**

Students are subject to SAP dismissal in the following circumstances:

- The student was on SAP Warning status, failed to meet SAP standards by the end of the warning probationary term, and failed to submit a SAP Appeal
- The student was on SAP Warning status, failed to meet SAP standards by the end of the warning term, and his/her SAP Appeal was denied
- The student was on SAP Probation status and failed to make SAP by the end of the appealed probationary term or meet the benchmark of an Academic Plan
- The student failed the same course twice

# Admission

## ***Application Requirements***

There are five parts to applying for admissions at Porter and Chester Institute:

1. Every applicant must complete a successful interview with a Career Program Specialist (CPS) to determine compatibility for the program. Applicants must be reasonably capable of successfully completing and benefiting from the training offered. Each candidate must agree to follow Porter and Chester Institute's student professionalism code, via completion of the "Steps to Success" document.
2. Based on a successful interview resulting in a positive recommendation from the CPS, the candidate may complete an application for admission.
3. Each applicant must take the Wonderlic test and pass with a score of 15 for Practical Nursing and Career Computer and Network Technology, 14 for Medical Assisting and Medical Billing and Coding, 12 for Dental Assisting and 10 for all other programs.
4. Through performance in the interview and on the application and the Wonderlic test, candidates must demonstrate proficiency in written and spoken English.
5. Each applicant must pay the \$25 Application Fee.

## ***Enrollment Requirements***

Once an applicant has successfully completed the application requirements, there are some additional enrollment requirements to start school at Porter and Chester Institute:

1. Complete the Institute's Enrollment Agreement;
2. Provide proof of high school graduation or the equivalent (GED or college degree) prior to class start;
3. Demonstrate the ability to financially afford the tuition through loans, grants, personal payments, or other means.
4. For Cosmetology, Dental Assisting, Medical Assisting, Medical Billing and Coding, Practical Nursing, Plumbing, and Hamden and New London CICRE program applicants, authorize PCI to conduct a general background check.
5. For Plumbing applicants, and HVACR at the Rocky Hill campus, document a valid driver's license.

A place is reserved for the applicant at this time; however, the agreement is not binding on the Institute until it has been signed by an official of the Institute. After the Institute makes its final decision whether to accept or reject the application, the applicant is notified by letter. In the event of rejection, all money the applicant paid to the Institute is refunded.

Normally, it takes about three weeks to process an application.

*(See the Curriculum Contents pages for additional Application and Enrollment information specific to the Medical Assisting, Medical Billing and Coding and Practical Nursing programs.)*

## ***Prerequisites***

Prior to enrollment at the Institute, an applicant must have graduated from high school or have acquired a General Educational Development (GED) credential or graduated from a college degree program.

For Dental Assisting and Medical Assisting programs, (all campuses except New London) applicants complete the Computer Readiness Questionnaire, as Blended Learning is the delivery method for those programs. Medical Billing and Coding students also complete the Computer Readiness Questionnaire, as their work is computer intensive.

## ***Tours of the Institute***

The Institute welcomes visitors and encourages prospective applicants, their advisors, their friends, and their families to tour the facilities. In particular, we urge that applicants bring a person with them who is already practicing the occupation the applicant is thinking of entering. In this way, the applicant can get especially sound advice about the quality of the Institute's instruction staff, curriculum content, and equipment.

Tours can be arranged by contacting the Institute. Porter and Chester is pleased to provide applicants with the names of companies that have employed the Institute's graduates. Contacting these references will provide the applicant with additional, objective information about the Institute.

## ***Campus Events***

On a regular basis, the Institute holds an "open house" for students and applicants at each campus. Each campus also holds other events throughout the year to which applicants, students, their families and the general public are invited. The purpose of these "get togethers" is to afford applicants and students the opportunity to share Porter and Chester Institute with those people closest to them, if they haven't had an opportunity to do so.

In addition, each term each campus holds a mandatory New Student Orientation, specifically for the incoming student body. Key staff are on hand to share important information and it's a good opportunity to get questions or problems that come up at the last minute taken care of.

We urge all new students to plan to attend New Student Orientation and to bring their families and friends to one of the scheduled campus events. Contact the Admissions office for additional information.



# Student Body

## Overview

Our students are a serious, mature group. They select the Institute for education and training because they expect to acquire the highest quality occupational skills in the shortest possible time. They are eager to graduate, quickly locate the kinds of jobs for which they've been prepared, and establish themselves as independent citizens.

## Profile

Generally speaking, five kinds of students select Porter and Chester for their occupational preparation.

1. Students who recognize that in almost every field education beyond high school is essential for success. At the same time, he or she does not feel comfortable with collegiate level education in the form in which it is traditionally available. This student finds Porter and Chester's "learn by doing" in an "on-the-job-like" environment attractive.
2. Another important segment of the Porter and Chester student body consists of people who intend to acquire a baccalaureate or advanced degree, but who also want to become financially independent before they pursue this long term goal.
3. More and more women re-entering the workforce are selecting Porter and Chester Institute for either a "refresher" in their former occupations or for learning a new, better paid occupation. These students are particularly interested in acquiring their training in the shortest possible times and are also eager to have competent assistance in getting situated in appropriate jobs.
4. Another expanding group of Porter and Chester students consists of men and women who have lost their jobs because their occupations have become obsolete. These students are "gun shy" of traditional occupations and wisely seek to acquire competence in occupations that incorporate the latest computer-based technology.
5. Students who haven't been able to decide for sure which occupation or profession they want to enter. Those students select one of the Institute's programs which they know will be helpful to them on a life-long basis and which will enable them to be financially independent until they decide what to do ultimately.

## Discrimination

Federal law protects citizens against discrimination on the basis of religion, race, color, ethnic origin, sex, age, and non-occupationally related handicaps. These laws apply to Porter and Chester in the enrollment of students and the hiring of employees. The compliance officer for the implementation of these laws at the Institute is the Chief Executive Officer. If a student feels the Institute is in violation of any of these laws, he or she must make use of the procedure described in the "Suggestions, Complaints" section of these regulations.

## Student Body Diversity

Enrolled, full-time students who received Pell Grants at Porter and Chester Institute are distributed across the following categories:

	% Male	% Female
Asian	1%	
Black	9%	13%
Hispanic	18%	13%
White	22%	8%
2 or more races	4%	3%
Other	4%	5%

At Porter and Chester Institute of Hamden, enrolled, full-time students who received Pell Grants are distributed across the following categories:

	% Male	% Female
Asian		
Black	20%	8%
Hispanic	16%	8%
White	36%	4%
2 or more races	4%	4%
Other		

## Retention Rate for Student Body

The retention rate for first-time, full-time students who began their studies at Porter and Chester Institute in Fall 2017 and were still enrolled or graduated by the end of Fall 2018 is 65%. The retention rate for first-time, full-time students who began their studies at Porter and Chester Institute of Hamden in Fall 2017 and were still enrolled or graduated by the end of Fall 2018 is 76%. The Institute reports these rates to the National Center for Educational Statistics through the IPEDS system.

## Vaccination Policy

Because Porter and Chester does not offer student housing, there are no general requirements about vaccinations. However, students in certain allied health programs may be subject to vaccination requirements. The Career Program Specialist can provide the current requirements for your program.

# Academic Information

## ***Our Approach to Education***

Porter and Chester students are part of a large, successful school. As such they enjoy the kind of educational services, respect, and clout that go with being part of a large institution.

On the other hand, Porter and Chester students are educated at branch campuses with limited enrollments. While classroom and lab maximums vary by program and campus, no class is larger than thirty students. Class size depends on the complexity of the material to be covered and the technique to be used in teaching it. By keeping the student/instructor ratio as small as possible, we can cover the maximum amount of material in a relatively short time. It also enables your instructors and fellow students to get to know you as a person, not just as someone else in the class. Furthermore, it's easier to make friends, have fun, and experience satisfaction from your accomplishments.

In a very real sense, as a Porter and Chester student you get the "best of both worlds"...the benefits of going to a big school and the benefits of going to a small school.

## ***Program Availability***

Not all programs are taught at all campuses. Not all program shifts (Early Day, Mid-Day, Afternoon, Evening) are taught at all campuses. Porter and Chester reserves the right to add or discontinue programs or program shifts at any time, which could affect students needing to repeat failed coursework.

## ***Curriculum Content***

A description of the content of the Program in which a student plans to enroll is contained in this catalog. This description is intended only as a characterization of the course materials the Program will contain. Porter and Chester continuously improves its programs. This means specific course subject matter may be shortened, lengthened, added or completely replaced without prior notice.

## ***Learning Resources***

The learning resource system consists of the basic theoretical volumes, reference books, suppliers' catalogs, periodicals, e-library offerings and internet web resources that students will need to supplement the course materials and which echo the resources they will use as a practitioner in the field after graduation. Learning resource systems are maintained independently by each program in their program areas.

## ***Field Trips***

The opportunity for students to view the application of the knowledge and skills they are learning in actual commercial and industrial situations is a worthwhile educational experience. In keeping with this conviction, periodically, Porter and Chester students may participate in carefully planned field trips.

## ***Probation***

Probation status serves as a warning to students that their performance in one or more areas – academics, attendance, conduct, or finances– is unsatisfactory and that a lack of improvement during the probationary period will lead to dismissal. Reasons for probation include, but are not limited to:

- Failure to meet Satisfactory Academic Progress standards, including maintaining a term based gross attendance percentage above 90%
- For Practical Nursing, exhausting over 50% of the cumulative programmatic absence allowance in either classroom or clinical settings
- Abandonment of an Externship site or failure to submit Externship attendance in a timely manner
- Significant or repeated violations of school policies
- Failure to fulfill financial commitments

The student will meet with the Campus Director of Operations and Education or designee and receive a written probation letter. The letter will be mailed to students who fail to attend the scheduled meeting and a copy kept in the student's permanent record.

## ***Graduation Requirements***

Upon graduation, the student will be awarded the Institute's diploma. To graduate, a student must have accomplished all of the following:

1. Completed all the course work required in the program in which the student is enrolled within the 150% time frame.
2. Passed each course and earned the number of quarter credit hours called for in the student's program. Current values are listed in the "Curriculum Content" section of this catalog but may be amended as curriculum is upgraded.
3. Achieved satisfactory academic progress, including satisfactory attendance and a cumulative grade point average of 70 or better. (75 course GPA in all courses in the Practical Nursing, Plumbing, and CHVACR programs.)
4. Completed any required federal loan exit counseling.
5. Payment of all money owed the Institute. Students with outstanding balances at the time of separation may not receive their diploma or transcript or licensing and certification assistance until their balance is paid.

# Grading

The Institute employs a grading system based on one hundred percent: 90 to 100 - Excellent, 80 to 89 - Good, 70 to 79 -Satisfactory, 60 to 69 - Below Average, Below 60 - Failure.

*(The Medical Billing and Coding, Practical Nursing, Plumbing and CHVACR grade scales are in the Curriculum Contents pages).* In addition:

W = Withdrawn                      AU = Audit  
T = Transfer Credit                P = Pass  
I = Incomplete

A grade of “Incomplete” may be assigned when mitigating circumstances have prevented a student from completing all required work before a course ends. The student must complete all outstanding work according to the Make-up plan (usually within a two week deadline) or the grade reverts to an “F”.

The final grade awarded for a course represents the degree to which the student has achieved the objectives of the course. The grade for each course is based primarily on two major criteria: (1) the quality and quantity of academic (theory based) work produced during the course, and (2) the quality and quantity of practical (hands-on) work produced during the course.

The mastery of theory is assessed through homework, research papers/projects, quizzes, tests and/or written exams. The mastery of hands-on work is assessed through labs, job sheets, competency checklists, projects, homework, and/or practical exams.

The syllabus for each course spells out the assessment methods used in that course and the weight attributed to each in the grading process. Depending on the nature and focus of a course, the assessments methods and the weights of those measures may vary from program to program and course to course.

## ***Numerical Equivalent (percent) and 4.0 Grade Conversion***

### ***Explanation***

90 to 100 (3.5-4.0)	Excellent performance; far exceeds standard; complete mastery of essentials; high degree of independence in problem solving; completion and mastery of all projects available in the term.
80 to 89 (2.75-3.49)	Good performance; exceeds standard; mastery of essentials; above average independence in problem solving; completion and mastery of most projects available in term.
70 to 79 (2.0-2.74)	Satisfactory performance; the level of performance achieved by most students and shows average independence in problem solving and the completion and mastery of core projects in the term.
60 to 69 (0.05-1.99)	Below average performance; flawed understanding of essentials; little independence in problem solving; core projects inadequate.
Below 60 (0)	Failure; needs much improvement to meet standard; little understanding of essentials; no problem solving capabilities; most core projects inadequate.

The components of a program are courses. In most programs, if the student receives a grade of 59 or lower for a course, no credit is earned, and the course must be repeated. The student may not graduate unless all the courses that make up a program have been completed with a grade of 60 or better. No credit is awarded for course with a grade of W, I or AU.

*(See Medical Billing and Coding, Practical Nursing, Plumbing and CHVACR Curriculum Content pages for grading information specific to those programs.)*

### ***Make-up Policy***

If the student is absent from classes, he/she must make arrangements to acquire the course material which was missed due to excused absences. A student who falls below 90% attendance for a term is subject to attendance probation for the first term and dismissal for the second term, but may appeal that dismissal based on extenuating circumstances. Students with extenuating circumstances may make up missed time on a schedule set by the Campus Director of Operations and Education in order to bring their attendance percentage back up to 90%.

Each program is constructed to account for a standard amount of time lost to holidays or snow days each term. In the event that a term has an unusually high number of emergency class cancellations, students need to be prepared for required “reschedule” days which could be held on a day of the week when they are not normally in attendance (i.e. Fridays or weekends). Reschedule days will occur on the next available Friday or Saturday based on program. During the October term, students in Early Day and Mid-Day CEST, CHVAC and CICRE will have a minimum of one Saturday class due to the preponderance of holidays. Other programs may also need a “reschedule day” on a Friday or Saturday in the October term depending on the placement of the holidays. These reschedule days will be announced in advance so that students may plan their schedules.

### ***Credit for Previous Postsecondary Education***

Academic and financial credit will be given for previous, relevant, postsecondary education if the student has retained mastery of the information. At the time the applicant requests advanced standing, an official transcript verifying the applicant's accomplishments and a catalog from the previously attended institution (or formal documentation of armed forces training courses) must be provided. The Education Supervisor at the branch the student will be attending interviews and tests the applicant to measure the knowledge and skill he or she possesses. Transfer credit must be requested prior to beginning any classes at Porter and Chester. A student does not pay for, attend or audit a course for which they received transfer credit.

Credit may be awarded for applicable course work from a program the student has mastered prior to matriculation at Porter and Chester (passed with a grade of "C" or better) provided the previous institution was accredited by an agency recognized by the US ED. However, credit cannot be awarded for part of a course. If the student's previous education did not cover all of the content in a course, no credit can be awarded.

Seventy-five percent of the Quarter Credit hours required for graduation can be transferred credits.

### ***Transferring Credit to Another Institution***

Porter and Chester programs are designed to equip the student to be knowledgeable, skillful employees in as short a time as possible. Accordingly, our curriculum content is put together from the point of view of what employers want their employees to know.

From time to time, this causes credit transfer problems because of the difficulty in matching our curriculum content with that of other postsecondary educational institutions. Acceptance of credits is always at the discretion of the receiving institution.

The Campus Director of Operations and Education (with the Curriculum Chair) may be a resource to the second school to provide information about what the graduate has learned at Porter and Chester.

Frequently, traditional postsecondary institutions do not award hour for hour credit to Porter and Chester graduates. Our graduates are not alone in this situation. Even students transferring from one college to another similar college are frequently surprised to learn that not all their credits are transferable.

The way to prevent this is to make sure before entering the first institution what credits will be transferable from one school to the second one. The student should get this information in writing from the Admission's or Registrar's office of the second institution.

### ***Credit Hours***

Porter and Chester measures student progress and awards academic credit in quarter credit hours (except for the Cosmetology program). Credit hours are based on student contact hours. A student contact hour (clock hour) is defined as a 60 minute unit of instruction and break time, with at least 50 minutes of instruction.

### ***Records***

An administrative file is maintained electronically for each student. The file contains:

1. Documents the student submitted and forms the student completed at the time he or she applied to the Institute.
2. The Enrollment Agreement between the student and the Institute.
3. A copy of the student's high school record, GED diploma or postsecondary education transcript (with degree awarded).
4. The student's ledger card showing charges and payments.
5. Documents related to the student's financial aid, if applicable.
6. Educational records created during the student's enrollment (e.g. attendance, probation, disciplinary, etc.)
7. The student's final transcript

### ***Copies of transcripts and other documents***

The student's attendance and grades are entered into the database. Students may access their attendance records and grades at any time via the Student Portal.

A transcript is maintained electronically for each student. A paper copy of the student's final, official transcript is also kept indefinitely in a fire resistant enclosure.

A final, student (unofficial) transcript is provided along with the other graduation credentials within four weeks after term end, provided a student does not owe a balance to the Institute. (No diploma or transcript is provided until a student's account is up-to-date.) It is recommended that the graduate keep this transcript as part of his or her permanent records. In this way it is available for photocopying in the event a transcript is needed as a pre-employment credential or for any other reason.

Copies of the student's official transcript are only released to third parties and only at the written request of the student. (Only unofficial transcripts are released directly to the student.) To obtain a transcript, the student must request it via the "Request Transcript" button on the Porter and Chester web site. The request must include the name and address of the third party to whom the transcript should be sent, the appropriate fee as indicated by the order web site and two weeks' processing time. No transcript, official or unofficial, will be released if the student owes a balance to the Institute or is delinquent on their institutional ISFC loan payments. Transcript response time could exceed two weeks if the student must first bring their Porter and Chester or ISFC account up-to-date.

### ***Attendance***

Unless the student encounters an emergency that absolutely prevents attendance, he or she is expected to be in school. Attendance is taken at the start of class. Anyone not present at that time is considered Absent. It is the student's obligation to report to the instructor if the student arrives after attendance has been taken in order to be recorded as Tardy. Otherwise, the student's status remains as Absent. Students arriving late to class may be required to wait until an appropriate break in instruction before being admitted to class. All tardiness and class time lost by returning late from class breaks or leaving class before dismissal are accumulated and recorded as absent hours.

Students must attend a minimum of 90% of their scheduled class time. Students will be notified if their attendance levels put them in academic jeopardy. Students falling below a 95% attendance rate in a term will be issued an Attendance Warning advisory letter. Failure to maintain Satisfactory Attendance may eventually result in academic sanctions up to and including dismissal from the student's program. Making up content and/or time does not nullify absences. Students missing more than 10% of their scheduled hours for the term will fail the Satisfactory Academic Progress standards resulting in a SAP Warning status and a student status change to Probation. Students missing more than 10% of their scheduled hours a second term in a row will be dismissed unless a SAP attendance appeal is granted based on significant, extenuating circumstances for all absences. Students granted an Attendance Appeal must make up lost time as instructed by the Campus Director of Operations and Education. Failure to do so by the agreed upon deadline will result in dismissal.

The following reasons form the basis for this policy:

1. The student will not be able to master the curriculum content unless he or she participates in all classroom and project activities.
2. Irregular attendance and habitual tardiness disrupt the flow of class and lab work and show disrespect to the instructor, classmates and the student him or herself.
3. The student's future employer will not tolerate erratic attendance. Failure to cooperate on this essential element will simply result in being fired. Accordingly, if prior to enrolling at the Institute, the student has not acquired the habit of dependability, it's of essential importance to do so promptly.

In addition to the Institute's term-based attendance policy, Practical Nursing and Cosmetology students have cumulative, programmatic attendance requirements which are explained in the Curriculum Content pages.

### ***Emergency Absences***

Students who will be absent due to illness or other emergency must notify their instructor in order to have the absence recorded as excused for purposes of making up missed work. Students must follow the instructor's directives for providing documentation of the absence, obtaining missed information or making up missed course or lab work.

Students receive a student advising after their first absence. Any time a student misses 5% of their scheduled hours for the term, the student receives a notice of Attendance Warning, which details the consequences of further absences.

### ***Withdrawal, Dismissal***

If a student decides to withdraw from school, he or she should write a note to the Campus Director of Operations and Education of the campus at which the student is enrolled. The notification should specify the last date on which the student was or will be in attendance.

If such notification is not received, the Institute will assume the student has withdrawn if the student has been absent for fourteen consecutive calendar days and has not arranged for a Leave of Absence. (For failure to return from a Leave of Absence or Term Break the grace period is five consecutive calendar days before the Institute assumes the student has withdrawn.) The last date of actual attendance will be used for refund computation purposes.

The Institute may dismiss a student and terminate the student's enrollment for any of the following reasons:

- Unsatisfactory Academic Progress
- Unsatisfactory Attendance – term or programmatic
- Unsatisfactory Conduct
- Non-compliance with any of the Institute's policies or regulations
- Dismissal from or abandonment of an externship site while on externship Probation for attendance or previous site relinquishments
- Failure to remain current on financial obligations

The Institute may terminate the student's enrollment and withdraw the student for any of the following reasons:

- Two consecutive weeks of absence from classes
- Failure to return from a Leave of Absence or Term Break
- Failed coursework which makes it impossible for the student to complete the program within 150% of time

In the event of termination, the Campus Director of Operations and Education will inform the student in writing and specify the date of termination. At the same time, the Institute will refund any tuition due the student. Our refund policy is described in this catalog.

### ***Re-enrollment***

Reenrollment is not automatic and is solely at the discretion of Porter and Chester. Former students must meet acceptable academic and financial criteria in order to be considered for re-enrollment. In the event the student wishes to return to school, he or she must first meet the criteria set by the Student Accounts office. Once the student is determined to be in good financial standing, he or she is required to meet with the Campus Director of Operations and Education (CDOE) at least one month prior to the anticipated starting date of classes. (Students starting their process later than this may be deferred to a later term.) The CDOE will determine whether the student is academically prepared for reenrollment. Students out of school over one year must “test out” of previously completed courses to show continued mastery or repeat the entire program. Students meeting both the financial and academic standards may then meet with a Career Program Specialist (CPS) about reenrolling in the next available class, on a space-available basis only. The Institute’s standard policy regarding financial and academic credit for previous postsecondary education applies. Students may be required to audit previously completed courses, to assure that their skills and knowledge are current, prior to being allowed to reenroll in the remaining courses in their program. One full term (12 weeks) must elapse between the student’s term of withdrawal and the term of reenrollment. Students are afforded only one reenrollment opportunity unless there are extenuating circumstances.

### ***Leaves of Absence***

If the student encounters an emergency that will require being absent for more than the time allowed under the attendance policy (medical reasons affecting the student or a member of student’s immediate family, military service requirements, work requirements or jury duty, etc.) the student must submit a written request for a Leave of Absence to the Campus Director of Operations and Education for consideration. Within two class days after receiving the request, the Director will provide the student with written approval or disapproval. In general, only one Leave of Absence is available to the student during any twelve month period, and the length of the Leave may not exceed 180 calendar days. More than one Leave of Absence may be granted, provided that the combined Leaves of Absence do not exceed 180 days within the 12-month period and that each leave of absence was properly requested by the student. Except in the case of final Externships, students going on Leave of Absence must drop the course(s) in which they are currently enrolled and retake those course(s) at the end of their program. A Leave of Absence does not change the student’s agreed upon monthly in-school payments. If the Leave of Absence encompasses an entire term, tuition is not charged for the Leave of Absence term. If a student fails to return from an approved Leave of Absence, the student will be withdrawn and the school’s refund policy as it appears in this catalog will apply. A Leave of Absence approved academically by Porter and Chester may still not meet the federal guidelines for a Title IV approved Leave of Absence. In this instance, the student is still academically eligible, but the institution will perform the federal refund calculation for aid the student received during the Leave of Absence term. Consult the CDOE for additional information on Leaves of Absence.

## **Consumer Information**

### ***Voter Registration***

Porter and Chester annually celebrates Constitution Day in September at each campus. In conjunction with this, we email voter registration information to students. We offer assistance in filling out voter registration cards in a non-partisan manner. At other times during the year the voter registration information will be available in the Educational Funding office.

### ***Drug and Alcohol Abuse Prevention Program***

Porter and Chester is concerned with the well being of its’ students and employees, the academic atmosphere, and safe working, learning and living environments. It is recognized that the use of illegal drugs and abuse of alcohol by students impairs the efficiency and effectiveness of the student body. To combat these ill effects, Porter and Chester has developed a substance abuse awareness policy to foster a drug free school and workplace and to encourage the use of community-based assistance programs. The Institute will impose sanctions on students and employees including dismissal, termination of employment and referral for prosecution by local law enforcement officials for the illegal use of alcohol and drugs on our campus. This prevention information will be distributed during student and employee orientations.

### ***Special Services***

Students with physical or learning disabilities who may require accommodations are encouraged to contact the Campus Director of Operations and Education (CDOE) to document the disability and being the accommodations request process. This is best done during the enrollment period **prior** to the beginning of classes. Instructors, under the guidance of the CDOE, are able to provide reasonable accommodations to those students with documented disabilities.

### ***Family Education Rights and Privacy Act***

Porter and Chester maintains student confidentiality rights and protect access to information as required by the Family Education Rights and Privacy Act (FERPA). Except as allowed by law, information from student records will not be released without prior written consent of the student. FERPA forms will be distributed and reviewed by the Career Program Specialist at the time of enrollment.

### ***Consumer Information Contact***

Students or applicants desiring additional consumer information should contact their Campus Director of Operations and Education or the Assistant Director of Admissions who will obtain the information from the Compliance department.

### ***Graduation Rates for Student Body***

The graduation rate for first-time full-time students who began their studies at Porter Chester Institute in Fall 2015 (271 students) and graduated within 150% of their program length (192 students) is 70.8%. The graduation rates for specific student populations from the same time period are:

<b>Gender</b>	<b>Male</b>	<b>Female</b>					
	70.6%	77.0%					
<b>Race</b>	<b>Black</b>	<b>Hispanic</b>	<b>White</b>	<b>Amer. Ind.</b>	<b>Asian</b>	<b>2 or more</b>	<b>Unknown</b>
	58.0%	61.5%	80.3%	80.0%	75.0%	70.6%	75.0%
<b>Type of Aid</b>	<b>Pell Grant</b>	<b>Subsidized Loan</b>	<b>Other/ No Aid</b>				
	65.3%	83.3%	75.8%				

The graduation rate for first-time, full- time students who began their studies at Porter and Chester Institute of Hamden (formerly Branford) in Fall 2015 (56 students) and graduated within 150% of their program length (30 students) is 66.1%. The graduation rates for specific student populations from the same time period are:

<b>Gender</b>	<b>Male</b>	<b>Female</b>					
	68.3%	60.0%					
<b>Race</b>	<b>Black</b>	<b>Hispanic</b>	<b>White</b>	<b>Amer. Ind.</b>	<b>Asian</b>	<b>2 or more</b>	<b>Unknown</b>
	41.7%	53.8%	85.2%	n/a	n/a	50.0%	n/a
<b>Type of Aid</b>	<b>Pell Grant</b>	<b>Subsidized Loan</b>	<b>Other/ No Aid</b>				
	57.5%	85.7%	33.3%				

### ***Cost of Attendance (COA)***

For federal student aid purposes, postsecondary institutions must estimate a student's total cost of attending the institution for a specified period of time, as established by law. The COA includes tuition and fees; room and board (or an allowance for housing and food); an allowance for books, supplies, transportation, loan fees, and dependent care (if applicable); disability related expenses, and some miscellaneous expenses as well. Below is Porter and Chester's estimate of a student's cost of attendance, including estimated living expenses.

<b>Expenses</b>	<b>Single Student Living with Parents</b>	<b>Single Student Not Living with Parents</b>	<b>Student with Dependents</b>
Tuition and Fees	Actual (see page 73)	Actual(see page 73)	Actual (see page 73)
Books and Equipment	Included in the Student Services Fee	Included in the Student Services Fee	Included in the Student Services Fee
Room and Board	\$563/month	\$1445/month	\$1445/month
Personal Expenses	\$247/month	\$247/month	\$247/month
Transportation	\$210/month	\$210/month	\$210/month
Loan Fees (other)	\$ 11.12/month	\$ 11.12/month	\$ 11.12/month
Disability Costs	Actual	Actual	Actual

### ***Placement (Employment) Rates***

Porter and Chester institute calculates an Employment Rate for each program using the formula specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self reported employment in their field of training or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. Placement rates for each program may be found in the addenda at the back of the catalog.



## Student Services

### *Advising*

Our students' problems that relate to their attendance at the Institute usually fall into the following categories:

1. Financial problems
2. Difficulty with some portion of their academic programs
3. Disagreement with some aspect of the Institute's operational policies or procedures

Students experiencing life events which interfere with attendance or academic progress should meet with their Instructor, Education Supervisor, or Campus Director of Operations and Education (CDOE) as soon as possible, to discuss obtaining additional help. If needed, the CDOE will provide referrals to outside resources and the 211 help line. If requesting a Leave of Absence, or in rare circumstances, a program shift change or campus transfer is an option, these changes must be requested by the middle of the term, to have sufficient time for an approval or denial to be received prior to the start of the next term. Each student's program has a fixed schedule, and schedule changes can be accommodated only under extenuating circumstances and subject to space availability.

The campus Educational Funding (EF) staff are available to help students solve their financial problems. Students contemplating a shift transfer or program transfer must meet with EF to understand the financial consequences before a transfer can be considered.

If an instructor does not have sufficient time during the hours of the session in which the student is enrolled to provide any special academic assistance which is needed, the student will be required to attend a scheduled Extra Help Session after class or on a free day. There is no additional tuition charge for this extra assistance.

### *Social Activities*

The Institute encourages students to organize and participate in social activities both on and off-campus that enhance their educational experiences at Porter and Chester.

Fund raising efforts for worthwhile causes, car pools, holiday events, etc. are some of the activities the Institute is happy to help students organize and publicize.

### *Health Services*

Health services are not provided by the school. Students seeking non-emergency care should contact their family physician or health care provider. In the event of an emergency, 911 should be called.

## Class Schedule

### *Daily Hours*

Classes in the Early Day sessions of **CADD, Plumbing and Career Computer & Network Technology (CCNT)** meet Monday through Friday; Afternoon and Evening sessions of CADD, Plumbing and CCNT meet Monday through Thursday on the following schedule:

**Early Day Session:** 7:30 a.m.-12:45p.m.  
**Afternoon Session:** 1:00 p.m. -5:25 p.m.  
**Evening Session:** 6:00 p.m.-10:25 p.m.

Classes in the **Electrician (CICRE), Electronics (CEST), and CHVACR** programs meet Monday through Friday for the Early Day and Mid-Day sessions and Monday through Thursday for the Evening session on the following schedule:

**Early Day Session:** 7:15 a.m.-12:45 p.m.  
**Mid Day Session:** 12:45 p.m.-6:15 p.m.  
**Evening Session:** 6:15 p.m.-10:55 p.m.

Classes in the Early and Mid Day sessions of **Automotive Technology** meet Monday through Friday, and the Afternoon and Evening sessions meet Monday through Thursday on the following schedule:

**Early Day Session:** 7:30 a.m.-12:45 p.m.  
**Mid Day Session:** 12:45 p.m.-6:00 p.m.  
**Afternoon Session:** 12:45 p.m.-5:10 p.m.  
**Evening Session:** 6:00 p.m.-10:25 p.m.

Classes in the **Dental Assisting, Practical Nursing, Medical Assisting, and Medical Billing & Coding** programs Day and Evening sessions meet Monday through Thursday on the following schedules:

**Early Day Session:** 7:55 a.m.-2:35 p.m. (Dental Assisting)  
8:00 a.m.- 3:30 p.m. (Practical Nursing)  
8:25 a.m.-2:50 p.m. (Medical Assisting)  
8:30 a.m.-3:00 p.m. (MBC)

**Evening Session:** 5:55 p.m.-10:25 p.m. (Dental Assisting)  
5:00 p.m.-10:00 p.m. (Practical Nursing)  
6:00 p.m.-10:00 p.m. (Medical Assisting)  
6:00 p.m.-10:15 p.m. (MBC)

*Please note that class meeting times for most Trade programs may extend by five to ten minutes sometime in 2019.*

*Please note that class meeting times for evening Dental Assisting students may change to 5:30 to 10:00 sometime in 2019.*

# Class Schedule

## Dental Assisting

### *Day Sessions*

<u>Start Date</u>	<u>End Date</u>
01/21/2019	10/11/2019
04/22/2019	01/17/2020
07/22/2019	04/10/2020
10/21/2019	07/10/2020
01/20/2020	10/09/2020
04/20/2020	01/15/2021
07/20/2020	04/09/2021
10/19/2020	07/09/2021

### *Evening Sessions*

<u>Start Date</u>	<u>End Date</u>
01/21/2019	01/17/2020
04/22/2019	04/10/2020
07/22/2019	07/10/2020
10/21/2019	10/09/2020
01/20/2020	01/15/2021
04/20/2020	04/09/2021
07/20/2020	07/09/2021
10/19/2020	10/08/2021

## Medical Assisting, Medical Billing and Coding

### *Day Sessions*

<u>Start Date</u>	<u>End Date</u>
01/21/2019	10/11/2019
04/22/2019	01/17/2020
07/22/2019	04/10/2020
10/21/2019	07/10/2020
01/20/2020	10/09/2020
04/20/2020	01/15/2021
07/20/2020	04/09/2021
10/19/2020	07/09/2021

### *Evening Sessions*

<u>Start Date</u>	<u>End Date</u>
01/21/2019	04/10/2020
04/22/2019	07/10/2020
07/22/2019	10/09/2020
10/21/2019	01/15/2021
01/20/2020	04/09/2021
04/20/2020	07/09/2021
07/20/2020	10/08/2021
10/19/2020	01/14/2022

## CADD Technology • Automotive Technology • HVACR • Electrical Technology (CICRE) • Computer & Network Technology (CCNT) • Electronics Technology (CEST) • Plumbing

### *Early Day and Mid-Day Sessions*

<u>Start Date</u>	<u>End Date</u>
01/21/2019	01/17/2020
04/22/2019	04/10/2020
07/22/2019	07/10/2020
10/21/2019	10/09/2020
01/20/2020	01/15/2021
04/20/2020	04/09/2021
07/20/2020	07/09/2021
10/19/2020	10/08/2021

### *Afternoon and Evening Sessions*

<u>Start Date</u>	<u>End Date</u>
01/21/2019	07/10/2020
04/22/2019	10/09/2020
07/22/2019	01/15/2021
10/21/2019	04/09/2021
01/20/2020	07/09/2021
04/20/2020	10/08/2021
07/20/2020	01/14/2022
10/19/2020	04/08/2022

## Practical Nursing (Shift offerings each term vary by campus)

### *Day Sessions*

<u>Start Date</u>	<u>End Date</u>
01/21/2019	04/10/2020
04/22/2019	07/10/2020
07/22/2019	10/09/2020
10/21/2019	01/15/2021
01/20/2020	04/09/2021
04/20/2020	07/09/2021
07/20/2020	10/08/2021
10/19/2020	01/14/2022

### *Evening Session*

<u>Start Date</u>	<u>End Date</u>
01/21/2019	10/09/2020
04/22/2019	01/15/2021
07/22/2019	04/09/2021
10/21/2019	07/09/2021
01/20/2020	10/08/2021
04/20/2020	01/14/2022
07/20/2020	04/08/2022
10/19/2020	07/08/2022

If, in the opinion of the Institute, there is insufficient enrollment to make the class start of a program session or section feasible, the Institute reserves the right to cancel that class. In the event of a cancellation, the student may postpone enrollment to the next available class start, or the student may cancel the enrollment. If the student cancels the enrollment, all the money the student paid the Institute will be refunded promptly.

### ***Holiday and Vacation Schedule***

The following holiday and vacation schedule applies to all courses and programs. In the event that a holiday falls on a weekend, it will be observed on the weekend. No additional time off will be given during the week for that holiday.

<b>2019</b>		<b>2020</b>	
New Year's Day	January 1, 2019	New Year's Day	January 1, 2020
Spring Vacation	April 15-19, 2019	Spring Vacation	April 13-17, 2020
Memorial Day	May 27, 2019	Memorial Day	May 25, 2020
Independence Day	July 4, 2019	Independence Day	July 4, 2020
Summer Vacation	July 15-19, 2019	Summer Vacation	July 13-17, 2020
Labor Day	September 2, 2019	Labor Day	September 7, 2020
Fall Vacation	October 14-18, 2019	Fall Vacation	October 12-16, 2020
Thanksgiving & day after	November 28-29, 2019	Thanksgiving & day after	November 26-27, 2020
Winter Vacation	December 23-27, 2019	Winter Vacation	December 21-25, 2020

### ***Governance and Ownership***

#### ***Policy Formulation***

The Porter and Chester Institute, Inc. (the parent company of Porter and Chester Institute and Porter and Chester Institute of Hamden) is owned by the Thoma Cressey Fund VII LP of Chicago, Illinois, as the majority shareholder. The plans and policies of Porter and Chester are formulated by its board of directors and implemented by its administrative staff and faculty. While the board of directors is ultimately responsible for plans and policies, all members of the administrative staff and faculty contribute to the continuing improvements that are essential to keep the Institute current with the occupational skills and knowledge it teaches.

#### ***Board of Directors***

Carl Thoma  
Raymond R. Clark  
James A. Bologna  
Tim Schutz  
Lee Mitchell  
Corey Whisner

#### ***Faculty***

In selecting faculty members, the Institute requires individuals with a talent for instruction, supervisory capability, and first-hand experience.

This practical experience is an essential ingredient for enabling the Institute to graduate students who require a minimum of orientation and education by their future employers. It is this "nuts and bolts" know-how that isn't written in books that makes Porter and Chester Institute graduates attractive to employers.

#### ***Academic Dishonesty***

Academic Dishonesty encompasses all forms of cheating and aiding someone to cheat. This includes, but is not limited to:

- Taking someone else's work and representing it as your own (plagiarism)
- Copying another student's answers or allowing your answers to be copied
- Submitting assignments which were completed by someone other than yourself
- Using outside resources (books, websites, etc.) during a quiz or exam, unless the test had been specifically designated as "open book"

All students involved in incidents of cheating will receive a "0" for the assignment and are subject to additional disciplinary actions including grade reduction, course failure, probation, suspension or dismissal.

# Regulations

## **Objectives**

These regulations have a dual purpose:

1. To foster the student's adjustment to the working conditions he or she will face on the job.
2. To provide an environment that is conducive to concentration, learning and high productivity.

## **Professional Appearance:**

Porter and Chester's expectations of professional appearance mirror those of the related industry (the student's future employer) and form the basis for our policy on proper dress. The following is a guideline for what is and is not permissible based on programmatic rules regarding safety and professionalism:

## **Uniforms**

- Medical Assisting and Dental Assisting: Students must wear scrubs and/or lab coats as required.
- Practical Nursing: Students must wear nursing uniforms while in attendance at all classes as well as lab coats while attending clinical facilities.
- For the allied health programs above: Only small, non-dangling earrings and modest rings are allowed. Facial and oral piercings must be removed and tattoos covered completely. Footwear may be sneakers or nursing shoes worn with socks.
- Automotive: Students must wear Porter and Chester uniform shirts and pants. Leather work boots or safety shoes covering the ankle are required.
- CHVACR, Electrical (CICRE), Electronics (CEST) and Plumbing: Students must wear Porter and Chester uniform shirts and long jeans or khakis. Work boots with oil resistant soles; steel toed boots preferred. No sneakers, hiking boots or canvas boots allowed.
- CADD, CCNT, Cosmetology and MBC: Students must wear Porter and Chester uniform shirts and long jeans, khakis or dress slacks or skirts. Appropriate business footwear required. (Black pants and shoes for Cosmetology students.)

## **General Expectations**

- Generally accepted standards for personal cleanliness and grooming apply.
- Hair and nails need to be clean and well groomed. Hair longer than collar length needs to be safely tied back. Medical Assisting, Dental Assisting and Practical Nursing students must keep nails trimmed short and unpolished and no acrylic nails are allowed
- Uniform shirts must be buttoned and tucked in and pants worn with a belt. All clothing must be clean, unwrinkled and free of stains, holes or tears.
- Shorts, hoodies, sweatshirts, coats, loose clothing and dangly jewelry are not allowed. No undergarments should be visible at any time. No flip-flops or open toed shoes allowed at any time in any program.
- If cold, students may wear an appropriately colored long sleeve shirt under a uniform shirt.
- Safety glasses which meet program specifications must be worn during shop and/or lab time. Students are expected to follow their Instructors directions involving any other safety equipment or precautions (e.g. masks, gloves, ear protection.)

Instructors, Supervisors and Campus Directors of Operations and Education (CDOE) have the authority to determine what constitutes appropriate or inappropriate professional appearance and require students to make corrections. Failure to comply with established professional appearance guidelines can lead to disciplinary actions including warning, probation, suspension or dismissal.

## **Theft, Property Damage**

The Institute is not responsible for the loss of personal property or equipment. Property owned by a student may not remain on the premises after the student has left for the day. Theft of personal or institute property by a student will result in suspension or dismissal. Students who fail to return loaner iPads or laptops have committed theft of company property. All thefts will be reported to the appropriate police department.

The student must pay the cost of restoration and/or replacement for any damage the student does to the Institute's property. The following actions are some of the things considered "damage to the Institute's property."

- Scratching, gouging, or writing on walls, furniture, or equipment.
- Abusive treatment of doors, windows, equipment, etc.
- Tampering with the plumbing, clogging the toilets, etc.
- Affixing cartoons, diagrams, etc. to the walls, doors, etc.

## **Equipment Maintenance, Cleanliness**

Each student is responsible for assisting with the upkeep and maintenance of the Institute-owned equipment the student uses in the classroom and lab. Any equipment replacement or repair costs that are traceable to the student's neglect or abuse will be charged to the student.

The student is responsible for keeping the immediate area he or she is occupying neat and orderly. Nothing is to be thrown on the floor. In particular, care should be taken that gum, scratch paper, and soda containers are disposed of in the appropriate recycle bins or trash barrels. Nothing is to be affixed to the walls.

At the end of each session, and at the time specified by the instructor, work stops and the students return any borrowed books or equipment to the instructor, return chairs to their original positions and put their immediate areas into order.

Unauthorized use of computer equipment is strictly prohibited. The following actions are some of the things considered unauthorized use of computer equipment.

- Installation or use of unauthorized software or hardware, desktop backgrounds, or screensavers.
- Computer games.
- Use of the network to illegally download music or other illegal peer-to-peer files sharing.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Penalties for violating Federal copyright laws include the payment of monetary damages, fines of up to \$250,000 and up to 5 years imprisonment. Students who engage in illegal downloading or distribution of copyrighted materials using the Institute's technology system are subject to disciplinary measures up to and including dismissal.

### ***Professional Preparedness***

Students are expected to come to school each day appropriately dressed and prepared to learn. To this end, they are provided the books, tools and supplies necessary for them to master the technical and professional skills of their program. Students are responsible for safeguarding and maintaining these items. Lost, stolen or damaged tools, uniforms, books or equipment must be replaced by the student at the student's expense. Stolen items may be covered under home-owner or auto insurance. Replacement uniforms may be ordered via the Institute's web site. Other items may be purchased through standard retailers. Students who come to school out of uniform or without the proper tools and equipment are subject to disciplinary actions including warning, probation, suspension or dismissal.

### ***Conduct***

The environment of the Institute is the same as that of the student's future employer. Mature, professional behavior is expected at all times. Accordingly, conduct that disturbs other students is not tolerated. Speaking in a disturbingly loud voice or shouting across the room, using profanity, playing a radio or portable musical device in class, shoving, pushing, or horseplay are all examples of unacceptable behaviors.

Instructors, Supervisors and Campus Directors of Operations and Education (CDOE) have the authority to determine what constitutes appropriate or inappropriate conduct and require students to make corrections. Failure to comply with conduct directives can lead to disciplinary actions including warning, probation, suspension or dismissal.

Conduct which endangers other students, the student him or herself, the Institute, its faculty or staff, or the academic integrity of the classroom is prohibited. Violation of this regulation will result in the student's suspension or dismissal and, if appropriate, notification to the proper authorities. Actions in this category that cannot be tolerated include but are not limited to:

- The use of drugs or alcohol on premises, or in the sole judgment of the Institute, the student arriving on campus under the influence of drugs or alcohol.
- Violence, or the threat of violence
- Physical, verbal or sexual assault or harassment
- Unsafe behavior in classroom or lab; failure to follow safety precautions given by the Instructor
- Willful damage or destruction of the Institute's property
- Theft, or attempted theft, of personal or company property
- Bringing a firearm or other weapon on to campus. Federal and state laws stipulate that it is illegal to carry a firearm without a permit. Porter and Chester's policy is that under no circumstances will any firearms be allowed on the premises.

### ***Beverages, Food***

Soft drinks, coffee, tea, etc., may be consumed only during class breaks. Paper cups, cans, wrappers, etc., must be disposed of in the appropriate recycle bins or trash containers. There is no eating or drinking in any lab or shop at Porter and Chester.

### ***Smoking***

Smoking or the use of oral tobacco products or e-cigarettes is not permitted inside the building.

### ***Snow Days***

Like your future employer, the Institute rarely closes due to inclement weather. It is up to the student to decide when coming to school would be hazardous. Television stations will announce closings; postings will also be made via the RAVE alert system. If class is held, students who do not attend will accrue an absence. If class is cancelled, and there is no buffer time left in the term, a rescheduled class will be held on the next Friday (for programs meeting Monday – Thursday) or Saturday (for programs meeting Monday – Friday). Students who do not attend a rescheduled class will accrue an absence.

### ***Miscellaneous***

Video or audio recording of lectures or labs is prohibited without the express consent of the instructor and the Campus Director of Operations and Education (CDOE).

Students address the instructors and other Institute staff personnel as Mr., Mrs., Ms., or Miss, as the case may be. Instructors' or supervisors' directions, requests, or orders must be complied with promptly.

Except for break periods, while students are on the Institute premises cell phones must be turned off. Except for an emergency, students are not allowed to make or receive phone calls. Emergency use of an Institute phone must be approved by the Instructor.

Once having arrived, students may not leave their assigned locations unless prior approval is received from their instructor. Loitering at the vending machines, in the lavatories, etc., is prohibited.

Students must return to class promptly from breaks. If released from class for assemblies, students must report directly to the assembly room and return promptly to class at the end of the presentation.

Students may not solicit instruction from another student. Students should raise a hand, and the instructor will assist them.

Windows, air conditioners, radiators, blinds, shades, heat controls, etc. are operated by instructors only.

Visitors and former students must sign in at the front desk and be accompanied by a member of the Institute staff to their destination.

### ***Interpretation***

This list of behaviors is meant to be illustrative and not exhaustive. Misconduct not specifically listed here could still subject the student to disciplinary measures. In the case of a dispute over the meaning of a regulation, or the applicability of discipline, the interpretation of the Institute prevails.

### ***Non-Compliance***

Failure to comply with these regulations will result in disciplinary measures up to and including warning, probation, suspension or dismissal. Students misbehaving in lab or shop may be required to return to the classroom for the rest of the day. Any conduct violation could result in the student being sent immediately to meet with the CDOE. Students exhibiting flagrant violation of conduct or professional preparedness standards may be sent home for the remainder of the day (suspension), with a disciplinary meeting with the CDOE the following day. Egregious violation of conduct standards (e.g. violence or theft) can result in immediate dismissal.

### ***Suggestions, Complaints***

The Institute solicits students' suggestions and criticisms. It is one of the methods we use for continually improving the Institute. It is also one of the ways by which students gain a deeper insight into the policies and objectives of the Institute.

Students should give improvement suggestions or criticisms to the Instructor or Education Supervisor. He/she will take the actions necessary to make sure the suggestions are considered carefully by the appropriate Institute officials. If the Institute agrees with the suggestion it will be gratefully implemented. If the Institute does not agree, an explanation will be provided to the student.

From time to time, the Campus Director, Operations and Education will visit classes and give students the opportunity to ask questions about the Institute or give us suggestions for improvement. This is another opportunity for students to express their views about things.

### ***Complaints***

If the student does not wish to give a complaint to the Instructor or Supervisor, it may be submitted in writing to the Campus Director, Operations and Education. The Director will explain how the complaint will be handled. If the student is not satisfied with the response, he or she may contact the Vice President, Operations and Education. If a student still feels that the Institute has not adequately addressed a complaint or concern, the student may want to contact the Accrediting Commission or the Connecticut Office of Higher Education or the Massachusetts Office of Private Occupational School Education.

State of Connecticut  
Office of Higher Education  
450 Columbus Blvd. Suite 707  
Hartford, CT 06103  
(860) 947-1816

Commonwealth of Massachusetts  
Office of Private Occupational School Education  
Division of Professional Licensure  
1000 Washington Street, Suite 710  
Boston, MA 02118  
(617) 727-5811

The Institute does not have any policy nor does it act in any manner which discourages or prohibits complaints or inquiries regarding the school's operation to the state Offices of Education or the Accrediting Commission.

A complaint to any of these agencies must be made in writing or it won't be considered.

The Accrediting Commission of Career Schools and Colleges requires that this box be printed in school catalogs exactly as it appears below.

### **STUDENT COMPLAINT PROCEDURE**

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

**Accrediting Commission of  
Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)**

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus Director of Operations and Education or online at [www.accsc.org](http://www.accsc.org).

Hamden – Heidi Lounsbury  
Canton – Henry Przybylowicz  
Chicopee – Sheri-Lynn Toner  
Enfield – Nancy Brunet  
New London – Carol Cournoyer  
Rocky Hill – Kimberly Aylett  
Stratford – Patrick O'Brien  
Waterbury – Lindy Caouette  
Worcester – Glenn Hartland

### ***Annual Security Report***

The Annual Security Report is distributed to all enrolled students and current employees directly by intranet posting and email notification. The notice includes a brief description of the report, which includes statistics for the previous three years concerning reported major crimes that occurred on campus or on public property immediately adjacent to campus. The report also includes institutional policies concerning campus security and other matters. If requested, a hard copy of the report is provided. The annual report is available to a prospective student or employee on the Institute's website, [www.porterchester.com](http://www.porterchester.com)

# CADD TECHNOLOGY

## *Objectives*

The CADD Technology program (Computer Aided Drafting and Design) consists of 1200 hours of instruction (68 quarter credit hours) and is available in two schedules. The Early Day sessions require twelve months of study for completion on the basis of approximately 25 hours of instruction per week. The Evening sessions require eighteen months of study for completion on the basis of approximately 17 hours of instruction per week.

After the first term, the remaining terms of the program are independent of each other, thus the sequence in which they are offered to the students may vary.

This program covers basic drafting techniques and field specific specialties. Students will develop an understanding of the theory and practical application of diverse architectural and mechanical principles. Emphasis for both architectural and mechanical technology is placed on learning the most current drafting standards using AutoCAD, Revit, SolidWorks, and Microsoft Office software, which are the most widely used programs in the field.

Using these programs, students will explore the use of 2D drafting techniques as well 3D drafting techniques, namely parametric modeling. A parametric model is aware of the features of components and the relationships between them. It maintains consistent relationships between elements as the model is revised. For example, in a parametric building model, if the slope of the roof is changed, the walls would automatically follow the revised roof line. Using a parametric mechanical model, a drafter could ensure that holes are always centered on a part no matter how the size of the part is changed.

This program provides the student with the fundamental drafting skills necessary for entry level employment. In the drafting classroom, each student will be assigned a computer equipped with the same kinds of software currently in use by architectural or engineering departments in business and industry. In addition to this, equipment such as printers, drawing instruments, scales and calculators will be used. A large format plotter may also be used to print your drawings for review and presentation. The maximum number of students being taught in any one classroom or lab is thirty.

Graduates from the CADD Technology program will have sufficient knowledge and skill for entry- level employment as a drafter. Typically, initial jobs carry titles such as detailer, drafter, junior designer or CAD operator. As graduates gain experience, they tend to specialize in one of the following general fields:

- Architectural structures (homes, commercial buildings or institutions such as hospitals, schools, etc.)
- Mechanical equipment (tooling, machinery, or specific mechanical or electro-mechanical products)
- Wet process plants (piping and its related control devices and support structures)
- Space and aeronautics
- Boats and ships
- Mechanical systems design
- Industrial Design

## *Required Tools, Books & Supplies*

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Student Services Fee covers all books, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.



**CADD TECHNOLOGY**  
**Early Day and Mid-day Sessions**

	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
<b>Term</b>	165	300
Intro to Microsoft Office 140 ^ Intro to AutoCAD 110 ^ Commercial Design Principles 220 Intro to Revit Architecture 120^ Intro to SolidWorks 130^		
<b>Term</b>	18	300
Residential Design Principles 210 Revit ME&P 330		
<b>Term</b>	17	300
Revit Architecture 310 Revit Structure 320 Plastics Design Principles 420		
<b>Term</b>	165	300
Geometric Tolerancing 450 Fixture Design Principles 430 Jig Design Principles 440 Die Design Principles 410		
<b>TOTAL HOURS</b>	<b>68</b>	<b>1200</b>

**CADD TECHNOLOGY**  
**Evening Session**

	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
<b>Term</b>	10.5	200
Intro to Microsoft Office 140 ^ Intro to AutoCAD 110 ^ Intro to Revit Architecture 120 ^ Intro to SolidWorks 130 ^		
<b>Term</b>	12	200
Residential Design Principles 210		
<b>Term</b>	12	200
Revit ME&P 330 Commercial Design Principles 220		
<b>Term</b>	11.5	200
Revit Architecture 310 Revit Structure 320		
<b>Term</b>	11	200
Plastics Design Principles 420 Die Design Principles 410		
<b>Term</b>	11	200
Geometric Tolerancing 450 Fixture Design Principles 430 Jig Design Principles 440		
<b>TOTAL HOURS</b>	<b>68</b>	<b>1200</b>

^ indicates prerequisite first term course

## Course Descriptions

**Intro to AutoCAD-110** The study and application of drafting essentials in AutoCAD software including line work, lettering, scaling, blocks, and the drawing set-up. (2 q.credit hr.) *Prerequisite to all other courses*

**Intro to Revit Architecture-120** The introduction to the concept of B.I.M. (Building Information Modeling) and an introduction to the use of Autodesk Revit Architecture software to produce a Revit "project". This course covers basic creation and editing tools within Revit Architecture. (2 q.credit hr.) *Prerequisite to all other courses*

**Intro to SolidWorks-130** The theory and practical application of parametric modeling using basic mechanical drafting fundamentals utilizing SolidWorks (3D). Work includes creating drawings, design and detailing as well as understanding views, line work, dimensioning, fits and tolerancing and assemblies. (4.5 q.credit hr.) *Prerequisite to all other courses*

**Intro to Microsoft Office -140** The theory and practical application of Microsoft Office Products to include Word, Excel, Outlook and PowerPoint. (2 q.credit hr.) *Prerequisite to all other courses*

**Residential Design Principles-210** The theory and practical application of wood frame construction principles including floor plans, foundation plans, full cross-section, details, elevations, plumbing, and hydronic heating. (12 q.credit hr.)

**Commercial Design Principles-220** The theory and practical application of Masonry Design principles including modular floor plans, details, curtain wall design, foundation plan, foundation details, and load calculations for design of HVAC systems. (6 q.credit hr.)

**Revit Architecture-310** The theory and practical application of architectural building systems using Autodesk Revit (Architecture) software. This course covers drafting using intermediate and advanced creation and editing tools within the Autodesk Revit (Architecture) software. (8 q.credit hr.)

**Revit Structure-320** The theory and practical application of architectural building systems using Autodesk Revit (Structural) software. This course covers drafting using intermediate and advanced creation and editing tools within Autodesk Revit (Structural) software. (3.5 q.credit hr.)

**Revit ME&P-330** The theory and practical application of architectural building systems using Autodesk Revit (ME&P) includes Mechanical, Electrical and Plumbing. This course covers drafting using intermediate and advanced creation and editing tools within the Autodesk Revit (ME&P). (6 q.credit hr.)

**Die Design Principles-410** The theory and practical application of progressive die design including assembly drawing, die components, bill of materials, materials and processes and design concepts. (5.5 q.credit hr.)

**Plastics Design Principles-420** The theory and practical application of plastics design and layout including injection and blow mold concepts. (5.5 q. credit hr.)

**Fixture Design Principles-430** The theory and practical application of fixtures design concepts including assembly, part, and jaw detail drawing. (5 q.credit hr.)

**Jig Design Principles-440** The theory and practical application of holding concepts and locating design including Solidworks commands related to flexible sub assemblies and advanced mating. (4.5 q.credit hr.)

**Geometric Tolerancing-450** The theory and practical application of symbols, datum, and material conditions with respect to size, shape and function. (1.5 q.credit hr.)

## AUTOMOTIVE TECHNOLOGY

### ***Objectives***

The Automotive Technology program consists of 1200 hours of instruction (68 quarter credit hours) and is available in two schedules. The Early Day and Mid Day sessions require twelve months for completion on the basis of approximately 25 hours of instruction per week. The Evening and Afternoon sessions require eighteen months for completion on the basis of approximately 17 hours of instruction per week. All terms of the program are independent, thus the sequence in which they are offered to students may vary.

This program intensively covers automobile service and repair. Students will develop an understanding of the theory and practical application related to all automotive parts, systems, functions, performance, diagnostics and repair. Emphasis is placed on acquiring proficiency in the use of computer-based diagnostic equipment essential for analyzing and troubleshooting today's high tech cars including fuel injection, electronic ignition, transmissions, brakes, and suspension.

The Automotive shop is equipped with the same equipment currently in use by most automotive service and repair facilities. This includes various kinds of scan tools, computer diagnostic oscilloscopes, emissions diagnostic equipment, computerized alignment machines, brake lathes, valve grinding machinery, wheel balancing equipment, and specialized pneumatic and hand tools. The maximum number of students being taught in any one classroom or lab is thirty.

The program helps prepare students for the Automotive Service Excellence (ASE) certification tests and graduates may choose to become certified once the tests are passed and the ASE work experience requirements are met.

The graduates entering the Automotive Service industry will have sufficient knowledge and skill for entry level employment as a specialized or general automobile technician in a new or used car dealership or independent repair facility. Graduates may qualify for the following types of entry-level positions within the industry:

- General Automotive Technician
- Brake technician
- Tune-up specialist
- Engine Rebuilder
- Transmission Specialist
- Parts specialist
- Service Advisor
- Warrantee claims clerk

The employment potential for the industry is strong both locally and nationally. Through the year 2014, the State of Connecticut Labor Department predicts a 14.5% increase of automotive technician jobs. The United States Department of Labor predicts that by the year 2012 between 80,000 to 160,000 new automotive service jobs will need to be filled.

### ***Required Tools, Books & Supplies***

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Student Services Fee covers all books, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, or instructors add items to the required course materials, students will never pay more than the fee specified in their Enrollment Agreement.

***AUTOMOTIVE TECHNOLOGY***  
***Early and Mid-Day Sessions***

	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
<b>Term</b>	17.5	300
Engine Repair 1121 Engine Diagnostics 1122 Engine Electrical Systems 1123		
<b>Term</b>	17.5	300
Automatic Transmission 1221 Manual Transmission 1222 Driveline Systems 1223 Shop Management 224 Welding Fundamentals 225		
<b>Term</b>	17	300
Electricity for Engine Performance 321 Engine Performance 1322 Body Control Systems 1323		
<b>Term m</b>	16.5	300
Brakes 1421 Suspension and Steering 1422 Heating and Air Conditioning 1423		
<b>TOTAL HOURS</b>	<b>68</b>	<b>1200</b>

***AUTOMOTIVE TECHNOLOGY***  
***Evening Session***

	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
<b>Term</b>	11.5	200
Engine Repair 1121 Engine Diagnostics 1122 Electricity for Engine Performance 1321		
<b>Term</b>	11.5	200
Engine Electrical Systems 1123 Body Control Systems 1323		
<b>Term</b>	11.5	200
Engine Performance 1322		
<b>Term</b>	11	200
Heating and Air Conditioning 1423 Driveline Systems 1223 Shop Management 1224 Welding Fundamentals 1225		
<b>Term</b>	11	200
Brakes 1421 Suspension and Steering 1422		
<b>Term</b>	11.5	200
Automatic Transmission 1221 Manual Transmission 1222		
<b>TOTAL HOURS</b>	<b>68</b>	<b>1200</b>

## Course Descriptions

**Electricity for Engine Performance 321** Testing engine electrical sensors, actuators and electrical circuits using meters, scan tools and test lights, reading and interpreting schematic diagrams on electrical circuits. (1.5 q.credit hr.)

**Engine Repair 1121** The theory and practical application of engines including cylinder blocks, valve train, cooling and lubrication systems. (7 q.credit hr.)

**Manual Transmission 1222** The theory and practical application of manual transmissions and clutches. (4.5 q.credit .hr.)

**Heating and Air Conditioning 1423** The theory and practical application of automotive air conditioning and heating systems. (5.5 q.credit hr.)

**Body Control Systems 1323** The theory and practical application of body and chassis electrical circuits including lighting systems, horns windshield wiper systems, power accessories, reading and interpreting schematic diagrams for body and chassis electrical circuits. (4 q.credit hr.)

**Engine Electrical Systems 1123** The theory and practical application of engine electrical circuits including starting systems, charging systems, reading and interpreting schematic diagrams. (7.5 q.credit hr.)

**Engine Performance 1322** The theory and practical application of automotive ignition, fuel delivery and computer control systems including electronic ignition, electronic fuel injection, engine management computers, emission control systems, diagnosis and repair, OBD II [On Board Diagnosis-Generation2] and failure code interpretation emphasis. (11.5 q.credit hr.)

**Engine Diagnostics 1122** The theory and practical application of engine mechanical operation in diagnosing drivability and other problems including compression testing, leakdown testing, vacuum testing, fluid leak detection , ignition and camshaft timing. (3 q.credit hr.)

**Driveline Systems 1223** The theory and practical application of universal joints, driveshafts, final drive assemblies, transfer cases and differentials. (3 q.credit hr.)

**Shop Management 224** Basic automotive shop operations: completing repair orders, preparing estimates, parts ordering and customer relations. (1 q.credit hr.)

**Welding Fundamentals 225** The theory and practical application of oxy-acetylene heating, cutting, brazing and fusion welding. MIG welding principles. (1.5 q.credit hr.)

**Brakes 1421** The theory and practical application of brakes, brake hydraulic systems, ABS, traction control and automatic stability control systems. (5.5 q.credit hr.)

**Suspension and Steering 1422** The theory and practical application of suspension concepts including control arms, ball joints, springs, shock absorbers, sway bars, wheel alignment, active suspension systems, diagnosis and repair. (5.5 q.credit hr.)

**Automatic Transmission 1221** The theory and practical application of automatic transmissions including torque converters, planetary gearsets, multiple disc clutches bands, valve bodies and computerized transmission control. (7 q.credit hr.)

## COMPUTER & NETWORK TECHNOLOGY

### *Objectives*

The Career Computer and Network Technology program consists of 1200 hours of instruction (73 quarter credit hours) and is available in two scheduled. The Early Day and Mid Day sessions require 12 months for completion on the basis of approximately 25 hours of instruction per week. The Afternoon and Evening sessions require 18 months for completion on the basis of approximately 17 hours of instruction per week. All terms of both programs are independent, thus the sequence in which they are offered to students may vary.

This program covers computer and network installation and configuration. Students will learn to install, configure, maintain and troubleshoot networks, network hardware devices and PCs (both in and out of a network environment.) Emphasis is placed on acquiring proficiency in the use of various test instruments, troubleshooting techniques and the proper application of installation and monitoring techniques. Student will also understand network operating systems and be able to install and configure common network client computers.

The computer classrooms are equipped with the same kinds of equipment currently in use by most businesses and industry. Computers, different types of networks, peripheral equipment, network connectivity devices, routers, switches, applicable software programs, and a variety of hand tools and network test equipment are used by the students. The maximum number of students being taught in any one classroom or lab is thirty.

This program prepares students to take the A+, Microsoft, and Network+ certifications. These exams are nationally recognized by the leading employers in the field of Information Technology. As part of the program, students may register for the exams at the end of the applicable courses.

Graduates entering the field of computer and network technology will have sufficient knowledge and skill for entry level employment as a Computer Technician, PC Technician, Computer Support Specialist, Network Technician, Help Desk Technician, Desktop Support or Network Support Specialist. Typically, these positions are found in businesses in the following commercial or industrial areas:

- Computer and Network Consulting
- Business/Office machines
- Healthcare
- Pharmaceutical and biological
- Navigation (space, aeronautics, and marine)
- Manufacturing (wherever automated processes are involved)

### *Required Tools, Books & Supplies*

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Student Services Fee covers all books, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of the Student Services Fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

**COMPUTER & NETWORK  
TECHNOLOGY**  
*Early and Mid-Day Sessions*

	Quarter	Credit	Clock
	Hours	Hours	Hours
<b>Term 1</b>	18	300	
A+ PC Systems 3101 Application Support 3108			
<b>Term 2</b>	18.5	300	
Network+ 3202 Network Security 3206			
<b>Term 3</b>	18.5	300	
Desktop Client 1 3303 Desktop Client 2 3304			
<b>Term 4</b>	18	300	
Server Fundamentals 3405 Alternative Operating Systems 3407			
<b>TOTAL HOURS</b>	<b>73</b>	<b>1200</b>	

**COMPUTER & NETWORK  
TECHNOLOGY**  
*Evening Session*

	Quarter	Credit	Clock
	Hours	Hours	Hours
<b>Term 1</b>	12	200	
A+ PC Systems 3101			
<b>Term 2</b>	12.5	200	
Network+ 3202			

<b>Term 3</b>	12.5	200
Desktop Client 1 3303		
<b>Term 4</b>	12	200
Server Fundamentals 3405		
<b>Term 5</b>	12	200
Network Security 3206 Alternative Operating Systems 3407		
<b>Term 6</b>	12	200
Desktop Client 2 3304 Application Support 3108		
<b>TOTAL HOURS</b>	<b>73</b>	<b>1200</b>

## *Course Descriptions*

**A+ PC Systems CCNT 3101** The study and application of operating systems, including installing, configuring, upgrading, diagnosing, and troubleshooting PC and network operating systems. PC Hardware repair diagnosis and troubleshooting and test preparation for the CompTia A+ certification are part of this course. This course includes practice exams, test taking techniques, review of material, question and answer sessions. (12 q.credit hr.)

**Network + CCNT 3202** The study and application of network infrastructure based on industry best practices. This course covers concepts including the TCP/IP protocol suite, the OSI model, topologies, network hardware, and network clients. The use, configuration and manipulation of various network monitoring tools, hardware configurations, and cabling techniques are taught during this unit. Test preparation for the Network+ exam. (12.5 q.credit hr.)

**Desktop Client 1 CCNT 3303** The study and application of the Microsoft desktop operating system, including installation, configuration, and troubleshooting. Test preparation for the current exam to qualify as a Microsoft Certified Professional. This course includes practice exams, test taking techniques, review of material, question and answer sessions, and scheduling of exams. (12.5 q.credit hr.)



**Desktop Client 2 CCNT 3304** Installing, configuring, and troubleshooting Microsoft operating systems. The administrator functions, monitoring and optimization of these operating systems is covered. Client/Server functionality and performance tuning techniques with an understanding of how domains affect business networks and productivity is addressed. (6 q.credit hr.)

**Server Fundamentals CCNT 3405** Installing, configuring, and troubleshooting the Microsoft server operating systems. Students will learn the foundation skills for Active Directory services including Group Policy, permissions, and file directory structures. This course covers the basic fundamentals of server usage in the current client/server computing environment. (12 q.credit hr.)

**Network Security CCNT 3206** The study and application of network security concepts, including general security reports, communication security, infrastructure security, basic cryptography, and operational and organizational security. This course includes coverage of firewalls, DMZ, security policies, authentication, authorization, VPN concepts, encryption methods, internal and external threats, malware, spyware, viruses, and documentation procedures. (6 q.credit hr.)

**Alternative Operating Systems CCNT 3407** The study of operating systems that are used in the field other than the current leader in business. This course is designed to give a fundamental understanding of these other alternatives. The basic level support of consumer and commercial client needs are covered. (6 q.credit hr.)

**Application Support CCNT 3108** The study and application of business software in Microsoft Office Standard Edition, including Word, Excel, and Outlook. Supporting customers in a business environment, including customer service skills, documenting and resolving problems, is covered. This course includes help desk skills, remote client support, and customer service skills. (6 q.credit hr.)

## ELECTRONICS SYSTEMS TECHNOLOGY

### Objectives

The Career Electronics Systems Technician program consists of 1284 hours of instruction (76 quarter credit hours) and is available in two schedules. The Early Day sessions require twelve months for completion on the basis of approximately 27 hours of instruction per week. The Evening session requires eighteen months for completion on the basis of approximately 18 hours of instruction per week. All terms of the program are independent, thus the sequence in which they are offered to students may vary.

This program covers service and repair of a variety of electronics systems. Students will develop an understanding of the theory and practical application related to alarm technology, telecommunications, cabling, home theater, CCTV, sound systems and opto electronics. Emphasis is placed on the low-voltage electrical code, safety, customer service and the use of diagnostic equipment.

The Electronics classrooms are equipped with the same kinds of equipment currently in use by businesses and industry. Computers, networks, peripheral equipment, power supplies, oscilloscopes, industrial controls, analytical equipment, communication devices, applicable software programs, and different kinds of electronics hand tools are used by the students. The maximum number of students being taught in any one classroom or lab is thirty.

Graduates from this program will have sufficient knowledge and skill for entry-level employment as an electronics or low voltage technician. Graduates entering the field of electronics technology are usually hired for positions that carry titles such as field engineer or field service technician (servicing equipment on the customer's premises), production repair technician or factory service technician (repair of equipment at the place where it is manufactured), or electronic technician (a title that covers a variety of activities either in the field or at the factory). Typically, these positions are found in businesses in the following commercial or industrial areas:

- Burglar and Fire Alarms
- Telecommunications Equipment
- Cable TV
- Emergency Lighting
- Medical equipment
- Navigational (space, aeronautics, and marine)
- Home entertainment (TV, stereo, satellite)
- Computers
- Measurement and control instrumentation
- Soundstage
- Closed circuit television

### Required Tools, Books & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Student Services Fee covers all books, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of the Student Services Fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

Only courses passed with a grade of 75% or above qualify as Related Instruction hours towards CT licensing requirements.

### CAREER ELECTRONICS SYSTEMS TECHNICIAN Early and Mid-Day Sessions

	Quarter Credit Hours	Clock Hours
<b>Term</b>	<b>19</b>	<b>321</b>
Intrusion Alarm Technology 1102 Building Trade Safety 1103 Construction Blueprint Reading 1104 Customer Relations and Business Practices 1105 DC Electrical Circuits 1101		
<b>Term</b>	<b>18.5</b>	<b>321</b>
Fire Alarm Systems 1107 Home Theater 1108 Green Technology 1109 Low Voltage Electrical Code 1110 AC Electrical Circuits 1106		
<b>Term</b>	<b>19.5</b>	<b>321</b>
Basic Telecommunications 1112 Telecom Cabling 1113 Semiconductors 1111		
<b>Term</b>	<b>19</b>	<b>321</b>
Opto Electronics 1115 CCTV Security 1116 Live Sound Reinforcement 1117 Electronics Circuits 1114		
<b>TOTAL HOURS</b>	<b>76</b>	<b>1284</b>

**CAREER ELECTRONICS SYSTEMS TECHNICIAN**  
**Evening Session**

	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
<b>Term</b>	<b>13</b>	<b>214</b>
Intrusion Alarm Technology 1102		
Green Technology 1109		
DC Electrical Circuits 1101		
<b>Term</b>	<b>12.5</b>	<b>214</b>
Fire Alarm Systems 1107		
Home Theater 1108		
AC Electrical Circuits 1106		
<b>Term</b>	<b>12.5</b>	<b>214</b>
Building Trade Safety 1103		
Construction Blueprint Reading 1104		
Semiconductors 1111		
<b>Term</b>	<b>12.5</b>	<b>214</b>
Basic Telecommunications 1112		
Live Sound Reinforcement 1117		
Electronics Circuits 1114		
<b>Term</b>	<b>13</b>	<b>214</b>
Telecom Cabling 1113		
CCTV Security 1116		
<b>Term</b>	<b>12.5</b>	<b>214</b>
Low Voltage Electrical Code 1110		
Opto Electronics 1115		
Customer Relations and Business Practices 1105		
<b>TOTAL HOURS</b>	<b>76</b>	<b>1284</b>

## *Course Descriptions*

**DC Electrical Circuits 1101** The theory and practical application of DC circuit concepts, schematic diagrams, meters, electro-magnetism, properties of wire, ohms law and trade math..(5q.credit hr.)

**Intrusion Alarm Technology 1102** The theory and practical application of alarm sensors, detectors and signaling systems and access control. (5q.credit hr.)

**Building Trade Safety 1103** The theory and practical application of hand tool safety, power tool safety, hazardous materials, ladder safety, lock out/tag out. Safety and protective equipment, grounding and trench work. OSHA. ANSI and UL standards. (3q.credit hr.)

**Construction Blueprint Reading 1104** The theory and practical application of interpretation of blueprints pertaining to electrical, electronics, piping, sheet metal, HVAC, welding, codes, standards, and specifications. (3q.credit hr.)

**Customer Relations and Business Practices 1105** Practical skills in dealing with customer relations, communication, record keeping and ethics. (3q.credit hr.)

**AC Electrical Circuits 1106** The theory and practical application of AC circuit properties, transformers, rectifiers, single and poly- phase current and trade math. (5q.credit hr.)

**Fire Alarm Systems 1107** The theory and practical application of smoke, flame and heat sensor, signal processing, alarm power supplies, and NFPA standards. (4.5q.credit hr.)

**Home Theater 1108** The theory and practical application of DTV, sound systems, flat panel TVs, system balancing and industry standards. (3q.credit hr.)

**Green Technology 1109** The theory and practical application Solar and wind technology, LEED, green building tech and carbon footprints. (3q.credit hr.)

**Low Voltage Electrical Code 1110** The National Electrical Code as it pertains to: : articles 80 through 310, chapter 9, fire alarm systems, intrusion alarm systems, CCTV, telephone systems and intercom systems. (3q.credit hr.)

**Semiconductors 1111** The study and application of diodes, transistors, MOSFETs and rectifiers and trade math. (6.5q.credit hr.)

**Basic Telecommunications 1112** The theory and practical application of POTS, PSTN, data communications, wireless communications, LANS, WANS, switches, routers, LATA, ISDN, BRI, Key systems and PBXs. (6.5q.credit hr.)

**Telecom Cabling 1113** The theory and practical application of telephone cabling and distribution networks, LAN cabling, grounding and NEC code as it applies to telecom systems. (6.5q.credit hr.)

**Electronics Circuits 1114** The study and application of amplifiers, phase inverters, integrated circuits, digital logic gates and oscilloscopes and trade math. (3q.credit hr.)

**Opto Electronics 1115** The theory and practical application of fiber optic equipment, standards, cabling and electronics for data and voice communications. (6.5q.credit hr.)

**CCTV Security 1116** The theory and practical application of closed circuit television, video cameras, lenses, monitors, switchers, signal processing, cabling, digital and analog recording. (6.5q.credit hr.)

**Live Sound Reinforcement 1117** The theory and practical application of sound amplification systems, microphones, speakers, mixers, equalizers and crossover networks. (3q.credit hr.)

## CAREER HVACR TECHNOLOGY

### Objectives

The Career HVACR program consists of 1284 hours of instruction (78 quarter credit hours) and is available in two schedules. The Early Day and Mid Day sessions require twelve months for completion on the basis of approximately 27 hours of instruction per week. The Evening session requires eighteen months for completion on the basis of approximately 18 hours of instruction per week. All terms of the program are independent, thus the sequence in which they are offered to students may vary. The Institute employs a grading system based on one hundred percent. In the Career HVACR program, these percentages are: 90 to 100 (3.5-4.0) – Excellent; 80 to 89 (2.75-3.45) – Good; 75 to 79 (2.0-2.7) – Satisfactory; Below 75 (0) – Failure.

This program intensively covers the service, installation and repair of heating, ventilation, air-conditioning and refrigeration systems. Students will develop an understanding of the electrical and mechanical principles related to gas and oil heating units, air-conditioning and refrigeration systems. Emphasis is placed on acquiring proficiency in the use of analytical instruments as well as the mastery of heating and cooling principles under which these systems function.

The HVACR classrooms are equipped with the same kinds of gas and oil heating, cooling and refrigeration units currently in use in residential and commercial buildings. In addition to this, students use a variety of analytical equipment, meters, and gauges, refrigerant recovery units, piping and ventilation tools, and different kinds of specialized hand tools needed for this occupation. The maximum number of students being taught in any one classroom or lab is thirty.

Graduates from this program will have sufficient knowledge and skill for entry-level employment in the HVACR field. Graduates entering the field of HVACR technology might specialize in either the installation or maintenance of HVACR systems. Some technicians further specialize in one type of equipment or manufacturer. Most technicians do both the installation and the servicing and work with most types of heating, cooling, and refrigeration equipment.

HVACR technicians work in homes, office buildings, factories - anywhere there is climate control equipment in use. Career opportunities are diverse. Typically, these positions are found in businesses in the following commercial or industrial areas:

Office Buildings	Resorts and Hotels
Manufacturing Plants	Hospitals and Clinics
Shopping Malls	Transportation Terminals
Warehouses	Retail Stores and Wholesalers
Homes	Food Preparation and Packaging

### Required Instruments, Tools, Books & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Student Services Fee covers all books, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of the Student Services Fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

### Day Program

	Quarter Credit Hours	Clock Hours
<b>Term I</b>	<b>19.5</b>	<b>321</b>
Electrical for Gas 1114		
Mechanical for Gas 1115		
Trade Skills 1116		
<b>Term II</b>	<b>19.5</b>	<b>321</b>
Electrical for Oil 1214		
Mechanical for Oil 1215		
Hydronic and Control Systems 1216		
<b>Term III</b>	<b>19.5</b>	<b>321</b>
Core Refrigeration 1317		
Advanced Refrigeration 1318		
Piping Principles 1316		
<b>Term IV</b>	<b>19.5</b>	<b>321</b>
Core Air		
Conditioning 1417		
Advanced Air		
Conditioning 1418		
Design Principles 1416		
<b>TOTAL HOURS</b>	<b>78</b>	<b>1284</b>

## Evening Program

	Quarter Credit Hours	Clock Hours
<b>Term</b>	<b>13</b>	<b>214</b>
Electrical for Gas 1114 Mechanical for Gas 1115		
<b>Term</b>	<b>13</b>	<b>214</b>
Electrical for Oil 1214 Mechanical for Oil 1215		
<b>Term</b>	<b>13</b>	<b>214</b>
Core Refrigeration 1317 Advanced Refrigeration 1318		
<b>Term</b>	<b>13</b>	<b>214</b>
Core Air Conditioning 1417 Advanced Air Conditioning 1418		
<b>Term</b>	<b>13</b>	<b>214</b>
Trade Skills 1116 Hydronic and Control Systems 1216		
<b>Term</b>	<b>13</b>	<b>214</b>
Piping Principles 1316 Design Principles 1416		
<b>TOTAL HOURS</b>	<b>78</b>	<b>1284</b>

**Electrical for Oil – HVACR 1214** Theory and practical application of electrical principles required to service oil burners, ignition systems, thermostats, and unit controls. Includes the different oil ignition systems, unit controls, their sequence of operation, wiring of these ignition systems and troubleshooting of these different oil heating systems. (6.5.credit hr.)

**Mechanical for Oil - HVACR 1215** The theory and practical application of oil pumps, nozzles, fuel lines, and tanks. Includes instruction on Combustion properties, combustion efficiency testing, furnace cleaning, and troubleshooting. (6.5.credit hr.)

**Core Air Conditioning – HVACR 1417** The student course begins with an overview of comfort cooling and then explores the refrigeration cycle, the basic components of an air conditioning system including both electrical and mechanical. The student will study for and have the opportunity to obtain their EPA section 608A certification. The student will use their tools and gauges to practice all concepts in the lab. (6.5.credit hr.)

**Advanced Air Conditioning – HVACR 1418** (Prerequisite–Core Air Conditioning–HVACR 1417). The theory and practical application of air and water-cooled condensers, chillers, cooling towers, rooftop package units, air to air heat pumps and an introduction to air-to-water heat pumps. System installation, preventative maintenance, diagnosis, and repair. (6.5.credit hr.)

**Trade Skills – HVACR 1116** Theory and practical application of basic trade math, shop safety, air flow, and sheet metal for installation and service apprentices, and OSHA 30 certification. (6.5.credit hr.)

**Piping Principles – HVACR 1316** Theory and practical application of piping, pipe threading, various tubing, brazing, soldering and overall system installation. (6.5.credit hr.)

**Design Principles – HVACR 1416** Theory and practical application of Heat Loss and Heat Gain, system design principles, psychometrics, humidification, dehumidification, air distribution, measurement, air cleaning, and the practices and principles of Indoor Air Quality (IAQ). (6.5.credit hr.)

**Core Refrigeration HVACR 1317** The course begins with an overview of comfort cooling and then explores the refrigeration cycle, the basic components of an air conditioning system including both electrical and mechanical. The student will study for and have the opportunity to obtain their EPA section 608A certification. The student will use their tools and gauges to practice all concepts in the lab. (6.5.credit hr.)

**Advanced Refrigeration HVACR 1318** (Prerequisite – Core Refrigeration - HVACR 1317) The theory and practical application of air and water-cooled condensers, chillers, cooling towers, rooftop package units, air to air heat pumps and an introduction to air-to-water heat pumps. System installation, preventative maintenance, diagnosis, and repair. (6.5.credit hr.)

## Course Descriptions

**Electrical for Gas – HVACR 1114** The theory and practical application of electrical principles required to safely service gas burner ignition systems, thermostats, safety controls, limit controls and various control systems. This course covers electrical safety, National Electric Code awareness, troubleshooting skills, problem diagnosis, and wiring techniques for gas fired warm air furnaces and hot water boilers. (6.5.credit hr.)

**Mechanical for Gas – HVACR 1115** The theory and practical application of gas properties including heating values, combustion properties, products of combustion, unit efficiencies, gas burner operation, problem diagnosis and installation, and operation of gas heating systems. (6.5.credit hr.)

**Hydronic and Control Systems – HVACR 1216** Theory and practical operation of hydronic system components including circulators, valves, aquastats and flow controls. Includes steam, hot water, and chilled water distribution systems. Introduction to DDC (Direct Digital Controls) including controllers, points, controlled devices, feedback loops, analog and digital signals. Applicable International Mechanical and NFPA codes are discussed. (6.5.credit hr.)

## **CAREER INDUSTRIAL, COMMERCIAL & RESIDENTIAL ELECTRICIAN**

### ***Objectives***

The Career Industrial, Commercial, and Residential Electrician program consists of 1284 hours of instruction (74 quarter credit hours) and is available in two schedules. The Early Day and Mid Day sessions require twelve months for completion on the basis of approximately 27 hours of instruction per week. The Evening session requires eighteen months for completion on the basis of approximately 18 hours of instruction per week. All terms of the program are independent, thus the sequence in which they are offered to students may vary.

This program intensively covers the installation and maintenance of industrial, commercial, and residential electrical systems. Students will develop an understanding of the national electric code and how it applies to safe electrical systems function. Emphasis is placed on acquiring proficiency in the use of analytical instruments, as well as the mastery of the principles under which electrical systems function.

The Electrical classrooms are equipped with the same kinds of equipment currently in use in residential, commercial, and industrial buildings. In addition to this, students utilize a variety of analytical equipment, meters, gauges, and different kinds of specialized hand tools needed for this occupation. The maximum number of students being taught in any one classroom or lab is thirty.

Graduates from the Career Industrial, Commercial & Residential Electrician program will have sufficient knowledge and skill for entry-level employment as an electrical helper or apprentice. Because electricians work wherever electricity is used, the career opportunities are diverse. Graduates may be hired for new construction or maintenance in the following locations:

- Office Buildings
- Manufacturing Plants
- Shopping Malls
- Warehouses
- Homes
- Resorts and Hotels
- Transportation Terminals
- Hospitals and Clinics
- Food Preparation and Packaging
- Retail Stores and Wholesalers

Course content is taught in slightly different sequences and formats in Connecticut and Massachusetts due to the different licensing requirements.

Only courses passed with a grade of 75% or above qualify as Related Instruction hours towards Connecticut licensing requirements

### ***Required Tools, Books & Supplies***

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Student Services Fee covers all books, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

**CAREER INDUSTRIAL, COMMERCIAL &  
RESIDENTIAL ELECTRICIAN**  
*Early and Mid-Day Sessions (Massachusetts)*

	Quarter Credit Hours	Clock Hours
<b>Term</b>	19	321
<hr/> Electrical Safety 1141 Electrical Theory One/DC Theory 1132 Electrical Theory Two/AC Theory 1133 Wiring: Residential 1144 Algebra with Trigonometry 1135 Introduction to the National Electrical Code 1146		
<b>Term</b>	185	321
<hr/> Conduit Bending 231 Installation of Electrical Services 1232 Introduction to Electrical Blueprints 1233 Wiring: Commercial and Industrial 1234 Electric Lighting 1235 Introduction to the National Electrical Code 1236		
<b>Term</b>	185	321
<hr/> Load Calculations-Branch Circuits 1331 Raceway, Box and Fitting Fill Requirements 1332 Motor Controls 1333 Introduction to the National Electrical Code 1334 Motor Calculations 1335 Advanced Motor Controls 1336		
<b>Term</b>	18	321
<hr/> Feeder Calculations 1431 Standby and Emergency Systems 1432 Basic Alarm Technology, Fire, Access & CCTV 1433 Introduction to the National Electrical Code 1434 HVAC Controls 1435 Telecom Cabling & Basic Telecommunications 1436		
<b>TOTAL HOURS</b>	<b>74</b>	<b>1284</b>

**CAREER INDUSTRIAL, COMMERCIAL &  
RESIDENTIAL ELECTRICIAN**  
*Evening Session (Massachusetts)*

	Quarter Credit Hours	Clock Hours
<b>Term</b>	12.5	214
<hr/> Electrical Safety 1141 Electrical Theory One/DC Theory 1132 Wiring: Residential 1144 Introduction to the National Electrical Code 1146		
<b>Term</b>	12	214
<hr/> Conduit Bending 231 Introduction to Electrical Blueprints 1233 Wiring: Commercial and Industrial 1234 Introduction to the National Electrical Code 1236		
<b>Term</b>	12.5	214
<hr/> Load Calculations-Branch Circuits 1331 Motor Calculations 1335 Standby and Emergency Systems 1432 Introduction to the National Electrical Code 1334		
<b>Term</b>	12	214
<hr/> Feeder Calculations 1431 Motor Controls 1333 Advanced Motor Controls 1336 Introduction to the National Electrical Code 1434		
<b>Term</b>	12	214
<hr/> Electrical Theory Two/AC Theory 1133 Telecom Cabling & Basic Telecommunications 1436 Basic Alarm Technology, Fire, Access & CCTV 1433 Raceway, Box and Fitting Fill Requirements 1332		
<b>Term</b>	13	214
<hr/> Electrical Lighting 1235 HVAC Controls 1435 Algebra with Trigonometry 1135 Installation of Electrical Services 1232		
<b>TOTAL HOURS</b>	<b>74</b>	<b>1284</b>

**CAREER INDUSTRIAL, COMMERCIAL &  
RESIDENTIAL ELECTRICIAN  
Early and Mid-Day Sessions (Connecticut)**

	Quarter Credit Hours	Clock Hours
<b>Term</b>	185	321
Basic Math Computations CTTEL0001		
Lighting and Switching Circuits CTTEL1001		
Algebra with Trigonometry CTTEL0005		
HVAC Controls CTTEL1002		
Electrical Theory I / DC Theory CTTEL0901		
Electrical Theory II / AC Theory CTTEL0902		
OSHA-30 CTTEL0099		
<b>Term</b>	185	321
Electrical Code I – Residential Wiring CTTEL0904		
Power Distribution and Load Calculations CTTEL0917		
Electrical Code II – Commercial Wiring CTTEL0905		
Installation of Services CTTEL1003		
Electrical Code III CTTEL 0909		
Motors, Motor Calculations and Generator Theory CTTEL0907		
<b>Term</b>	19	321
Motor Controls CTTEL0906		
Logic Circuits –Programmable Controllers, Part I CTTEL0914		
Semiconductors for Electricians CTTEL0908		
Logic Circuits –Programmable Controllers, Part II CTTEL0926		
Blueprint Reading CTTEL0031		
<b>Term</b>	18	321
Basic Alarm Technology CTTEL0927		
Telecom Cabling CTTEL0925		
Basic Telecommunications CTTEL0924		
Fire, Access, and CCTV Systems CTTEL0928		
Electrical Code IV CTTEL0910		
<b>TOTAL HOURS</b>	<b>74</b>	<b>1284</b>

**CAREER INDUSTRIAL, COMMERCIAL &  
RESIDENTIAL ELECTRICIAN  
Evening Session (Connecticut)**

	Quarter Credit Hours	Clock Hours
<b>Term</b>	13	214
Basic Math Computations CTTEL0001		
Algebra with Trigonometry CTTEL0005		
Electrical Theory I / DC Theory CTTEL0901		
Electrical Theory II / AC Theory CTTEL0902		
<b>Term</b>	13	214
Electrical Code I – Residential Wiring CTTEL0904		
Power Distribution and Load Calculations CTTEL0917		
Electrical Code II – Commercial Wiring CTTEL0905		
Electrical Code III CTTEL 0909		
<b>Term</b>	12.5	214
Motor Controls CTTEL0906		
Logic Circuits –Programmable Controllers, Part I CTTEL0914		
Logic Circuits –Programmable Controllers, Part II CTTEL0926		
<b>Term</b>	11.5	214
Basic Alarm Technology CTTEL0927		
Telecom Cabling CTTEL0925		
Basic Telecommunications CTTEL0924		
HVAC Controls CTTEL1002		
<b>Term</b>	12	214
Blueprint Reading CTTEL0031		
Fire, Access, and CCTV Systems CTTEL0928		
Electrical Code IV CTTEL0910		
<b>Term</b>	12	214
Motors, Motor Calculations and Generator Theory CTTEL0907		
Installation of Services CTTEL1003		
Semiconductors for Electricians CTTEL0908		
Lighting and Switching Circuits CTTEL1001		
OSHA-30 CTTEL0099		
<b>TOTAL HOURS</b>	<b>74</b>	<b>1284</b>



## Course Descriptions

**Electrical Safety 1141** Covers safety rules and regulations for electricians. Students learn the necessary precautions to take for various electrical hazards found on the job. Students have the opportunity to earn their OSHA 30 card. Students will also learn OSHA mandated lockout/tagout procedure. (2.5q.credit hr.)

**Electrical Theory One/DC Theory 1132** Offers a general introduction to the electrical concepts used in Ohm's law applied to DC series circuits. Includes atomic theory, electromotive force, resistance, and electric power equations. (2.5q.credit hr.)

**Electrical Theory Two/AC Theory 1133** Introduces series, parallel, and series parallel circuits. Covers resistive circuits, Kirchoff's voltage and current laws, and circuit analysis. (2.5q.credit hr.)

**Wiring: Residential 1144** Covers the electrical devices and wiring techniques common to residential construction and maintenance. Students also practice making service calculations. Stresses appropriate NEC requirements. (4.5q.credit hr.)

**Algebra with Trigonometry 1135** Study and application of algebraic and trigonometric functions as it relates to electrical functions. Includes solving word problems, addition, subtraction, multiplication, and problem solutions. (4q.credit hr.)

**Introduction to the National Electrical Code 1146** (Code 1) Provides navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure. (3q.credit hr.)

**Conduit Bending 231** Covers all of the different types of bends that can be made in conduit using mechanical, electric, and hydraulic conduit benders. A focal point of the course is hand bending with Electrical Metallic Tubing. (1q.credit hr.)

**Installation of Electrical Services 1232** Covers methods and techniques for both single and three-phase services, including metering equipment and NEC regulations. (4q.credit hr.)

**Introduction to Electrical Blueprints 1233** Focuses on electrical prints, drawings, and symbols. Students learn the types of information they can find on schematics, one-lines, and wiring diagrams. (2.5q.credit hr.)

**Wiring: Commercial and Industrial 1234** Covers the electrical devices and wiring techniques common to commercial and industrial construction and maintenance. The appropriate NEC requirements are stressed. (5q.credit hr.)

**Electric Lighting 1235** Introduces the basic principles of human vision and the characteristics of light. Focuses on the handling and installation of the different kinds of lamps (incandescent, fluorescent, and HID) and lighting fixtures (surface-mounted, recessed, suspended, and track lighting) (2.5q.credit hr.).

**Introduction to the National Electrical Code 1236** (Code 2) Provides a navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy-to follow procedure. (3.5q.credit hr.)

**Load Calculations-Branch Circuits 1331** Introduces the industry standards for electrical work, including the topics of branch circuits, rating and de-rating, and various types of residential and commercial electrical loads. (4q.credit hr.)

**Raceway, Box and Fitting Fill Requirements 1332** Covers the number of conductors allowed in raceways, boxes, and fittings. (2.5q.credit hr.)

**Motor Controls 1333** Provides information on selecting, sizing, and installing motor controllers. Also covers control circuit pilot devices and basic relay logic. (3.5q.credit hr.)

**Introduction to the National Electrical Code 1334** (Code 3) Provides navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure. (2.5q.credit hr.)

**Motor Calculations 1335** Covers single and multi motor calculations to enable the student to size conductors, over-current protection, and over-load protection for motor applications. (2.5q.credit hr.)

**Advanced Motor Controls 1336** Explains applications and operating principles of solid-state controls, reduced-voltage starters, and adjustable frequency drives. Also covers basic troubleshooting procedures. (3.5q.credit hr.)

**Feeder Calculations 1431** Topics include basic calculation procedures and calculations for commercial and residential applications. (2.5q.credit hr.)

**Standby and Emergency Systems 1432** NEC installation requirements for electric generators, and storage batteries are fully explained. (3.5q.credit hr.)

**Basic Alarm Technology, Fire, Access & CCTV 1433** Covers fire alarm control units, Digital Alarm Communicator Systems (DACS), installation of wiring for alarm initiating and notification devices, and alarm system maintenance. Also covers basic Fire Alarm terms and usage, CPU features, types of initiating devices, extinguishing systems, and design. Access control, devices, software, code compliance, standards, basic technology of CCTV, its types and components. (3.5q.credit hr.)

**Introduction to the National Electrical Code 1434** (Code 4) Provides navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure. (2.5q.credit hr.)

**HVAC Controls 1435** Provides a basic overview of HVAC systems and their controls. Stresses electrical troubleshooting and NEC requirements. (2.5q.credit hr.)

**Telecom Cabling & Basic Telecommunications 1436** Cabling codes, types, methods, and grounding; telephone terms, components, networks, line services, and fundamentals (3.5q.credit hr.)

**Basic Math Computations CTEL 0001** Includes solving word problems, addition, subtraction, multiplication, and problem solutions. Topics to be covered include; computations using real numbers, computations using fractions, computations using decimal fractions, base - rate - and portion to calculate percent, computation of area and volume, and units of measurements. (2.5 q.credit hr.)

**Algebra with Trigonometry CTEL 0005** Algebra with Trigonometry studies the application of algebraic and trigonometric functions as it relates to electrical functions. Topics to be covered include; power and roots, groupings, addition, subtraction, multiplication and division of Polynomials, solving word problems, identifying triangles and angles, Pythagorean theorem, trigonometric functions, sines, cosines & tangents, and solution of problems. (2.5q.credit hr.)

**Electrical Theory I / DC Theory CTEL0901** Offers a general introduction to the electrical concepts used in Ohm's law applied to DC series circuits. Includes atomic theory, electromotive force, resistance, and electric power equations. Introduces resistive series, parallel, and series parallel circuits. Covers total circuit analysis. (4q.credit hr.)

**Electrical Theory II / AC Theory CTEL0902** Introduces Alternating Current in electrical circuits. The effects of magnetic induction and the exponential curve, in relation to the rise of time current, will be discussed to relate the effects of inductance and capacitance on circuits with alternating current. Circuit analysis of series and parallel circuits containing Resistance, Inductance, and Capacitance will be performed. (4q.credit hr.)

**OSHA-30 CTEL0099** Basic safety and OSHA training. (2.5q.credit hr.)

**Electrical Code I - Residential Wiring CTEL0904** Introduction to the National Electrical Code Provides navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure. Articles to be included are Articles 90 - 225, 300 - 310, Chapter 9, and Annex H; Including service calculations for dwellings. Wiring : Residential wiring methods will be will be practiced in the lab. Covering the electrical devices and wiring techniques common to residential construction and maintenance. (4q.credit hr.).

**Power Distribution and Load Calculations CTEL0917** Load calculations will be performed based on the NEC for various types of residential and commercial electrical. These calculations will provide the values needed to size the conductors and overcurrent protection of these feeders and branch circuits. Additional topics include; Voltage drop, 3Ø Neutral, Harmonics, Conductor Selection, Power Transformers, Transformer Sizing, Wire size, & Power Factor Correction.. (2.5q.credit hr.)

**Electrical Code II - Commercial Wiring CTEL0905** Introduction to the National Electrical Code Provides a navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy-to follow procedure. Articles to be included are; 230 - 427, and Chapter 9; which cover services, grounding and bonding, overcurrent protection, wiring methods, and all of the articles in chapter 3 that cover electrical materials. Wiring: Commercial and Industrial practices the wiring methods and techniques used to install electrical devices and equipment, common to commercial and industrial construction and maintenance. The appropriate NEC requirements are stressed. (4q.credit hr.)

**Electrical Code III CTEL0909** Introduction to the National Electrical Code Provides navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure. Articles to be covered are; 430 - 490; including Transformer calculations for primary and secondary electrical quantities, turns ratios, buck - boost, and overcurrent protection. A general review of the articles covered during the term will be conducted prior to the exam. (2.5q.credit hr.)

**Motors, Motor Calculations and Generator Theory CTEL0907** Types of electric motors, and the theory behind what makes a motor operate are covered during this course. Topics include; Single-Phase Motors, Polyphase Motors, and Calculations for single and multi motor circuits to enable the student to size conductors, over-current protection, and over-load protection for motor applications. Standby and Emergency Systems require alternate power sources, like generators. Topics will include an introduction to Generators, and the installation requirements for electric generators and transfer switches. (4q.credit hr.)

**Motors Controls CTEL0906** This Motor Controls course is the first of three, providing safe work habits and describing the equipment that will be used during the motor control courses. Lessons covered include terminology, symbols, diagrams; as well as pilot devices and basic relay logic as it applies to motor control circuits and devices. Completing the lesson with Troubleshooting circuits using a digital multi meter. (4.5q.credit hr.)

***Logic Circuits-Programmable Controllers, Part I CTEL0914***

Logic Circuits discussed in this course include, timers, limit switches, jogging, multiple pushbuttons, sequence operation, jogging, reduced-voltage starters, adjustable frequency drives, and an introduction to Programmable Logic Controllers (PLC). Additional topics on PLCs are; the PLC Number System, Symbols, Truth Tables, and Logic, Boolean Algebra, Logic circuits and PLC operation, and Programming. (4q.credit hr.)

***Semiconductors for Electricians CTEL0908*** Semiconductors make up the worlds electronic equipment that control electrical devices around us today. The topics included are; Safety, PC Board Construction and Repairs, Diodes, DC Power Supplies, Transducers, Transistors, and Integrated Circuits. (2.5q.credit hr.)

***Logic Circuits-Programmable Controllers, Part II CTEL 0926*** PLCs and their logic are the focus of this course. The lessons applied include; Relay Programming, Safe and Proper Programming, Documenting your System, Comparing, Timers, Counters, and Data Handling Instructions. Troubleshooting, Debugging and Diagnostic Capabilities (4q.credit hr.)

***Blueprint Reading CTEL0031*** Introduction to Electrical Blueprints focuses on mechanical prints or drawings, to learn the symbols, alphabet of lines, dimensions, and types of drawings & their uses; just like what is used in today's construction. Students will learn the types of information they can find on the different types of drawings; like the locations of HVAC or Plumbing systems. (4q.credit hr.)

***Basic Alarm Technology CTEL0927*** The theory of how Ohm's Law applies to alarm circuits, and the practical application of alarm sensors, detectors and signaling systems. Installation and programming of devices and control panels used in alarm systems. (4q.credit hr.)

***Telecom Cabling CTEL0925*** Telecom Cabling encompasses the codes, types, methods, and grounding; along with telephone terms, components, networks, line services, and fundamentals. Connection methods, distribution, and LAN cabling are included in the topics of this course. (3q.credit hr.).

***Basic Telecommunications CTEL0924*** The theory and practical application of POTS lines, data communications, Transmission, local and long distance calls ,and PBXs. The telecom landscape will provide an understanding of the players and the customers in the field of telecommunications. The fundamentals of LANs, PBX, Key systems, and voice mail are also topics to be discussed. (3q.credit hr.)

***Fire, Access & CCTV Systems CTEL0928*** Basic Alarm Technology, Fire, Access & CCTV 1433 Covers fire alarm control units, Digital Alarm Communicator Systems (DACS), installation of wiring for alarm initiating and notification devices, and alarm system maintenance. Also Covers basic Fire Alarm terms and usage, CPU features, types of initiating devices, extinguishing systems, and design. Access control, devices, software, code compliance, standards, basic technology of CCTV, its types and components. (4q.credit hr.)

***Electrical Code IV CTEL0910*** Introduction to the National Electrical Code Provides navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure. Articles to be covered are as follows; 500 - 516 Hazardous Locations , 517 Health Care, 518 - 580 Special Occupancies, 600 - 695 Special Equipment & Swimming Pools, 700 - 760 Emergency Systems, & 770 - 830 Communication Systems. (4q.credit hr.)

***Lighting and Switching Circuits CTEL1001*** During this course, students will become familiar with the different types of lighting fixtures, and the methods used to install them. This course is going to be conducted in the Lab environment, and will introduce the students to switching circuits from one location to several locations, and the different types of circuits that can be used to accomplish the task.. (1.5q.credit hr.)

***HVAC Controls CTEL1002*** HVAC controls provides a basic overview of HVAC systems and their controls. By installing the equipment found in typical heating and cooling systems, the students will get a hands on experience of how the controls are designed to function. (1.5q.credit hr.)

***Installation of Services CTEL1003*** Installation of Electrical Services, methods, and techniques for installing services, including metering equipment and NEC regulations will be practiced in the lab. (1.5q.credit hr.)

# COSMETOLOGY

## **Objectives**

The Cosmetology program consists of 1552 hours of instruction. The Day, Afternoon and Evening sessions each requires twelve months for completion on the basis of approximately 33 hours of instruction per week. Students in the upper levels spend a significant amount of time each week in the student clinic, practicing their skills on staff, faculty and the general public.

The Cosmetology program is designed to prepare students for careers in a variety of salon settings. The curriculum is structured to include a combination of lecture and lab instruction in several areas of this field, including, but not limited to, hair care and treatment, hair shaping and styling, chemical products, skin care, make-up and manicures, anatomy and physiology, sanitation and hygiene and business and professional relations.

The Cosmetology classroom and clinic are equipped with the same type of equipment currently found in hairdressing salons. In addition, various charts, and models enhance the learning environment. The maximum number of students being taught in any one classroom or lab is 15.

The Cosmetology program has programmatic attendance requirements for 1500 hours, in addition to PCI's term based attendance requirements. Student must maintain compliance with both policies. Students may need to make-up time missed from class or clinic if they are in danger of dropping below 1500 attended hours, including possibly extending their graduation date in order to make up missed hours. 1500 hours of attendance is an independent graduation requirement, in addition to passing all of the required courses.

Students must have completed (attended) a minimum of 1500 of the 1552 hours in their program in order to graduate. No student will graduate until they can document 1500 hours of attendance. In order to practice in the cosmetology field in the State of Connecticut, one must graduate from an approved program with 1500 hours of prescribed training and pass the CT licensing exam for hairdressers.

Graduates of the Cosmetology program will have the knowledge and skills necessary to prepare to take the Connecticut licensing exam for hairdressers and to seek entry-level employment in the cosmetology field.

## **Daily Hours**

Classes in the Cosmetology program sessions meet on the following schedules:

<b>Day:</b>	<b>M-Th:</b>	8:30 a.m.-4:00 p.m. <b>AND</b>
	<b>Friday:</b>	8:30 a.m.-1:30 p.m.
<b>Afternoon:</b>	<b>M-F:</b>	12:00 – 5:00 <b>AND</b>
	<b>Sat.:</b>	8:00 a.m.-5:00 p.m.
<b>Evening:</b>	<b>M-F:</b>	5:30 – 10:30 <b>AND</b>
	<b>Sat.:</b>	8:00 a.m.-5:00 p.m.

## **2019 Calendar**

<u>Start Date</u>	<u>End Date</u>
01/21/2019	01/17/2020
04/22/2019	04/10/2020
07/22/2019	07/10/2020
10/21/2019	10/09/2020

## **Required Tools, Books & Supplies**

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Student Services Fee covers all books, tools, instruments, uniforms, supplies, and other materials and services that the students will receive from PCI during the course of their attendance in their program. The amount of the Student Services Fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

## *Cosmetology – Days, Afternoons and Evenings*

	<b>Clock Hours</b>
<b>Term I</b>	<b>388</b>
101 Introduction to Cosmetology	
102 Cosmetology Basics	
<b>Term II</b>	<b>388</b>
201 Cosmetology I A	
202 Cosmetology I B	
<b>Term III</b>	<b>388</b>
301 Cosmetology II A	
302 Cosmetology II B	
<b>Term IV</b>	<b>388</b>
401 Advanced Cosmetology A	
402 Advanced Cosmetology B	

## *Course Descriptions*

**COS 101 Introduction to Cosmetology I:** This introductory course provides the student with an orientation into the Cosmetology program. Topics covered include Life Skills, Professional Image and Communication for Success. Materials on Infection Control as well as Hazardous Materials and HIV/AIDS will be provided. Additional emphasis will be on properties of the hair and scalp, Shampooing, Rinsing and Conditioning, basics in Haircutting as well as nail structure and growth. Introduction into the basics of electricity and the equipment that it applies to in cosmetology will be reviewed. (200 hours) (**Prerequisite:** None)

**COS 102 Introduction to Cosmetology II:** Haircutting principles will include Haircutting tools and techniques. Hair Design Principles and Hairstyles, Braiding and other services such as Wigs and Hair Additions are introduced. Chemical Services such as Hair Texture Services (Permwaveing, Hair Relaxers and Soft Curls) will also be introduced with an introduction to Haircoloring Services. This course will also cover Hair Removal, Facials, Facial Makeup, Manicures and Pedicures. (188 hours) (**Prerequisite:** COS 101)

**COS 201 Cosmetology I A:** This course covers the basics of Salon Procedures and Product Knowledge. Emphasis will be on Barbering I: Haircutting and Styling including Scissor over Comb, Basic Clipper Cut, Taper and Layered Haircut and other haircutting techniques. (62 hours) (**Prerequisite:** COS 101)

**COS 202 Cosmetology I B:** This course covers the Principles of Hair Design which includes beard design, and short layer cut. Further focus will be on perm wave techniques, color and highlight techniques, facial procedures, hair removal, scalp and hair treatment and shaving for men. In addition, core essentials of Nails and Pedicure Procedures will be covered. This includes nail diseases and disorders, pedicures for men, nail tips and wraps, acrylic nails and UV gels. (326 hours) (**Prerequisite:** COS 101)

**COS 301 Cosmetology II A:** This course covers the Basics of Hair Chemistry. Emphasis will be on coloring and textures. (124 hours) (**Prerequisite:** COS 101)

**COS 302 Cosmetology II B:** This course covers General Anatomy and Physiology as well as exposure to working in the field of Cosmetology and running a Cosmetology Business. (264 hours) (**Prerequisite:** COS 101)

**COS 401 Advanced Cosmetology A:** This course covers advanced cosmetology techniques and processes. (62 hours) (**Prerequisites:** all courses except COS 402)

**COS 402 Advanced Cosmetology B:** This course continues with the review of advanced cosmetology techniques and processes. In addition, this course will prepare the student for the CT Hairdresser/Cosmetician Exam. Emphasis will be on the Senior Practical Exam. (326 hours) (**Prerequisites:** All prior courses)

## PLUMBING

### *Objectives.*

The Plumbing program consists of 1200 hours of instruction (73 quarter credit hours) and is available in two schedules. The Early Day session requires twelve months for completion on the basis of approximately 26 hours of instruction per week. The Evening session requires 18 months for completion on the basis of approximately 17 hours of instruction per week. The terms of the program are independent of each other, thus the sequence in which they are offered to the students may vary. The Institute employs a grading system based on one hundred percent. In the Plumbing program, these percentages are:

90 to 100 (3.5-4.0)–Excellent; 80 to 89 (2.75-3.45)-Good;

75 to 79 (2.0-2.7)-Satisfactory; Below 75 (0)-Failure

This program covers the installation, service, and maintenance of common plumbing fixtures found in residential and commercial buildings. Additionally the student will gain an in-depth understanding of fresh water treatment wells, well pumps, sewer system, drainage systems, and venting. The student will learn about safe material handling, pumps, and electrical grounding. The student will gain an understanding of the various piping materials as well as their use according to International Plumbing Code, International Building Code, and related National Fire Protection Association codes.

The Plumbing classrooms are equipped with the same kinds of equipment currently in use by business and industry. Students will work on fixtures, water closets, tubs, pumps and drainage systems. The different kinds of hand tools common in the field, including torches and manual and electrical pipe threaders/cutters are utilized by the students. The maximum number of students being taught in any one classroom or lab is twenty.

The program provides the student with the knowledge and skills required for competent performance as an entry level Plumber. Graduates of the Plumbing program are usually hired for positions that carry titles such as field engineer or service technician (servicing equipment on the customer's premises). Typically, these positions are found in the following industrial, commercial, or institutional firms - Gasoline Pumps; Water Supply Systems; Wells, and Well Pumps; Fixture Installations; Water Treatment Systems; Drainage Systems; Storm and Water Line Installations

### *Required Instruments, Tools, Books & Supplies*

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Student Services Fee covers all books, tools, instruments, uniforms, supplies, and other materials that the students will receive from Porter and Chester during the course of their attendance in their program. . (Any E-books issued are usually permanent once the student downloads them to their device.

On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.)

The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, or instructors add items to the required course materials, students will never pay more than the fee specified in their Enrollment Agreement.

## **PLUMBING** *Early Day Session*

	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
<b>Term</b>	<b>18.5</b>	<b>302</b>
Trade Math - 0001 Construction Blueprint Reading - 0031 Plumbing Fundamentals- 0700 OSHA 30 - 0099 Plumbing Math - 0014		
<b>Term</b>	<b>18</b>	<b>301</b>
Fixtures, Appliances & Installations - 0708 Drain Waste Vent I - 0706 Drain Waste Vent II - 0746 Gasoline Tank, Venting & Pumping - 0749 Sewer, Storm & Water Lines - 0754		
<b>Term</b>	<b>18</b>	<b>297</b>
Water Supplies - 0705 Wells, Pumps & Piping I - 0750 Plumbing Code Part I - 0711 Brazing, Cutting & Metallurgy - 2113 Wells, Pumps, & Piping II - 0751		
<b>Term</b>	<b>18.5</b>	<b>300</b>
Water Treatment - 0752 International Mechanical Code - 0729 Special Piping - 0709 Plumbing Code Part II - 0741 Related Codes & Standards - 0730		
<b>TOTAL HOURS</b>	<b>73</b>	<b>1200</b>

## ***PLUMBING Evening Session***

	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
<b>Term</b>	<b>12</b>	<b>200</b>
Trade Math - 0001		
Plumbing Fundamentals- 0700		
Plumbing Math - 0014		
<b>Term</b>	<b>125</b>	<b>201</b>
Plumbing Code Part I - 0711		
Brazing, Cutting & Metallurgy - 2113		
Plumbing Code Part II - 0741		
Construction Blueprint Reading - 0031		
<b>Term</b>	<b>125</b>	<b>200</b>
Drain Waste Vent I - 0706		
Drain Waste Vent II - 0746		
Gasoline Tank Venting & Pumping -0749		
OSHA 30 -0099		
<b>Term</b>	<b>12</b>	<b>200</b>
Sewer Storm & Water Lines- 0754		
Wells, Pumps & Piping I - 0750		
Wells, Pumps & Piping II - 0751		
<b>Term</b>	<b>12</b>	<b>201</b>
Fixtures, Appliances & Installations - 0708		
Water Supplies - 0705		
Water Treatment - 0752		
<b>Term</b>	<b>12</b>	<b>198</b>
International Mechanical Code - 0729		
Special Piping - 0709		
Related Codes & Standards -0730		
<b>TOTAL HOURS</b>	<b>73</b>	<b>1200</b>

**Trade Math 0001** The theory and practical application of adding, subtracting, dividing and multiplying; whole numbers, fractions, decimals and rate, portion and base. (4 credit hr.)

**Plumbing Math 0014** Basic math fundamentals, pipe length calculations, volumes, pressure and capacities and physics. 4 credit hr.) *Prerequisite – Trade Math*

**Plumbing Fundamentals 0700** Plumbing trade fundamentals, plumbing materials and plumbing tools and equipment. (4 credit hr.)

**Plumbing Code Part I 0711** International plumbing code chapters 1 thru 5, chapter 8 & 10. (2.5 credit hr.)

**Plumbing Code Part II 0741** The International Plumbing Code Chapters 6, 7, 9, 11 & 12. (2.5 credit hr.)

**Construction Blueprint Reading 0031** The theory and practical application of interpretation of blueprints pertaining to electrical, electronics, piping, sheet metal, HVAC, welding, codes, standards, and specifications. (4 credit hr.)

## ***Course Descriptions***

**OSHA 30 0099** The theory and practical application of hand tool safety, power tool safety, hazardous materials, ladder safety, lock out/tag out. Safety and protective equipment, grounding and trench work. OSHA. ANSI and UL standards. (2.5 credit hr.)

**Water Supplies 0705** The theory and practical application of Sizing water supply piping, protecting the potable water supply and Connecticut cross connection control. (4 credit hr.)

**Drain Waste Vent I 0706** The theory and practical application of joining, installing and supporting pipe, sanitary drainage, vent and storm water drainage. (3.5 credit hr.)

**Fixtures, Appliances, & Installations 0708** The theory and practical application of plumbing fixtures & appliances, testing and inspection of plumbing systems, customer service and plumbing system repairs. (4 credit hr.)

**Special Piping 0709** The theory and practical application of copper tubing, plastic piping, and gas piping. (4 credit hr.)

**International Mechanical Code 0729** the Administration of the International Mechanical Code. (4 credit hr.)

**Related Codes and Standards 0730** The International Residential Code & National Fire Protection Association Standards. (4 credit hr.)

**Drain Waste Vent II 0746** The study and application of sizing sanitary drainage and vent piping, and plumbing traps. (3.5 credit hr.) *Prerequisite – Drain Waste Vent I*

**Gasoline Tank, Venting & Pumping 0749** The theory and practical application of installing underground liquid storage systems, above ground storage systems for motor vehicle fueling, and testing electrical continuity. (3 credit hr.)

**Sewer, Storm & Water Lines 0754** The theory and practical application of concrete pipe, ductile pipe and general installations. (4 credit hr.)

**Wells, Pumps, & Piping I 0750** The theory and practical application of well fundamentals, pumps and well components. (4 credit hr.)

**Wells, Pumps, & Piping Part II 0751** The theory and practical application of servicing pumps, water quality assurance, electric safety & controls, community water systems, shared wells & ground water heat pumps. (4 credit hr.) *Prerequisite – Wells, Pumps and Piping I*

**Water Treatment 0752** the theory and practical application of filtration, aeration, absorption, pH modification, neutralization, & ion exchange water softening processes, iron, manganese and hydrogen sulfide treatment systems, drinking & cooking water quality and water ailments- symptoms, causes and remedies. (4 credit hr.)

**Brazing, Cutting & Metallurgy 2113** The theory and practical application of piping, pipe threading, various tubing, brazing, soldering, welding metallurgy and metal identification and the weldability of various metals. (3.5 credit hr.)

## DENTAL ASSISTING

### *Objectives*

The Dental Assisting program consists of 936 hours of instruction (45 quarter credit hours) and is available in two schedules. The Early Day session requires nine months for completion on the basis of approximately 25 hours of instruction per week. The Evening sessions requires twelve months for completion on the basis of approximately 16.7 hours of instruction per week for the nine months in class followed by approximately 25 hours per week for externship. All terms of the program are independent, thus the sequence in which they are offered to students may vary.

This program intensively covers both the administrative and clinical functions performed by dental assistants. Students will develop an understanding of oral anatomy, hygiene care and diseases of the oral cavity, dental radiology, charting and record keeping, infection control, nutrition, and chairside dental procedures. Emphasis is placed on day-to-day clinical skills along with safety, ethics and practice management. Students are responsible for providing the two patients (family or friends who obtain X-ray prescriptions from their dentist) who they will take X-rays on in order to complete their Radiology course. The final term of the program includes an externship course. 300 hours of externship (unpaid) takes place in two locations, where students practice their skills in a dental office, clinic or other dental facility. An additional 24 hours takes place on-site at Porter and Chester for mandatory seminars.

The Dental Assisting classrooms and labs are equipped with the same kinds of equipment and technology currently in use in dental offices and clinics today. Students will gain experience and knowledge working with dental units complete with evacuation systems, analog and digital radiographs; dental lab materials including Triad machine, lathe and model trimmer; oxygen tank, blood pressure equipment, amalgamator, light cure, a wide range of dental materials and instruments, autoclave and computer workstations with Eaglesoft dental software. The learning environment is enhanced through a variety of anatomical charts, models, skulls, and adult and child mannequin heads. The maximum number of students being taught in any one classroom or lab is sixteen.

Certain classes in this program are offered via a combination of distance learning and regular “residential” classroom instruction (except at the New London campus which is wholly residential). All students complete a Non-Credit Course “Introduction to Distance Learning” prior to commencing their first blended learning course. As part of their materials, students receive a tablet which is fully compatible with the Learning Management System (LMS) used in the distance learning portion of courses. This “blended” delivery method allows students to learn selected theory portions of their program at home, on their own schedules, using our on-line course delivery platform, Moodle. Students may also come on-site to use the school’s internet for their blended learning coursework.

For students who, under unusual circumstances, need to access the LMS on a device other than their school issued tablet, the technology requirements are:

**Microsoft:** Windows XP Service Pack 3 or above\* (Need to use Firefox as browser. IE8 is not supported); Windows Vista Service Pack 1 or above (IE 9 and up); Windows 7; Windows 8.

**Apple:** OS/X 10.6 and above (use Firefox as your browser); IOS 8.0

**Linux:** Ubuntu 11.0 and above.

**Required Software:** Acrobat Reader; Java

**Bandwidth** – Must pass the bandwidth check at <http://www.dslreports.com/speedtest?flash=1>

In conjunction with this on-line learning, students also attend classes residentially to complete the hands-on portion of the course. Students participate in group discussions and interact with their classmates and instructor in both the online classroom and the residential lab environment.

At the beginning of each term, the dental instructor for the blended learning course will give the students a schedule outlining on which days they may work from home (“blended learning days”) and which days they must report to campus. The off-campus on-line class time will not be more than one day per week and it will not be every week. Veterans’ Benefits are available in CT for the 771 clock hours of residential coursework but are not available for the 165 clock hours of online course delivery. The New London campus is wholly “on-ground”, so the entire 936 clock hours of coursework qualifies for Veterans Benefits. Veterans’ Benefits are not available for this program in MA.

The program prepares students and graduates to take some of the (optional) certification exams offered by the Dental Assisting National Board (DANB).

The radiology and infection control certifications are credentials many employers look for. Students may sit for the DANB Radiation Health and Safety exam and the Infection Control exam any time after completing the appropriate coursework – and the cost of the exams is covered as part of your education at PCI.

This Radiology and Infection Control certificates can be applied toward the Certified Dental Assisting (CDA) exam, as can the General Chairside Assisting exam. PCI graduates who wish to sit for the General Chairside Assisting exam may do so after working 3500 hours in the field (appr. 2 years).

Graduates of the Dental Assisting program will have sufficient knowledge and skills for entry-level employment as a dental assistant in dental offices, clinics, hospitals, laboratories or public health departments.



**Required Tools, Books & Supplies**

There are certain books and supplies that students will need to successfully master the skills and information taught in their program. The Student Services Fee covers all books, instruments, tools, uniforms, supplies, and other materials and services that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of the Student Services Fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

***Dental Assisting  
Early Day Session***

<b>Term</b>	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
Dental Orientation 1401	17.5	306
Medical Emergencies 1402*		
Infection Control 1403		
Radiology 1404		
Chairside – General Dentistry 1405		
<b>Term</b>	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
Career Development 1406	16.5	306
Law and Ethics 1407*		
Oral Health & Nutrition 1408*		
Dental Sciences 1409 *		
Dental Materials 1410*		
Chairside - Dental Specialties 1411		
<b>Term</b>	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
Dental Seminars 1412	11	324
Externship 1413		
<b>TOTAL HOURS</b>	<b>45</b>	<b>936</b>

***DENTAL ASSISTING  
Evening Session***

<b>Term</b>	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
Dental Orientation 1401	12	204
Medical Emergencies 1402*		
Infection Control 1403		
Radiology 1404		
<b>Term</b>	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
Law and Ethics 1407*	10.5	204
Oral Health & Nutrition 1408*		
Dental Sciences 1409 *		
Chairside – General Dentistry 1405		
<b>Term</b>	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
Career Development 1406	11.5	204
Dental Materials 1410*		
Chairside – Dental Specialties 1411		
<b>Term</b>	<b>Quarter Credit Hours</b>	<b>Clock Hours</b>
Dental Seminars 1412	11	324
Externship 1413		
<b>TOTAL HOURS</b>	<b>45</b>	<b>936</b>

\* Indicates delivery method for this course is Blended Learning at all campuses except New London

## Course Descriptions

**Dental Orientation 1401** Introduction to Dental Assisting will include tooth anatomy, tooth numbering, general program guidelines, basic chairside skills, emergency and safety precautions with CPR, infection control and sterilization protocols for seating and dismissing a patient. (.5 q.credit hr.)

**\*Medical Emergencies 1402** Emergencies in the dental office; includes staff readiness, pharmacology, medical and dental emergencies along with special medical, physical or emotional needs the patients may have. (3 q.credit hr.)

**Infection Control 1403** Hazardous Materials Standard Infection Control theory; sanitation, disinfection, sterilization techniques and equipment; modes of disease transmission; OSHA Blood borne Pathogens Standard; personal protective equipment. (2.5 q.credit hr.)

**Radiology 1404** Dental Radiography: includes physics of radiography, radiation safety, radiographic techniques, and understanding the x-ray unit; exposing, processing and mounting dental x-rays; film-based and digital radiography; interpreting x-rays for anatomical landmarks, existing restorations, and correct placement; x-rays on human patients. (6 q.credit hr.)

**Chairside – General Dentistry 1405** Dental hand instruments, rotary instruments, tray set ups, anesthesia, restorative materials and procedures, instrument transfer and chairside assisting, patient seating and dismissing, preparation and clean-up of operatory and Ergonomics. Includes cavity classifications, charting symbols and abbreviations. Business management – billing, insurance, documentation of treatment, dental records- written and digital. (5.5 q.credit hr.)

**Career Development 1406** - Resumes, cover letters, mock interviews, dress for success, prep work for job searches and job placement. (.5 q.credit hr.)

**\*Law and Ethics 1407-** Business law, Ethics and HIPAA. (.5 q.credit hr.)

**\*Oral Health & Nutrition 1408** This course includes personal oral hygiene methods; effects of dental plaque and nutrition with dental disease, understanding key nutrients and how they affect dental development and oral care, periodontal disease; fluorides; pit and fissure sealants; and coronal polishing. (2.5 q.credit hr.)

**\*Dental Sciences 1409** Basic body systems; study of the bones of the skull, face, and mandible; histology of the face, nose, tongue, palate, teeth; tissues of the tooth and periodontium. Study of the landmarks of the oral cavity, salivary glands, paranasal sinuses, and muscles of the face; odontology; dental anomalies. (3 q.credit hr.)

**\*Dental Materials 1410** Properties of dental materials; manipulation of chairside intraoral materials; manipulation of laboratory materials; fabrication of study models, provisional restoration, custom trays; lab case management, including infection control for laboratory procedures. (4.5 q.credit hr.)

**Chairside – Dental Specialties 1411** Chairside assisting with instrument identification and tray set ups for Oral Surgery, Periodontics, Endodontics, Orthodontics, Pedodontics, Prosthodontics, and Geriatric Dentistry. (5.5 q.credit hr.)

**Externship Seminars 1412** – Students will meet for two hours a week during their externship term for seminars which will include resume and cover letter updates and reflections and discussion of the extern experience. (1 q.credit hr.)

**Externship 1413** - Students complete 300 hours of clinical dental assisting in a dental office, clinic, hospital or other dental facilities. (10 q.credit hr.)

## MEDICAL ASSISTING

### *Objectives*

The Medical Assisting program consists of 900 hours of instruction (48 quarter credit hours) and is available in two schedules. The Early Day session requires nine months for completion on the basis of approximately 24 hours of instruction per week. The Evening sessions requires fifteen months for completion on the basis of approximately 15 hours of instruction per week. All terms of the program are independent, thus the sequence in which they are offered to students may vary.

This program intensively covers both the administrative and clinical functions performed by medical assistants. Students will develop an understanding of anatomy and physiology, disease processes and prevention, medical terminology, billing and records management, and the skills involved in vital signs, charting, lab work and specimen collections, examinations, CPR and first aid. Emphasis is placed on day-to-day operational skills along with the personal, professional and customer service skills needed to be a contributing member of a medical practice.

The final term of the program includes 160 hours of externship (unpaid), where students practice their skills in a commercial or non-profit medical setting and 20 hours of credentialing exam review held once weekly on campus where students will prepare to successfully pass the national exam. It will be necessary for day and evening medical assisting students to accomplish their externships at a facility operating on a schedule of only daytime hours. Externships are unpaid.

The Medical Assisting classrooms and labs are equipped with the same kinds of medical, diagnostic, and administrative office equipment currently in use in physician's offices, hospitals, and clinics. Computer workstations, EKG machines, blood and urine analyzers, adult and child mannequins, centrifuges, phlebotomy equipment, autoclaves, microscopes, and incubators are used by the students. The learning environment is enhanced through a variety of anatomical charts, models, and skeletons. The maximum number of students being taught in any one classroom or lab is twenty.

Certain classes in this program are offered via a combination of distance learning and regular "residential" classroom instruction (except at New London, which is wholly "on-ground".) All students complete a Non-Credit Course "Introduction to Distance Learning" prior to commencing their first blended learning course. As part of their materials, students receive a tablet which is fully compatible with the Learning Management System (LMS) used in the distance learning portion of courses. This "blended" delivery method allows students to learn selected theory portions of their program from home, on their own schedules, using Moodle, our on-line course delivery platform. Students may also come on-site to use the school's internet for their blended learning coursework. For students who, under unusual circumstances, need to access the LMS on a device other than their school issued tablet, the technology requirements are:

**Microsoft:** Windows XP Service Pack 3 or above\* (Need to use Firefox as browser. IE8 is not supported); Windows Vista Service Pack 1 or above (IE 9 and up); Windows 7; Windows 8.

**Apple:** OS/X 10.6 and above (use Firefox as your browser); iOS 8.0

**Linux:** Ubuntu 11.0 and above.

**Required Software:** Acrobat Reader; Java

**Bandwidth** – Must pass the bandwidth check at <http://www.dslreports.com/speedtest?flash=1>

In conjunction with this on-line learning, students also attend classes residentially to complete the hands-on portion of the course. Students participate in group discussions and interact with their classmates and instructor in both the online classroom and the residential lab environment. Veterans' Benefits are only available for the 772 clock hours of residential coursework in CT (900 clock hours in New London). Veterans' Benefits are not available for this program in MA. Graduates receive a diploma in Medical Assisting and will have sufficient knowledge and skills for entry-level employment as a medical assistant in medical offices, hospitals, clinics and other allied health environments.

### *Required Tools, Books & Supplies*

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Student Services Fee covers all books, tools, instruments, uniforms, supplies, and other materials and services that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of the Student Services Fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

The Employment Rates reported to our institutional accrediting agency, the Accrediting Commission of Career Schools and Colleges (ACCSC) in the 2018 Annual Report are found at the end of this catalog. The placement rates reported on the 2018 Annual Report to the Accrediting Bureau of Health Education Schools (ABHES), the programmatic accreditor of the Medical Assisting program, use a different formula and a different time frame. By campus they are:

Branford: 82%

Canton: 75%

Chicopee: 77%

Enfield: (N/A, does not offer the Medical Assisting program)

New London: (N/A is not yet ABHES accredited)

Rocky Hill: 92%

Stratford: 61%

Waterbury: 88%

Worcester: 81%

### MEDICAL ASSISTING Early Day Session

	Quarter	Credit	Clock
	Hours	Hours	Hours
<b>Module</b>	8.5		144
Administrative Medical Assisting MAD101 *			
Anatomy and Medical Terminology MAD102			
Clinical Procedures MAD103			
<b>Module</b>	8.5		144
Administrative Medical Assisting MAD201 *			
Anatomy and Medical Terminology MAD202			
Clinical Procedures MAD203			
<b>Module</b>	8.0		144
Administrative Medical Assisting MAD301 *			
Anatomy and Medical Terminology MAD302			
Clinical Procedures MAD303			
<b>Module</b>	8.5		144
Administrative Medical Assisting MAD401 *			
Anatomy and Medical Terminology MAD402			
Clinical Procedures MAD403			
<b>Module</b>	8.5		144
Administrative Medical Assisting MAD501 *			
Anatomy and Medical Terminology MAD502			
Clinical Procedures MAD503			
<b>Module</b>	6.0		180
Medical Assisting Externship MAD600			
Certification Exam Review MAD601			
<b>TOTAL HOURS</b>	<b>48</b>		<b>900</b>

\* Indicates delivery method for this course is Blended Learning at all campuses except New London.

#### Pre-Term Orientations

**MA602 – Orientation to Medical Assisting 1** One day non-credit course introducing first term students to safety protocols, tablet set-up, Blended Learning Orientation.

**MA603 – Orientation to Medical Assisting 2** One day non-credit seminar for 2<sup>nd</sup> term students on various topics around professionalism in the workplace.

**MA604 – Orientation to Medical Assisting 3** One day non-credit workshop for 3rd term students on Externship

### MEDICAL ASSISTING Evening Session

	Quarter	Credit	Clock
	Hours	Hours	Hours
<b>Term</b>	10.5		180
Administrative Medical Assisting MAE101 *			
Anatomy and Medical Terminology MAE102			
Clinical Procedures MAE103			
Administrative Medical Assisting MAE201 *			
Anatomy and Medical Terminology MAE202			
Clinical Procedures MAE203			
<b>Term</b>	10.5		180
Administrative Medical Assisting MAE301 *			
Anatomy and Medical Terminology MAE302			
Clinical Procedures MAE303			
Administrative Medical Assisting MAE401 *			
Anatomy and Medical Terminology MAE402			
Clinical Procedures MAE403			
<b>Term</b>	10.5		180
Administrative Medical Assisting MAE501 *			
Anatomy and Medical Terminology MAE502			
Clinical Procedures MAE503			
Administrative Medical Assisting MAE601 *			
Anatomy and Medical Terminology MAE602			
Clinical Procedures MAE603			
<b>Term</b>	10.5		180
Administrative Medical Assisting MAE701 *			
Anatomy and Medical Terminology MAE702			
Clinical Procedures MAE703			
Administrative Medical Assisting MAE801 *			
Anatomy and Medical Terminology MAE802			
Clinical Procedures MAE803			
<b>Term</b>	6.0		180
Externship MAE900			
Certification Exam Review MAE901			
<b>TOTAL HOURS</b>	<b>48</b>		<b>900</b>

#### Pre-Term Orientations

**MAEV902 – Orientation to Medical Assisting 1** One day non-credit course introducing first term students to safety protocols, tablet set-up, Blended Learning Orientation.

**MAEV903 – Orientation to Medical Assisting 2** One day non-credit seminar for 2<sup>nd</sup> term students on various topics around professionalism in the workplace.

**MAEV904 – Orientation to Medical Assisting 3** One day non-credit seminar for 3rd term students on various topics around professionalism in the workplace.

**MAEV905 – Orientation to Medical Assisting 4** One day non-credit workshop for 4th term students on Externship

## Course Descriptions

**\*MAD101 Administrative Medical Assisting** This course will introduce and discuss the function of the medical assistant in the role of patient reception; the types of appointment management systems and the guidelines used to schedule and manage appointments, the correct technique for using the telephone in a medical practice, and the theory concerning human behavior and perceptual psychology. (2.5q.credit hr.)

**\* MAD201 Administrative Medical Assisting** This course will introduce and discuss the function of the medical assistant in the daily financial practices and accounting systems in medical offices. Billing and collection procedures will be introduced. The student will be provided with theory concerning the factors to take into consideration in order to understand ourselves and others better. (2.5q.credit hr.)

**\*MAD301 Administrative Medical Assisting** This course will introduce and discuss the professional medical assistant and the role they play in today's health care setting. Attention will be given to the history of modern medicine, the variety of health care settings and the licensed and certified members of the health care team. Theory and practical application of Electronic Health Records implementation and use will be covered. The student will be provided with theory concerning the importance of implementing effective communications skills and building positive relationships. (2.5q.credit hr.)

**\* MAD401 Administrative Medical Assisting** This course will introduce and discuss the skills required to successfully manage medical records, including filing and medical record organization. The student will practice composing and proofreading letters, memos, and other forms of written communication used in a medical office. Issues of legal and ethical concepts will be introduced. Theories will be presented on how to build healthy relationships with others. (3q.credit hr.)

**\*MAD501 Administrative Medical Assisting** This course will introduce and discuss the types of medical insurance and how to submit third-party billing to insurance companies using proper coding techniques. A simulated office software program will introduce the daily workings of a medical office and facility management will be discussed. This course will provide the student with theories on stress reduction, and other forms of preventive medicine. (3q.credit hr.)

**MAD102 Anatomy and Medical Terminology** Introduces structure, cells, tissue, physiology and mechanisms of disease in the Integumentary system, Nervous system, Ophthalmology and Otolaryngology; the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. (3q.credit hr.)

**MAD202 Anatomy and Medical Terminology** Introduces structure, cells, tissue, physiology and mechanisms of disease in the Reproductive and Endocrine systems, the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. (3q.credit hr.)

**MAD302 Anatomy and Medical Terminology** Introduces structure, cells, tissue, physiology and mechanisms of disease in the Cardiovascular and Respiratory systems, the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. (3q.credit hr.)

**MAD402 Anatomy and Medical Terminology** Introduces structure, cells, tissue, physiology and mechanisms of disease in the Skeletal, Muscular and Digestive systems, the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. Information about nutrition will be discussed. (3q.credit hr.)

**MAD502 Anatomy and Medical Terminology** Introduces structure, cells, tissue, physiology and mechanisms of disease in the Lymphatic and Urinary systems including Hematology, the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. Information on Psychiatry and the study of Oncology will be presented. (3q.credit hr.)

**MAD103 Clinical Procedures** Techniques practiced in classifying and controlling infectious microorganisms including medical asepsis and sterilization. Assisting the physician with various minor surgical procedures. Basic microbiology will be explored. (3q.credit hr.)

**MAD203 Clinical Procedures** Dosing, administering, and understanding the actions of medications, introduction to the Physician's Desk Reference, intradermal testing. BLS (CPR) certification. (3q.credit hr.)

**MAD303 Clinical Procedures** Basic clinical skills. Physical measurements and vital signs, charting skills, electrocardiograms and performing EKGs. (2.5q credit hr.)

**MAD403 Clinical Procedures** Practice in completing medical histories; proper charting including several methods of documentation. Preparation of patient and exam rooms for routine and specialty exams; theory of physical therapy modalities. (2.5q.credit hr.)

**MAD503 Clinical Procedures** Introduction to clinical labs; collecting, handling and documenting venous, capillary and urine specimens. Urine testing; hematology and other specialty lab testing. (2.5q.credit hr.)

**MAD600 Externship** In the final weeks of the program, the student completes 160 hours of medical assisting externship with opportunities to apply technical and professional skills. Externships take place in a physician's office, clinic, or other medical facility where medical assistants practice their occupations. There is no remuneration to the student for their externship experience. (5q.credit hr.) **Prerequisite:** Successful completion of all courses except 601.

**MAD601 Certification Exam Review** Taken concurrent with Externship. Content specific practice exams, instructor led review, feedback. Students prepare a study plan and review how to prepare for s certification exam. **Prerequisite:** Successful completion of all courses except 600. (1 q. credit hr.)

**\*MAE101 Administrative Medical Assisting** This course will introduce and discuss the professional medical assistant and the role they play in today's health care setting. Attention will be given to the variety of health care settings and the licensed and certified members of the health care team.. Theories concerning human behavior and perceptual psychology will be provided to the student. (2q.credit hr.)

**\*MAE201 Administrative Medical Assisting** This course will introduce and discuss the history of modern medicine. Included in this course will be discussion and information on ethical and bioethical considerations. Issues of legal concepts will be introduced. The importance of implementing effective communication skills and building positive relationships will be presented. (1.5q.credit hr.)

**\*MAE301 Administrative Medical Assisting** This course will introduce and discuss the skills required to successfully manage medical records, including filing and medical record organization. Theory and practical application of Electronic Health Records implementation and use will be covered. Theories concerning perceptual psychology and human behavior will be explored. (2q.credit hr.)

**\*MAE401 Administrative Medical Assisting** This course will introduce and discuss the function of the medical assistant in the role of patient reception; correct technique for using the telephone in a medical practice; theory concerning the factors to take into consideration to understand ourselves and others will be provided. (1.5q.credit hr.)

**\*MAE501 Administrative Medical Assisting** This course will introduce and discuss the function of the medical assistant in the role of patient reception; the types of appointment management systems and the guidelines used to schedule and manage appointments. Managing the medical facility and employment strategies are studied. Theory concerning the factors to take into consideration in order to understand ourselves and others better will be covered. (2q.credit hr.)

**\*MAE601 Administrative Medical Assisting** This course will introduce and discuss and the student will practice composing and proofreading letters, memos, and other forms of written communication used in a medical office. Billing and collection procedures will be introduced. Theories on stress reduction, and other forms of preventive medicine will be provided. (1.5q.credit hr.)

**\*MAE701 Administrative Medical Assisting** This course will introduce and discuss the types of medical insurance and how to submit third-party billing to insurance companies using proper coding techniques. A simulated office software program will introduce the daily workings of a medical office. (2q.credit hr.)

**\*MAE801 Administrative Medical Assisting** This course will introduce and discuss the function of the medical assistant in the daily financial practices and accounting systems in medical offices. Billing and collection procedures will be introduced. Implementation of skills needed to practice stress management in their professional lives will be taught. (1.5q.credit hr.)

**MAE102 Anatomy and Medical Terminology** Introduces structure, cells, tissue, physiology and mechanisms of disease in the Integumentary system, the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. (2q.credit hr.)

**MAE202 Anatomy and Medical Terminology** Introduces structure, cells, tissue, physiology and mechanisms of disease in the Skeletal and Muscular systems, the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. (2q.credit hr.)

**MAE302 Anatomy and Medical Terminology** Introduces structure, cells, tissue, physiology and mechanisms of disease in the Nervous system, Ophthalmology and Otolaryngology; the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. (2q.credit hr.)

**MAE402 Anatomy and Medical Terminology** Introduces structure, cells, tissue, physiology and mechanisms of disease in the Reproductive and Endocrine systems, the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. (2q.credit hr.)

**MAE502 Anatomy and Medical Terminology** Introduces structure, cells, tissue, physiology and mechanisms of disease in the Cardiovascular and Respiratory systems, the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. (2q.credit hr.)

**MAE602 Anatomy and Medical Terminology** Introduces structure, cells, tissue, physiology and mechanisms of disease in the Lymphatic system including Hematology, the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. Information on Psychiatry and the study of Oncology will be presented. (2q.credit hr.)

**MAE702 Anatomy and Medical Terminology** Introduces structure, cells, tissue, physiology and mechanisms of disease in the Digestive system, the common diseases related to this system; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of this system. Information about nutrition will be discussed. (2q.credit hr.)

**MAE802 Anatomy and Medical Terminology** Introduces structure, cells, tissue, physiology and mechanisms of disease in the Urinary system, the common diseases related to those systems; Etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, rehabilitation and prevention of those diseases. The course will include Instruction and practice in building, defining and applying common medical terminology used to describe anatomy, diseases, treatment modalities and diagnostic procedures in each of these systems. (2q.credit hr.)

**MAE103 Clinical Procedures** Techniques used in classifying and controlling infectious microorganisms including medical asepsis and surgical asepsis. Basics of microbiology, universal precautions, OSHA, and skills to assist with minor surgical procedures. (1.5q.credit hr.)

**MAE203 Clinical Procedures** Vital signs, physical measurements, and Diagnostic Imaging. CPR with AED and basic First Aid certification. (1.5q.credit hr.)

**MAE303 Clinical Procedures** Basic pharmacology, including dosing, administration, actions of medicines and practical knowledge of intradermal testing. Use of Physician's Desk Reference (PDR). (1.5q.credit hr.)

**MAE403 Clinical Procedures** Charting skills, including several methods of documentation; concepts of physical therapy; preparing patient and exam rooms for routine and specialty exams. (1.5q.credit hr.)

**MAE503 Clinical Procedures** Basic clinical skills, vital signs and measurements; electrocardiograms; perform EKGs and respiratory testing. (1.5q.credit hr.)

**MAE603 Clinical Procedures** Introduction to clinical labs; collecting, handling and documenting venous, capillary and urine specimens. Urine testing; hematology and other specialty lab testing. (1.5q.credit hr.)

**MAE703 Clinical Procedures** Medical histories; proper charting including EMR (Electronic Medical Records), several methods of documentation. Preparing patient and exam rooms for routine and specialty exams; lab safety and regulations. (1.5q.credit hr.)

**MAE803 Clinical Procedures** Basic microbiology; types of clinical labs; collecting and handling venous and capillary specimens; urine collection and testing specialty. Specialty lab . (1.5q.credit hr.)

**MAE900 Externship.** In the final weeks of the program, the student completes 160 hours of medical assisting externship with opportunities to apply technical and professional skills. Externships take place in a physician's office, clinic, or other medical facility where medical assistants practice their occupations. There is no remuneration to the student for their externship experience. (5q.credit hr.) **Prerequisite:** Successful completion of all courses except MAE901.

**MAE901 Certification Exam Review.** In the final term, students review all key content areas, learn test taking strategies and take practice exams with instructor feedback to prepare for taking a national credentialing exam. (1q.credit hr.)

# ADDENDUM TO CATALOG

## MEDICAL ASSISTING PROGRAM

### *Admission*

#### ***Application Requirements***

There are several parts to applying for admission to Porter and Chester's Medical Assisting program:

1. Every applicant has to be interviewed by a Career Program Specialist (CPS) to determine compatibility for the program. Applicants must be reasonably capable of successfully completing and benefiting from the training offered. Each candidate must agree to follow Porter and Chester's student professionalism code, via completion of the "Steps to Success" document.
2. Each applicant must take the Wonderlic test and pass with a score of 14 for the Medical Assisting program.
3. Based on a successful interview resulting in a positive recommendation from the CPS, the candidate may complete an application for admission.
4. Through performance in the interview and on the application and the Wonderlic test, candidates must demonstrate proficiency in written and spoken English;
5. Each applicant must pay the \$25 Application Fee.

#### ***Enrollment Requirements***

Once an applicant has successfully completed the application requirements, there are additional enrollment requirements before the candidate can be reviewed for acceptance to the Medical Assisting program at Porter and Chester. Each candidate must:

1. Complete the Institute's Enrollment Agreement.
2. Complete the Computer Readiness questionnaire with a score of 60 or above, or successfully complete a remediation program
3. Provide proof of high school graduation or the equivalent (GED or college degree).
4. Undergo a personal interview with an Education Department member and receive a score of 60 or above on the School Readiness Assessment.
5. Demonstrate the ability to financially afford the tuition through loans, grants, personal payments, or other means.
6. Pass a preliminary criminal background check.

The agreement is not binding on the Institute until it has been signed by an official of the Institute. After the Institute makes its final decision whether to accept or reject the application, the applicant is notified by letter. In the event of rejection, all money the applicant paid to the Institute is refunded.

Candidates are also responsible for submitting their immunization and communicable disease history prior to their final term of enrollment, in order to be best prepared for acceptance at an Externship site. Applicants should be aware that additional immunizations may be needed depending upon the requirements of their Externship site. Failure to submit immunization records on time could delay the student's acceptance to an externship site and result in the student's dismissal from their program.

#### ***Student Selection Process***

Currently, decisions to accept or reject applicants are made as students complete the Application and Enrollment requirements. However, when demand for the Medical Assisting program exceeds the available slots, campuses move to the Admissions Assessment committee process. The CPS will inform students if the campus is operating under the Committee process.

#### ***Admissions Assessment Committee Process***

Each applicant must meet all Medical Assisting program Application and Enrollment criteria before they will be evaluated by the Admissions Assessment Committee. Applicants who delay completing the enrollment requirements may find themselves superseded by applicants who began the process after them, but completed the entire process sooner.

The Admissions Assessment Committee meets approximately five times during the interview period to evaluate applicants who have completed all requirements. Acceptance will be offered to candidates with the top assessments in all areas sufficient to fill no more than one fifth of the term's available seats. The remaining candidates will be placed on a "deferred list", and evaluated again at the next Admissions Assessment Committee meeting.

Applicants reviewed by the Committee who do not obtain one of the available spots in the program may move their application to the following term, or they may withdraw their application and receive a refund of their application fee.



# MEDICAL BILLING AND CODING

## ***Objectives***

The Medical Billing and Coding program consists of 900 hours of instruction (45 quarter credit hours) and is available in two schedules. The Day session requires nine months for completion on the basis of approximately 24 hours of instruction per week. The first two modules of the program contain all prerequisite courses. All subsequent modules of the program are independent, thus the sequence in which they are offered to students may vary.

The Evening session requires fifteen months for completion on the basis of approximately 16 hours of instruction per week. The first three modules of the program contain all pre-requisite courses. All subsequent terms of the program are independent, thus the sequence in which they are offered to students may vary.

The final portion of the program consists of 160 hours of supervised externship. In the Day session, externship is performed over 6 weeks at approximately 27 hours per week; in the Evening session it is 12 weeks at approximately 14 hours per week. Students on externship practice their skills in a commercial or non-profit medical or office setting. It will be necessary for both day and evening students to accomplish their externships during daytime hours. Externships are unpaid.

The Medical Billing and Coding program is designed to prepare students for careers in a variety of healthcare settings, including insurance companies, medical offices, hospitals, clinics, dental practices and skilled-care facilities. The curriculum is structured to include a combination of lecture and lab instruction in several areas of this field, including, but not limited to, electronic health records, law and ethics, diagnostic and procedure coding, medical billing practices, healthcare reimbursement and delivery systems, medical terminology, anatomy and physiology, professional career development and certification review. Graduates of the Medical Billing and Coding program will have the knowledge and skills necessary to seek entry-level employment in the field of medical billing and coding.

## ***Core Competencies of Medical Billing and Coding Program***

- Apply diagnosis and procedure codes using ICD-10-CM, CPT, and HCPCS, and/or other clinical classification and nomenclature systems
- Demonstrate accurate billing through coding, chargemaster, claims management, and bill reconciliation processes
- Compile patient data and perform data-quality reviews to validate code assignment and compliance with reporting requirements
- Adhere to current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels
- Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, and managed care

The Medical Billing and Coding classrooms are equipped with the same type of office equipment currently found in physicians' offices, hospitals, insurance companies, and clinics. Computer workstations, word processing software and applicable medical office software are used by the students. In addition, various anatomical charts, models, and skeletons enhance the learning environment. The maximum number of students being taught in any one classroom or lab is 20.

## ***Required Tools, Books & Supplies***

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Student Services Fee covers all books, tools, instruments, uniforms, supplies, and other materials and services that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are licensed to the student for a minimum of one year commencing with the day the E-book is activated. E-book license limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of the Student Services Fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

## MEDICAL BILLING AND CODING Day Session

	Quarter Credit Hours	Clock Hours
<b>Module</b>	8.5	144
MBD 102 Introduction to ICD-10 CM		
MBD 103 Healthcare Reimbursement I		
MBD 104 Basic Computer Fundamentals		
MBD 105 Medical Terminology		
<b>Module</b>	8.0	144
MBD 101 Introduction to Anatomy & Physiology		
MBD 106 Introduction to CPT/HCPCS & PCS		
MBD 107 Medical Office Administration		
MBD 203 Healthcare Reimbursement/Insurance II		
<b>Module</b>	7.5	144
MBD 301 Anatomy & Physiology – Cardiovascular, Respiratory & Immune Systems		
MBD 302 Procedural Coding – Cardiovascular, Respiratory & Immune Systems		
MBD 303 Diagnostic Coding – Cardiovascular, Respiratory & Immune Systems		
<b>Module</b>	7.5	144
MBD 401 Anatomy & Physiology – Skeletal, Muscular & Nervous Systems		
MBD 402 Procedural Coding – Skeletal, Muscular & Nervous Systems		
MBD 403 Diagnostic Coding – Skeletal, Muscular & Nervous Systems		
<b>Module</b>	7.5	144
MBD 501 Anatomy & Physiology – Digestive, Urinary, Endocrine & Reproductive Systems		
MBD 502 Procedural Coding – Digestive, Urinary, Endocrine & Reproductive Systems		
MBD 503 Diagnostic Coding – Digestive, Urinary, Endocrine & Reproductive Systems		
<b>Module</b>	6.0	180
MBD 800 Medical Billing & Coding Externship		
MBD 801 Professional Career Development		
<b>TOTAL HOURS</b>	<b>45</b>	<b>900</b>

## MEDICAL BILLING AND CODING Evening Session

	Quarter Credit Hours	Clock Hours
<b>Module</b>	5.5	96
MBE 102 Introduction to ICD-10 CM		
MBE 103 Healthcare Reimbursement I		
MBE 104 Basic Computer Fundamentals		

<b>Module</b>	5.5	96
MBE 105 Medical Terminology		
MBE 107 Medical Office Administration		

<b>Module</b>	5.5	96
MBE 101 Introduction to Anatomy & Physiology		
MBE 106 Introduction to CPT/HCPCS & PCS		
MBE 203 Healthcare Reimbursement/Insurance II		

<b>Module</b>	4.5	90
MBE 301 Anatomy & Physiology – Cardiovascular & Immune Systems		
MBE 302 Procedural Coding – Cardiovascular & Immune Systems		
MBE 303 Diagnostic Coding – Cardiovascular & Immune Systems		

<b>Module</b>	4.5	85
MBE 401 Anatomy & Physiology – Skeletal & Muscular Systems		
MBE 402 Procedural Coding – Skeletal & Muscular Systems		
MBE 403 Diagnostic Coding – Skeletal & Muscular Systems		

<b>Module</b>	4.5	85
MBE 501 Anatomy & Physiology – Digestive & Endocrine Systems		
MBE 502 Procedural Coding – Digestive & Endocrine Systems		
MBE 503 Diagnostic Coding – Digestive & Endocrine Systems		

<b>Module</b>	4.5	87
MBE 601 Anatomy & Physiology – Respiratory & Nervous Systems		
MBE 602 Procedural Coding – Respiratory & Nervous Systems		
MBE 603 Diagnostic Coding – Respiratory & Nervous Systems		

<b>Module</b>	4.5	85
MBE 701 Anatomy & Physiology – Urinary & Reproductive Systems		
MBE 702 Procedural Coding – Urinary & Reproductive Systems		
MBE 703 Diagnostic Coding – Urinary & Reproductive Systems		

<b>Double Module</b>	6.0	180
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MBE 800 Medical Billing & Coding Externship		
MBE 801 Professional Career Development Externship		

<b>TOTAL HOURS</b>	<b>45</b>	<b>900</b>
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## Course Descriptions

### **MBD 101 Introduction to Anatomy and Physiology:**

This course covers the structure and function of the systems and organs of the human body and their interrelationships. Emphasis will be on anatomic descriptors and fundamental body structure, including the cell, human genetics, tissues and the various body systems. Further focus will be on the integumentary system and the special senses. This course also covers disease processes related to these organ systems that are commonly encountered in the medical field including diagnostic procedures utilized and management.

**Prerequisite:** None. (2.5q. credits; 44 hours)

### **MBD 102 Introduction to ICD-10 CM**

This course introduces students to International Classification of Diseases coding principles. Topics include medical coding reference manuals and software; matching procedures, evaluations, and assessments to numeric codes; E and V codes; insurance claim forms; and proper documentation.

**Prerequisites:** None (1.5q. credits; 30 hours)

### **MBD 103 Healthcare Reimbursement /Insurance I**

This course covers basic concepts focused on managed care approaches as brought by the implementation of the Affordable Care Act including health insurance products and related financing and delivery of healthcare services. Students explore basic reimbursement process and methods of payment. Students examine forms, processes, practices and the roles of health information professionals and understand the role of coders in the healthcare system. Students discuss concepts in insurance, its various forms including third-party and prospective payments, and managed care organizations as well as related legal and ethical issues commonly encountered in a healthcare setting.

**Prerequisites:** None. (2.5 q. credits; 42 hours)

### **MBD 104 Basic Computer Fundamentals**

This course covers basic skills in beginning computer concepts and uses, the evolution of the computer and various applications as they apply to the business/healthcare environment. This course prepares students to become efficient in file management, familiar about various software and computer devices and how to access information via the Internet and other forms of communication including various Electronic Health Records software used in medical facilities. **Prerequisite:** None. (1.5q. credit; 24 hours)

### **MBD 105 Medical Terminology**

This course provides students with a foundation that facilitates an understanding of medical language. A unique approach is given to understanding medical terminology, with a focus on word construction through the identification of prefixes, suffixes, abbreviations, pronunciation, and rules of use. Terminology related to the major body structures, functions, and related diagnoses and treatments is also presented. **Prerequisites:** None (3q. credits; 48 hours)

### **MBD 106 Introduction to CPT/HCPCS & PCS**

This course introduces students to the procedural coding system. Topics include medical coding reference manuals and software, proper documentation of medical records, insurance claim forms, and the rules and regulations governing medical coding practices. **Prerequisites:** None (2q. credits; 32 hours)

### **MBD 107 Medical Office Administration:**

This course covers important concepts needed to prepare students to become efficient in managing a medical office or other healthcare facilities. This course covers basic skills to effectively perform the management of medical records, use of various systems used in organizing and maintaining medical records, understanding the Health Insurance Portability and Accountability Act and related federal regulations including legal and ethical concepts concerning healthcare and medical billing and coding. In addition, students will review and discuss legal principles, professional liability, informed consent, medical documentation, confidentiality. This course also provides students basic knowledge in the use of Electronic Health Records and better understanding about the organizational structure involving healthcare institutions and how to achieve a productive interaction between internal and external customers in a healthcare environment. **Prerequisite:** None. (2.5 q. credits; 48 hours)

### **MBD 203 Healthcare Reimbursement/Insurance II**

This course covers advance concepts on managed care approaches as brought by the implementation of the Affordable Care Act including health insurance products and related financing and delivery of healthcare services. Students explore issues commonly encountered in the reimbursement process as well as methods of payment. Students further examine various processes and requirements involving healthcare system reimbursement as well as related legal and ethical issues commonly encountered in a healthcare setting. **Prerequisite:** Healthcare and Reimbursement I (1q credits; 20 hours)

### **MBD 301 Anatomy and Physiology – Cardiovascular, Respiratory & Immune Systems:**

This course covers the structure and function of the systems and organs of the human body and their interrelationships. Emphasis will be on the Cardiovascular system, Respiratory system and the Immune systems. This course also covers disease processes related to these organ systems that are commonly encountered in the medical field including diagnostic procedures and management. **Prerequisite:** Introduction to Anatomy & Physiology (2q. credits; 44 hours)

**MBD 302 Procedural Coding & Certification review - Cardiovascular, Respiratory & Immune Systems**

This course is designed to prepare students to assign Current Procedural Coding Terminology (CPT) and HCPCS (Healthcare Common Procedure Coding System) codes for services provided in a medical office and other outpatient facilities with entry level proficiency. Course topics include CPT and HCPCS coding involving the Cardiovascular, Respiratory and Immune systems including legal as well as ethical issues related to outpatient coding practices. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (3.5q. credits; 60 hours)

**MBD 303 Diagnostic Coding & Certification review – Cardiovascular, Respiratory & Immune Systems:**

This course will benefit individuals with little or no coding experience interested in coding, beginning coders who need a review of basic coding skills or anyone interested in pursuing a career in coding. As you progress throughout the course, in-depth coverage, analysis and practice on cases related to Cardiovascular, Respiratory and Immune systems including Special Senses are implemented to reinforce your learning and encourage mastery of ICD-CM Coding. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (2q. credits; 40 hours)

**MBD 401 Anatomy and Physiology – Skeletal, Muscular & Nervous Systems:**

This course covers the structure and function of the systems and organs of the human body and their interrelationships. Emphasis will be on the Skeletal system, the Muscular System and Nervous system. This course also covers disease processes related to these organ systems that are commonly encountered in the medical field including diagnostic procedures and management. **Prerequisite:** Introduction to Anatomy & Physiology (2q. credits; 44 hours)

**MBD 402 Procedural Coding & Certification review – Skeletal, Muscular & Nervous Systems:**

This course is designed to prepare students to assign Current Procedural Coding Terminology (CPT) and HCPCS (Healthcare Common Procedure Coding System) codes for services provided in a medical office and other outpatient facilities with entry level proficiency. Course topics include CPT and HCPCS coding involving Skeletal, Muscular, Nervous systems and the Special Senses including legal as well as ethical issues related to outpatient coding practices. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (3.5q. credits; 60 hours)

**MBD 403 Diagnostic Coding & Certification review – Skeletal, Muscular & Nervous Systems:**

This course will benefit individuals with little or no coding experience interested in coding, beginning coders who need a review of basic coding skills or anyone interested in pursuing a career in coding. As you progress throughout the course, in-depth coverage, analysis and practice on cases related to Skeletal system, the Muscular System and Nervous system are implemented to reinforce your learning and encourage mastery of ICD-CM Coding. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (2q. credits; 40 hours)

**MBD 501 Anatomy and Physiology – Digestive, Urinary, Endocrine & Reproductive Systems:**

This course covers the structure and function of the systems and organs of the human body and their interrelationships. Emphasis will be on the Digestive system and nutrition, the Urinary System, the Endocrine System and the Reproductive system. This course also covers disease processes related to these organ systems that are commonly encountered in the medical field including diagnostic procedures and management. **Prerequisite:** Introduction to Anatomy & Physiology (2q. credits; 44 hours)

**MBD 502 Procedural Coding & Certification review – Digestive, Urinary, Endocrine & Reproductive Systems:**

This course is designed to prepare students to assign Current Procedural Coding Terminology (CPT) and HCPCS (Healthcare Common Procedure Coding System) codes for services provided in a medical office and other outpatient facilities with entry level proficiency. Course topics include CPT and HCPCS coding involving Digestive system and nutrition, the Urinary System, the Endocrine System and the Reproductive system including legal and ethical issues related to outpatient coding practices. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (3.5q. credits; 60 hours)

**MBD 503 Diagnostic Coding & Certification review – Digestive, Urinary, Endocrine & Reproductive Systems:**

This course will benefit individuals with little or no coding experience interested in coding, beginning coders who need a review of basic coding skills or anyone interested in pursuing a career in coding.

As you progress throughout the course, in-depth coverage, analysis and practice working on cases related to Digestive system and nutrition, the Urinary System, the Endocrine System and the Reproductive system are implemented to reinforce your learning and encourage mastery of ICD-CM Coding. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (2q. credits; 40 hours)

#### **MBD 800 Medical Billing & Coding Externship:**

This course provides the opportunity for students to gain practical experience in medical billing and coding at a selected healthcare setting. Students will be evaluated by both qualified site personnel and program faculty, and will document activities observed and performed. Built into this course will be specific outcomes to reflect certification preparation. Students will be assisted in completing the required applications for their certification exam. **Prerequisite:** Completion of all didactic courses. (5q credits; 160 hours)

#### **MBD 801 Professional Development**

This course is designed to improve confidence of students in interacting with people and the ability to build productive relationship with others and develop skills in professional networking as well as techniques in handling job interviews. Students will also learn to create career plans that require them to research career options and potential employers, and prepare a developmental roadmap that will lead them success within the chosen profession. Emphasis is placed on professional communications with superiors, peers and subordinates in all areas of healthcare. **Prerequisite:** None. (1q credit; 20 hours)

#### **MDE 101 Introduction to Anatomy and Physiology:**

This course covers the structure and function of the systems and organs of the human body and their interrelationships. Emphasis will be on anatomic descriptors and fundamental body structure, including the cell, human genetics, tissues and the various body systems. Further focus will be on the integumentary system and the special senses. This course also covers disease processes related to these organ systems that are commonly encountered in the medical field including diagnostic procedures utilized and management. **Prerequisite:** None. (2.5q. credits; 44 hours)

#### **MDE 102 Introduction to ICD-10 CM**

This course introduces students to International Classification of Diseases coding principles. Topics include medical coding reference manuals and software; matching procedures, evaluations, and assessments to numeric codes; E and V codes; insurance claim forms; and proper documentation.

**Prerequisites:** None (1.5q. credits; 30 hours)

#### **MDE 103 Healthcare Reimbursement /Insurance I**

This course covers basic concepts focused on managed care approaches as brought by the implementation of the Affordable Care Act including health insurance products and related financing and delivery of healthcare services. Students explore basic reimbursement process and methods of payment. Students examine forms, processes, practices and the roles of health information professionals and understand the role of coders in the healthcare system. Students discuss concepts in insurance, it various forms including third-party and prospective payments, and managed care organizations as well as related legal and ethical issues commonly encountered in a healthcare setting.

**Prerequisites:** None. (2.5 q. credits; 42 hours)

#### **MDE 104 Basic Computer Fundamentals**

This course covers basic skills in beginning computer concepts and uses, the evolution of the computer and various applications as they apply to the business/healthcare environment. This course prepares students to become efficient in file management, familiar about various software and computer devices and how to access information via the Internet and other forms of communication including various Electronic Health Records software used in medical facilities.

**Prerequisite:** None. (1.5 q. credit; 24 hours)

#### **MDE 105 Medical Terminology**

This course provides students with a foundation that facilitates an understanding of medical language. A unique approach is given to understanding medical terminology, with a focus on word construction through the identification of prefixes, suffixes, abbreviations, pronunciation, and rules of use. Terminology related to the major body structures, functions, and related diagnoses and treatments is also presented.

**Prerequisites:** None (3q. credits; 48 hours)

#### **MDE 106 Introduction to CPT/HCPCS & PCS**

This course introduces students to the procedural coding system. Topics include medical coding reference manuals and software, proper documentation of medical records, insurance claim forms, and the rules and regulations governing medical coding practices.

**Prerequisites:** None (2q. credit; 32 hours)

#### **MDE 107Medical Office Administration:**

This course covers important concepts needed to prepare students to become efficient in managing a medical office or other healthcare facilities. This course covers basic skills to effectively perform the management of medical records, use of various systems used in organizing and maintaining medical records, understanding the Health Insurance Portability and Accountability Act and related federal regulations including legal and ethical concepts concerning healthcare and medical billing and coding. In addition, students will review and discuss legal principles, professional liability, informed consent, medical documentation, confidentiality.

This course also provides students basic knowledge in the use of Electronic Health Records and better understanding about the organizational structure involving healthcare institutions and how to achieve a productive interaction between internal and external customers in a healthcare environment. **Prerequisite:** None. (2.5q. credits; 48 hours)

#### **MDE 203 Healthcare Reimbursement/Insurance II**

This course covers advance concepts on managed care approaches as brought by the implementation of the Affordable Care Act including health insurance products and related financing and delivery of healthcare services. Students explore issues commonly encountered in the reimbursement process as well as methods of payment. Students further examine various processes and requirements involving healthcare system reimbursement as well as related legal and ethical issues commonly encountered in a healthcare setting. **Prerequisites:** Healthcare and Reimbursement I. (1q credits; 20 hours)

#### **MDE 301 Anatomy and Physiology – Cardiovascular & Immune Systems:**

This course covers the structure and function of the systems and organs of the human body and their interrelationships. Emphasis will be on the Cardiovascular system and the Immune systems. This course also covers disease processes related to these organ systems that are commonly encountered in the medical field including diagnostic procedures and management. **Prerequisite:** Introduction to Anatomy & Physiology (1.5q. credits; 30 hours)

#### **MDE 302 Procedural Coding & Certification review – Cardiovascular & Immune Systems**

This course is designed to prepare students to assign Current Procedural Coding Terminology (CPT) and HCPCS (Healthcare Common Procedure Coding System) codes for services provided in a medical office and other outpatient facilities with entry level proficiency. Course topics include CPT and HCPCS coding involving the Cardiovascular and Immune systems including legal as well as ethical issues related to outpatient coding practices. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (2q. credits; 36 hours)

#### **MDE 303 Diagnostic Coding & Certification review – Cardiovascular & Immune Systems:**

This course will benefit individuals with little or no coding experience interested in coding, beginning coders who need a review of basic coding skills or anyone interested in pursuing a career in coding. As you progress throughout the course, in-depth coverage, analysis and practice on cases related to Cardiovascular and Immune systems are implemented to reinforce your learning and encourage mastery of ICD-CM Coding. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (1q. credits; 24 hours)

#### **MDE 401 Anatomy and Physiology – Skeletal & Muscular Systems:**

This course covers the structure and function of the systems and organs of the human body and their interrelationships. Emphasis will be on the Skeletal system and the Muscular System. This course also covers disease processes related to these organ systems that are commonly encountered in the medical field including diagnostic procedures and management. **Prerequisite:** Introduction to Anatomy & Physiology (1.5q. credits; 25 hours)

#### **MDE 402 Procedural Coding & Certification review – Skeletal & Muscular Systems:**

This course is designed to prepare students to assign Current Procedural Coding Terminology (CPT) and HCPCS (Healthcare Common Procedure Coding System) codes for services provided in a medical office and other outpatient facilities with entry level proficiency. Course topics include CPT and HCPCS coding involving Skeletal and Muscular system including legal as well as ethical issues related to outpatient coding practices. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (2q. credits; 36 hours)

#### **MDE 403 Diagnostic Coding & Certification review – Skeletal & Muscular Systems:**

This course will benefit individuals with little or no coding experience interested in coding, beginning coders who need a review of basic coding skills or anyone interested in pursuing a career in coding. As you progress throughout the course, in-depth coverage, analysis and practice on cases related to the Skeletal system and the Muscular System are implemented to reinforce your learning and encourage mastery of ICD-CM Coding. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (1q. credits; 24 hours)

#### **MDE 501 Anatomy and Physiology – Digestive & Endocrine Systems:**

This course covers the structure and function of the systems and organs of the human body and their interrelationships. Emphasis will be on the Digestive system and nutrition and the Endocrine System. This course also covers disease processes related to these organ systems that are commonly encountered in the medical field including diagnostic procedures and management. **Prerequisite:** Introduction to Anatomy & Physiology (1.5q. credits; 25 hours)

**MDE 502 Procedural Coding & Certification review – Digestive & Endocrine Systems:**

This course is designed to prepare students to assign Current Procedural Coding Terminology (CPT) and HCPCS (Healthcare Common Procedure Coding System) codes for services provided in a medical office and other outpatient facilities with entry level proficiency. Course topics include CPT and HCPCS coding involving the Digestive System and nutrition and the Endocrine system including legal as well as ethical issues related to outpatient coding practices. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (2q. credits; 36 hours)

**MDE 503 Diagnostic Coding & Certification review – Digestive & Endocrine Systems:**

This course will benefit individuals with little or no coding experience interested in coding, beginning coders who need a review of basic coding skills or anyone interested in pursuing a career in coding. As you progress throughout the course, in-depth coverage, analysis and practice on cases related to the Digestive system and nutrition and the Endocrine System are implemented to reinforce your learning and encourage mastery of ICD-CM Coding. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (1q. credit; 24 hours)

**MDE 601 Anatomy and Physiology – Respiratory & Nervous Systems:**

This course covers the structure and function of the systems and organs of the human body and their interrelationships. Emphasis will be on the Respiratory system and the Nervous System. This course also covers disease processes related to these organ systems that are commonly encountered in the medical field including diagnostic procedures and management. **Prerequisite:** Introduction to Anatomy & Physiology (1.5q. credits; 27 hours)

**MDE 602 Procedural Coding & Certification review – Respiratory & Nervous Systems:**

This course is designed to prepare students to assign Current Procedural Coding Terminology (CPT) and HCPCS (Healthcare Common Procedure Coding System) codes for services provided in a medical office and other outpatient facilities with entry level proficiency. Course topics include CPT and HCPCS coding involving the Respiratory system the Nervous System including the special senses including legal and ethical issues related to outpatient coding practices. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (2q. credits; 36 hours)

**MDE 603 Diagnostic Coding & Certification review – Respiratory & Nervous Systems:**

This course will benefit individuals with little or no coding experience interested in coding, beginning coders who need a review of basic coding skills or anyone interested in pursuing a career in coding. As you progress throughout the course, in-depth coverage, analysis and practice working on cases related to the Respiratory system and the Nervous System including the special senses, are implemented to reinforce your learning and encourage mastery of ICD-CM Coding. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (1q. credit; 24 hours)

**MDE 701 Anatomy and Physiology – Urinary & Reproductive Systems:**

This course covers the structure and function of the systems and organs of the human body and their interrelationships. Emphasis will be on the Urinary system and the Reproductive System. This course also covers disease processes related to these organ systems that are commonly encountered in the medical field including diagnostic procedures and management. **Prerequisite:** Introduction to Anatomy & Physiology (1.5q. credits; 25 hours)

**MDE 702 Procedural Coding & Certification review – Urinary & Reproductive Systems:**

This course is designed to prepare students to assign Current Procedural Coding Terminology (CPT) and HCPCS (Healthcare Common Procedure Coding System) codes for services provided in a medical office and other outpatient facilities with entry level proficiency. Course topics include CPT and HCPCS coding involving the Urinary and the Reproductive system including legal as well as ethical issues related to outpatient coding practices. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (2q. credits; 36 hours)

**MDE 703 Diagnostic Coding & Certification review – Urinary & Reproductive Systems:**

This course will benefit individuals with little or no coding experience interested in coding, beginning coders who need a review of basic coding skills or anyone interested in pursuing a career in coding. As you progress throughout the course, in-depth coverage, analysis and practice on cases related to the Urinary system and the Reproductive System are implemented to reinforce your learning and encourage mastery of ICD-CM Coding. Built into this course will be specific outcomes to reflect certification preparation. **Prerequisites:** Medical Terminology, Healthcare Reimbursement I & II, Medical Office Administration, Basic Computer Fundamentals. (1q. credit; 24 hours)

**MDE 800 Medical Billing & Coding Externship:**

This course provides the opportunity for students to gain practical experience in medical billing and coding at a selected healthcare setting. Students will be evaluated by both qualified site personnel and program faculty, and will document activities observed and performed. Built into this course will be specific outcomes to reflect certification preparation. Students will be assisted in completing the required applications for their certification exam.

**Prerequisite:** Completion of all didactic courses. (5q credits; 160 hours)

**MDE 801 Professional Career Development**

This course is designed to improve confidence of students in interacting with people and the ability to build productive relationship with others and develop skills in professional networking as well as techniques in handling job interviews. Students will also learn to create career plans that require them to research career options and potential employers, and prepare a developmental roadmap that will lead them success within the chosen profession. Emphasis is placed on professional communications with superiors, peers and subordinates in all areas of healthcare.

**Prerequisite:** None. (1q credit; 20 hours)



## **ADDENDUM TO CATALOG**

### **MEDICAL BILLING AND CODING PROGRAM**

#### ***Admission***

##### ***Application Requirements***

There are several parts to applying for admission to Porter and Chester's Medical Billing and Coding program:

1. Every applicant has to be interviewed by a Career Program Specialist (CPS) to determine compatibility for the program. Applicants must be reasonably capable of successfully completing and benefiting from the training offered. Each candidate must agree to follow Porter and Chester's student professionalism code, via completion of the "Steps to Success" document.
2. Each applicant must take the Wonderlic test and pass with a score of 14 for the Medical Billing and Coding program.
3. Based on a successful interview resulting in a positive recommendation from the CPS, the candidate may complete an application for admission.
4. Through performance in the interview and on the application and the Wonderlic test, candidates must demonstrate proficiency in written and spoken English;
5. Each applicant must pay the \$25 Application Fee.

##### ***Enrollment Requirements***

Once an applicant has successfully completed the application requirements, there are additional enrollment requirements before the candidate can be reviewed for acceptance to the Medical Billing and Coding program at Porter and Chester. Each candidate must:

1. Complete the Institute's Enrollment Agreement.
2. Complete the Computer Readiness questionnaire with a score of 60 or above, or successfully complete a remediation program
3. Provide proof of high school graduation or the equivalent (GED or college degree).
4. Undergo a personal interview with an Education Department member and receive a score of 60 or above on the School Readiness Assessment.
5. Demonstrate the ability to financially afford the tuition through loans, grants, personal payments, or other means.
6. Pass a preliminary criminal background check.

The agreement is not binding on the Institute until it has been signed by an official of the Institute. After the Institute makes its final decision whether to accept or reject the application, the applicant is notified by letter. In the event of rejection, all money the applicant paid to the Institute is refunded.

Candidates are also responsible for submitting their immunization and communicable disease history prior to their final term of enrollment, in order to be best prepared for acceptance at an Externship site. Applicants should be aware that additional immunizations may be needed depending upon the requirements of their Externship site. Failure to submit immunization records on time could delay the student's acceptance to an externship site and result in the student's dismissal from their program.

Candidates should be aware that externships occur during daytime office hours. Applicants to the evening session need to be prepared to attend their externships during the day.

#### ***Grading***

The Institute employs a grading system based on one hundred percent. In the Medical Billing and Coding program, these percentages are:

90 to 100 (3.5-4.0) –Excellent;  
80 to 89 (2.75-3.45)-Good;  
70 to 79 (2.0-2.7)-Satisfactory;  
Below 70 (0)-Failure.

# Practical Nursing

## Objectives

The Practical Nursing program consists of 1596 hours of instruction (77 quarter credit hours) and is available in two sessions. The Early Day session requires fifteen months for completion on the basis of approximately 28 hours of instruction per week. The Evening session requires twenty-one months for completion on the basis of approximately 20 hours of instruction per week.

This program intensively covers nursing theory and clinical functions practiced by practical nurses. Students will develop an understanding of anatomy, physiology, medical terminology, nursing fundamentals, nursing skills, pharmacology, mental health, medical-surgical nursing, and maternal and child health. Concepts involving the Nursing Process, critical thinking, therapeutic communication, legal, ethical and cultural issues, the health care system and the role of the licensed practical nurse are explored. Health care, prevention and the wellness/illness continuum are integrated throughout the curriculum. Laboratory practice is conducted to enhance the learning process. Students will have hands-on experience to prepare for performance in the clinical settings and future nursing practice. Clinical rotations at various medical facilities are scheduled each term. The maximum number of students being taught in any one classroom or lab is 30. Clinical rotations are taught in groups of no more than 10.

The Practical Nursing lab classrooms are equipped with hospital beds and nursing skills mannequins and the same kinds of medical supplies currently in use in physician's offices, hospitals, clinics and long-term care facilities. Students work with assessment tools and equipment for procedures, i.e. blood pressure cuffs, stethoscopes, catheters, needles and syringes, dressings, feeding tubes, IV therapy tubes, etc. A variety of anatomical charts and models supplement the learning environment.

Students must have completed (attended) a minimum of 1512 of the 1596 hours in their program in order to graduate. In order to practice as a practical nurse in the State of Connecticut, one must graduate from an approved Practical Nursing program and pass the National Council of State Boards of Nursing Licensure Examination for Practical Nurses (NCLEX-PN).

Graduates of the Practical Nursing program will have sufficient knowledge and skills for entry-level employment as a nurse in long-term care facilities, medical offices, hospitals, clinics and other allied health environments once they pass the NCLEX-PN.

## Required Instruments, Tools, Books, & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. For the most part, this equipment consists of items that will also be used when the student graduates and begins work in the occupation for which he or she has been prepared.

The Student Services Fee covers all books, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. (Any E-books issued are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within PCI's control. E-book license limits are subject to change by the publisher without notice.) The amount of the Student Services Fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement.

## Practical Nursing – Early Day

	Quarter Credit Hours	Clock Hours
<b>Term I</b>	<b>15</b>	<b>317</b>
Nursing Fundamentals I 2000		
Life Science I 2002		
Clinical Experience I 2003		
<b>Term II</b>	<b>17.5</b>	<b>319</b>
Nursing Fundamentals II 2001		
Nursing Perspectives Throughout the Lifespan I 2100		
Nursing Perspectives Throughout the Lifespan II 2101		
Life Science II 2102		
Clinical Experience II A 2103A		
<b>Term III</b>	<b>16</b>	<b>309</b>
Medical-Surgical Nursing I 2300		
Medical-Surgical Nursing II 2301		
Pharmacology I 2104		
Clinical Experience II B 2103B		
<b>Term IV</b>	<b>14.5</b>	<b>329</b>
Pharmacology II 2302		
Maternal-Child Nursing 2400		
Clinical Experience III 2303		
<b>Term V</b>	<b>14</b>	<b>322</b>
Mental Health Nursing 2401		
Practical Nurse Seminar 2402		
Clinical Experience IV 2403		
<b>TOTAL HOURS</b>	<b>77</b>	<b>1596</b>

## Practical Nursing – Evening

	Quarter Credit Hours	Clock Hours
<b>Term I</b>	<b>12</b>	<b>222</b>
Nursing Fundamentals I 2000		
Life Science I 2002		
Clinical Experience I 2003A		
<b>Term II</b>	<b>11</b>	<b>221</b>
Nursing Fundamentals II 2001		
Life Science II 2102		
Clinical Experience I 2003B		
<b>Term III</b>	<b>12</b>	<b>233</b>
Nursing Perspectives Throughout the Lifespan I 2100		
Nursing Perspectives Throughout the Lifespan II 2101		
Pharmacology I 2104		
Clinical Experience II A 2103A		
<b>Term IV</b>	<b>11</b>	<b>234</b>
Medical-Surgical Nursing I 2300		
Pharmacology II 2302		
Clinical Experience II B 2103B		
<b>Term V</b>	<b>11</b>	<b>232</b>
Medical-Surgical Nursing II 2301		
Mental Health Nursing 2401		
Clinical Experience III 2303A		
<b>Term VI</b>	<b>10</b>	<b>225</b>
Maternal-Child Nursing 2400		
Clinical Experience III 2303B		
Clinical Experience IV 2403A		
<b>Term VII</b>	<b>10</b>	<b>229</b>
Practical Nurse Seminar 2402		
Clinical Experience IV 2403B		
<b>TOTAL HOURS</b>	<b>77</b>	<b>1596</b>

## Course Descriptions

**Nursing Fundamentals I 2000** This course is a foundation for all nursing practice and skills. It combines the development of personal growth and transition to the Practical Nurse program with the exploration of the Practical Nurse's role within the health care delivery system. It highlights basic nursing concepts from simple to complex. The Nursing Process will be identified as the basis for maintenance and promotion of physical, emotional, social and spiritual health in a multicultural society. The beginning concepts of health and variations that can affect a client's ability to perform self-care will be explored. (5 q.credit hr.) *Paired with 2003 (days) and 2003A (evenings)*

**Nursing Fundamentals II 2001** This course is a continuation of Nursing Fundamentals I and is designed to build on that knowledge base. Concepts of Critical Thinking and the Nursing Process are used to introduce the student to more advanced nursing procedures and techniques. (5 q.credit hr.) *Paired with 2103A (days) and 2003B (evenings)*

**Life Science I 2002** The structure and function of the human body from a single cell through all body systems is examined at a gross level. The focus of this course is on the body systems working together to promote homeostasis. Principles of chemistry, nutrition, microbiology are included. Medical terminology related to each body system is also included. (4.5 q.credit hr.)

**Clinical Experience I 2003** This experience is an introduction to the clinical arena and focuses on skills needed to provide nursing care of adult patients. The student will practice critical thinking and communication skills in order to safely care for adults in a long term care setting. Major emphasis will be on developing psychomotor skills related to vital signs, personal hygiene, basic asepsis, transfer and ambulation, and hydration. (5.5 q.credit hr.) *Taught in two parts in the evenings "A" (2.5 q. credit hr.) and "B" (3 q. credit hr.) Paired with 2000 (days and evenings) and 2001 (evenings).*

**Nursing Perspectives Throughout the Lifespan I 2100** Basic concepts of nursing are presented as they relate to the patient, the family unit and the community. Concepts of wellness, illness prevention and promotion of health throughout the life span will be examined. (2.5q.credit hr.)

**Nursing Perspectives Throughout the Lifespan II 2101** Dimensions of the whole person, physical, emotional, cognitive, social and spiritual aspects continue to be addressed in this course. This course focuses on care of individuals, families, and communities across the lifespan with specific attention to the elderly. Health deviations specific to the aging population are discussed and health promotion activities are explored. (4 q.credit hr.)

**Life Science II 2102** This course is a continuation of Life Science I and covers the anatomy and physiology of the remaining body systems. The focus of this course is on the body systems working together to promote homeostasis and includes all related medical terminology. (3 q.credit hr.) *Prerequisite: Life Science I*

**Clinical Experience II 2103(A)** Students will continue to have an opportunity to relate theory to clinical practice in a supervised long term care setting. Safe and accurate performance of nursing procedures and treatments is required. More complex skills and techniques will be included with emphasis placed on critical thinking skills, communication, and the Nursing Process. Introduction to successful medication administration is an objective of this experience. (3 q.credit hr.)

**Clinical Experience II 2103(B)** The second half of Clinical Experience II (A). (4 q.credit hr.)

**Pharmacology I 2104** This introductory course familiarizes students with principles and practices for safe administration of medications by topical, oral, nasal, subcutaneous, intradermal, intramuscular, optic, auditory, vaginal, rectal, intravenous, and inhalation routes. Basic math and computation of adult and pediatric dosages are included. (2.5 q.credit hr.)

**Medical-Surgical Nursing I 2300** This course introduces the student to the human body in the state of illness. It covers basic pathology, signs, symptoms, incidence, and methods of treatment across the health-illness continuum. Emphasis is placed on application of the nursing process, critical thinking for the adult client with a health alteration. Health problems are addressed and include concepts of health promotion, risk reduction, health maintenance and restoration of self-care. (4.5 q.credit hr.)

**Medical-Surgical Nursing II 2301** This course is designed to be a continuation of Medical-Surgical Nursing I, where there is an alteration in the balance of health. More complex health problems are addressed. (5 q.credit hr.) *Prerequisite: Medical Surgical Nursing I*

**Pharmacology II 2302** This course continues from Pharmacology I to give the student principles of drug action and nursing implications within the framework of the nursing process. Specific drugs and the pharmacological effects of these drugs on the body are discussed. Safety and legal implications of drug administration continues to be stressed. (2.5 q.credit hr.) *Prerequisite: Pharmacology I.*

**Clinical Experience III 2303** Utilizing the nursing process, students will explore the role of the practical nurse in health promotion, maintenance and restoration in acute and long term psychiatric care settings.

This experience allows the student to observe and engage in facilitated discussion and demonstration in the use of theoretical knowledge and principles when providing nursing care to psychiatric patients with biological, psychological, sociological, and spiritual needs. Application of skills in the clinical setting learned in Nursing Fundamentals I and II. Continue application and development of critical thinking, communication, leadership, and professionalism in the clinical setting. (7 q.credit hr.) .) *Taught in two parts in the evenings "A"(4 q. credit hr.) and "B"(3 q. credit hr.)*

**Maternal-Child Nursing 2400** This course provides students with a foundation for nursing care of childbearing women through all stages of pregnancy and childbirth and for children and their families from birth through adolescence. The nurse's role in health promotion, health maintenance and health restoration will be emphasized. (5q.credit hr.)

**Mental Health Nursing 2401** This course offers an overview of the practical nurse's role in the prevention and treatment of mental illness, nursing management of the neurotic and psychotic client, the client with organic brain syndrome and the suicidal client. Emphasis is placed on the development of critical thinking skills, therapeutic communication techniques, and the nursing process in caring for culturally diverse patients and their families. (2 q.credit hr.)

**Practical Nurse Seminar 2402** The purpose of this course is to prepare students for the NCLEX-PN by reviewing all previous course content, by fine tuning test-taking skills, and by participating in practice NCLEX-PN examinations. Students will continue to refine critical thinking, leadership, management, delegation and prioritization skills. (5 q.credit hr.)

**Clinical Experience IV 2403** A continuation of all past clinical objectives. The experience is designed to assist students through the student to graduate transition period. Under the supervision of an instructor, students will be expected to take responsibility to maintain the ethical and legal standards of nursing practice. Utilizing the nursing process, students will explore the role of the practical nurse in health promotion, maintenance and restoration in an acute care setting. Successful medication administration continues to be an objective of this experience while caring for a patient with complex needs. This experience allows the student to demonstrate use of theoretical knowledge and principles when providing nursing care to patients with biological, psychological, sociological, and spiritual needs. (7 q.credit hr.) *Taught in two parts in the evenings "A" (2 q. credit hr.) and "B"(5 q. credit hr.)*

# ADDENDUM TO CATALOG

## PRACTICAL NURSING PROGRAM

### *Admission*

#### ***Application Requirements***

There are several parts to applying for admission to Porter and Chester Institute's Practical Nursing program:

1. Every applicant must attend a Practical Nursing program information session or be interviewed by a Career Program Specialist (CPS). Applicants must be reasonably capable of successfully completing and benefiting from the training offered.
2. Every applicant must submit an Application for Admission.
3. Each applicant must take the Wonderlic test and pass with a score of 15 for Practical Nursing.
4. Each applicant must take the TEAS test and pass with a Reading Comprehension score of 55.3 and a Math score of 34.3. (Applicants who do not achieve a qualifying score shall be advised that they may retake the tests).
5. Each applicant must complete an admissions essay on-site.
6. Candidates passing both exams must undergo a personal interview with a Practical Nursing program faculty member. Candidates must receive a passing score and positive recommendation (based on interview and essay) in order to move forward with enrollment. PCI has the right to deny application based on this interview.
7. Through performance in the interview and on the application and the Wonderlic test, candidates must demonstrate proficiency in written and spoken English;
8. Each candidate must agree to follow Porter and Chester Institute's student professionalism code, via completion of the "Steps to Success" document.
9. Each applicant must pay the \$25 Application Fee.

#### ***Enrollment Requirements***

Once an applicant has successfully completed the application requirements, there are additional enrollment requirements to start the Practical Nursing program at Porter and Chester Institute. Each candidate must:

1. Complete the Institute's Enrollment Agreement.
2. Provide proof of high school graduation or the equivalent (GED or college degree) prior to class start.
3. Demonstrate the ability to financially afford the tuition through loans, grants, personal payments, or other means.
4. Complete and submit the appropriate forms identifying any felony convictions, authorizing a background check, and certifying agreement to Porter and Chester's random drug testing policy and dress code.

The agreement is not binding on the Institute until it has been signed by an official of the Institute. After the Institute makes its final decision whether to accept or reject the application, the applicant is notified by letter.

In the event of rejection, all money the applicant paid to the Institute (other than the Application Fee) is refunded.

There are also two requirements which candidates must complete between application and the first clinical class. Using the form provided during the Admissions process:

1. Submit a physical examination by a licensed physician, advanced practice registered nurse or physician assistant.
2. Submit immunization and communicable disease history. Applicants should be aware that additional immunizations may be needed later depending upon the requirements of affiliated agencies and state regulations.

Candidates should submit these forms as soon as possible, as admission preference will be given to applicants who have completed this requirement. Failure to complete by the first clinical class could subject the student to dismissal from the program.

#### ***Student Selection Process***

Currently, decisions to accept or reject applicants are made as students complete the Application and Enrollment requirements. However, when demand for the Practical Nursing program exceeds the available slots, campuses move to the Admissions Assessment committee process. The CPS will inform students if the campus is operating under the Committee process.

#### ***Admissions Assessment Committee Process***

Each applicant must meet all Practical Nursing program Application and Enrollment criteria before they will be evaluated by the Admissions Assessment Committee. Applicants who delay completing the enrollment requirements may find themselves superseded by applicants who began the process after them, but completed the entire process sooner.

The Admissions Assessment Committee meets eight times during the interview period to evaluate applicants who have completed all requirements. Acceptance will be offered to candidates with the top assessments in all areas sufficient to fill no more than one eighth of the term's available seats. The remaining candidates will be placed on a "deferred list", and evaluated again at the next Admissions Assessment Committee meeting. Enrollment cancellations do happen, so additional seats may open up at any time.

Applicants reviewed by the Committee who do not obtain one of the available spots in the program may move their application to the following term, or they may withdraw their application and receive a refund of their application fee. Reapplication will be necessary once the six month "deferral" time frame has expired.

***The Practical Nursing program only starts at selected campuses in specific time shifts each term***

## Grading

The Institute employs a grading system based on one hundred percent. In the Practical Nursing program, these percentages are: 90 to 100 (3.5-4.0) –Excellent; 80 to 89 (2.75-3.45)–Good; 75 to 79 (2.0-2.7)–Satisfactory; Below 75 (0)–Failure.

### *Academic Policies*

The components of a program are courses. If the student fails a course, no credit is earned, and the course must be repeated. The student may not graduate unless all the courses that make up the program have been completed with a grade of 75 or better.

All courses must be completed in sequence. A student who fails a course must repeat and pass that course prior to moving on to the next level of courses. Because of limited scheduling options in the Practical Nursing program, a student failing a course and desirous of continuing in the program may be required to transfer campuses or shifts, take a leave absence, or withdraw and reenroll at a later date, depending on which option provides the best avenue for repeating the failed course. All “paired” lecture and clinical courses must be completed simultaneously. A student failing one course in the pair must drop the second course and repeat both courses. Repeating a failed course is on a space available basis.

If the student is absent from classes, the missed course work must be made up by appointment with the instructor. It is the student’s responsibility to contact the instructor upon the first day returning to school to make arrangements to complete missed work. Time required to be spent receiving missed content from the instructor or making up missed quizzes or exams does not nullify the absence.

## Attendance

All Practical Nursing program students must maintain compliance with the general Porter and Chester Institute term-based attendance policy. Violations of term-based attendance are handled through the Campus Director of Operations and Education. In addition, there are Practical Nursing programmatic attendance requirements:

### *Practical Nursing Licensure Requirement*

Students must complete and graduate from a program of at least 1500 hours of classes and clinical work to be eligible to take the NCLEX-PN. The Porter and Chester Practical Nursing program contains 1596 hours of scheduled classes and clinical experiences, to allow for minor absences outside of the student’s control.

### *Academic (classroom) Attendance*

A student who is absent for more than 42 hours of classroom instruction within the entire program will not be eligible for graduation and will be dismissed from the program. Time required to be spent with the instructor receiving missed content or making up missed quizzes or exams does not nullify any absences. There is currently no appeal process for academic absences beyond 42 hours.

### *Clinical Attendance*

A student must complete 756 hours of clinical experiences in order to successfully fulfill the requirements of the Program and thus be eligible to apply to take the NCLEX-PN. The student may not be absent for more than 42 hours of off-site clinical time within the entire program. A student who exceeds this will be dismissed from the program, unless an appeal is granted due to extenuating circumstances. There are limited Clinical make-up opportunities which will also factor in to whether an appeal can be granted.

### *Tardiness*

Tardiness (arriving late or leaving early) will affect both a student’s term-based attendance and cumulative programmatic attendance scores.

### *Credit for Previous Postsecondary Education*

In addition to the regular transfer credit requirements, Practical Nursing program applicants must have completed any coursework from a prior institution within the past 5 years with a grade of 75% or better. Students who previously attended the Practical Nursing program at Porter and Chester will have their prior coursework evaluated under the prevailing policy on re-enrollment. Students granted credit for previous Porter and Chester coursework may still be required to audit those courses at no charge in order to assure that their skills and knowledge are current prior to their being allowed to enroll in the remaining courses in their program. Successfully completing this audit process – including maintaining Satisfactory Attendance and achieving passing grades on all assignments - may be a pre-requisite to reenrollment. The Institute does not allow advanced standing or course exemption, other than that achieved through the transfer of credit process.

### *Educational Mobility*

The Practical Nursing program provides entry level into the field of nursing. To the best of its ability, Porter and Chester will assist graduates who wish to advance their nursing education with further schooling.

### *Graduation Requirements*

Upon graduation, the student will be awarded the Institute’s diploma and be eligible to apply to sit for the NCLEX-PN. To graduate, a Practical Nursing program student must have accomplished all of the following:

1. Successful completion of all class and clinical work, including completion of all courses of study in sequence, within the 150% time frame.
2. Obtain a minimum grade of 75% for each course and satisfactorily pass all clinical components of the Program.
3. Complete a minimum of 1512 of the 1596 program hours, meeting academic and clinical attendance requirements.
4. Complete any required federal loan Exit Counseling.
5. Payment of all money owed the Institute. Students with outstanding balances at the time of separation may not receive their diploma or transcript until their balance is paid. A student’s failure to fulfill their financial obligations could result in a delay in being eligible to take the NCLEX-PN, if their transcript release is delayed due to outstanding financial obligations.

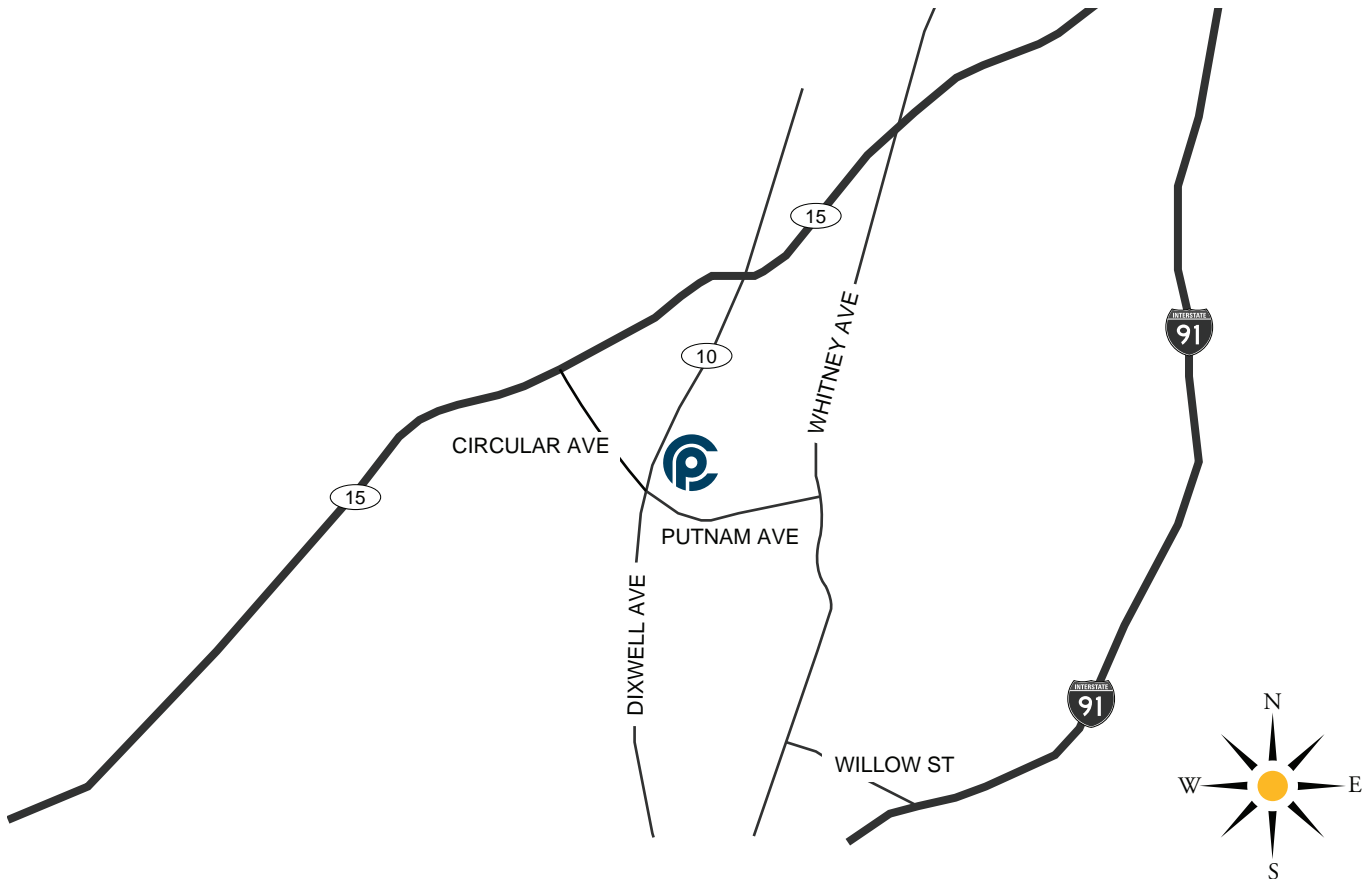
***Tuition and Student Services Fee (as of 04/30/2019)***

The Institute guarantees the following rates providing the student starts classes and graduates. All payments are due on the first day of each term. The cost of the student's required equipment, books and supplies will not exceed the figures specified below in the student services fee. These materials may not be returned for credit or refund.

<b>Program</b>	<b>Each Term</b>	<b>Number of Terms</b>	<b>Total Tuition</b>	<b>Student Services Fee</b>
CADD Technology (Early Day Session)	\$6,310	4	\$25,240	\$1,900
CADD Technology (Evening Session)	\$4,205	6	\$25,230	\$1,900
Automotive Technology (Early Day Session)	\$6,230	4	\$24,920	\$3,900
Automotive Technology (Mid-Day Session)	\$5,607	4	\$22,428	\$3,900
Automotive Technology (Evening and Afternoon Sessions)	\$4,330	6	\$25,980	\$3,900
Career Computer & Network Technology (Early Day Session)	\$6,230	4	\$24,920	\$3,900
Career Computer & Network Technology (Evening and Afternoon Session)	\$4,330	6	\$25,980	\$3,900
Career Electronics Systems Technician (Early Day Session)	\$5,970	4	\$23,880	\$3,200
Career Electronics Systems Technician (Evening Session)	\$4,150	6	\$24,900	\$3,200
Career HVACR (Early Day Session)	\$6,230	4	\$24,920	\$2,600
Career HVACR (Mid-Day Session)	\$5,607	4	\$22,428	\$2,600
Career HVACR (Evening Session)	\$4,330	6	\$25,980	\$2,600
Career Industrial, Commercial, & Residential Electrician (Early Day Session)	\$6,230	4	\$24,920	\$3,400
Career Industrial, Commercial, & Residential Electrician (Mid-Day Session)	\$5,607	4	\$22,428	\$3,400
Career Industrial, Commercial & Residential Electrician (Evening Session)	\$4,330	6	\$25,980	\$3,400
Cosmetology	\$4,375	4	\$17,500	\$2,500
Dental Assisting (Early Day Session)	\$5,550	3	\$16,650	\$2,750
Dental Assisting (Evening Session)	\$4,410	4	\$17,640	\$2,750
Medical Assisting (Early Day Session)	\$5,560	3	\$16,680	\$2,600
Medical Assisting (Evening Session)	\$3,528	5	\$17,640	\$2,600
Medical Billing and Coding (Early Day Session)	\$5,880	3	\$17,640	\$3,550
Medical Billing and Coding (Evening Session)	\$3,528	5	\$17,640	\$3,550
Plumbing (Early Day Session)	\$6,495	4	\$25,980	\$2,700
Plumbing (Evening Session)	\$4,330	6	\$25,980	\$2,700
Practical Nursing (Early Day Session)	\$5,980	5	\$29,900	\$2,600
Practical Nursing (Evening Session)	\$4,557	7	\$31,899	\$2,600

# Porter and Chester Institute of Hamden

The Hamden campus consists of approximately 62,000 square feet of space. All classrooms are air-conditioned, brightly illuminated and tiled or carpeted. There is about 150,000 square feet of parking space on the premises. Each curriculum division operates its own reference library which contains appropriate resource materials and multimedia. All student workstations are equipped with the same kinds of tools, equipment, and instrumentation in current use by advanced industrial and commercial firms.



## Porter and Chester Institute of Hamden

1245 Dixwell Avenue  
Hamden, CT 06514  
(475) 234-6600

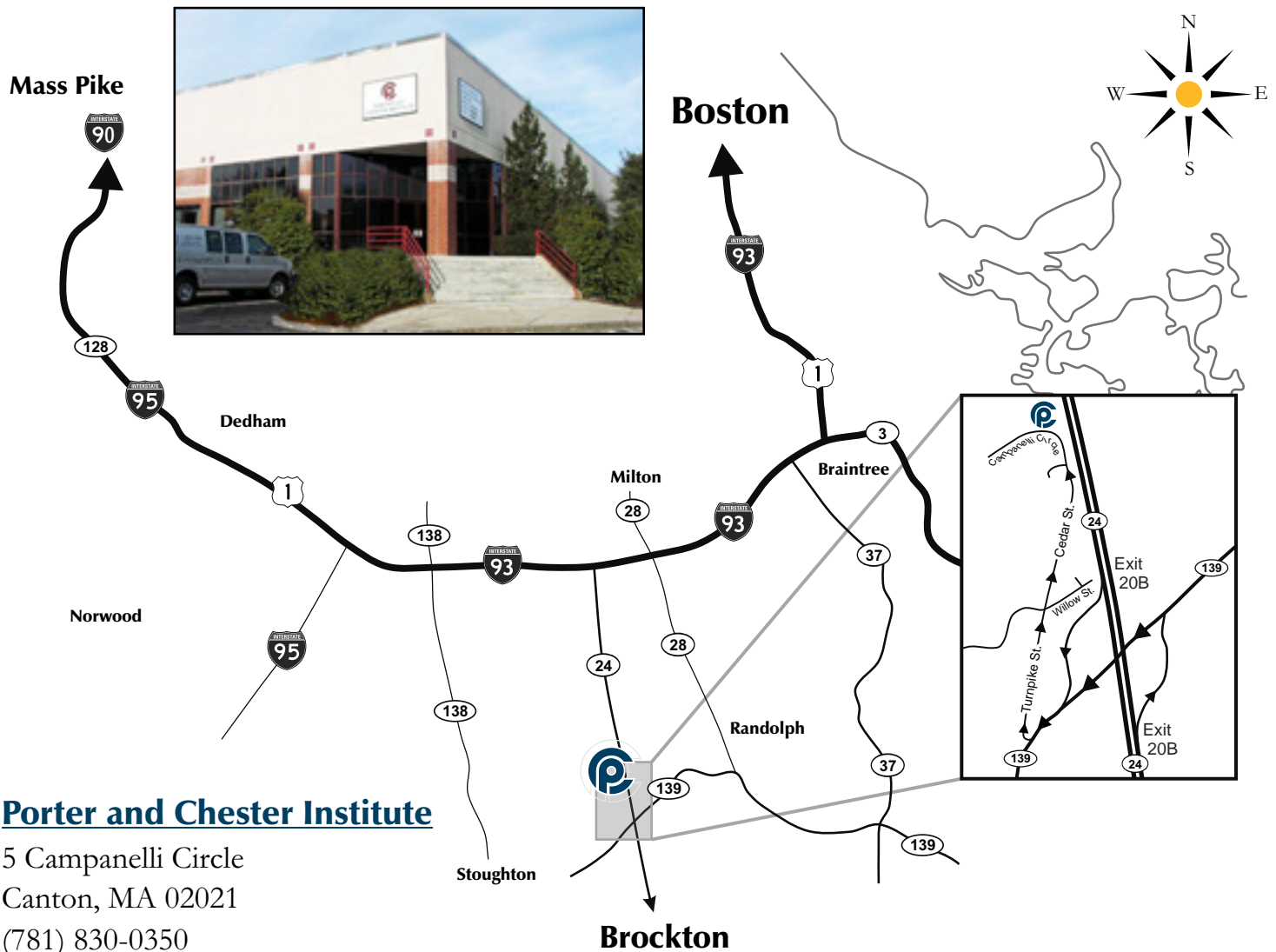
**From I-91 North/Southbound:** Take Exit 6, Willow Street/Blatchley Avenue and turn right onto Willow Street. Turn right onto Whitney Avenue and travel for 1.6 miles. Turn left onto Putnam Avenue. PCI is on the right at the corner of Putnam and Dixwell Avenues.

**From CT-15, Wilbur Cross Pkwy North/Southbound:** Take Exit 10 and take a right onto Dixwell Avenue. Travel 1.4 miles, PCI is on the left.



# Porter and Chester Institute - Canton, MA

The Canton branch consists of approximately 40,456 square feet of space. All classrooms are air-conditioned, brightly illuminated and tiled or carpeted. There are about 205 parking spaces on the premises. Each curriculum division operates it's own reference library which contains appropriate resource materials and multimedia. All student workstations are equipped with the same kinds of tools, equipment, and instrumentation in current use by advanced industrial and commercial firms.



## Porter and Chester Institute

5 Campanelli Circle  
Canton, MA 02021  
(781) 830-0350

**From the North West:** Follow I-95 South/US-1 North/I-93 North. Take Exit 4 for Rte 24 South toward Brockton/Fall River. Take Exit 20B (Lindelof Ave /139 West) toward Stoughton. Turn right at first light (Turnpike St). Continue straight (stay left at fork) .8 miles until you see PCI sign on right. Proceed up the short hill to the parking lot.

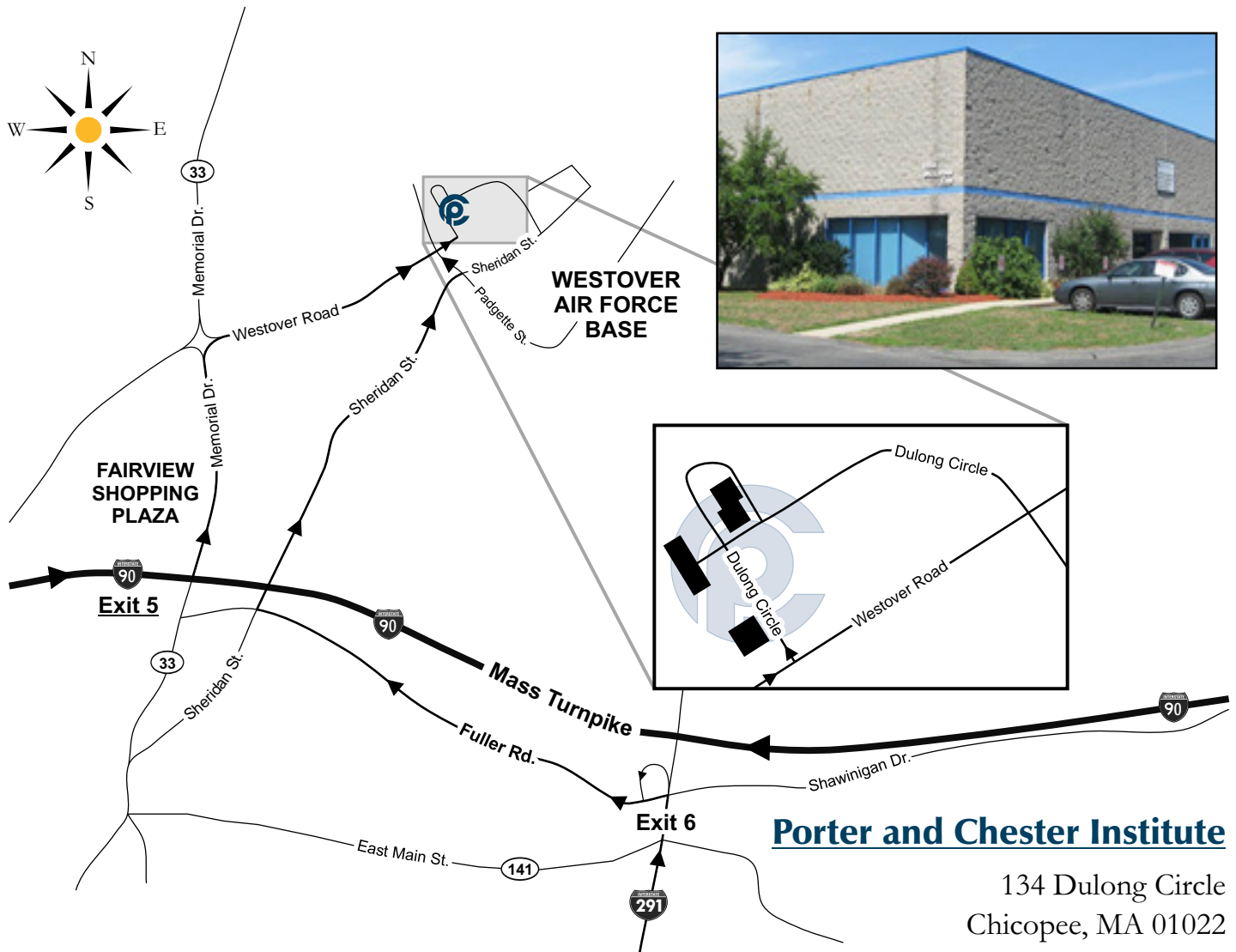
**From the North East:** Follow I-93 South. Take Exit 4 for Rte 24 South toward Brockton/Fall River. Take Exit 20B (Lindelof Ave /139 West) toward Stoughton. Turn right at first light (Turnpike St). Continue straight (stay left at fork) .8 miles until you see PCI sign on right. Proceed up the short hill to the parking lot.

**From the South:** Follow North on Rte 24. Take Exit 20B (Lindelof Ave /139 West) toward Stoughton. Turn right at first light (Turnpike St). Continue straight (stay left at fork) .8 miles until you see PCI sign on right. Proceed up the short hill to the parking lot.

[www.PorterChester.com](http://www.PorterChester.com)

# Porter and Chester Institute - Chicopee, MA

The Chicopee campus consists of approximately 53,000 square feet of space. All classrooms are air-conditioned, brightly illuminated and tiled or carpeted. There is about 175,000 square feet of parking space on the premises. Each curriculum division operates its own reference library which contains appropriate resource materials and multimedia. All student workstations are equipped with the same kinds of tools, equipment, and instrumentation in current use by advanced industrial and commercial firms.



## Porter and Chester Institute

134 Dulong Circle  
Chicopee, MA 01022  
(413) 593-3339

### DIRECTIONS

#### **From the Mass Pike:**

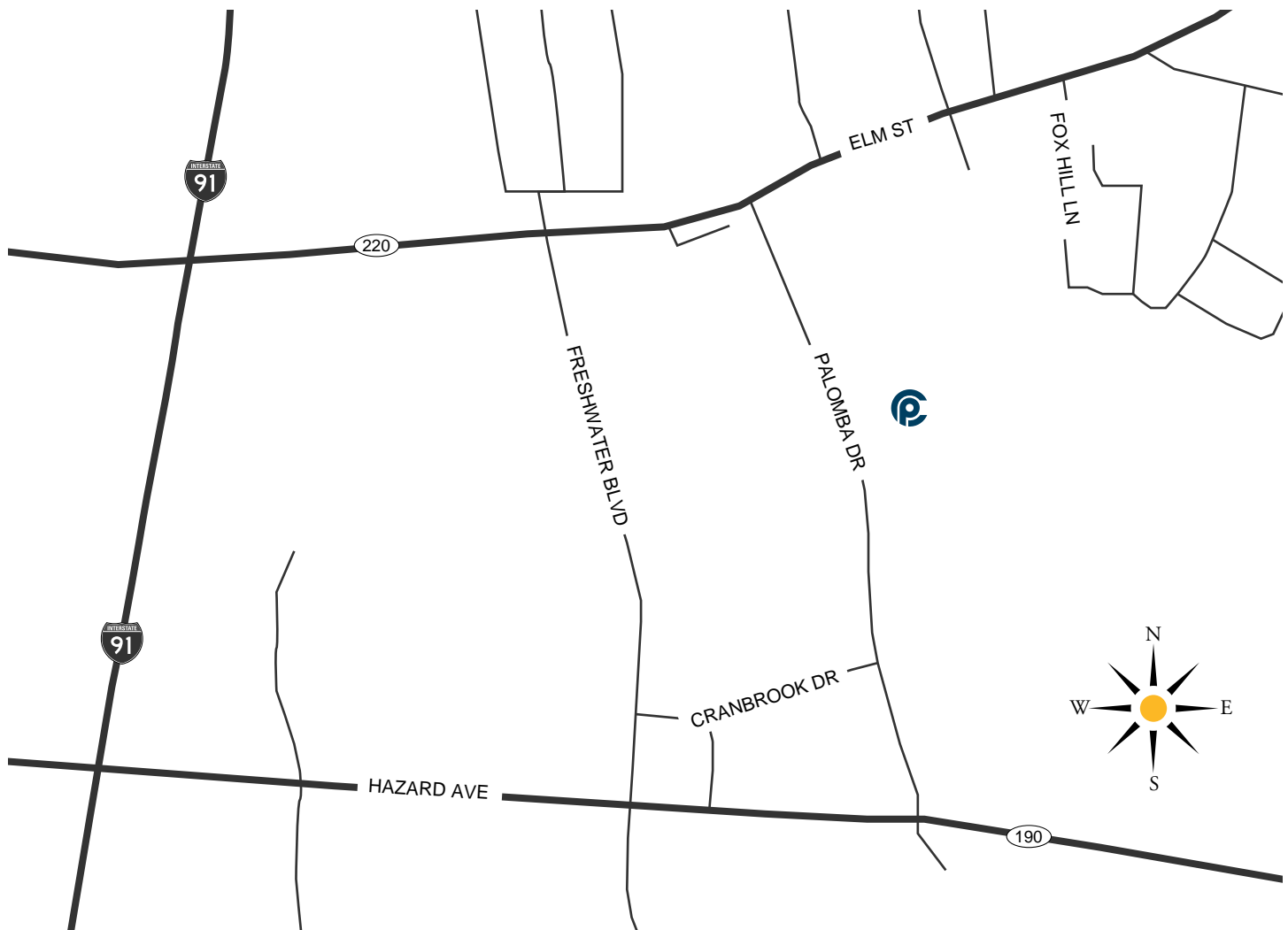
Get off the Mass Pike at Exit 5. Bear right toward Route 33. Take a left at the light onto Route 33. Bear to the right toward Westover AFB on Westover Avenue. After entering Metro Air Park, take the next left onto Dulong Circle.

#### **From Springfield and the South:**

Get off I-91 at Exit 8 onto I-291. Get off I-291 at Exit 6, at the end of the ramp, take a right onto Fuller Road. Take a right at the second light onto Sheridan Street. Take a left onto Padgett Street. Take a right at the stop sign onto Westover Road. Take your first left onto Dulong Circle.

# Porter and Chester Institute - Enfield, CT

The Enfield campus consists of approximately 4,000 square feet of space. All classrooms are air-conditioned, brightly illuminated and carpeted or tiled. There is ample parking on the premises. The nursing program has a reference library which contains appropriate resource materials and multimedia.



## Porter and Chester Institute

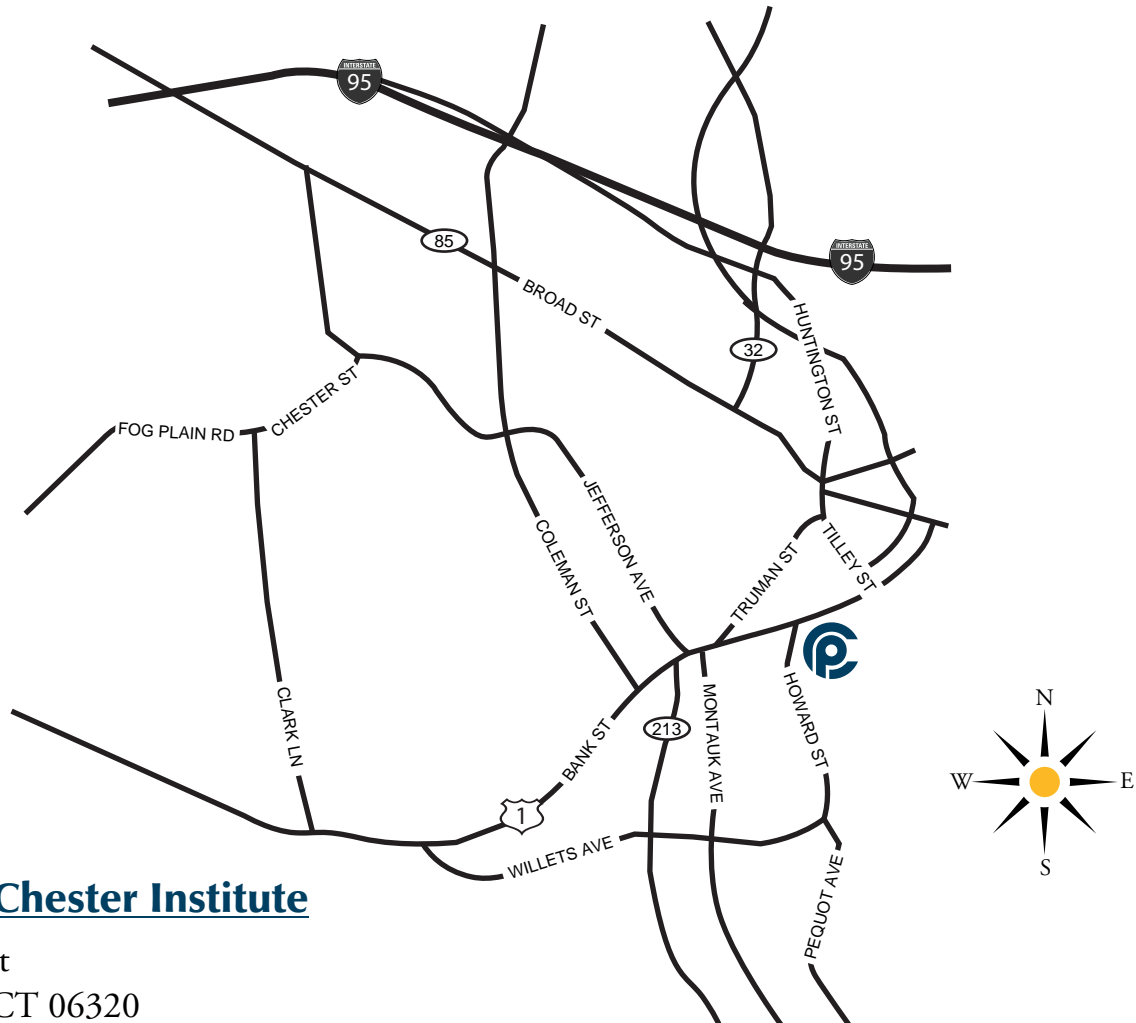
33 Palomba Drive  
Enfield, CT 06082  
(860) 741-2561

## Directions to the Enfield Campus:

**From I-91 North/Southbound:** Take Exit 47E onto Rt-190E/ Hazard Avenue. Turn left onto Palomba Drive. PCI is on the right.

# Porter and Chester Institute - New London, CT

The New London campus omprises approximately 12,000 square feet, with approximately 10,000 square feet of educational related space with the balance allotted to administration and student support services. There are 16 classrooms/lab areas, staff and student lounges, an administrative area with staff offices, storage rooms, and utility rooms for internet and power connectivity.



## Porter and Chester Institute

470 Bank Street  
New London, CT 06320  
(860-574-9782)

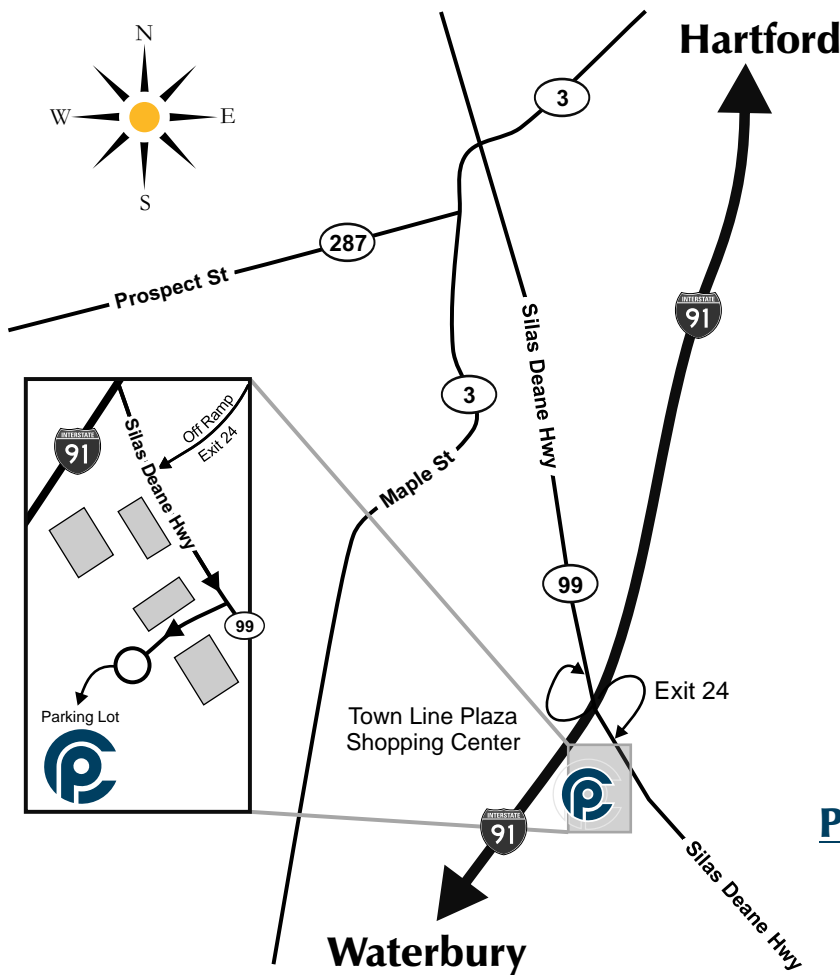
**From I-95 Northbound:** Take EXIT 83 toward CT-32 N/New London Waterfront Dist/Norwich. Merge onto S Frontage Road. S Frontage Road becomes Huntington Street which becomes Tilley Street. Turn right onto Bank Street. 470 Bank Street, New London, CT 06320-5540, 470 BANK ST is on the left.

**From I-95 Southbound:** Take the CT-32 exit, EXIT 84S-N-E, toward New London Waterfront District/Norwich. Merge onto CT-32 via EXIT 84S on the left toward New London/Downtown. CT-32 becomes Eugene O'Neill Drive which becomes Green Street. Turn left onto Tilley Street. Turn right onto Bank Street. 470 Bank Street, New London, CT 06320-5540, 470 BANK ST is on the left.

[www.PorterChester.com](http://www.PorterChester.com)

# Porter and Chester Institute - Rocky Hill, CT

The Rocky Hill campus consists of approximately 50,000 square feet of space. All classrooms are air-conditioned, brightly illuminated and tiled or carpeted. There is about 83,000 square feet of parking space on the premises. Each curriculum division operates its own reference library which contains appropriate resource materials and multimedia. All student workstations are equipped with the same kinds of tools, equipment, and instrumentation in current use by advanced industrial and commercial firms.



## Porter and Chester Institute

30 Waterchase Dr  
Rocky Hill, CT 06067  
(860) 529-2519

**From the North (Hartford):** Take I-91 South to Exit 24, bear right off the exit ramp onto Silas Deane Highway. Continue straight under the Highway Bridge through one traffic light. At second traffic light turn right onto Waterchase Drive. Follow to the end of cul-de-sac, the driveway to the school is straight ahead, the school is on the left.

**From the South (Meriden):** Take I-91 North to Exit 24, bear left off the exit ramp. Turn left onto Silas Deane Highway. At first traffic light turn right onto Waterchase Drive. Follow to the end of the cul-de-sac, the driveway to the school is straight ahead, the school is on the left.

[www.PorterChester.com](http://www.PorterChester.com)

# Porter and Chester Institute - Stratford, CT

The Stratford campus consists of approximately 43,300 square feet of space. All classrooms are air-conditioned, brightly illuminated and tiled or carpeted. There is about 64,825 square feet of parking space on the premises. Each curriculum division operates its own reference library which contains appropriate resource materials and multimedia. All student workstations are equipped with the same kinds of tools, equipment, and instrumentation in current use by advanced industrial and commercial firms.



## Porter and Chester Institute

670 Lordship Blvd.  
Stratford, CT 06615  
(203) 375-4463

## DIRECTIONS

**From the East:** Get off the Turnpike at Exit 30. At the foot of the ramp, turn left onto Surf Avenue. Take Surf to Lordship Boulevard, turn left and go to Garfield Avenue. 670 Lordship Blvd. is on the left.

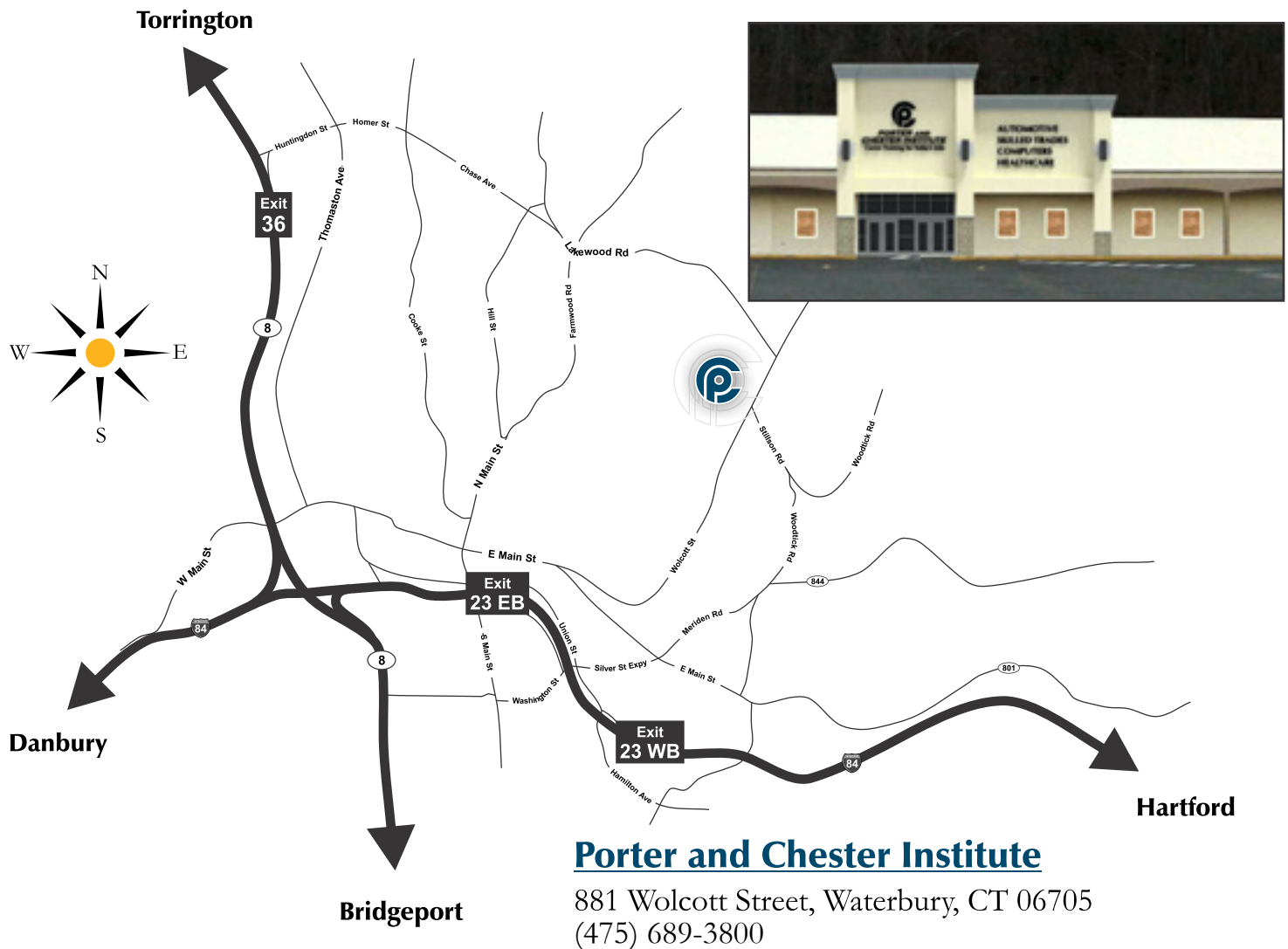
**From the West:** Get off the Turnpike at Exit 30. At the foot of the ramp, turn right onto Lordship Boulevard. Go to Garfield Avenue. 670 Lordship Blvd. is on the left.

[www.PorterChester.com](http://www.PorterChester.com)



# Porter and Chester Institute - Waterbury, CT

The Waterbury campus consists of approximately 62,500 square feet of space. All classrooms are air-conditioned, brightly illuminated and tiled or carpeted. There are approximately 300 parking spaces on the premises. Each curriculum division operates its own reference library which contains appropriate resource materials and multimedia. All student workstations are equipped with the same kinds of tools, equipment, and instrumentation in current use by advanced industrial and commercial firms.



## Porter and Chester Institute

881 Wolcott Street, Waterbury, CT 06705  
(475) 689-3800

**From Route 8 Northbound:** Take Exit 36. Turn right onto Huntingdon Avenue. Continue straight onto Homer Street, Chase Avenue and N. Main Street. Bear left onto Lakewood Road. Turn right onto Wolcott Street. PCI is on the right.

**From Route 8 Southbound:** Take Exit 36. Turn left onto Colonial Avenue. Turn left onto Huntingdon Avenue. Continue straight onto Homer Street, Chase Avenue and N. Main Street. Bear left onto Lakewood Road. Turn right onto Wolcott Street. PCI is on the right.

**From I-84 Eastbound:** Take Exit 23 then take first left onto Silver Street Expressway (becomes Meriden Road). Bear left onto Woodtick Road and continue straight onto Stillson Road. PCI is at the end of Stillson Road at the Wolcott Street intersection.

**From I-84 Westbound:** Take Exit 23 bear right onto Hamilton Street. Turn right onto Silver Street Expressway (becomes Meriden Road). Bear left onto Woodtick Road and continue straight onto Stillson Road. PCI is at the end of Stillson Road at the Wolcott Street intersection.

[www.PorterChester.com](http://www.PorterChester.com)

# Porter and Chester Institute - Worcester, MA

The Worcester campus consists of approximately 48,650 square feet of space. All classrooms are air-conditioned, brightly illuminated and tiled or carpeted. There are approximately 300 available parking spaces on the premises. Each curriculum division operates its own reference library which contains appropriate resource materials and multimedia. All student workstations are equipped with the same kinds of tools, equipment, and instrumentation in current use by advanced industrial and commercial firms.



## Porter and Chester Institute

220 Brooks St., Worcester, MA 01606  
(508)366-0296



## DIRECTIONS to Worcester Campus

### **From the West (Sturbridge)**

Take I-290 E toward I-90/Marlboro. Merge onto I-190 N via EXIT 19. Take EXIT 2 toward Ararat St/Holden/Greendale. Merge onto N Frontage Rd. Turn right at the end of the ramp onto W Mountain St. Take the 1st right onto Brooks St. The campus is on the left.

### **From the East (Framingham/Boston)**

Take I-90 W/Massachusetts Tpke toward Worcester. Merge onto I-495 N via EXIT 11A toward NH – Maine/Marlborough. Take I-290 W via EXIT 25B toward Worcester. Merge onto I-190 N via EXIT 19. Take EXIT 2 toward Ararat St/Holden/Greendale. Merge onto N Frontage Rd. Turn right at the end of the ramp onto W Mountain St. Take the 1st right onto Brooks St. The campus is on the left.

### **From the North (Fitchburg/Leominster)**

Take I-190 S toward Worcester. Take the W Mountain St. exit, EXIT 3, toward Holden/Boylston. Turn right onto W Mountain St. Turn right onto Brooks St. The campus is on the left.

### **From the South (Franklin/Milford)**

Take I-495 North toward NH – Maine/Marlborough. Take I-290 W via EXIT 25B toward Worcester. Merge onto I-190 N via EXIT 19. Take EXIT 2 toward Ararat St/Holden/Greendale. Merge onto N Frontage Rd. Turn right at the end of the ramp onto W Mountain St. Take the 1st right onto Brooks St. The campus is on the left.



# **Porter and Chester Institute of Hamden**

## **ADDENDUM TO CATALOG**

### **Administrative Staff and Medical Assisting Faculty**

#### **ADMINISTRATIVE STAFF**

**Heidi Lounsbury**  
Campus Director of Operations and  
Education

**Cheryl Mehaylo**  
Assistant Director of Admissions

**Marcy Kravet**  
Career Program Specialist

**David Kaminski**  
Career Program Specialist

**Michele Cannistraro**  
Career Program Specialist

**Christopher Gutierrez**  
Assistant Director of Educational Funding

**Jasmine Lyle**  
Educational Funding Specialist

**Vanessa Haynes**  
Educational Funding Specialist

**Janet Adams**  
Floating Educational Funding Specialis

**Tara Farquharson**  
Career Services Advisor

#### **MEDICAL ASSISTING STAFF**

**Karmle L. Conrad, MHA, CPC, RPT, CCMA**  
*Interim Medical Assisting Education Supervisor and  
Instructor*  
Masters in Health Administration, 2004  
Suffolk University, Boston, MA  
Bachelor of Liberal Arts, Natural Sciences, 2000  
Harvard University, Cambridge, MA

**Porter and Chester Institute  
Canton Campus**

**ADDENDUM TO CATALOG**

**Administrative Staff and Medical Assisting Faculty**

**ADMINISTRATIVE STAFF**

**Henry Przybylowicz**  
Campus Director of Operations and  
Education

**Bonnie MacInnes**  
Assistant Director of Admissions

**Ismaelle Salomon**  
Career Program Specialist

**Ellen Leary**  
Assistant Director of Educational Funding

**Andrew Cerrone**  
Career Services Advisor

**MEDICAL ASSISTING STAFF**

**Susan Pierce, RN, BSN, RMA**  
*Medical Assisting Education Supervisor and Instructor*  
B.S., Science of Nursing, Salve Regina University 1987

**Porter and Chester Institute**  
**Chicopee Campus**

**ADDENDUM TO CATALOG**

**Administrative Staff and Medical Assisting Faculty**

**ADMINISTRATIVE STAFF**

**Sheri-Lynn Toner**

Campus Director of Operations and  
Education

**Rosa Leroux**

Assistant Director of Admissions

**Louise Mero**

Career Program Specialist

**Mirna Holguin**

Career Program Specialist

**Jessica Maturo**

Assistant Director of Educational Funding

**Judith Bartlett**

Educational Funding Specialist

**Alexandra Stanhope**

Career Services Advisor

**Andrew Corbin**

Career Services Advisor

**MEDICAL ASSISTING STAFF**

**Luz Rios-Garcia, CMA**

*Medical Assistant Education Supervisor/Instructor*  
BS Human Services  
Springfield College, 2017  
Diploma, Medical Assisting  
Ultrasound Diagnostic School 2000

**Gloryvee Diaz, CMA**

*Instructor*  
MS Management and Organization,  
Springfield College, 2018  
BS Human Services, Springfield College, 2017  
Diploma, Medical Assisting  
Porter and Chester Institute, Enfield, CT 1998

**Christina Laneiro**

*Instructor*  
Associates Degree, Medical Assisting, 2002  
Springfield Technical Community College, MA

**Melissa Guzzo**

*Instructor*  
Diploma, Medical Assistant, 2003  
Ultrasound Diagnostic School, Springfield, MA

**Susan Gahr, RMA**

*Instructor*  
Diploma, Medical Assisting, 2000  
Ultrasound Diagnostic School, Springfield, MA

**Porter and Chester Institute  
Enfield Campus**

**ADDENDUM TO CATALOG**

**Administrative Staff**

**ADMINISTRATIVE STAFF**

**Nancy Brunet**

Campus Director of Operations and Education  
Assistant Curriculum Chair, Practical Nursing Program

**Saream Toun**

Assistant Director of Admissions

**Eddie Gentle**

Career Program Specialist

**Jessica Maturo**

Assistant Director of Educational Funding

**Alexandra Stanhope**

Career Services Advisor

**Porter and Chester Institute  
New London Campus**

**ADDENDUM TO CATALOG**

**Administrative Staff and Medical Assisting Faculty**

**ADMINISTRATIVE STAFF**

**Carol Cournoyer**

Campus Director of Operations and  
Education

**Debra Carney**

Career Program Specialist

**Janet Adams**

Floating Educational Funding Specialis

**Chris Shepley**

Interim Career Services Advisor

**MEDICAL ASSISTING STAFF**

**Terry Thurrott, MHS, PA**

*Medical Assisting Instructor*

Masters of Health Science, Physician Assistant, 2002  
Quinnipiac University, Hamden, CT

**Jeanne Berryman, LPN**

*Medical Assisting Instructor*

Practical Nursing, Porter and Chester Institute 2014  
B.S, Human Development, University of Connecticut 1981

**Porter and Chester Institute**  
**Rocky Hill Campus**

**ADDENDUM TO CATALOG**

**Administrative Staff and Medical Assisting Faculty**

**ADMINISTRATIVE STAFF**

**Kimberly Aylett**

Campus Director of Operations and  
Education

**Stephan Turcotte**

Director of Admissions

**Rick Starzyk**

Career Program Specialist

**Parker Swan**

Career Program Specialist

**Gina Vanacore**

Career Program Specialist

**Calene Lopez**

Assistant Director of Educational Funding

**Christina Lewis**

Educational Funding Specialist

**Wendy Struthers**

Career Services Advisor

**Courtney Sak**

Career Services Advisor

**MEDICAL ASSISTING STAFF**

**Karen Juchniewicz, AS, RMA**

*Medical Assisting Education Supervisor and Instructor*  
Associates of Science, Medical Assisting, 1980  
Tunxis Community College, Farmington, CT

**Meghan Mahoney**

*Instructor*

Diploma, Medical Assisting, 2004  
Branford Hall Career Institute, Southington, CT

**Porter and Chester Institute  
Stratford Campus**

**ADDENDUM TO CATALOG**

**Administrative Staff and Medical Assisting Faculty**

**ADMINISTRATIVE STAFF**

**Patrick O'Brien**

Campus Director of Operations and  
Education

**Amanda Hicks**

Assistant Director of Admissions

**Mark Breslin**

Career Program Specialist

**Tom Brown**

Career Program Specialist

**Rafael Centeno**

Career Program Specialist

**Kimberly Soracco**

Career Program Specialist

**Diana Parks**

Assistant Director of Educational Funding

**Frederic Regouis**

Educational Funding Specialist

**Wilburt Best**

Career Services Advisor

**Felisa Acosta**

Career Services Advisor

**MEDICAL ASSISTING STAFF**

**Shelley Hoskins RN, MS, CCMA**

*Medical Assisting Education Supervisor*  
Nursing Education Certificate 2010  
Sacred Heart University, Fairfield CT  
Master of Science, Nursing 1985  
Pace University, Pleasantville NY  
BA Modern Languages, German, Spanish  
Wheaton College, Wheaton IL 1985  
Certified Clinical Medical Assistant, 2018

**Janine Falcigno, RMA, CAHI**

*Externship Coordinator*  
Diploma, Medical Assisting, 1990  
Stone Academy, Hamden, CT  
Certified Allied Health Instructor, 2000

**Rena Lloyd**

*Medical Assisting Instructor*  
Diploma, Medical Assisting, 1996  
Gateway Community College, New Haven CT

**Porter and Chester Institute  
Waterbury Campus**

**ADDENDUM TO CATALOG**

**Administrative Staff and Medical Assisting Faculty**

**ADMINISTRATIVE STAFF**

**Lindy Caouette**

Campus Director of Operations and  
Education

**Leia Vitarelli**

Assistant Director of Admissions

**Daniel Prince**

Career Program Specialis

**Peter Leone**

Career Program Specialist

**Stuart Rosenthal**

Career Program Specialist

**Scott Hill**

Career Program Specialist

**Ashley Poglitsch**

Assistant Director of Educational Funding

**Kimberly Guerrette**

Educational Funding Specialist

**Cassandra Ouellet**

Career Services Advisor

**Edward Sulik**

Career Services Advisor

**MEDICAL ASSISTING STAFF**

**Eleni Sierros, RMA**

*Interim Medical Assisting Education Supervisor*

AS – Suffolk University 2016

Diploma, Medical Assisting, 2006

Porter and Chester Institute, CT

Certified Phlebotomy Technician, 2009 – NHA

Certified CPR/First Aid Instructor, 2009 – AHA

Allied Health Instructor, 2011 - AMT

BLS Instructor-AHA- 2009

**Helen Saunders, RMA**

*Instructor*

Diploma, Medical Assisting, 2002

Porter and Chester Institute, CT

BLS Instructor- AHA- 2012

**Julia Kendrick, RMA**

*Instructor*

Diploma Medical Assisting 2009 Stone Academy

Certified CPR Instructor, 2016 - AHA



**Porter and Chester Institute  
Worcester Campus**

**ADDENDUM TO CATALOG**

**Administrative Staff and Medical Assisting Faculty**

**ADMINISTRATIVE STAFF**

**Glenn Hartland**

Campus Director of Operations and  
Education

**Debra Hessell**

Medical Assisting Curriculum Chair

**Elizabeth Wirtanen**

Assistant Director of Admissions

**Michael Mello**

Career Program Specialist

**Gabriel Ramos**

Career Program Specialist

**Jean Corbin**

Career Program Specialist

**Catherine Healy**

Assistant Director of Educational Funding

**Angela Harris**

Career Services Advisor

**MEDICAL ASSISTING STAFF**

**Debra Hessell,**

*Acting Medical Assisting Education Supervisor*

Masters of Science, Nursing / Nursing Education, 2010  
University of Phoenix, AZ (online)

Bachelor of Science, Advanced, Professional Studies for  
Nurses, Midwives and Health Visitors, 1994  
University of Derby, Derby, UK

**Jean Lynam, CMA**

*Instructor*

Diploma, Medical Assisting/ Chiropractic Assisting -1997  
Worcester Technical Institute, Worcester, MA

**Russell Braman**

*Instructor*

Bachelor's Degree, Health Sciences  
Southern New Hampshire University, 2017  
Associates Degree, Medical Assisting  
Salter College, West Boylston , MA

**Lizza Vega**

*Instructor*

Associates Degree, Medical Assisting, 2013  
Salter College, West Boylston , MA

**Denise Gonsalves**

*Instructor*

Bachelor's Degree, Science, 1994  
Associates Degree, Business Administration, 1992  
Associates Degree, Entrepreneurship, 1993  
Johnson & Wales, Providence, Rhode Island  
Diploma, Rhode Island College, Medical Assisting 2006  
Providence, Rhode Island

# Porter and Chester Institute of Hamden

## ADDENDUM TO CATALOG

### Graduation and Employment (Placement) Rates

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator, uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. The graduation and employment/placement rates for programs from the 2018 ACCSC annual report are:

Graduation and Employment Cohort Start Date: 3/2016-2/2017					
Shift	Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Day	Dental Assisting	52%	86%	27	14
Day	Medical Assisting	73%	75%	22	16
Graduation and Employment Cohort Start Date: 10/2015-9/2016					
Shift	Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Day	Automotive Technology	54%	75%	46	25
Day	CADD Technology	33%	100%	6	2
Day	Career Electronics Systems Technician	70%	86%	10	7
Day	Career HVACR	66%	76%	29	19
Day	Career Industrial, Commercial and Residential Electrician	8%	69%	18	16
Day	Practical Nursing (12 month)	15%	100%	13	2
Evening	Dental Assisting	53%	75%	15	8
Graduation and Employment Cohort Start Date: 6/2015-5/2016					
Shift	Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Day	Practical Nursing (15 month)	N/A	N/A	0	0
Graduation and Employment Cohort Start Date: 1/2015-12/2015					
Shift	Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Evening	Automotive Technology	44%	75%	9	4
Evening	Career Electronics Systems Technician	91%	70%	11	10
Evening	Career HVACR	57%	75%	7	4
Evening	Career Industrial, Commercial and Residential Electrician	56%	70%	18	10
Graduation and Employment Cohort Start Date: 9/2014-8/2015					
Shift	Program Title	Graduation Rate	Employment Rate	Starting Population	Graduate Population
Evening	Practical Nursing	N/A	N/A	0	0

**Porter and Chester Institute  
Canton Campus**

**ADDENDUM TO CATALOG**

**Graduation and Employment (Placement) Rates**

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. The graduation and employment/placement rates for programs from the 2018 ACCSC annual report are:

<b>Graduation and Employment Cohort Start Date: 3/2016-2/2017</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Dental Assisting	86%	91%	14	12
Day	Medical Assisting	90%	83%	20	18
<b>Graduation and Employment Cohort Start Date: 10/2015-9/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Automotive Technology	63%	84%	31	19
Day	CADD Technology	57%	100%	7	4
Day	Career Computer & Network Technology	63%	80%	8	5
Day	Career HVACR	88%	85%	16	14
Day	Career Industrial, Commercial and Residential Electrician	88%	76%	43	38
<b>Graduation and Employment Cohort Start Date: 6/2015-5/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Medical Assisting	25%	100%	4	1
<b>Graduation and Employment Cohort Start Date: 1/2015-12/2015</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Automotive Technology	50%	86%	14	7
Evening	Career HVACR	60%	78%	15	9
Evening	Career Industrial, Commercial and Residential Electrician	53%	75%	17	9

**Porter and Chester Institute  
Chicopee Campus**

**ADDENDUM TO CATALOG**

**Graduation and Employment (Placement) Rates**

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. The graduation and employment/placement rates for programs from the 2018 ACCSC annual report are:

<b>Graduation and Employment Cohort Start Date: 3/2016-2/2017</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Dental Assisting	71%	77%	31	22
Day	Medical Assisting	67%	73%	39	26
Day	Medical Billing and Coding	N/A	N/A	0	0
<b>Graduation and Employment Cohort Start Date: 10/2015-9/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Automotive Technology	79%	59%	47	37
Day	CADD Technology	75%	83%	8	6
Day	Career Computer & Network Technology	74%	76%	23	17
Day	Career HVACR	64%	83%	11	4
Day	Career Industrial, Commercial and Residential Electrician	68%	70%	40	27
Evening	Dental Assisting	86%	100%	7	6
<b>Graduation and Employment Cohort Start Date: 6/2015-5/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Medical Assisting	85%	76%	20	17
<b>Graduation and Employment Cohort Start Date: 1/2015-12/2015</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Automotive Technology	44%	73%	25	11
Evening	Career HVACR	56%	100%	9	5
Evening	Career Industrial, Commercial and Residential Electrician	75%	33%	8	6
Evening	Career Computer & Network Technology	100%	50%	2	2

**Porter and Chester Institute  
Enfield Campus**

**ADDENDUM TO CATALOG**

**Graduation and Employment (Placement) Rates**

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. The graduation and employment/placement rates for programs from the 2018 ACCSC annual report are:

<b>Graduation and Employment Cohort Start Date: 10/2015-9/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Practical Nursing (12 month)	63%	83%	19	12
<b>Graduation and Employment Cohort Start Date: 6/2015-5/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Practical Nursing (15 month)	N/A	N/A	0	0
<b>Graduation and Employment Cohort Start Date: 9/2014-8/2015</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Practical Nursing	N/A	N/A	0	0

**Porter and Chester Institute  
New London Campus**

**ADDENDUM TO CATALOG**

**Graduation and Employment (Placement) Rates**

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. There are no graduation and employment/placement rates for programs from the 2018 ACCSC annual reports for the New London campus, as it opened in October 2018.

<b>Graduation and Employment Cohort Start Date: 3/2016-2/2017</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Dental Assisting	N/A	N/A	0	0
Day	Medical Assisting	N/A	N/A	0	0
<b>Graduation and Employment Cohort Start Date: 10/2015-9/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Career Industrial, Commercial and Residential Electrician	N/A	N/A	0	0

**Porter and Chester Institute  
Rocky Hill Campus**

**ADDENDUM TO CATALOG**

**Graduation and Employment (Placement) Rates**

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. The graduation and employment/placement rates for programs from the 2018 ACCSC annual report are:

<b>Graduation and Employment Cohort Start Date: 3/2016-2/2017</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Dental Assisting	59%	88%	29	17
Day	Medical Assisting	93%	93%	15	14
Day	Medical Billing and Coding	N/A	N/A	0	0
<b>Graduation and Employment Cohort Start Date: 10/2015-9/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Automotive Technology	54%	72%	56	30
Day	CADD Technology	71%	83%	17	12
Day	Career Computer & Network Technology	54%	73%	28	15
Day	Career Electronics Systems Technician	65%	62%	20	13
Day	Career HVACR	78%	89%	36	28
Day	Career Industrial, Commercial and Residential Electrician	93%	86%	30	28
Day	Plumbing	N/A	N/A	0	0
Day	Cosmetology	N/A	N/A	0	0
Day	Practical Nursing (12 month)	42%	90%	24	10
Evening	Dental Assisting	75%	80%	20	15
<b>Graduation and Employment Cohort Start Date: 6/2015-5/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Medical Assisting	86%	83%	7	6
Day	Practical Nursing (15 month)	N/A	N/A	0	0
<b>Graduation and Employment Cohort Start Date: 1/2015-12/2015</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Automotive Technology	48%	70%	23	11
Evening	Career Electronics Systems Technician	50%	80%	10	5
Evening	Career HVACR	56%	100%	9	4
Evening	Career Industrial, Commercial and Residential Electrician	67%	75%	18	12
Evening	Career Computer & Network Technology	79%	36%	14	11
<b>Graduation and Employment Cohort Start Date: 9/2014-8/2015</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Practical Nursing	N/A	N/A	0	0

**Porter and Chester Institute  
Stratford Campus (Main Campus)**

**ADDENDUM TO CATALOG**

**Graduation and Employment (Placement) Rates**

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. The graduation and employment/placement rates for programs from the 2018 ACCSC annual report are:

<b>Graduation and Employment Cohort Start Date: 3/2016-2/2017</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Dental Assisting	88%	71%	49	43
Day	Medical Assisting	73%	88%	33	24
Day	Medical Billing and Coding	N/A	N/A	0	0
<b>Graduation and Employment Cohort Start Date: 10/2015-9/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Automotive Technology	72%	73%	64	46
Day	Career Computer & Network Technology	55%	78%	20	11
Day	Career HVACR	61%	70%	38	23
Day	Career Industrial, Commercial and Residential Electrician	74%	72%	50	37
Day	Practical Nursing (12 month)	54%	86%	13	7
<b>Graduation and Employment Cohort Start Date: 6/2015-5/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Medical Assisting	64%	33%	14	9
Day	Practical Nursing (15 month)	N/A	N/A	0	0
<b>Graduation and Employment Cohort Start Date: 1/2015-12/2015</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Automotive Technology	68%	74%	28	19
Evening	Career HVACR	71%	75%	17	12
Evening	Career Industrial, Commercial and Residential Electrician	77%	70%	13	10
Evening	Career Computer & Network Technology	50	50	4	2
<b>Graduation and Employment Cohort Start Date: 9/2014-8/2015</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Practical Nursing	N/A	N/A	0	0



**Porter and Chester Institute  
Waterbury Campus**

**ADDENDUM TO CATALOG**

**Graduation and Employment (Placement) Rates**

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. The graduation and employment/placement rates for programs from the 2018 ACCSC annual report are:

<b>Graduation and Employment Cohort Start Date: 3/2016-2/2017</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Dental Assisting	86%	70%	36	30
Day	Medical Assisting	83%	79%	23	19
Day	Medical Billing and Coding	N/A	N/A	0	0
<b>Graduation and Employment Cohort Start Date: 10/2015-9/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Automotive Technology	59%	77%	39	23
Day	CADD Technology	100%	80%	5	5
Day	Career Computer & Network Technology	67%	70%	15	10
Day	Career Electronics Systems Technician	67%	100%	3	2
Day	Career HVACR	62%	80%	26	16
Day	Career Industrial, Commercial and Residential Electrician	68%	81%	40	27
Day	Practical Nursing (12 month)	68%	88%	38	26
Evening	Dental Assisting	80%	73%	15	12
<b>Graduation and Employment Cohort Start Date: 6/2015-5/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Medical Assisting	40%	100%	5	2
Day	Practical Nursing (15 month)	N/A	N/A	0	0
<b>Graduation and Employment Cohort Start Date: 1/2015-12/2015</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Automotive Technology	37%	80%	27	10
Evening	Career HVACR	69%	75%	16	11
Evening	Career Industrial, Commercial and Residential Electrician	63%	70%	16	10
Evening	Career Computer & Network Technology	75%	100%	4	3
<b>Graduation and Employment Cohort Start Date: 9/2014-8/2015</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Practical Nursing	N/A	N/A	0	0

**Porter and Chester Institute  
Worcester Campus**

**ADDENDUM TO CATALOG**

**Graduation and Employment (Placement) Rates**

Porter and Chester Institute calculates a Graduation Rate and an Employment Rate for each program using formulas specified by our accrediting agency, the Accrediting Commission for Career Schools and Colleges (ACCSC). The graduation rate formula uses a cohort of students who began school during a given 12 month reporting period as the denominator, and as the numerator uses the number of students from that group who graduated within 150% of the program length.

The employment rate formula uses a cohort of students who began school during a given 12 month reporting period and proceeded to graduate as the denominator. Those of the cohort whose self-reported employment in their field of training, or a related field has been verified by the school, form the numerator. The rate is calculated for the cohort after 150% of the program length has elapsed for all students in the cohort, with an additional three month allowance for placement related activities. The graduation and employment/placement rates for programs from the 2018 ACCSC annual report are:

<b>Graduation and Employment Cohort Start Date: 3/2016-2/2017</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Dental Assisting	67%	79%	58	39
Day	Medical Assisting	88%	76%	24	21
Day	Medical Billing and Coding	50%	100%	2	1
<b>Graduation and Employment Cohort Start Date: 10/2015-9/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Day	Automotive Technology	58%	79%	72	42
Day	CADD Technology	78%	86%	9	7
Day	Career Computer & Network Technology	71%	71%	21	15
Day	Career Electronics Systems Technician	N/A	N/A	0	0
Day	Career HVACR	75%	77%	40	30
Day	Career Industrial, Commercial and Residential Electrician	62%	81%	60	37
Evening	Dental Assisting	59%	71%	29	17
<b>Graduation and Employment Cohort Start Date: 6/2015-5/2016</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Medical Assisting	33%	100%	9	3
<b>Graduation and Employment Cohort Start Date: 1/2015-12/2015</b>					
<b>Shift</b>	<b>Program Title</b>	<b>Graduation Rate</b>	<b>Employment Rate</b>	<b>Starting Population</b>	<b>Graduate Population</b>
Evening	Automotive Technology	52%	77%	25	13
Evening	Career HVACR	53%	100%	15	8
Evening	Career Industrial, Commercial and Residential Electrician	57%	100%	21	12

**Porter and Chester Institute**  
**Porter and Chester Institute of Hamden**  
**ADDENDUM TO CATALOG**  
**Licensing Rates**

When graduates from a particular program must pass a licensing or certification exam prior to being able to work in the field, the Accrediting Commission for Career Schools and Colleges (ACCSC), our accrediting agency, requires that schools publish a licensing exam pass rate for those programs. Porter and Chester calculates a Licensing Rate for the Practical Nursing program using a formula specified by ACCSC. The formula uses a cohort of students who began school during a given 12 month reporting period, graduated, and took the licensure exam as the denominator, and as the numerator uses the number of students from that group who passed the exam.

For each campus which offers the Practical Nursing program, the licensing rates for classes included in the ACCSC 2018 Annual Report are:

<b>Campus</b>	<b>Number of Graduates</b>	<b>Pass</b>	<b>Fail</b>	<b>Did not take exam</b>	<b>Pass Percentage</b>
<b>Porter and Chester Institute of Hamden</b>					
Branford	2	2			100%
<b>Porter and Chester Institute (Stratford main school and branch campuses)</b>					
Enfield	12	12			100%
Rocky Hill	10	10			100%
Stratford	7	7			100%
Waterbury	26	24	2		92%

**Porter and Chester Institute  
Porter and Chester Institute of Branford**

**ADDENDUM TO CATALOG**

**Licensing and Certification**

All applicants should be aware that Porter and Chester Institute's courses are designed to give our graduates the education and skills necessary for entry-level positions in their chosen field. In some instances, further education, training or work experience may be required for advanced positions, or to fulfill voluntary certification requirements or to obtain state licensure. Requirements will vary from state to state and may change over time. Students are encouraged to research licensing and certification requirements for the state in which they intend to work.

**Automotive Technology**

There is no license or certification required for entry-level employment in either CT or MA. Certain industry-recognized certifications can enhance employability. As part of their program, students have the opportunity to earn the ASE Refrigerant Recovery and Recycling Certification.

**CADD Technology**

There is no license or certification required for entry-level employment in either CT or MA. Certain industry-recognized certifications can enhance employability.

**Career Computer and Network Technology**

There is no license or certification required for entry-level employment in either CT or MA. Certain industry-recognized certifications can enhance employability. Porter and Chester Institute students are able to sit for the following credentialing exams as part of their program:

- CompTIA A+ Certification Exams 1 and 2
- CompTIA Network + Certification test
- Microsoft MCP Certification Exam

**Career Electronics Systems Technician**

**CT:** This program has been approved at the CT campuses for the "Related Instruction" hours required for the Connecticut C6, L62, and T2 licenses. Only courses passed with a grade of 75 or higher are counted toward Related Instruction hours. Candidates also need to accrue approximately 4,000 hours of work in the field (two years) prior to being eligible to apply to sit for a licensing exam. As part of the program, Porter and Chester Institute students have the opportunity to earn their OSHA 30 certification.

**MA:** This program is not currently taught in Massachusetts

**Career HVACR**

**CT:** This program has been approved at the CT campuses for the "Related Instruction" hours required for the Connecticut B-2, D-2 and S-2 licenses. Only courses passed with a grade of 75 or higher are counted toward Related Instruction hours. Candidates also need to accrue hours working in the field prior to being eligible to apply to sit for a licensing exam. The Related Instruction/Apprenticeship hours for each license are: S-2: 720/8,000; D-2: 432/4,000 and B-2: 252/2,000. As part of their program, Porter and Chester Institute students have the opportunity to earn their OSHA 30 certification and their EPA Section 608A certification.

### **Career HVACR (cont.)**

**MA:** There are no licensing requirements in MA for general HVACR work. As part of their program, Porter and Chester Institute students have the opportunity to earn their OSHA 30 certification and their EPA Section 608A certification.

### **Career Industrial, Commercial and Residential Electrician**

**CT:** This program has been approved at the CT campuses for the 720 “Related Instruction” hours required for the Connecticut E-2 license. Only courses passed with a grade of 75 or higher are counted toward Related Instruction hours. Candidates also need to accrue 8,000 hours of work in the field (approximately four years) prior to being eligible to apply to sit for the licensing exam. As part of their program, Porter and Chester Institute students have the opportunity to earn their OSHA 30 certification.

**MA:** This program has been approved at the MA campuses for the 600 hours of “Related Instruction” required for the Massachusetts Class B (journeyman electrician) license. Candidates also need to accrue 8,000 hours of work in the field (approximately 4 years) prior to being eligible to apply to sit for the licensing exam. As part of their program, Porter and Chester Institute students have the opportunity to earn their OSHA 30 certification.

### **Cosmetology**

This program has been approved at the Rocky Hill campus for the 1500 hours of instruction required to sit for the Connecticut Hairdresser’s licensing exam. The Department of Public Health has the authority to deny licensure to an individual who has committed or been found guilty of committing a felony or an act which does not conform to the accepted standards of the profession. Please be advised that applicants are reviewed independently and many factors are considered to determine if there is any impediment as to his/her ability to practice safely and effectively as a professional in Connecticut

### **Dental Assisting**

PCI students are able to sit for the Dental Assisting National Board (DANB) Infection Control exam and the DANB Radiation Health and Safety exam as part of their program. The Radiology and Infection Control certificates can be applied toward the Certified Dental Assisting (CDA) credential, as can the General Chairside Assisting exam. PCI graduates who wish to sit for the General Chairside Assisting exam may do so after working 3500 hours in the field (or approximately 2 years). The DANB exam applications ask about any criminal records. Students with a record will need to provide copies of their court records to the DANB board which will make the decision as to whether or not the student may sit for any of the certification exams.

**CT:** Dental Assistants who have not yet passed the (DANB) Infection Control exam must take and pass it within nine months from the start of their employment.

**MA:** Graduates must apply for and receive a license from the Board of Registration in Dentistry prior to working as a Dental Assistant. Porter and Chester Institute’s program has been approved by the Board, so candidates apply as “formally trained”. The MA licensing process involves a “CORI” (criminal background) check, but there is no licensing exam. Candidates must also have their CPR certification, which PCI students earn as part of their program.

## **Medical Assisting**

There is currently no license or certification requirement for entry-level employment or practice in either CT or MA. Certain industry-recognized certifications can enhance employability or may be required by the employer. PCI graduates are able to sit for a credentialing exam as part of their program- the Certified Medical Assistant (AAMA) (open to graduates of ABHES accredited programs) or Registered Medical Assistant (open to any program graduate). The exam applications ask about any criminal records. Students convicted of a felony after admission to Porter and Chester Institute will need to apply for, and be granted, a waiver from the certifying board before being able to take the certification exam.

## **Medical Billing and Coding**

There is currently no license or certification requirement for entry-level employment or practice in either CT or MA. Certain industry-recognized certifications can enhance employability or may be required by an employer. Porter and Chester Institute graduates are able to sit for a credentialing exam as part of their program - Certified Professional Biller (CPB) or Certified Professional Coder (CPC) through AAPC or Certified Coding Associate or Certified Coding Specialist through AHIMA (American Health Information Management Association).

## **Plumbing**

**CT:** This program has been approved at the CT campuses for the 720 “Related Instruction” hours required for the Connecticut P-2 license. Only courses passed with a grade of 75 or higher are counted toward Related Instruction hours. Candidates also need to accrue 8,000 hours of work in the field (approximately four years) prior to being eligible to apply to sit for the licensing exam. As part of their program, Porter and Chester Institute students have the opportunity to earn their OSHA 30 certification.

**MA:** This program is not currently taught in Massachusetts

## **Practical Nursing**

Graduates must be licensed by the State of Connecticut prior to working as a Licensed Practical Nurse.

In order to apply for licensure, candidates must graduate from an approved program and pass the National Council of State Boards of Nursing Licensure Examination for Practical Nurses (NCLEX-PN).

An applicant’s criminal, medical or professional history may prevent her or him from receiving approval to sit for the NCLEX-PN (licensing exam) or cause her or his application for licensure to be denied. See the handout “Practical Nursing Licensure Considerations” for additional information.

# *Notes*

# I M P O R T A N T

Porter and Chester Institute stands for innovation and imaginative creativity in occupational education. This being the case, the Institute reserves the right to change, without notice, the curriculum content, schedules, policies, procedures, or anything else in this catalog that it believes is in the best interests of students.

This catalog is not an agreement between a student and the Institute. It is meant to be only a characterization of the quality education available at the institution.

Porter and Chester Institute admits students of any race, color, ethnic origin, sex, or religion to all courses and programs available at the Institute. It does not discriminate on the basis of these characteristics in any way. Furthermore, no persons shall be denied access to the programs of the Institute solely on the basis of a non-occupationally related handicap.





## LOCATIONS

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### **HAMDEN** (MAIN CAMPUS AND AFFILIATE)

1245 Dixwell Avenue, Hamden, CT 06514  
(203) 315-1060

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### **STRATFORD** (MAIN CAMPUS)

670 Lordship Boulevard, Stratford, CT 06615  
(203) 375-4463

### **CANTON** (BRANCH)

5 Campanelli Circle, Canton, MA 02021  
(781) 830-0350

### **CHICOPEE** (BRANCH)

134 Dulong Circle, Chicopee, MA 01022  
(413) 593-3339

### **ENFIELD** (BRANCH)

33 Palomba Drive, Enfield, CT 06082  
(860) 741-2561

### **NEW LONDON** (BRANCH)

470 Bank Street, New London, CT 06320

### **ROCKY HILL** (BRANCH)

30 Waterchase Drive, Rocky Hill, CT 06067  
(860) 529-2519

### **WATERBURY** (BRANCH)

881 Wolcott Street, Waterbury, CT 06705  
(860) 274-9294

### **WORCESTER** (BRANCH)

220 Brooks Street, Worcester, MA 01606  
(508)-304-6500

