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Ohio State Board of Career Colleges and Schools
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Columbus, OH 43215

(Revised on 8/12)

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The contents of this catalog, and of other school publications or announcements, are subject to change without notice. Unless otherwise noted, all photographs are of the college, its equipment, or the housing facilities.
INTRODUCTION

Our Mission

Ohio Technical College (OTC) and its branch campus, PowerSport Institute (PSI), are dedicated to providing premier technician training to prepare students for challenging and rewarding careers. This is accomplished by pursuing industry alliances, providing outstanding training resources, focusing on the needs of individual students, and upholding the high standards of personalized customer service.

The college’s goal is to remain on the leading edge of technology and to deliver the necessary technical and career skills to our students.

Philosophy

Ohio Technical College and the PowerSport Institute branch campus are dedicated to providing specialty career training in a wide variety of transportation industries to students throughout the world.

We help interested high school graduates, adults and our armed service veterans by providing the training and experiences necessary to become successful technicians in a field you are passionate about. We offer specialized training allowing you to set yourself apart in attaining a solid career.

Unlike attending large institutions and non-technical related colleges, our small class sizes allow us to focus on hands-on training experiences in a personalized and caring environment. Our diverse in-depth training programs will allow you to maximize your future earning potential and enhance your quality of life.

While attending OTC and PSI, students have a clearly defined path which will provide the confidence needed to become successful in this industry and take control of your future. Our graduates are proud of their experiences at OTC and PSI and the life skills they learn.

At Ohio Technical College and PowerSport Institute, we care about your future and will provide the personal touch needed to succeed. Excellence equals success and success starts here!

OTC History

1969: OTC was founded and originally located on the second floor of a building in Cleveland's Warehouse district. At that time the Ohio Diesel Mechanics School offered a six-week course with phases in Cummins 4-stroke engine, Detroit 2-stroke engine, and basic diesel fundamentals. In 1971, ODMS moved to a larger facility and increased its inventory of training equipment.

1974: The school changed its name to Ohio Diesel Technical Institute and moved to an even larger facility in the heart of industrial Cleveland and increased the course length to 1,000 clock hours.

1981: The increase in popularity of diesel vehicles prompted the school to expand the curriculum to include automotive diesel training. The course also saw an increase in electrical, hydraulics, braking, and rear axle areas, taking the total training time up from forty to forty-eight weeks. The tremendous demands of the constantly changing automotive service industry led to the development of an Automotive Technology Program in 1984.

1986: Our most comprehensive program to date was started. The Automotive-Diesel Master Technician program totaled eighteen months and combined the Diesel Technician Program and the Automotive Technician Program.

1987: With approximately 71% of the students enrolled in either the Automotive or the Automotive-Diesel Master Technician program, the school needed to change the public perception that instruction was only offered in the diesel area. The name was changed to Ohio Auto-Diesel Technical Institute to better reflect the program offerings.

1989: Four major developments occurred:
- The Automotive Technician Program expanded from 900 clock hours to 1200 clock hours.
- A postgraduate 300-clock hour Stationary Standby Generator Program started.
- The 1200 clock hour Auto Body Technician Program was created to help fulfill the demand for trained Auto Body professionals.
- The college expanded to 500,000 square feet and added the Motorcycle and Small Engine Training program.

1994: One of the most significant developments in the history of the school occurred. A new Associate Degree Program was developed and approved. The Associate Degree in Automotive and Diesel added well-rounded academic credentials to help graduates move into management positions. In 1995, due to the addition of this new program and degree granting ability, Ohio Auto-Diesel Technical Institute changed its name to Ohio Auto-Diesel Technical College.

1997: Two new Commercial Truck Driving courses were added. In September, Ohio Auto-Diesel Technical College became Ohio Technical College (OTC); finally, this name truly represented the extent of our program offerings.

2000: BMW of North America entered into a contract with OTC to provide a level II factory-training program. The F.A.S.T. Track Program (Factory Advanced Skilled Training) was offered to any student wishing to secure up to level II certification.

2002: BMW of North America entered into an agreement to start the first level I Service Technician Education Program (S.T.E.P) class in

2004: OTC saw additional changes. A Custom Paint and Graphics 12-week program option that included: airbrushing, pinstriping, flames, chameleon colors, and other custom painting techniques. New 300 clock hour add-ons in Alternative Fuel Vehicle Technology, High Performance and Racing Technology, and BMW Fast Track were made available to Automotive Technology and Master Technology students as combination programs.

2005: OTC’s Classic Car Restoration Technology program was approved to be offered. This 18-month course is
geared towards those students with a passion for restoring classic automobiles as it covers automotive and auto body restoration and technology.

2007: A new High Performance Welding and Fabrication building and the Classic Car Restoration Paint Shop were opened to provide more training shop areas. The campus now totaled more than 600,000 square feet.

2008: OTC became the home for BMW's Canadian STEP students and was approved for international students for its technology programs.

2009: Two major events occurred:
- The College was named the National “School of the Year” by Tomorrow's Technician Magazine and Chicago Pneumatic Tools. This great honor is a direct result of the dedication and commitment of OTC and PSI’s staff, students and leadership.
- 2009: We celebrated our 40th anniversary and OTC added yet another high demand program. The Master Welding Technology program was approved and the School of Welding was created in conjunction with Lincoln Electric. The Eaton Roadranger Academy training center in the Diesel shop was opened to provide specialized training on diesel transmissions.

2010: OTC partnered with Edelbrock Corporation to enhance our High Performance and Racing program and Street Performance programs.

2011: The College acquired five additional buildings to expand the campus. The new Visitor Center began construction in March as well as the new Student Resource Center, the Palcisko building for automotive training, a new facility for Classic Car Restoration body and fabrication work, and the Edelbrock Performance Academy. Also, in the fall Custom Paint and Graphics moved to a new location with expanded space and equipment.

2012: Three major developments occurred:
- In April the Edelbrock Performance Academy was officially opened and a new 12-week certificate program was approved to provide elite automotive aftermarket performance training to graduates.
- In August the new Jasper Engine and Transmission Training Center was opened. It provides engine and transmission training to Automotive and Auto-Diesel students.
- In July, OTC partnered with elite collector auction house Russo and Steele to create the Russo and Steele Training Center for Classic Car Restoration.

**PowerSport Institute**

**The PowerSport Institute branch campus**
Ohio Technical College’s branch campus, PowerSport Institute, provides quality technical and professional instruction in powersports technologies. PowerSport Institute is dedicated to providing specialty career training in motorcycles, ATVs, utility vehicles, personal watercraft and snowmobiles to students throughout North America.

The North Randall branch campus became approved for training by the Accrediting Commission of Career Schools and Colleges (ACCSC) in 2008 and is approved by the Ohio State Board of Proprietary School Registration, No. 71-09-0253T-LC.

**PowerSport Institute Diploma Programs:**
Approved programs at the branch campus include: PowerSport Technician, PowerSport Specialist and American V-Twin Specialist.

**PowerSport Institute Degree Programs:**
Approved programs at the branch campus include: A.A.S. in PowerSport Technology.

**This General Catalog's Course Descriptions include all branch campus courses.**

All policies and procedures at the PowerSport Institute branch campus are the same as listed in the Ohio Technical College General Catalog.

**PSI History**

2005: The Outdoor Power Equipment course changed its name to PowerSport Technology and the curriculum was revised to focus more on motorcycle technology and the major manufacturers of Harley Davidson, KTM, Honda, Yamaha, Kawasaki, Suzuki, Arctic Cat, Polaris and Victory.

2006: Arctic Cat endorsed PowerSport Technology program and the students completing the Cat-Master requirements.

2007: Two major developments occurred:
- PSI became Polaris/Victory manufacturer training center, Polaris recognized PSI students completing American V-Twin course and Polaris required MSD training program.
- Suzuki recognized PSI completing the PowerSport Technology program and Suzuki Service PRO training videos.

2008: Four major developments occurred:
- The 250,000 sq ft PowerSport Institute, North Randall branch campus was approved and opened to students in PowerSport Technology programs.
- The PowerSport Institute branch campus increased its course offerings to four including the new American V-Twin Specialist, PowerSport Specialist and an expanded 72-week PowerSport Technician program.
- PSI became Yamaha Manufacturer Training Center also, Yamaha endorsed PowerSport Technician program and recognized students completing the Yamaha bronze level requirements.
- Kawasaki recognized PSI’s PowerSport Technician program.

2009: Two major events occurred:
- The S&S Cycle training center was completed at PSI to provide training on S&S engines as part of the Custom Bike Building program.
- PSI approved the (AAS) Associate of Applied Science in PowerSport Technology

2010: PSI partnered with Dyno Jet to build the Dyno Jet Academy, which will provide Dyno Jet certification for successful students meeting requirements.
Ohio Technical College became accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) in 1973 and is approved by Ohio’s State Board of Career Colleges and Schools, Reg. No. 71-09-0253T.

The PowerSport Institute branch campus became approved for training by the Accrediting Commission of Career Schools and Colleges (ACCSC) in 2008 and is approved by the Ohio State Board of Proprietary School Registration, No. 71-09-0253T-LC.

As an accredited institution by the Accrediting Commission of Career Schools and Colleges (ACCSC), Ohio Technical College and the PowerSport Institute branch campus can offer Title IV financial aid funding to those who qualify as well as degree level courses and can ensure that the programs offered meet the rigorous standards needed for students to receive the necessary skills to attain a career in their chosen field.

The Ohio Technical College and the PowerSport Institute branch campus programs are approved by the Ohio Board of Regents, Ohio State Approving Agency for Veterans Training, the Bureau of Vocational Rehabilitation, the State of Ohio, the WIA Program - State of Ohio, and the Bureau of Indian Affairs. Applicants with entitlement benefits may make direct application to the following: Social Security Administration, Railroad Retirement Boards, Specific Industrial Scholarship Programs, and Survivor Benefits - Veterans Administration.

Memberships

Ohio Technical College and PowerSport Institute are proud to be members of many significant organizations around the country. These memberships ensure that students and faculty have access to the latest in technology advancements, networking communities for job placement, and training supplements.

- Administrators (NASFAA)
- American Association for Higher Education & Accreditation
- American Motorcycle Dealer (AMD)
- Association for Career and Technical Education
- Association of Diesel Specialists
- Automotive Training Managers Council
- AYES - Automotive Youth Education Systems
- Electrical Generating Systems Association (EGSA)
- Equipment and Engine Training Council
- Fleet Maintenance Council of Northeast Ohio
- Hot Rod Industry Alliance
- National Alternative Fuel Training Consortium (NAFTC)
- National Association of Student Financial Aid Administrators (NASFAA)
- Ohio Association of Career Colleges and Schools
- Ohio Board of Regents
- Society of Automotive Engineers
- Specialty Equipment Market Association (SEMA)

Certifying Organizations/ Industry Recognitions

Ohio Technical College and the PowerSport Institute branch campus meet the standards and criteria set forth by several national organizations to ensure students receive training that meets today’s industry standards.

Ohio Technical College is proud to be certified by:
- ASE/NATEF
- I-CAR
- National Alternative Fuel Training Consortium (NAFTC)
- American Trucking Association (ATA)
- Automotive Service Association (ASA)

PowerSport Institute is proud to be recognized by:
- Arctic Cat CatMaster - ATV & Snowmobile
- Dynojet
- Honda Pro Full Cycle Tests
- Kawasaki Level I
- Polaris Master Service Dealer (MSD)
- S & S Cycle - Sidewinder and VFI
- Suzuki ServicePro
- Victory Master Service Dealer (MSD)
- Yamaha Five Star
Ohio Technical College Training Center

Encompassing more than 800,000 square feet in total area, Ohio Technical College’s training facilities are designed to provide a perfect blend of classroom space and workshop area. This is evidenced by the fact that OTC was named the 2009 School of the Year in Chicago Pneumatic, Tomorrow’s Technician Competition.

OTC maintains a philosophy that a student can only learn by performing the required tasks. For this reason, a clean separation of shop and classroom space is maintained.
- The classroom is for theory and instruction, while
- The shop is for hands-on work, instruction, and evaluation by professional, experienced instructors.

At Ohio Technical College each major division has its own distinctive shop areas. Each shop area is clean and bright, lined with windows and highlighted by unique decorations and our signature diamond plating and neon signs. Once in the shop, the student does not want to leave. Packed with equipment, these unique and unduplicated shops are truly the highlight of the College.

When it comes to education, there are no shortcuts. In fact, OTC was called the “Harvard of Technical Schools” by Cleveland, Ohio NBC affiliate WKYC Channel 3. This is credited to our hands-on training methods the students receive on live, full-sized equipment. We are proud to say that students will not work on clip cars, mock-ups, or half vehicles, as our shops are large enough to handle full-sized vehicles.

Key areas include:
- Alternative Fuel Shop
- Automotive Shop
- BMW Fast Track and STEP Shop
- Campus Store
- Classic Car Restoration Shop and Building
- Collision Repair and Refinishing Shop
- Custom Paint and Graphics Shop
- Diesel Equipment Technology Shop
- Eaton Roadranger Academy
- Edelbrock Academy
- Fully equipped tool store
- Heavy Industrial Equipment Shop
- High Performance & Racing Shop
- High Performance Welding and Fabrication Facility
- Jasper Engine & Transmission Training Center
- Power Generator Systems Shop
- Resource Center
- Street Performance Shop
- School of Welding

Each shop is specially outfitted with the tools, vehicles and equipment needed to provide the student with advanced learning in a service environment.

PowerSport Institute Training Center

This large 207,000 square foot branch campus facility contains multiple shop areas devoted to each major manufacturer. These shops include dealership mock up storefronts and service counters to enhance the service environment method of training.

Manufacturer shop areas include:
- Arctic Cat
- Custom Bike Building
- Harley-Davidson
- Honda
- Kawasaki
- Personal Watercraft/Snowmobiles
- Polaris
- S&S Cycle
- Star
- Suzuki
- Victory
- Yamaha

Manufacturer Dealer Training Centers located on campus:
- Kawasaki
- Polaris
- S&S Cycle
- Victory
- Yamaha

The branch campus is home to over 500+ full-size vehicles from all major manufacturers. The campus also features an arcade, cafeteria, tool store, campus store and much more. This is just a sample of what makes PSI different. You may have seen other shops and schools, but the PSI campus is unique - you need to see it to believe it. Additionally, the PowerSport Institute branch campus is a wireless facility featuring computers in each shop and a Resource Center for student use.

Staff

Ohio Technical College and the PowerSport Institute branch campus provides a staff of instructors who are qualified and trained in the specialty areas they teach.

Instructor certifications include ASE Certifications, Association of Diesel Specialist, BMW Certified, and Power Sport Manufacturer Certifications. In addition, instructors are required to possess years of actual industry experience.

Instructors of the academic related courses in the Associate Degree program hold masters degrees or above in key areas, combining their experience, knowledge, and education with a desire to teach in order to best serve their students.

Instructors are available before and after class, providing ample opportunity for students to complete extra work, receive tutoring, or ask questions.

Other staff members who are available to the students include the following:
- A third party housing staff who arranges housing and represents Collegiate Housing Services.
- Director of Financial Aid and several advisors who assist students on matters of program financing.
• Career Services Director who works with the students to locate both part-time and full-time career positions.
• Student Services Director who coordinates and arranges student activities.
• Future Student Coordinator who will assist parents and students with the information needed to help them start.

OTC and PSI have maintained a family friendly environment for students and parents – our doors are always open to provide help as needed.

Library / Resource Center

With today’s sophisticated technology, “seat-of-the-pants” mechanical work is no longer acceptable. Precise specifications for modern engines require technicians to know their complex fields. Ohio Technical College and the PowerSport Institute branch campus have established library/resource centers specific to their students. This Resource Centers are filled with many maintenance manuals, including Mitchell repair manuals and assorted other reference materials, as well as ALLDATA information retrieval system. In addition, trade publications, directories, DVDs, tutoring aids, and liberal arts texts are available. Flexible hours make this facility readily accessible.

The Resource Centers contain several computer terminals, manuals, and assorted other reference materials, as well as access to manufacturer specific training programs.

Class Sizes

Ohio Technical College and the PowerSport Institute branch campus both strive to maintain a class size of no more than 25 students per instructor.

The class size is structured around the training equipment so that each student has the opportunity to work independently during each phase of training. The student-to-equipment ratio varies throughout the school’s multiple training areas, always maintaining a level that offers the student a meaningful shop experience.

Students perform many of his or her shop tasks on live equipment and training aids. This individualized “hands-on-the-hardware” training makes all the difference at Ohio Technical College and PowerSport Institute.

Graduations

The pride of Ohio Technical College (OTC) and PowerSport Institute (PSI) is our students who complete their training and overcome the obstacles and challenges college students have today. In order to honor this accomplishment, OTC and PSI conduct graduation ceremonies four to five times per year. Some graduates may participate in their ceremony prior to their actual program end date.

Students are informed well in advance of their ceremony enabling them to plan accordingly. During these ceremonies, diplomas, certificates and degrees are awarded to the students as well as recognitions of significant achievements and milestones. We encourage and look forward to having the student’s family attend these ceremonies.

Students must meet all technical and academic requirements and must have paid tuition in full to be eligible to participate in graduation ceremonies.

Students in the associate degree program must maintain a GPA of 2.0 or above in order to receive their degree.

Student Equipment Required

There are no minimum equipment requirements for any OTC or PSI training programs. Laptops and other electronic equipment are not required. All tools and training equipment are provided by the college.

Campus Store

Each campus has a fully stocked campus store. The store will contain uniforms, hats, t-shirts, hooded sweatshirts, college supplies, and other great items for students and families to purchase. In addition, items may be purchased by parents and families at any time through a form on the internet or by phone. Please visit the school website for store contact information.
Admission Requirements

Ohio Technical College and PowerSport Institute do not teach high school curriculum, nor is basic fundamental mechanic training repeated. Therefore, each student must meet the minimum requirements prior to starting class. All applicants must be beyond the age of compulsory high school attendance. Students who wish to enter a training program are required to provide a copy of their diploma, high school transcript or GED as proof of graduation.

Enrollment Procedures

Applicants will first be interviewed by a College Admissions Representative. During this interview, the Representative will explain the programs in detail, answer questions about the College, and discuss career opportunities. If the Representative determines with reasonable certainty that the student is a qualified applicant, he/she may submit an application.

In order to become enrolled as a student, each applicant must complete an enrollment application, an enrollment agreement, and all additional forms required by the school. At this time, a tuition deposit is required.

Students will be accepted based upon a review of the enrollment and application information, the successful passing of an entrance exam and a visit to the college.

Affirmative Action

It is the policy of Ohio Technical College and PowerSport Institute to interview and enroll students without regard to race, color, creed, age, gender, or national origin. All matters relating to training and educational opportunities will be free from any and all discriminatory practices.

School Visitation

Students are required to visit the campus within 60 days of the enrollment agreement date. This visit is an informative session during which the student and parents receive information about the programs, Housing, Financial Aid, Student Services, and Career Services and participate in a tour of the facility. The Admissions test is administered at this time.

Credit for Previous Training

When an interview reflects proof that an applicant has a substantial technical background and/or related training through education or employment, an evaluation will be performed to determine if credit can be granted. However, this decision shall rest with the School’s Director of Training. In order for the granting of credit to be considered, satisfactory official documentation must be supplied. Student may be able to transfer up to half of their associate degree class work.
A post-secondary school remains successful if the placement of their graduates is successful. Ohio Technical College’s and PowerSport Institute’s placement of graduates is just that!

Employment Opportunities

The transportation field has been targeted as one of the fastest growing industries in the country. Diesel engines tackle the rough, heavy jobs found in the transportation, marine, and construction industries. The diesel area’s multiple application industry is constantly discovering new advancements, replacing dirty sources of power this side of ecology. This diverse use of the diesel engine makes job opportunities for diesel mechanics available in every corner of the country in a variety of interesting career positions. Also, increased use of light and medium duty diesel engines has opened up many new doors for diesel mechanics.

In the automotive field, an area of constant evolution and increasingly sophisticated systems, there are equally ample opportunities, as well as, a demand for well-trained, highly skilled employees. Through in-depth instruction and hands-on application, the student is prepared to enter the job market as a skilled apprentice ready to work on both foreign and domestic automobiles. Automotive graduates are placed in dealerships, nationally renowned repair shops, and local auto centers.

Opportunities in the auto body collision repair field mirror those in the Automotive Service Industry in that they are abundant. According to the U.S. Department of Labor, Bureau of Labor Statistics, the employment of Auto Body technicians is expected to increase faster than the average for most occupations. They also explain that the Auto Body repair business does not change as economic conditions fluctuate, and experienced body technicians are rarely laid off.

The motorcycle repair industry is also growing rapidly. The boom in motorcycle, ATV, snowmobile and personal watercraft sales combines to provide excellent year round placement opportunities in this exciting field.

In addition, specialized training in Welding, BMW, High Performance and Racing and Alternative Fuels provide students with a leg up for career opportunities.

Placement Assistance

Ohio Technical College and PowerSport Institute offer employment assistance to each student successfully completing the curriculum. An integral part of Ohio Technical College’s and the PowerSport Institute branch campus’ service to their students are their Placement Directors. This service is divided into two areas: part-time and career placement. Ohio state law specifically prohibits the guarantee of any kind of employment. The placement process, however, has been designed to make the most of a student’s energy and abilities.

Career Placement

Prior to graduation, each student participates in a one on one job-seeking skills meeting with the Placement Director. This meeting covers resume writing, communicating with potential employers, interviewing skills, and after interview follow-up. The student and Placement Department then build career leads in the cities the student is interested in after graduation. It is through such interviews that students receive the job offers that lead to career employment.

Part-Time Job Assistance

As a part of each student’s initial registration at the start of class, he/she participates in an initial placement interview and completes an information form. It is through this form that the Director learns whether or not the student is interested in part-time employment and, if so, what kind of work the student is qualified for and where they are living. The Placement Director will then assist the student in finding part-time work. Part-time placement meetings are held on a regular weekly basis for interested students.

A comprehensive record of each student’s part-time work history is kept on file.

On-Campus Recruiting

Another very important source of job interviews is on-campus recruiting. During the year, major employers visit the campus with the intention of interviewing and usually hiring several soon-to-be Ohio Technical College and PowerSport Institute branch campus graduates. In addition, there are bi-annual career fairs on the college campus.

This recruiting is done right on campus grounds and affords students who are interested in relocating an opportunity to discuss career possibilities with a company representative. Companies from many states including: Georgia, Massachusetts, New Jersey, New York, North Carolina, Pennsylvania, and Virginia have established an on-going recruiting relationship with Ohio Technical College and its PowerSport Institute branch campus. These companies serve all fields.

The on-campus recruiting process is open to all students who demonstrate a sincere interest in interviewing with a particular company. All such interviews are arranged through the Placement Office.

Ongoing Placement Assistance

Career placement assistance is provided after graduation for as long as the graduate needs our services through the OTC Alumni Association. This “lifetime” placement is provided on a nationwide basis to all graduates. The Alumni team continues the placement procedure through periodic checks on graduates. These checks determine the graduates’ success and establish whether additional assistance is necessary. The OTC Alumni Association seeks to enhance the professional, educational and community standing of graduates by providing network opportunities, developing professional development groups and developing mentoring relationships.
Graduate Placement

Our graduates have defined OTC and PSI and our list of companies that employ students is impressive. Some of these companies include:

- Aamco Transmissions
- Action Motorsports
- Acura Of Cleveland
- Adams Power Equipment
- Advance Auto Parts
- Aircraft Service Int’l Group
- Albany Mack
- All Aerials LLC
- All Erection & Crane
- All Ohio Motorsports
- All Ohio Racing
- All Seasons Sports Center
- Allegheny Trucks, Inc.
- American Fleet Service
- American Generator Co
- American Muscle Restoration
- Artistic Finishes
- Audi Of America
- Autobahn Motorcars
- Bedford Nissan
- Bedford Toyota
- Best Honda Cycle Center
- Bill Cook Audi
- Bill Doraty Kia
- BMW Cleveland
- BMW Of Ann Arbor
- BMW of Dallas
- BMW STEP
- Bob Lever Motorsports
- Bob Massie Toyota
- Bobby Rahal BMW
- Bobby Rahal Mercedes Benz
- Bonnville Dodge Jeep
- Braman Audi
- Braman BMW
- Bridgestone Firestone
- Brunswick Motorcars
- Buckeye Power Sales
- Buffalo Truck Center
- Burdick BMW
- Charlotte Area Transit System
- C & M Truck & Tire Repair
- Cain BMW
- Car Craft
- Catalano Motors Inc.
- Caterpillar
- Cavanaugh Restoration
- Central Cadillac-Hummer
- Century Harley-Davidson
- Chapman BMW
- Chenango Public Transit
- Churney’s Truck Center
- CJ Power
- Clark Family Trucking
- Clark Ford
- Clarke-Detroit Allison
- Classic Auto Body
- Classic Auto Group
- Classic BMW
- Cleveland Mack Sales & Service
- Cleveland BMW (motorcycle)
- Cleveland Motorcycle, Inc.
- Cleveland Public Power
- Cleveland Truck Repair
- Coca-Cola
- Convent Transport Inc.
- Con-Way
- Cooper Kentworth
- Crestmont Chrysler Jeep
- Crooked River Choppers
- Cummins Bridgeway
- Cummins Metro Power
- Cummins Northeast
- Custom Training Group
- Cycle Analysis
- Cycle City
- Darlings Honda Nissan & Volvo
- Davidson Cycle
- Defiance Integrity Auto Body
- Demmings Truck Service, Inc.
- Desert Nissan
- Detroit Auto Auction
- Dreyer & Reinbold Racing
- Dreyer Yamaha
- Eagle Diesel
- Eagle Truck Repair
- Eaton Corp.
- Elliot Wilson Capital Trucks
- Engine Performance Co.
- Enhanced Performance Trans.
- Erhard BMW
- Excalibur Auto Body Inc.
- Fairchild Chevrolet
- Fairhaven Imports Inc.
- Falcon Transport
- Federal Express
- Federated Auto Parts
- Finish Line
- Firestone
- Fleet Service Inc.
- Ford Motor Co.
- Fort Myers BMW
- Fred Baker Porsche Audi
- Freightliner
- Full Throttle Cycle Service
- Gabriel Racing
- Gainey Transportation
- Ganley Honda Superstore
- Ganley Lincoln Mercury
- Gillingham Ford
- Global Imports
- Goodyear
- Great Lakes Ford
- Greyhound Lines Inc.
- Growler Restoration
- Habberstad BMW
- Hamels Auto Body
- Hamilton Buick Pontiac
- Harbor Lincoln Mercury
- Hardings Park Cycle
- Hatzus Refinishing
- Highland Autobody
- Honda Motorcars
- Indian Motorcycle
- Industrial Diesel Power
- International Trucking
- J & J Motorcycle Parts & Acc.
- Jay Honda
- John Deere
- Kelley Generator
- Kelly BMW
- Kinsley Power
- Kraft Power
- KTM North America
- Lakeside Custom Plating
- Landrover Of Solon
- Lexus Of Mishawaka
- Liberty Ford
- Littleton Power Equip
- Mad Max’s Classic & Custom
- Manhattan BMW
- Manley Performance Parts
- Mazda Fairhaven Imports Inc.
- Mercedez Benz
- Midwest Motor Sports
- Midwestern Auto Group
- Milton Caterpillar
- Moosehead Motor Sports
- NASA
- National Guard
- Nauset Marine
- New England Truck
- North Canton Collision Center
- North Coast Lift Truck
- North Coast Performance
- Ohio Technical College
- On The Edge Honda/Suzuki
- Ozark PowerSports
- Penn Power Systems
- Penske Truck Leasing
- Pepsi-Cola Company
- Portsmouth Auto Body Center
- Toyota Scion of Amherst
- Quirk Jeep-Mercedes Benz
- Ram Fleet Services
- Ransome Cat
- Rick Case Honda
- Rick Roush Medina Honda
- Rick Roush Motorsports
- Rock City Iron
- Rockland Toyota
- Roman Charriot
- Roush Racing
- Ryder Trucking
- Saturn Of North Olmsted
- Schneider National
- Schrim Auto Body
- Seme & Son Engine Rebuilders
- Sherwin Williams
- Schlumberger
- Skip Barber Racing
- Spitzer Chrysler Plymouth Jeep
- State 8 Motorcycle
- Sterling Farm Equipment
- Summit Racing
- Swift Transportation
- Teixiera’s Polaris
- The BMW Store
- Touch Of Class Autobody
- Tri County KIA
- Tri State Truck Repair
- True2Form
- U.P.S.
- U-Haul
- Universal Auto Body
- US Postal Service
- USA Truck Inc.
- Vintage & Auto Rebuilds
- Volkswagen Of Brunswick
- Transcoid
- Washington Metro Transit
- Waste Management, Inc.
- Werner Enterprises, Inc.
- West Herr Toyota / Scion
- Westchester BMW
- Wheeling & Lake Erie Railroad
- Wier’s International
- Wiess International
- Wildcat Entreprenes
- Wise International Trucks
- World Resource Recovery Sys.
- Xtreme Power Sports
- Yamaha
- Yates Transport
- Yellow Freight
Housing

Ohio Technical College and PowerSport Institute are pleased to offer housing through Collegiate Housing Services. Students may stay at one of the housing complexes offered, or may seek housing on their own. A representative from Collegiate Housing is available at the college Monday through Thursday to assist students with housing questions.

All apartments are fully furnished with a refrigerator, dishwasher, stove, dinette set, beds, night stand, lamps, a chest of drawers per bedroom, a couch, coffee table, and end table.

In addition, most apartment complexes offer a pool, workout facilities, optional parking garage and easy access to jobs, shopping and food.

A security deposit will be required in order to reserve a unit. Students may be required to have their parents or guardian guarantee the housing agreement and they could be liable for the terms of the applicable agreement. Students are individually responsible and liable for any and all rental agreements.

Living in Collegiate Housing is an education in and of itself, affording students the opportunity to build lifelong relationships that are to be cherished. Remember, students who follow the rules and respect their classmates and the property will have no problem concerning their housing.

Students wishing to obtain other off-campus housing may do so however, students are encouraged to utilize Collegiate Housing.

Tool Purchase Program

During a student’s attendance at Ohio Technical College and PowerSport Institute, all tools required for the completion of training are provided by the college and are available for your use.

However, because all employers require technicians to supply their own hand tools, OTC and PSI have established a special discount tool-purchasing program for students.

The student will have the option to purchase tools during the length of their program at up to 52% off retail and receive a certificate from the college to buy tools prior to graduation.

Graduate Technical Assistance

Graduates from Ohio Technical College’s and PowerSport Institute’s programs accept employment with many different companies and must service and repair a wide variety of equipment. Occasionally, diagnostic, procedural, or other technical questions arise. A telephone call or visit to the campuses will allow graduates to share the many years of experience of our certified instructors to help solve the diverse problems encountered while employed in this industry.

In addition, graduates of OTC/PSI are able to take refresher courses for life in their original program.
Tutoring

Students encountering difficulties with the curriculum may participate in voluntary, tutored sessions held on a weekly basis. If additional work is needed, personalized instruction can be arranged through the Training Office. Employers need people who can do the job. Therefore, students must thoroughly learn the material to graduate Ohio Technical College and the PowerSport Institute branch campus strongly encourage students to seek out extra help when necessary.

Contingency Teach-Out Plan

In accordance with the Accrediting Commission, Ohio Technical College and the PowerSport Institute branch campus have established a procedure for completing student training in the unlikely event that the school should close. This procedure is filed with the Ohio State Board of Proprietary School Registration and is meant to protect students.

Student Accident Insurance

If a student is involved in a school related injury during scheduled class hours on school property, an Injury Report must be completed in order for medical expenses to be paid. Ohio Technical College and PowerSport Institute do have partnerships with prompt care facilities for situations that are less severe. If a student does need to be sent to the hospital or referred to a specialty doctor we ask that the students first submit their medical claims through their personal family medical insurance. Family plans generally cover full time students until the age of 28.

Counseling Services

Two full-time, on-campus counselors provide students with counseling services to help steer them through a successful learning experience at OTC and PSI. The counselor is especially aware of the many issues that college students may confront, including:

- Difficulties with Test Taking and Studying
- Homesickness
- Need for Academic Guidance
- Need for Crisis Intervention
- Personal Problems
- Stress Management Problems
- Student Conflicts
- Substance Abuse
- Time Management Problems

The counselors are available Mondays, Tuesdays, Wednesdays and Thursdays from 9:30 am to 1:30 pm and 4:00 pm to 7:00 pm, other days and times by appointment.
The primary goal of the Financial Aid Office is to assist students whom, without financial aid, might not be able to attend college. One of our philosophies is that finances should NOT be a deterrent in pursuing one’s lifelong goals of a higher education.

Ohio Technical College and PowerSport Institute have been approved by the Office of Student Financial Assistance of the U.S. Department of Education to participate in all federal financial aid programs which include Grants, Student Loans and Parent Loans.

Any student may apply for financial aid and be eligible to receive assistance if he/she is determined eligible by financial aid guidelines, as well as, college admissions standards.

Students who fail to meet the minimum satisfactory academic progress criteria are ineligible for financial aid. Financial aid for the failed term will be cancelled. See standards for satisfactory academic progress on page 37 for details.

There are many types of financial aid programs that are available to eligible students attending Ohio Technical College and PowerSport Institute including:

- Agency Funding
- Grants
- Parent Loans
- Scholarships
- Student Loans

Financial aid is available from a variety of sources including: the federal government, state agencies, Veterans’ Affairs, and Ohio Technical College.

Grant Programs

Grants are monies awarded to students who demonstrate financial need. This money is applied to the student’s educational expenses and does not need to be repaid.

Ohio Technical College and PowerSport Institute participate in the following grant programs:

- The Federal PELL Grant
- The Federal Supplemental Educational Opportunity Grant
- Julius A. Brenner Founder’s Grant
- Ohio College Opportunity Grant

Loan Programs

Loans represent financial aid money borrowed from the Federal Government to pay educational costs and must be repaid. There are loan options for the student and dependent student’s parents. Some federal loans are need-based, while others are not. The college participates in the following federal loan programs:

- The Federal Perkins Loan
- Parent Loan for Undergraduate Students (PLUS)
- Subsidized Stafford Loan Program
- Unsubsidized Stafford Loan Program

In addition, students and their families may pursue personal financing options offered by private lenders. Eligibility, terms and conditions are set by each lender. We encourage you to exhaust all of your Federal Aid eligibility before considering this loan option.

Scholarships

Scholarships can be applied to the cost of your program while attending Ohio Technical College and PowerSport Institute

OTC/PSI Scholarships are available annually at the following eligible competitions:

- Automobile Dealers Associations
- Ford/AAA
- Future Farmers of America (FFA)
- Skills USA

Additional OTC/PSI Scholarships are available from:

- City of Canton, OH Mayor’s Scholarship
- High School Instructor Seminar Scholarships
- Penske Open House Scholarship Testing

Millions of dollars of scholarships are given away annually by independent clubs, organizations, companies and non-profit organizations. To help get your scholarship search started, visit www.ohiotech.edu/scholarships for links to some scholarship search sites and specific scholarship opportunities.

OTC and PSI reserve the right to revoke, suspend or limit scholarships based upon a student’s attendance, attitude, academic progress, and other factors that are deemed unacceptable by the College. All scholarship recipients must adhere to the terms set forth by the Financial Aid Department and must comply with these terms to maintain their scholarship.
The following terms apply to all OTC and PSI scholarships:

- Scholarships are applied towards programs of 1200 clock hours or greater.
- Scholarships will only be honored up to the total cost of tuition.
- In the event that you win scholarships from multiple competitions, cumulative amounts cannot exceed the total cost of your program’s tuition.
- The highest scholarship amount won per competition per year will be honored. (You cannot add previously earned amounts from regional or state levels to amounts won at a higher level in that same calendar year).
- Scholarships are applied on a quarterly basis and are contingent upon satisfactory academic progress and attendance. You must successfully complete the entire quarter to receive the scholarship payment.
- Scholarships must be redeemed no later than the fall of the year in which a student will graduate.
- Imagine America Scholarship eligibility is limited to first year, first-time students.
- The maximum High School Instructor Seminar Scholarship award is $5,000 per student and available to future students only.

**Department of Veterans Affairs (VA)**

Veterans’ educational benefits are available to eligible students by applying to the VA for the following:

- Reserve Educational Assistance Program (Chapter 1607)
- Montgomery GI Bill-Selected Reserve Educational Assistance Program (Chapter 1606)
- Montgomery GI Bill-Active Duty Educational Assistance Program (Chapter 30)
- Vocational Rehabilitation (Chapter 31)
- VEAP (Chapter 32)
- Post 911 (Chapter 33)
- Survivors’ and Dependents’ Educational Assistance (Chapter 35)

**Agency Programs**

Outside agencies may sponsor eligible students with tuition assistance. Determination of individual eligibility is at the discretion of each of these agencies. Ohio Technical College and PowerSport Institute can assist the student with various application processes.

Following is a list of sponsoring agencies:

- Bureau of Indian Affairs (BIA)
- Bureau of Services for the Visually Impaired
  - (BSVI)
- Bureau of Vocational Rehabilitation (BVR)
- National Guard Scholarship Program
- Railroad Retirement Benefits
- Trade Adjustment Assistance (TAA)
- Vocational and Educational Services for
  - Individuals with Disabilities (VESID)
- Workforce Investment Act (WIA)

Students requiring assistance with any program described in this catalog should direct inquiries to the Financial Aid Office on campus. The staff will be happy to help with the financial aid process. We want to assure you that an innovative financing package can be arranged to pay your tuition if you are truly motivated and have the support of your family.

**Payments**

The tuition is due and payable on the first day of class for each quarter unless a payment plan has been entered into with the Bursar’s Office. The campuses allow students a 10-day grace period to make these payments. Payments received after this 10-day grace period date are subject to a $25.00 late fee.
Program Background

The Associate of Applied Science Degree Program was designed to accomplish two goals. The first goal is to provide graduates with the technical skills and expertise for which Ohio Technical College is noted. This includes, but is not limited to, the ability to isolate, troubleshoot, and diagnose all types of vehicle problems and make the necessary repairs and adjustments. The second goal is to provide a sound, well-rounded academic and professional background that provides graduates with upward mobility and adequate depth of education to move into management positions.

Successful candidates receive an Associate of Applied Science Degree after taking eight academic courses in addition to their technical program. There are two remedial courses in English and Math that may be required depending on preliminary testing which will be administered prior to the start of any Associate Degree coursework. Completion takes 18 months (academic length)/2100 clock-hours/134.5 credit hours for all programs. Students who satisfactorily complete the core technical diploma requirements, but who do not satisfactorily complete or qualify for the associate degree, will receive the technical diploma upon graduation.

In addition to our Associate Degree program, Ohio Technical College can help you earn a Bachelor of Science Degree at partner colleges. Students apply through OTC and are evaluated by DeVry University, University of Phoenix, University of Southern Colorado and Ferris State University.

NOTE: Course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs. All courses are taken on campus.

Program Objectives

The student receives training as a professional technician with advanced personnel, shop, and business management techniques. This specialized training is specifically designed for service management in the auto and diesel fields. These combined studies provide for rapid professional advancement during employment and open new opportunities in areas of management. The advancement opportunities for graduates with the Associate Degree are positions as team leader, shift leader, assistant service manager, shop manager, and shop owner within two to five years after graduation.

All courses are taken on campus.

Program Descriptions

Associate of Applied Science in Auto-Diesel Technology
72 Weeks / 2100 Clock Hours / 134.5 Credit Hrs

The Associate of Applied Science (A.A.S.) degree adds the academic component to the Auto-Diesel Technology program giving the technician the background needed for advancement into management. This program offers a complete educational experience in all areas of automotive and diesel technology, while preparing the technician for a career in areas such as service managers, shop foremen, factory training instructors, factory technician representatives, maintenance directors, field service engineers and high school teachers.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Weeks/ Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DET1</td>
<td>Diesel Engines I</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>DET6</td>
<td>Electrical &amp; Electronic Systems</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>DET2</td>
<td>Diesel Engines II</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>ADT2</td>
<td>Truck Brakes and Suspension Systems</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>AUT8</td>
<td>Engine Performance I</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>AUT9</td>
<td>Engine Performance II</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>AUT1</td>
<td>Engine Repair</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>AUT10</td>
<td>Hybrid Electric Vehicles</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>ADT6</td>
<td>Drive Train</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>ADT7</td>
<td>Automotive Steering Suspension &amp; Brakes</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>DET7</td>
<td>Heating &amp; Air Conditioning</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>ADT9</td>
<td>Welding and PMI</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>SOC101</td>
<td>Principles of Sociology</td>
<td>30</td>
<td>3 C.H.</td>
</tr>
<tr>
<td>PSY102</td>
<td>Principles of Psychology</td>
<td>40</td>
<td>4 C.H.</td>
</tr>
<tr>
<td>ECO103</td>
<td>Principles of Economics</td>
<td>40</td>
<td>4 C.H.</td>
</tr>
<tr>
<td>PS104</td>
<td>Proper Speech</td>
<td>40</td>
<td>4 C.H.</td>
</tr>
<tr>
<td>ENG105</td>
<td>Business Communications</td>
<td>40</td>
<td>4 C.H.</td>
</tr>
<tr>
<td>MAT106</td>
<td>Business Mathematics</td>
<td>40</td>
<td>4 C.H.</td>
</tr>
<tr>
<td>SCI107</td>
<td>Science in a Technical World</td>
<td>30</td>
<td>3 C.H.</td>
</tr>
<tr>
<td>CS108</td>
<td>Computer Applications</td>
<td>40</td>
<td>4 C.H.</td>
</tr>
</tbody>
</table>

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Associate of Applied Science in Classic Car Restoration Technology
72 Weeks / 2100 Clock Hours / 134.5 Credit Hrs

The Associate of Applied Science (A.A.S.) degree adds the academic component to the Classic Car Restoration program giving the technician the background needed for advancement into management. This occupational degree all-inclusive program is for those students with a passion for restoring classic automobiles. This comprehensive program focuses on engine and drive train restoration, ignition, fuel and exhaust systems, metalworking, upholstery and trim restoration, welding, suspension and chassis restoration, and painting and refinishing. Students are prepared for entry level positions as restoration technician, auto-body/collision repair and refinishing technician, fabricator, service writer, service and parts manager, service manager, specialty shop technician, repair business owner and welder.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Weeks/ Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES1</td>
<td>Restoration Fundamentals</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>RES2</td>
<td>Welding and Metalworking I</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>RES3</td>
<td>Metalworking II</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>RES4</td>
<td>Nonstructural Repair</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>RES5</td>
<td>Painting and Refinishing I</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>RES6</td>
<td>Painting and Refinishing II</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>RES7</td>
<td>Engine Repair</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>RES8</td>
<td>Electrical and Electronic Systems</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>RES9</td>
<td>Frame and Drive Train</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>RES10</td>
<td>Steering, Suspension and Brakes</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>RES11</td>
<td>Automotive Trim &amp; Upholstery</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>RES12</td>
<td>Final Assembly</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>SOC101</td>
<td>Principles of Sociology</td>
<td>30</td>
<td>3 C.H.</td>
</tr>
</tbody>
</table>

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**Associate of Applied Science in Collision Repair & Refinishing Technology with Custom Paint & Graphics**

72 Weeks / 2100 Clock Hours / 134.5 Credit Hrs

The Associate of Applied Science (A.A.S.) degree adds the academic component to the Collision Repair and Refinishing Technology program, giving the well-rounded technician the background needed for advancement into management. This all-inclusive occupational degree program covers fuel systems, chassis, drive trains, and transport refrigeration. Comprehensive diagnostics, troubleshooting, and repair for on and off road applications are also provided. The A.A.S. degree will provide the necessary tools to advance into the management aspect of this high-demand field and help students solidify their future.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Weeks/Credit Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRT1</td>
<td>Essentials of Collision Repair</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>CRT2</td>
<td>Intermediate Collision Repair</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>CRT3</td>
<td>Advanced Collision Repair</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>CRT4</td>
<td>Collision Repair Welding</td>
<td>150</td>
<td>6</td>
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<tr>
<td>CRT5</td>
<td>Structural Analysis &amp; Repair</td>
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<td>CRT9</td>
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<td>CRT10</td>
<td>Custom Paint and Graphics</td>
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<td>Custom Paint and Graphics II</td>
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<tr>
<td>PSY102</td>
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</tr>
<tr>
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</table>

**Associate of Applied Science in Diesel Equipment Technology**

72 Weeks / 2100 Clock Hours / 134.5 Credit Hrs

This is the academic equivalent to the Diesel Equipment Technology program with intensive training in all facets of diesel engines, fuel injection, electrical systems, chassis and drive trains, and transport refrigeration. Comprehensive diagnostics, troubleshooting, and repair for on and off road applications are also provided. The A.A.S. degree will provide the necessary tools to advance into the management aspect of this high-demand field and help students solidify their future.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Weeks/Credit Hrs.</th>
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<tbody>
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<td>DET3</td>
<td>Drive Train I</td>
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<td>DET4</td>
<td>Brakes</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>DET5</td>
<td>Steering &amp; Suspension</td>
<td>150</td>
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</tr>
<tr>
<td>DET6</td>
<td>Electrical &amp; Electronic Systems</td>
<td>150</td>
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</tr>
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<td>DET7</td>
<td>Heating &amp; Air Conditioning</td>
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<tr>
<td>DET8</td>
<td>Preventative Maintenance &amp; Inspection</td>
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<td>6</td>
</tr>
<tr>
<td>DET9</td>
<td>Industrial Equipment I</td>
<td>150</td>
<td>6</td>
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<tr>
<td>DET11</td>
<td>Drive Train II</td>
<td>150</td>
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</tr>
<tr>
<td>DET12</td>
<td>Light Duty Diesel</td>
<td>150</td>
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<tr>
<td></td>
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<td>2100 72</td>
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</table>
Associate of Applied Science in High Performance and Racing Technology
72 Weeks / 2100 Clock Hours / 134.5 Credit Hours

This 72 week, 2100 clock hour, 134.5 credit hour program is designed for those students who are looking to pursue a career in the performance and racing industries along with the academic background needed to succeed in business and management. The High Performance and Racing Technology program provides students with the learning experiences of the high performance industry giving students a proficient understanding of; engine basics, high performance engine building, electrical systems, electronic/ignition and fuel systems, forced air induction, welding, chassis fabrication, sheet metal fabrication, motorsports management, bolt-on components, carburetors and intakes, and professional career development. This program provides for a well rounded academic and professional background through an occupational degree program that allows graduates an opportunity to move into management positions. This program provides training for entry level positions as an automotive technician, racing technician, performance technician, aftermarket parts installer, service writer, service and parts manager, service manager, specialty shop technician, repair business owner and engine builder.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Weeks/ Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP1</td>
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</tr>
<tr>
<td>HP1</td>
<td>Electrical &amp; Electronic Systems II</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>HP3</td>
<td>Introduction &amp; Basic High Performance Engine</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>HP4</td>
<td>Engine Building: Cylinder Heads &amp; Valves</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>HP5</td>
<td>Carburetors, Intakes &amp; Tuning</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>HP6</td>
<td>Forced Air Induction Bolt-On</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>HP7</td>
<td>Automatic &amp; Standard Transmissions: Driveline &amp; Differential</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>HP8</td>
<td>Steering &amp; Suspension</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>HP9</td>
<td>Welding and Fabrication</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>HP10</td>
<td>Chassis Fabrication</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>HP11</td>
<td>Brakes</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>HP12</td>
<td>Motor Sports Management</td>
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<td>SOC101</td>
<td>Principles of Sociology</td>
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<td>3 C.H.</td>
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<tr>
<td>PSY102</td>
<td>Principles of Psychology</td>
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<td>4 C.H.</td>
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<tr>
<td>ECO103</td>
<td>Principles of Economics</td>
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<tr>
<td>PS104</td>
<td>Proper Speech</td>
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<td>ENG105</td>
<td>Business Communications</td>
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<td>Business Mathematics</td>
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<td>Science in a Technical World</td>
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<tr>
<td>CS108</td>
<td>Computer Applications</td>
<td>40</td>
<td>4 C.H.</td>
</tr>
</tbody>
</table>

2100 72
Program Objectives

The objective of the technical diploma programs is to provide quality technical education, with sufficient scope to include both fundamental and specialized technical training so that graduates are prepared to meet both present and future needs of industry.

Students will be prepared with sufficient theoretical background, practical skills, and technical competence to assume entry-level positions in their respective areas of training. In addition to its teaching role, the college feels a strong responsibility to instill good work habits and strong work and social ethics. All graduates of the technical programs receive diplomas.

NOTE: Course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs. All courses are taken on campus.

Program Descriptions

Complete Automotive Technology
72 Weeks / 1800 Clock Hours

This comprehensive training program is geared toward creating the “complete” technician in automotive, street performance, and alternative fuel technologies. The program covers fuel systems, chassis, drive trains, live automobiles, and components, and a wide variety of visual training aids. Electricity and Electronics have a major influence on Automotive Technology, and every phase of training. The base automotive course then turns toward the Specialty Equipment Industry with an introduction to the world of performance and looks enhancing Aftermarket Parts and Accessories through Street Performance studies.

Students complete this enhanced program with an emphasis on electric hybrid vehicles, and an exploration of compressed natural gas, propane, methanol, ethanol, and hydrogen fuel cell technologies.

Auto-Diesel Technology
72 Weeks / 1800 Clock Hours

This comprehensive program was developed for two reasons. First, the program answers industry’s demand for well-trained, multi-purpose technicians who can handle a variety of equipment. Second, and perhaps most important, the coursework is designed to provide students with sufficient depth of knowledge and diversity of experience to make them more marketable in today’s demanding employment sector. This program combines the Diesel Technology and the Automotive Technology Programs and includes Alternative Fuel, and transport refrigeration.
Collision Repair and Refinishing Technology with Custom Paint & Graphics
72 Weeks / 1800 Clock Hours

This all-inclusive occupational degree program was developed to train collision technicians in the current technology of collision repair and complete refinishing. This program addresses all areas of basic collision repair and refinishing, including frame repair utilizing a laser measuring system, current welding technologies, electronic system diagnosis, mechanical systems overview, and introduction to estimating. The custom paint program allows the student to explore the more artistic side of refinishing with special effects and graphic design with an emphasis on airbrush techniques.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Weeks</th>
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<tbody>
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<td>Intermediate Collision Repair</td>
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<td>CRT3</td>
<td>Advanced Collision Repair</td>
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<tr>
<td>CRT4</td>
<td>Collision Repair Welding</td>
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<td>Structural Analysis &amp; Repair</td>
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<td>CRT6</td>
<td>Electrical Fundamentals &amp; System Operation</td>
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<td>6</td>
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<tr>
<td>CRT7</td>
<td>Mechanical Systems &amp; Components I</td>
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<td>Mechanical System &amp; Components II</td>
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</tr>
<tr>
<td>CRT9</td>
<td>Collision Refinishing</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>CRT10</td>
<td>Custom Paint and Graphics I</td>
<td>150</td>
<td>6</td>
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<td>CRT11</td>
<td>Custom Paint and Graphics II</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>CRT12</td>
<td>Shop Management and Estimating</td>
<td>150</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>1800</td>
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<tr>
<td></td>
<td></td>
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</table>

Diesel Equipment Technology
72 Weeks / 1800 Clock Hours

This detailed training program is designed to provide students with the necessary skills required to meet the exacting demands of selective employers. This is accomplished by providing students with intensive training in basic diesel engines, fuel injection, electrical systems, chassis and drive trains, and transport refrigeration. The program includes hands-on training on light and medium duty diesel as well as heavy-duty off-road equipment. Comprehensive diagnostics, troubleshooting and repair for both on- and off-road applications are also provided. A heavy concentration of actual shop experience enables students to better retain the necessary knowledge and skills required in this progressive industry.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Weeks</th>
</tr>
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<tr>
<td>DET1</td>
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<tr>
<td>DET2</td>
<td>Diesel Engines II</td>
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<tr>
<td>DET3</td>
<td>Drive Train I</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>DET4</td>
<td>Brakes</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>DET5</td>
<td>Steering &amp; Suspension</td>
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<td>6</td>
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<tr>
<td>DET6</td>
<td>Electrical &amp; Electronic Systems</td>
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<tr>
<td>DET7</td>
<td>Heating &amp; Air Conditioning</td>
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<td>Preventative Maintenance &amp; Inspection</td>
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<td>6</td>
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<tr>
<td>DET9</td>
<td>Industrial Equipment I</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>DET10</td>
<td>Industrial Equipment II</td>
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<td>Drive Train II</td>
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</tr>
<tr>
<td>DET12</td>
<td>Light Duty Diesel</td>
<td>1800</td>
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</table>

High Performance and Racing Technology
72 Weeks / 1800 Clock Hours

This comprehensive and exciting program is designed for those students who are looking to pursue a career in the performance and racing industries. The course provides students with the learning experiences of the high performance industry giving students a proficient understanding of: engine basics, high performance engine building, electrical systems, electronic/ignition and fuel systems, forced air induction, welding, chassis fabrication, sheet metal fabrication, motorsports management, bolt-on components, carburetors and intakes, and professional career development.

This course will provide the fundamental core skills required by the High Performance and Racing Industries, building a foundation of knowledge so that the student may continue to an advanced level. This program provides training for entry level positions as an automotive technician, racing technician, chassis fabricator, performance technician, aftermarket parts installer, service writer, service and parts manager, specialty shop technician, repair business owner and engine builder.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Weeks</th>
</tr>
</thead>
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<tr>
<td>HP1</td>
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<tr>
<td>HP2</td>
<td>Electrical/Electronic Systems II</td>
<td>150</td>
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</tr>
<tr>
<td>HP3</td>
<td>Introduction &amp; Basic High Performance Engine</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>HP4</td>
<td>Engine Building: Cylinder Heads &amp; Valves</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>HP5</td>
<td>Carburetors, Intakes &amp; Tuning</td>
<td>150</td>
<td>6</td>
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</table>

Ohio Technical College and PowerSport Institute College Catalog 2012-13
Master Welding Technology
48 Weeks / 1200 Clock Hours

This comprehensive program will give students a solid foundation and background in basic and advanced principles, theory, practices, and application of welding. The course will enable students to develop the manipulative skills necessary to become entry-level combination welders, fitters, general fabricators, job shop, and steel construction workers. In addition, the advanced training portion of the program will provide students with the information, knowledge, and skills needed to achieve certifications through a number of recognized professional organizations. Supplementing the technology and skill development needed for successful welding will be the study of practical mathematics problems for welders, blueprint reading for welders including the interpretation of welding symbols required to interpret working sketches, drawings, and blueprints common to the welding and metal-working fields.

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Clock Hours</th>
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<td>MWT2</td>
<td>Electric Arc Cutting &amp; Basic SMAW Processes</td>
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<tr>
<td>MWT3</td>
<td>Welding Mathematics I</td>
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<td>MWT4</td>
<td>Basic SMAW Fundamentals &amp; Practice Plate</td>
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<td>MWT5</td>
<td>Welding Mathematics II &amp; Blueprint Reading I</td>
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<td>MWT6</td>
<td>Blueprint Reading II, Symbols &amp; Abbreviations, &amp; SMAW Advanced</td>
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<tr>
<td>MWT7</td>
<td>SMAW II Advanced Plate &amp; Pipe</td>
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<tr>
<td>MWT8</td>
<td>GTAW, GMAW, &amp; FCAW Principles &amp; Practices</td>
<td>150</td>
<td>6</td>
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</tbody>
</table>

1200 48
Program Objectives

The objectives of the certificate programs offered at Ohio Technical College are designed to enhance educational opportunities. Certificate programs are generally short in length, lasting on average three months. Many students elect to combine a certificate course with a diploma course, thus creating even more employment opportunities.

All courses are taken on campus.

NOTE: Course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs. All courses are taken on campus.

Program Descriptions

Generator Power Systems
12 Weeks / 300 Clock Hours

This 12-week (academic length), 300 clock hour program was designed for the technician desiring to obtain one of the highest levels of training in the Diesel Equipment and Technology industry. Enrollment status for this program requires successful completion of Auto-Diesel Master Vehicle Technology, Diesel Equipment Technology, or either of the Associate Degree Programs. Graduates of the Generator Power Systems Program have secured careers with companies such as Cummins, Detroit Diesel, and Caterpillar.

<table>
<thead>
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<th>Course Title</th>
<th>Clock Hours</th>
<th>Weeks</th>
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<td>GPS2</td>
<td>Electrical Wiring Diagrams</td>
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<td>2</td>
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<tr>
<td>GPS3</td>
<td>Large Products &amp; Generator Controls</td>
<td>50</td>
<td>2</td>
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<tr>
<td>GPS4</td>
<td>Automatic Transfer Switches</td>
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<td>GPS5</td>
<td>Paralleling Systems</td>
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<td>GPS6</td>
<td>Installation of Genset Systems, Preventative</td>
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<tr>
<td></td>
<td>Maintenance, Troubleshooting, &amp; Load Analysis</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>300</td>
<td>12</td>
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</table>

Custom Paint and Graphics
12 Weeks / 300 Clock Hours

In this course, students explore the more artistic side of painting, special effects, exotic painting and graphic design. Emphasis is on airbrush painting and graphics as well as three-dimensional paint techniques including: chameleon colors, flames and more. Students are introduced to Custom Paint techniques by first learning personal and environmental safety and then learning which tools to use. Students will be able to distinguish between custom paints and OEM paints, as well as the various application methods associated with each. Masking and cutting techniques will be taught and the methods of transferring artwork to paintable surfaces. Graduates can expect to become entry level painters in a body shop or to open their own custom paint shop.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRT8</td>
<td>Custom Paint &amp; Graphics I</td>
<td>150</td>
<td>6</td>
</tr>
<tr>
<td>CRT9</td>
<td>Custom Paint &amp; Graphics II</td>
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<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>300</td>
<td>12</td>
</tr>
</tbody>
</table>

Edelbrock Performance Academy
12 Weeks / 300 Clock Hours

This comprehensive program will give students a solid foundation and background in advanced principles, theory and practices in automotive aftermarket high performance modifications. The course will enable students to develop the manipulative skills necessary to become entry level modification technicians. These skills are needed in the racing industries, aftermarket performance shops and speed equipment sales and installation.

<table>
<thead>
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<th>Course</th>
<th>Course Title</th>
<th>Clock Hours</th>
<th>Weeks</th>
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<tr>
<td></td>
<td>Intake Manifold and Carburetor Design</td>
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<td>1.5</td>
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<tr>
<td>EPA3</td>
<td>Camshaft Design</td>
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<tr>
<td>EPA4</td>
<td>Cylinder Head Design</td>
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<td>1.5</td>
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<tr>
<td>EPA5</td>
<td>Factors that Affect Tuning/Overall Performance</td>
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<td>1</td>
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<tr>
<td>EPA6</td>
<td>Fuel Injection Design and Tuning</td>
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<td>EPA7</td>
<td>Nitrous Oxide Systems</td>
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<td>EPA9</td>
<td>Data Acquisition and Analysis</td>
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PSI ASSOCIATE DEGREE PROGRAMS

Program Background

The Associate of Applied Science Degree Program was designed to accomplish two goals. The first goal is to provide graduates with the technical skills and expertise for which PSI is noted. This includes, but is not limited to, the ability to isolate, troubleshoot, and diagnose all types of vehicle problems and make the necessary repairs and adjustments. The second goal is to provide a sound, well-rounded academic and professional background that provides graduates with upward mobility and adequate depth of education to move into management positions.

Successful candidates receive an Associate of Applied Science Degree after taking eight academic courses in addition to their technical program. There are two remedial courses in English and Math that may be required depending on preliminary testing which will be administered prior to the start of any Associate Degree coursework. Completion takes 18 months (academic length)/2100 clock-hours/134.5 credit hours for all programs. Students who satisfactorily complete the core technical diploma requirements, but who do not satisfactorily complete or qualify for the associate degree, will receive the technical diploma upon graduation.

Program Objectives

The student receives training as a professional technician with advanced personnel, shop, and business management techniques. This specialized training is specifically designed for service management in the motorcycle and powersport fields. These combined studies provide for rapid professional advancement during employment and open new opportunities in areas of management. The advancement opportunities for graduates with the Associate Degree are positions as team leader, shift leader, assistant service manager, shop manager, and shop owner within two to five years after graduation.

All courses are taken on campus.

Program Descriptions

Associate of Applied Science in PowerSport Technology

This dynamic program is designed for those students who are looking to pursue a career in the powersport industry along with the academic background needed to succeed in business and management. The occupational degree program covers core information on motorcycle internal combustion engines, primary drive operation, transmission power flow, fuel system operation, electrical and suspension systems. Utilizing service center environment methods, the course prepares the successful student to understand and practice multiple roles and job functions used in the field. Students will learn maintenance on personal watercraft, ATV's and snowmobiles from a variety of manufacturers. Following the fundamental core training, students will then move into specific training on major manufacturers including Honda, Suzuki, Yamaha, Kawasaki and others.

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<tr>
<th>Course</th>
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<th>Clock Hours</th>
<th>Weeks/ Credit Hrs</th>
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<td>PSI2</td>
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<td>Intro to Electrical Systems</td>
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<td>PSI4</td>
<td>Chassis &amp; Suspension Systems Service</td>
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<td>SOC101</td>
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<td>Principles of Economics</td>
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<td>Proper Speech</td>
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<td>Business Mathematics</td>
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<td>Science in a Technical World</td>
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<tr>
<td>CS108</td>
<td>Computer Applications</td>
<td>40</td>
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Program Objectives

The objective of the PowerSport Institute branch campus technical diploma programs is to provide quality technical education, with sufficient scope to include both fundamental and specialized technical training so that graduates are prepared to meet both present and future needs of industry.

Students will be prepared with sufficient theoretical background, practical skills, and technical competence to assume entry-level positions in their respective areas of training. In addition to its teaching role, the college feels a strong responsibility to instill good work habits and strong work and social ethics. All graduates of the technical programs receive diplomas.

NOTE: Course numbers are for reference only. The sequence of course offerings may vary depending on scheduling needs. All courses are taken on campus.

Program Descriptions

PowerSport Technician
72 Weeks, 1800 Clock Hours

The PowerSport Technician program provides students with learning experiences which will enable them to learn industry job functions and attain service, maintenance and diagnostic skills. The program covers core information on motorcycle internal combustion engines, primary drive operation, transmission power flow, fuel system operation, electrical and suspension systems. Utilizing service center environment methods, the course prepares the successful student to understand and practice multiple roles and job functions used in the field. Students will learn maintenance on personal watercraft, ATV’s and snowmobiles from a variety of manufacturers. Following the fundamental core training, students will then move into specific training on major manufacturers including Honda, Suzuki, Yamaha, Kawasaki and others.

PowerSport Specialist
48 Weeks, 1200 Clock Hours

The PowerSport Specialist 48-week diploma program provides students with learning experiences which will enable them to pursue a career in the power sports industry. The program covers core information on motorcycle internal combustion engines, primary drive operation, transmission power flow, fuel system operation, electrical and suspension systems. Utilizing service center environment methods, the course prepares the successful student to understand and practice multiple roles and job functions used in the field. Students will also learn maintenance on personal watercraft, ATV’s and snowmobiles from a variety of manufacturers. Following the fundamental core training, students will then have a choice of specific training on two (2) major manufacturers including Honda, Suzuki, Yamaha, or Kawasaki.

American V-Twin Specialist
48 Weeks, 1200 Clock Hours

The American V-Twin Specialist program provides students with learning experiences which will enable them to learn industry job functions and attain service, maintenance and diagnostic skills on the American V-Twin motorcycle. The program covers core information on motorcycle internal combustion engines, primary drive operation, transmission power flow, fuel system operation, electrical and suspension systems. Utilizing service center environment methods, the course prepares the student to understand and practice multiple roles and job functions used in the field. Students will focus on V-Twin engine technology, chassis service and repair, and engine management systems. The course covers model specific maintenance procedures and drivability diagnosis skills, as well as fuel systems and electrical troubleshooting. The successful student will be able to build a custom motorcycle from a variety of engines, frames, wheels and suspension components and will tune and test on a motorcycle dyno.

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<th>Course</th>
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<th>Clock Hours</th>
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* Students will choose two (2) of these courses for their program
INDIVIDUAL COURSE DESCRIPTIONS

Associate Degree Courses

CS108 Computer Applications - 4 Credit Hours/40 Clock Hours
Introduction to computer science, stressing computer hardware, software, Internet and networks. Terminology and application of concepts with a focus on skills students can apply in the workplace, classroom and at home, for the purchase and improved use of computer technology.

ECO 103 Principles of Economics - 4 Credit Hours/40 Clock Hours
The purpose of this course is for students to learn economics by using real world financial and business examples. Students will learn about Microeconomic and Macroeconomic theory and how it applies to markets and the economy.

* ENG 005 English and Written Communication (Credit by Exam, Class hours as needed on an individual basis)
The objective of the program is to assure that the student has the tools used to successfully apply correct written skills in real-world situations. English fundamentals, grammar, sentence structure, punctuation, vocabulary, paragraph structure, topic sentence and development of a main idea are verified. Technical writing elements include principles of organizing, developing, and writing technical information through practical explanations, real-world examples common to scientific and technical disciplines.
* (If required through testing)

ENG 105 Business Communications - 4 Credit Hours/40 Clock Hours
Requires successful performance on placement test for ENG 005; English and Written Communication. This course is designed to enable students to evaluate elements of effective and ineffective business communication, explore the impact of technology on business communications, and develop an awareness of the importance of intercultural communication in the business setting. Students will use the English language to write effective business messages, create resumes, application letters, follow-up messages and more. Ethical issues related to communications are discussed as well as development of effective visual aids for a business proposal.

* MAT 006 Mathematics (Credit by Exam, Class hours as needed on an individual basis)
The goal of this course is to verify a solid foundation in the basics of mathematics, including the topics of whole numbers, fractions, decimals, ratio and proportion, percent and measurement as well as introductions to geometry, statistics and probability, and algebra topics. This course gives students the confidence they need to be successful in mathematics and quantitative subjects. Emphasized are problem-solving skills, vocabulary comprehension, and real-world applications.
* (If required through testing)

MAT 106 Business Mathematics - 4 Credit Hours/40 Clock Hours Requires successful performance on placement test for MAT 006, Mathematics. Requires successful performance on placement test for MAT 006; Mathematics. This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics.

PS 104 Proper Speech - 4 Credit Hours/40 Clock Hours
The students learn how to talk clearly and effectively. Each student presents formal talks of various lengths, and the instructor puts as much emphasis on the organization of the material as on the actual delivery of the address. Attention is devoted to the principles of linguistics, listening skills, and to acquaint the student with the tools used to successfully apply correct verbal skills in real-world situations of public speaking.

Technical Courses

ADT1 Engine Repair – 150 Clock Hours
Students will learn the theory, operation, disassembly, and reassembly of an internal combustion engine. Students will also learn troubleshooting, standard transmission functions, and removal and inspection procedures. Students will also become proficient in the use of tire and wheel balancing equipment.

ADT2 Truck Brakes and Suspension Systems – 150 Clock Hours
Students will be trained in basic truck brake theory, operation, and terminology. They will learn how to diagnose and repair disc and drum systems, and be introduced to air operated brake systems including: primary and secondary air brake system components, inspection, and function. Students will also learn heavy duty steering and alignment, heavy duty suspension and wheels and tires.

ADT6 Drive Train – 150 Clock Hours
Students will be introduced to basic theory and operation of clutch systems and basic component identification. They will then learn troubleshooting, standard transmission functions, and removal and inspection procedures. Students will also understand main and auxiliary gearing, diagnosis of noise vibration and harness concerns, differentials, and third members.

ADT7 Automotive Steering, Suspension, & Brakes - 150 Clock Hours
Principles of operation, inspection, diagnosis, repairing of chassis, steering, and suspension systems are the basis for this course. Students will learn types of suspension, steering linkage, drum brakes and disc brake systems. Students will also become proficient in the use of tire and wheel balancing equipment.

ADT9 Welding & PMI - 150 Clock Hours
Students will be introduced to Oxyacetylene, MIG and TIG welding. In addition, students will learn engine system inspections, electrical and electronic systems, and drive train inspections. Students will also inspect and maintain frame and chassis as well as cab and hood controls and equipment.

AUT1 Engine Repair – 150 Clock Hours
Students will learn the safety principles, tools, and equipment necessary to operate in a safe shop environment. Students will learn the theory, operation, disassembly, and reassembly of an internal combustion engine. Students will also be introduced to the fuel properties of many conventional and alternative fuels used in piston engine application.
AUT1 Automatic Transmission & Transaxle – 150 Clock Hours

Students will learn the theory involved in automatic transmission operation. They will learn how to inspect, diagnose, disassemble, and reassemble transmissions and transaxles. Students will also learn how to properly complete a work order and how to research vehicle service information and specifications.

AUT2 Automatic Transmission & Transaxle – 150 Clock Hours

Students will learn the theory involved in automatic transmission operation. They will learn how to inspect, diagnose, disassemble, and reassemble transmissions and transaxles. Students will also learn how to properly complete a work order and how to research vehicle service information and specifications.

AUT3 Manual Drive Train & Axles – 150 Clock Hours

Students will learn the theory and operation of manual transmissions, transaxles, clutches and power train components. Diagnosis, disassembly, and reassembly will be included. Students will have an opportunity to become familiarized with performance clutch upgrades and current modifications being practiced for increased street performance.

AUT4 Steering & Suspension – 150 Clock Hours

The principles of operation, inspection, diagnosis, and repair of the chassis, steering, and suspension systems are the basis for this course. Students will perform two and four wheel alignments, utilizing alignment equipment. Students will become proficient in the use of tire and wheel balancing equipment. Students will have an opportunity to discuss how to make suspension adjustments, as well as how to compute anti-roll bar rates. They will also learn about aftermarket suspension systems upgrades.

AUT5 Brakes – 150 Clock Hours

Students will learn how to troubleshoot, diagnose, and repair hydraulic brake systems, brake drums, disc brakes, and antilock brake components. Scan tools will be used to diagnose antilock brake system failure. Tasks will include complete brake relining using measuring tools and brake lathes. Students will also learn about aftermarket braking components and their proper applications and performance upgrades will be included.

AUT6 Electrical/Electronic Systems I – 150 Clock Hours

Students will be introduced to the fundamentals of electricity utilizing Ohm’s and Watt’s Law, as well as how to read schematics, understanding both terms and symbols. They will then be trained in the proper use of DSOs and how to take proper readings. Battery composition and service will be covered, followed by the inspection, diagnosis, and repair of starting and charging systems.

AUT7 Heating & Air Conditioning – 150 Clock Hours

Students will learn the operating principles of heating and air conditioning systems, followed by the diagnostic and repair procedures of heating and air conditioning systems. They will perform tasks that utilize recovery and recharging equipment, and will test and repair both heating and air conditioning components including electrical control systems. Students will also explore aftermarket performance cooling system upgrades.

AUT8 Engine Performance I – 150 Clock Hours

Using electrical and electronic testing equipment, students will learn theory and principles of engine ignition systems including solid state component operation and test procedures. Computer operation, sensors and actuator function, component testing and diagnosis along with on board diagnostic systems will be introduced. The course will also include multiplexing electronic vehicle systems.

AUT9 Engine Performance II – 150 Clock Hours

Students will learn proper diagnostic procedures for engine drivability related systems such as air induction, ignition, computer, and fuel injection. On board diagnostics I and on board diagnostics II, theory and operation will be covered, followed by the diagnosis, repair, and measuring of emissions utilizing 1M240 standards. The course will conclude with advanced level engine performance testing such as the logical diagnostic procedures used to inspect and test sensors and actuators and vehicle restraint system devices.

AUT10 Hybrid Electrical Vehicles – 150 Clock Hours

Students will become familiar with a comprehensive study of current trends in alternative fuel vehicle designs. They will also learn practical service, diagnosis, and repair procedures on live hybrid vehicles.

AUT11 Body Control Systems and Welding – 150 Clock Hours

This course allows students to keep up to date with ever changing and advancing Automotive Technology. Electronic Systems studied in this module include topics such as safety restraint systems, audio systems with blue tooth, adaptive lighting systems, heads up display, night vision, lane departure systems, keyless entry, remote start, antitheft and steer by wire as well as study of the communication networks that make these systems possible. This training module also presents an introduction to welding equipment and techniques including Oxyacetylene, MIG and TIG welding.

AUT12 Street Performance – 150 Clock Hours

This course is designed to take the student to the next level in Automotive Technology. An understanding of components and applications required to compete successfully in the expanding area of aftermarket street performance is offered, and contrasts are made to the professional racing industry. The students will have the opportunity to learn about performance braking systems, front and rear suspension setups, steering systems, and chassis tuning. Engine performance enhancement studies include ignition, exhaust, superchargers, turbochargers, fuel systems, introduction to carburetors and performance computer tuning.

CRT1 Essentials of Collision Repair – 150 Clock Hours

This course is designed to introduce students to the basic information needed when beginning a career in the Collision Repair Industry. Students will learn hazardous materials handling, personal safety and exposure limits. They will be introduced to shop equipment operation and use including frame repair, lifts, and air compressors. Students will receive an introduction to vehicle design and construction. They will also learn materials used in vehicle construction along with how to replace, adjust, fit and align panels. Through hands-on training, students will become knowledgeable in their understanding of “repair plan” and its processes and use in the field.

CRT2 Intermediate Collision Repair – 150 Clock Hours

Students will learn the art of straightening steel and aluminum panels by using practical experience using various methods. They will gain experience in removal and installation of stationary and movable glass and repair of laminated glass. This module also includes proper plastic component repair methods, processes, and use of repair adhesives for plastics and composites. Students will learn about internal vehicle safety components including air bags, seat belts, and other related safety equipment along with replacement procedures, and system diagnosis of the restraint system.

CRT3 Advanced Collision Repair – 150 Clock Hours

Students will be trained in the advanced collision procedures of proper replacement of structural exterior panels using welding and adhesive bonding along with the proper procedure to protect panels from corrosion, noise, and vibration after installation. Students will also gain experience with aluminum intensive vehicles and the use of aluminum in vehicle construction. In addition students will explore the use of recycled assemblies as a practice in the collision repair industry.

CRT4 Collision Welding – 150 Clock Hours

Students will be trained in the use of proper welding techniques according to industry standards. They will learn about the use of plasma cutting and oxyacetylene heating techniques related to welding along with an introduction to welding aluminum. Using the principles and practices of welding associated with I-CAR and manufacturers’ standards, students will preheat, cut, and weld joints on steel and aluminum. Students will also have the opportunity to participate in two I-CAR certification tests at the end of the module to verify development of skills.
CRT5 Structural Analysis & Repair – 150 Clock Hours
Students will learn recommended damage analysis techniques and repair procedures for uni-body, full frame, and space frame vehicles produced. Through theory and hands-on training, students will learn systematic procedures in MIG welding, heating, cutting, and sectioning a frame/structure for proper repair. Students will also learn frame machine setup, measuring, pulling, and repairing of vehicles to factory specifications. After completing frame/structure alignment students will learn proper replacement procedures of structural exterior panels.

CRT6 Electrical Fundamentals and System Operation – 150 Clock Hours
This module is a comprehensive overview of vehicle electrical fundamentals and systems operation. Students will learn circuit types and repair, vehicle wiring, testing and diagnostic methods, and electrical tool usage. They will analyze electrical diagrams and identify system problems caused by a collision through proper troubleshooting methods. This module also covers an introduction to hybrid electric vehicles and gives a breakdown of safety procedures and system designs.

CRT7 Mechanical Systems and Components I – 150 Clock Hours
Students will be introduced to vehicle suspension design and function. They will learn suspension system types, system parts, and steering column analysis. The course continues with an overview of electronic steering and suspension systems and will cover wheel alignment issues caused by a collision and how to correct issues that arise. The module will conclude with diagnosis, which includes identification and inspection, transmission types and repair considerations, and axle and driveshaft purpose and service options.

CRT8 Mechanical Systems and Components II – 150 Clock Hours
Students will learn about various aspects of mechanical systems and components that can be damaged in a collision. Students will be trained in operations of heating and cooling systems, air conditioning systems, fuel and exhaust function, tire and wheel issues, and braking systems. The module will cover parts identification and repair considerations for each system along with service procedures.

CRT9 Collision Refinishing – 150 Clock Hours
Students will learn the industry standards for refinishing safety, material application equipment, and spray booth operation. They will become familiarized with single, two-stage, and tri-coat systems along with proper masking procedures and surface preparation of substrates. Students will learn the industry standards for color tinting and blending for color matching. Students will practice spot panel and overall refinishing processes, polishing, and detailing. Waterborne paint application will also be studied and practiced.

CRT10 Custom Paint & Graphics I – 150 Clock Hours
Through an intensive hands-on environment the students will learn the fundamentals of pinstriping, which includes proper brush selection and care; the use of paint and reducer; paletteing techniques, basic line formations and basic design theory. Students will learn custom paint film construction and application including candy paint, metal flake and pearl application; clean coat theory and functions; and water based paint application techniques. In addition, students will also learn about graphical application techniques.

CRT11 Custom Paint & Graphics II – 150 Clock Hours
Students will learn air brush operation and maintenance. They will apply airbrush paint to special effects, techniques, and the fundamentals of exotic painting. Learning the details and practicing the techniques will allow the student to develop the knowledge and skills necessary to enter the custom paint industry.

CRT12 Shop Management & Estimating – 150 Clock Hours
Students will be trained on proper collision damage analysis theory using hand written and computer-based estimating systems. The students will organize a repair plan that will include an estimate and vehicle parts list to correctly “bid” for repair on damaged vehicles using industry repair guidelines. The module will also focus on improving the process of cycling vehicles through repairs quickly and efficiently. The students will gain an understanding of the responsibilities their position brings to the customer, management, and the company employing an individual. They will also cover industry trends that are being used by vehicle manufacturers at the time of their completion of the program.

DET1 Diesel Engines I – 150 Hours
This course is designed to take students to the next level in Automotive Technology.

DET2 Diesel Engines II – 150 Hours
Students will continue to explore the advanced electronics principles and applications of diesel engines. Students will also learn logical diagnostic procedures and review computerized bus networks through advanced level approaches.

DET3 Drive Train I – 150 Clock Hours
Students are introduced to the basic operation of clutch systems, manual transmissions, auto-shift systems, drive shafts and removal and installation of differentials. Inspection, diagnosis and assembly are accomplished through hands on experience.

DET4 Brakes – 150 Clock Hours
Students will be trained in basic hydraulic brake theory and operation. They will learn how to diagnose and repair hydraulic brake systems, and will be introduced to complete air-operated brake systems and ABS brake systems.

DET5 Steering & Suspension – 150 Clock Hours
Students will be introduced to the principles, operation, and inspection of chassis components, followed by the diagnosis and repair of steering and suspension systems. Students will also learn wheel alignment procedures. Students will be introduced to the basic theory and operation of clutch systems.

DET6 Electrical & Electronics Systems – 150 Clock Hours
Students will be introduced to the fundamentals of electricity and electronics. They will use various test equipment and schematics to diagnose and repair electrical circuits. These will include: starting, charging, lighting, accessory, computer, sensor, and actuator circuits as well as electrical/electronic devices.

DET7 Heating & Air Conditioning – 150 Clock Hours
This course affords students a comprehensive study of HVAC including cab air, and other conditioning systems. The students will also explore over the road refrigerant systems and components. The MACS Refrigerant Test Certificate is offered in this course as well.

DET8 Preventative Maintenance & Inspection – 150 Clock Hours
Students will learn how to perform preventative maintenance and D.O.T. service and policies. Students will learn how to perform general maintenance on different engine systems and operations. Students will also explore how to adjust brakes, clutches, and suspensions. Oils, Lubricants, and Coolants will also be covered.

DET9 Industrial Equipment I – 150 Clock Hours
Students will be introduced to the principles of hydraulic operation. They will learn system components and types of drive systems. They will also learn diagnostic and testing procedures. Students will also be introduced to Oxyacetylene, MIG and TIG Welding Techniques Equipment and Basic Operation.

DET10 Industrial Equipment II – 150 Clock Hours
Students will be introduced to the history and safety operation of Heavy Equipment. They will be exposed to track, belt,
DET11 Drive Train II – 150 Clock Hours
This course covers most of the automatic transmissions from your light duty/medium duty applications up to the heavy duty Allison transmissions in class 8 tractors. Students will be taught the latest troubleshooting techniques using various scan tools. The laboratory component of the course includes disassembly and reassembly of various transmissions.

DET12 Light Duty Diesel – 150 Clock Hours
This course covers the operation, service, and diagnosis of electronically controlled Diesel Engine Fuel Systems and truck support systems used in light and some medium duty diesel equipped trucks. Common fuel systems covered will include: common rail, electronic unit pumps, DDEC VI, and HEUI. Engine adjustments and dynamometer diagnosis is included. All truck support systems; such as: electronic controls, multiplexing, diagnostics, starting and charging systems, transmissions, transfer cases, rear axles, add-on hydraulics, Cab and HVAC systems, and the NPR gasoline fueled truck will be covered. In addition, this course will cover light and medium duty PM1.

EPA1 Introduction to Aftermarket Performance and Edelbrock Products – 25 Clock Hours
Students will be introduced to the birth and development of hot rodding in the USA. We will explore Vic Edelbrock’s innovation and the development of his company from its single cylinder beginnings to a world leader in the aftermarket performance products. We will explore the start of SEMA and its importance.

EPA2 Intake Manifold and Carburetor Design – 37.5 Clock Hours
Students will discover various intake manifold design differences and the proper application of each design. Edelbrock’s carburetor design will be explored, and carburetor size application methodology will be discussed, offering students an understanding of proper application. Students will perform carburetor and manifold installation and live testing.

EPA3 Camshaft Design – 50 Clock Hours
This course affords our students a more advanced, comprehensive study of camshaft design and choosing the correct camshaft for any given application. The students will put their knowledge to use when installing and testing various camshaft designs.

EPA4 Cylinder Head Design – 37.5 Clock Hours
A much more in depth look into cylinder head design, the interaction with camshaft design, and how to choose the correct combination for any application. Detailed discussions will include the relationship of the entire valve train. The students will receive hours of hands-on experience through the installation and the testing of these systems.

EPA5 Factors that Affect Tuning and Overall Performance – 25 Clock Hours
This course covers the factors that affect engine tuning and overall performance. Including exhaust scavenging, the interaction of engine compounds and how weather plays into the overall engine performance.

EPA6 Fuel Injection Design and – 50 Clock Hours
This module will allow the students to perform an in depth discovery of fuel injection systems and their design, operation, tuning and performance gains. The students are going to receive real world hands on experience in the proper installation of these systems.

EPA7 Nitrous Oxide Systems – 50 Clock Hours
In this module the student will uncover the truths about the different types of nitrous oxide systems. The student will debunk the many myths and falsehoods concerning the installation, tuning, and use of nitrous oxide systems by the installation and performance testing on these systems. Proper use and performance gains will be analyzed.

EPA8 Forced Induction Design – 25 Clock Hours
The students will get to know forced induction systems. They will explore their differences in design and their proper application. The student will gain real world, hands on experience by installing these systems on a vehicle and conduct live performance testing and tuning for maximum performance.

EPA9 Data Acquisition and Analysis – 50 Clock Hours
In this final module the student will correctly install and use Edelbrock’s quick data 2 system. This Data Analysis software system will allow the student to explore the importance of correct data in a timely fashion for the correct tuning of the performance vehicle.

GPS1 Electrical Generating Systems – 50 Clock Hours
Students will be introduced to generator set systems by learning basic electrical concepts including electrical energy, structure of matter, electric current, electrical components, theory of magnetism and magnetic induction, AC current, and DC current. Students will also be trained in electromagnetism and generators, generator component testing, and electrical safety guidelines.

GPS2 Electrical Wiring Diagrams – 50 Clock Hours
Students will be introduced to the identification of electrical symbols, control circuits, the interpretation of wiring and ladder diagrams, and the application to gen sets.

GPS3 Large Products & Generator Controls – 50 Clock Hours
Students will learn the operating principles of several automatic transfer switch brands including: ASCO, Generac and Westinghouse as well as Russelectric operating systems. Students will also be trained in troubleshooting common complaints and transfer switch safety guidelines.

GPS4 Automatic Transfer Switches – 50 Clock Hours
Students will learn manual paralleling and auto stand-by paralleling systems, paralleling diagrams, gen sets installation, as well as diesel engine cooling systems, diesel engine fuel systems, diesel engine exhaust systems, and diesel engine intake systems. Students will also be trained in gen sets pre-start inspection and gen sets start-up procedures.

GPS5 Paralleling Systems – 25 Clock Hours
Students will learn manual paralleling and auto stand-by paralleling systems, paralleling diagrams, gen sets installation, as well as diesel engine cooling systems, diesel engine fuel systems, diesel engine exhaust systems, and diesel engine intake systems. Students will also be trained in gen sets pre-start inspection and gen sets start-up procedures.

GPS6 Installation of Gen Set Systems, Preventative Maintenance, Troubleshooting, & Load Analysis – 75 Clock Hours
Students will be introduced to mechanical and electrical inspection and maintenance, diesel engine tune-up procedures, and operation of resistive load banks. Students will also be trained in generator load testing and troubleshooting procedures for a diesel gen sets.

HP1 Electrical & Electronic System I – 150 Clock Hours
This course is designed to introduce students to the fundamentals of electricity. Students will learn how to read schematics, understanding both the terms and symbols. Proper usage of a DVOM, principles of battery composition and service, and the inspection, diagnosis and repair of starters will be covered through both hands-on and written activities. Lab projects will include the use of oscilloscopes, DVOM, load testers, training simulators, computers, and live vehicles.

HP2 Electrical & Electronic System II – 150 Clock Hours
This course will train students on the theory and concept of aftermarket high performance electronic systems. Students will perform hands-on and written activities on the
components, installation, diagnosis, and repair of these systems. Aftermarket systems, such as electric fuel pumps, electric water pumps, ignition systems, cooling fans, electronic fuel injection, and electronic nitrous systems are covered in the module.

HP3 Introduction & Basic High Performance Engine – 150 Clock Hours
Students will learn safety principles, tools, and equipment, then move forward into piston engine operation, diagnosing and repairing cooling and lubricating systems, and engine failure. Students will begin the disassembly process by cleaning, inspecting, and measuring various engine components. While the engine is disassembled, students will learn proper servicing procedures for the cylinder head and block assembly.

HP4 Engine Building: Cylinder, Heads, & Valves – 150 Clock Hours
This course educates students on the necessary components and tactics of building a winning high performance engine. Students will gain an understanding of aftermarket engine blocks and how to increase cubic inch displacement. Students will learn the concept of high performance components, applications, procedures, and configurations of today's aftermarket cylinder heads. This course will also introduce students to the high performance world of add-on computers. Students will learn the concepts, operation, installation, and testing of aftermarket systems and how they improve vehicle performance.

HP5 Carburetors, Intakes, & Tuning – 150 Clock Hours
This course is designed to provide students with a basic knowledge of carburetors and multi-carburetor systems. Students will learn the proper cfm to cubic inch ratio on high performance engines and how to set up these carburetors for maximum horsepower and performance. Students will also learn high performance mathematics utilizing a desk top dyno, combining hands-on activities with classroom instruction. Students will learn engine simulations, as well as how to properly document and record both horsepower and torque specifications, enabling students to match up the best combinations for both foreign and domestic cars to achieve maximum horsepower.

HP6 Forced Air Induction: Bolt-On – 150 Clock Hours
This course introduces students to the theories and principles behind forced air induction. Students will learn the effects of nitrous oxide, superchargers, and turbo chargers as they relate to horsepower. Students will gain knowledge of proper application to both foreign and domestic vehicles. Thus, students become familiar with these systems, they will apply them to troubleshooting techniques. Students will learn how to install, diagnose, and repair bolt on equipment such as turbochargers, superchargers, aftermarket ignition systems, and exhaust systems on sport compact vehicles. Students will gain an understanding of how these bolt on systems increase or could decrease horsepower. Students will also learn the operating principles of both heating and air conditioning diagnosis and repair procedures.

HP7 Automatic & Standard Transmissions: Driveline & Differential – 150 Clock Hours
This course is designed to train students on the inspection, diagnosis, and repair of torque converters. As students continue to understand hydraulics principles, they will be challenged to diagnose and repair hydraulic control components and disassemble and reassemble a transmission through both hands-on and written activities. After students learn the basics of the automatic transmission, they will learn high stall converters, transmission brakes, manual shift and off-road transmissions, and high performance modifications. Students will learn the basics of manual transmission, rear axles, and drive shaft. Students will then learn how to select the best driveline components for the various types of on- and off-road applications for both foreign and domestic vehicles. Students will learn proper setup and installation of aftermarket differentials, clutches, pressure plate, and manual transmissions using mathematics for finding correct rear end ratios for racing applications.

HP8 Steering & Suspension – 150 Clock Hours
This course is designed to train students on the basics of diagnosis, troubleshooting, and conduct failure analysis of high performance steering and suspension systems through both hands-on and written activities. Students will be exposed to modifications and applications of steering and suspension in anticipation of high stress systems on both on- and off-road vehicles. Students will learn the different alignment configuration for the different types of racing environments.

HP9 Welding and Fabrication – 150 Clock Hours
Students will learn the safety and basics of MIG welding, TIG welding, heat forming, and plasma cutting. Students will gain an understanding of the proper methods and techniques used for building modern racing applications including tube welding and light gauge metals which are specific to motor sports.

HP10 Chassis Fabrication – 150 Clock Hours
This course provides the students with a detailed introduction to the fabrication of the race car chassis from the front to the rear. Students will learn blueprint reading, building multi-link suspensions, engine and suspension brackets, sheet metal and body paneling pattern development, mounting procedures, and the necessary types of metal. Students will assemble a chassis, measuring the rear end housing, and determine the proper angle of shocks. Students will also gain the basic skills to construct sheet metal and interior and body parts used for racing. Students will learn how to use a bead roller and metal brake to fabricate aluminum interior panels. Students will learn the importance of aerodynamics of wings, foils, and air dams.

HP11 Brakes – 150 Clock Hours
This course is designed to train students on the diagnosis, troubleshooting, and repair procedures of hydraulic systems, drum brakes, disc brakes, antilock brakes, and system failures. Hands-on and written activities will cover brake relining and brake lathing. After completing the basic brakes portion of the course, students will learn how to identify high performance braking components and applications. Students will also learn the effects of high speed braking on high performance vehicles and conclude the course by learning proper testing and diagnostic techniques utilized on high performance braking systems.

HP12 Motor Sports Management – 150 Clock Hours
Students will learn all aspects of motor sport management including accounting, inventory control, purchasing, sponsorships, and maintaining a team image to manage the complete operation. Students will travel to local racetracks to learn about motorsport management first hand. This course is also designed to teach students how to become employable professionals, covering the development of personal employability traits, resume writing, communicating with potential employers, interviewing, and the after interview follow up. Students are coached in strategies to market themselves effectively and are encouraged to view their job search from an employer's perspective. Workplace skills, in conjunction with technical skills, will ensure students excellent career opportunities.

MS1 Honda Technology – 300 Clock Hours
This manufacturer supported course focuses on the requirements to become successful as a Honda Bronze-Level technician. This course prepares students to perform general maintenance procedures on Honda products including Honda ATV’s and Motorcycles. Utilizing Honda resource materials students will perform service intervals and chassis maintenance procedures on ATV’s and Motorcycles. Students will also learn to service and repair Honda engines, drive systems and electrical systems. Then move into the Honda service environment. Troubleshooting, technical issues, chassis service and suspension work and then into Honda’s advanced electrical program.
MS2 Kawasaki Technology – 300 Clock Hours
This manufacturer supported course prepares students to operate in a Kawasaki service environment. Students will perform general maintenance procedures on Kawasaki products including ATVs, utility vehicles and motorcycles as well as become familiar with the K-Dealer software. Utilizing Kawasaki resource materials students will perform service intervals and chassis maintenance procedures. Students will also learn to service and repair Kawasaki engines, drive systems and electrical systems. Then move into the Kawasaki service environment for troubleshooting of drivability issues, fuel injection systems, perform brake and chassis service and suspension work and then into advanced electrical diagnosis using Kawasaki Diagnostic Software (KDS).

MS3 Yamaha Technology – 300 Clock Hours
This manufacturer supported course is to provide learning experiences which will enable the successful student to learn the specialized knowledge and service skills required of a Yamaha service technician. Students will perform general maintenance procedures on Yamaha products including ATVs and motorcycles as well as become familiar with the Yamaha Technical Academy opportunities. Utilizing Yamaha resource materials students will perform service intervals and chassis maintenance procedures as well as service and repair engines, drive systems and electrical systems. Students then move into the Yamaha bronze level training program and are introduced to “Silver Level Training” for servicing a variety of Yamaha products.

MS4 Suzuki Technology – 300 Clock Hours
This manufacturer supported course is to provide learning experiences which will enable the successful student to learn the specialized knowledge and service skills required of a Suzuki service technician including the Suzuki ServicePRO certification. Students will perform general maintenance procedures on Suzuki products. Utilizing Suzuki specific resource materials students will perform service intervals and chassis maintenance procedures as well as service and repair engines, drive systems and electrical systems. Students then move into more of the Suzuki ServicePRO training program and will learn fuel injection systems, perform chassis service and suspension work and then into advanced electrical diagnosis.

MSS Off Road Technology – 225 Clock Hours
This manufacturer supported course will provide experiences which will enable the successful student to learn Arctic Cat, and Polaris snowmobile chassis and suspension maintenance and repair procedures. Students will also have an opportunity to complete the requirements for their Arctic Cat Catmaster certification, and the Polaris Manufacturer Service Dealer Training (MSD) recognition. Students will also learn fuel tuning through the Dyno Jet Academy.

MWT1 Welding Introduction & History – 150 Hours
Students will be introduced to the industry by learning about the history, the AWS Standards, the occupational opportunities, and general safety requirements of welding. An introduction to the different welding categories, major manual processes, types, parts, joints, size, strength, position, and defects will be presented. The course provides a comprehensive understanding of Oxy-Fuel Welding, which includes soldering and brazing, gases, cylinder handling, welding equipment and supplies, and operating procedures.

MWT2 Electric Arc Cutting & Basic SMAW Processes – 150 Hours
Students will explore Plasma Arc and Air Carbon Arc Cutting; the equipment and supplies required; and safety practices. This course covers the basic SMAW welding operating principles, power sources and machines, safety equipment and supplies, and the different types of current.

MWT3 Welding Mathematics I – 150 Clock Hours
Students will begin a comprehensive study of welding mathematic principles, such as addition, subtraction, multiplication, division, fractions, and decimals. This course covers basic principles of averaging; calculating percentages, the metric system, and the measuring of perimeters, areas, circumferences, and volumes.

MWT4 Basic SMAW Fundamentals & Practice Plate – 150 Clock Hours
Students will train in starting and adjusting the arc welding power source. This course covers the theory and practice of different bead, joint, and fillet methods, such as welding a lap joint horizontal single pass fillet, a t-joint flat position single-pass fillet, weave beading, and the stringer technique with weave overlay.

MWT5 Welding Mathematics II & Blueprint Reading I – 150 Clock Hours
Students will continue learning welding mathematic principles for the purpose of being able to read blueprints. This course covers the basic principles of angle development and measurement, such as the bends and stretch outs of angular shapes. The students will develop an understanding for the purpose of basic lines, basic sketching techniques, and bill of material.

MWT6 Blueprint Reading II, Symbols & Abbreviations, & SMAW Advanced – 150 Clock Hours
Students will be introduced to welding symbols and abbreviations for the purpose of blueprint reading. This course provides a more comprehensive study of blueprint reading such as detail, assembly and subassembly prints. The students will also explore more advanced theory and practical SMAW welding techniques.

MWT7 SMAW II Advanced Plate & Pipe – 150 Clock Hours
This course affords students a more advanced comprehensive study of the theory and practice of different bead, joint, and fillet methods, such as welding a single-v butt joint; stringer beading and weave beading on a flat plate, and a single-v butt joint backing bar in an overhead position. The students will learn pipe and tube welding; they will develop an understanding of codes and standards; and will put their practical knowledge to work. This course prepares the students the opportunity to take the welding certification tests.

MWT8 GTAW, GMAW, & FCAW Principles & Practices – 150 Clock Hours
This course covers the principles and practices of GTAW, GMAW, and FCAW welding equipment and techniques. The students will learn to weld various types of metals, including plate and pipe, in numerous welding positions.

PS11 Engine Systems – Core Skills – 75 Clock Hours
This module is designed to provide students with an understanding of 4-stroke and 2-stroke engine operation, part/component identification, disassembly and assembly of an engine to working order and manufacturer specifications. Students will develop basic engine service procedure skills while properly utilizing he textbook/workbook, shop resource materials, and the PSI Resource Center. Students will learn hand tool identification and use, fastener identification, shop manual usage, measuring tools, and will be able to measure engine parts during disassembly.

PS12 Fuel Systems Maintenance & Repair – 75 Clock Hours
This module is designed to provide students with an understanding of power sport vehicle fuel systems and carburetion. Students will learn mechanical diagnostics including compression and leak-down tests and valve adjustments. Students then continue with carburetor fuel circuits in mechanical slide and CV carburetors and include carburetor disassembly, component identification, cleaning, and rebuilding to manufacturer specifications and perform carburetor synchronization and idle drop tests on running vehicles while utilizing he textbook/workbook, shop resource materials, and the PSI Resource Center.
RES5 Frame and Drive Train – 150 Clock Hours
Students will learn the appropriate condition analysis and repair techniques for unibody and full frame vehicles. Students will learn procedures for measuring, pulling and repairing vehicles to factory specifications. They will also learn how to diagnose and evaluate transmissions final drive conditions and differential rebuilding techniques and procedures.

RES8 Electrical and Electronic Systems – 150 Clock Hours
Students will be introduced to the fundamentals of electricity and learn about utilizing Ohm’s Law, as well as how to read schematics, understanding both terms and symbols. They will then be trained in the proper use of DVOM’s and how to take proper readings. Battery composition and service will be covered, followed by the inspection, diagnosis, repair and restoration of starting, charging, ignition systems and lighting systems.

RES9 Frame and Drive Train – 150 Clock Hours
Students will be introduced to the fundamentals of electricity and learn about utilizing Ohm’s Law, as well as how to read schematics, understanding both terms and symbols. They will then be trained in the proper use of DVOM’s and how to take proper readings. Battery composition and service will be covered, followed by the inspection, diagnosis, repair and restoration of starting, charging, ignition systems and lighting systems.

RES7 Engine Repair – 150 Clock Hours
Students will be trained in the basics of automotive engine restoration. They will learn the principles of basic engines and related systems, disassembly procedures, diagnosis of mechanical malfunctions, evaluating engine conditions and engine rebuilding techniques.

RES4 Nonstructural Repair – 150 Clock Hours
Students will learn to repair, replace, adjust, fit and align sheet metal and similar body components on classic vehicles. Students will be trained to nonstructural damage repair to the body of classic vehicles using various methods. Students will also learn the proper techniques to repair plastics, fiberglass and composite materials to industry standards.

RES5 Painting & Refinishing I – 150 Clock Hours
Students will be introduced to the proper safety and equipment for painting and refinishing. They will learn the different types of spray guns, technical terminology, paint mixing, spraying and storage area preparations, fundamentals of painting and refinishing, determining types of paints, primers and corrosion protection methods.

RES5 Painting & Refinishing II – 150 Clock Hours
Students will learn about paint application, material thickness, application of single stage, basecoat/clearcoat and enamel. Students will also learn the maintenance of paint equipment, color matching, effects of spray methods on color, refinishing problems/defects and exterior detailing.

RES3 Metalworking II – 150 Clock Hours
Students will understand metalworking techniques and machinery safety procedures. Students will train on the English wheel, shrinking, stretching, hammer forming, metal finishing, body solder and other techniques for shaping and forming metal for body panel repair on classic automobiles.

RES2 Welding and Metalworking I – 150 Clock Hours
Students will be trained in the proper use of structural welding according to industry standards. They will learn about the use of oxy-acetylene heating and cutting techniques, MIG welding, TIG welding, resistance spot welding and plasma arc cutting. Students will be introduced to the identification of metals and the art of steel straightening.

RES1 Restoration Fundamentals – 150 Clock Hours
Students will begin this program by learning about the history and evolution of the automobile. They will be introduced to shop safety and the shop equipment used in a restoration facility. Students will learn the different phases and levels of restoration as well as how to evaluate a vehicle undergoing restoration, research originality and locate required restoration materials.

RES12 Final Assembly – 150 Clock Hours
Students will train on the assembly of restored automotive components for final delivery. They will learn how to restore stainless steel moldings and brass parts, wood graining, pinstriping, and other fine detailed processes of restoring classic vehicles. Students will learn standards for vehicle delivery, as well as proper safety inspections, road testing, final tuning and cleanup.

RES10 Steering, Suspension and Brakes – 150 Clock Hours
Principles of operation, inspection, diagnosis, repair and restoration of chassis, steering and suspension systems are the basis for this course. Students will learn types of suspension, steering linkage, drum brake and disc brake systems. Students will also become proficient in the use of tire and wheel balancing equipment.

RES9 Frame and Drive Train – 150 Clock Hours
Students will learn the fundamentals of automotive trim and upholstery restoration. They will learn the techniques, tools and materials to restore and install seats, side panels, carpets, other interior trim related components and convertible tops on classic vehicles.

RES11-Automotive Trim and Upholstery – 150 Clock Hours
Students will learn the fundamentals of automotive trim and upholstery restoration. They will learn the techniques, tools and materials to restore and install seats, side panels, carpets, other interior trim related components and convertible tops on classic vehicles.

RES8 Electrical and Electronic Systems – 150 Clock Hours
Students will be introduced to the fundamentals of electricity and learn about utilizing Ohm’s Law, as well as how to read schematics, understanding both terms and symbols. They will then be trained in the proper use of DVOM’s and how to take proper readings. Battery composition and service will be covered, followed by the inspection, diagnosis, repair and restoration of starting, charging, ignition systems and lighting systems.

RES7 Engine Repair – 150 Clock Hours
Students will be trained in the basics of automotive engine restoration. They will learn the principles of basic engines and related systems, disassembly procedures, diagnosis of mechanical malfunctions, evaluating engine conditions and engine rebuilding techniques.

RES6 Panting & Refinishing – 150 Clock Hours
Students will learn about paint application, material thickness, application of single stage, basecoat/clearcoat and enamel. Students will also learn the maintenance of paint equipment, color matching, effects of spray methods on color, refinishing problems/defects and exterior detailing.

RES5 Painting & Refinishing I – 150 Clock Hours
Students will be introduced to the proper safety and equipment for painting and refinishing. They will learn the different types of spray guns, technical terminology, paint mixing, spraying and storage area preparations, fundamentals of painting and refinishing, determining types of paints, primers and corrosion protection methods.

RES4 Nonstructural Repair – 150 Clock Hours
Students will learn to repair, replace, adjust, fit and align sheet metal and similar body components on classic vehicles. Students will be introduced to nonstructural damage repair to the body of classic vehicles using various methods. Students will also learn the proper techniques to repair plastics, fiberglass and composite materials to industry standards.

RES3 Metalworking II – 150 Clock Hours
Students will understand metalworking techniques and machinery safety procedures. Students will train on the English wheel, shrinking, stretching, hammer forming, metal finishing, body solder and other techniques for shaping and forming metal for body panel repair on classic automobiles.

RES2 Welding and Metalworking I – 150 Clock Hours
Students will be trained in the proper use of structural welding according to industry standards. They will learn about the use of oxy-acetylene heating and cutting techniques, MIG welding, TIG welding, resistance spot welding and plasma arc cutting. Students will be introduced to the identification of metals and the art of steel straightening.

RES1 Restoration Fundamentals – 150 Clock Hours
Students will begin this program by learning about the history and evolution of the automobile. They will be introduced to shop safety and the shop equipment used in a restoration facility. Students will learn the different phases and levels of restoration as well as how to evaluate a vehicle undergoing restoration, research originality and locate required restoration materials.

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STO56 Chassis – 75 Clock Hours
Chassis weeks will include utilizing the optical sensor alignment equipment to perform computerized 4 wheel alignment. Wheel balancing will be conducted using the computerized road force balancing equipment. Finally, students will learn to interface the GT–1 Scan Tool with the dynamic stability control system to learn diagnostic procedures currently used by BMW.

VTS1 V-Twin Technology – 450 Clock Hours
This manufacturer course supported by Victory motorcycles and S&S Cycles provides students an opportunity to complete the requirements for Victory Manufacturer Service Dealer Training (MSD) recognition. This course introduces students to V-Twin engine technology, which enables the successful student to develop the skills and knowledge required to service and repair Harley-Davidson, Victory, and S&S engines. Harley-Davidson and V-Twin electrical system testing and troubleshooting is practiced to be able to diagnose V-Twin charging, ignition, starting and lighting systems issues. Students will perform general maintenance procedures on V-Twin motorcycles, including fuel system which provides a solid understanding of motorcycle engine management systems fuel injection software operation information and diagnosis procedures.

VTS2 Victory Technology – 75 Clock Hours
The course focuses on Victory fuel system technology so that students will gain a solid understanding of fuel injection engine management systems operations and diagnostic procedures. Given services maintenance procedures the successful student will be able to perform maintenance service intervals procedures including changing oil, valve adjustments, cable adjustments, and final drive adjustments on Victory motorcycles. Utilizing Victory fuel injection software and equipment, students gain experience on troubleshooting fuel and electrical drivability issues.

VTS3 Custom Motorcycle Building & Performance – 300 Clock Hours
This S&S Cycle and Dynojet Dynamometer supported course focuses on understanding the methods and procedures of building and assembling a custom motorcycle. The successful student will build a rolling chassis; install an engine, primary and drive systems, an electrical system wiring harness, fuel system and lighting system. Utilizing the Mustang Dynamometer students will utilize a variety of performance components and fuel injection software to tune engine performance. Some basic painting techniques are also included in the program.
POLICY & PROCEDURES

Withdrawal

The campus’ Director is responsible for guiding the student through the withdrawal process. Therefore, it is the responsibility of the student to contact the Director when a withdrawal is necessary. Students benefiting from federal financial assistance are required to attend an exit interview.

Cancellation and Settlement Policy

The student’s enrollment agreement may be cancelled within five (5) business days after the date of signing provided that the school is notified of the cancellation in writing. Saturday is a business day.

In addition, if after touring the OTC/PSI campus, a student feels that OTC/PSI isn’t what they expected it to be and wish to change their mind they will have another five (5) business day period in which to cancel in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than 30 days after cancellation.

This provision shall not apply if the student has already started classes. If the student does not officially cancel, but does not start class, the school will retain the tuition deposit.

Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10.

A. An applicant not requesting cancellation by scheduled starting date will be considered a student. Cancellation must be made in written form by the student, directed to the college. The postmark on the written notification will determine the cancellation date.

B. A student who withdraws before the end of the first day of class and after the 5-day cancellation policy shall be obligated for the registration fee not to exceed $150.

C. The State Refund Policy will apply to all students.
   1. A student who starts class and withdraws before the period is 15% completed (or during the first full calendar week for Credit Hour Programs) shall be obligated for 25% of the tuition and refundable fees for that academic term plus the registration fee.
   2. A student withdraws after the academic term is 15% complete, but before the term is 25% completed (or during the second full week for Credit Hour Students) will be obligated for 50% of the tuition and refundable fees for that academic term plus the registration fee.
   3. A student withdraws after the academic term is 25% complete, but before the term is 40% completed (or during the third full week for Credit Hour Students) will be obligated for 75% of the tuition and refundable fees for that academic term plus the registration fee.
   4. A student who starts class and withdraws after the period is 40% completed (or after the start of the fourth week for Credit Hour Students) will not be entitled to a refund of the tuition nor the registration fee.

D. Official withdrawal for refund purposes is the date of termination and is defined as:
   1. The last day of attendance if the student is terminated by the college, or
   2. The last day of attendance as reflected by the students’ record card.

E. Refunds shall be returned within thirty (30) days after receipt of a written withdrawal by the student, or termination by the institution. When the student has received federal/state financial assistance, the distribution of the refund will be according to federal guidelines.

Addendum to the Refund Policy for Delaware Residents

This institution is regulated by:

DE DOE, Private Business and Trade Schools
John Collette Education Resource Center
35 Commerce Way, Ste. #1
Dover, DE 19904

The following refund policy shall apply only to Delaware residents:

In the event that the student, after expiration of the 5-day cancellation privilege, fails to enter the chosen course, withdraws, or is discontinued at any time prior to completion, the following provisions will be in effect:

1. Refunds will be based on the period of enrollment computed on the basis of course time expressed in clock hours.
2. The effective date of termination for refund purposes will be the earliest of the following:
   a. The last date of attendance, if the student is terminated by the college;
   b. The date of receipt of written notice by the student;
   c. Ten school days following the last date of attendance.
3. If tuition is collected in advance of entrance, and if, after expiration of the 5-day cancellation privilege, the student does not enter Ohio Technical College or PowerSport Institute, not more than $100.00 shall be retained by the college.
4. For the student who enters an OTC or PSI course shorter than 12 months in length and terminates or withdraws, the college may retain the $100.00 of tuition and fees and the minimum refund of the remaining tuition will be:
   a. After 0.01% enrollment time of the course, 80 percent of the remaining tuition;
b. After 5% to 9.9% enrollment time of the course, 70% of the remaining tuition;
c. After 10% to 14.9% enrollment time of the course, 60% of the remaining tuition;
d. After 15% to 24.9% enrollment time of the course, 55% of the remaining tuition;
e. After 25% to 49.9% enrollment time of the course, 30% of the remaining tuition;
f. After 50% or more enrollment time of the course, the student may be considered obligated for the full tuition.

Enrollment time is the time elapsed between the actual start date and the date of the student’s last day of physical attendance in the college.

5. For the student who enters an OTC course longer than 12 months in length and terminates or withdraws, the refund shall be applied to each 12-month period, or part thereof, separately.

Addendum to the Refund Policy for Indiana Residents

This institution is regulated by:

The Indiana Commission on Proprietary Education
302 W. Washington St., Room E201
Indianapolis, IN 46204
Toll Free: 800-227-5695
Phone: 317-232-1320

The following refund policy shall apply only to Indiana residents:

OTC and PSI shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student’s request for cancellation or withdrawal.

The following refund policy applies:

1. A student is entitled to a full refund if one or more of the following criteria are met:
   a. The student cancels the enrollment agreement or enrollment application within six business days after signing.
   b. The student does not meet the post-secondary proprietary educational institution’s minimum admission requirement.
   c. The student’s enrollment was procured as a result of a misrepresentation in the written materials utilized by the post-secondary proprietary educational institution.
   d. If the student has not visited the post-secondary educational institution prior to enrollment and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdraws from the program within three (3) days.

2. A student withdrawing from an instructional program, after starting the instructional program at a post-secondary proprietary institution and attending one week or less, is entitled to a refund of 90% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed $100.

3. A student withdrawing from an instructional program, after attending more than one week but equal to or less than 25% of the duration of the instructional program, is entitled to a refund of 75% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed $100.

4. A student withdrawing from an instructional program, after attending more than 25% but equal to or less than 50% of the duration of the instructional program, is entitled to a refund of 50% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed $100.

5. A student withdrawing from an instructional program, after attending more than 50% but equal to or less than 60% of the duration of the instructional program, is entitled to a refund of 40% of the cost of the financial obligation, less an application/enrollment fee of 10% of the total tuition, not to exceed $100.

6. A student withdrawing from an institutional program, after attending more than 60% of the duration of the instructional program, is not entitled to a refund.

Addendum to the Refund Policy for Illinois Residents

The following refund policy shall apply only to Illinois residents:

1. Application-registration fees shall be chargeable at initial enrollment and shall not exceed $150 or 50% of the cost of tuition, whichever is less.

2. All deposits or down payments shall be counted as tuition payments.

3. The Illinois State Refund Policy will apply to Illinois residents as follows:
   a. A student, who on personal initiative and without solicitation enrolls, starts and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.
   b. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment, but prior to the first day of class, all application-registration fees, tuition and any other charges shall be refunded to the student.
   c. When notice of cancellation is given after midnight of the fifth business day following acceptance, but prior to close of business on the first day of class, the college may retain no more than the application-registration fees, which may not exceed $150.
   d. When notice of cancellation is given after the student’s completion of the first day of class attendance, but prior to the student’s completion of 5% of the course of instruction, the college may retain the registration fee, an amount not to exceed 10% of tuition and other instructional charges or $300, whichever is less and the cost of any books and materials which have been provided by the college.
   e. A student who starts class and withdraws after 5% of the course of instruction, but within the first 4 weeks of classes the college shall be obligated to 20% of the tuition and refundable fees for that academic term.
   f. A student who starts class and withdraws after 5% of the course of instruction, but before the term is 25% completed shall be obligated to 45% of the tuition and refundable fees for that academic term.
   g. A student who starts class and withdraws after 25% of the course of instruction, but before the term is 50% completed shall be obligated to 70% of the tuition and refundable fees for that academic term.
   h. A student who starts class and withdraws after 50% of the course of instruction shall be
4. The college shall refund all monies paid under and of the following circumstances:
   a. The college did not provide the prospective student with a copy of the student’s valid enrollment agreement and a current catalog.
   b. The college cancels or discontinues the course of instruction in which the student is enrolled.
   c. The college fails to conduct classes on days or times scheduled, detrimentally affecting the student.

The college will send written acknowledgment of the cancellation within 15 days of receipt.

A student may give notice of cancellation to the college in writing. The unexplained absence of a student from school for more than 15 school days shall constitute constructive notice of cancellation to the college. For purposes of cancellation, the date shall be the last day of attendance.

The college may make refunds which exceed those prescribed in this document. If the college’s refund policy returns more money to a student than these policies above, that policy will be on file with the Superintendent.

In addition, the college will refund any book or material fees when: (a) the book or materials are returned to the college unmarked; and (b) the student has provided the college with a notice of cancellation.

**Return of Title IV Funds Policy**

Federal law specifies how a school must determine the amount of federal financial aid (PELL, FSEOG, PERKINS, SUB & UNSUB DIRECT LOANS and PLUS) that a student earns if they withdraw before completing 60% of each quarter.

The amount of federal financial assistance that the student earns is determined on a percentage basis. Once the student has completed more than 60% of the quarter, all financial aid is considered earned and no return is due to the U.S. Department of Education. If the student leaves before completing 60% of the quarter, the student may need to return some of the financial aid received to the Department of Education.

**Percentage Earned** = number of clock hours completed up to the withdrawal date divided by the total clock hours in the quarter.

**Percent Unearned** = 100% minus the Percent Earned.

When a student receives federal financial aid in excess of aid earned:

**The college returns the lesser of:**
Institutional charges multiplied by the unearned percentage or Title IV funds disbursed multiplied by the unearned percentage.

**The student returns:**
Any remaining unearned aid the college is not required to return.
Loan funds are repaid in accordance with the terms of the Promissory Note.

Any grant (PELL/FSEOG) amount the student has to return is a Federal Grant Overpayment and arrangements must be made with the college or Department of Education to return the funds.

Students will be billed and payment is due immediately for any tuition balance created when the college is required to return funds to the Department of Education. Students have 45 days from their withdrawal date to repay the college any federal grant overpayment. After the 45 days, the student must work directly with the Department of Education to resolve their overpayment and may not receive additional federal financial aid until the overpayment is resolved.

The order in which the college returns federal financial aid funds is as follows:
- Unsubsidized Direct Loan, Subsidized Direct Loan, Perkins Loan, PLUS loan, Pell Grant, FSEOG.

The college must report to the Department of Education any student who is in an overpayment status.

**Readmission**

In repeating the enrollment process, we may readmit a student once removed from the college roster. At that time, credit for previous training will be re-evaluated by the School Director. Also at that time, a student will have his/her financial assistance reviewed. A financial assistance reinstatement process will occur if applicable.

**Appeals Process**

If a student is terminated from the program, the student will receive a letter dismissing them from the college. Any student, who wishes to appeal this termination, must write a letter of appeal and submit the letter to the Dean of Students within ten (10) days from the date of the termination letter. This letter should consist of the circumstances that led to the termination, documents to support the circumstances and any other documentation pertinent to the student’s termination.

Appeal letters are then given to the Board of Appeals, which meets for hearings on the first Friday of every month, unless other college activities require a re-scheduling of the Board meeting. Student must be present for their appeals hearing. Failure to appear for a student’s scheduled appeals hearing will result in no further action being taken and the college’s decision to terminate will stand.

Upon an appeal being heard, the entire Board of Appeals will make a recommendation to the President of the college. The Board shall be made up of students, instructional, and administrative staff. All appeals findings are then submitted to the President of the college for final review. The President reserves the right to agree with the Board’s recommendation or veto their recommendation. Individuals will then be notified in writing within ten (10) days of the hearing of the college’s final decision.

In addition, if a student is terminated from the campuses, it is the discretion of the Board of Appeals and/or the governing body to revoke any scholarship that may have been awarded due to the student’s inability to meet the campuses’ standards.

**Repeating a Phase of Training**

A student wishing to repeat a part of the program must submit a written request to the School Director. A review and decision will then be made on a case by case basis. If a phase is repeated, that grade will replace the previous grade. Financial assistance proceeds cannot be used to pay for the repeat of any program or portion of any
program at Ohio Technical College and PowerSport Institute. Pro rata charges may be assessed for repeating any phase of training which became necessary due to unexcused absences.

**Graduation Requirements**

A student must successfully complete the entire course curriculum to receive a certificate of graduation, diploma, or degree for the training programs offered by Ohio Technical College and PowerSport Institute. Graduation requirements are subject to the college’s attendance policy. A passing grade of 70% or 2.0 grade point average is required for all programs.

**Postponement of a Scheduled Class Start**

Ohio Technical College and PowerSport Institute may, at its sole discretion, postpone a class to its next scheduled starting date to reach a specific class size.

A student requesting postponement must make such a request in writing. A $100.00 administrative charge will be assessed if the Admissions Director grants the postponement.

**Changing of a Program**

Students have the option of changing their course of study prior to their start date. In addition, they will have the opportunity to change programs within the first two (2) weeks of starting the program. Following this two week grace period, there will be no changes allowed to the student’s program. There is a $100.00 administrative fee charged to all program changes.
STUDENT STANDARDS

Ohio Technical College and PowerSport Institute, as national leaders in technical education, adhere to high standards for the benefit of tomorrow’s technicians.

Attendance

If you’re absent – you’re not learning!

OTC and PSI have perhaps the most rigid attendance requirements in the career school industry.

We recognize that our responsibility goes beyond technical training for a position in the industry; we must also train you to retain your position once you start your job.

Each student receives a class schedule at the beginning of training and must be in attendance a minimum of 25 clock hours per week to be considered a full time student and each student must complete a minimum of 90% of the 300 clock hours per quarter.

Students who do not meet the 90% requirement for attendance in each 12-week term may or may not be granted the privilege to make up their lost time. The time must be made up prior to advancing into the next term.

Time lost can add up at a rapid rate, thus, your attendance is critical to your success as a future employee and as a student at OTC and PSI.

Make up time will be done on the Friday or Saturday immediately following the absences.

Tardiness

In adherence with a strict attendance policy, OTC and PSI do not believe in tardiness.

Class starts precisely at 7:30 am (morning classes) or 2:30 pm (afternoon classes) and students are expected to be in class at least 5 min before start time and be ready to participate with all materials and be in uniform. All tardy students will be denied entry to class 10 minutes after the official class start time.

NOTE: After 7:30 am/2:30 pm and before 7:40 am/2:40 pm, students will be considered late to class and will lose points off of their Performance grade.

Absences

Students attending Ohio Technical College and PowerSport Institute are expected to conduct themselves in an adult, mature, and professional manner. Therefore, the OTC and PSI expectation is that students will appear on time every day for their studies.

OTC and PSI do not differentiate between excused and unexcused absences. Our philosophy is that an absence is an absence, and time lost is lost forever.

All absences will be reflected in the student’s grade for performance.

Students who use 10 absences in their entire program will be required to provide documentation for any additional absences. Failure to provide documentation will result in Community Service. Students who reach 15 absences in a 48-week program or 20 absences in a 72 week program may be terminated. Consideration may be extended to students on an individual basis in regards to bereavement, medical issues and military obligations. Students will be required to provide documentation for these absences.

Any student who is re-admitted after an appeal of their termination having 5 additional absences will be terminated with no right to appeal.

Any student who has three days of absences without communication may be terminated.

Reporting Absences

Every employer will ask employees to “call off” prior to their start time when they will be absent. We are no different!

Students who fail to call off before their start time will be given 2 warnings before disciplinary action is taken. After 2 warnings the student may be assigned Community Service (common work around the campus) on Saturdays from 8:00 am to 12:00 pm.

Leave of Absence (LOA)

Any student requesting a leave of absence must do so in writing and cite specific reasons needed for the leave of absence. The student must try to be as specific as possible when requesting such a leave. They must also sign the college policy leave of absence acknowledgment form. In most cases, the leave of absence must be for at least 30 days and cannot exceed 120 days.

If the individual student who requests a leave of absence does not return in a specified time or within 120 days, the student will be assumed to have withdrawn from the college. The subsequent refund/charges calculation must then be calculated with appropriate refunds processed within 30 days from the above date or the date at which it was determined the student would not return to school. A leave of absence student must have an exit interview prior to his/her leaving college. Questions regarding the leave of absence policy can be referred to the School Director, Director of Training, or the Director of Financial Aid.

Students returning from a leave of absence must contact the scheduling department for a return date and a revised schedule.

Making Up Time Lost

Students who exceed the maximum amount of missed time allowable in a quarter (30 hours) may be allowed to make up the time. Make up time will be assigned by the Attendance Office and will usually be served on a Friday starting immediately following the missed day that exceeds the maximum number allowed.

Student attendance is monitored daily by the Attendance Administrator. Excessive absence is reported to the College President. Counseling will include a series of up to three meetings with the first meeting being a friendly conversation concerning the student and their requirements to be in school, the second will be a friendly conversation concerning the student with a follow-up visit to the college counselor, the third and last warning may
include possible make up time and possible termination from the program.

**Missed Weeks**

Students missing an entire week of training will NOT be allowed to make up the tests and will be subject to the missed time provisions. Exceptions include: pre-approved Military time off, pre-approved Leave of Absence and approved absences. In these cases, students will be allowed to make up at least 50% of the missed time on consecutive Fridays and up to all 4 days on consecutive Fridays. The students will be allowed to test. Missing either of the first two make up Friday sessions will result in no time being allowed to be made up and no test being allowed to be made up.

Students who miss a full week or a Thursday due to suspension will NOT be allowed to make up the test.

**Weekly Tests**

Weekly testing is done on Thursdays. If a student misses a test on Thursday, they must make up the test first thing on the following Monday (or first day back). The student will test in the Curriculum Department and the test score will be recorded in the record book. Students who miss a test due to a suspension will not be allowed to re-test and will receive a zero for that test score. Students will not be allowed to make up more than two tests in any six week module unless approved by their Department Head.

**Attendance for Students Receiving Veterans Aid**

Any student who is receiving funds through the Veterans Administration must not fall below the 85% minimum attendance requirement for total time earned in a program to continue to receive benefits. If a student exceeds the 15% threshold of total time lost for the *entire* program, they will lose their VA funding.

**Academic Workload**

Each student must attend six (6) hours and fifteen (15) minutes per day, Monday through Thursday to be considered a full time student. There is no part-time attendance at Ohio Technical College and the PowerSport Institute branch campus. Students enrolled in the Associate Degree program will be required to take additional courses. Homework may be assigned daily and will be due as assigned. Homework not completed and turned in will result in a reduction in performance grade for that week.

**Academic Schedule**

Each student will receive a catalog at the time of enrollment describing course title, and the various phases of training through which he/she must progress. The student must proceed through the entire training program to receive a diploma, degree, or certificate. Room numbers, instructors, and scheduling are covered on the first day of class. Generally, students attend 300 clock hours per quarter except for the Associate Degree program.

The maximum length of time that a normal progressing student can take to complete any program at Ohio Technical College or PowerSport Institute will be the equivalent to 1.5 times the normal course length. This applies to all students except those with special or mitigating circumstances.

**Academic Progress**

All Ohio Technical College and PowerSport Institute weekday classes meet six hours and fifteen minutes per day, Monday through Thursday. Classes will begin at either 7:30 am or 2:30 pm.

Throughout this time, students receive numerical grades each week on homework, shop work, and written tests. The following grades represent student progress:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Numerical Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
<td>4.0</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>90-94</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>80-89</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>70-79</td>
<td>1.0</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
<td>0.0</td>
<td>Failing</td>
</tr>
</tbody>
</table>

Academic progress of all students will be evaluated on a quarterly basis for all training programs offered by Ohio Technical College and the PowerSport Institute branch campus. A quarter is twelve weeks in length and is a standard term at the college. As the student progresses through the selected training program of their choice, the quarterly grades will be averaged on a cumulative basis. A minimum of 70% combined test/performance grades will be considered maintaining satisfactory academic progress. Any student failing to achieve the minimum standard of 70% will be considered to be progressing unsatisfactorily and will be unable to continue their training program beyond that particular quarter. All students must achieve an overall average for all terms and their final test of 70% or a 2.0 grade point average to successfully complete the program and qualify them for graduation.

**Alert Status**

Students who’s overall cumulative average drops to 72% or below at the end of any first six-week module in a quarter will be placed on Academic Alert status. Students on Alert status will be counseled and offered the opportunity for additional help.

If a student’s cumulative grade point drops below a 70% at the end of a quarter, the student may be terminated. This is the final determining factor in the standard of academic progress. A student must maintain an overall average of 70% at the end of the quarter to progress to the next quarter. It should be pointed out that the college does not seek compensation for the tutoring, or probation status efforts, but merely is endeavoring to guide and motivate students experiencing difficulties.

**Report Cards**

Report cards are issued at the conclusion of each twelve-(12) week period. Copies are given to the student, the Financial Aid Office, and when requested, the student’s parents. The college believes it is highly beneficial for students to have input from parents or guardians and encourages their participation whenever possible. The report cards are a summary of performance and test grades, as well as a cumulative attendance record. Students maintaining an average of 90% or above for the 12-week period are placed on the Honor Roll and such distinction is included in the student’s permanent record.
Family Educational Rights and Privacy Act Policy

In the course of a student's application, enrollment, and attendance, this college has compiled a number of important records, which include the following:

- Attendance Records
- Disciplinary Records
- Financial Records
- Grades
- Placement Records

Students may inspect and review their educational records upon request to the School Director. A student desiring to review his/her records should submit to the Director a written request that identifies as precisely as possible the record or records he/she wishes to inspect. If a student wants to know more about the procedures governing the review, they may obtain a copy of the complete Policies and Procedures by contacting the School Director. If after reviewing the records it is found that they contain errors or are inaccurate or misleading, an amendment may be requested. If the college does not agree with the student's position, a hearing may be requested. If the student feels that the college has not followed the Federal rules under the Family Educational Rights and Privacy Act, they may write to the United States Department of Education.

OTC and PSI will not release any information about a student to outside individuals unless we have first received the student's permission or were required to give the information under state or federal laws to auditors, researchers, etc. It is considered that certain information does not violate your right of privacy. The college is permitted to routinely release this information unless the students specifically ask us not to. General information is considered to be your name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, certificates or degrees obtained, and the last institute attended.

Dress Code and Appearance

The OTC and PSI Uniform and Dress Code Policy is designed to promote professionalism and safety.

The appearance of a student at OTC and PSI is in accordance with industry standards and is designed to meet the requirements establishing professionalism. Appearance is a very important part of becoming a professional technician.

Many people who visit OTC or PSI on a daily basis may play a significant role in your future. Therefore, it is imperative that you create a favorable impression.

All OTC and PSI students are issued uniforms. A uniform must be worn at all times when the student is on campus grounds. Once a uniform is issued, no student is permitted to enter any OTC or PSI facility without wearing his or her uniform. Students are issued caps, work shirts, and jackets.

The following professionalism standards will be enforced:

1. Students are required to maintain a professional appearance at all times, which is determined by the discretion of OTC or PSI and its management and staff.
2. Students are required to keep all uniforms in a clean and well maintained manner. No holes or tears are permitted. (Replacement uniforms are available through the Campus Store.)
3. Caps need not be worn, but if a student wears a cap, it must be the school issued or approved (ex: Matco, Edlebrock, etc.) with the bill facing forward, or the OTC or PSI stocking cap.
4. No shorts, sweat pants, headbands, tank tops, skullcaps, bandanas, do-rags, or wave caps are permitted at anytime. Pant length touching the floor is prohibited for obvious safety reasons.
5. The following are prohibited at all times: facial jewelry, necklaces, oversized rings, bracelets, wallet chains, key chains, hoop or dangling earrings, and gauges. Only one post type earring per ear is permitted and it must be in the earlobe. Students will be asked to remove other types of excessive or non-jewelry items that pose a safety related concern or cause a disruption in class as determined by the discretion of management or staff.
6. Proper footwear must be worn at all times while in the OTC or PSI facilities. Leather shoes or boots are required. No thongs, high heeled shoes or boots, sandals, sneakers, tennis shoes, or open toed shoes are permitted. Shoes or boots with laces must be tied and laced at all times. It is strongly recommended that students obtain and wear industry approved steel toe shoes or boots.
7. OTC and PSI do not permit hair styles that, in the opinion of management, are radical in nature. No hairstyles that disregard standards for professionalism are permitted. These include shaved designs, hairstyles that rise more than 2 inches from the scalp, mohawks, dreadlocks, and bright or unnatural colors. Hairstyles that fall over the eyes and restrict vision are not allowed. Hair that falls on or over the shoulders must be tied back or contained in caps or tucked into the uniform shirt for safety reasons.
8. All hair, including facial hair, must be properly groomed at all times. "Groomed" is defined as clean and combed. Facial hair may not extend more than 4 inches from the face and must be neatly trimmed.
9. Cool weather uniforms are school issued work shirts and a school issued jacket. The optional OTC or PSI ski cap may be worn in lieu of the cap. In any instance the OTC or PSI uniform must be the outermost garment layer.
10. Only OTC or PSI issued patches may be worn on the uniforms. The only exceptions are professional patches earned in the industry and additional patches given by OTC or PSI for achievement.
11. Students may not deface, mark, color, or write upon uniforms, caps, or patches.
12. When working in the shop, safety glasses must be worn. Sunglasses or shaded safety glasses may not be worn at anytime unless a doctor's request is presented to the instructor. Students with prescription glasses must wear protective side shields.
13. Students must wear ID badges in plain view at all times.

Ohio Technical College and PowerSport Institute College Catalog 2012-13
Code of Student Conduct

No college can endure nor properly educate without reasonable rules and regulations. Respect for the rights of others mandates strict adherence to certain guidelines and, therefore, the following guidelines have been established and are in effect at both campuses:

1. Students must abide by their class schedules and stay on assigned shop tasks as directed by their instructor.
2. No student is to bring a backpack, book bag, or lunch box into the shop areas. These items must remain in the classroom.
3. Students are required to remain quiet, orderly, and attentive in class and shop.
4. Parking at the college is only permitted in designated areas. Student cars must be registered and properly identified.
5. Students may only eat, drink, and smoke in designated areas. Cigarettes, candy, gum and tobacco are not permitted in the shop or classrooms.
6. School issued safety goggles with side panels and protective equipment must be worn in the school.
7. Once class has started, no student may leave the building without permission.
8. No student may operate school equipment without permission, including: hoists, lifts, engines, or specialized equipment.
9. ALL injuries, no matter how minor, must be reported to the student’s instructor. An incident/accident report must be completed.
10. For repeated minor rules infractions a student may be assigned “community service” work. This is minor work performed around the college.

Student Expectations

Students are expected to abide by all the policies, procedures, professionalism standards and rules, whether written or implied. Students are expected to study, be on time, actively participate in the classroom and shop, listen attentively, respect visitors, instructors, and administrative staff, clean classroom, shop and eating areas, maintain the training aids in the school, and be a solid citizen.

Students that fail to comply with these expectations may be placed on probation (written), suspended, or expelled.

Hazing/ Harassment

College policy prohibits hazing/ Harassment of any sort. “Hazing or harassment” is defined as any action taken or situation created which regardless of location, intent, or consent of the participants:
1. Produces or is reasonably likely to produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation, or ridicule;
2. Compels an individual to participate in any activity which is unlawful, perverse, publicly indecent, or contrary to the rules, policies, or regulations of the college, or which is known by the compelling person to be contrary to the individual's genuine moral or religious beliefs; or
3. Will unreasonably or unusually impair an individual’s academic efforts.

Any student or organization accused of violating this policy will be subject to disciplinary action up to and including termination.

Hazing also violates Ohio law. The maximum penalty for this fourth-degree misdemeanor is 30 days in jail, a fine of up to $250 or both. Civil actions for injuries and damages may also be taken.

Sexual Harassment

It is the policy of Ohio Technical College and PowerSport Institute that no member of the faculty, administration, support staff, or student body may sexually harass another. Sexual harassment is a violation of both college policy and federal laws and will not be tolerated or condoned (See the policy on sexual harassment on page 47).

Weapons Policy

In accordance with O.R.C. SEC. 2723.1212 (A), no firearms are permitted on the premises. Any student caught with a firearm on campus, will be subject to immediate termination.

The carrying of a firearm, deadly weapon, or dangerous ordinance on these premises is strictly prohibited in accordance with O.R.C. SEC 2923.126. Violators will be charged with criminal trespass.

Rules Violations

At the College’s discretion, a student in violation of the college rules may be placed on probation (written), suspended, or expelled. The Director may assign a problem student to minor work details in order to obtain compliance. The decision to take any disciplinary action is made only after serious consideration of the special situation as well as the student’s general attitude.

Immediate dismissal from campus may result from the following acts:

1. Consumption, storage or sale of alcoholic beverages, illegal drugs, controlled substances, or drug paraphernalia, hallucinogens, weapons, or dangerous objects on campus or dormitory property (See the Drug Policy form on page 48).
2. Unauthorized engine or equipment operation.
3. Insubordination or other conduct unbecoming of a student.
4. Refusal to adhere to prescribed dress code (see Dress and Appearance).
5. Creating a disturbance in class or inattentiveness (sleeping).
6. Destruction or theft of property.
7. Physical violence of any kind.
8. Excessive absenteeism or tardiness.
9. Continued academic failure (see Academic Standards).
10. Failure to follow accepted industry procedures.
11. Failure to attend work or study details.
12. Driving under the influence of alcohol or illegal/ controlled substances.
13. Hazing/ harassing of any kind.
14. Possession of deadly weapon or firearm.
15. Threats against the college, its staff or students of any nature.
16. Improper use of the internet or social media including, but not limited to harassment, defamation or threats directed at the college, its staff or students.

Student Complaint and Grievance Procedure

All student complaints should first be directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the college. Whether or not the problem or complaint has been resolved to his/her satisfaction by the college, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219

- PENNSYLVANIA DEPARTMENT OF EDUCATION, 333 MARKET STREET, HARRISBURG, PA 17126-0333
- THE INDIANA COMMISSION ON PROPRIETARY EDUCATION, 302 WEST WASHINGTON STREET, ROOM E201, INDIANAPOLIS, IN 46204-2767, phone 317-232-1320 or Toll Free 800-227-5695
- Maryland students are encouraged to contact MARYLAND HIGHER EDUCATION COMMISSION at Associate Director for Private Career Schools, Planning and Academic Affairs, Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor Baltimore, MD 21201.
- Tennessee students realize that any grievances not resolved on the institutional level may be forwarded to TENNESSEE HIGHER EDUCATION COMMISSION, Nashville, TN 37243-0830. Telephone: 615-741-5293.
- All inquiries should be addressed to: Education Associate, Private Business & Trade Schools Delaware Department of Education 401 Federal Street, Suite #2 Dover, DE 19901-3639. All complaints considered by the Associate must be in written form, with permission for a copy of the complaint to be forwarded to the school for its response. The complainant(s) will be kept informed as to the status of the complaint as well as to the final resolution.

A copy of the Commission’s Complaint Form is available at the college and may be obtained by contacting the main office. Programs that are similar in length, content, and cost may be available throughout the United States. For a listing of these schools, which are accredited, please contact the Accrediting Commission of Career Schools and Colleges at the address above.

Clock Hour to Credit Hour Conversion

The non-degree programs at Ohio Technical College and the PowerSport Institute branch campus are measured in clock hours. The Associate Degree Programs are measured in credit hours. A clock hour is based on an actual hour of attendance, though each hour may include a 10-minute break. If conversion becomes necessary, the College uses the following clock hour to credit hour conversion formula:

For technical classes, a quarter hour is 30 units.

An in-class, didactic learning scenario earns 2 units for each hour of instruction. The formula is the contact hours times 2, divided by 30. Thus 1 hour equals 0.0500 quarter hours

A supervised in-shop learning situation earns 1.5 units per hour. The formula is the contact hours times 1.5, divided by 30. Thus 1 hour equals 0.0500 quarter hours.

General education courses are comprised of at least 10 hours of didactic learning and 20 hours of out-of-class work/ preparation per quarter credit hour. Thus 10 hours of class and 20 hours of homework will earn 1 quarter hour.

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 college has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the college for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212
Internet Usage

Ohio Technical College and PowerSport Institute provide students with access to the Internet. Ohio Technical College and the PowerSport Institute branch campus will not be responsible for any damages incurred by the user stemming from their use of the Internet and will not be liable for any damages by one of its users to someone via the Internet. Student access to the Internet will be available in the Resource Center or Computer Labs located on both campuses.

Use of the Internet is a service provided by the college. OTC and PSI reserve the right to regulate its use and, if necessary, revoke the privileges of any user who refuses to abide by the following guidelines for Internet use:

1. Users of the Internet are forbidden to use profanity of any kind on the Internet. This includes accessing web sites containing profanity from college and remote locations.
2. Abusive or profane e-mail cannot be sent from or received by OTC or PSI.
3. Any illegal activities conducted via the Internet will be subject to disciplinary action.
4. Any person willfully damaging or causing harm to the OTC or PSI servers, software, or related equipment will have his/her privileges revoked, and will be held personally responsible for the cost of any repairs to the system and/or related equipment.
5. Posting of slanderous or other video/postings.

Internet Code of Conduct

Access to the Internet has been provided to faculty, staff, and students for the benefit of the organization, its customers, and contacts. It allows employees and students connection to information resources around the world. Every employee and student has a responsibility to maintain and enhance the College's public image in a positive manner and to use the Internet in a productive manner. To ensure that all employees and students are responsible, productive Internet users and are protecting the College's public image, the following guidelines have been established for using the Internet.

Acceptable Uses of the Internet

Employees and students accessing the Internet are representing the college. All communications should be for professional reasons. Employees and students are responsible for seeing that the Internet is used in an effective, ethical, and lawful manner. Internet Relay Chat channels may be used to conduct official college business and education, or to gain educational, technical, or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business or educational contacts.

Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement. Solicitation of non-college business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the college network or the networks of other users. It must not interfere with productivity of employees or students.

Messages Transmitted via Internet

All messages created, sent, or retrieved over the Internet are the property of Ohio Technical College and PowerSport Institute and should be considered public information. Ohio Technical College and PowerSport Institute reserve the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

Copyright Issues

Copyrighted materials belonging to entities other than Ohio Technical College and PowerSport Institute may not be transmitted over the Internet or be copied on a college copy machine. One copy of copyrighted material may be downloaded from the Internet or copied for your own personal use in research. College users are not permitted to copy, transfer, rename, add or delete information to file or modify programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the college or legal action by the copyright owner.

Software

To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading or installation of software of any kind. All software downloads will be done with the authorization of the Computer Services Department. Furthermore, the unauthorized copying of software, including, but not limited to, programs and user files, is prohibited. Copying disks and software will result in disciplinary action and may be a violation of copyright laws.
Cleveland – The New All-American City

Leading education and cultural centers, internationally acclaimed health institutions, world class sports and entertainment facilities combine with the rich tradition and unique ethnic flavor that has people all over the world noticing what Clevelanders have always said-Cleveland Rocks!

The Greater Cleveland area boasts such attractions as the Rock and Roll Hall of Fame, Great Lakes Science Center, Playhouse Square Theater District, Gateway Sports Entertainment complex (includes Progressive Field and Quicken Loans Arena), Pro Football Hall of Fame, Cedar Point Amusement Park, Mid-Ohio Race Track, and the Flats Entertainment District as well as the Warehouse district for fine restaurants and night life. Cleveland is also the home of the Cleveland Indians, Cavaliers, Cleveland Browns, Cleveland Gladiators, and the nation’s third largest New Car Auto Show.

Cleveland is located on Lake Erie’s north coast. This “Great Lake” offers numerous attractions, aquatic sports, and leisure activities, including power boating, fishing, the Lake Erie Islands, and jet skiing, among others. A small city with big city amenities, there is always something to do and places to be seen. At OTC and PSI you are 20 minutes away from the country and just minutes from downtown. When you choose OTC or PSI you get a quality education in a city that truly lives up to its image.
The OTC and PSI class and holiday schedule is designed to provide students and families with a number of 4-day weekends and longer breaks to ensure a smooth transition and adjustment period as they enter college.

### 2012-13 STUDENT HOLIDAY SCHEDULE

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Holiday Description</th>
<th>College Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2 - 5</td>
<td>Labor Day Holiday</td>
<td>Friday and Saturday College Closed</td>
</tr>
<tr>
<td>September 5</td>
<td>Labor Day</td>
<td>College Closed</td>
</tr>
<tr>
<td>November 23 – 27</td>
<td>Thanksgiving Holiday</td>
<td>Students Off College Closed Nov 24 &amp; 25</td>
</tr>
</tbody>
</table>
| December 23 – Jan 8   | Winter Break                             | Students Off College Open, except for Monday, December 26 and Monday, January 2.
|                       |                                         | Students return to class on Monday January 9, 2012. |
| January 16            | Martin Luther King Day                  | College Closed                  |
| February 20           | President’s Day                         | Students Off, College Open      |
| April 6               | Good Friday                             | College Closed                  |
| April 9 – 13          | Spring Break                            | Students return April 16        |
| May 25 - 27           | Memorial Holiday                        | Friday and Saturday, College Closed |
| May 28                | Memorial Day                            | College Closed                  |
| July 6 – 15           | Summer Break, Students Off, College Open. | Students return to class July 16 |
| July 4                | Fourth of July                          | College Closed                  |
| August 31 – Sept 2    | Labor Day Holiday                       | Friday and Saturday College Closed |
| September 3           | Labor Day                                | College Closed                  |
| November 21 – 25      | Thanksgiving Holiday                    | Students Off College Closed Nov 22 & 23 |
| December 21 – Jan 6   | Winter Break                             | Students Off                    |
### Tuition and Fee Listing

<table>
<thead>
<tr>
<th>Course</th>
<th>Length</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School of Automotive Technology</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive Technology with BMW Fast Track</td>
<td>18 Months, 1800 Clock Hrs, 72 Weeks</td>
<td>$28,920.00</td>
</tr>
<tr>
<td>Complete Automotive Technology</td>
<td>18 Months, 1800 Clock Hrs, 72 Weeks</td>
<td>$27,900.00</td>
</tr>
<tr>
<td>Associate of Applied Science in Complete Automotive Technology</td>
<td>18 Months, 2100 Clock Hrs, 72 Weeks</td>
<td>$31,620.00</td>
</tr>
<tr>
<td><strong>School of High Performance Technology</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Performance &amp; Racing Technology</td>
<td>18 Months, 1800 Clock Hrs, 72 Weeks</td>
<td>$28,920.00</td>
</tr>
<tr>
<td>Associate of Applied Science in High Performance &amp; Racing Technology</td>
<td>18 Months, 2100 Clock Hrs, 72 Weeks</td>
<td>$32,640.00</td>
</tr>
<tr>
<td><strong>School of Auto-Diesel Technology</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto-Diesel Technology</td>
<td>18 Months, 1800 Clock Hrs, 72 Weeks</td>
<td>$28,500.00</td>
</tr>
<tr>
<td>Associate of Applied Science in Auto-Diesel Technology</td>
<td>18 Months, 2100 Clock Hrs, 72 Weeks</td>
<td>$32,220.00</td>
</tr>
<tr>
<td><strong>School of Diesel Equipment</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diesel Equipment Technology</td>
<td>18 Months, 1800 Clock Hrs, 72 Weeks</td>
<td>$28,920.00</td>
</tr>
<tr>
<td>Associate of Applied Science in Diesel Equipment Technology</td>
<td>18 Months, 2100 Clock Hrs, 72 Weeks</td>
<td>$32,640.00</td>
</tr>
<tr>
<td><strong>School of Collision Repair &amp; Refinishing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collision Repair &amp; Refinishing with Custom Paint and Graphics</td>
<td>18 Months, 1800 Clock Hrs, 72 Weeks</td>
<td>$29,700.00</td>
</tr>
<tr>
<td>Associate of Applied Science in Collision Repair &amp; Refinishing Technology with Custom Paint and Graphics</td>
<td>18 Months, 2100 Clock Hrs, 72 Weeks</td>
<td>$33,420.00</td>
</tr>
<tr>
<td><strong>School of Classic Car Restoration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classic Car Restoration Technology</td>
<td>18 Months, 1800 Clock Hrs, 72 Weeks</td>
<td>$29,700.00</td>
</tr>
<tr>
<td>Associate of Applied Science in Classic Car Restoration Technology</td>
<td>18 Months, 2100 Clock Hrs, 72 Weeks</td>
<td>$33,420.00</td>
</tr>
<tr>
<td><strong>School of Welding</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master Welding Technology</td>
<td>12 Months, 1200 Clock Hrs, 48 Weeks</td>
<td>$20,900.00</td>
</tr>
<tr>
<td><strong>The PowerSport Institute branch campus Programs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American V-Twin Specialist</td>
<td>12 Months, 1200 Clock Hrs, 48 Weeks</td>
<td>$20,900.00</td>
</tr>
<tr>
<td>Powersport Specialist</td>
<td>12 Months, 1200 Clock Hrs, 48 Weeks</td>
<td>$19,480.00</td>
</tr>
<tr>
<td>Powersport Technician</td>
<td>18 Months, 1800 Clock Hrs, 72 Weeks</td>
<td>$27,900.00</td>
</tr>
<tr>
<td>Associate of Applied Science in Powersport Technology</td>
<td>18 Months, 2100 Clock Hrs, 72 Weeks</td>
<td>$31,620.00</td>
</tr>
<tr>
<td><strong>Main Campus Certificate Programs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom Paint and Graphics</td>
<td>3 Months 300 Clock Hrs 12 Weeks</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Generator Power Systems</td>
<td>3 Months 300 Clock Hrs 12 Weeks</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Edelbrock Performance Academy</td>
<td>3 Months 300 Clock Hrs 12 Weeks</td>
<td>$4,500.00</td>
</tr>
</tbody>
</table>

- Tuition includes all books and supplies.
- Prices as of 8-1-12.
Roadmap To Your Career

Start your path to a successful career today. OTC and PSI will help you along the way to ensure that you are well prepared for a successful career in an industry you love.

**First Admissions Steps**

1. Apply to OTC/PSI
2. Visit Campus
3. Apply for Housing & Pay Security Deposit

**Next Financial Aid Steps**

1. Apply for local scholarships (Check for deadlines)
2. Complete FAFSA Online
3. Receive Award Package from OTC
4. Apply for Loans
5. Have High School send final transcripts

**Final Start Steps**

1. Attend New Student Registration (week before the start)
2. Kick Off Your Career
POLICY ON SEXUAL HARASSMENT

It is the policy of Ohio Technical College/Powers Sport Institute that no member of the faculty, administration, support staff, or student body may sexually harass another. Sexual harassment is a violation of both college policy and the Federal Law and will not be tolerated or condoned.

Definition of Sexual Harassment
Sexual harassment may be broadly defined as unwelcome requests for sexual favors, sexual advances, or verbal or physical conduct of a sexual nature.

Specifically, sexual harassment exists when submission to such unwelcome conduct is explicitly or implicitly made a term or condition of an individual’s employment or student status. It can also exist when submission to or rejection of the unwelcome conduct is used as a basis for conditions relating to employment or student status such as raises, promotions, grades or student references. Additionally, sexual harassment exists when the unwelcome conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the opposite or same gender. Sexual harassment can take many forms ranging from jokes with sexual connotations to physical assault.

Sexual harassment is a form of sex discrimination covered under Title VII of the Civil Rights Act of 1974, which prohibits sex discrimination in employment, and Title IX of the Education Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving federal funds.

Reporting Procedure
If you are sexually harassed, you should report it immediately to a representative of the Human Resources Dept. or a member of the Counseling staff.

Every member of the college faculty, staff administration or student body has a duty and responsibility to report acts of sexual harassment.

Rules to Follow
Outlined below are several rules to follow while you are a student or employed at Ohio Technical College/Powers Sport Institute:

- Never sexually harass anyone at Ohio Technical College/Powers Sport Institute.
- If you feel you are being harassed, confront the harasser and advise him/her that you are offended and that the offensive behavior must cease.
- Keep detailed confidential records of the harassing behavior including the date, time, place and circumstances. Be sure to make note of any substantiating evidence or witnesses.
- Be sure to file a complaint with one of those mentioned in the preceding section.

It is against the law for anyone to retaliate against you for filing a complaint of sexual harassment.
I understand that Ohio Technical College/Power Sport Institute supports a drug free learning environment and, as a student or employee, I agree to support that policy. I further understand that OTC/PSI provides a brief educational program on the effects of alcohol and illicit drugs and the use of either in the workplace.

**DRUG FREE POLICY**

All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs is prohibited in the Ohio Technical College/Power Sport Institute workplace or as part of its activities.

For Conditions of this statement, the Ohio Technical College/Power Sport Institute workplace includes:

- 1274 East 51st St., Cleveland, Ohio, and surrounding parking lots
- 21210 Emery Road, North Randall, Ohio, and surrounding parking lots

For Conditions of this statement, Illegal Drugs include the following non-prescription substances:

- Narcotics: Opium, Heroin, Morphine and synthetic substitutes.
- Depressants: Chloralhydrate, Barbiturates, and Methaqualone.
- Stimulants: Cocaine (and derivatives such as crack) and Amphetamines.
- Hallucinogens: LSD, Mescaline, PCP, Peyote, Psilocybin, an MDMA
- Cannabis: Marijuana and Hashish

**A. INSTITUTIONAL SANCTIONS**

1) For any violation of the codes of conduct, Ohio Technical College will require appropriate sanctions on students or employees, including:

   a) Expulsion or Termination and referral to the proper authorities for prosecution, when appropriate, or
   b) Require such employee or student to participate satisfactorily in an alcohol and/or drug abuse rehabilitation program approved for such purpose by Federal, State or Health, Law Enforcement or other appropriate agency.

2) For any second violation of the codes of conduct, the employee or student will be immediately terminated and referred to the proper authorities.

3) Extreme cases may be treated differently and will be judged strictly on an individual basis, solely up to the discretion of the President.

Refusal to abide by institutional sanctions will result in termination of student or employee and referral to the proper authorities.

**B. EFFECT OF ALCOHOL AND ILLICIT DRUGS**

1) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol must be read through from the enclosed Controlled Substances Chart.

   a. **DOSES:**

      Low: Impaired judgment, which significantly decreases the ability to drive a car, Making a greater likelihood to get into an accident.

      Low to Moderate: Increased aggressiveness, including spouse and child abuse.

      Moderate to High: Impairment in higher functions affecting memory and learning abilities.

      Very High: Death

   b. **EFFECTS OF REPEATED USE**

      (1) Suddenly Stop Drinking – May cause withdrawal symptoms, which could consist of severe anxiety, tremors, hallucinations, and convulsions.

      (2) Long Term Consumption – Could lead to permanent damage of vital organs, such as the brain and liver.

**C. LEGAL SANCTIONS**

Legal sanctions for unlawful possession, use, or distribution of alcohol and/or drugs can range from fines to imprisonment or both, depending on the seriousness of the offense. Any individual found violating an offense on Ohio Technical College/Power Sport Institute grounds will be prosecuted to the fullest extent of the law.

**D. TREATMENT**

When deemed necessary for a student or employee to seek treatment for their particular alcohol or drug disease, Ohio Technical College will assist, when possible, in recommending options for counseling, treatment or rehabilitation programs. Employees or students can seek help from the Human Resources Dept., President, or pick up brochures readily available in local program centers.

I hereby acknowledge and agree to all statements listed on this Drug-Free Policy.