

Administrative Health
Specialist



Automotive
Technology



CADD
*Computer Aided
Drafting & Design*



Computer & Network
Technology



Dental
Assisting



Electrician
*Industrial, Commercial
& Residential*



Electronics Systems
Technology



HVACR
*Heating, Ventilation,
Air Conditioning & Refrigeration*



Medical
Assisting



Practical
Nursing



CONTENTS

	<u>Page</u>
History of Porter and Chester Institute	3
Educational Philosophy	4
Graduate Employment	4
Credentials (Accreditation, Certification, etc.)	5
Tuition Policy (Payment plans, etc.)	6
Refund Policy	7
Student Financial Aid Assistance	9
Admission	13
Student Body	14
Academic Information (Grading, Graduation requirements, etc.)	15
Consumer Information	19
Student Services	21
Class Schedule	21
Holiday and Vacation Schedule	23
Governance	23
Regulations	24
Security Data	27
Curriculum Contents	28
Directions to Campuses	57
Practical Nursing Addendum	66-70
Index	71

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Not all programs are offered at all Branches.

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www.PorterChester.com

Programs Available by Campus Location

Branford, CT

221 West Main Street, Branford, CT 06405 (203) 315-1060 (Affiliate)

- Automotive Technology - Computer Assisted Drafting & Design - Electronics Systems Technology -- HVACR Technology - Industrial, Commercial, Residential Electrician - Medical Assisting - Dental Assisting -
- Computer & Network Technology - Practical Nursing
-

Canton, MA

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

- Automotive Technology - Computer Assisted Drafting & Design -
- Computer & Network Technology - Electronics Systems Technology - HVACR Technology -
- Industrial, Commercial, Residential Electrician - Medical Assisting - Dental Assisting – Administrative Health Specialist
-

Chicopee, MA

134 Dulong Circle, Chicopee, MA 02021 (413) 593-3339 (Branch Campus)

- Automotive Technology - Computer Assisted Drafting & Design -
- Computer & Network Technology - HVACR Technology -
- Industrial, Commercial, Residential Electrician - Medical Assisting - Dental Assisting - Administrative Health Specialist
-

Enfield, CT

132 Weymouth Road, Enfield, CT 06082 (860) 741-2561 (Branch Campus)

- Automotive Technology - Computer Assisted Drafting & Design -
- HVACR Technology - Industrial, Commercial, Residential Electrician -
- Medical Assisting - Dental Assisting- Computer & Network Technology - Practical Nursing – Electronics Systems Technology
-

Rocky Hill, CT

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

- Automotive Technology - Computer Assisted Drafting & Design -
- Computer & Network Technology - Electronics Systems Technology - HVACR Technology -
- Industrial, Commercial, Residential Electrician - Medical Assisting - Dental Assisting - Practical Nursing
-

Stratford, CT

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

- Automotive Technology - Computer Assisted Drafting & Design -
- Computer & Network Technology - Electronics Systems Technology - HVACR Technology -
- Industrial, Commercial, Residential Electrician - Medical Assisting - Dental Assisting – Administrative Health Specialist
-

Watertown, CT

320 Sylvan Lake Road, Watertown, CT 06779 (860) 274-9294 (Branch Campus)

- Automotive Technology - Computer Assisted Drafting & Design - Computer & Network Technology - Electronics Systems Technology - HVACR Technology - Industrial, Commercial, Residential Electrician - Medical Assisting - Practical Nursing – Administrative Health Specialist – Dental Assisting
-

Westborough, MA

129 Flanders Road, Westborough, MA 01581 (508) 366-0296 (Branch Campus)

80 Turnpike Road, Westborough, MA 01581 (508) 948-2960 (Satellite Location)

- Automotive Technology - Computer Assisted Drafting & Design - Computer & Network Technology - Electronics Systems Technology - HVACR Technology - Industrial, Commercial, Residential Electrician - Medical Assisting -Dental Assisting
-

Woburn, MA

8 Presidential Way, Woburn, MA 01801 (781) 935-1108 (Branch Campus)

- Automotive Technology - Computer Assisted Drafting & Design -
- Computer & Network Technology - Electronics Systems Technology - HVACR Technology -
- Industrial, Commercial, Residential Electrician - Medical Assisting - Dental Assisting – Administrative Health Specialist

History

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

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

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

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

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

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

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

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

The prevalence of medical and hospitalization insurance together with the shortage of registered nurses revealed the need for a new, technician level occupation. To meet this demand, in 1992 the

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

Dental Assisting is another occupation that people who are interested in helping others find attractive. While Dental Assisting is not as large an occupation as Medical Assisting, it is loaded with opportunity for growth. In 1998 the Institute recognized this need by adding Dental Assisting to the curriculum at Enfield and in 2007 began expanding it to its other locations.

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

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

In August 1995, the stockholders of Porter and Chester Institute purchased the assets of the Connecticut School of Electronics (CSE). CSE is located in New Haven, Connecticut, and was established in 1947. The school has been in continuous operation since then. CSE continues to operate as a separate school but enlarged the scope of its programs and student services. Porter and Chester Institute is pleased that students living in the New Haven and shore points areas now have local access to the same kinds of training opportunities that Porter and Chester offers in Connecticut and Massachusetts.

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

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

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

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

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

Philosophy

The philosophical basis of all Porter and Chester Institute activity is simply this: to educate and train our students to the level that will make them competent employees. In this way, every graduate will have the maximum possible chance for prompt employment, at an attractive compensation rate, in the kind of job for which he or she has been prepared.

Accordingly, the atmosphere of the Institute is like that of an employer's office or workshop. Students must be orderly, but at the same time they are relaxed, informal, and enjoy themselves. The same instruments, equipment, and reference materials you would find on an employer's premises will also be found at Porter and Chester Institute. In other words, it's more like working on the job than attending school.

Our approach to education involves lectures in combination with group discussions and extensive practical, problem-solving applications of the lecture content. This means you not only get your hands into everything, but it also means your imagination will be stimulated, and you'll have a comprehensive understanding of what you're doing, and why you are doing it. This discourages destructive competition among students and encourages a maximum effort from each one. At Porter and Chester, students compete only with themselves, not with each other.

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

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

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

Graduate Employment

As part of a student's program, the Institute is responsible for helping each graduate get situated in the kind of job for which he or she has been prepared. This includes training in the task of job search as well as personal advising and securing interviews. Accreditation standards do not permit any school to guarantee employment to its graduates.

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

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

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

Accreditation

Porter and Chester Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Medical Assisting program is accredited by the Accrediting Bureau of Health Education Schools (ABHES) at all branches except Canton and Woburn. The Dental Assisting program is accredited by the Commission on Dental Accreditation (CODA) at all branches except Watertown, Canton, and Woburn.

The Chicopee Campus Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP Park Street, Clearwater, FL 33756, (727) 210-2350. CAAHEP is the organization the American Association of Medical Assistants (AAMAE) authorizes to evaluate and accredit medical assistant programs.

Accrediting Commission of Career Schools and Colleges (ACCSC)

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212

Accrediting Bureau of Health Education Schools (ABHES) (Medical Assisting, non-degree, programmatic accreditation)

7777 Leesburg Pike, Suite 314 North
Falls Church, Virginia 22043
(703) 917-9503

Commission on Dental Accreditation (CODA)

(Dental Assisting, non-degree, programmatic accreditation)

211 East Chicago Avenue
Chicago, Illinois 60611-2678
(800) 621-8099

Certification

Porter and Chester Institute is approved by the Connecticut Commissioner of Higher Education.

Porter and Chester Institute is certified by the State of Connecticut Department of Motor Vehicles as an official I/M240 Training Facility.

If you would like to review the documents which authorizes Porter and Chester state approval and accreditation they are available for viewing in our lobby.

Approvals

Porter and Chester Institute is approved by the following government or independent agencies:

- Bureau of Rehabilitation Services
- Division of Worker's Rehabilitation
- Immigration and Naturalization Service
- State Approving Agency for Veterans Benefits
- Bureau of Veterans Rehabilitation

Memberships

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

- Air Conditioning and Refrigeration Institute (ARI)
- Air Conditioning Contractors of America (ACCA)
- American Association of Medical Assistants
- American Dental Association
- American Design Drafting Association
- American Dental Assistants Association (ADAA)
- American Medical Technologists (AMT)
- American Nursing Association
- American Registry of Medical Assistants
- American Society of Heating, Refrigerating, and Air Conditioning Engineers
- ASA—Automotive Service Association
- ASE, National Institute for Automotive Service Excellence
- Association for Supervision and Curriculum Development (ASCD)
- ATRA—Automatic Transmission Rebuilders Association
- International Code Council
- CEDIA- Custom Electronics & Design Installation Association
- CompTIA
- CT Association of Professional Financial Aid Administrators (CAPFAA)
- Connecticut League for Nursing
- Connecticut Nursing Association
- Environmental Information Association
- Indoor Air Quality Association
- Institute of Electrical and Electronics Engineers (IEEE)
- Intel Premier IT Professional Program
- International Society of Certified Electronics Technicians
- IATN-International Automotive Technicians' Network
- National Association of Oil Heating Service Managers
- National Association of Stock Car Racing (NASCAR)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Computer Graphics Association
- National Fire Protection Association (NFPA)
- Numerical Control Society
- Refrigeration Service Engineers (RSES)
- Society of Manufacturing Engineers
- Society of Plastic Engineers

Tuition

Payment Procedure and Records

Tuition and equipment charges are payable as outlined below. The Financial Aid staff help students assess their financial resources and then recommends what best suits each student's situation. Tuition payments are accepted on our website; just go to www.porterchester.com and click "Pay Online." We also offer direct debit for those who wish to have their payments processed automatically. Please see the Financial Aid Department for the direct debit form.

A student is encouraged to apply for federal financial aid. If the federal financial aid will not enable the student to make ends meet, the Institute will attempt to locate other alternative sources of aid. After deducting all available financial aid from the total charges for each term, any balance due to the Institute must be paid prior to the start of each term.

For those students who are not interested in applying for financial aid, payment for each term's charges (tuition and Student Services fee) must be paid prior to the start of the term.

If a student wishes to compare the Institute's tuition, fees and program length with those of other accredited institutions throughout the country, the Accrediting Commission of Career Schools and Colleges is happy to provide this information. To request competitive rates, the student should write to:

Accrediting Commission of Career Schools and
Colleges

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
1-703-247-4212

Cancellation and Refund Policy

If the student wishes to cancel enrollment after 5 business days but prior to the start of his/her class, written notification should be sent to the Institute. If notification is provided prior to the student beginning attendance in classes, all money the student paid the school will be refunded.

Applicants who have not visited the school prior to enrollment will have the opportunity to cancel enrollment without penalty (receive a refund of all money paid) within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

If during the first week of the first term, the student withdraws or is dismissed for any reason after starting classes, 50% of the Student Services Fee will be refunded. No portion of the Student Services Fee is refunded after the student begins the second week of the term.

If the student withdraws or is dismissed for any reason after starting classes, the student's enrollment is terminated and the applicable schedule below is used to determine the tuition refund amount. Under the pro-rata term tuition refund schedule, the Institute retains a pro-rata percentage of tuition up through 60% of the term (based on the number of weeks the student has been in attendance that term) and refunds the remainder. No portion of the term's tuition is refunded after the student has completed 60% of the term. The termination date for refund computation purposes is the last date of attendance.

First Term Pro-rata Tuition Refund Schedule

If the termination takes place:	The amount of the tuition refund is:
In the first week	100% of tuition
In the second week	83% of the first term's tuition
In the third week	75% of the first term's tuition
In the fourth week	67% of the first term's tuition
In the fifth week	58% of the first term's tuition
In the sixth week	50% of the first term's tuition
In the seventh week	42% of the first term's tuition
In the eighth through twelfth weeks	None

Second through Last Term Tuition Refund Schedule

If the termination takes place:	The amount of the tuition refund is:
In the first week	92% of the term's tuition
In the second week	83% of the term's tuition
In the third week	75% of the term's tuition
In the fourth week	67% of the term's tuition
In the fifth week	58% of the term's tuition
In the sixth week	50% of the term's tuition
In the seventh week	42% of the term's tuition
In the eighth through twelfth weeks	None

Students who receive federal student aid are subject to the Federal Return to Title IV (R2T4) Refund Policy. This policy calculates the amount of federal financial assistance the student has earned based on the percentage of the term (or payment period) the student completed up to the 60% point of the term. See the Federal Return to Title IV (R2T4) Refund Policy for information on calculating federal refunds when a student withdraws or is dismissed. Returning funds as required by this policy could result in the student owing a balance to the Institute.

Students are responsible for the portion of the term's tuition charge remaining after the tuition refund is credited, plus any book, equipment or supply charges, and any fees (e.g. NSF bank fees) which they have incurred. Student payments, earned federal student aid, and other funding sources are first used to satisfy these outstanding charges before any refund is issued.

If the student's total payments are more than the total amount owed, the excess will be refunded within 45 days of the date of determination of the student's withdrawal or dismissal. ("Student's total payments" means all funds from all sources credited to the student's account minus any funds returned to the federal student aid programs under the R2T4 refund calculation.) Institutional refunds are made to payment sources in the following order: ISFC Loans, Unsubsidized Stafford Loans, Subsidized Stafford Loans, PLUS Loans, Private Education Loans, Agency Sponsorship, Pell Grants, SEOG, other grants or scholarships, student.

If the student's total payments are less than the total amount owed, he/she is responsible for paying the balance. This amount is payable in full at the time of termination, unless the student has arranged for installments. Twelve-percent annual interest applies to any money owed the Institute that is not collected within sixty days of the student's last day of attendance. If the student fails to make payment, the Institute will take the legal action necessary to collect the money due, and the student will be responsible for payment of any attorney's fees or other costs incurred by the Institute in collecting the money owed to it by the student. The student's performance in satisfying any obligation owed to the Institution may be reported to one or more credit bureaus.

FOR MASSACHUSETTS STUDENTS:

We are required by law to provide this notice to our Massachusetts students. However, since Porter and Chester Institute's refund policy is more favorable to students (results in withdrawn students owing a smaller amount to the school), the institutional refund policy will be used to calculate all refunds

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

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

Administrative Costs: \$0

Student Financial Aid

Financial aid available for those who qualify

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

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

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

Pell Grants

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

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

Ford Federal Direct Loan Program (DL)

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

Federal Direct Subsidized Loans (DSL)

Students who qualify for federal financial aid may apply for this low-interest loan. The interest is paid by the federal government while the student remains in attendance. Interest begins to accumulate, and repayment commences six months after the student graduates or ceases to be enrolled at least half time. The interest rate is fixed at 4.5% for the 2010-2011 academic year.

Federal Direct Parents Loan for Undergraduate Students (DPLUS)

This low-interest loan is available to the parents of dependent students. The parents must have established a satisfactory credit record, and the amount they may borrow per academic year is the cost of attendance at the Institute minus any financial aid the dependent receives. The interest rate is fixed at 7.9%.

Federal Direct Unsubsidized Loan (DUL)

Students who do not qualify for other federal financial aid may apply for this low-interest loan. The terms of this loan are the same as the DSL except that the federal government does not pay the interest while the student is in attendance and the interest is fixed at 6.8%.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Education Tax Benefits

As of 2010, the federal government offers three education benefits to tax filers: the Tuition and Fees deduction, the American Opportunity Credit, and the Lifetime Learning Credit. In general, these tax benefits are available to the person claiming the student as a dependent for tax purposes. So, parents paying for their child's education may receive the credit instead of the student. The eligibility criteria, the amounts available, and income limits vary by program, so it is useful to seek the help of a tax advisor in determining whether a student or parent is eligible for one of these benefits. These benefits are subject to revision or elimination by the federal government at any time.

Alternative Financing

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

Student Aid Award Policy

Direct Loans, Pell Grants, and Federal Supplemental Educational Opportunity Grant make up the fundamental building blocks for putting together a financial aid "package."

After establishing the amount of aid available from these sources, the Financial Aid Department determines whether additional aid is needed.

Generally speaking, financial aid is disbursed up to ten days prior to the first day of each term for continuing students. The following conditions and procedures apply to the awarding of financial aid:

- The appropriate forms must be filled out accurately and sent or brought to the appropriate campus on time. The Institute's Financial Aid Staff are available to help procure the forms and provide assistance in filling them out.

- The federal government's award year is July 1 to June 30. Accordingly, if the student is enrolled in the Institute for more than one federal government award year, the student must fill out the appropriate forms again prior to the beginning of each award year.

- The student must be a citizen or permanent resident of the United States, or be in the United States for other than a temporary purpose and be able to provide the required documentation of intent to become a permanent resident. Foreign students on non-immigrant visas are not eligible for federal financial aid.

- The student must be making satisfactory academic progress toward the completion of his/her educational program. This means that there must be a reasonable expectation that, ultimately, the student will graduate and be qualified to enter the occupation for which the student is being prepared.

- The student may not be in default on repayment of a Federal student loan. Similarly, the student may not owe a refund on a Pell Grant or Federal Supplemental Educational Opportunity Grant.

Return to Title IV Funds Policy (R2T4)

If you leave Porter and Chester Institute prior to completing 60% of a payment period or period of enrollment (term), the Institute's financial aid office recalculates your eligibility for Title IV funds. Recalculation is based on something called "the percentage of earned aid that has been earned" using the Federal Return of Title IV Funds formula. This formula basically calls for proration of your aid based on the time you attended school.

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

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

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

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

Also keep in mind that the requirements for FSA program funds (when you withdraw) are separate from any refund policy which the institute may have. The financial aid office can answer any questions you have and provide you with requirements and procedures to officially withdraw from school.

Copies of this policy are available from the campus financial aid office.

Satisfactory Academic Progress

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

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

I. Cumulative Grade Point Average (Cum GPA)

Students in the Practical Nursing program must maintain a minimum grade point average of 75 in all courses every term. In all other programs, a student must have a grade point average (GPA) of 65 at the end of the first term. At the end of the second term and every term thereafter, a student must have a cumulative GPA (C-GPS) of 70 (which is the equivalent of a "C" average). If a student withdraws and then re-enrolls in the same program, all coursework from both periods of enrollment is included in the cumulative GPA calculation.

II. Academic Pace (Hours Earned Compared to Hours Attempted)

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

III. Maximum Time Limit

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

Course Withdrawals:

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

Course Incompletes:

Porter and Chester Institute does not currently use a grade of Incomplete.

Course Repetitions:

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

Transfer Credit Courses

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

SAP Reviews

The SAP calculation is run at the end of every term. A review is then completed at the end of each term (every other term for six week programs) to determine if students are complying with SAP standards. Students who are out of compliance with one or more of the SAP standards are subject to sanctions as indicated below.

SAP Warning

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

SAP Appeals

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

campus Education Director, the Director of Student Services Compliance, and any other staff appointed by the Education Director to serve on the Committee. Students must file their Appeal within 5 days of notification that they have failed to regain SAP, and the SAP Appeals Committee must render a decision within 48 hours of receiving a completed SAP Appeal packet.

SAP Probation (SAP Failure Appealed and Appeal Granted)

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

Regaining Eligibility for Financial Aid

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

SAP Dismissal

Students are subject to SAP dismissal in the following circumstances:

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

Admission

Application Requirements

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

1. Every prospect has to be interviewed by a Career Program Specialist (CPS) to determine compatibility for the program. The CPS has the right to deny application based on this interview;
2. Based on a successful interview resulting in a positive recommendation from the CPS, the prospect has the right to complete an application;
3. Each prospect must take the Wonderlic test and pass with a score of 15 for Computer and Network Technology, a 17 for Practical Nursing and a 10 for all other programs;
4. Through performance in the interview and on the application and the Wonderlic test, prospects must demonstrate proficiency in written and spoken English.

Enrollment Requirements

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

1. Complete the Institute's Enrollment Agreement;
2. Provide proof of high school graduation or the equivalent (GED) prior to class start;
3. Demonstrate the ability to financially afford the tuition through loans, grants, personal payments, or other means.

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

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

Prerequisites

Prior to enrollment at the Institute, an applicant must have graduated from high school or have acquired a General Equivalency Diploma (GED).

Tours of the Institute

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

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

Open House

Every fall the Institute stages a little party in honor of new students. To make it easy for students, their close friends and families to participate, a separate party is held at each campus. The purpose of these "get togethers" is to enable the students and faculty to get acquainted informally before the serious work of education begins. It also gives those people closest to the student an opportunity to see Porter and Chester Institute if they haven't had an opportunity to do so before this.

In addition, it's a good opportunity to get questions or problems that come up at the last minute taken care of. In this regard, the Institute's executives (along with key members of their staffs) are all on hand to explain things and be of whatever help they can.

We urge that all new students, their families and close friends join us at one of these "open houses."

Student Body

Overview

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

Approximately 85% of Porter and Chester students work either full or part-time to help finance their educations.

Profile

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

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

Discrimination

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

Student Body Diversity

Enrolled, full-time students who received Pell Grants are distributed across the following categories:

	% Male	% Female
Asian	1%	
Black	11%	7%
Hispanic	17%	9%
White	30%	19%
Other	5%	1%

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

	% Male	% Female
Asian	1%	
Black	14%	5%
Hispanic	14%	8%
White	39%	13%
Other	5%	1%

Retention Rate for Student Body

The retention rate for first-time, full-time students who began their studies at Porter and Chester Institute in Fall 2008 and were still enrolled or graduated by Fall 2009 is 73%. The retention rate for first-time, full-time students who began their studies at Porter and Chester Institute of Branford in Fall 2008 and were still enrolled or graduated by Fall 2009 is 77%. PCI reports this rate to the National Center for Educational Statistics through the IPEDS system.

Vaccination Policy

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

Academic Information

Our Approach to Education

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

On the other hand, Porter and Chester students are educated at branch campuses with limited enrollments. The maximum number of students being taught in any one classroom or lab is fifty. This depends on the complexity of the material to be covered and the technique to be used in teaching it. By keeping the student/instructor ratio as small as possible, we can cover the maximum amount of material in a relatively short time. It also enables your instructors and fellow students to get to know you as a person, not just as someone else in the class. Furthermore, it's easier to make friends, have fun, and experience satisfaction from your accomplishments.

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

Curriculum Content

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

Learning Resources

The learning resource system consists of the basic theoretical volumes, reference books, suppliers' catalogs, periodicals, and internet web sites that the student will need after graduation and is practicing the occupation he or she acquired at the Institute.

Field Trips

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

Grading

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

The grade point average for each course consists of two major criteria. These criteria are: (1) the quality and quantity of work produced during the course, and (2) the student's attitude and effort during the course.

The "work" category constitutes 80 percent of the grade point average, and the "attitude/effort" category constitutes 20 percent of the grade point average.

For the work category, the Institute employs a competency based grading system. The grade awarded represents the degree to which the student has achieved the objectives of the course.

The attitude/effort category simulates the conditions under which the student will earn advancement after he or she graduates and becomes employed. Accordingly, the attitude/effort grade is based entirely on the judgment of those faculty members who have instructed the student during the course. This ties in closely with the strategic objective of the Institute, namely, to graduate highly desirable employees. The employer needs such things as dedicated effort and regular attendance as much as, if not more than, it needs technical competence.

The components of a program are courses. If the student receives a grade of 59 or lower for a course, no credit is earned, and the course must be repeated. Upon retaking the course, if the student receives a grade of 70 or better, the student is awarded credit for the course. The student may not graduate unless all the courses that make up a program have been completed with a grade of 70 or better.

Make-up Policy

If the student is absent from classes. He/she must make arrangements to acquire the course material which was missed due to excused absences. If the student falls below 90% attendance, the unexcused course time missed must be made up hour for hour. A student may make up failed or missed course work in an available alternate session (as long as he or she has not exceeded 150 percent of the scheduled hours required to complete the program). For example, an Early Day student might attend either the Mid Day or Evening Session, and a Mid Day student might attend either the Early Day or Evening Session, etc. Other options for completing required make-up hours vary by campus. Students are strongly urged to maintain exemplary attendance, as make-up opportunities may not fall on the days and times of the student's usual schedule.

Each program is constructed to account for a standard amount of time lost to holidays or snow days each term. In the event that a term has an unusually high number of emergency class cancellations, students need to be prepared for required make-up days which could be held on a day of the week when they are not normally in attendance (i.e. Fridays or weekends).

Explanation

Numerical Equivalent (percent) and 4.0 Grade Conversion

90 to 100 (3.5-4.0)	Outstanding performance; far exceeds standard; complete mastery of essentials; high degree of independence in problem solving; completion and mastery of all projects available in the term.
80 to 89 (2.75-3.45)	Highly effective performance; exceeds standard; mastery of essentials; above average independence in problem solving; completion and mastery of most projects available in term.
70 to 79 (2.0-2.7)	Good performance is the level of performance achieved by most students and consists of average independence in problem solving and the completion and mastery of core projects in the term.
60 to 69 (0.05-1.95)	Needs improvement to meet standard; flawed understanding of essentials; little independence in problem solving; core projects inadequate.
Below 60 (0)	Failure; needs much improvement to meet standard; little understanding of essentials; no problem solving capabilities; core projects inadequate.

Credit for Previous Postsecondary Education (Advanced Standing)

Academic and financial credit will be given for previous, relevant, postsecondary education. At the time the applicant requests advanced standing, a transcript verifying the applicant's accomplishments and a catalog from the previously attended institution must be provided. The Education Supervisor at the branch the student will be attending interviews and tests the applicant to measure the knowledge and skill he or she possesses.

Credit is awarded for applicable course work from a program the student has mastered prior to matriculation at the Institute provided those Institutions are accredited by an agency recognized by the USDE or the Council for Higher Education Accreditation (CHEA). However, credit cannot be awarded for part of a course. If the student's previous education or experience did not cover all of the content in a course, no credit can be awarded.

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

Credit Transfer

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

From time to time, this causes credit transfer problems because of the difficulty in matching our curriculum content with that of other postsecondary educational institutions.

The above being the case, the Director is happy to assist graduates who apply for transfer into another institution for additional higher education. Usually, the graduate is asked to provide the Director with a copy of the other institution's catalog. Then, the Director contacts the appropriate dean in the other institution so as to be of assistance in providing the dean with detailed information about what the graduate has learned at Porter and Chester Institute.

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

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

Credit Hours

Porter and Chester measures student progress and awards academic credit in quarter credit hours. One quarter credit hour is awarded for every 20 student contact hours in the classroom or 20 student contact hours of supervised lab or shop instruction or for every 30 student contact hours of externship experience. A student contact hour (clock hour) is defined as a 60 minute unit of instruction and break time, with at least 50 minutes of instruction.

Records

A separate academic file is maintained for each student. The file contains:

1. The form the student completed at the time he or she applied to the Institute.
2. The agreement between the student and the Institute.
3. A copy of the student's high school record, equivalency diploma or postsecondary education transcript.

A second, separate file contains the appropriate student financial aid documents, if the student received aid while in attendance at the Institute.

Copies of transcripts and other documents

A transcript is maintained for each student. The student's attendance and grades are entered into the database and at the end of each term, grade reports or unofficial transcripts are printed. The grade report or transcript is then reviewed by the Education Supervisor and once approved, mailed to the student.

A copy of the student's official transcript is kept indefinitely in a fire resistant enclosure.

Transcripts are issued approximately two weeks after the completion of each Term, and a final, official transcript is provided along with the other graduation credentials within two weeks after graduation. It is recommended that the graduate keep this transcript as part of his or her permanent records. In this way it is available for photocopying in the event a transcript is needed for transfer credit to another institution or as a pre-employment credential.

Copies of the student's official transcript are only released to third parties and only at the written request of the student. To obtain a transcript, the student must provide the Institute with:

1. A written request.
2. The name and address to which the transcript should be mailed.

This procedure also applies to any other document copies the student requests.

Attendance

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

Students must attend a minimum of 90% of their scheduled class time. Exceeding absences must be made up hour for hour as directed by the instructor, Education Supervisor or Director of Education. (Please refer to the catalog section on the Make-up policy.) Students will be notified if their attendance levels put them in academic jeopardy. Failure to maintain Satisfactory Attendance or to complete required make-up hours may result in academic sanctions up to and including dismissal from the student's program.

The following reasons form the basis for this policy:

1. The student will not be able to master the curriculum content unless he or she participates in all classroom and project activities.
2. The student's future employer will not tolerate erratic attendance. Failure to cooperate on this essential element will simply result in being fired. Accordingly, if prior to enrolling at the Institute, the student has not acquired the habit of dependability, it's of essential importance to do so promptly.
3. The Institute cannot function within its budget unless students attend classroom and project activities in accordance with the schedule established for their classes.

Emergency Absences

Students who will be absent due to illness or other emergency must notify their instructor in order to have the absence recorded as excused. Students must follow the instructor's directives for providing documentation of the absence, obtaining missed information or making up missed class time. Absences exceeding 10% of scheduled term hours are subject to the Make-up policy requirements, regardless of whether they are excused or unexcused.

Any time a student misses two consecutive days of school with no notification to their instructor, the instructor will attempt to reach the student by telephone. If the instructor is unable to contact the student, the institute mails a letter which urges the student to contact their instructor and return to class and which details the consequences of further absences.

Withdrawal, Dismissal

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

If such notification is not received, the Institute will assume the student has withdrawn if the student has been absent for fourteen consecutive calendar days and has not arranged for a Leave of Absence. The last date of actual attendance will be used for refund computation purposes.

The Institute may suspend or terminate a student's instruction for any of the following reasons:

- Unsatisfactory progress
- Non-compliance with any of the Institute's policies or regulations
- Tuition delinquency
- Two consecutive weeks of absence from classes

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

Re-enrollment

Former students must meet acceptable academic and financial criteria in order to be considered for re-enrollment. In the event the student wishes to return to school, he or she will be required to meet with the Director of Education at least one month prior to the anticipated starting date of classes. The Director of Education will determine whether the student is academically prepared for reenrollment. The student's financial standing with the Institute will also be assessed. Students meeting both standards may then meet with a Career Program Specialist (CPS) about re-enrolling in the next available class, and the Institute's standard policy regarding financial and academic credit for previous postsecondary education applies. One full term (12 weeks) must elapse between the student's term of withdrawal and the term of re-enrollment.

Leaves of Absence

If the student encounters an emergency that will require being absent for more than the time allowed under the policy for Emergency Absences, the student must submit a written request for a Leave of Absence to the Director of Education for consideration. Within two class days after receiving the request, the Director will provide the student with written approval or disapproval. Only one Leave of Absence is available to the student during any twelve month period, and the length of the Leave may not exceed 180 calendar days. Except in the case of final Externships, if the Leave of Absence exceeds 14 days, students must drop the courses in which they are currently enrolled and retake those courses at the end of their program. If the Leave of Absence encompasses an entire term, tuition is not charged for the Leave of Absence. For shorter Leaves, the student will be required to make up course material missed during the Leave, including actual class hours, if applicable. This may require make-up hours in a session other than the one the student is attending (Refer to the catalog section on the Make-up policy.) If a student fails to return from an approved Leave of Absence, the student will be terminated and the school's refund policy as it appears in this catalog will apply. Students must request an Administrative Leave of Absence when they need to "sit out" a term, or part of a term, because the remaining courses they need to attend are not being taught in that term. A Leave of Absence approved academically by PCI may still not meet the federal guidelines for a Title IV approved Leave of Absence. In this instance, the student is still academically eligible, but the institution will perform the federal refund calculation for aid the student received during the Leave of Absence term. Consult the Financial Aid office for additional information.

Graduation Requirements

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

1. Completion of the work required in the program in which the student is enrolled.
2. Maintained satisfactory progress for each semester that the student has completed.
3. Earned the number of quarter credit hours called for in each of the courses of the student's program. These are specified in the "Curriculum Contents and Costs" section of this catalog.

1. A cumulative grade point average of 70 or better.
5. Payment of all money owed the Institute.

Consumer Information

Voter Registration

Porter and Chester annually holds Legislative Awareness Day in September at each campus. During the day, we distribute mail-in voter registration cards. We offer assistance in filling out the voter registration cards in a non-partisan manner. At other times during the year the voter registration cards will be available in the Financial Aid Office.

Drug and Alcohol Abuse Prevention Program

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

Special Services

Students with physical or learning disabilities who may require accommodations are encouraged to contact the Director of Education. This should be done at the beginning of each class start. Instructors, with the Director of Education, will provide reasonable accommodations to those students with documented disabilities.

Family Education Rights and Privacy Act

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

Consumer Information Contact

Students or applicants desiring additional consumer information should contact their campus Director of Education or Director of Admissions who will obtain the information from the Compliance Director.

Graduation Rates for Student Body

The graduation rate for first-time, full-time students who began their studies at Porter and Chester Institute in Fall 2007 and graduated within 150% of their program length is 79%. The graduation rates for specific student populations from the same time period are:

Gender	Male	Female		
	78.9%	79.3%		
Race	Black	Hispanic	White	Unknown
	47.4%	50.0%	79.1%	82.5%
Type of Aid	Pell Grant	Subsidized Loan	Other/ No Aid	
	77.2%	77.2%	85.6%	

The graduation rate for first-time, full-time students who began their studies at Porter and Chester Institute of Branford in Fall 2007 and graduated within 150% of their program length is 90%. The graduation rates for specific student populations from the same time period are:

Gender	Male	Female		
	87.8%	100%		
Race	Black	Hispanic	White	Not Reported
				90%
Type of Aid	Pell Grant	Subsidized Loan	Other/ No Aid	
	75.0%	97.3%	<i>No students in this category</i>	

Cost of Attendance (COA)

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

Expenses	Single Student Living with Parents	Single Student Not Living with Parents	Student with Dependents
Tuition and Fees	Actual (see page 67)	Actual(see page 67)	Actual (see page 67)
Books and Equipment	Actual (see page 67)	Actual (see page 67)	Actual (see page 67)
Room and Board	\$563/month	\$1445/month	\$1445/month
Personal Expenses	\$247/month	\$307/month	\$307/month
Transportation	\$210/month	\$256/month	\$256/month
Loan Fees (other)	\$50/month	\$50/month	\$50/month
Disability Costs	Actual	Actual	Actual

Placement (Employment) Rates

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

Student Services

Advising

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

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

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

The campus Financial Aid staff are available to help students solve their financial problems.

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

The Institute solicits the suggestions and criticisms of the students. It is one of the methods the Institute uses for continuing self-evaluation and improvement. It is also one of the ways by which students gain a deeper insight into the policies and objectives of the Institute. The procedure for making sure suggestions and complaints are given proper attention and consideration is posted on the classroom bulletin boards and is described in the Suggestions, Complaints section of this catalog.

Social Activities

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

Dances, fund raising efforts for worthwhile causes, car pools, beach parties, etc., are some of the activities the Institute is happy to help students organize and publicize.

While it's true that Porter and Chester is a very serious place, it's equally true that it is a fun-loving, happy place at which to acquire occupational preparation.

Health Services

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

Class Schedule

Daily Hours

Classes in the Early and Mid Day sessions of **Drafting and Computer & Network Technology** meet Monday through Friday for the Early Day and Mid Day Sessions and Monday through Wednesday for the Afternoon and Evening Sessions on the following schedule:

Early Day Session:	7:30 a.m.-12:40 p.m.
Mid Day Session:	12:50 p.m.-6:00 p.m.
Afternoon Session:	12:50 p.m.-5:25 p.m.
Evening Session:	6:05 p.m.-10:40 p.m.

Classes in the Early and Mid Day sessions of **Electrical, Electronics, and HVAC** meet Monday through Friday for the Early Day and Mid Day Sessions and Monday through Thursday for the Evening Session on the following schedule:

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

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

Early Day Session:	7:30 a.m.-12:40 p.m.
Mid Day Session:	12:50 p.m.-6:00 p.m.
Afternoon Session:	12:50 p.m.-5:20 p.m.
Evening Session:	6:05 p.m.-10:35 p.m.

Classes in the **Medical Assisting, Dental Assisting and Administrative Health Specialist** programs Early Day and Evening Sessions meet Monday through Thursday on the following schedule:

Early Day Session:	8:00 a.m.-2:25 p.m. (Dental Assisting)
	8:30 a.m.-2:40 p.m. (Medical Assisting)
	8:15 a.m.-2:45 p.m. (AHS)
Evening Session:	6:00 p.m.-10:20 p.m. (Dental Assisting)
	6:00 p.m.-9:55 p.m. (Medical Assisting)
	6:00 p.m.-9:55 p.m. (AHS)

Class Schedule

Dental Assisting

Early Day Sessions

<u>Start Date</u>	<u>End Date</u>
07/25/2011	04/13/2012
10/24/2011	07/13/2012
01/23/2012	10/12/2012
04/23/2012	01/18/2013
07/23/2012	04/12/2013
10/22/2012	07/12/2013

Evening Session

<u>Start Date</u>	<u>End Date</u>
07/25/2011	07/13/2012
10/24/2011	10/12/2012
1/23/2012	01/18/2013
04/23/2012	04/12/2013
07/23/2012	07/12/2013
10/22/2012	10/11/2013

Medical Assisting and Administrative Health Specialist

Early Day Sessions

<u>Start Date</u>	<u>End Date</u>
07/25/2011	04/13/2012
10/24/2011	07/13/2012
01/23/2012	10/12/2012
04/23/2012	01/18/2013
07/23/2012	04/12/2013
10/22/2012	07/12/2013

Evening Session

<u>Start Date</u>	<u>End Date</u>
07/25/2011	10/12/2012
10/24/2011	01/18/2013
1/23/2012	04/12/2013
04/23/2012	07/12/2013
07/23/2012	10/11/2013
10/22/2012	01/10/2014

Computer Assisted Drafting & Design • Electronics Technology • HVACR • Electrical Technology • Computer & Network Technology • Automotive Technology

Early Day and Mid-Day Sessions

<u>Start Date</u>	<u>End Date</u>
07/25/2011	07/13/2012
10/24/2011	10/12/2012
01/23/2012	01/18/2013
04/23/2012	04/12/2013
07/23/2012	07/12/2013
10/22/2012	10/11/2013

Afternoon and Evening Sessions

<u>Start Date</u>	<u>End Date</u>
07/25/2011	01/18/2013
10/24/2011	04/12/2013
1/23/2012	07/12/2013
04/23/2012	10/11/2013
07/23/2012	01/10/2014
10/22/2012	04/11/2014

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

Holiday and Vacation Schedule

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

2011		2012	
New Year's Day	January 1, 2011	New Year's Day	January 1, 2012
Spring Vacation	April 18-22, 2011	Spring Vacation	April 16-20, 2012
Memorial Day	May 30, 2011	Memorial Day	May 28, 2012
Independence Day	July 4, 2011	Independence Day	July 4, 2012
Summer Vacation	July 18-22, 2011	Summer Vacation	July 16-20, 2012
Labor Day	September 5, 2011	Labor Day	September 3, 2012
Fall Vacation	October 17-21, 2011	Fall Vacation	October 15-19, 2012
Thanksgiving & day after	November 24, 25, 2011	Thanksgiving & day after	November 22, 23, 2012
Winter Vacation	December 26-30, 2011	Winter Vacation	December 24-28, 2012

Governance and Ownership

Policy Formulation

Porter and Chester Institute is owned by Thoma Bravo LLC of Chicago, Illinois, as the majority shareholder. The plans and policies of Porter and Chester Institute are formulated by its board of directors and implemented by its administrative staff and faculty. While the board of directors is ultimately responsible for plans and policies, all members of the administrative staff and faculty contribute to the continuing improvements that are essential to keep the Institute at the cutting edge of the occupational skills and knowledge it teaches.

Board of Directors

- Carl Thoma
- Raymond R. Clark
- John F. Cloonan-Burke
- James A. Bologna
- Tim Schutz
- Jim Mathis
- Corey Whisner

Faculty

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

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

Curriculum Evaluation Committees

The contents of the occupational programs the Institute teaches are based on a careful analysis of the things technicians should know and be able to do. We don't depend on textbooks for this vital information. We've found that, too often, the people writing the books aren't doing the job, and the people doing the job aren't writing the books. So, at Porter and Chester Institute, we create much of the course materials ourselves. In doing this, the Curriculum Evaluation Committees make exceptionally important contributions. Curriculum Evaluation Committee members are active practitioners in their fields, and their collective expertise spans the gamut of the knowledge and skills called for by the occupational program their committee evaluates. Each curriculum division has its own committee. Accordingly, Institute-wide, there are nine Curriculum Evaluation Committees. **12/02/2010**

Regulations

Objectives

These regulations have a three-fold purpose:

1. To provide an environment that is conducive to concentration and high productivity.
2. To foster the student's adjustment to the working conditions he or she will face on the job.
3. To enable the Institute to operate within its budget.

Beverages, Food

Soft drinks, coffee, tea, etc., may be consumed only during class change. Paper cups, cans, wrappers, etc., must be disposed of in the trash containers.

Dress

The principles followed by Industry (the student's future employer) form the basis for the Institute's policy when it comes to clothing. The following is a guideline for what is permissible:

In Medical Assisting and Dental Assisting, students must wear lab coats or scrubs.

In Practical Nursing, students must wear nursing uniforms while in attendance at all classes and clinical facilities.

In all other programs, Porter and Chester Institute uniforms must be worn.

Smoking

Smoking is not permitted inside the building.

Theft, Property Damage

The Institute is not responsible for the loss of personal property or equipment. Property owned by a student may not remain on the premises after the student has left for the day.

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

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

Equipment Maintenance, Cleanliness

Each student is responsible for the upkeep and maintenance of the Institute-owned equipment that has been loaned to the student.

Any equipment replacement or repair costs that are traceable to the student's neglect or abuse will be charged to the student.

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

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

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

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

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

Miscellaneous

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

At the end of a session, students are responsible for putting their chairs back in their original position and for cleaning up their immediate areas.

Visitors and former students are not allowed on the premises unless accompanied by a member of the Institute staff.

Students are not allowed to change their assigned locations unless prior approval has been received from the instructor.

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

Students may not solicit instruction from another student. Raise your hand, and the instructor will assist you.

Conduct

The environment of the Institute is the same as that of the student's future employer. Accordingly, conduct that disturbs other students is not tolerated. Mature, professional behavior is expected at all times. Failure to cooperate in this respect will result in the student's suspension or dismissal.

During school hours, students must be at their assigned locations. Outside of school hours, students must be off the premises. In other words, recreation or loitering on the Institute's premises is prohibited.

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

The environment of the Institute is the same as that of the student's future employer. Accordingly, behavior that disturbs or endangers other students is prohibited. The following are some of the actions that cannot be tolerated:

- The use of drugs, alcohol, or in the sole judgment of the student's instructor, the student is under the influence of drugs or alcohol.
- Playing a radio or musical instrument, etc.

- Shoving, pushing, horseplay, etc.
- Speaking in a disturbingly loud voice or shouting across the room.
- Cheating and submission of tasks or assignments, either in whole or in part, which is not the student's own work and claiming it as his/her own.

Federal and state laws stipulate that it is illegal to carry a firearm without a permit. Porter and Chester's policy is that under no circumstances will firearms be allowed on the premises. Failure to comply with this policy will result in the student's dismissal and the proper authorities being notified.

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

Snow Days

Like your future employer, the Institute rarely closes due to inclement weather. It is up to the student to decide when coming to school would be hazardous. Television stations will announce closings; postings will also be made on the Institute's website and Facebook page.

Interpretation

In the case of a dispute over the meaning of a regulation, the interpretation of the Institute prevails.

Non-Compliance

Failure to comply with these regulations will result in the student's suspension or dismissal.

Suggestions, Complaints

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

Please give your improvement suggestions or criticisms to your Instructor or Education Supervisor. He/she will take the actions necessary to make sure your advice is considered carefully by the appropriate Institute executives. If the Institute agrees with your point of view, your suggestion will be gratefully implemented. If the Institute does not agree, you will be told why.

Another way to make a suggestion or criticism is to give it directly to the Director of Education. From time to time, the Director of Education will visit your class and give you the opportunity to ask questions about the Institute or give us suggestions for improvement. Please take advantage of these opportunities to express your views about things.

Complaints

If you have a reason for not wanting to give your complaint to the Instructor or Supervisor, please either write to the Director via Registered or Certified mail, or go to the Director's office and tell him/her yourself. The Director will explain how your complaint will be handled. If a student feels that the Institute has not adequately addressed a complaint or concern, the student may want to contact the Accrediting Commission or the State of Connecticut Department of Higher Education or State of Massachusetts Department of Education.

State of Connecticut
Department of Higher Education
61 Woodland Street
Hartford, CT 06105-2391
(860) 947-1816

Massachusetts Department of
Elementary & Secondary Education
Office of Proprietary Schools
75 Pleasant Street
Malden, MA 02148-4906
(781) 338-6048

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

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

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

STUDENT COMPLAINT/ GRIEVANCE PROCEDURE

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

**Accrediting Commission of Career Schools
and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
(703) 247-4212**

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Education.

Branford – Jeff Bracale
Chicopee – Scott Dudley or Elizabeth Murphy
Westborough – Glenn Hartland
Canton – Roland Wager
Woburn – Paul Chaves
Stratford – Patrick O'Brien
Watertown – Lou Camacho or Lindy Caouette
Rocky Hill – Hue Neagle or Karen Juchniewicz
Enfield – Wendell Soucy

2009 Campus Security Data

Porter and Chester Institute prepares their annual report by October 1st of each year. In accordance with the Department of Education's regulations, this report is distributed to all enrolled students and current employees directly by publications and mailings. Upon request, a copy of the annual report is also available to a prospective student or employee. Porter and Chester provides all prospective students and employees with a notice of the reports availability. The notice includes a brief description of the report, which includes statistics for the previous three years concerning reported major crimes that occurred on campus or on public property immediately adjacent to campus. The report also includes institutional policies concerning campus security and other matters. If requested, a hard copy of the report is provided. Annually, Porter and Chester Institute submits the statistical section of their annual Crime Report to the Department of Education. Listed below are the campus security data for 2009:

	Chicopee	Westborough	Canton	Woburn	Stratford	Watertown	Rocky Hill	Enfield	Branford
Murder/Non-Negligent Manslaughter	none	none	NA	NA	none	none	none	none	none
Negligent Manslaughter	none	none	NA	NA	none	none	none	none	none
Sexual Offense	none	none	NA	NA	none	none	none	none	none
Forcible	none	none	NA	NA	none	none	none	none	none
Non-forcible	none	none	NA	NA	none	none	none	none	none
Robbery	none	none	NA	NA	1	none	none	none	none
Aggravated Assault	1	none	NA	NA	none	none	1	none	none
Burglary	2	none	NA	NA	none	none	none	none	1
Motor Vehicle Theft	1	none	NA	NA	none	1	2	none	none
Arson	none	none	NA	NA	none	none	none	none	none
Liquor Law Arrests	none	none	NA	NA	none	none	none	none	none
Liquor Law Violations Referred for Disciplinary Action	none	none	NA	NA	none	none	none	none	none
Drug Law Arrests	none	none	NA	NA	none	none	none	none	none
Drug Law Violations Referred for Disciplinary Action	none	none	NA	NA	none	none	none	none	none
Illegal Weapons Possession Arrests	none	none	NA	NA	none	none	none	none	none
Illegal Weapons Possession Violations Referred for Disciplinary Action	none	none	NA	NA	none	none	none	none	none
Hate Crimes	none	none	NA	NA	none	none	none	none	none

Sexual Assault Prevention

To insure that Porter and Chester Institute students are well informed about sexual assault, the following steps will be taken at each Porter and Chester campus.

1. Workshops will be held annually. The goal of these workshops is to inform participants about sexual assault and instruct them in ways to protect themselves. These workshops will be made during regularly scheduled classroom hours. Attendance is mandatory.
2. Pamphlets with sexual assault information will be made available to all students.
3. Phone numbers of sexual assault crisis centers and counseling facilities will be posted on bulletin boards.
4. Faculty and staff will encourage students to report any incident of sexual assault to the police.

COMPUTER ASSISTED DRAFTING AND DESIGN

Objectives

Students first decide whether they wish to specialize in

architectural and civil structures, or
mechanical and electronic products and equipment.

Having made this decision, they start off with whichever of the following programs is appropriate.

Architectural and Civil CADD Technology
Mechanical and Electronic CADD Technology

These programs consist of 1200 hours of instruction and require twelve months for completion on the basis of approximately 25 hours of instruction per week. They are available in either the Early Day or Mid Day Session. All terms of the program are independent. Accordingly, their sequence may vary from class to class. The maximum number of students being taught in any one classroom or lab is thirty.

The CADD Technology programs arm the graduate with the knowledge and skills required for entry level employment as a computer aided design draftsman. Students in these programs go beyond basic drafting. More hours are spent working on structural and equipment design projects. Because the student is able to cope with fundamental design challenges, he or she is a more independent worker. Accordingly, the employer saves expensive supervision time, and this results in a significant enhancement of the student's value to the employer.

Each student will be assigned a computer workstation equipped with the same kinds of software currently in use by engineering departments in business and industry. In addition to this, such equipment as plotters, printers, drawing instruments, scales, calculators, and blueprint reproduction equipment will be utilized.

For those individuals who are unable to attend the Early or Mid Day Session, the Architectural and Civil and the Mechanical and Electronic CAD Technology programs are available in the Evening session.

These programs consist of 960 hours of instruction and require eighteen months for completion on the basis of approximately 13.5 hours of instruction per week. The maximum number of students being taught in any one classroom or lab is thirty.

Students in the Early or Mid Day Drafting and Design programs acquire skills that exceed those offered in the Evening Drafting programs.

While the Drafting programs prepare the student for a job as a competent draftsman, the Drafting and Design programs contain 240 more hours of instruction which provide for learning the fundamentals of designing either equipment or structural components. Accordingly, students who complete the Drafting and Design programs are more capable, independent workers which results in a significant enhancement of their value to their employers.

Typically graduates start off with positions that carry titles such as detailer, drafter, junior designer, or CAD operator. As they gain experience, they tend to specialize in one of the following general fields:

- Mechanical equipment (tooling, machinery, or specific mechanical or electro-mechanical products)
- Electronics (printed circuit boards, solid state devices, or specific electronic or computer-based products)
- Architectural structures (homes, commercial buildings or institutional buildings like hospitals, schools, etc.)
- Civil structures (building sites, roads, bridges, tunnels, etc.)
- Wet process plants (piping and its related control devices and support structures)
- Space and aeronautics
- Boats and ships
- Mechanical systems design

Required Tools, Books & Supplies

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

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

The placement rate for the Architectural and Civil CAD program from the 2009-10 ACCSC annual report is 76.5%; for Porter and Chester Institute of Branford, the placement rate for the Architectural and Civil CAD program from the 2009-10 ACCSC annual report is 81%.

The placement rate for the Mechanical and Electronic CAD program from the 2009-10 ACCSC annual report is 75%; for Porter and Chester Institute of Branford the Mechanical and Electronic CAD program is too new to have a placement rate scheduled yet.

**ARCHITECTURAL & CIVIL CADD
TECHNOLOGY (Drafting & Design)**

	Quarter Credit Hours	Clock Hours
Term	15	300
Basic Architectural Computer Aided Drafting 110 Woodframe Design 112 Masonry Construction 114		
Term	15	300
Steel Design 212 Concrete Design 214 Open Web Joists 216		
Term	15	300
Site Development 310 Subdivision Planning 312 Revit 317		
Term	15	300
Electrical & Lighting 410 Plumbing 412, Heating 414 HVAC Design 416		
TOTAL HOURS	60	1200

**MECHANICAL & ELECTRONIC CADD
TECHNOLOGY (Drafting & Design)**

	Quarter Credit Hours	Clock Hours
Term	15	300
Basic Mechanical Computer Aided Drafting 120 Design Drafting 122, Power Transmission 124		
Term	15	300
Electronic Drafting 220, Electrical Circuits 222, PC Board Design 224		

Term	15	300
Die Design 320, Plastics Design 322		
Term	15	300
Jig Design 420, Fixture Design 422, Geometric Tolerancing 424		
TOTAL HOURS	60	1200

**ARCHITECTURAL & CIVIL CAD
TECHNOLOGY (Drafting)**

	Quarter Credit Hours	Clock Hours
Term	8	160
Basic Architectural Computer Aided Drafting 110 Woodframe Drafting 111		
Term	8	160
Plumbing 412 Heating 414, HVAC 415		
Term	8	160
Electrical and Lighting 410 Revit 315		
Term	8	160
Subdivision Planning 312 Site Development 310		
Term	8	160
Steel Construction 211 Open Web Joists 216		
Term	8	160
Concrete Construction 213 Masonry Construction 114		
TOTAL HOURS	48	960

Course Descriptions

MECHANICAL & ELECTRONIC CAD TECHNOLOGY (Drafting)

	Quarter Credit Hours	Clock Hours
Term	8	160
<hr/>		
Basic Mechanical Computer Aided Drafting 120 Technical Drafting 121		
Term	8	160
<hr/>		
Power Transmission 124 Geometric Tolerancing 424		
Term	8	160
<hr/>		
Die Design 320		
Term	8	160
<hr/>		
Electronics Drafting 220 Electrical Circuits 222		
Term	8	160
<hr/>		
PC Board Drafting 223 Plastics Drafting 321		
Term	8	160
<hr/>		
Jig Drafting 419 Fixture Drafting 421		
<hr/>		
TOTAL HOURS	48	960

Basic Architectural Computer Aided Drafting 110 The study and application of drafting essentials including line work, lettering, scaling, and drawing plates.

Woodframe Drafting 111 The theory and practical application of wood frame construction principles including floor plans, foundation plans, full cross-section, details and elevations.

Woodframe Design 112 The theory and practical application of woodframe construction principles including floor plans, foundation plans, full cross-section, floor framing, roof framing, details, load calculations, elevations and perspective drawing.

Masonry Construction 114 The theory and practical application of masonry construction principles including modular floor plans, wall sections, curtain wall detail and elevation.

Basic Mechanical Computer Aided Drafting 120 The theory and practical application of mechanical and electronic drafting fundamentals including lettering, linework, auxiliary views, dimensioning, fits and tolerances and assembly drawing.

Technical Drafting 121 The theory and practical application of assembly drawing, sub-assembly drawing and detailing, fits and tolerances.

Design Drafting 122 The theory and practical application of assembly drawing, sub-assembly drawing, design and detailing, fits and tolerances.

Power Transmission 124 The theory and practical application of power transmission principles including gears, belt drives, chain drives, bearings, seals, linkages and cams.

Steel Construction 211 The theory and practical application of steel construction principles and practices including beams, columns, connection details and bills of materials.

Steel Design 212 The theory and practical application of steel design principles including beam details, column details and bills of materials.

Concrete Construction 213 The theory and practical application of precast and cast in place concrete principles including foundation plans, details, sections, elevations, stepped footing elevation details and precast layout. Introduction to 3D drafting using AutoCAD.

Concrete Design 214 The theory and practical application of precast and cast in place concrete design principles including foundation plans, details, sections, elevations, footing elevation details, layout, wall sections and stair well sections. Introduction to 3D drafting using AutoCAD.

Open Web Joists 216 The theory and practical application of open web joist layout, section and detailing.

Electronic Drafting 220 The theory and practical application of electronic symbology and schematic layout design.

Electrical Circuits 222 The theory and practical application of electrical principles, symbols and circuit drawing.

PC Board Drafting 223 The theory and practical application of printed circuit board layout.

PC Board Design 224 The theory and practical application of printed circuit board design and layout.

Site Development 310 The theory and practical application of site development principles including plot plans, drainage plans, catch basin and curb details.

Subdivision Planning 312 The theory and practical application of property subdivision planning including: plot plan and topographic survey plans, zoning and subdivision regulations, environmental regulations and the site plans approval process.

Revit 315 The theory and practical application of (BIM) Building Information Modeling software, which allows the user to design with construction elements rather than lines and circles.

Revit 317 The theory and practical application of (BIM) Building Information Modeling software, which allows the user to design with construction elements rather than lines and circles. Along with basic operation, the student will learn Photo-realistic rendering, Phasing and Design option sets.

Die Design 320 The theory and practical application of progressive die design including assembly drawing, die block details, blanking punch, pierce punch, pilot detail, gauge, back spacer, finger stop, automatic stops, stripper plates and design concepts.

Plastics Drafting 321 The theory and practical application of plastics drafting including injection and blow mold concepts. Introduction to 3D drafting using AutoCAD.

Plastics Design 322 The theory and practical application of plastics design and layout including injection and blow mold concepts. Introduction to 3D drafting using AutoCAD.

Electrical and Lighting 410 The theory and practical application of electrical and lighting principles including receptacle plans, lighting plans, and reflective ceiling plans.

Plumbing 412 The theory and practical application of water supply and drainage principles including plumbing floor plans, basement plans, isometric layouts and isometric riser diagrams.

Heating 414 The theory and practical application of heating principles including isometric layout drawing, basement plans, and floor plans.

HVAC 415 The theory and practical application of heating, ventilation and air conditioning principles including transition and takeoff details, layout and isometric layout.

HVAC Design 416 The theory and practical application of heating, ventilation and air conditioning principles including load calculations, isometric layouts, floor plans, basement plans, transition and takeoff details, and design concepts.

Jig Drafting 419 The theory and practical application of holding and locating layout concepts.

Jig Design 420 The theory and practical application of holding concepts and locating design.

Fixture Drafting 421 The theory and practical application of fixturing layout concepts including assembly, part, and jaw detail drawing.

Fixture Design 422 The theory and practical application of fixtures design concepts including assembly, part, and jaw detail drawing.

Geometric Tolerancing 424 The theory and practical application of symbols, datum, and material conditions.

AUTOMOTIVE TECHNOLOGY

Objectives

The goal of the automotive program is to prepare students for entry level employment in the Automotive Service Industry.

This program intensively covers automobile service and repair. The graduate will have sufficient knowledge and skill for employment as an entry level specialized or general automobile technician in a new or used car dealership or independent repair facility.

In addition, the graduate should be able to pass the Automotive Service Excellence (ASE) tests and become certified once the ASE job experience requirements are met.

The Automotive shop is equipped with the same equipment currently in use by automotive service and repair facilities. This includes various kinds of scan tools, computer diagnostic oscilloscopes, emissions diagnostic equipment, computerized alignment machines, brake lathes, valve grinding machinery, wheel balancing equipment, and specialized pneumatic and hand tools.

This program places heavy emphasis on the understanding and use of computer-based diagnostic equipment used for analyzing and troubleshooting today's high tech cars. The computer has revolutionized one occupation after the other. Automotive is no exception. In fact, almost every new car model that comes out has additional computer-based equipment of some kind built into it. Electronic control of fuel injection, ignition, spark, transmission shifting, braking, and suspension has become commonplace.

These days, the use of microprocessor based diagnostic equipment is a skill that every automotive technician needs to master. Even front and rear alignment can't be done with maximum precision unless a computerized alignment system is available. Needless to say, we place heavy emphasis on the understanding and use of computer-based diagnostic equipment used for analyzing and troubleshooting today's high tech cars.

The length of this program is either twelve or eighteen months—twelve in the Early and Mid-Day Sessions and eighteen in the Evening Session. All terms of the program are independent. Accordingly, their sequence may vary from class to class. The maximum number of students being taught in any one classroom or lab is fifty.

Graduates of the Automotive Program are qualified to enter the Automotive Industry at the entry level in the following areas:

- General Automotive Technician
- Brake technician
- Tune-up specialist
- Engine Rebuilder

- Transmission Specialist
- Parts specialist
- Service Advisor
- Warrantee claims clerk

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

The automotive faculty has a total of 75 years on-the-job work experience and 32 years of teaching experience. All automotive instructors are certified ASE Master Technicians and attend 20 hours or more industry up-date training each year.

Required Tools, Books & Supplies

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

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

The placement rate for this program from the 2009-10 ACCSC annual report is 88.8%; for Porter and Chester Institute of Branford the placement rate for this program from the 2009-10 ACCSC annual report is 78%.

AUTOMOTIVE TECHNOLOGY
Early and Mid-Day Sessions

	Quarter Credit Hours	Clock Hours
Term	15	300
<hr/> Engine Repair 112 Engine Diagnostics 313 Engine Electrical Systems 214		
Term	15	300
<hr/> Automatic Transmission 413 Manual Transmission 113 Driveline Systems 314 Shop Management 315 Welding Fundamentals 316		
Term	15	300
<hr/> Electricity for Engine Performance 111 Engine Performance 312 Body Control Systems 213		
Te m	15	300
<hr/> Brakes 411 Suspension and Steering 412 Heating and Air Conditioning 212		
TOTAL HOURS	60	1200

AUTOMOTIVE TECHNOLOGY
Evening Session

	Quarter Credit Hours	Clock Hours
Term	10	200
<hr/> Engine Repair 112 Engine Diagnostics 313 Electricity for Engine Performance 111		
Term	10	200
<hr/> Engine Electrical Systems 214 Body Control Systems 213		
Term	10	200
<hr/> Engine Performance 312		
Term	10	200
<hr/> Heating and Air Conditioning 212 Driveline Systems 314 Shop Management 315 Welding Fundamentals 316		
Term	10	200
<hr/> Brakes 411 Suspension and Steering 412		
Term	10	200
<hr/> Automatic Transmission 413 Manual Transmission 113		
TOTAL HOURS	60	1200

Course Descriptions

Electricity 111 Testing engine electrical sensors, actuators and electrical circuits using meters, scan tools and test lights, reading and interpreting schematic diagrams on electrical circuits.

Engine Repair 112 The theory and practical application of engines including cylinder blocks, valve train, cooling and lubrication systems.

Manual Transmissions 113 The theory and practical application of manual transmissions and clutches.

Heating and Air Conditioning 212 The theory and practical application of automotive air conditioning and heating systems.

Body Control Systems 213 The theory and practical application of body and chassis electrical circuits including lighting systems, horns windshield wiper systems, power accessories, reading and interpreting schematic diagrams for body and chassis electrical circuits.

Engine Electrical Systems 214 The theory and practical application of engine electrical circuits including starting systems, charging systems, reading and interpreting schematic diagrams.

Engine Performance 312 The theory and practical application of automotive ignition, fuel delivery and computer control systems including electronic ignition, electronic fuel injection, engine management computers, emission control systems, diagnosis and repair, OBD II [On Board Diagnosis-Generation2] and failure code interpretation emphasis.

Engine Diagnostics 313 The theory and practical application of engine mechanical operation in diagnosing drivability and other problems including compression testing, leakdown testing, vacuum testing, fluid leak detection, ignition and camshaft timing.

Driveline Systems 314 The theory and practical application of universal joints, driveshafts, final drive assemblies, transfer cases and differentials.

Shop Management 315 Basic automotive shop operations: completing repair orders, preparing estimates, parts ordering and customer relations.

Welding Fundamentals 316 The theory and practical application of oxy-acetylene heating, cutting, brazing and fusion welding. MIG welding principles.

Brake Systems 411 The theory and practical application of brakes, brake hydraulic systems, ABS, traction control and automatic stability control systems.

Steering and Suspension 412 The theory and practical application of suspension concepts including control arms, ball joints, springs, shock absorbers, sway bars, wheel alignment, active suspension systems, diagnosis and repair.

Automatic Transmissions 413 The theory and practical application of automatic transmissions including torque converters, planetary gearsets, multiple disc clutches bands, valve bodies and computerized transmission control.

COMPUTER & NETWORK TECHNOLOGY

Objectives

Two occupational preparation programs are available. One that is 60 quarter credit hours in length and is taught during the day in either the Early or Mid-Day Session, and one that is 50.5 quarter credit hours in length and is taught in the Afternoon or Evening Session.

The Career Computer and Network Technology program consists of 1200 hours of instruction and requires 12 months to complete in the Early and Mid-Day Sessions. All terms of the programs are independent. Accordingly, their sequence may vary from class to class.

Through the intelligent application of various test instruments and troubleshooting techniques, a graduate from the Career Computer and Network Technology will be able to install, configure, maintain and troubleshoot PCs, networks, and internet working components.

Through the proper application of installation and monitoring techniques, a graduate of this program will be able to install, configure and maintain network hardware devices, including various types of cabling, connectivity, and network interface components. Graduates will also understand network operating systems and will be able to install and configure common network client computers.

The Career Computer and Network Technology program arms the graduate with the knowledge and skill necessary for employment as an entry-level computer or network technician. In addition, an excellent comprehensive foundation is established for long-term professional growth and stability.

Because the student is able to cope with PCs in and out of a network environment, he or she is positioned to be a relatively independent worker. Accordingly, the Employer saves expensive training and supervision time, which results in a significant enhancement of the graduate's value to the employer.

The Computer and Network Technology program consists of 1013.5 hours of instruction and requires eighteen months for completion on the basis of approximately 17.5 hours of evening instruction per week in the A+ term and 13.5 hours of evening instruction per week in the remaining 5 terms. It covers the basics and provides the student with the knowledge and skill required for competent performance as an entry-level computer or network technician.

It should be emphasized that the Evening Computer and Network Technology Program is designed only for the student whose situation is such that he or she can't possibly attend school during the day. For example, it is an excellent solution for the individual who has to work full time during the day and can only go to school at night.

The additional hours in the Early or Mid Day Career program enable you to do considerably more learn-by-doing, practical application of the theory you have learned in the classroom. The additional hours in the Career program also provide you with more time to

prepare for the important certifications you'll need to get situated in a good job in the highly competitive information technology (IT) field. The evening program doesn't provide for this preparation during school hours, so you'll have to do this preparation on your own outside of school hours.

The evening program does provide you with the fundamental skills you'll need to get a job as a CCNT technician, but the day programs arm you with the ability to be a more capable, independent worker which, of course, increases your value to your employer.

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

Graduates of the Career Computer and Network Technology Program and the Computer and Network Technology Program are usually hired for positions that carry titles such as Computer Technician, PC Technician, Computer Support Specialist, Network Technician, Help Desk Technician, and Network Support Specialist.

Students will be prepared to take the A+, MCP, and Network+ certifications. These exams are nationally recognized by the leading employers in the field of Information Technology.

Typically, these positions are found in the following industrial, commercial, or institutional firms:

- Computer and Network Consulting
- Business/Office machines
- Medical Equipment
- Pharmaceutical and biological
- Navigational (space, aeronautics, and marine)
- Manufacturing any product in which automation is involved

Required Tools, Books & Supplies

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

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

The placement rate for this program from the 2009-10 ACCSC annual report is 95.2%; for Porter and Chester Institute of Branford this program is too new to have a placement rate scheduled yet.

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

	Quarter Credit Clock Hours Hours	
A+	15	300
A+ 102 A+ Exam Prep 103		
MICROSOFT OPERATING SYSTEMS	15	300
Microsoft Operating Systems 402 Desktop Support 403		
MICROSOFT DESKTOP OPERATING SYSTEMS	15	300
Microsoft Desktop Operating Systems 312 MCP Exam 70-270 Test Prep 313		
NETWORK+	15	300
Network+ 307 Network+ Certification Prep 309 Network Security 406		
TOTAL HOURS	60	1200

**COMPUTER & NETWORK
TECHNOLOGY**
Evening Session

	Quarter Credit Clock Hours Hours	
A+	10.5	213.5
A+ 105 A+ Exam Prep 106		
MICROSOFT OPERATING SYSTEMS	8	160
Microsoft Operating Systems 415		

MICROSOFT DESKTOP OPERATING SYSTEMS	8	160
Microsoft Desktop Operating Systems 310 MCP Exam 70-270 Test Prep 312		
NETWORK SECURITY	8	160
Network Security 401		
NETWORK+	8	160
Network+ 300 Network+ Certification Prep 304		
DESKTOP SUPPORT	8	160
Desktop Support 150		
TOTAL HOURS	50.5	1013.5

Course Descriptions

A+ 102 The study and application of operating systems, including installing, configuring, upgrading, diagnosing, and troubleshooting PC and network operating systems.

A+ Exam Prep 103 Test preparation for the CompTia A+ certification. This course includes practice exams, test taking techniques, review of material, question and answer sessions.

Microsoft Operating Systems 402 Installing, configuring, and troubleshooting operating systems from Microsoft. The administrator functions, monitoring and optimization of these operating systems is covered.

Desktop Support 403 The study and troubleshooting of business software, including Word, Excel, Access, PowerPoint, and Outlook. The practical application and theory of help desk applications, including data entry, problem documentation, problem resolution, dispatching and report generation, developing skills to handle customer service calls and diagnose problems over the phone.

Microsoft Desktop Operating Systems 312 The practical application and theory of Microsoft Windows XP operating system, including installation, configuration, and troubleshooting.

MCP Exam 70-270 Test Prep 313 Test preparation for the MCP 70-270 exam. This course includes practice exams, test taking techniques, review of material, question and answer sessions, and scheduling of exams.

Network+ 307 The study and application of network infrastructure based on industry best practices. This course covers concepts including the TCP/IP protocol suite, the OSI model, topologies, network hardware, and network clients. The use, configuration and manipulation of various network monitoring tools, hardware configurations, and cabling techniques are taught during this unit.

Network+ Certification Exam Prep 309 Test preparation for the Network+ exam. This course includes practice exams, testing techniques and processes, review of the course materials, question and answer sessions, and scheduling of exams.

Network Security 406 The study and application of computer and network security in commercial and personal levels for the threats that could compromise network security. Includes coverage of firewalls, DMZ, security policies, authentications, authorization, VPN concepts, encryption methods, internal and external threats, malware, spyware, viruses, and documentation procedures.

A+ 105 The study and application of PC operating systems, concentrating on Microsoft desktop operating systems, including installing, configuring, upgrading, diagnosing, and troubleshooting.

A+ Exam Prep 106 Test preparation for the CompTia A+ certification. This course includes practice exams, test taking techniques, review of material, question and answer sessions.

Microsoft Operating Systems 415 Installing, configuring, and troubleshooting operating systems from Microsoft. The administrator functions, monitoring and optimization of these operating systems is covered.

Microsoft Desktop Operating Systems 310 The study and application of Microsoft Windows XP operating system, including installation, configuration, and troubleshooting.

MCP Exam 70-270 Test Prep 312 Test preparation for the MCP 70-270 exam. This course includes practice exams, test taking techniques, review of material, question and answer sessions, and scheduling of exams.

Network Security 401 The study and application of computer and network security concepts, including general security reports, communication security, infrastructure security, basic cryptography, and operational and organizational security.

Network+ 300 The study and application of network infrastructure based on industry best practices. This course covers concepts including the TCP/IP protocol suite, the OSI model, topologies, network hardware, and network clients. The use, configuration and manipulation of various network monitoring tools, hardware configurations, and cabling techniques are taught during this unit.

Network+ Certification Prep 304 Test preparation for the Network+ exam. This course includes practice exams, testing techniques and processes, review of the course materials, question and answer sessions, and scheduling of exams.

Desktop Support 150 The study and application of business software in Microsoft Office Standard Edition, including Word, Excel, and Outlook. The study of supporting customers in a business environment, including customer service skills, documenting and resolving problems.

ELECTRONICS SYSTEMS TECHNOLOGY

Objectives

The Career Electronics Systems Technician program consists of 1284 hours of instruction (61 quarter credit hours) and is available in two schedules. The Day or Mid-day sessions require twelve months for completion on the basis of approximately 27.5 hours of instruction per week. The Evening session requires 18 months for completion on the basis of approximately 18.7 hours of instruction per week. The program provides the student with the knowledge and skills required for competent performance as an entry level Electronics or Low Voltage Technician.

All terms of the program are independent. Accordingly, their sequence may vary from class to class.

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

Graduates of the Electronics Division are usually hired for positions that carry titles such as field engineer or field service technician (servicing equipment on the customer's premises), production repair technician or factory service technician (repair of equipment at the place where it is manufactured), or electronic technician (a title that covers a variety of activities either in the field or at the factory). Typically, these positions are found in the following industrial, commercial, or institutional firms:

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

Required Tools, Books & Supplies

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

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

The placement rate for this program from the 2009-10 ACCSC annual report is 81.2%; for Porter and Chester Institute of Branford the placement rate for this program from the 2009-10 ACCSC annual report is 84%.

CAREER ELECTRONICS SYSTEMS TECHNICIAN Early and Mid-Day Sessions

	Quarter Credit Hours	Clock Hours
Term	15.5	321
DC Electrical Circuits 1001 Intrusion Alarm Technology 1002 Building Trade Safety 1003 Construction Blueprint Reading 1004 Customer Relations and Business Practices 1005		
Term	15.5	300
AC Electrical Circuits 1006 Fire Alarm Systems 1007 Home Theater 1008 Green Technology 1009 Low Voltage Electrical Code 1010		
Term	15	300
Semiconductors 1011 Basic Telecommunications 1012 Telecom Cabling 1013		
Term	15	300
Electronic Circuits 1014 Opto Electronics 1015 CCTV Security 1016 Live Sound Reinforcement 1017		
TOTAL HOURS	61	1284

CAREER ELECTRONICS SYSTEMS TECHNICIAN
Evening Session

	Quarter	Credit Hours	Clock Hours
Term		10.5	214
DC Electrical Circuits 1001 Intrusion Alarm Technology 1002 Green Technology 1009			
Term		10.5	214
AC Electrical Circuits 1006 Fire Alarm Systems 1007 Home Theater 1008			
Term		10	214
Semiconductors 1011 Building Trade Safety 1003 Construction Blueprint Reading 1004			
Term		10	214
Electronic Circuits 1014 Basic Telecommunications 1012 Live Sound Reinforcement 1017			
Term		10	214
Telecom Cabling 1013 CCTV Security 1016			
Term		10	214
Low Voltage Electrical Code 1010 Opto Electronics 1015 Customer Relations and Business Practices 1005			
TOTAL HOURS		61	1284

Course Descriptions

DC Electrical Circuits 1001 The theory and practical application of DC circuit concepts, schematic diagrams, meters, electro-magnetism, properties of wire.

Intrusion Alarm Technology 1002 The theory and practical application of alarm sensors, detectors and signaling systems.

Building Trade Safety 1003 The theory and practical application of hand tool safety, power tool safety, hazardous materials, ladder safety, lock out/tag out. Safety and protective equipment, grounding and trench work. OSHA. ANSI and UL standards.

Construction Blueprint Reading 1004 The theory and practical application of interpretation of blueprints pertaining to electrical, electronics, piping, sheet metal, HVAC, and welding.

Customer Relations and Business Practices 1005 Practical skills in dealing with customer relations, communication, record keeping and ethics.

Fire AC Electrical Circuits 1006 The theory and practical application of AC circuit properties, transformers, rectifiers, single and poly- phase current.

Alarm Systems 1007 The theory and practical application of smoke, flame and heat sensor, signal processing, alarm power supplies, and NFPA standards.

Home Theater 1008 The theory and practical application of DTV, sound systems, flat panel TVs, system balancing and industry standards.

Green Technology 1009 The theory and practical application Solar and wind technology, LEED, green building tech and carbon footprints.

Low Voltage Electrical Code 1010 The National Electrical Code as it pertains to: fire alarm systems, intrusion alarm systems, CCTV, telephone systems and intercom systems.

Semiconductors 1011 The study and application of diodes, transistors, MOSFETs and rectifiers.

Basic Telecommunications 1012 The theory and practical application of POTS, PSTN, data communications, wireless communications, LANS, WANS, switches, routers and PBXs.

Telecom Cabling 1013 The theory and practical application of telephone cabling and distribution networks, LAN cabling, grounding and NEC code as it applies to telecom systems.

Electronics Circuits 1014 The study and application of amplifiers, phase inverters, integrated circuits, digital logic gates and oscilloscopes.

Opto Electronics 1015 The theory and practical application of fiber optic equipment, standards, cabling and electronics for data and voice communications.

CCTV Security 1016 The theory and practical application of closed circuit television, video cameras, lenses, monitors, switchers, signal processing, cabling, digital and analog recording.

Live Sound Reinforcement 1017 The theory and practical application of sound amplification systems, microphones, speakers, mixers, equalizers and crossover networks.

CAREER HVACR TECHNOLOGY

Objectives

The Career HVACR program consists of 1284 hours of instruction (60 credit hours) and requires 12 months for completion on the basis of 27.5 hours of instruction per week and is available in the Day Session. The program is also available in the Mid-day and Evening session. The evening session is also 1284 hours of instruction and requires 18 months for completion on the basis of 18.7 hours of instruction per week. All terms of the program are independent. Accordingly, their sequence may vary from class to class. The maximum number of students being taught in any one classroom or lab is thirty.

This program intensively covers the service, installation and repair of heating, ventilation, air-conditioning and refrigeration systems. The graduate will have sufficient knowledge and skill for entry level employment as an apprentice HVACR service technician.

The HVACR classrooms are equipped with the same kinds of gas and oil heating, cooling and refrigeration units currently in use in residential and commercial buildings. In addition to this, students utilize a variety of analytical equipment, meters, and gauges, refrigerant recovery units, piping and ventilation tools, and different kinds of specialized hand tools needed for this occupation. Emphasis is placed on acquiring proficiency in the use of analytical instruments as well as the mastery of heating and cooling principles under which these systems function.

HVACR graduates may specialize in either the installation or maintenance of HVACR systems. Some technicians further specialize in one type of equipment or manufacturer. Most technicians do both the installation and the servicing and work with heating, cooling, and refrigeration equipment.

HVACR technicians work in homes, office buildings, factories...anywhere there is climate control equipment in use. Career opportunities are diverse. Graduates are usually hired in the following industries:

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

Required Instruments, Tools, Books & Supplies

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

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

The placement rate for this program from the 2009-10 ACCSC annual report is 73.4%; for Porter and Chester Institute of Branford the placement rate for this program from the 2009-10 ACCSC annual report is 72%.

Day Program

	Quarter Credit Hours	Clock Hours
Term I	15	321
Electrical for Gas Mechanical for Gas HVACR Trade Skills		
Term II	15	321
Electrical for Oil Mechanical for Oil Hydronic and Steam Heating Systems		
Term III	15	321
Electrical for Refrigeration Mechanical for Refrigeration Piping Principles		
Term IV	15	321
Electrical for Air Conditioning Mechanical for Air Conditioning Design and IAQ		
TOTAL HOURS	60	1284

Evening Program

	Quarter Credit Hours 10	Clock Hours 214	
Term I			
Electrical for Gas Mechanical for Gas			Electrical for Oil – HVACR214 The theory and practical application of electrical principles required to service oil burners, ignition systems, thermostats, and unit controls. Includes the different oil ignition systems, unit controls, their sequence of operation, wiring of these ignition systems and troubleshooting of these different oil heating systems.
Term II	10	214	
Electrical for Oil Mechanical for Oil			Mechanical for Oil - HVACR215 The theory and practical application of oil pumps, nozzles, fuel lines, and tanks. Includes instruction on Combustion properties, combustion efficiency testing, furnace cleaning, and troubleshooting.
Term III	10	214	
Electrical for Refrigeration Mechanical for Refrigeration			Electrical for Air Conditioning – HVACR414 The theory and practical application of low voltage control systems as well as single and three phase power distribution. The practical applications for package and split system Air Conditioning. Troubleshooting skills, problem diagnosis, wiring techniques, and repair.
Term IV	10	214	
Electrical for Air Conditioning Mechanical for Air Conditioning			Mechanical for Air Conditioning – HVACR415 The theory and practical application of air and water cooled condensers, chillers, cooling towers, air to air heat pumps and an introduction to air-to-water heat pumps. System installation, preventative maintenance, diagnosis, and repair. This course includes the EPA Refrigerant Certification exam.
Term V	10	214	
HVACR Trade Skills Hydronics and Steam Heating Systems			HVACR Trade Skills – HVACR116 The theory and practical application of basic trade math, shop safety, gas piping and sizing, cutting and threading, gas codes, construction drawings and blueprints, sheet metal for installation, and electrical fundamentals.
Term VI	10	214	
Piping Principles Design and IAQ			Hydronics and Steam Heating Systems– HVACR216 The theory and practical operation of boiler components. Circulator pumps, zone valves, aquastats and flow controls. Steam and hot water systems.
TOTAL HOURS	60	1284	

Course Descriptions

Electrical for Gas – HVACR114 The theory and practical application of electrical principles required to safely service gas burner ignition systems, thermostats, safety controls, limit controls and various control systems. This course covers electrical safety, National Electric Code awareness, troubleshooting skills, problem diagnosis, and wiring techniques for gas fired warm air furnaces and hot water boilers.

Mechanical for Gas – HVACR115 The theory and practical application of gas properties including heating values, combustion properties, products of combustion, unit efficiencies, gas burner operation, problem diagnosis and installation, and operation of gas heating systems.

Piping Principles – HVACR316 The theory and practical application of piping, pipe threading, various tubing, brazing, soldering, and overall system installation.

Design and IAQ – HVACR416 The theory and practical application of Heat Loss and Heat Gain, system design principles, psychometrics, humidification, dehumidification, air distribution, measurement, air cleaning, and the practices and principles of Indoor Air Quality (IAQ).

Electrical for Refrigeration HVACR314 The theory and practical application of temperature, pressure and defrost controls, starting devices and motor design, including sequence of operation, ability to read schematic diagrams, problem diagnosis and repair. The wiring techniques and practical application of off cycle, electric, and hot gas defrost systems

Mechanical for Refrigeration HVACR315 The theory and practical application of a refrigeration system, consisting of compressors, condensers, evaporators, metering devices, operational pressures, and system procedures, including EPA requirements for refrigerant handling, leak detection, evacuation and charging. Special refrigeration controls and components, their operation troubleshooting techniques, and repair.

CAREER INDUSTRIAL, COMMERCIAL & RESIDENTIAL ELECTRICIAN

Objectives

The Career Industrial, Commercial, and Residential Electrician program consists of 1284 hours of instruction (60 credit hours) and is available in two schedules. The Early Day or Mid Day session requires twelvemonths for completion on the basis of approximately 27.5 hours of instruction per week. The Evening session requires 18 months for completion on the basis of approximately 18.7 hours of instruction per week.

All terms of the program are independent. Accordingly, their sequence may vary from class to class.

This program intensively covers the installation and maintenance of industrial, commercial, and residential electrical systems. Students will develop an understanding of the national electric code and how it applies to safe electrical systems function. The graduate will have sufficient knowledge and skill for entry level employment as an apprentice Electrician.

The classrooms are equipped with the same kinds of equipment currently in use in residential, commercial, and industrial buildings. In addition to this, students utilize a variety of analytical equipment, meters, gauges, and different kinds of specialized hand tools needed for this occupation. Emphasis is placed on acquiring proficiency in the use of analytical instruments, as well as the mastery of the principles under which electrical systems function. The maximum number of students being taught in any one classroom or lab is thirty.

Currently, state apprenticeship standards require apprentices to accumulate on the job training (OJT) before they are eligible to take the license exam. Part of the training hours you acquire at Porter and Chester qualify as OJT.

Because electricians work wherever electricity is used, the career opportunities are diverse. Graduates are hired for new construction or maintenance in the following situations:

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

Required Tools, Books & Supplies

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

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

The placement rate for this program from the 2009-10 ACCSC annual report is 78.2%; for Porter and Chester Institute of Branford, the placement rate for this program from the 2009-10 ACCSC annual report is 74%.

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

	Quarter Credit Hours	Clock Hours
Term	15	321
<hr/> Electrical Safety 131 Electrical Theory One/DC Theory 132 Electrical Theory Two/AC Theory 133 Wiring: Residential 134, Algebra with Trigonometry 135 Introduction to the National Electrical Code 136		
Term	15	321
<hr/> Conduit Bending 231 Installation of Electrical Services 232 Introduction to Electrical Blueprints 233 Wiring: Commercial and Industrial 234, Electric Lighting 235 Introduction to the National Electrical Code 236		
Term	15	321
<hr/> Load Calculations-Branch Circuits 331 Raceway, Box and Fitting Fill Requirements 332 Motor Controls 333 Introduction to the National Electrical Code 334 Motor Calculations 335, Advanced Motor Controls 336		
Term	15	321
<hr/> Load Calculations-Feeder and Services 431 Standby and Emergency Systems 432 Basic Alarm Technology, Fire, Access & CCTV 433 Introduction to the National Electrical Code 434 HVAC Controls 435, Telecom Cabling & Basic Telecommuni- cations 436		
TOTAL HOURS	60	1284

**CAREER INDUSTRIAL, COMMERCIAL &
RESIDENTIAL ELECTRICIAN
Evening Session**

	Quarter Credit Hours	Clock Hours
Term	10	214
<hr/> Electrical Safety 131 Electrical Theory One/DC Theory 132 Wiring: Residential 134 Introduction to the National Electrical Code 136		
Term	10	214
<hr/> Conduit Bending 231 Introduction to Electrical Blueprints 233 Wiring: Commercial and Industrial 234 Introduction to the National Electrical Code 236		
Term	10	214
<hr/> Load Calculations-Branch Circuits 331 Motor Calculations 335 Standby and Emergency Systems 432 Introduction to the National Electrical Code 334		
Term	10	214
<hr/> Load Calculations-Feeder and Services 431 Motor Controls 333 Advanced Motor Controls 336 Introduction to the National Electrical Code 434		
Term	10	214
<hr/> Electrical Theory Two/AC Theory 133 Telecom Cabling & Basic Telecommunications 436 Basic Alarm Technology, Fire, Access & CCTV 433 Raceway, Box and Fitting Fill Requirements 332		
Term	10	214
<hr/> Electrical Lighting 235 HVAC Controls 435 Algebra with Trigonometry 135 Installation of Electrical Services 232		
TOTAL HOURS	60	1284

Course Descriptions

Electrical Safety 131 Covers safety rules and regulations for electricians. Students learn the necessary precautions to take for various electrical hazards found on the job. Students will also learn the OSHA mandated lockout/tagout procedure.

Electrical Theory One/DC Theory 132 Offers a general introduction to the electrical concepts used in Ohm's law applied to DC series circuits. Includes atomic theory, electromotive force, resistance, and electric power equations.

Electrical Theory Two/AC Theory 133 Introduces series, parallel, and series parallel circuits. Covers resistive circuits, Kirchoff's voltage and current laws, and circuit analysis.

Wiring: Residential 134 Covers the electrical devices and wiring techniques common to residential construction and maintenance. Students also practice making service calculations. Stresses appropriate NEC requirements.

Algebra with Trigonometry 135 The study and application of algebraic and trigonometric functions as it relates to electrical functions. Study includes solving word problems, additions, subtractions, multiplications, and problem solutions.

Introduction to the National Electrical Code 136 (Code 1) Provides navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure.

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

Installation of Electrical Services 232 Covers methods and techniques for both single and three-phase services, including metering equipment and NEC regulations.

Introduction to Electrical Blueprints 233 Focuses on electrical prints, drawings, and symbols. Students learn the types of information they can find on schematics, one-lines, and wiring diagrams.

Wiring: Commercial and Industrial 234 Covers the electrical devices and wiring techniques common to commercial and industrial construction and maintenance. The appropriate NEC requirements are stressed.

Electric Lighting 235 Introduces the basic principles of human vision and the characteristics of light. Focuses on the handling and installation of the different kinds of lamps (incandescent, fluorescent, and HID) and lighting fixtures (surface-mounted, recessed, suspended, and track lighting).

Introduction to the National Electrical Code 236 (Code 2) Provides a navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy-to follow procedure.

Load Calculations-Branch Circuits 331 Introduces the industry standards for electrical work, including the topics of branch circuits, rating and de-rating, and various types of residential and commercial electrical loads.

Raceway, Box and Fitting Fill Requirements 332 Covers the number of conductors allowed in raceways, boxes, and fittings.

Motor Controls 333 Provides information on selecting, sizing, and installing motor controllers. Also covers control circuit pilot devices and basic relay logic.

Introduction to the National Electrical Code 334 (Code 3) Provides navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure.

Motor Calculations 335 Covers single and multi motor calculations to enable the student to size conductors, over-current protection, and over-load protection for motor applications.

Advanced Motor Controls 336 Explains applications and operating principles of solid-state controls, reduced-voltage starters, and adjustable frequency drives. Also covers basic troubleshooting procedures.

Load Calculations-Feeder and Services 431 Topics include basic calculation procedures and calculations for commercial and residential applications.

Standby and Emergency Systems 432 NEC installation requirements for electric generators, and storage batteries are fully explained.

Basic Alarm Technology, Fire, Access & CCTV 433 Covers fire alarm control units, Digital Alarm Communicator Systems (DACS), installation of wiring for alarm initiating and notification devices, and alarm system maintenance. Also covers basic Fire Alarm terms and usage, CPU features, types of initiating devices, extinguishing systems, and design. Access control, devices, software, code compliance, standards, basic technology of CCTV, its types and components.

Introduction to the National Electrical Code 434 (Code 4) Provides navigational road map for using the NEC. Students are introduced to the layout of the NEC and the types of information found within the code book. Students are able to practice finding information using an easy to follow procedure.

HVAC Controls 435 Provides a basic overview of HVAC systems and their controls. Stresses electrical troubleshooting and NEC requirements.

Telecom Cabling & Basic Telecommunications 436 Covers various cabling codes, types, methods, and grounding. Provides instruction on telephone terms, components, networks, line services, and fundamentals.

MEDICAL ASSISTING

Objectives

The Medical Assisting (MA) curriculum is designed to provide the student with the knowledge and skills required for competent performance at the entry level in today's medical offices, hospitals, and other allied health environments.

The manner in which work is accomplished in medical offices has undergone many important changes. The goal is to improve both efficiency and effectiveness by taking advantage of microcomputers and by diversifying the work into occupations that support the physicians. When you walk into a medical office today, you can't assume that everyone in a white uniform is a doctor or nurse. On the contrary, it's likely that as many as half of these professionals are supporting staff who have learned their occupations in far less time than that required of the physician or nurse.

With this interesting, dynamic environment in mind, Porter and Chester has put together a program for training Medical Assistants that arms the student with both the administrative and clinical functions MA's are expected to execute. The graduate of this program will possess all the qualifications necessary to take maximum advantage of the many opportunities this high demand occupation offers.

The program looks to the future, but it also has a strong relationship to the present employment picture. Graduates will be trained for equal success in the various different settings in which Medical Assistants work. Day-to-day operational skills are emphasized along with the special personal and professional skills that will enable the graduate to contribute significantly to personnel harmony and productivity.

The Medical Assisting Classrooms and labs are equipped with the same kinds of medical, diagnostic, and administrative office equipment currently in use in physician's offices, hospitals, and clinics. Computer workstations, EKG machines, blood and urine analyzers, centrifuges, phlebotomy equipment, hospital beds, examination tables, instrument trays, autoclaves, microscopes, incubators, privacy screens, adult and child mannequins, and various needle syringes, vacutainers, tubes and dressings are utilized by the students. In addition to this, various anatomical charts, models, and skeletons are employed. In our Enfield, Rocky Hill, and Chicopee branches, classes will be delivered both residentially and selected theory portions of the program at home via distance learning through our on-line course management system, Moodlerooms, that allows the student to access the relevant course material on their own schedules. This classroom learning is then followed up by hands-on learning in our residential lab facilities. Veterans' Benefits are only available for the 775 clock hours of residential coursework.

The length of this program is either 36 weeks in the Early Day Session or 60 weeks in the Evening Session. All terms of the program are independent. Accordingly, their sequence may vary from class to class. All instruction provided by the Institute is accomplished by residential delivery. The maximum number of students being taught in any one classroom or lab is twenty.

Required Tools, Books & Supplies

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

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

The placement rate for this program from the 2009-10 ACCSC annual report is 86%; for Porter and Chester Institute of Branford, the placement rate for this program from the 2009-10 ACCSC annual report is 96%.

MEDICAL ASSISTING Early Day Session

	Quarter Credit Hours	Clock Hours
Term	7.2	144
Administrative Medical Assisting MA111 Anatomy MA112 Medical Terminology M113 Clinical Procedures MA 114		
Term	7.2	144
Administrative Medical Assisting MA211 Anatomy MA212 Medical Terminology MA213 Clinical Procedures MA214		
Term	7.2	144
Administrative Medical Assisting MA311 Anatomy MA312 Medical Terminology MA313 Clinical Procedures MA314		
Term	7.2	144
Administrative Medical Assisting MA411 Anatomy MA412 Medical Terminology MA413 Clinical Procedures MA414		
Term	7.2	144
Administrative Medical Assisting MA511 Anatomy MA512 Medical Terminology MA513 Clinical Procedures MA514		
Term	6.0	180
Medical Assisting Externship		
TOTAL HOURS	42	900

**MEDICAL ASSISTING
Evening Session**

	Quarter Credit Hours	Clock Hours
Term	9.0	180

Administrative Medical Assisting MA121
Anatomy MA122
Medical Terminology MA123
Clinical Procedures MA124
Administrative Medical Assisting MA221
Anatomy MA222
Medical Terminology MA223
Clinical Procedures MA224

Term	9.0	180
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Administrative Medical Assisting MA321
Anatomy MA322
Medical Terminology MA323
Clinical Procedures MA324
Administrative Medical Assisting MA421
Anatomy MA422
Medical Terminology MA423
Clinical Procedures MA424

Term	9.0	180
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Administrative Medical Assisting MA521
Anatomy MA522
Medical Terminology MA523
Clinical Procedures 524
Administrative Medical Assisting MA621
Anatomy MA622
Medical Terminology MA623
Clinical Procedures MA624

Term	9.0	180
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Administrative Medical Assisting MA721
Anatomy MA722
Medical Terminology MA723
Clinical Procedures MA724
Administrative Medical Assisting MA821
Anatomy MA822
Medical Terminology MA823
Clinical Procedures MA824

Term	6.0	180
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Medical Assisting Externship

TOTAL HOURS	42	900
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Course Descriptions

Administrative Medical Assisting MA111 This course will introduce and discuss the function of the medical assistant in the role of patient reception; the types of appointment management systems and the guidelines used to schedule and manage appointments, the correct technique for using the telephone in a medical practice, and the theory concerning human behavior and perceptual psychology. The student will have an understanding of and have entry level proficiency at transcribing or proofreading a variety of reports from dermatology and neurology practices.

Administrative Medical Assisting MA211 This course will introduce and discuss the function of the medical assistant in the daily financial practices and accounting systems in medical offices. Billing and collection procedures will be introduced. The student will be provided with theory concerning the factors to take into consideration in order to understand ourselves and others better.

Administrative Medical Assisting MA311 This course will introduce and discuss the professional medical assistant and the role they play in today's health care setting. Attention will be given to the history of modern medicine, the variety of health care settings and the licensed and certified members of the health care team. Included in this course will be discussion employment strategies. The student will be provided with theory concerning the importance of implementing effective communications skills and building positive relationships.

Administrative Medical Assisting MA411 This course will introduce and discuss the skills required to successfully manage medical records, including filing and medical record organization. The student will practice composing and proofreading letters, memos, and other forms of written communication used in a medical office. Issues of legal and ethical concepts will be introduced. Theories will be presented on how to build healthy relationships with others.

Administrative Medical Assisting MA511 This course will introduce and discuss the types of medical insurance and how to submit third-party billing to insurance companies using proper coding techniques. A simulated office software program will introduce the daily workings of a medical office and facility management will be discussed. This course will provide the student with theories on stress reduction, and other forms of preventive medicine.

Anatomy MA112 Introduces structure, cells, tissue and mechanisms of disease in the Integumentary System, Nervous System, and Senses, the common disease conditions related to those systems, the etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, and rehabilitation of the disease. By understanding the structure and physiology of each system, prevention of the disease process will also be included.

Anatomy MA212 Study of the structure, cells, tissue and mechanisms of disease in the Reproductive and Endocrine Systems, the common disease conditions related to those systems, the etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, and rehabilitation of the disease. By understanding the structure and physiology of each system, prevention of the disease process will also be included.

Anatomy MA312 Study of the structure, cells, tissue and mechanisms of disease in the Heart, Lymphatic, and Respiratory Systems, the common disease conditions related to those systems, the etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, and rehabilitation of the disease. By understanding the structure and physiology of each system, prevention of the disease process will also be included.

Anatomy MA412 Study of the structure, cells, tissue and diseases processes in the Skeletal, Muscular, and Digestive Systems, the common disease conditions related to those systems, the etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, and rehabilitation of the disease. By understanding the structure and physiology of each system, prevention of the disease process will also be included.

Anatomy MA512 Study of the structure, cells, tissue and mechanisms of disease in the Circulatory and Urinary Systems, the common disease conditions related to those systems, the etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, and rehabilitation of the disease. By understanding the structure and physiology of each system, prevention of the disease process will also be included. Study of blood, fluid, and electrolyte balance.

Medical Terminology MA113 Study of word parts of the Integumentary and Nervous Systems, and of the eye and ear. Instruction and practice will provide the student with the tools needed to build, define and apply terms describing diseases, treatment modalities and diagnostic procedures in each of these systems.

Medical Terminology MA213 Study of word parts of the Reproductive and Endocrine Systems. Instruction and practice will provide the student with the tools needed to build, define and apply terms describing diseases, treatment modalities and diagnostic procedures in each of these systems.

Medical Terminology MA313 Study of word parts of the Cardiovascular, Lymphatic, and Respiratory Systems. Instruction and practice will provide the student with the tools needed to build, define and apply terms describing diseases, treatment modalities and diagnostic procedures in each of these systems.
1.25 Quarter Credit Hours, 25 Clock Hours

Medical Terminology MA413 Study of word parts of the Musculoskeletal and Digestive Systems. Instruction and practice will provide the student with the tools needed to build, define and apply terms describing diseases, treatment modalities and diagnostic procedures in each of these systems.
1.0 Quarter Credit Hours, 20 Clock Hours

Medical Terminology MA513 Study of word parts of the Urinary System. Instruction and practice will provide the student with the tools needed to build, define and apply terms describing diseases, treatment modalities and diagnostic procedures in each of these systems.
.5 Quarter Credit Hours, 10 Clock Hours

Clinical Procedures MA114 Techniques practiced in classifying and controlling infectious microorganisms including medical asepsis and sterilization. Assisting the physician with various minor surgical procedures including basic microbiology. Study of Diagnostic Imaging.
2.4 Quarter Credit Hours, 48 Clock Hours

Clinical Procedures MA214 Pharmacology-Classifications of medications, introduction to the Physician's Desk Reference, routes of administration, diagnostic and intradermal testing, and first aid. BLS (CPR) certification.
2.4 Quarter Credit Hours, 48 Clock Hours

Clinical Procedures MA314 Physical measurements and vital signs, charting skills including Electronic Medical Records (EMR), Electrocardiography.
2.4 Quarter Credit Hours, 48 Clock Hours

Clinical Procedures MA414 Practice in completing health histories, assisting in physical examinations, and specialty examinations, and physical therapy.
2.4 Quarter Credit Hours, 48 Clock Hours

Clinical Procedures MA514 Introduction to the Laboratory, lab safety, and specialty lab testing. Collecting and handling specimens for hematology, serology, and urinalysis; includes instruction in phlebotomy.
2.4 Quarter Credit Hours, 48 Clock Hours

Administrative Medical Assisting MA121 This course will introduce and discuss the professional medical assistant and the role they play in today's health care setting. Attention will be given to the variety of health care settings and the licensed and certified members of the health care team. Typing and proofreading skills in the practice of dermatology will be practiced and evaluated. Theories concerning human behavior and perceptual psychology will be provided to the student.
1.5 Quarter Credit Hours, 30 Clock Hours

Administrative Medical Assisting MA221 This course will introduce and discuss the history of modern medicine. Included in this course will be discussion and information on ethical and bioethical considerations. Issues of legal concepts will be introduced. The importance of implementing effective communication skills and building positive relationships will be presented.

1.5 Quarter Credit Hours, 30 Clock Hours

Administrative Medical Assisting MA321 This course will introduce and discuss the skills required to successfully manage medical records, including filing and medical record organization. Theories concerning perceptual psychology and human behavior will be explored.

1.25 Quarter Credit Hours, 25 Clock Hours

Administrative Medical Assisting MA421 This course will introduce and discuss the function of the medical assistant in the role of patient reception; and the correct technique for using the telephone in a medical practice. Theory concerning the factors to take into consideration to understand ourselves and others will be provided.

1.25 Quarter Credit Hours, 25 Clock Hours

Administrative Medical Assisting MA521 This course will introduce and discuss the function of the medical assistant in the role of patient reception; the types of appointment management systems and the guidelines used to schedule and manage appointments. Managing the medical facility and employment strategies are studied. Theory concerning the factors to take into consideration in order to understand ourselves and others better will be covered.

1.25 Quarter Credit Hours, 25 Clock Hours

Administrative Medical Assisting MA621 This course will introduce and discuss and the student will practice composing and proofreading letters, memos, and other forms of written communication used in a medical office. Billing and collection procedures will be introduced. Theories on stress reduction, and other forms of preventive medicine will be provided.

1.25 Quarter Credit Hours, 25 Clock Hours

Administrative Medical Assisting MA721 This course will introduce and discuss the types of medical insurance and how to submit third-party billing to insurance companies using proper coding techniques. A simulated office software program will introduce the daily workings of a medical office.

1.5 Quarter Credit Hours, 30 Clock Hours

Administrative Medical Assisting MA821 This course will introduce and discuss the function of the medical assistant in the daily financial practices and accounting systems in medical offices. Billing and collection procedures will be introduced. Implementation of skills needed to practice stress management in their professional lives will be taught.

1.5 Quarter Credit Hours, 30 Clock Hours

Anatomy MA122 Study of cells, tissues, structure, and mechanisms of disease of the integumentary system, the common disease conditions related to those systems, the etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, and rehabilitation of the disease. By understanding the structure and physiology of each system, prevention of the disease process will also be included.

1.0 Quarter Credit Hours, 20 Clock Hours

Anatomy MA222 The study of the cells, tissues, and mechanisms of disease for the Muscular and Skeletal Systems, the common disease conditions related to those systems, the etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, and rehabilitation of the disease. By understanding the structure and physiology of each system, prevention of the disease process will also be included.

Anatomy MA322 Study of cells, tissues, structure, and mechanisms of disease of the nervous system and senses, the common disease conditions related to those systems, the etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, and rehabilitation of the disease. By understanding the structure and physiology of each system, prevention of the disease process will also be included.

Anatomy MA422 The study of the cells, tissues, and mechanisms of disease, of the Endocrine and Reproductive systems, the common disease conditions related to those systems, the etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, and rehabilitation of the disease. By understanding the structure and physiology of each system, prevention of the disease process will also be included.

Anatomy MA522 Study of cells, tissues, structure, and mechanisms of disease of the heart, and respiratory systems, the common disease conditions related to those systems, the etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, and rehabilitation of the disease. By understanding the structure and physiology of each system, prevention of the disease process will also be included.

Anatomy MA622 Study of cells, tissues, structure, and mechanisms of disease of the Circulatory, Lymphatic and Immune Systems, the common disease conditions related to those systems, the etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, and rehabilitation of the disease. By understanding the structure and physiology of each system, prevention of the disease process will also be included. Study of blood.

Anatomy MA722 The study of the cells, tissues, and mechanisms of disease for the Digestive Systems and nutrition, the common disease conditions related to those systems, the etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, and rehabilitation of the disease. By understanding the structure and physiology of each system, prevention of the disease process will also be included.

Anatomy MA822 Study of cells, tissues, structure, and mechanisms of disease of the Urinary System, the common disease conditions related to those systems, the etiology, signs and symptoms, diagnostic procedures, prognosis, treatment, and rehabilitation of the disease. By understanding the structure and physiology of each system, prevention of the disease process will also be included. Study of fluid, and electrolyte balance and acid base balance.

Medical Terminology MA123 Introduction to word parts describing structure and diseases of the integumentary system. Instruction and practice will provide the student with the tools needed to build, define and apply terms describing diseases, treatment modalities and diagnostic procedures in these systems.

Medical Terminology MA223 Introduction to word parts describing structure and diseases of the Musculoskeletal System. Instruction and practice will provide the student with the tools needed to build, define and apply terms describing diseases, treatment modalities and diagnostic procedures in these systems.

Medical Terminology MA323 Introduction to word parts describing structure and diseases of the nervous system, eye and ear. Instruction and practice will provide the student with the tools needed to build, define and apply terms describing diseases, treatment modalities and diagnostic procedures in these systems.

Medical Terminology MA423 Introduction to word parts describing structure and diseases of the endocrine system, male and female reproductive. Instruction and practice will provide the student with the tools needed to build, define and apply terms describing diseases, treatment modalities and diagnostic procedures in these systems.

Medical Terminology MA523 Introduction to word parts describing structure and diseases of the Cardiovascular, Lymphatic, and Respiratory Systems. Instruction and practice will provide the student with the tools needed to build, define and apply terms describing diseases, treatment modalities and diagnostic procedures in these systems.

Medical Terminology MA623 Introduction to word parts describing structure and diseases of the Cardiovascular and Lymphatic Systems. Instruction and practice will provide the student with the tools needed to build, define and apply terms describing diseases, treatment modalities and diagnostic procedures in these systems.

Medical Terminology MA723 Introduction to word parts describing structure and diseases of the Digestive System. Instruction and practice will provide the student with the tools needed to build, define and apply terms describing diseases, treatment modalities and diagnostic procedures in these systems.

Medical Terminology MA823 Introduction to word parts describing structure and diseases of the Urinary System. Instruction and practice will provide the student with the tools needed to build, define and apply terms describing diseases, treatment modalities and diagnostic procedures in these systems.

Clinical Procedures MA124 Universal blood and body fluid precautions, OSHA, infection control, medical and surgical asepsis, and minor surgery.

Clinical Procedures MA224 Physical measurement, vital signs and Diagnostic Imaging. CPR and First Aid certification.

Clinical Procedures MA324 Basic Pharmacology, including dosing routes of administration.

Clinical Procedures MA424 Assisting the physician in Physical and Specialty examinations. Study of physical therapy.

Clinical Procedures MA524 Charting skills, respiratory testing and electrocardiography.

Clinical Procedures MA624 Introduction to the laboratory. Collecting and handling specimens for hematology, and serology. Phlebotomy training.

Clinical Procedures MA724 Health histories including Electronic Medical Records (EMR), methods of documentation and charting. Lab safety.

Clinical Procedures MA824 Collecting and handling specimens for urinalysis. Basic microbiology and specialty lab testing.

Medical Assisting Externship The final weeks of both the day and evening programs call for the student to complete 180 hours of medical externship work that is directly related to the content of this occupation. This externship takes place in a physician's office, hospital, or other medical facility where medical assistants practice their occupations. It may be necessary for evening medical assistant students to accomplish their externships at a facility operating on a schedule of only daytime hours. There is no remuneration to the student for their externship experience.

DENTAL ASSISTING

Objectives

The Dental Assisting curriculum is designed to provide the student with the knowledge and skills required for competent performance at the entry level as a dental assistant.

The dental assistant is a vital member of the team which delivers care to patients in today's dental offices, clinics, and hospitals, as well as in laboratories and public health departments. The role of a dental assistant has expanded significantly in recent years and is now considered essential to the delivery of competent, efficient dental care.

The length of this program is nine months in the Day Session and 12 months in the Evening Session. Six months (Day Session) and 9 months (Evening Session) of training is accomplished at the Institute, and three months of training is accomplished at the dental facility to allow the student active participation in the externship program. The maximum number of students being taught in any one classroom or lab is thirty.

Required Tools, Books & Supplies

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

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

The placement rate for this program from the 2009-10 ACCSC annual report is 87%; for Porter and Chester Institute of Branford, the placement rate for this program from the 2009-10 ACCSC annual report is 92%.

The Dental Assisting program in our Enfield, Rocky Hill, and Chicopee branches is offered via a combination of classes in a virtual classroom and classes at the campus. This method allows the student to take selected theory portions of the program at home using an online course delivery platform. The on-line theory is presented on the Moodle Rooms Learning Management System. The student would then attend classes residentially to complete the hands-on portion of the program. The distance learning classes are available through the student's computer, and the students may access the material on their own schedules. Computers will be available on campus for student use for those students who do not have a computer available to them. The students will participate in group discussion and interact with classmates and their instructor in both the online classroom and the residential lab environments. Veterans' Benefits are available for the 813 clock hours of residential coursework but are not available for the 87 clock hours of online course delivery.

DENTAL ASSISTING Early Day Session

	Quarter Credit Hours	Clock Hours
Term	145	300
Orientation to Dental Assisting or Job Search Seminar		
Medical Emergencies in the Dental Office 101		
Oral Anatomy 102		
Infection Control 103		
Practice Management 104		
Radiology 105		
Dental Law and Ethics 106		
Oral Health Education 107		
	Quarter Credit Hours	Clock Hours
Term	145	300
Orientation to Dental Assisting or Job Search Seminar		
Dental Materials 108		
Anatomy and Physiology 109		
Nutrition 110		
Chairside Dental Procedures 111		
Dental Charting 112		
	Quarter Credit Hours	Clock Hours
Term	10	300
Dental Assisting Externship		
TOTAL HOURS	39	900

DENTAL ASSISTING Evening Session

	Quarter Credit Hours	Clock Hours
Term	95	200
Orientation to Dental Assisting or Job Search Seminar		
Medical Emergencies in the Dental Office 101		
Oral Anatomy 102		
Infection Control 103		
Practice Management 104		
Dental Law and Ethics 106		
Oral Health Education 107		
	Quarter Credit Hours	Clock Hours
Term	95	195
Dental Materials 108		
Anatomy and Physiology 109		
Nutrition 110		
Dental Charting 112		
	Quarter Credit Hours	Clock Hours
Term	10	205
Orientation to Dental Assisting or Job Search Seminar		
Radiology 105		
Chairside Dental Procedures 111		
	Quarter Credit Hours	Clock Hours
Term	10	300
Dental Assisting Externship		
TOTAL HOURS	39	900

Course Descriptions

Orientation to Dental Assisting Provides new students with familiarity level knowledge of Standard Precautions and components and use of Personal Protective Equipment; human dentition; healthcare-level CPR training and certification.

Job Search Seminar Provides students with skills to create a resume and cover letter; where to look for jobs; study of successful interviewing techniques; mock interviews.

Medical Emergencies in the Dental Office 101 Emergencies in the dental office; includes staff readiness, pharmacology, medical and dental emergencies.

Oral Anatomy 102 Study of the landmarks of the oral cavity, salivary glands, paranasal sinuses, and muscles of the face; odontology; dental anomalies.

Infection Control 103 Hazardous Materials Standard Infection Control theory; sanitation, disinfection, sterilization techniques and equipment; modes of disease transmission; OSHA Bloodborne Pathogens Standard; personal protective equipment.

Practice Management 104 Includes dental office equipment, ordering and inventory of dental and office supplies, appointment scheduling, patient records, filing, recall system, insurance billing, bookkeeping and telephone etiquette; human relations in the dental office; pediatric and geriatric patients.

Radiology 105 Dental Radiography: includes physics of radiography, radiation safety, radiographic techniques, and understanding the x-ray unit; exposing, processing and mounting dental x-rays; film-based and digital radiography; interpreting x-rays for anatomical landmarks, existing restorations, and correct placement; x-rays on human patients.

Dental Law and Ethics 106 Dental Health Team: education, licensure, and professional organizations, continuing education, DANB certification, legal responsibilities, dental practice act, state laws and regulations regarding dental assisting; ADA code of ethics.

Oral Health Education 107 Includes personal oral hygiene methods; effects of dental plaque on dental caries and periodontal disease; fluorides; pit and fissure sealants; coronal polishing.

Dental Materials 108 Properties of dental materials; manipulation of chairside intraoral materials; manipulation of laboratory materials; fabrication of study models, provisional restoration, custom trays; lab case management, including infection control for laboratory procedures.

Anatomy and Physiology 109 Basic body systems; study of the bones of the skull, face, and mandible; histology of the face, nose, tongue, palate, teeth; tissues of the tooth and periodontium.

Nutrition 110 Includes personal oral hygiene methods; effects of dental plaque on dental caries and periodontal disease; fluorides; pit and fissure sealants; dietary control of dental plaque and decay; understanding the role of key nutrients in dental development and dental disease.

Chairside Dental Procedures 111 Dental hand instruments; dental specialty instruments; rotary instruments; maintenance of instruments; tray set-ups and operative procedures for general and specialty dental procedures; assisting skills at chairside; preparation and clean-up of operatory and instruments; patient seating and dismissal; routine equipment maintenance.

Dental Charting 112 Includes mouth mirror inspection, cavity classifications, color coding, charting symbols, annotating and abbreviations; documentation of treatment rendered.

Dental Assisting Externship - Externship completing 300 hours of clinical dental assisting in a dental office, clinic, hospital or other dental facilities.

See Supplement for list of Dental Assisting Instructors.

ADMINISTRATIVE HEALTH SPECIALIST

Objectives

The Administrative Health Specialist curriculum is designed to provide the student with the knowledge and skills required for competent performance at the entry level in today's medical offices, insurance companies, hospitals, clinics, and claims management companies.

The health claims field is one of the fastest-growing career opportunities in health care. Because insurance companies and the government are investing more money and time into investigating and managing claims' fraud, insurance companies, doctors offices, hospitals, and others are employing more health claims specialists. This occupation is ideal for the individual who wishes to join the health care field without having to interact with patients at the clinical stage.

With this exciting, dynamic environment in mind, Porter and Chester Institute has put together a program for training Administrative Health Specialists with the skills that Administrative Health Specialists are expected to execute.

The program looks to the future, but it also has a strong relationship to the present employment picture. Graduates will be trained for equal success in the various settings in which Administrative Health Specialists work. The training combines medical administration skills with an understanding of computer technologies. A thorough understanding of accounting, medical records, terms and conditions of insurance, and rights and obligations of patients are just some of proficiencies that a graduate of the Administrative Health Specialist program will be armed with.

The Administrative Health Specialist classrooms are equipped with the same type of medical and administrative office equipment currently found in physicians' offices, hospitals, insurance companies, and clinics. Computer workstations, medical office software, and electronic calculators are utilized by the students. In addition, various anatomical charts, models, and skeletons are employed.

The length of this program is either 9 months in the Early and Mid-Day Sessions or 15 months in the Evening Session. All terms of the program are independent. Accordingly, their sequence may vary from class to class. All instruction provided by the Institute is accomplished by residential delivery. The maximum number of students being taught in any one classroom or lab is twenty.

Required Instruments, Tools, Books & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. The Student Services Fee covers all books, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, or instructors add items to the required course materials, students will never pay more than the fee specified in their Enrollment Agreement.

This program is too new to have a placement rate calculated yet.

ADMINISTRATIVE HEALTH SPECIALIST Early Day Session

	Quarter Credit Hours	Clock Hours
Term	15	300
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AHP100 First Aid and CPR AHP101 Health Assessment Techniques AHP103 Health Professional's English AHP201 Medical Computer Applications I AHP403 Business Practices in the Medical Office AHP600 Medical Terminology and Anatomy I		
Term	15	300
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AHP102 Math for Health Professionals AHP300 Communication AHP301 Professional Development AHP400 Medical Law and Ethics AHP402 Simulating the Medical Office AHP500 Introduction to Insurance AHP601 Medical Terminology and Anatomy II		
Term	15	300
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AHP200 Basic Keyboarding AHP202 Medical Computer Applications II AHP302 Psychology for Success AHP401 Medical Office Administration AHP501 Principles of Medical Insurance and Third Party Billing AHP502 Diagnostic and Procedural Coding in the Medical Office AHP602 Medical Terminology and Anatomy III		
TOTAL HOURS	45	900

ADMINISTRATIVE HEALTH SPECIALIST
Evening Session

	Quarter	Credit	Clock
	Hours	Hours	Hours
Term	9		180
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AHP100 First Aid and CPR			
AHP101 Health Assessment Techniques			
AHP102 Math for Health Professionals			
AHP200 Basic Keyboarding			
AHP201 Medical Computer Applications I			
Term	9		180
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AHP103 Health Professional's English			
AHP202 Medical Computer Applications II			
AHP400 Medical Law and Ethics			
AHP600 Medical Terminology and Anatomy I			
Term	9		180
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AHP402 Simulating the Medical Office			
AHP501 Principles of Medical Insurance and Third Party Billing			
AHP601 Medical Terminology and Anatomy II			
Term	9		180
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AHP301 Professional Development			
AHP401 Medical Office Administration			
AHP502 Diagnostic and Procedural Coding in the Medical Office			
AHP602 Medical Terminology and Anatomy III			
Term	9		180
<hr/>			
AHP300 Communication			
AHP302 Psychology for Success			
AHP403 Business Practices in the Medical Office			
AHP500 Introduction to Insurance			
TOTAL HOURS	45		900

Course Descriptions

AHP100 First Aid and CPR American Heart Association's BLS course will be taught and students will gain a certificate upon successful completion. Current American Heart Association emergency guidelines will be taught.

AHP101 Health Assessment Techniques In this course patient interview skills will be developed. Students will practice taking patient information, utilizing a number of techniques to best extrapolate essential facts in order to make decisions about proper action to take in a health care setting. Verbal and non-verbal communication will be discussed and upon successful completion of this course students should be able to better assess a patient's needs based on their ability to properly interview.

AHP102 Basic Math This course teaches students basic mathematical skills used in today's medical office. Topics include basic addition, subtraction, multiplication, and division of whole numbers and decimals; banking; percents; patient ledger cards; and the metric system

AHP103 Health Professional's English This course is designed to enable students to refresh grammar and punctuation skills used to perform daily office procedures. Students study sentence structure and paragraph organization and develop effective editing, proofreading, and revising skills. Opportunities to plan, draft, revise and edit a variety of medical documents will be provided.

AHP200 Basic Keyboarding This course enables students to learn correct position and techniques, alphabetic keys, number keys and special symbol keys.

AHP201 Medical Computer Applications I Students will write numerous medical office memorandum and letters. The student will compose and proofread letters, memos and other forms of written communication used in a medical office while learning word processing concepts and vocabulary using medical-based software. Speed and accuracy will be developed. Practice with transcribing medical reports from several specialty practices will lead to entry level proficiency.

AHP202 Medical Computer Applications II This course is devoted to the design, utilization, and application of spreadsheets used in the Medical office. Student will learn the basic functions of how to create, edit, and use spreadsheets through a series of lectures and labs. The use of proper email functions and etiquette will be introduced.

AHP300 Communication The student will be provided with theory concerning the importance of implementing effective communication skills and building positive relationships. Theories will be presented on how to build healthy relationships with others and they will develop effective communication skills to interact professionally with colleagues.

AHP301 Professional Development Students concentrate on various strategies for job search, resume formats, necessary pre-employment letters, and interview techniques. Professionalism and development of critical thinking skills will be addressed.

AHP302 Psychology for Success This course introduces students to the concepts of self-assessment and self-esteem. It is meant as a guide for making any necessary changes in the students' own lives to facilitate success in their chosen career. The student will be provided with theory concerning the factors to take into consideration in order to understand ourselves and others better.

AHP400 Medical Law and Ethics This course acquaints students pursuing the health professions with issues involving medical law and ethics. Issues of legal, ethical, and bioethical consideration are presented and discussed.

AHP401 Medical Office Administration This course prepares students to meet the challenges of the changing workplace and to solve typical problems that arise in the medical office. Problem-solving, decision-making, and handling conflict will enhance the student's ability to handle multiple tasks and manage difficult situations in the workplace. Skills necessary to supervise in the medical office environment will be introduced.

AHP402 Simulating the Medical Office This course introduces and simulates situations using computerized software. Students learn to input patient information, schedule appointments, and handle patient and insurance billing procedures. In addition, students produce various reports and learn to handle insurance claims both on manual forms and electronically. This course will introduce the student to the daily workings of a medical office and facility management will be discussed.

AHP403 Business Practices in the Medical Office This course will teach students accounting and record keeping utilized in a medical facility. Topics will include medical office accounting systems, patient ledger cards, professional fees, credit arrangements, petty cash, posting of daily patient charges, making bank deposits, billing practices, delinquent collection practices, payroll for the medical office, filing in a medical office, and proper telephone techniques for the medical office. Appointment management systems, medical records management and proper documentation will all be discussed and practiced in this course.

AHP500 Introduction to Insurance This course is designed to familiarize students with the health care language of the rapidly changing insurance industry. Insurance terminology, types of insurance and insurance carriers will be covered.

AHP501 Principles of Medical Insurance and Third Party Billing Eligibility and benefit structures of insurance will be covered. Workers compensation and managed care plans will be discussed. Medical law and ethics pertaining to health care providers and insurance companies will also be discussion topics. The student will practice how to submit third-party billing to insurance companies using proper coding techniques.

AHP502 Diagnostic and Procedural Coding in the Medical Office This course is designed to introduce the students to various types of billing systems as well as codes for various procedures performed in medical facilities. The course will place emphasis on transforming verbal descriptions of diseases, injuries, and procedures into numeric designations by the provider rendering medical care. The use of CPT, ICD-9CM, and HCPCS coding books will be covered. Study and the practical application of the processing of health claims will also be covered.

AHP600 Medical Terminology and Anatomy I This course is designed to help the student to gain a thorough understanding of the human body and medical terminology. Students learn how to divide words and their component parts, spelling and definitions, an understanding of how the body works, and an introduction to the disease process. Diagnostic procedures, treatment, prognosis and prevention of disease for the integumentary system, nervous system, special senses, and musculoskeletal system will be discussed. Emphasis will be placed on pharmacology used in each of the specialty practices for these systems.

AHP601 Medical Terminology and Anatomy II This course is designed to help the student gain a thorough understanding of the human body and medical terminology. Students learn how to divide words and their component parts, spelling and definitions, an understanding of how the body works, and an introduction to the disease process. Diagnostic procedures, treatment, prognosis and prevention of disease for the digestive system, urinary system, respiratory system, circulatory system, and lymphatic and immune system will be discussed. Emphasis will be placed on pharmacology used in each of the specialty practices for these systems.

AHP602 Medical Terminology and Anatomy III This course is designed to help the student gain a thorough understanding of the human body and medical terminology. Students learn how to divide words and their component parts, spelling and definitions, an understanding of how the body works, and an introduction to the disease process. Diagnostic procedures, treatment, prognosis and prevention of disease for the cardiovascular system, endocrine system, male and female reproductive system and blood components will be discussed. Emphasis will be placed on pharmacology used in each of the specialty practices for these systems.

INSERT MAPS HERE

ADDENDUM TO CATALOG

PRACTICAL NURSING PROGRAM

Admission

Application Requirements

There are several parts to applying for admissions in Porter and Chester Institute's Practical Nursing program:

1. Every prospect has to be interviewed by a Career Program Specialist (CPS) to determine compatibility for the program. The CPS has the right to deny application based on this interview;
2. Based on a successful interview resulting in a positive recommendation from the CPS, the prospect has the right to complete an application;
3. Each prospect must take the Wonderlic test and pass with a score of 17 for Practical Nursing;
4. Through performance in the interview and on the application and the Wonderlic test, prospects must demonstrate proficiency in written and spoken English;
5. Each prospect must take the TEAS test and pass with a score of 50 (applicants who do not achieve a qualifying score shall be advised that they may retake the tests; applicant's highest PASS score in each category from all tests taken will be used to determine eligibility for a personal interview);
6. Each prospect must complete a spontaneous essay on-site;
7. Each prospect must undergo a personal interview with the Practical Nursing Program Administrator. The interview will be conducted by the Practical Nursing Program Administrator and Admissions Representative. A standard interview form will be used.

Enrollment Requirements

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

1. Complete the Institute's Enrollment Agreement;
2. Provide proof of high school graduation or the equivalent (GED) prior to class start;
3. Demonstrate the ability to financially afford the tuition through loans, grants, personal payments, or other means.

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

Student Selection Process

Each applicant will be ranked according to Practical Nursing Program criteria. Acceptable candidates for open seats will be accepted on a first come first serve basis. The next ten highest ranking applicants will be placed on a "wait list" for a six month period. Reapplication will be necessary once that time has expired.

Admission Physical Examination Requirements

Admission of a physical assessment by a licensed physician, advanced practice registered nurse or physician assistant shall be required of each applicant as a condition for acceptance into the program. In addition, the prospective student will be required to provide, together with this examination, a certified drug test from a licensed lab confirming negative results.

Immunization and communicable disease history must be submitted on standard adult physical exam form. Applicants should be aware that additional immunizations may be required depending upon the requirements of affiliated agencies and State Regulations.

Grading

The Institute employs a grading system based on one hundred percent. In the Practical Nursing program, these percentages 90 to 100 (3.5-4.0) -Superior, 80 to 89 (2.75-3.45)-Excellent, 75 to 79 (2.0-2.7)-Good, Below 75 (0)-Failure.

This ties in closely with the strategic objective of the Institute, namely, to graduate highly desirable employees. The employer needs such things as dedicated effort and regular attendance as much as, if not more than, it needs technical competence.

The components of a program are courses. If the student fails a course, no credit is earned, and the course must be repeated. Upon retaking the course, if the student receives a grade of 80 or better, the student is awarded credit for the course.

If the student is absent from classes, the missed course work must be made up. The student may not graduate unless all the courses that make up the program have been completed with a grade of 75 or better. All courses must be made up in sequence.

Make-up Policy

If the student's cumulative attendance in his/her program is less than 150 percent of the scheduled hours required to complete the program, the prevailing hourly tuition rate applies to all make up.

Credit for Previous Postsecondary Education (Advanced Standing)

Students of the Practical Nursing program are not accepted into the Institute with advanced standing.

Attendance

PNP Hour Requirements: 1500

Students must complete 230 days of classes and clinical work to be eligible to take the NCLEX-PN.

Class Attendance

A student who is absent more than 5 theory days within the entire program will not be eligible for graduation. It is the student's responsibility to contact the instructor upon the first day returning to school to make arrangements to complete missed work.

Appeals Process for Academic Attendance

Any student wishing to appeal should contact the Practical Nursing Program Administrator who will take the issue under consideration and then respond to the student. If the student finds the determination of the Administrator unsatisfactory, he/she should contact the interim Vice-President of Education, who will review the facts and make a final determination. The student will then meet with the interim Vice-President of Education for a complete explanation of his/her determination. This process will take no more than two working days.

Clinical Attendance

A student must complete 115 clinical days in order to successfully fulfill the requirements of the Program. The student may not be absent more than 5 clinical days within the entire program. If a student exceeds 5 days, he/she will be dismissed from the program. There is no appeal process for clinical absence beyond 5 days. This attendance policy includes personal days off.

Graduation Requirements

Upon successful completion of all course and clinical work, the Practical Nursing Program student will be awarded the Institute's diploma and be eligible to sit for the NCLEX-PN.

To graduate, a Practical Nursing Program student must accomplish all of the following:

1. Complete all courses of study in sequence.
2. Obtain a minimum grade point average of 75% for each course and satisfactorily pass all clinical components of the Program.
3. In order to graduate and sit for the Connecticut State Board of Nursing Licensure Exam a student must complete a minimum of 1500 of the 1565 program hours.

Class Schedule

Daily Hours

Classes in the **Practical Nursing** Early Day Session meet four or five days per week, Monday through Friday, on the following schedule:

Classroom: 9:00 a.m.-3:30 p.m.
Clinical: 8:00 a.m.-3:00 p.m.

Early Day Sessions

Start Date	End Date
7/25/2011	10/11/2012
10/24/2011	01/18/2013

Practical Nursing

Objectives

The Practical Nursing Program (PNP) curriculum is designed to provide the student with the knowledge and skills required for competent performance at the entry level in today's long term care facilities, medical offices, hospitals, and other allied health environments.

The manner in which work is accomplished in today's medical facilities has undergone many important changes. The goal is to improve both efficiency and effectiveness by taking advantage of today's technology while keeping the patient's interests of utmost priority.

With this interesting, dynamic environment in mind, Porter and Chester has put together a program for training LPN candidates that arms the student with both the administrative and clinical functions LPNs are expected to execute. In order to practice as a Practical Nurse in the State of Connecticut, one must graduate from an approved PN Program and pass the State of Connecticut (LPN) Licensing Examination. Emphasis will be placed on critical thinking and test taking skills in preparation for the Connecticut Board of Nursing Licensure Examination for PNs (NCLEX-PN). Once the NCLEX-PN Examination has been passed, the graduate of this program will possess qualifications necessary to take advantage of the opportunities this occupation offers. The program looks to the future, but it also has a strong relationship to the present employment picture. Graduates will be trained for equal success in the various different settings in which LPNs work. Day-to-day operational skills are emphasized along with the special personal and professional skills that will enable the graduate to contribute significantly to personal harmony and productivity. The Practical Nursing lecture and lab classrooms equipped with the same kinds of medical, diagnostic, and administrative office equipment currently in use in physician's offices, hospitals, and clinics. IV therapy, hospital beds, nursing skills mannequins, assessment tools and equipment for procedures, i.e. catheters, needles and syringes, dressings, feeding tubes, etc., are utilized by the students. In addition to this, various anatomical charts, models, and skeletons are employed.

The length of this program is 15 months in the Early Day Sessions. The maximum number of students being taught in any one classroom or lab is twenty.

Required Instruments, Tools, Books, & Supplies

There are certain tools, books and supplies that students will need to successfully master the skills and information taught in their program. The Student Services Fee covers all books, tools, instruments, uniforms, supplies, and other materials that the students will receive from PCI during the course of their attendance in their program. The amount of this fee is specified at the time the student submits his or her application. Even if costs increase, or instructors add items to the required course materials, students will never pay more than the fee specified in their Enrollment Agreement.

The placement rate for this program from the 2009-10 ACCSC annual report is 100%.

Practical Nursing

	<u>Quarter Credit Hours</u>	<u>Clock Hours</u>
Term I	13.5	313
Practical Nurse Seminar I 100A Nursing Perspectives Throughout the Lifespan I 100 Life Science I 101 Nursing Fundamentals I 102 Clinical Experience I 103		
	<u>Quarter Credit Hours</u>	<u>Clock Hours</u>
Term II	13	313
Nursing Perspectives Throughout the Lifespan II 200 Life Science II 201 Nursing Fundamentals II 202 Clinical Experience II 203		
	<u>Quarter Credit Hours</u>	<u>Clock Hours</u>
Term III	12.5	313
Basic Medical-Surgical Nursing I 300 Mental Health Nursing 301 Basic Pharmacology I 302 Clinical Experience III 303		
	<u>Quarter Credit Hours</u>	<u>Clock Hours</u>
Term IV	12.5	313
Advanced Medical-Surgical Nursing II 400 Maternal-Child Nursing 401 Advanced Pharmacology II 402 Clinical Experience IV 403		
	<u>Quarter Credit Hours</u>	<u>Clock Hours</u>
Term V	11.5	313
Practical Nurse Seminar 500 Clinical Experience V 501		
TOTAL HOURS	63	1565

Course Descriptions

Practical Nursing Seminar I 100A The content of this course combines the development of personal student growth and transition to the Practical Nurse Program with the exploration of the Practical Nurse's role within the health care delivery system. Utilizing the nursing process, the content of this course will nurture the student in assessing, planning, implementing, and evaluating their role as they progress in the Practical Nursing Program.

Nursing Perspectives Throughout the Lifespan I 100 Basic concepts of nursing are presented as they relate to the patient, the family unit, and the community. Concepts of wellness, illness prevention, and promotion of health throughout the life span will be examined.

Nursing Perspectives Throughout the Lifespan II 200 Dimensions of the whole person, physical, emotional, cognitive, social, and spiritual continue to be addressed in this course. This course focuses on care of the elderly. Health deviations specific to the aging population are discussed and health promotion activities are explored.

Life Science I 101 The structure and function of the human body from a single cell through all body systems is examined at a gross level. The focus of this course is on the body systems working together to promote homeostasis. Principles of chemistry, nutrition, and microbiology are included. Medical terminology related to each body system is also included.

Life Science II 201 This course is a continuation of Life Science I and covers the remaining body systems. Again, the focus of this course is on the body systems working together to promote homeostasis. All related medical terminology, fluid, electrolyte, and acid-base balance are included.

Nursing Fundamentals I 102 This course is the foundation for all nursing practice and skills. It highlights basic nursing concepts from simple to complex. Beginning concepts of health and variations that can affect a client's ability to perform self-care are explored. The Nursing Process is identified as a basis for the maintenance and promotion of physical, emotional, social, and spiritual health in a multicultural society.

Nursing Fundamentals II 202 This course is a continuation of Nursing Fundamentals I and is designed to build on that knowledge base. Concepts of Critical Thinking and the Nursing Process are used to introduce the student to more advanced nursing procedures and techniques.

Basic Medical-Surgical Nursing I 300 This course introduces the student to the human body in the state of illness. It covers basic pathology, signs, symptoms, incidence, and methods of treatment across the health-illness continuum. Emphasis is placed on application of the nursing process, critical thinking for the adult client with a health alteration. Simple, uncomplicated health problems are addressed and include concepts of health promotion, risk reduction, health maintenance and restoration of self-care.

Advanced Medical-Surgical Nursing II 400 This course is designed to be a continuation of basic medical-surgical nursing where there is an alteration in the balance of health. More complex health problems are addressed.

Mental Health Nursing 301 This course offers an overview of the practical nurse's role in the prevention and treatment of mental illness, nursing management of the neurotic and psychotic client, the client with organic brain syndrome and the suicidal client. Emphasis is placed on the development of critical thinking skills, therapeutic communication techniques, and the nursing process in caring for culturally diverse patients and their families.

Maternal-Child Nursing 401 This course provides students with a foundation for nursing care of childbearing women through all stages of pregnancy and childbirth, and for children and their families from birth through adolescence. The nurse's role in health promotion, health maintenance, and health restoration will be emphasized.

Basic Pharmacology I 302 This introductory course familiarizes students with the classification of medications, their actions, interactions, applications and nursing considerations. Principles and practices for the safe administration of medications are stressed. Basic math and computation of adult and pediatric dosages are included.

Advanced Pharmacology II 402 This course continues from Basic Pharmacology to give the student principles of drug action and nursing implications within the framework of the nursing process. Specific drugs and the pharmacological effects of these drugs on the body are discussed. Safety and legal implications of drug administration continue to be stressed.

Practical Nurse Seminar 500 This course prepares the student for the transition from PN Program student to Practical Nurse. Professional topics such as the responsibility of licensure and continuing education are included. Emphasis will be placed on critical thinking and test taking skills in preparation for the Connecticut Board of Nursing Licensure Examination for PNs (NCLEX-PN).

Clinical Experience I 103 This experience is an introduction to the clinical arena and focuses on skills needed to provide nursing care of adult patients. The student will practice critical thinking and communication skills in order to safely care for adults in a long term care setting. Major emphasis will be on developing psychomotor skills related to vital signs, personal hygiene, basic asepsis, transfer and ambulation, and hydration.

Clinical Experience II 203 Students will continue to have an opportunity to relate theory to practice in a supervised situation. Safe and accurate performance of nursing procedures and treatments will be required. More complex skills and techniques will be included with emphasis placed on Critical Thinking skills and the Nursing Process.

Clinical Experience III 303 Clinical experiences will provide a foundation for nursing care of childbearing women through all stages of pregnancy and childbirth and for children and their families from birth through adolescence. The nurse's role in health promotion, health maintenance and health restoration will be emphasized.

Successful medication administration is an objective of this experience along with caring for a patient with more complex medical-surgical needs.

Clinical Experience IV 403 This experience allows the student to demonstrate the use of theoretical knowledge and principles when providing nursing care to patients with biological, psychological, sociological, and spiritual needs. The student will also be required to effectively utilize therapeutic interpersonal communication techniques in establishing relationships with patients, families and members of the health care team.

Clinical Experience V 503 A continuation of all past clinical experience objectives apply to this clinical experience. The experience is designed to assist students through the student-graduate transition period. Under the supervision of an instructor, students will be expected to accountability for their own actions and take responsibility to maintain the ethical and legal standards of nursing practice.

INDEX

INDEX		Page
	Page	
Academic information	15	Directions to campuses
Academic period	15	Directors
Academic year	9	Dismissal
Access for Handicapped	Inside Back Cover	Division of Workers' Rehabilitation
Accreditation	5	Drug and alcohol abuse prevention program
Addresses	Inside Front Cover, 57-65	Educational philosophy
Administration (See 'Governance')	23	(See 'Objectives, Porter and Chester Institute')
Admission	13	Enrollment agreement
Admissions Test	13	(See 'Application')
Admission requirements	13	Equipment needed by student
(See 'Prerequisites')		Extracurricular activities
Advanced standing	17	(See 'Social activities')
Advisory committee	23	Faculty
(See 'Curriculum Evaluation Committees')		Family Education Rights and Privacy Act
Affirmation statement	Inside Back Cover	Federal Direct Parents Loans for Undergraduate Students (DPLUS)
Alternative Financing	10	Federal Direct Subsidized Loans(DSL)
Application	13	Federal Direct Unsubsidized Loans (DUL)
Approvals	5	Federal Supplementary Educational Opportunity Grant (FSEOG)
Attendance	18, 25	Field Trips
Board of Directors	23	Financial aid
Books	28-56	Ford Federal Direct Loan Program (DL)
(See 'Required Instruments, Tools, Books & Supplies')		Governance (See 'Organization')
Bureau of Rehabilitation Services		Grading
Certifications	5	Graduate employment
Class cancellation	23	Graduation rates
Class hours (See 'Daily Hours')	21	Graduation requirements (See 'Diploma')
Class schedules	21-22	Grievance procedure
Complaints	26	(See 'Suggestions, Complaints')
(See 'Grievance Procedure, Suggestions, Complaints')		Handicapped access
Conduct	25	History
Consumer Information	19	Health services
Cost of Attendance (COA)	20	Holiday and vacation schedule
Credit for previous education	17	Instructors (See 'Faculty')
Credit Hours	28-56	Instruments
Credit structure	9, 17	(See 'Required Instruments, Tools, Books & Supplies')
Curriculum	28-56	Learning Resources
Curriculum Evaluation Committees	23	Leaves of absence
Daily hours (See 'Class hours')	21	
Diploma	19	
(See 'Graduation Requirements')		

	Page		Page
Make-up or work missed	16	Supplies	28-56
Maps	57-65	(See 'Required Instruments, Tools, Books & Supplies')	
Memberships	5		
		Tardiness	25
Objectives, Porter and Chester Institute	4	Telephone numbers	Inside front cover, 57-65
(See 'Educational Philosophy')		Termination	18
Open House	13	(See 'Withdrawal, Dismissal')	
Organization (See 'Governance')	23	Tools	28-56
		(See 'Required Instruments, Tools, Books & Supplies')	
Payment procedure	6	Tours of the Institute	13
Pell Grants	9	Transcripts	17
Personal days	19	Tuition	6, 73
Placement	4	Tuition refund	7
(See 'Graduate Employment')			
Practical Nursing Addendum	66-70	Vacation schedule	23
Prerequisites	13	(See 'Holiday and vacation schedule')	
Previous educational credit	17	Veterans benefits	5
Probation	12	Visits to the Institute	13
Profile of student body	14	Voter registration	19
Programs of study	28-56		
Quarter credits	28-56	Withdrawal	18
		Workers' Rehabilitation, Division of	5
Records	17		
Refund policy	7		
Regulations	24		
Required Instruments, Tools, Books & Supplies	28-56		
Return to Title IV Funds Policy	11		
Satisfactory Progress	11		
Security data	17		
Sexual assault prevention	27		
Social activities	21		
Snow days	25		
Special services	19		
Starting dates	22		
Student agreement (See 'Application')	13		
Student aid	9		
Student aid award policy	10		
Student profile	14		
Student Services	21		
Suggestions	26		
(See 'Grievance procedure, Complaints')			

Tuition and Equipment

The Institute guarantees the following rates providing the student starts classes and graduates. All payments are due on the first day of each term. The cost of the student's required equipment, books and supplies will not exceed the figures specified below. The equipment that the student purchases may not be returned for credit or refund.

Program	Each Term	Number of Terms	Total Tuition	Student Services Fee
Architectural & Civil CADD	\$5,970	4	\$23,880	\$1,000
Mechanical & Electronic CADD	\$5,970	4	\$23,880	\$1,200
Architectural & Civil CAD (Evening Session)	\$4,150	6	\$24,900	\$1,000
Mechanical & Electronic CAD (Evening Session)	\$4,150	6	\$24,900	\$1,200
Automotive Technology	\$6,230	4	\$24,920	\$2,400
Automotive Technology (Evening Session)	\$4,330	6	\$25,980	\$2,400
Career Computer & Network Technology	\$6,230	4	\$24,920	\$2,000
Computer & Network Technology (Evening Session)	\$4,330	6	\$25,980	\$2,000
Career Electronics Systems Technician	\$5,970	4	\$23,880	\$2,300
Career Electronics Systems Technician (Evening Session)	\$4,150	6	\$24,900	\$2,300
Career HVACR	\$6,230	4	\$24,920	\$1,500
Career HVACR (Evening Session)	\$4,330	6	\$25,980	\$1,500
Career Industrial, Commercial, & Residential Electrician	\$6,230	4	\$24,920	\$1,700
Career Industrial, Commercial & Residential Electrician (Evening Session)	\$4,330	6	\$25,980	\$1,700
Medical Assisting	\$5,560	3	\$16,680	\$1,300
Medical Assisting (Evening Session)	\$3,528	5	\$17,640	\$1,300
Administrative Health Specialist	\$5,550	3	\$16,650	\$1,300
Administrative Health Specialist (Evening Session)	\$3,520	5	\$17,600	\$1,300
Dental Assisting	\$5,550	3	\$16,650	\$1,400
Dental Assisting (Evening Session)	\$4,410	4	\$17,640	\$1,400
Practical Nursing	\$6,980	5	\$34,900	\$1,900

DENTAL ASSISTING Instructors

Cynthia Strycharz, Program Administrator, Supervisor, Chicopee, BA, Charter Oak College, Dental Assisting Certificate from STCC, CDA

Branford

Donna Smith, Supervisor, Branford, Eli Whitney Technical School; Certified Dental Assistant

Ivette Wellman, Instructor, Branford, Certified Dental Assistant

Melanie Felton, Instructor, Branford, Eli Whitney Technical School; Certified Dental Assistant

Chicopee

Jessica Lillie, Instructor, Chicopee, A.A. UMass Dartmouth, currently enrolled at Charter Oak for BA, Charles H. McCann Technical – Dental Assisting certificate, CDA

Gayle Franklin, Instructor, Chicopee B.A. from Westfield State, Dental Assisting certificated through Commonwealth of MA teacher, CDA

Kelly Petrowski, Instructor, Chicopee A.A. from AIU, currently enrolled at Charter Oak for BA, Dental Assisting certificate from Porter and Chester Institute, CDA

Kathleen Stevens, Instructor, Chicopee currently enrolled at Charter Oak for BA, Dental Assisting certificate from STCC

Enfield

Sue Corriveau, Supervisor, Enfield, Whittier College, BA; political science/history; June 1969, California State College at Long Beach; Teacher Certification; June, 1970

Cindy Osip, Instructor, Enfield, Porter and Chester Institute, Dental Assistant

Lynn Seidel, Instructor, Enfield, Springfield Technical Community College; Dental Assisting degree; Springfield Technical Community College; AS; Dental Hygiene degree

Rocky Hill

Donna Valente, Supervisor, Rocky Hill, A.I. Prince Technical School in Hartford for Dental Assisting, working towards Bachelor Degree Charter Oak Online

Sue Hirsch, Instructor, Rocky Hill, Bachelor of Science Business Management Albertus Magnus College

Hima Alapati, Instructor, Rocky Hill, Bachelor of Dental Surgery Degree Manipal University, India

Olexandria Maksymiuk, Instructor, Rocky Hill

Frances Hokens-Doll, Instructor, Rocky Hill, Briarwood in Southington, CT for Dental Assisting

Carrie Chabot, Instructor, Rocky Hill, Bachelors of Art – Bay Path College

Stratford

Mary Torres, Supervisor, Stratford, currently enrolled at Charter Oak State College in Health Care Administration to obtain Bachelor's Degree

Kathleen Watts, Instructor, Stratford, currently enrolled at Charter Oak State College in Psychology to obtain Bachelor's Degree

Patricia Masloski, Instructor, Stratford, currently enrolled at Charter Oak State College in Psychology to obtain Bachelor's Degree

Adelina Torres, Instructor, Stratford, currently enrolled at Charter Oak State College taking pre-requisites

Watertown

Judith Surowiec, Instructor, Watertown, BA Central Connecticut University, Dental Hygienist, Tunxis

Kathleen Perkins, Instructor, Watertown, AS Pierce College, Dental Assisting, Tunxis Community College

Sheena Gonzales, Instructor, Watertown, BA and Dental Assisting, Southern New Hampshire University

Westborough

Felicia Jastrzebski, Supervisor, Westborough, Springfield Technical Community College, Dental Assisting, currently enrolled at Charter Oak for BA

Melissa Williams, Instructor, Westborough, Tunxis Community College, Dental Assisting, currently enrolled at Charter Oak for BA

Amanda Doherty, Instructor, Westborough, Worcester Technical Institute, Dental Assisting currently enrolled at Charter Oak for BA

Notes

Notes

Notes

Career Training . . .



. . . for Today's Jobs.

 **PORTER AND
CHESTER INSTITUTE**

www.PorterChester.com

PCI Campus Locations

Branford, CT *(Affiliate)*

Enfield, CT

Rocky Hill, CT

Stratford, CT *(Main Campus)*

Watertown, CT

Canton, MA

Chicopee, MA

Westborough, MA

Woburn, MA