

# HoHoKus School

OF TRADE & TECHNICAL SCIENCES



## 2024-2025 CATALOG





Owned and operated by Eastwick Education

634 Market Street, Paterson, NJ 07513

973.742.0009

www.hohokus.edu

## 2024-2025 Catalog

March 27, 2024

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The HoHoKus School of Trade and Technical Sciences is owned and operated by A. Eastwick Education, Inc. Thomas M. Eastwick, president and chief executive officer, holds final responsibility for corporate policy and management. This catalog is an official document that describes the faculty and staff listings, policies, procedures, and academic programs of the school. The administration has made every reasonable effort to present information that is accurate at the time of preparation. However, this catalog does not establish contractual relations. The school reserves the right to change or modify the regulations, curricula, courses, tuition, and fees, or any aspect of its programs prescribed in this catalog without prior notice.



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## 2024-2025 Catalog March 27, 2024

### Welcome

The HoHoKus School of Trade and Technical Sciences has more than 50 years of experience in career education. Our programs range from 3 to 18 months of practical, intensive, job-oriented training delivered with an emphasis on personal attention. Small classes and free tutoring are just two things that set us apart from other schools. You can be certain that our professional staff will recognize and care about your needs. Our administration and faculty work with you to make sure that you get the job you want—the job for which you are qualified—the job that is right for you! The HoHoKus School charges no placement fees to either graduate or employer, thus ensuring you every opportunity to meet your career goals. The HoHoKus School offers scholarships and a wide variety of financial aid programs.. We will meet with you personally to tailor a plan that meets your specific needs.

### Mission Statement

The mission of The HoHoKus School of Trade and Technical Sciences is to prepare students with the knowledge and skills necessary to qualify for challenging positions in their chosen industry in the shortest possible time. Emphasis is placed on personalized instruction. Our curricula are constantly re-evaluated to ensure they meet the changing needs of employers. Training is designed to develop analytical problem-solving skills, mature levels of conduct, attitudes, values, and habits required for career advancement. Courses keep pace with the technical progress in industry through the regular process of updating programs and equipment at the recommendations of our advisory boards.

### Objectives

1. To offer relevant curricula that meet the demands of the workplace.
2. To ensure that graduates demonstrate professional competency in their chosen fields.
3. To establish and maintain relationships with communities of interest to further the mission of the school and seek additional opportunities for our students and alumni.
4. To foster a stimulating educational climate with faculty and staff committed to student success and professional development.

### History

The HoHoKus School of Trade and Technical Sciences, formerly the General Technical Institute, was founded in 1954 and first accredited by ACCSC in 1969. The school has offered hands-on training in most phases of welding. The school has graduated nearly 10,000 students in its 55-year history. In the '70s and 80s, code certifications

offered by the American Welding Society and other organizations were integrated into the curriculum to enable graduates to qualify under the specialized career codes required for obtaining higher-level employment. In 2005, General Technical Institute was purchased by A. Eastwick Education, Inc., t/a HoHoKus School of Trade and Technical Sciences. Since then, the school has relocated to larger facilities in Paterson, New Jersey, which include additional classrooms, shop areas and new equipment. New program offerings to include Manufacturing Technology, Building Maintenance Superintendent, Plumber Apprenticeship and Electrician Apprenticeship programs.

## **Antidiscrimination Statement**

The HoHoKus School of Trade and Technical Sciences implements all admission and educational policies, as well as scholarship and loan programs without regard to religion, race, gender, disability, sexual orientation, gender expression or national or ethnic origin. All students are granted equal rights and privileges as they pertain to available programs and activities.

## **Facilities**

The HoHoKus School of Trade and Technical Sciences occupies over 23,550 sq. feet with ample space for instruction and training in all phases of welding, fabrication, plumbing, electrical and building maintenance trades. The facilities include classrooms; a variety of different welding, trade and machine shops complete with the most modern equipment; and a student lounge and a new resource center. The school furnishes all tools, equipment, and required materials to complete our program offerings. The campus is located at 634-638 Market Street in Paterson, New Jersey. There are additional shop and classroom facilities at 887 East 25<sup>th</sup> Street (within walking distance of the main building). The train station is within walking distance and the #712 bus stops in front of the school. Street parking is available. The school makes every effort to assist handicapped students with convenient parking and seat assignments; however, the buildings are not completely accessible. HoHoKus is a commuting school; there is no boarding at the school.

## **Accreditation, Approvals, and Affiliations**

- Approved by the New Jersey Department of Education/Department of Labor and Workforce Development under the standards for approval of private schools.
- Accredited by the Accrediting Commission of Career Schools & Colleges (ACCSC), 2101 Wilson Blvd., Suite 302, Arlington, VA 22201.
- Member of the American Welding Society.
- Affiliated with the New Jersey Independent Electrical Contractors Association.
- Affiliated with the New Jersey Plumbing, Heating, and Cooling Contractors Association.
- Member in good standing of the Association of Private Sector Colleges and Universities and the Private College and School Association of New Jersey.
- Eligible institution under the Federal Pell Grant, Federal SEOG Grant, and the Direct Loan programs.
- Authorized under federal laws to enroll non-immigrant alien students.
- Recognized by the Office of Workforce Development and the Office of Vocational Rehabilitation as an eligible institution to refer clients for retraining.
- Approved by the New Jersey Department of Education to train eligible veterans under Title 38, US Code.

## Administration and Faculty

### Chief Executive Officer

Thomas M. Eastwick  
President

### Corporate Officers

Rafael Castilla  
Executive Vice President and Provost

Bhavna Tailor  
Executive Vice President for Operations

Sisalee M. Hecht  
Corporate Director of Library Services

Christy Delaguerra  
Vice President for Financial Aid

### Campus Administrative Staff

Pamela Malfettano  
Director

Lori Markarian  
Director of Career Development

Yaly Anziani  
Financial Aid Coordinator

### Academic Department Staff

Robert Hahn  
Program Director  
Building Maintenance Specialist, Electrician Apprenticeship,  
Facilities Management & Plumber Apprenticeship

Sean Mitchell  
Program Director  
Manufacturing Technology & Structural Plate Welding

### Faculty

#### ***Building Maintenance Specialist & Facilities Management***

James Regan  
Instructor

#### ***Electrician Apprenticeship***

William Acquafredda  
Instructor

John O'Neil  
Instructor

#### ***Manufacturing Technology***

Dominic Torres  
Instructor

#### ***Plumber Apprenticeship***

Robert Vetter  
Instructor

#### ***Structural Plate Welding (AWS D1.1)***

Samuel McGee  
Instructor

Donald Taylor  
Instructor

#### ***Foundation Courses***

Nick Dousmanis  
Mathematics & Computer Applications Instructor



## Admissions

For admission to the HoHoKus School of Trade and Technical Sciences, students submit a completed Application for Admission or call for a priority appointment to visit the school and receive a tour of its facilities. All applicants are required to complete a personal interview with an admissions representative, submit proof of high school completion or GED equivalency, or the award of an associate's or bachelor's degree. Parents and spouses are encouraged to attend. The interview gives applicants an opportunity to see the school's equipment and facilities, to ask questions relating to HoHoKus' programs and career objectives, and to determine if they can work in their field of choice. Personal interviews also enable school administrators to determine whether an applicant is acceptable for enrollment into HoHoKus' programs. Once the applicant has completed the application process, the school reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the school are refunded. The school follows an open-entry system. Individuals may apply up to one year in advance of a scheduled class start.

### New Student Orientation

Orientation for new students is held prior to each start date. A presentation and review of school regulations is given by administrative staff. Class schedules are distributed. Orientation provides new students the opportunity to become familiar with the campus and to meet informally with their instructors and other new students. The school reserves the right to revise class schedules, redistribute groups, cancel courses, and make enhancements to the curriculum at any time.

### Students with Disabilities

All students requesting accommodations due to disabilities must register with their state's Department of Vocational Rehabilitation (DVR). The evaluation completed by DVR must be presented to the campus director to determine what reasonable accommodations can be offered.

### Class Size

HoHoKus limits class sizes to provide meaningful instruction and training. Following are the instructor/student ratios used in our programs:

Educational Activity	Number of Students per Instructor
Welding Shop	12
Building Shop	15
Plumbing Shop	15
Electrical Shop	15
Classroom Didactic Instruction	30

### Class Schedule

The school is open between 8:00 AM to 10:10 PM Monday through Thursday and Friday between 8:00 AM and 4:00 PM.

### Calendar

See the Catalog Addendum.

## **Dress Code**

Although no dress code is required for either day or evening divisions, students are asked to use good judgment regarding attire and dress in accordance with the business setting. Students participating in shop activities must dress in compliance with OSHA regulations.

## **Credit Calculation**

### ***Academic Credit***

HoHoKus uses the quarter credit unit of academic. All calculations are based on the following standard of the Accrediting Commission of Career Schools and Colleges (ACCSC):

One quarter credit hour equals 30 units comprised of the following activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory (shop) setting of instruction = 1.5 units
- One hour of externship = 1 unit

A clock hour consists of a minimum of 60 consecutive minutes of which a minimum of 50 minutes is dedicated to instruction. Certain courses comprise a combination of didactic, laboratory/shop and/or externship hours and will be awarded credit reflecting that composition.

### ***Financial Aid Credit***

To determine student eligibility for Federal Title IV, HEA financial aid purposes, the school uses the following definition:

One financial credit = 20 clock hours

Clock hours include class clock hours (the sum of didactic, laboratory/shop, and externship contact hours).

## **Advanced Standing – Transfer Credits**

Previous training is recognized. HoHoKus processes transfer credits according to the following procedures and regulations:

### ***Administrative Procedure***

Prospective students must request an official transcript, which must be mailed by the institution directly to the HoHoKus School of Trade and Technical Sciences and submit a Transfer Credit Request form to the admissions representative. The assistant director returns the Transfer Credit Request form to the student and the admissions representative with an official response. If transfer credit is approved, the student does not need to attend the course(s) specified in the form. The school will not process requests after the enrollment agreement has been signed.

### ***Rules for Approval of Transfer Credits***

1. An official transcript is always required.

2. The course(s) must have been taken at a postsecondary institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA).
3. Courses taken abroad may be considered when the foreign institution's accreditation is similar to that required of American institutions; in this case, HoHoKus requires a credential evaluation and a course-by-course analysis conducted by an organization affiliated with the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).
4. Course(s) must be similar in content, contact hours, and credit calculation, with an earned grade of "C" or better. Transfer credit for core courses from institutions affiliated with Eastwick Education requires an earned grade of C+ or better.
5. There is a time limit of ten years for academic courses and five years for skill courses (e.g., computer software, clinical laboratory, etc.)

### ***Transfer Credit Residency Requirement***

Students transferring credit or earning credit through challenge examination must take at least 25% of the credits in the program at the HoHoKus School of Trade and Technical Sciences.

## Financial Information

(See addendum for updates)

### Tuition Schedule

(Effective as of September 30, 2022)

Program	Tuition	Books	Application Fee	Registration Fee	Other Fees	Total Cost
Building Maintenance Specialist	\$10,540	\$400	\$25	\$100	\$1,100	\$12,165
Electrician Apprenticeship	\$18,515	\$600	\$25	\$100	\$1,800	\$21,040
Facilities Management	\$18,315	\$600	\$25	\$100	\$2,000	\$21,040
Manufacturing Technology	\$18,495	\$550	\$25	\$100	\$1,870	\$21,040
Plumber Apprenticeship	\$18,515	\$600	\$25	\$100	\$1,800	\$21,040
Structural Plate Welding (AWS D1.1)	\$13,830	\$350	\$25	\$100	\$1,245	\$15,550

*Tuition charges are subject to change. Please contact the admissions department for updated program costs.*

The HoHoKus School of Trade and Technical Sciences commits to the schedule of tuition and fees recorded on the student's enrollment agreement for the length of the student's enrollment if the student passes all prescribed courses within the allotted program length. Tuition may change only if the student must retake courses or if he or she withdraws for any reason and is readmitted at a later time. In these cases, a new enrollment agreement with updated charges is signed.

### Department of Veterans Affairs' Pending Payment Compliance Statement

In accordance with Title 38 US Code 3679 subsection (e), The HoHoKus School of Trade and Technical Sciences adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits While payment to the institution is pending from the VA, HoHoKus will not:

- Prevent the student's enrollment.
- Assess a late penalty fee.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources (classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class. (Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility.) A Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case manager issues it to the school.
- Provide written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.
- Complete a VA Section 1018 Form.

## Financing Your Education

The cost of tuition does not include the cost of transportation to and from school. Remember, grants are free; loans must be repaid!

1. HoHoKus Payment Plan: Monthly payments for the duration of the program. Payments are accepted in cash, checks, and money orders. American Express, Discover, Visa, and Mastercard charges are also accepted.
2. Pell Grant: Based on need, the Pell Grant provides free money for education. Grants for the 2023 - 2024 Aid Year range from \$767 - \$7,395 per academic year. To apply for Title IV aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Once processed, the application will produce an Expected Family Contribution (EFC). The funds available to the student will depend on the EFC and the cost of attendance. Students must not have previously earned a bachelor's degree.
3. Federal Supplemental Educational Opportunity Grant (FSEOG): Based on extreme need and determined on a case-by-case basis. Students must be Pell eligible to qualify, with "0" EFC students having priority. These funds are available to students who meet the criteria and would otherwise not be able to attend school without the additional help. A student can qualify for up to \$4,000 in Federal SEOG Grant in the 2023-2024 academic year. It is on a first-come, first-served basis and may not be available throughout the year due to funding limitations. Extreme need is determined by the financial resources of the student and parents and the cost of attending the school.
4. Federal Direct Subsidized Loan: You may borrow \$3,500 per academic year, if you qualify. A small insurance and origination fee is deducted. Programs with more than 30 and less than 37 quarter credits are prorated. No payment is required while attending school. Repayment begins at the end of a 6-month grace period. More information is available on [www.studentaid.gov](http://www.studentaid.gov).
5. Federal Direct Unsubsidized Loan: An independent student may borrow up to \$6,000 for the first academic year (\$2,000 dependent). (A small insurance and origination fee is deducted.) Programs with more than 30 and fewer than 37 quarter credits are prorated. Interest is charged on this loan while the student is in school, but it can be capitalized. Interest charges and principal repayment may be deferred until six months after leaving school.
6. Parental Loan (PLUS): If qualified, a parent may borrow up to the maximum cost of attendance minus any other financial assistance the student receives. (A small insurance and origination fee is deducted.) The interest rate for this loan is established by the Department of Education every July 1st for the coming year. Repayment begins 60 days after the school makes the last loan disbursement. However, borrowers can defer payments while the student is enrolled at least halftime and for an additional six months post-graduation, leaves school, or drops below half-time. Interest will accrue during deferment periods, and the borrower can pay them or have them capitalized on their loan when they start making payments.
7. NJ Class: If qualified, HoHoKus students may borrow at low interest up to the full cost of the program (less their financial aid received). Rates vary depending on credit history; a supplemental fee is deducted. Students must complete their applications at the New Jersey Higher Education Student Assistance Authority ([www.hesaa.org](http://www.hesaa.org)).
8. HoHoKus Trades Grant: HoHoKus offers an institutional grant to offset the cost of books and/or tools. The grant is applied by the financial aid office upon enrollment to the accounts of students who meet all admission requirements.
9. Eastwick Education 501 (c) (3) Non-Profit Scholarship Foundation Eligible HoHoKus students may apply for scholarships available through the Eastwick Foundation. Current scholarships are disclosed in the *Eastwick Foundation Scholarship Program*, which is updated periodically and may be obtained through the admissions department, online at <https://eastwick.edu/hohokus-school-of-trades/consumer-information-hohokus/>, or by contacting the Foundation's Executive Director Jeanne M. Patrican (phone: 201.327.8877; [jpatrican@eastwick.edu](mailto:jpatrican@eastwick.edu)).

***Remember, grants are free, but loans must be repaid!***

Contact our financial aid office for further information regarding qualifications and specific circumstances.

## Academic Policies

### Grading Scale

Letter Grade	Meaning	Percentage	Quality Points
A	Excellent	90-100	4.0
B+	Very Good	85-89	3.5
B	Good	80-84	3.0
C+	Above Average	75-79	2.5
C	Average	70-74	2.0
D+	Below Average	65-69	1.5
D	Poor	60-64	1.0
F	Failing	Below 60	0
I	Incomplete	n/a	n/a
W	Withdrawal	n/a	n/a
RPT	Course has been retaken	n/a	n/a

### Evaluation of Academic Achievement through Out-of-Class Learning Activities

Students are expected to participate in learning activities beyond scheduled course hours. These activities are fundamental to achieve course learning outcomes; they vary depending on course characteristics and may include:

- Additional shop practice
- Completing unfinished class work and homework assignments
- Preparing for exams
- Reading assignments
- Researching
- Reviewing class notes

Instructors inform students about out-of-class activities specific to their courses through the course syllabus. Some activities may receive a grade that is weighed in the overall course assessment. Other activities (additional laboratory practice, reading assignments, reviewing class notes, preparing for exams, and researching) may not be directly graded but are fundamental for the student to successfully complete laboratory checkoffs, clinical evaluations, quizzes, unit tests and final exams.

## **Graduation Requirements**

**Students must meet the following requirements to graduate from HoHoKus programs:**

1. Pass all subjects in the prescribed curriculum.
2. Earn a minimum Cumulative Grade Point Average (CGPA) of 2.0
3. Obtain authorization from the financial aid department.
4. Completion of the Career Services Seminar

## **Attendance Requirements**

Consistent attendance prepares students to meet the increasing demands of future employers. Lateness and excessive absences are strongly discouraged. Documented absences are justified only for illness or other unavoidable reasons (e.g., death in the immediate family, military duty, court-ordered appearance, inoperable car, or accident).

Instructors notify students about specific attendance policies at the start of their courses through the course syllabus. Failure to meet attendance requirements in courses with a shop component may result in a failing grade, even if absences are documented and justified.

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

Students who have missed didactic or shop activities must contact their instructors to determine if make-up activities are required. Scheduling of make-up activities is at the instructor's discretion and requires administrative approval. Make-up activities must be completed by the end of the academic term.

## ***Leave of Absence***

A student who finds it necessary to be absent from school for an extended period may request an official leave of absence from the institution. Students may request official leaves of absence subject to the following U.S. Department of Education limitations:

- Unlimited number of leaves of absence may be granted for up to 180 days in a twelve-month period.
- The twelve-month period referenced in these provisions starts on the first day of the first leave of absence.

A student's request for a leave of absence must be submitted in writing and must be approved by the institution to be considered an official leave of absence. The student will not incur additional charges from the institution for any absences during an official leave of absence period. Students who fail to return to school as scheduled from an official leave of absence will be considered as withdrawn as of the start of the leave of absence. This policy may affect any grace periods relative to federal student loan repayments.

Students who request and are granted a leave of absence, will be evaluated for satisfactory academic progress when they return from their leave of absence and may or not be placed on probation upon their return.

## **Satisfactory Academic Progress Policy**

Students must maintain satisfactory academic progress (SAP) to remain eligible to graduate from HoHoKus programs and receive financial assistance. SAP is determined by measuring two components: cumulative grade point average (CGPA) and percentage successfully completed. Policy component definitions are included below. Sample schedules are included in Table 2.

### ***Satisfactory Academic Progress Standard***

All students must have completed at least 67% of the credits attempted in the program and met the following CGPA requirements:

Program	Minimum CGPA Requirement	
	First Assessment	Second Assessment
Building Maintenance Specialist	2.0	n/a
Electrician Apprenticeship	1.5	2.0
Facilities Management	1.5	2.0
Manufacturing Technology	1.5	2.0
Plumber Apprenticeship	1.5	2.0
Structural Plate Welding (AWS D1.1)	2.0	n/a

### ***Frequency of Assessment***

SAP is measured at the following intervals:

Program	Credits Taken	
	First Assessment	Second Assessment
Building Maintenance Specialist	15	n/a
Electrician Apprenticeship	18	36
Facilities Management	18	36
Manufacturing Technology	18.45	36.90
Plumber Apprenticeship	18	36
Structural Plate Welding (AWS D1.1)	15	n/a

### ***Cumulative Grade Point Average (CGPA)***

The cumulative grade point average (CGPA) indicates the overall achievement of the student for all subjects completed. It is computed by dividing the sum of all applicable grade points earned by the total number of credits attempted. See Table 1 for an example of CGPA calculation.

### ***Percentage Successfully Completed***

A student must successfully complete 67% of all credits attempted in a program to maintain satisfactory academic progress. The percentage is calculated by dividing the sum of credits successfully completed by the sum of credits attempted. Credits successfully completed are those for which the student earned a passing grade. Credits attempted are those for which students are enrolled at the beginning of the academic term. Grades of I



(Incomplete), F (failure) W (withdrawal), and RPT (repeated course) are counted as credits attempted but not successfully completed. See Table 1 for an example of percentage successfully completed calculation.

**Table 1 - Sample GPA and Percentage Successfully Completed Calculation**

Course	Grade	Quality Points	(Times)	Quarter Credits Attempted	(Equals)	Grade Points
BLP101	B+	3.5	x	2.5	=	8.75
SM102	A	4.0	x	3	=	12
WM103	C	2.0	x	1.5	=	3
WW101A	F	0	x	1	=	0
			Totals:	8		23.75
$\text{CGPA} = \frac{\text{Total grade points}}{\text{Total quarter credits attempted}} = \frac{23.75}{8} = 2.97$						
$\text{Percentage successfully completed} = \frac{\text{Total quarter credits successfully completed}}{\text{Total quarter credits attempted}} \times 100 = \frac{7}{8} \times 100 = 87.5\%$						

### ***Maximum Time in Which to Complete***

The maximum time for completion of the program is limited to one of the following: a period equal to 1.5 times the standard program length for normally progressing students of the same enrollment status, or a period during which a student attempts 1.5 times the number of credit hours required to complete the program. For purposes of this standard, credit hours attempted shall mean any such hours for which a student has incurred a financial obligation.

### ***Program Transfers, Consecutive Programs, and Transfer Credits***

When a student transfers to another program within the school, the maximum time frame will be calculated based on the number of credits that the student must complete to meet the graduation requirements of the new program after transferring applicable credits, while considering the availability of required courses and scheduling of appropriate academic loads per term. The same policy applies to students who wish to start a new program immediately after successfully completing a previous one. Transfer credits will be considered successfully completed and will not be included in CGPA calculations.

### ***Leave of Absence***

Students who need to be absent from the school for an extended period may request a leave of absence from the institution. A leave of absence taken over an entire academic term has no effect upon satisfactory progress. A leave of absence that begins during an academic term affects the measurement of progress toward completion as the student will have to be withdrawn from all courses and receive a W grade for each course. These courses will be counted as attempted but not successfully completed.

### ***Incomplete and Failing Grades, Repeated Courses***

If an incomplete is given, the missing work must be made up by the end of the academic term. Once work is made up, the instructor will submit a change of grade form; the assigned grade will be recorded on the student's transcript. If the work is not made up and a change of grade form is not submitted, an "F" will be recorded on the student's transcript.

If a student fails a course, the course credits are not earned, and the course must be retaken. Students may also repeat courses in which a grade of D or C- was earned. When the course is successfully retaken, the new record will show the passing grade, which will count toward completion of the program. The previous grade will be replaced by RPT, which has no effect in the calculation of the student's CGPA. However, the original course credits remain as credits attempted for financial purposes. Courses may only be repeated once. Students who wish to attempt additional retakes may request them through the appeal process.

Students who withdraw from a course before 50% of it is completed will receive a W grade, which has no effect on GPA calculation. Course credits will be considered attempted but not successfully completed. Students withdrawing from a course after 50% of it is completed must accept an F grade.

### ***Academic Warning/Financial Aid Warning***

Students who do not meet the Standard of Satisfactory Progress at the end of a financial term will be placed on academic warning (financial aid warning for students receiving financial aid) for the next financial term. Students remain eligible for financial aid assistance during the financial aid warning period.

SAP will be determined at the end of the academic warning/financial aid warning term. Table 3 describes possible outcomes.

**Table 2 - Outcomes after SAP Determination at the end of the Academic Warning/Financial Aid Warning Term**

<b>Student Type</b>	<b>Satisfactory Academic Progress (SAP) Determination</b>	
	<b>Student achieved SAP</b>	<b>Student did not achieve SAP</b>
Cash student (Not a recipient of financial aid)	Continued enrollment; removed from academic warning	Academic probation for the following financial term
Financial aid recipient	Continued enrollment and financial aid eligibility; removed from financial aid warning	Financial aid is suspended; student must appeal determination*:  Outcome A The appeal is granted; the student is on academic probation for the following financial term and retains financial aid eligibility.  Outcome B The appeal is denied; the student loses financial aid eligibility and must continue on academic probation as a cash student or withdraw from the school.
* The appeal must be submitted in writing to the school director, including the circumstances that caused the student's unsatisfactory progress and what has changed in the student's situation that would result in the improvement of his or her academic performance.		

### ***Academic Probation***

This is a temporary status for cash students who did not meet the Satisfactory Academic Progress (SAP) standard at the end of the academic warning term, or financial aid recipients who did not meet the SAP standard at the end of the financial aid warning term and are granted an appeal. The academic probation period lasts a full financial term.

SAP will be determined at the end of the academic probation term. Table 4 describes possible outcomes.

**Table 3 - Outcomes after SAP Determination at the end of the Academic Probation Term**

Student Type	Satisfactory Academic Progress (SAP) Determination	
	Student achieved SAP	Student did not achieve SAP
Cash student (Not a recipient of financial aid)	Continued enrollment; removed from academic probation	Academic withdrawal
Financial aid recipient	Continued enrollment and financial aid eligibility; removed from academic probation	Academic withdrawal

As a condition of their probation, students must participate in counseling sessions as deemed necessary by the school. Students may also be directed to participate in tutorial sessions.

***Academic Withdrawal***

A student will be subject to academic withdrawal from the HoHoKus School of Trade and Technical Sciences due to failure to achieve Satisfactory Academic Progress at the end of an academic probation term.

***Reinstatement Policy***

Students who have been withdrawn for failing to maintain satisfactory academic progress may appeal in writing to the school director. If the appeal is granted, the student will be reinstated at the start of the next academic term, subject to course availability. During the reinstatement term, the student will not be eligible for financial aid and will be considered on academic probation. Students who achieve Satisfactory Academic Progress at the end of the reinstatement term will regain eligibility for financial aid during subsequent terms.

***Academic Dismissal***

Students who have been readmitted following academic withdrawal and fail to meet the requirements of academic probation will receive an academic dismissal from the school. Students who have been dismissed are not eligible for readmittance.

**Code of Conduct**

The school expects students to conduct themselves at all times in an acceptable manner. The forms of misconduct listed below conflict with the educational objectives of the school and may be reasons for disciplinary action.

1. All types of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery.
2. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, meetings and programs, or other school activities.
3. Physical or verbal abuse of any person on school premises or at functions sponsored or supervised by the school.
4. Sexual harassment of school faculty, staff members, or fellow students on school premises or at functions sponsored or supervised by the school (see sexual harassment policy).
5. Theft or damage to school property or damage to the property of a member of the school community on the school premises.
6. Theft or damage to property the school is responsible for at functions sponsored or supervised by the school.

7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Failure to observe dress code guidelines.
9. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances (or being under their influence) on school premises.

## **Sexual Harassment Policy**

### ***Introduction***

The HoHoKus School of Trade and Technical Sciences prohibits workplace sexual harassment. Work- or academic-related sexual harassment of employees or students is unlawful and will not be tolerated. This policy includes definitions and examples of unacceptable conduct as well as a procedure by which employees or students who believe they have been sexually harassed can formally complain. HoHoKus will respond promptly to written complaints of sexual harassment by conducting an investigation to determine if inappropriate conduct has occurred and impose a corrective action.

Although this policy sets forth our goal of promoting a workplace and academic experience free from sexual harassment, it is not designed or intended to limit our authority to discipline or take remedial action for conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### ***Definition of Sexual Harassment***

Sexual harassment is sex-related behavior that affects tangible job benefits; interferes with an individual's work performance; creates an intimidating, hostile or otherwise offensive work environment; or interferes with the provision of educational services to students. Unwelcome sexual advances (either verbal or physical), requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to or rejection of such advances is either an explicit or implicit term or condition of employment or enrollment or is used as a basis for making employment or educational decisions, placement services or evaluation of academic achievement; or
- The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work or educational environment.
- Although it is not possible to list all examples of conduct that constitute sexual harassment, the following are some examples of conduct that may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:
  - › Unwelcome sexual advances—whether they involve physical touching or not.
  - › Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
  - › Dissemination of sexually explicit voicemail, email, graphics, downloaded material or websites.
  - › Sexual epithets or jokes; written or oral reference to sexual conduct; gossip regarding one's sex life; comments on an individual's body, sexual activity, deficiencies, or prowess.
  - › Displaying sexually suggestive objects, pictures, cartoons.
  - › Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments of a sexual nature.
  - › Inquiries into one's sexual experiences.
  - › Discussion of one's sexual activities.

Requests by a supervisor, faculty, or staff member for sexual favors in exchange for actual or promised job or academic benefits such as favorable review, salary increases, promotions, increased benefits, continued employment, grades, academic assignments, or continued enrollment also constitute sexual harassment.

Romantic involvement—even if consensual—between supervisors and subordinates or between a faculty or staff member and a student may create a hostile environment. Depending on the totality of the circumstances and the nature of the complaint, the fact that a relationship began consensually may not be a defense to a claim of sexual harassment.

Sexual harassment can occur between individuals of the same gender regardless of sexual orientation. Students can be victims of sexual harassment by other students; faculty and staff members can also be sexually harassed by students.

Other sexually-oriented conduct—whether intended or not—may also constitute sexual harassment when it is unwelcome and creates a hostile, offensive, intimidating, or humiliating environment to another person based on sex.

### ***Complaint of Sexual Harassment***

Employees who feel they have been subjected to or witnessed sexual harassment must immediately submit a complaint in writing to their supervisor, dean, or director. Students must immediately submit a complaint in writing to the dean of students or to the vice president for academic affairs. Employees or students who feel that this procedure would be inappropriate must submit the complaint in writing to the president.

The supervisor, dean, director, or president will ensure that there is a prompt and thorough investigation of the facts of the incident and will determine the validity of the complaint.

If the complaint is determined to be valid, the offender will be subjected to disciplinary action, up to and including immediate termination of employment or enrollment.

### ***Privacy***

To the fullest extent practicable and in accordance with federal, state, and local laws, HoHoKus will treat the sexual harassment investigation and the facts it uncovers confidentially.

Although HoHoKus takes all allegations of harassment, discrimination, and retaliation seriously, employees and students should be aware that anonymous complaints impede the investigative process.

To help maintain confidentiality to the fullest extent practicable and to assist in obtaining the truth, employees who file a complaint and those who have been interviewed as part of an investigation should not discuss the complaint or investigation with others.

### ***Sexual Harassment Investigation***

Upon receipt of a written complaint of sexual harassment, HoHoKus will promptly conduct an investigation, maintaining confidentiality to the extent practicable under the circumstances. The investigation will typically include private and separate interviews with the person filing the complaint, the person who allegedly committed sexual harassment, and witnesses (when available). HoHoKus will inform the results of the investigation—to the extent appropriate—to the person who filed the complaint and the person who allegedly committed the conduct.

The president will determine disciplinary actions, up to and including termination of employment, for faculty and staff members who violate the sexual harassment policy. The disciplinary process for students is included in the corresponding section below.

### ***No Retaliation***

Retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the school.

### ***Questions about this Policy***

Any questions concerning the interpretation of this policy, or questions on procedural matters arising from its implementation, must be directed to the president.

### **Academic Integrity Policy**

All types of dishonesty, including unauthorized assistance in any academic work, cheating on tests, inappropriately or unethically using technological means to gain academic advantage, and plagiarism are considered to be in conflict with the educational objectives of the HoHoKus School of Trade and Technical Sciences and subject the student to disciplinary action. Plagiarism is the act of taking another person's words or ideas and presenting them as if they are your own work without acknowledgement. A student who violates HoHoKus's policy on dishonesty, cheating, and plagiarism is subject to failure (zero) on the assignment for the first offense in the course. Additional offenses subject the student to failure of the course and/or dismissal from the school.

### **Disciplinary Actions**

Violation of the code of conduct, the sexual harassment policy, or the academic integrity policy may result in probation or dismissal. Disciplinary actions will be determined by a committee, whose decision may be appealed in writing to the president within 30 days. The president will review the appeal, meet with the student, and appropriate parties, and issue a final decision that is not subject to further appeal.

### **Withdrawals**

The school will send a confirmation letter to the student's registered home address and a notification to the financial aid administrator and all faculty involved for all types of withdrawals including the following reasons: disciplinary action, failure to make satisfactory academic progress, failure to meet financial obligations with the institution, and those requested directly by students.

A student may withdraw from the school at any time for any reason. Students who choose to withdraw must notify the school in writing. HoHoKus reserves the right to dismiss a student if, at any time, a student's attendance, punctuality, conduct, or class performance falls below the appropriate levels. In the event of student withdrawal or dismissal prior to completion of the program, a statement of intention to withdraw and/or a request for refund made in writing to the school is helpful to both student and school for record-keeping and for faster processing of all required paperwork.

### **Appeal Procedure**

Students who have been withdrawn from a program for not making satisfactory academic progress and who feel that there were mitigating or extenuating circumstances that led to their failure to maintain satisfactory progress may appeal in writing to the school director. Should the appeal be granted, the student will be placed on

probation upon readmittance. The director will notify the student in writing of the appeal's decision within one week. The Appeal Procedure does not negate the student's right to pursue other legal remedies.

## **Grievance Procedure**

The school has an "open-door policy" for students seeking help or guidance with academic or personal matters. A student with a problem relating to school or a particular class is asked to discuss it first with the instructor, then with the assistant director or the director. If the problem is still not resolved, the president reviews the situation with all parties concerned, meets with the student, and returns a decision within five business days. The president's decision is considered final relating to all school matters. The Grievance Procedure does not negate the student's right to pursue other legal remedies. Although letters of complaint may be sent to the following agencies, they do not constitute appeals of the president's decision. Please note that **HoHoKus does not respond to anonymous complaints.**

### **Accrediting Commission of Career Schools and Colleges**

#### ***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 & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Ms. Pamela Malfettano, associate director ([pmalfettano@eastwick.edu](mailto:pmalfettano@eastwick.edu)). The form is also available online at [www.accsc.org](http://www.accsc.org).

### **New Jersey Department of Labor and Workforce Development**

Enrolled students who wish to exercise their right to initiate a formal complaint regarding one of the accredited programs at the HoHoKus School of Trade and Technical Sciences must contact the Training Evaluation Unit of the New Jersey Department of Labor and Workforce Development. Students may email their complaints with the subject line "DOL – Training Evaluation Unit" to [trainingevaluationunit@dol.nj.gov](mailto:trainingevaluationunit@dol.nj.gov). The agency's contact phone number is 609.292.4287.

## Refund Policies

Refunds for Title IV users are automatically made within 45 days from the withdrawal determination date<sup>1</sup> and are first made to the student loan proceeds and then to the Pell Grant. The tuition charge will be computed as follows:

1. If withdrawal occurs prior to the 60 percent point of the enrollment period (in time), the tuition shall be computed considering the two schedules shown below to determine the one most beneficial to the student if the student received SFA (Student Financial Assistance) funds and is a first-time student.
2. If withdrawal occurs prior to the 60 percent point of the enrollment period (in time), the tuition shall be computed according to Schedule One if the student has not received SFA funds or has previously attended the HoHoKus School of Trade and Technical Sciences and did not receive a refund of 100 percent of tuition and fees.

### Schedule One

For students who find it necessary to withdraw after attending classes, tuition will be charged based on the last day of attendance. The tuition charge will be computed as follows:

			<b>Week 1</b>	<b>Weeks 2-3</b>	<b>Week 4</b>	<b>Weeks 5-6</b>	<b>After Week 6</b>
Percent Refunded (Full-time Students)			100%	80%	55%	20%	0%

Any books and equipment that have been issued are nonrefundable.

### Schedule Two - Return of Unearned Title IV Funds

Federal regulations state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affects students who:

1. Received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or PLUS loans awarded under the Federal Family Education Loan (FFEL) or Federal Direct Student Loan (FDSL) programs, and
2. On or after October 7, 2000, withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment.

Eligible Title IV aid recipients who fail to complete over 60% of a payment period or period of enrollment are considered to have not earned all the federal aid that may have previously been awarded for that payment period or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In many cases, the Return of Unearned Title IV Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with federal student aid. This policy may also result in the student owing a refund of unearned federal aid to the Department of Education.

The school recognizes that there are circumstances that lead to changes in students' plans and require cancellation of enrollment or withdrawal. In such cases, the student reserves the right to apply for reinstatement within one year of the date of enrollment, at which time a credit adjustment will be made for all tuition paid. A student or applicant may cancel enrollment at any time and shall be entitled to:

1. A complete refund of all monies paid to the school or its representatives if such notice of cancellation occurs within a period of three business days after signing the enrollment agreement, even if instruction has begun.

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<sup>1</sup> The withdrawal determination date is the date on which the student voluntarily withdraws from the institution or the date after the student has had 10 consecutive absences.



2. A refund of all monies paid to the school, less the application fee of \$25 and registration fee of \$100 if such notice of cancellation occurs after the three-day period but prior to the commencement of classes.

Note: A fee of \$350 is charged if a student changes his or her program after the first two weeks of classes of any academic term.

### **Institutional Refund Policy Approved by the NJ Department of Education/Department of Labor and Workforce Development**

This calculation will be performed after the return calculation for unearned Title IV funds.

1. For programs of 300 hours or less, the school may retain the registration fee plus a prorated portion of the tuition calculated on a weekly basis. The application fee is nonrefundable. Book, equipment, and other fees will be retained.
2. For attendance in programs of 17 quarter credit hours in length but not exceeding 62 quarter credit hours, the school may retain the application fee, registration fee, any book and other fees, plus:

<b>Time of Withdrawal</b>	<b>Percent of Total Tuition Price that Student Pays</b>
During first week of payment period	0%
During second or third week of payment period	20%
After third week, but before 25% of payment period is completed	45%
After 25%, but before 50% of payment period is completed	80%
After 50% of payment period is completed	100%

### **Uncollectible Debt**

If your account is sent to a collection agency, you will be responsible not only for the tuition and fees that you owe the HoHoKus School of Trade and Technical Sciences, but you will also be responsible for the collection agency's costs plus any legal costs associated with the debt.

## **Student Services**

### **Career Development**

HoHoKus' programs prepare students for today's job market, emphasizing the skills required to meet industry needs. Our career development department provides career counseling, resume review, and professional development seminars to prepare students to reach their career objective.

Upon graduation, HoHoKus will help you find the job that is right for you. HoHoKus' career development service assists you in matching your skills and personality with available positions.

Bergen, Essex, Hudson, Orange, Passaic, and Rockland County employers have relied on our graduates to fill their hiring needs for over two decades. Unlike many other institutions, HoHoKus does not charge a placement fee to either employer or graduate. As a result, many employers list positions with us first. Employers have also recognized our outstanding service by contributing to the Eastwick Education Scholarship Foundation, a recognized 501(c)(3) non-profit organization.

The HoHoKus School of Trade and Technical Sciences, like all other schools, does not guarantee placement. However, our record of successful job placement for graduates is excellent.

The career development advisor will also assist you in your future job search needs. As a HoHoKus graduate, you have ongoing job placement assistance.

### **Academic Advising**

Students needing help with course work are given personal assistance and peer tutoring (at no additional cost) when necessary and available. Students who are having trouble with their studies due to abilities or attendance receive a periodic progress report that gives suggestions to improve their grade status.

Students who need assistance with housing, transportation, childcare, and individual counseling are provided information on appropriate resources.

To request academic advising and/or information on outside resources, students should contact their instructor or the assistant director.

A resource library is available to all students. It is designed to meet the unique educational and curricular requirements of HoHoKus students by holding books and monographs, a reference book collection, a video library, a variety of print journals on trade subjects, and online reference and resources on trade industries.

### **Transcripts and Records**

An academic transcript and a financial record are kept for each student. The academic transcript provides a complete history of course grades. The financial record chronicles a student's tuition charges, payments, refunds, and financial transactions. Students receive grades on an official report card at the completion of each term. It is the school's policy that no personal or academic information will be released without the student's written consent. This policy has been derived from the Family Education Rights and Privacy Act of 1974 (FERPA). To receive a transcript, a written request accompanied by a \$5 fee should be sent to the school. Students have the right to:

1. Inspect and review their education records,
2. Request an amendment to their records, and
3. Request a hearing if the request for an amendment is denied.

However, FERPA regulations also establish rules for disclosure without student's prior written consent. Several of these conditions are:

1. Disclosure may be made to an authorized representative of the U.S. Department of Education, the Office of the Inspector General, and state and local education authorities.
2. Disclosure may be made if it is in connection with financial aid that the student has received or applied for.
3. Disclosure may be made to the student's parent, if the student is a dependent of the parent, as defined by the IRS.
4. Disclosure may be made to organizations that are conducting studies concerning the administration of student aid programs on behalf of educational agencies or institutions.

The registrar may place a hold on academic records of students who are not in good financial standing with the school.

### **School Data**

Upon request, prospective and enrolled students may review school data and credentials concerning accreditation, licensing, retention, and placement. Inquiries should be addressed to the vice president for academic affairs.

### **Drug Prevention Program**

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, HoHoKus prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs by students and employees on its property and at any school activity. The same policy applies for alcoholic beverages except for certain social events, only when authorized by the school president. Any violation of this policy will result in appropriate disciplinary action up to and including dismissal in the case of student and termination in the case of employees, even for a first offense. When it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities must be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. For additional information, contact the dean of students.

### **Campus Security**

The HoHoKus School of Trade and Technical Sciences is committed to providing a safe environment for study and to prevent crime. The school has implemented a security policy for the protection of students, staff, and faculty. This policy complies with the Student Right-to-Know and Campus Security Act (P.L. 101-542) and is available upon request.

### **Unannounced School Closure**

*Statement required by the New Jersey Department of Education*

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

## **Building Maintenance Specialist**

### **Diploma Program**

24 Weeks (Day)

32 Quarter Credits

### **Admission**

Prospective students must interview with an admissions representative, submit proof of high school completion or GED equivalency, complete an entrance exam, and meet all other requirements disclosed in the Admissions section of this catalog.

### **Program Description**

This program provides didactic instruction and hands-on training on the skills necessary to maintain and repair corporate and residential buildings. Students also acquire knowledge and communication skills necessary for success in the building trades industry and in managing a small business.

### **Academic Credential**

Upon successful completion of the program, the HoHoKus School of Trade and Technical Sciences will award the student a Diploma in Building Management Specialist.

### **Career Opportunities**

Graduates are prepared to enter positions as apartment superintendent, facilities engineer, maintenance technician, head custodian and boiler operator. Students will be prepared to enter entry level positions in electric, plumbing, carpentry, welding, sheet rock and HVAC maintenance.

### **Student Learning Outcomes**

Upon successful completion of the program, students will be able to:

- Apply basic math concepts principles to applications in building trades
- Interpret blueprints in relation to building construction applications
- Perform routine maintenance to boiler systems
- Maintain and repair heating, ventilation, and air-conditioning systems
- Maintain and replace a variety of plumbing fixtures
- Perform electrical repairs appropriate to building maintenance settings
- Use taping, painting, and spackling techniques on a variety of surfaces
- Practice all techniques learned in the program following OSHA standards for safety and complying with building codes
- Develop a job search portfolio and display a professional conduct and appearance at job interviews

**Building Maintenance Specialist**  
**Diploma Program**

**24 Weeks (Day)**  
**32 Quarter Credits**

**Curriculum Outline**

Course Number	Course Name	Hours			Total Hours	Quarter Credits
		Didactic	Shop	Externship		
BM320A	Structural Carpentry Module 1	15	35	0	50	2.5
BM320B	Structural Carpentry Module 2	15	35	0	50	2.5
BM330A	Finished Carpentry Module 1	15	35	0	50	2.5
BM330B	Finished Carpentry Module 2	15	35	0	50	2.5
BM350A	Residential Electric Repair Module 1	15	35	0	50	2.5
BM350B	Residential Electric Repair Module 2	15	35	0	50	2.5
BM360A	Residential Plumbing Repair Module 1	15	35	0	50	2.5
BM360B	Residential Plumbing Repair Module 2	15	35	0	50	2.5
BM380A	Boiler Operations Module 1	15	35	0	50	2.5
BM380B	Boiler Operations Module 2	15	35	0	50	2.5
BM190A	Business Module 1	50	0	0	50	3.5
BM190B	Business Module 2	50	0	0	50	3.5
	<b>Total</b>	<b>250</b>	<b>350</b>	<b>0</b>	<b>600</b>	<b>32</b>

## **Electrician Apprenticeship**

### **Diploma Program**

**36 Weeks (Day)**  
**72 Weeks (Evening)**  
**54 Quarter Credits**

### **Admission**

Prospective students must interview with an admissions representative, submit proof of high school completion or GED equivalency, complete an entrance exam, and meet all other requirements disclosed in the Admissions section of this catalog.

### **Program Description**

This program prepares the student with the skills and knowledge of an electrician apprentice. The student will receive technical and practical instruction on residential and commercial/industrial electrical systems. Safety, blueprinting and compliance with the National Electrical Code book are emphasized.

### **Academic Credential**

Upon successful completion of the program, the HoHoKus School of Trade and Technical Sciences will award the student a Diploma in Electrician Apprenticeship.

### **Career Opportunities**

Graduates of this program are prepared to enter an apprenticeship with the New Jersey Independent Electrical Contractors Association (NJIECA) who, upon successful completion of their first-year apprenticeship exam, will award recognition to the graduate as a second-year apprentice (certain requirements must be met, including passing a drug test, holding a valid driver's license, and a personal interview). Other opportunities as an electrician's helper exist with various unions, locals or electrical contractors not affiliated with NJIECA.

### **Student Learning Outcomes**

Upon successful completion of the program, students will be able to:

- Explain basic physical and mathematical concepts related to electricity
- Interpret blueprints related circuit requirements and outlet locations in residential and commercial dwellings
- Install and maintain residential electrical systems
- Install and maintain commercial electrical systems
- Plan, budget, and manage related business projects
- Practice all techniques learned in the program following OSHA standards for safety and complying with building codes
- Develop a job search portfolio and display a professional conduct and appearance at job interviews

**Electrician Apprenticeship**  
**Diploma Program**

**36 Weeks (Day)**  
**72 Weeks (Evening)**  
**54 Quarter Credits**

**Curriculum Outline**

Course Number	Course Name	Hours			Total Hours	Quarter Credits
		Didactic	Shop	Externship		
EL101A	Electrical Principles 1	35	40	0	75	4.5
EL101B	Electrical Principles 2	35	40	0	75	4.5
EL102A	General Purpose and Branch Circuits 1	35	40	0	75	4.5
EL102B	General Purpose and Branch Circuits 2	35	40	0	75	4.5
EL103A	Residential Electric 1A	30	30	0	60	3.5
EL103B	Residential Electric 1B	30	30	0	60	3.5
EL104A	Residential Electric 2A	35	40	0	75	4.5
EL104B	Residential Electric 2B	35	40	0	75	4.5
EL105A	Commercial/Industrial Electric 1	35	40	0	75	4.5
EL105B	Commercial/Industrial Electric 2	35	40	0	75	4.5
EL106A	Project Management Module 1	39	51	0	90	5.5
EL106B	Project Management Module 2	39	51	0	90	5.5
	<b>Total</b>	<b>418</b>	<b>482</b>	<b>0</b>	<b>900</b>	<b>54</b>

# Facilities Management

## Diploma Program

36 Weeks (Day)  
49 Quarter Credits

### Admission

Prospective students must interview with an admissions representative, submit proof of high school completion or GED equivalency, complete an entrance exam, and meet all other requirements disclosed in the Admissions section of this catalog.

### Program Description

This program provides didactic instruction and hands-on training on the skills necessary to maintain and repair corporate and residential buildings. Students also acquire knowledge and communication skills necessary for success in the building trades industry and in managing a small business.

### Academic Credential

Upon successful completion of the program, the HoHoKus School of Trade and Technical Sciences will award the student a Diploma in Facilities Management.

### Career Opportunities

Graduates are prepared to enter positions as apartment superintendent, facilities engineer, maintenance technician, head custodian and boiler operator. Students will be prepared to enter entry level positions in electric, plumbing, carpentry, welding, sheet rock and HVAC maintenance.

### Student Learning Outcomes

Upon successful completion of the program, students will be able to:

- Apply basic math concepts principles to applications in building trades
- Interpret blueprints in relation to building construction applications
- Perform routine maintenance to boiler systems
- Maintain and repair heating, ventilation, and air-conditioning systems
- Maintain and replace a variety of plumbing fixtures
- Perform electrical repairs appropriate to building maintenance settings
- Use taping, painting, and spackling techniques on a variety of surfaces
- Practice all techniques learned in the program following OSHA standards for safety and complying with building codes
- Develop a job search portfolio and display a professional conduct and appearance at job interviews



**Facilities Management**  
**Diploma Program**

**36 Weeks (Day)**  
**72 Weeks (Evening)**  
**49 Quarter Credits**

**Curriculum Outline**

Course Number	Course Name	Hours			Total Hours	Quarter Credits
		Didactic	Shop	Externship		
BM111A	Welding and Business 1	22.5	52.5	0	75	4
BM111B	Welding and Business 2	22.5	52.5	0	75	4
BM221A	Structural Carpentry & BPI Sciences 1	22.5	52.5	0	75	4
BM221B	Structural Carpentry & BPI Sciences 2	22.5	52.5	0	75	4
BM231A	Finished Carpentry & BPI Sciences 1	19.5	40.5	0	60	3.5
BM231B	Finished Carpentry & BPI Sciences 2	19.5	40.5	0	60	3.5
BM241A	Residential Electric & BPI Sciences 1	22.5	52.5	0	75	4
BM241B	Residential Electric & BPI Sciences 2	22.5	52.5	0	75	4
BM251A	Residential Plumbing & BPI Sciences 1	22.5	52.5	0	75	4
BM251B	Residential Plumbing & BPI Sciences 2	22.5	52.5	0	75	4
BM261A	HVAC Maintenance 1 & Business 3	22.5	52.5	0	75	4
BM261B	Boiler Operation 1 & Business 4	27	78	0	105	6
	<b>Total</b>	<b>268.5</b>	<b>631.5</b>	<b>0</b>	<b>900</b>	<b>49</b>

## **Manufacturing Technology**

Diploma Program

36 Weeks (Day)  
72 Weeks (Evening)  
52 Quarter Credits

### **Admission**

Prospective students must interview with an admissions representative, submit proof of high school completion or GED equivalency, complete an entrance exam, and meet all other requirements disclosed in the Admissions section of this catalog.

### **Program Description**

This program provides an individual with intense training in SMAW on plate, sheet metal fabrication, and machine shop technology. Students train towards code certification and spend time learning related theory.

### **Academic Credential**

Upon successful completion of the program, the HoHoKus School of Trade and Technical Sciences will award the student a Diploma in Manufacturing Technology.

### **Career Opportunities**

Students will be prepared for entry- and mid-level jobs in the welding and fabrication fields, including positions as ironworkers, construction welders, as well as jobs in fabrication and machine shops.

### **Student Learning Outcomes**

Upon successful completion of the program, students will be able to:

- Apply basic math concepts as they relate to welding and manufacturing
- Use computer hardware and software in relation to the trades and welding applications
- Use a variety of cutting techniques in shop applications
- Interpret blueprints in a variety of construction and machine shop situations
- Perform MIG and TIG welding following industry standards
- Perform advanced methods of electric arc welding following industry standards
- Use machine shop technology for sheet metal fabrication following industry standards
- Practice all techniques learned in the program following OSHA standards for safety
- Develop a job search portfolio and display a professional conduct and appearance at job interviews

**Manufacturing Technology**  
**Diploma Program**

**36 Weeks (Day)**  
**72 Weeks (Evening)**  
**52 Quarter Credits**

**Curriculum Outline**

Course Number	Course Name	Hours			Total Hours	Quarter Credits
		Didactic	Shop	Externship		
BLP102	Blueprint Reading with Shop Math 1	30	0	0	30	2
BLP202A	Blueprint Reading with Shop Math 2	30	0	0	30	2
BLP202B	Blueprint Reading with Shop Math 3	30	0	0	30	2
CMP102B	Job Search	9	0	0	9	0.5
CTAP102A	Cutting Application 1	24	13.5	0	37.5	2
CTAP102B	Cutting Application 2	25	5	0	30	2
MT211	Machine Shop Technology 1	16.5	51	0	67.5	3.5
MT212	Machine Shop Technology 2	16.5	51	0	67.5	3.5
MT213	Machine Shop Technology 3	16.5	51	0	67.5	3.5
MT214	Sheet Metal Fabrication	28.5	75	0	103.5	6
SM112	SMAW Electric Arc Welding 1	1.5	45	0	46.5	2.5
SM113	SMAW Electric Arc Welding 2	6	42	0	48	2.5
SM114	SMAW Electric Arc Welding 3	6	39	0	45	2.5
SM115	SMAW Electric Arc Welding 4	6	39	0	45	2.5
SM116	SMAW Electric Arc Welding 5	6	39	0	45	2.5
WM113	MIG Welding	6	30	0	36	2
WT211A	TIG Welding 1	6	30	0	36	2
WT211B	TIG Welding 2	6	30	0	36	2
WW111	Metal Theory 1	30	0	0	30	2
WW211A	Metal Theory 2	30	0	0	30	2
WW211B	Metal Theory 3	36	0	0	36	2.5
	<b>Total</b>	<b>371.5</b>	<b>534.5</b>	<b>0</b>	<b>906</b>	<b>52</b>

## **Plumber Apprenticeship**

### **Diploma Program**

36 Weeks (Day)  
72 Weeks (Evening)  
54 Quarter Credits

### **Admission**

Prospective students must interview with an admissions representative, submit proof of high school completion or GED equivalency, complete an entrance exam, and meet all other requirements disclosed in the Admissions section of this catalog.

### **Program Description**

This program prepares the student with the skills and knowledge of a plumber apprentice to pursue a career in the areas of plumbing, heating, and pipefitting. The student will be trained to install, repair, and troubleshoot equipment in residential and light commercial settings. Blueprint reading, joining, soldering and other techniques will be used.

### **Academic Credential**

Upon successful completion of the program, the HoHoKus School of Trade and Technical Sciences will award the student a Diploma in Plumber Apprenticeship.

### **Career Opportunities**

Graduates of this program are prepared to enter positions in companies that provide residential or light commercial services in the areas of plumbing, heating, and pipe fitting. Graduates of this program are recognized by the New Jersey Association of Plumbing, Heating, and Cooling Contractors as having completed the first year of apprenticeship (subject to meeting certain requirements, which include passing a drug test, holding a valid driver's license and a personal interview).

### **Student Learning Outcomes**

Upon successful completion of the program, students will be able to:

- Install and maintain a variety of residential and commercial plumbing fixtures
- Install and maintain drainage, vent, and waste systems
- Install and maintain hot water, steam, and radiant heating systems
- Practice all techniques learned in the program following OSHA standards for safety and complying with building codes
- Develop a job search portfolio and display a professional conduct and appearance at job interviews

**Plumber Apprenticeship**  
**Diploma Program**

**36 Weeks (Day)**  
**72 Weeks (Evening)**  
**54 Quarter Credits**

**Curriculum Outline**

Course Number	Course Name	Hours			Total Hours	Quarter Credits
		Didactic	Shop	Externship		
PF211	Pipe Fitting Technology 1	35	40	0	75	4.5
PF212	Pipe Fitting Technology 2	35	40	0	75	4.5
PF213	Pipe Fitting Technology 3	35	40	0	75	4.5
PH111	Heating Technology 1	35	40	0	75	4.5
PH112	Heating Technology 2	39	51	0	90	5.5
PH113	Heating Technology 3	39	51	0	90	5.5
PL211	Plumbing Technology 1	35	40	0	75	4.5
PL212	Plumbing Technology 2	35	40	0	75	4.5
PL213	Plumbing Technology 3	35	40	0	75	4.5
PL214	Plumbing Technology 4	35	40	0	75	4.5
PL215	Plumbing Technology 5	30	30	0	60	3.5
PL216	Plumbing Technology 6	30	30	0	60	3.5
	<b>Total</b>	<b>418</b>	<b>482</b>	<b>0</b>	<b>900</b>	<b>54</b>

## **Structural Plate Welding (AWS D1.1)**

Diploma Program

24 Weeks (Day)  
48 Weeks (Evening)  
35.5 Quarter Credits

### **Admission**

Prospective students must interview with an admissions representative, submit proof of high school completion or GED equivalency, complete an entrance exam, and meet all other requirements disclosed in the Admissions section of this catalog.

### **Program Description**

This program is specifically designed to meet the industry requirements on all phases of combination welding and code certification. Training includes welding in various positions with good manipulative skills and blueprint reading ability.

### **Academic Credential**

Upon successful completion of the program, the HoHoKus School of Trade and Technical Sciences will award the student a Diploma in Structural Plate Welding (AWS D1.1).

### **Career Opportunities**

Students will be prepared for entry- and mid-level jobs (if certified successfully) as construction, repair, fabrication, and manufacturing welders. Code certification is not a requirement of graduation from this program and will depend on individual performance.

### **Student Learning Outcomes**

Upon successful completion of the program, students will be able to:

- Apply basic math concepts as they relate to welding
- Use computer hardware and software in relation to the trades and welding applications
- Use a variety of cutting techniques in shop applications
- Interpret blueprints in a variety of construction settings
- Perform MIG and TIG welding following industry standards
- Perform advanced methods of electric arc welding following industry standards
- Practice all techniques learned in the program following OSHA standards for safety
- Develop a job search portfolio and display a professional conduct and appearance at job interviews

# Structural Plate Welding (AWS D1.1)

Diploma Program

24 Weeks (Day)

48 Weeks (Evening)

35.5 Quarter Credits

## Curriculum Outline

Course Number	Course Name	Hours			Total Hours	Quarter Credits
		Didactic	Shop	Externship		
BLP102	Blueprint Reading with Shop Math 1	30	0	0	30	2
BLP202A	Blueprint Reading with Shop Math 2	30	0	0	30	2
BLP202B	Blueprint Reading with Shop Math 3	30	0	0	30	2
CMP102B	Job Search	9	0	0	9	0.5
CTAP102A	Cutting Application 1	24	13.5	0	37.5	2
CTAP102B	Cutting Application 2	25	5	0	30	2
SM112	SMAW Electric Arc Welding 1	1.5	45	0	46.5	2.5
SM113	SMAW Electric Arc Welding 2	6	42	0	48	2.5
SM114	SMAW Electric Arc Welding 3	6	39	0	45	2.5
SM115	SMAW Electric Arc Welding 4	6	39	0	45	2.5
SM116	SMAW Electric Arc Welding 5	6	39	0	45	2.5
WM113	MIG Welding	6	30	0	36	2
WT211A	TIG Welding 1	6	30	0	36	2
WT211B	TIG Welding 2	6	30	0	36	2
WW111	Metal Theory 1	30	0	0	30	2
WW211A	Metal Theory 2	30	0	0	30	2
WW211B	Metal Theory 3	36	0	0	36	2.5
	<b>Total</b>	<b>287.5</b>	<b>312.5</b>	<b>0</b>	<b>600</b>	<b>35.5</b>

## Course Descriptions

<b>BLP 102</b>	<b>Blueprint Reading with Shop - Math 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		30	0	0	7.5	2.0	

In this course the student will learn the essentials to be able to read and work off a blueprint. Students will learn the main weld symbols, variations of dimensioning associated with blueprint reading. Basic math skills will be introduced as used in the trade field.

<b>BLP 202A</b>	<b>Blueprint Reading with Shop - Math 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
	BLP102		Didactic	Shop	Externship	Outside Preparation	
		30	0	0	7.5	2.0	

This course is designed so that the student will learn the advanced art of blueprint reading. The advanced math skills needed to calculate the print readings will also be taught.

<b>BLP202B</b>	<b>Blueprint Reading with Shop - Math 3</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
	BLP102		Didactic	Shop	Externship	Outside Preparation	
		30	0	0	7.5	2.0	

Continuation of skills taught in previous modules. Emphasis on advanced art of blueprint reading through the use of various types of drawings and symbols used in construction today. Math skills are reinforced.

<b>BM111A</b>	<b>Welding and Business 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		22.5	52.5	0	18.75	4	

This course will teach the student the basics of welding. Safety is emphasized along with trouble shooting techniques. Safety is emphasized. The student will understand the role of computers and the Internet to the world of business.

<b>BM111B</b>	<b>Welding and Business 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		22.5	52.5	0	18.75	4	

In this course different types of welding are introduced as well as the codes and procedures required. Safety is emphasized along with trouble shooting techniques. The student will learn how to write a resume, conduct a job search and the interview process. Students will also learn the business objectives as it pertains to BPI.

<b>BM190A</b>	<b>Business Module 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		50	0	0	12.5	3.5	

The student will develop a foundation in mathematical principles necessary for building trades. The student will also understand the role of computers and the Internet to the world of business



<b>BM190B</b>	<b>Business Module 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		50	0	0	12.5	3.5	

The student will learn how to write a resume, conduct a job search and the interview process. Students will also learn the business objectives as it pertains to BPS.

<b>BM221A</b>	<b>Structural Carpentry &amp; BPI Sciences 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		22.5	52.5	0	18.75	4	

The student will learn how to plan out building projects using a basic knowledge of blueprints according to safety standards and which comply with building codes. Students are trained to understand the construction applications as it pertains to BPI training.

<b>BM221B</b>	<b>Structural Carpentry &amp; BPI Sciences 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		22.5	52.5	0	18.75	4	

The student will be taught to use hand tools, chisels, planes, saws, and drills. Safety and compliance with regulations and codes are emphasized. Students are trained to understand the construction applications as it pertains to BPI training.

<b>BM231A</b>	<b>Finished Carpentry &amp; BPI Sciences 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		19.5	40.5	0	15	3.5	

The student will learn the regulations and codes used to tape, paint and spackle on a variety of surfaces such as sheet rock and plaster as well as put them to practical use. Safety is emphasized. Students are trained to understand the construction applications as it pertains to BPI training.

<b>BM231B</b>	<b>Finished Carpentry &amp; BPI Sciences 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		19.5	40.5	0	15	3.5	

The student will learn taping, painting, and spackling techniques on a variety of surfaces such as sheet rock and plaster. Safety and compliance with regulations and codes are emphasized. Students are trained to understand the construction applications as it pertains to BPI training.

<b>BM241A</b>	<b>Residential Electric and BPI Sciences 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		22.5	52.5	0	18.75	4	

The students will learn the basics of electrical repair as it pertains to maintaining a building according to safety standards. Students are trained to understand the electrical applications as it pertains to BPI training.

<b>BM241B</b>	<b>Residential Electric and BPI Sciences 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		22.5	52.5	0	18.75	4	

The student will wire, ground electrical outlets and meters will be highlighted. Safety is emphasized along with trouble shooting techniques. Students are trained to understand the electrical applications as it pertains to BPI training.

<b>BM251A</b>	<b>Residential Plumbing &amp; BPI Sciences 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		22.5	52.5	0	18.75	4	

The student will learn about the maintenance of a variety of plumbing fixtures. Safety is emphasized along with trouble shooting techniques. Students are trained to understand the plumbing applications as it pertains to BPI training.

<b>BM251B</b>	<b>Residential Plumbing &amp; BPI Sciences 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		22.5	52.5	0	18.75	4	

The student will learn about the repair and replacement of a variety of plumbing fixtures. Safety is emphasized along with trouble shooting techniques. Students are trained to understand the plumbing applications as it pertains to BPI training.

<b>BM261A</b>	<b>HVAC Maintenance 1 and Business 3</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		22.5	52.5	0	18.75	4	

The student will learn the fundamentals of heating systems. Repair and replacement of the systems will be taught. Safety is emphasized along with trouble shooting techniques. Introduction to Business Principles of business operations in the private enterprise system. In addition, the student will learn the fundamentals of air-conditioning and refrigeration systems. Repair and replacement of systems will be taught.

<b>BM261B</b>	<b>Boiler Operation 1 and Business 4</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		27	78	0	26.5	6	

The student will understand boiler cycles and learn to perform weekly routine combustion checks on boiler systems. Safety and compliance with regulations and codes are emphasized. Students are trained to understand the Boiler Operation applications as it pertains BPI training. New installations of hydronic distribution systems shall be reviewed based on manual J standards. Reference to BPI Heating Professional standards on combustion safety for requirements applicable to carbon monoxide exposure, combustion analyzing, and oil supply safety. The student will learn about teamwork and communication as well as motivation and human resources.

<b>BM320A</b>	<b>Structural Carpentry Module 1</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		15	35	0	12.5	2.5	
The student will learn how to plan out building projects using a basic knowledge of blueprints according to safety standards which also comply with building codes.							
<b>BM320B</b>	<b>Structural Carpentry Module 2</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		15	35	0	12.5	2.5	
The student will be taught to use hand tools, chisels, planes, saws, and drills. Safety and compliance with regulations and codes are emphasized.							
<b>BM330A</b>	<b>Finished Carpentry Module 1</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		15	35	0	12.5	2.5	
The student will learn the regulations and codes used to tape, paint and spackle on a variety of surfaces such as sheet rock and plaster as well as put them to practical use.							
<b>BM330B</b>	<b>Finished Carpentry Module 2</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		15	35	0	12.5	2.5	
The student will continue to learn taping, painting, and spackling techniques on a variety of surfaces such as sheet rock and plaster. Safety and compliance with regulations and codes are emphasized.							
<b>BM350A</b>	<b>Residential Electric Repair Module 1</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		15	35	0	12.5	2.5	
The student will learn the basics of electrical repair as it pertains to maintaining a building according safety standards.							
<b>BM350B</b>	<b>Residential Electric Repair Module 2</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		15	35	0	12.5	2.5	
The student will wire, ground electrical outlets and meters. Safety is emphasized along with trouble shooting techniques.							
<b>BM360A</b>	<b>Residential Plumbing Repair Module 1</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		15	35	0	12.5	2.5	
The student will learn about the maintenance of a variety of plumbing fixtures. Safety is emphasized along with troubleshooting techniques.							

<b>BM360B</b>	<b>Residential Plumbing Repair Module 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		15	35	0	12.5	2.5	

The student will continue to learn about the repair and replacement of a variety of plumbing fixtures. Safety is emphasized along with troubleshooting techniques.

<b>BM380A</b>	<b>Boiler Operations Module 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		15	35	0	12.5	2.5	

The student will understand boiler cycles and learn to perform weekly routine combustion checks on boiler systems. Safety and compliance with regulations and codes are emphasized. New installations of hydronic distribution systems shall be reviewed based on Manual J standards. Testing and inspection procedures pertaining to all oil-fired heat systems are also examined.

<b>BM380B</b>	<b>Boiler Operations Module 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		15	35	0	12.5	2.5	

The student will learn to perform routine maintenance on boiler systems. Safety and compliance with regulations and codes are emphasized. Continued instruction is provided on the testing and inspection procedures pertaining to all oil-fired heat systems. Continued review on new installations of hydronic distribution systems based on manual J standards.

<b>CMP102B</b>	<b>Job Search</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		9	0	0	3	0.5	

This course provides effective job search techniques with emphasis placed on the written and verbal aspect of job placement. Topics include resume writing, employment applications, interviewing techniques and development of employment opportunities. Professional development and life skills are also addressed.

<b>CTAP102A</b>	<b>Cutting Applications 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		24	13.5	0	7.5	2	

This course is an introduction to oxy-fuel practice and theory of cutting mild steel and plasma arc cutting on ferrous and non-ferrous metals. Cutting consists of practicing straight cuts made with hand torches in flat, horizontal, and vertical positions, as well as shape cutting in these positions, straight, and bevel cuts made with track burner.

<b>CTAP102B</b>	<b>Cutting Applications 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		25	5	0	7.5	2	

The theory of plasma cutting of shapes and straight cuts in various positions is introduced. Practical exercises are also done.

<b>EL101A</b>	<b>Electrical Principles 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		35	40	0	18.75	4.5	

This course will introduce the student to the law of electrical charges and the theories of current flow. Ohms law and Kirchhoff's voltage and current laws will be emphasized.

<b>EL101B</b>	<b>Electrical Principles 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		35	40	0	18.75	4.5	

Power laws will be introduced. Applied Math concepts will be introduced. The differences between AC and DC will also be emphasized.

<b>EL102A</b>	<b>General Purpose and Branch Circuits 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
	EL101A+B		Didactic	Shop	Externship	Outside Preparation	
		35	40	0	18.75	4.5	

This course emphasizes circuit requirements and outlet locations for general purposes in both residential and commercial dwellings.

<b>EL102B</b>	<b>General Purpose and Branch Circuits 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
	EL101A+B		Didactic	Shop	Externship	Outside Preparation	
		35	40	0	18.75	4.5	

The student will gain knowledge of how to use blueprints, understand symbols, and identify correct tools. Safety is emphasized. Concepts will be applied to general purpose electrical system installations.

<b>EL103A</b>	<b>Residential Electric 1A</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
	EL101A+B		Didactic	Shop	Externship	Outside Preparation	
		30	30	0	15	3.5	

In this course the student will learn the layout, installation, and residential electrical requirements for bedrooms, kitchens and living rooms. The student will gain knowledge of how to read blueprints and symbols for installation of residential systems. Codes, safety, and standards will be emphasized.

<b>EL103B</b>	<b>Residential Electric 1B</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
	EL101A+B		Didactic	Shop	Externship	Outside Preparation	
		30	30	0	15	3.5	

The student will gain knowledge of how to read blueprints and symbols for installation of residential systems. Codes, safety, and standards will be emphasized.

<b>EL104A</b>	<b>Residential Electric 2A</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
	EL101A+B		Didactic	Shop	Externship	Outside Preparation	
			35	40	0	18.75	4.5
This course will teach the student proper grounding, GFCI's, and installation wiring for residential laundry rooms, bathrooms, water heaters, pumps, swimming pools, hot tubs, bathtubs, and spas. Safety is emphasized.							
<b>EL104B</b>	<b>Residential Electric 2B</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
	EL101A+B		Didactic	Shop	Externship	Outside Preparation	
			35	40	0	18.75	4.5
This course will teach the student maintenance and testing of wiring for residential laundry rooms, bathrooms, water heaters, pumps, swimming pools, hot tubs, bathtubs, and spas. Safety is emphasized. The student will gain knowledge of how to use blueprints, understand symbols, and identify correct tools. Safety and codes are emphasized.							
<b>EL105A</b>	<b>Commercial/Industrial Electric 1</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
	EL101A+B		Didactic	Shop	Externship	Outside Preparation	
			35	40	0	18.75	4.5
This course will emphasize the requirements for commercial/industrial electrical installations. The student will gain knowledge of how to use blueprints, understand symbols, and identify correct tools. Safety and codes are emphasized.							
<b>EL105B</b>	<b>Commercial/Industrial Electric 2</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
	EL101A+B		Didactic	Shop	Externship	Outside Preparation	
			35	40	0	18.75	4.5
This course will teach requirements and limitations for switches, switchboards and panel boards, service entrances and fire alarm systems. Basic carpentry for electricians will be emphasized. Safety, codes, and standards are emphasized.							
<b>EL106A</b>	<b>Project Manager Module 1</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
	EL101A+B		Didactic	Shop	Externship	Outside Preparation	
			39	51	0	22.5	5.5
This course will prepare the student with the skills necessary to be a project manager. Verbal and written communication skills are practiced. Algebra formulas are taught for problem solving.							
<b>EL106B</b>	<b>Project Manager Module 2</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
			39	51	0	22.5	5.5
Planning of budgets and costs is introduced. Apply knowledge of business law and contracts to the implementation of a hypothetical project.							

<b>MT211</b>	<b>Machine Shop Technology 1</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		16.5	51	0	16.875	3.5	
<p>This course is designed to provide the student with the following knowledge. In the classroom: safety, shop math, blueprint reading as it pertains to machine shop, measuring devices, machine technology, and inspection. In the shop, students will learn about shop safety, how to use and maintain saws and drill press.</p>							
<b>MT212</b>	<b>Machine Shop Technology 2</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		16.5	51	0	16.875	3.5	
<p>The student will apply practical skills in machine shop technology and learn about safety, cutting tools, abrasives, work, and tool holding devices, as well as inspection. Additionally, in the shop, students will be taught to work with the lathe, milling machine and surface grinder.</p>							
<b>MT213</b>	<b>Machine Shop Technology 3</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		16.5	51	0	16.875	3.5	
<p>The student will learn about the make-up of common materials used in machining. Specific materials studied may include polymers, ceramics, and a wide variety of metals. Students will learn the effects that each machining technique has on material types. Specific topics covered may include refining metals, hardening techniques, and material properties.</p>							
<b>MT214</b>	<b>Sheet Metal Fabrication</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		28.5	75	0	26.625	6	
<p>This course will provide the student with the knowledge and skills necessary for the sheet metal fabrication industry. In the classroom, students will learn safety, shop math, blueprint reading as it pertains to fabrication, measuring devices, inspection, sheet metal technology and layout. In the shop, students will learn shop safety, brake press, shear, slide roller, rivets, and assembly.</p>							
<b>PF211</b>	<b>Pipe Fitting Technology 1</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		35	40	0	18.75	4.5	
<p>This course will provide the student with the knowledge, skills, and practical experience in using pipe for pipefitting on special drains. Different methods of joining will be taught. Safety and building codes are emphasized.</p>							
<b>PF212</b>	<b>Pipe Fitting Technology 2</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		35	40	0	18.75	4.5	
<p>This course will provide the student with knowledge in components and terminology used in piping systems. Also covers measurement and maintenance of threaded, welded, and plastic piping systems</p>							

<b>PF213</b>	<b>Pipe Fitting Technology 3</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		35	40	0	18.75	4.5	
<p>This course will provide the student with knowledge in tubing specifications, materials, and fittings. Explains procedures used for handling, bending, cutting, and installing tubing. Instruction starts with the basics of tubing in a hydraulic system, continues with hose systems and their functions, and concludes with gaskets, sealants, and adhesives.</p>							
<b>PH111</b>	<b>Heating Technology 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		35	40	0	18.75	4.5	
<p>This course will provide the student with the knowledge, skills and practical experience in the installation and repair of hot water heating systems. Safety and building codes are emphasized.</p>							
<b>PH112</b>	<b>Heating Technology 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		39	51	0	22.5	5.5	
<p>This course will provide the student with the knowledge, skills and practical experience in the installation and repair of steam heating systems. Safety and building codes area emphasized.</p>							
<b>PH113</b>	<b>Heating Technology 3</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		39	51	0	22.5	5.5	
<p>This course will provide the student with the knowledge, skills and practical experience in the installation and repair of radiant heating systems. Safety and building codes are emphasized.</p>							
<b>PL211</b>	<b>Plumbing Technology 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		35	440	0	18.75	4.5	
<p>The student will study plumbing systems and understand the components and tools necessary to install, troubleshoot, repair, and replace these different types of water systems. Safety and building codes are emphasized. Outside preparation includes reading, essays, and homework assignments.</p>							
<b>PL212</b>	<b>Plumbing Technology 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		35	40	0	18.75	4.5	
<p>This course will provide the student with the knowledge, skills and practical experience with drainage, vent, and waste systems. Safety and building codes are emphasized.</p>							



<b>PL213</b>	<b>Plumbing Technology 3</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		35	40	0	18.75	4.5	
<p>In this course, the student will learn plumbing code regulations and apply them to special drainage systems as found in sump pumps, cellar drains and water pipes. The student will use welding techniques for installation and repair of such systems. Safety and building codes are emphasized.</p>							
<b>PL214</b>	<b>Plumbing Technology 4</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		35	40	0	18.75	4.5	
<p>This course will provide the student with the knowledge, skills, and practical experience (jobbing) in the installation of plumbing fixtures. Safety and building are codes emphasized.</p>							
<b>PL215</b>	<b>Plumbing Technology 5</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		30	30	0	15	3.5	
<p>This course will provide the student with the knowledge and practical experience (jobbing) in the installation of commercial and other plumbing fixtures. Safety and building codes are emphasized.</p>							
<b>PL216</b>	<b>Plumbing Technology 6</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		30	30	0	15	3.5	
<p>This course will provide students with the knowledge of plumbing codes that covers any national requirements and codes along with state-specific plumbing codes and regulations. Topics may include material regulations, fixtures, and special codes.</p>							
<b>SM112</b>	<b>SMAW Electric Arc Welding 1</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		1.5	45	0	11.625	2.5	
<p>Students will be introduced to Electric Arc Welding and the techniques of beading, weaves, fillets on plate Safety procedures are emphasized.</p>							
<b>SM113</b>	<b>SMAW Electric Arc Welding 2</b>						
	Prerequisite	Corequisite	Hours				Quarter Credits
			Didactic	Shop	Externship	Outside Preparation	
		6	42	0	11.25	2.5	
<p>Students will continue to learn the basics of Electric Arc Welding and the techniques of beading, weaves, fillets on plate. Students will be introduced to prepared V-butts. As well as be introduced to the requirements for AWS.D1.1. Safety procedures are emphasized.</p>							

<b>SM114</b>	<b>SMAW Electric Arc Welding 3</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		6	39	0	11.25	2.5	
Students will be introduced to advanced methods of Electric Arc Welding and expand on beading, weaves, fillets on plate in all positions. Students will be introduced to prepared V-butts as well as be introduced to the requirements for AWS D1.1. Safety procedures are emphasized.							
<b>SM115</b>	<b>SMAW Electric Arc Welding 4</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		6	39	0	11.25	2.5	
Students will learn advanced methods of Electric Arc Welding and expand on beading, weaves, and fillets on plate in all positions. Students will also learn the requirements for AWS D1.1. Safety procedures are emphasized.							
<b>SM116</b>	<b>SMAW Electric Arc Welding 5</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		6	39	0	11.25	2.5	
Students will continue learning advanced methods of Electric Arc Welding and continue in expansion on beading, weaves, and fillets on plate in all positions. Students will also learn the requirements for AWS D1.1. Safety procedures are emphasized.							
<b>WM113</b>	<b>MIG Welding</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		6	30	0	9	2	
This course examines inert gas welding equipment, its use and safe operation. Students are given practical instruction on semi-automatic processes. Practice will be in the flat, horizontal, and vertical positions on mild steel. Various joints will be practiced with emphasis on complete penetration.							
<b>WT211A</b>	<b>TIG Welding 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		6	30	0	9.0	2	
The student will learn Heli-Arc Welding of carbon steel. This training emphasizes safety.							
<b>WT211B</b>	<b>TIG Welding 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		6	30	0	9.0	2	
Continuation of TIG Welding Module 1. The student will be introduced to aluminum and stainless steel. Safety will be emphasized.							

<b>WW111</b>	<b>Metal Theory 1</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		30	0	0	7.5	2	

The purpose of this course is to introduce the student to the welding of ferrous and Non-ferrous metals by SMAW. The course will include safety procedures.

<b>WW211A</b>	<b>Metal Theory 2</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		30	0	0	7.5	2	

The purpose of this course is to introduce the student to the welding of ferrous and Non-ferrous metals by TIG procedures. This course provides safety, supplies and equipment application to be studied as they apply to welding.

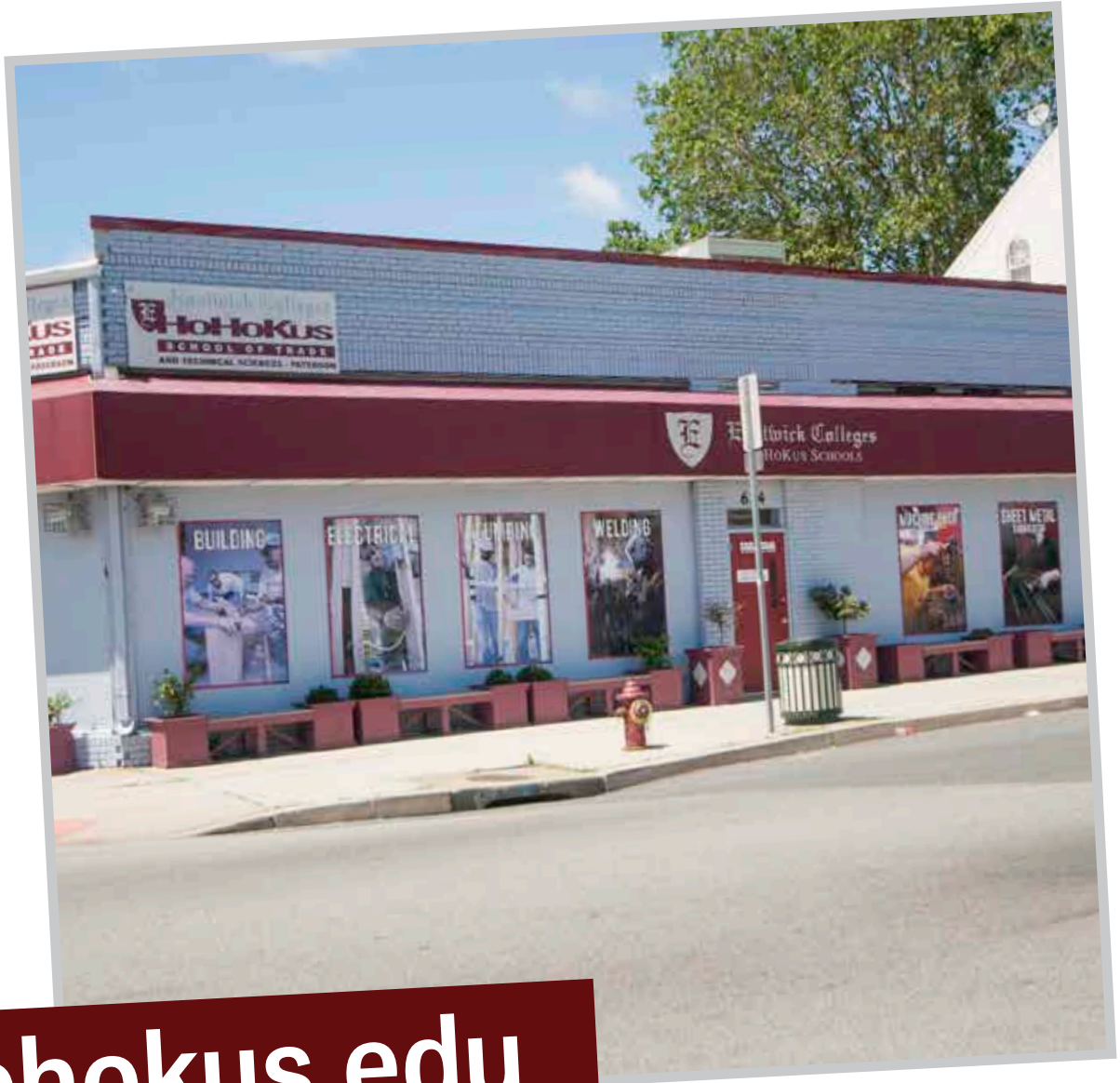
<b>WW211B</b>	<b>Metal Theory 3</b>						Quarter Credits
	Prerequisite	Corequisite	Hours				
			Didactic	Shop	Externship	Outside Preparation	
		36	0	0	9	2.5	

The purpose of this course is to introduce the student to the welding of ferrous and Non-ferrous metals by MIG procedures. This course provides safety, supplies and equipment application to be studied as they apply to welding.

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## Start and Graduation Dates by Program 2024

<b>Electrician Apprenticeship Facilities Management Manufacturing Technology Plumbing Apprenticeship (9-month Programs – Day Session)</b>	
Start Date	Grad Date
01.22.2024	10.04.2024
03.04.2024	11.15.2024
04.15.2024	01.10.2025
05.27.2024	02.21.2025
07.15.2024	04.04.2025
08.26.2024	05.16.2025
10.07.2024	06.27.2025
11.18.2024	08.08.2025

<b>Electrician Apprenticeship Manufacturing Technology Plumbing Apprenticeship (18-month Programs – Evening Session)</b>	
Start Date	Grad Date
01.22.2024	06.26.2025
03.04.2024	08.07.2025
04.15.2024	09.18.2025
05.27.2024	10.30.2025
07.15.2024	12.11.2025
08.26.2024	02.05.2026
10.07.2024	03.19.2026
11.18.2024	04.30.2026

Structural Plate Welding (6-month Program – Day Session)	
Start Date	Grad Date
01.22.2024	07.12.2024
03.04.2024	08.23.2024
04.15.2024	10.04.2024
05.27.2024	11.15.2024
07.15.2024	01.10.2025
08.26.2024	02.21.2025
10.07.2024	04.04.2025
11.18.2024	05.16.2025

Structural Plate Welding (12-month Program – Evening Session)	
Start Date	Grad Date
01.22.2024	01.09.2025
03.04.2024	02.20.2025
04.15.2024	04.03.2025
05.27.2024	05.15.2025
07.15.2024	06.26.2025
08.26.2024	08.07.2025
10.07.2024	09.18.2025
11.18.2024	10.30.2025

## Holiday and Break Schedule

Dec 25, 2023, through Jan 1, 2024..... Winter Recess  
Feb 19, 2024.....President’s Day  
May 27, 2024 ..... Memorial Day  
July 1, 2024 through July 5, 2024.....Summer Recess  
July 4, 2024.....Independence Day  
Sept 2, 2024 ..... Labor Day  
Nov 28 and 29, 2024..... Thanksgiving  
Dec 23, 2024, through Jan 3, 2025..... Winter Recess