



www.mbit.org

2020-2021

**Course Descriptions
Fall 2020**

**ADULT
EDUCATION
PROGRAMS**

*Evening
Course
Descriptions*

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Automotive	2
Computers & Technology	2-3
Residential	3
Welding	3
Human Services	3
HVAC	4
Online Courses	4-5
General Information	6

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AUTOMOTIVE TECHNOLOGY

Auto Body Repair and Paint Technology

In this course you will learn the basics of auto body repair in a hands-on, instructor- guided environment. Included are techniques in small dent repair to sheet metal panel alignment/replacement, instruction in the basic steps to prepare a vehicle for refinishing, application of primers and paint, and use of shop tools and equipment. This course is for the car enthusiast who would like to learn more about what goes into auto body repair. If you have a part from a project car you may bring it in; however fully intact cars cannot be accommodated.

Small Engine Repair

This is a class to learn the theory of how outdoor power equipment engines operate and are maintained. Students will learn to diagnose, repair and do preventive maintenance on 2 and 4 cycle engines such as leaf blowers, trimmers and weed-whackers. Learn engine overhaul procedures and completely tear down and rebuild this type of equipment. This class is for the do-it-yourselfer looking to service his or her own outdoor power equipment or the landscaper trying to save down time and save a few dollars. The class will be a combination of demonstration, lecture and most of all hands on learning.

Safety Inspection Mechanic Training Program (S.I.)

Receive training and testing as required by the PA Department of Transportation for Safety Inspection Certification. 12 hours (4 nights plus tactile test is 5th night)

Category I – Passenger / Light Truck

Category II – Motorcycle

Category III – Heavy Truck

Category IV-Enhanced Safety Vehicle Inspector

Prerequisite: Previous automotive mechanical experience and knowledge is required.

(2 weeks includes written test) Tactile Testing I, II, III - As scheduled (1 week)

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. Prerequisite: Current PA Inspection License

Enhanced Emissions Inspector Certification (E.E.I.C.)

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

(8+ hours)

Please note: If you cannot present a valid driver's license you will not be admitted to class. Students are responsible for bringing any training materials that was sent by MBIT or training materials that were purchased through PennDOT. Students are responsible for reading all materials before instruction begins.

COMPUTER & TECHNOLOGY

Microsoft Office Suite - Introduction

Acquire essential skills for producing professional work with Microsoft Office Suite. This course will cover Word, Excel, PowerPoint, Publisher and Outlook. This course will also include Mail Merge. Basic computer skills are a requirement of this class.

Introduction to MS Excel

This basic course will introduce the terms used for spreadsheets, basic formatting, how to enter and edit data, move and copy data, use simple functions and formulas, create and modify charts, and save and retrieve data. Students will learn how to customize spreadsheets to meet their specific needs.

RESIDENTIAL

Residential Carpentry- Basic

This is a hands-on course incorporating basic residential carpentry skills that the student may be able to apply to home projects or use to apply for entry level work in construction. The class will be adapted to the interest and skill of the students, covering framing, drywall, installing windows and doors, trim, molding, and exterior products. The instructor will provide an introduction to safety, tool use, materials, and varied construction techniques as well as how to find information on zoning and building permits.

Residential Plumbing-Basic

This course is for homeowners, landlords and anyone who would like to be able to repair or replace their own plumbing fixtures or for those who are interested in working in an entry level position in the plumbing industry. Through a combination of lecture and hands-on lab work, students will learn the basics of plumbing theory as well as the processes and skills needed to safely repair, install and do preventive maintenance on residential plumbing equipment. Topics will include the repair or replacement of faucets, toilets, water heaters, garbage disposals and installation of appliances such as dishwashers. The instructor will include topics on safety, use of tools, and how to locate zoning and permitting information. No experience is required.

WELDING

Welding I

Through a combination of hands-on lab instruction and lecture students can learn basic welding techniques and acquire the proper skills in the safety, set up and operational procedures for Shielded Metal Arc Welding (SMAW), or stick welding, and Oxy-Fuel Cutting (OFC). All training is in accordance with the national standards of the American Welding Society and the American National Standard Institute (ANSI Z49.1)

HUMAN SERVICES

ServSafe Testing

The ServSafe program is administered by the National Restaurant Association, which makes training and testing materials available. ServSafe certifications are accepted nationwide in the United States. While coursework and testing can both be done online, certain tests require a proctor, which means even the online versions must be completed in a testing space with a proctor. The ServSafe exam is a group of three individual multiple-choice tests, each of which can lead to certification in a specific part of the food service industry.

HVAC

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. Scheduled by appointment only.

Introduction to Heat Systems—Oil, Gas, & Heat Pumps (Fall Only)

This course is for homeowners, landlords and anyone who would like to be able to fix their own heat system or for those who are interested in working in an entry level position in the heating and air conditioning industry. Through a combination of lecture and hands-on lab work, students will learn the basics of HVAC theory as well as the processes and skills needed to safely install and do preventive maintenance service of residential HVAC equipment. Students will be instructed in the physics of heat energy, the basic operation of a heat pump system, and the workings of gas and oil heat. Also basic electricity will be covered such as basic electric motors and automatic controls such as thermostats, contactors, limit switches and pressures switches.

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. We have two educational offerings on-line at this time.

Online Career Training Programs

Online courses and career training programs prepare you for a new career, or help you advance within your current occupation. Learn new skills and prepare for industry-recognized certifications. Some areas you can explore include Arts and Design, Business, Computer Applications, Computer Programming, Construction and Trades, Health and Fitness, Hospitality, Information Technology, Language, Legal, Teacher Professional Development, and Writing. 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: www.careertraining.ed2go.com/mbit.

Online Fundamentals Courses

Most 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 fundamentals courses starts at \$100 per course.

How to Get started:

1. Visit our Online Instruction Center:

www.ed2go.com/mbit [Online Fundamentals Courses]

OR

www.careertraining.ed2go.com/mbit [Online Career Training Programs]

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.

Requirements:

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

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 with the exception of the Dental course. Call 215-343-2480 X 108 for Dental payment options.

Book and Material Fees

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

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, website, or email of class cancellations.

Class Confirmation

Confirmations will be sent one week prior to classes only to students who supply an email at registration. All 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 48 hours prior to the first night of class. (Subject to a \$25 cancellation fee).** **80% Refund – Withdrawal during first week of instruction.**

Registrations

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

Smoking Policy

MBIT is a smoke free campus. Please refrain from using tobacco products on campus.

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.), which require 100% attendance.

Industry Training

MBIT also offers Customized Industry Training programs, at MBIT or on-site. Please call the Adult Education Department at 215-343-2480 x 108 for more information.