



MIDDLE BUCKS Institute of Technology

Merging Business, Industry, and Technology

FALL
2009
ADULT
EDUCATION
PROGRAMS

*Your regional
career and
technology link*

**MIDDLE BUCKS INSTITUTE
OF TECHNOLOGY**

2740 Old York Road

Jamison, PA 18929

Phone: 215.343.2480

Fax: 215.343.8626

www.mbit.org



Automotive Technology

Computer Technology

Construction Technology

Culinary Science

Drafting & Design Technology

Electrical Technology

Health and Human Services

Landscaping

Manufacturing Technology

Multimedia

NATE & EPA Certification
Testing

Welding Technology

Evening School - Program of Studies

It is the policy of Middle Bucks Institute of Technology not to discriminate on the basis of race, sex, religion, color, national origin, disability, or limited English proficiency in its educational programs, activities and employment policy as required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964 and Section 504 Regulations of the Rehabilitation Act of 1973. For information regarding services, activities, programs and facilities that are accessible to and usable by handicapped persons, or for inquiries regarding compliance with the above non-discriminatory policies, contact Thomas Viviano, Civil Rights Coordinator, Middle Bucks Institute of Technology.

AUTOMOTIVE TECHNOLOGY

Automotive Collision Repair

Learn the basic skills and knowledge necessary to align, repair, and refurbish an automobile.

Monday and Tuesday, September 21 (10 weeks)

Wednesday and Thursday, September 23 (10 weeks)

6:30 - 9:30PM

Fee: \$420.00

Basic Automotive Technology

The objective of this course will be to introduce the basics of automotive technology and to build upon those basics. Included will be engine performance and repair, engine lubrication, brakes, steering and an understanding of the drive train. This class will also provide a knowledge of shop tools and shop safety.

Thursday, September 24 (10 weeks)

6:30-9:30PM

Fee: \$330.00

Safety Inspection Mechanic Training Program (S.I.)

Receive training and testing as required by the PA Department of Transportation for Safety Inspection Certification.

Category I – Passenger / Light Truck.

Category II – Motorcycle

Category III – Heavy Truck

Prerequisite: Previous automotive mechanical experience.

Tuesday and Thursday, October 20, 22, 27, 29 (2 weeks includes written test)

6:00 - 9:00PM

Tactile Testing I, II, III - November 3, 5, 10 (1 week)

6:00 - 9:00PM

Fees: Baseline and one chosen category: \$190 (\$180 program + \$10 book)

Additional categories: \$50

Category III may require an additional \$45 vehicle transport charge.

Enhanced Safety Inspection Certification (Category IV)

Testing for reconstructed, specially constructed, and flood vehicles required by Penn DOT.

Training available for inspectors and document reviewers

Category IV - all vehicles

Prerequisite: Current PA Inspection License

Fees: Test only \$50: By appointment

Fundamental Inspection Repair Systems Training (F.I.R.S.T.)

F.I.R.S.T. is a hands-on, repair oriented, technician-training program. The F.I.R.S.T. program is divided into three sections:

Session 1: Enhanced Emissions Inspector Certification (E.E.I.C.)

Learn to perform vehicle inspections in accordance with PA Enhanced Emissions requirements.

Tuesday & Thursday, September 8,10,15,17 (2 weeks)

6:00 -10:00PM

Fee: \$195.00

AUTOMOTIVE TECHNOLOGY (continued)

Enhanced Emissions Inspector Re-certification (E.E.I.R.)

This course will re-certify technicians to perform vehicle inspections in accordance with PA Enhanced Emissions requirements. Course fee includes mailing fee for textbook. (1 evening)

Choose one of the following sessions:

Session 1: Wednesday, September 23, 2009	6:00 -10:00PM
Session 2: Wednesday, October 14, 2009	6:00 -10:00PM
Session 3: Wednesday, November 18, 2009	6:00 -10:00PM
Session 4: Wednesday, December 16, 2009	6:00 -10:00PM
Session 5: Wednesday, January 20, 2010	6:00 -10:00PM
Fee: \$ 90.00	

F.I.R.S.T. – Assessment Test

Successful completion will enable you to bypass Section 2 and/or Section 3 of the program.

Please call (215) 343-2480 to schedule this test on an individual basis. Fee: \$50.00

Small Engine Repair

Learn to maintain, diagnose, and service small two and four-cycle engines.

Tuesday, September 22 (8 weeks)	6:30 - 9:30PM
Fee: \$285.00	

Snow Plow Repair

Learn to diagnose, repair and rebuild snow plow pumps and angle cylinders. All major manufactures of snow removal equipment will be covered.

Tuesday, December 1 (2 weeks)	6:30- 9:30 pm
Fee: \$110.00	

COMPUTER TECHNOLOGY

Introduction to Computers

Do you find yourself intimidated by computer jargon? Would you like to have a clearer understanding (in non-jargon language) of how your computer works?

Computers play a key role in how individuals work and how they live. Even the smallest organizations have computers to help them operate more efficiently. This class is designed for the first time computer user, but it's also intended for those whose familiarity with computers is limited and who want a better understanding of the basics.

In this session, you will learn the basics about computers, the different categories of computers, hardware and software, and maintaining your computer. You will also learn about computer applications, the Internet and explore various technology issues that are related to computers such as security, privacy and ethics. Enroll and take the stress out of using your computer?

Tuesday, September 22 (10 weeks) 6:30 - 9:30PM
Fee: \$355.00 (includes pre-class tutorial at 5:30PM)

Microsoft Office Suite 2007

Learn how this powerful package of software tools works together. Create and edit documents using **MS Word**. Format, edit, move and copy data using **Excel**. Design templates to create a presentation using **PowerPoint**. Create and print professional business publications using **Publisher**. Send and receive e-mail, maintain an appointment calendar, and organize names and addresses using **Outlook**.

Prerequisite: Working knowledge of Windows XP or higher, "Introduction to Computers" or equivalent & basic key-boarding skills.

Monday, September 21 (10 weeks) Session 1 3:30 - 6:30PM
Fee: \$395.00 (includes book & after-class tutorial at 6:30PM)

Thursday, September 24 (10 weeks) Session 2 6:30 - 9:30PM
Fee: \$395.00 (includes book & pre-class tutorial at 5:30PM)

CONSTRUCTION TECHNOLOGY

Introduction to Carpentry

This is a hands-on course that will incorporate various projects including: basic wall framing, sheathing installation, drywall hanging and finishing, installing windows and doors, and installing window, door base and crown molding. An introduction to safety, tool use, materials, and varied construction techniques will also be provided.

Tuesday, September 22 (10 weeks)
Fee: \$295.00

6:30 - 9:30PM

Intermediate Carpentry

Practice your finishing skills related to basic roof framing; exterior finishes including wood siding, vinyl siding, and aluminum trim work; and interior finishes including crown molding, cabinet and shelving unit construction, counter tops, and ceramic tile. Prerequisite: Completion of Introduction to Carpentry course.

Thursday, September 24 (10 weeks)
Fee: \$385.00

6:30 - 9:30PM

Basic Electricity

Acquire electrical fundamentals while learning to install and repair wiring in a manner consistent with requirements of the National Electrical Code. Course combines theory with hands-on applications. Basic hand tools and equipment, circuit wiring, meters, transformers, power supplies, PLC basics, and instrumentation will also be introduced.

Wednesday, September 22 (10 weeks)
Fee: \$365.00

6:30-9:30PM

CULINARY SCIENCE

ServSafe® Certification – Earn a certification that meets the requirements for local (Bucks, Montgomery and Philadelphia Counties) food handlers in most food and health regulated areas. With ongoing changes in food science, industry best practices, the FDA Food Code, and varying jurisdictional requirements, it is critical that food safety managers learn and stay abreast of the most up-to-date food safety information. The NRAEF ServSafe® Food Protection Manager Certification Examination given during the last session insures that the most current information is used as a basis for certification.

Session	Month	Dates		
1	September	9/14/09	9/21/09	10/05/09
2	October	10/12/09	10/19/09	10/26/09
3	November	11/2/09	11/9/09	11/16/09
4	December	12/7/09	12/14/09	12/21/09

Certification Requirements

Mondays (3 weeks)

3:30 – 9:30PM

Fee: \$195.00 (Includes ServSafe® Course Book and Test)

Recertification Requirements

Mondays By Appointment (1 week)

3:30 – 9:30PM

Fee: \$125.00

CULINARY SCIENCE (continued)

Professional Baking for the Beginner - Hands-On

HOLIDAY BAKING!

This course will teach the beginner the basics of successful baking. The tasks learned will be introduction to baking, basic sanitation, and equipment. The class preparation will consist of yeast dough; including various breads and rolls, fruit, cream, and custard pies, quick breads preparation, such as, assorted muffins, banana bread, cranberry, etc. Cookies, cakes, icings and basic cake decorating will also be covered. Come, learn and enjoy working with Professional Pastry Chef Robert J. Gallant

Tuesday, September 29 (8 weeks)
Fee: \$355.00

6:00 - 9:00PM

DRAFTING & DESIGN TECHNOLOGY

AutoCAD 2008 I

Use AutoCAD 2008 to learn the basic concepts and commands of Computer Aided Drafting including draw commands, plan layout, dimensioning, editing, and printing. Prerequisite: Basic windows experience and drafting knowledge.

Tuesday, September 22 (10 weeks)
Fee: \$385.00 (includes book)

6:30 - 9:30PM

AutoCAD 2008 II

New 2008-2009

Learn the more advanced features of AutoCAD 2008 including isometric tracing, creating script, basic AutoLISP files, customizing menus, and tables. Prerequisite: AutoCAD I.

Thursday, September 24 (10 weeks)
Fee: \$395.00 (includes book)

6:30 - 9:30PM

Introduction to Autodesk Inventor- 2008

This course is an introduction to using Autodesk Inventor software for 3D computer aided design. The course will cover parametric modeling discussions, the concept of features, applying features to part models, sketching, part model development, assembly model development and more.

Wednesday, September 23 (10 weeks)
Fee: \$385.00 (includes book)

6:30 - 9:30PM

HEALTH AND HUMAN SERVICES

Adult Cosmetology (Day Program)

NEW 2009

Complete 1250 hours to qualify for the PA Cosmetology State Board Cosmetology Examination.
Prerequisites: (1) Shall be at least 16 years of age (2) Completed the 10th grade.
Call 215 -343-2480 for more information
Fee: \$12,500.00 (plus kit & books)

Cosmetology Teacher (Day Program)

Complete 500 teaching hours to qualify for the PA Cosmetology State Board Teacher's Examination.
Prerequisite: Cosmetology license and high school diploma. Call 215-343-2480 for scheduling information.
Fee: \$5000.00 (plus books)

Standard First Aid and CPR

Learn how to best respond in emergency situations in the home or office. Certificates issued for Adult & Infant CPR and First Aid from the American Red Cross. (2 evenings)

Thursday, October 20, 27
Fee: \$110.00 (includes book)

6:00 - 9:00PM

Dental Assisting Program [Now expanded to 4 hours per week]

This abbreviated program will give you the basic knowledge of dental assisting skills such as taking impressions, making models, chair-side assisting, dental charting, proper sterilization techniques & infection control, taking & processing x-rays, mixing dental materials, etc. This program will also prepare you for the Radiology Licensing Test.

Wednesday, September 23 (12 weeks)
Fee: \$1,095.00 (includes book and dental materials)

5:30 - 9:30PM

HEATING, VENTILATION & AIR CONDITIONING

NATE Certification Test

North American Technician Excellence, Inc. (NATE) is the leading certification program for technicians in the heating, ventilation, air-conditioning, and refrigeration (HVAC/R) industry and is the only test supported by the entire industry. Certification provides assurance that a technician excels in the knowledge and skills necessary to be among the best in the heating and cooling industry.

Testing Only

First Monday of September, October, November, December 3:00PM - 5:30PM
Fee: \$165.00 (per test)
Call for more information– 215 343-2480

EPA Licensing Test

The EPA Section 608 test is a closed book test intended to measure a technician's basic knowledge of refrigerant containment laws set by the Clean Air Act. It covers modern service, installation, and disposal practices for refrigerant bearing appliances and the proper use and maintenance of refrigerant related tools. Questions include required knowledge of how and why refrigerants are effecting our environment.

Testing Only

First Monday of September, October, November, December 3:00PM– 5:30PM
Fee: \$95.00
Call for more information– 215-343-2480

LANDSCAPING

Residential Landscaping

Residential Landscaping will teach homeowners the basics of landscape design and installation using their own homes as design examples. The premise of this class will be to allow individuals to learn professional design and installation techniques. These techniques will encompass the areas of landscaping, hardscaping, landscape lighting, and drainage solutions. Take the opportunity to increase the aesthetics and value of your home, all while learning the professional steps to do it yourself!

Thursday, September 24 (10 weeks) 6:00 PM - 9:00PM
Fee: \$385.00 (includes book cost of \$50)

MANUFACTURING TECHNOLOGY

Introduction to Precision Machining

This course introduces students to the proper use of a Grinder, Drill Press, Power Saw, Miller, and Lathe. Students will receive instruction in blue print reading, bench working skills, applied shop mathematics, safety practices, set up and operation of machines, as well as the correct use of measuring tools.

Tuesday, September 22 (15 weeks)

6:00 - 9:00PM

Fee: \$595.00 (includes book & 1 hour tutorial starting 5:00 pm)

Introduction to CNC Machining

CNC systems fundamentals, servo vs. stepper motor drives, history of NC code, tape control vs. digital data, introduction to CNC G & M code languages, Hass CNC mill control, part blueprint geometries, linear and circular interpolations, hole making using CNC, . Writing a coded program, sending and receiving program data, setup of tool length offsets (TLO), determining part vs. machine zero, running the CNC program.

Wednesday, September 23 (10 weeks)

6:00 - 9:00PM

Fee: \$395.00 (includes book)

Intermediate CNC Machining and CAM Processes

Introduction to CAM Systems, FeatureCAM software applications, developing a 2D Mill program, tool lists/process plans/NC code, post processor information, developing a Lathe program. Fanuc OTC CNC Lathe control, related G and M code language data, tool length offsets (TLO) / turret information, determining part vs. machine zero, running the CNC program.

Thursday, September 24 (10 weeks)

6:00 - 9:00PM

Fee: \$395.00 (includes book)

MULTIMEDIA TECHNOLOGY

Fundamentals of Photoshop / Digital Imaging

This course is designed for those interested in learning to use the industry standard digital imaging software. Students will learn all of the tools such as the cloning brush, selection tool, crop tool and the type tool. Projects and lectures will focus on how to transform and enhance ordinary photographs using, among other methods, filters, layer styles, color correction and retouching. The proper use and understanding of the layers palette will be a key element in creating interesting layered composites. Students will learn about transferring and saving photographs from digital cameras, image resizing, the difference between image file formats, and how to prepare images for printing and the web. The goal of this course is to give students a solid foundation in Photoshop and instill the skills needed to become adept at digital imaging.

Wednesday, September 23 (10 weeks)

6:30 - 9:30PM

Fee: \$375.00

Adobe Illustrator CS4

NEW 2009

Course is being presented by our own MBIT Art and Design Instructor. This vector-based application is the industry standard illustration program for print, multimedia and on-line graphics. Start with Adobe Illustrator CS4 fundamental concepts and skills; learn to use the Pen Tool, create and edit paths, apply and edit an object's stroke, fill and create while editing gradients. Progressing to intermediate skills and concepts; apply transparency, blend modes, appearance attributes, styles and effects, brushes and scribbles, create airbrush effects, 3-D effects, print with color separation, additional advanced feature presented as time permits. Prerequisites: Working knowledge of MAC OS 10.X, file directory management and navigation, 1GB "Flash Drive".

Thursday, September 24 (10 weeks)

6:30 - 9:30PM

Fee: \$375.00

WELDING TECHNOLOGY

Basic Welding

Learn basic welding theory, blueprint reading, metal identification, electrode selection, and all safety aspects of welding and burning through this self-paced program. Work boots (steel toed preferred), safety glasses, earplugs, and 100% cotton clothing are required. Glasses and earplugs will be available for a nominal fee the first night of class.

Tuesday, September 22 (10 weeks) 6:00 - 9:00PM
Wednesday, September 23 (10 weeks) 6:00 - 9:00PM
Fee: \$365.00

Advanced Welding

Gain hands-on experience in Shielded Metal Arc Welding (Stick), Gas Metal Welding (MIG), and Tungsten Arc Welding (TIG). Learn safety, set-up, and metal preparation through this self-paced program. Work boots (steel toed preferred), safety glasses, earplugs, and 100% cotton clothing are required. Glasses and earplugs will be available for a nominal fee the first night of class.

Prerequisite: Basic Welding or equivalent experience.

Thursday, September 24 (10 weeks) 6:00 - 9:00PM
Fee: \$385.00

BUSINESS CLASSES

Starting and Growing a Small Business

The course will include useful information on starting and operating your own business. It will be led by veteran business owners and managers from S.C.O.R.E., providing practical advice based on their many years of experience. This course is recommended for owners of start-ups and existing businesses. Subjects will include: Start Up Help; Sales and Marketing; Developing a Business Plan; Cash Flow and Financial Plan; Using Professionals. There will be time for interactive group discussions and Q & A. For more information go to

www.SCORE570.com

Wednesday, October 17 (4 weeks) 7:00-9:00PM
Fee: \$89.00

Important Dates – Fall 2009

Friday, September 4
Monday, September 21
Monday, September 28
Tuesday, October 13
November 26 & 27
December 24 - 31

Labor Day– No Classes
Adult Evening School Semester Begins
Yom Kippur-No Classes
Occupational Advisory Committee Meeting - No classes
Thanksgiving Holiday
Winter Recess

General Information

Admission Requirements

Adults, out-of-school youths, and students at least 16 years of age and in the 11th grade may attend MBIT Adult Education classes.

Course Fees

All fees must be paid in full upon registration.

Book and Material Fees

The cost of textbooks and materials is included, unless otherwise noted, in the class fee for your convenience.

Class Cancellation

MBIT reserves the right to cancel, postpone, or reschedule any class due to insufficient enrollment or unforeseen circumstances. All students will be notified via phone or mail of class cancellations.

Class Confirmation

No confirmation of enrollment will be sent. Students should report to class on the first scheduled night.

Refund Policy

- A full refund will be provided if the course is cancelled due to insufficient enrollment. Please allow four to six weeks to process a refund.
- 100% Refund – Cancellation or withdrawal before first night of class.
- 80% Refund – Withdrawal during first instruction week.

Registrations

Registrations are accepted on a first come, first served basis. Register early to guarantee a space in the course of your choice.

Accommodations

MBIT recognizes the diversity of our adult population and intends to provide reasonable accommodations to students enrolling in PA registered vocational-technical programs for the purpose of developing or upgrading occupational skills. The Administrative Director or designee will process requests for specific accommodations on an individual basis and determine how these services will be provided.

Certificates

Certificates will be issued to all students attending at least 80% of scheduled class hours except in the following courses: NATE, EPA, Safety Inspection Mechanic Training Program, Enhanced Emissions Inspector Certification (E.E.I.C.), and Enhanced Emissions Inspector Re-certification (E.E.I.R.), which require 100% attendance.

Industry Training

MBIT also offers Customized Industry Training programs, at MBIT or on-site. Please call Adult Education Department at 215-343-2480 for more information.

ON-LINE COURSES

Middle Bucks Institute of Technology is pleased to offer on-line courses through Education to Go. Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night. Read your lessons and ask questions of your instructor at the times most convenient to you. In most cases, all you need to get started is Internet access, an e-mail address, and a web browser. Additional requirements, if any, will be listed with the course description. For more information, go to <http://www.ed2go.com/mbit>. Tuition for on-line courses starts at \$85.00 per course.

How to Get Started:

1. Visit our Online Instruction Center: [**www.ed2go.com/mbit**](http://www.ed2go.com/mbit)
2. Click the *Orientation* link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.
3. When your course starts, return to our Online Instruction Center and click the *Classroom* link. To begin your studies, simply log in with the name and password you selected during orientation.

Start Dates:

A new section of every course in this catalog will begin monthly.

Requirements:

All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

COURSE OFFERINGS AVAILABLE IN THE FOLLOWING AREAS:

Internet Courses	Design & New Media Certificate Program
Computer Courses	Writing Courses
Certification Prep Courses	Personal Enrichment Courses
Test Prep Courses	Legal Courses
Entrepreneur/Business Courses	Business Administration/Management Courses
Courses for Health Care Professionals	

Visit www.mbit.org or www.ed2go.com/mbit for a complete listing of courses!

Last Name _____ First Name _____ M.I. ___ Male ___ Female ___

Address _____ City _____ State ___ Zip _____

Home Phone Number _____ - _____ - _____ Cell Number _____ - _____ - _____

Social Security Number _____ - _____ - _____ Date of Birth (mm/dd/yyyy) ____ / ____ / ____

Would you like to receive information via email? Yes ___ No ___ E-mail address: _____

Employer _____ Work Phone Number _____ - _____ - _____

Course Title _____ Course Start Date: _____

Section _____ Fees: _____
Registration Any additional fee Total Fees

I hereby give permission for my photo to be taken during my enrollment in this course at Middle Bucks and for that photo to be used in any promotional materials used by the Middle Bucks Institute of Technology Adult and Industry Education Department.

Signature _____ Date _____

Purpose for taking course: Develop New Occupational Skill _____ Upgrade Present Occupational Skills _____

The following information is requested in order to complete statistical reports that we must file with the PA Department of Education. You are not required to furnish this information, but are encouraged to do so.

Special Needs: 1) ___ Displaced Homemaker 2) ___ Economically Disadvantaged 3) ___ Educationally Disadvantaged
4) ___ Disabled 5) ___ Limited English 6) ___ Single Parent

Race: 1) ___ American Indian or Alaskan Native 2) ___ Asian or Pacific Islander 3) ___ Black (non-Hispanic)
4) ___ Hispanic ___ (Mexican, Cuban, etc.) 5) ___ Non-Resident Alien 6) ___ White

Enclose a check or money order made payable to: Middle Bucks Institute of Technology. MBIT also accepts MasterCard and VISA as payment. If you wish to use this convenient way to pay your tuition, please provide the following information:

Name of Cardholder _____ Telephone Number _____

Cardholder Address _____ City _____ State ___ Zip _____

MasterCard No. _____ - _____ - _____ - _____ Exp. Date _____ CVC2 _____

VISA No. _____ - _____ - _____ - _____ Exp. Date _____ CVC2 _____

For Official Use Only

AMT PAID: \$ _____ CASH _____ CHECK # _____ MC/VISA _____ DATE PAID _____ RECEIVED BY: _____

It is the policy of Middle Bucks Institute of Technology not to discriminate on the basis of race, sex, religion, color, national origin, disability, or limited English proficiency in its educational programs, activities, and employment policy as required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964, and Section 504 Regulations of the Rehabilitation Act of 1973. For information regarding services, activities, programs and facilities that are accessible to and usable by handicapped persons, or for inquires regarding compliance with the above non-discriminatory policies, contact Tom Viviano, Civil Rights, Coordinator, Middle Bucks Institute of Technology.