Dean Institute of Technology

Announcement for the sessions 2017 - 2019

January - 2017
Serving Students and Industry since 1947
History and Purpose

Dean Institute of Technology, formerly West Penn Tech, established in 1947, has achieved an enviable success record in the training and placing of thousands of graduates.

Originally located in Downtown Pittsburgh, the school moved to its present facility in 1969. Founded by the late Dr. John Renwick Dean, the school became Dean Institute of Technology at the time of the move. Dean Tech remains completely owned and operated by the Dean family.

Dean Tech is a nationally accredited Trade and Technical School offering technical training which will prepare the graduate for employment opportunities. Students are required to develop a high degree of proficiency and skill in their work before they can qualify for a diploma or be eligible for the Occupational Associate Degree. (AST)

Our methods, procedures, individualized instruction, standard textbooks and excellent facilities promote an efficient and progressive school.

Dean Tech is proud of its high standards and the success of its graduates, and assures its students of the continued efforts to promote the efficiency of their training and welfare.

Admission is granted without reference to race, religion, age, sex, national origin, or disability (as long as such disability is not harmful to the individual or others in the workplace). We welcome qualified students, as well as faculty and staff from all racial, religious, ethnic and socioeconomic backgrounds.
An invitation to prospective students, parents, educators and employers

Dean Institute of Technology invites interested persons to visit the School, to see its facilities and equipment, to meet the members of the faculty, and to observe the students at work. Visits may be made at any time throughout the school year.

A visit to the Dean Institute of Technology will give you a favorable impression of the facilities, equipment, and the thorough and balanced training given students in their chosen field.

ADMINISTRATION
James S. Dean ........................................ President-Director
Richard Ali ........................................ Director of Education/Assistant Director
Nicholas Ali ........................................ Admissions Coordinator
Valerie Veltri ........................................ Financial Aid Director
Valerie Hagedorn ................................ Placements Coordinator
Margaret Gigliotti ................................ Administrative Assistant
Nancy Schafer ..................................... Administrative Assistant
Barbara Kotek ...................................... Administrative Assistant
Tom Smart .......................................... Maintenance Coordinator

FACULTY – FULL TIME
David Burleson ................................... Combination Welding
William Kramer ................................. Combination Welding
Stephen Falavolito .............................. IT Director/Electrical Technician
John Keller ........................................ Electrical Technician
Brian Shupe ...................................... Electrical Technician
Roy Baumiller ................................... HVAC-R
Michael Price .................................... HVAC-R

FACULTY – PART TIME
William Hooper ................................. Combination Welding
Ronald Henry ................................. Electrical Technician
Bernard Scarletelli .............................. Electrical Technician
Kendall Griffith ................................. HVAC-R
**REFUND POLICY**

All monies including the initial registration fee are refunded to applicants deemed ineligible or unsuited for admission. Students who file an application and pay the registration fee, but cancel their enrollment within five (5) business days will receive a refund of all payments made to the school. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within five (5) days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.

Students who file an application and pay the registration fee but cancel their enrollment after the five (5) day period, but before the start of class, will be charged the $50.00 registration fee. Students who file an application and are rejected for admission will receive a refund of all payments made to the school. First time students who terminate their enrollment during their first quarter will either be charged the registration fee and a portion of their tuition based on the regulations of the State Board of Private Licensed Schools as shown in the published refund policy for second or subsequent quarter students, and a pro rata refund calculation as described in the Federal Regulations 668.22. The calculation which gives the largest refund will be used. An example calculation of the tuition charged after the refund calculation is applied is available in the Financial Aid Office upon request.

Students who terminate their enrollment during their second or subsequent quarters will be charged tuition as follows:

- A student who enters a quarter and withdraws or is terminated within the first week of the quarter will be charged 10% of the tuition of the quarter.
- A student who withdraws or is terminated after the first week of the quarter but within 25% of the quarter will be charged 25% of the tuition for the quarter.
- A student who withdraws or is terminated after 25% of the quarter but before 50% of the quarter will be charged 50% of the tuition for the quarter.
- A student who withdraws or is terminated after 50% of the quarter will be charged for the full quarter.

Refunds will be computed as of the last day of attendance. In case of a student's death, prolonged illness or accident, or other circumstances that make it impractical to complete the course, the school shall make a settlement that is reasonable and fair to both. Any monies due applicants or students will be refunded within 30 calendar days.

**GENERAL INFORMATION**

**RETURN OF TITLE IV FUNDS POLICY**

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement. The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

\[ \text{Aid to be returned} = (100\% \text{ of the aid that could be disbursed minus the percentage of earned aid}) \times \text{the total amount of aid that could have been disbursed during the payment period or term.} \]

If a student earned less aid than has disbursed, the institution is required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 42 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Federal Perkins Loans
- Federal Direct (PLUS) Loans
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required (e.g., LEAP)

**PLACEMENT SERVICE**

**DEAN TECH** maintains a continuing Job Placement Service for students and graduates. Assistance is available in the latest Job Search Techniques, including resume writing, interviewing and local and nationwide job search and referral. Although employment cannot be guaranteed, students and graduates are encouraged to utilize the Placement Service.
FINANCIAL AID - GRANTS AND LOANS
State Grants (PHEAA) and Federal Grants (PELL) are available to students based on need. The Pennsylvania Higher Education Assistance Agency (PHEAA) also administers student loans. (Direct Loans)

VETERAN BENEFITS
The School is approved for the training of veterans.

ATTENDANCE REGULATIONS
Students are expected to attend all scheduled classes on time, prepared and ready to participate in cooperative learning. Day classes are normally in session Monday thru Friday 7:45 AM to 1:15 PM. Evening classes are normally in session Tuesday, Wednesday, and Thursday 5:00 PM to 9:30 PM. HVAC night classes 5:00 PM to 10:00 PM.

No system of cuts is recognized. There are no excused absences. All absences and tardiness are recorded by the instructor in each class. Tardiness will be recorded in terms of number of minutes late and will be counted as time absent from instruction. Excessive absences (over 10%) will result in reduction of grades. (See Grading Policy, and Make-up Policy).

Excessive absences will result in reduction of grades. The School reserves the right to change instructors, schedules, courses, textbooks, tuition rates and rules and regulations when necessary or desirable in its opinion. (The payments and the total course cost in this contract are based on the tuition rates presently in effect and are subject to change in case of a tuition increase.) All changes are subject to the approval of the State Board of Private Licensed Schools of the Pennsylvania Department of Education, Harrisburg, Pennsylvania.

PREREQUISITES
Courses required for completion of all programs are listed in sequence and are normally taught in that order. Some programs require the successful completion of one or more courses before the student may advance to the next level of learning or training. While some flexibility in scheduling may occur, in no case will any student be permitted to enroll on courses for which he or she has not completed the prerequisite courses. Prerequisites for all programs are included in the curriculum guides, which are available to prospective students upon request.

GRADING POLICY/SATISFACTORY PROGRESS
Associate Degree(AST) students must have at least a 2.5 Q.P.A. at the end of each six weeks grading period. Failure to do so will result in academic probation. A student will have one quarter to regain a 2.5 Q.P.A. Failure to regain a 2.5 Q.P.A. will result in termination from the program. Students repeating a failed course during the very next quarter are deemed to be maintaining satisfactory academic progress throughout both terms involved.

A diploma student must have at least a 2.0 Q.P.A. at the end of each 15 weeks grading period or be placed on academic probation and will have one grading period (15 weeks) to regain a 2.0 Q.P.A. Failure to regain a 2.0 Q.P.A. will result in termination from the program.

A student may request reinstatement after termination and be entitled to receive a hearing by the administration, who along with faculty members will determine the conditions under which a student may be reinstated.

MAKE-UP POLICY
A student receiving a failing grade must repeat the course in the next time it is offered. An incomplete must be made up within one term following the receipt of the grade. If the incomplete grade is not made up during this time, it becomes an "F". If a student repeats a course, he or she may not receive a grade higher than "C" for the repeated course. Note: A student repeating a failed course during the very next quarter is deemed to be maintaining satisfactory academic progress throughout both terms involved.

If the normal length of training must be extended to accommodate make-up work, this will result in additional cost to the student. In no case may a student attend more than 2430 hours to complete an Associate Degree(AST) Program, 1080 hours for the Building Maintenance and Combination Welding Diploma Program, 890 hours for the HVAC night Diploma Program.

Quarter Credit Hour - One (1) quarter credit hour is defined as any one of the following: 10 hours of class work or 20 hours of laboratory work or 30 hours of externship, for Degree Programs. One Clock Hour is defined as 60 minutes of class time.

CONDUCT/TERMINATION
Since students are being prepared for the work environment, DEAN TECH's standards for conduct generally duplicate accepted standards in the work world.

Students may be placed on disciplinary probation or instantly dismissed depending upon the severity of the misconduct. Students may be terminated for any one of the following reasons: Misconduct, Unlawful Behavior, Drug/Alcohol use on School Property, Cheating, Failure to Maintain Satisfactory Progress, Insufficient Attendance, or Failure to Satisfy Financial Obligations.

Students may appeal disciplinary actions within three business days to the school administration. If the problem can be resolved at this level, the student may be reinstated. The administration may choose to involve one or more faculty members to hear the appeal.

CLASS SIZE
Class size is constantly monitored to insure the effectiveness of instruction in the classroom and shop settings. Maximum class size averages 20 - 25 students.
If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for response. The complainants will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the Assistant Director.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard
Arlington, VA 22201
(703) 247-4212
WWW.ACCSC.ORG

Comparable program information related to tuition, fees and program length is also available from the commission mentioned above.

STUDENT FACILITIES

HOUSING

Living accommodations are available in the vicinity. Most are in private homes. The School makes information available regarding housing accommodations for students; however, it cannot assume any responsibility for the safety or health of those residing in private houses, rooms or apartments.

INSTRUCTIONAL FACILITIES

Our classrooms all have modern lighting and air conditioning. Classrooms are located on the first, second and third floors of our 32,000 sq. ft. main building and the annex. The office and bookstore are located on the first floor of the main building.

EQUIPMENT

A tool room is equipped by the School to support shop practice activities. Electrical displays and power equipment are provided in the shops for student practice and experimentation.

The Building Maintenance Department is located in the annex. The Welding Department covers 6,250 sq. ft. of shop and classroom area. Welding students have the opportunity to practice in Individualized work stations on a wide array of modern welding equipment.

LUNCH ROOM

A lunchroom is located on the second floor with a complete vending machine service and seating area. Students may purchase food or bring their own.

LIBRARY

Dean Institute of Technology maintains a library of standard professional texts in the various fields of training offered. These books are at the disposal of both instructor and student for reference work and as supplementary texts.

FIELD TRIPS

Visits to local industries are arranged as part of the course where and when possible.

PARKING OF MOTOR VEHICLES

The School parking lot can handle a limited number of cars. A nominal fee is charged for parking privileges by the month. Parking is available on side streets and commuters are urged to show good judgment and avoid parking violations. Port Authority buses stop in front of the school.

COUNSELING AND REFERRAL SERVICES

DRUGS AND ALCOHOL - INFORMATION / REFERRAL

Literature pertaining to drug and alcohol abuse is available in the office or the Dean Tech Student handbook.

COUNSELING

Students seeking psychological or social counseling may avail themselves of a list of agencies and specific points of contact on file in the school office or Dean Tech Student Handbook.

ACADEMIC ADVISING

Faculty and Administration are available to advise students in matters pertaining to scheduling, academic progress, career choice, or institutions eligible to receive transfer credits from DEAN TECH.

ALL PHOTOGRAPHS IN THIS CATALOG WERE TAKEN AT DEAN INSTITUTE OF TECHNOLOGY.

ADDITIONAL REGULATIONS REGARDING STUDENTS ARE SET FORTH IN THE DEAN TECH STUDENT HANDBOOK.

Programs of Study

Associate in Specialized Technology Degree:

ELECTRICAL TECHNICIAN

AIR CONDITIONING & REFRIGERATION TECHNICIAN

Certificate / Diploma:

BUILDING MAINTENANCE TECHNICIAN

WELDING

Course Descriptions

Electrical Technology

Heating & Air Conditioning Technology

Building Maintenance Technology

Combination Welding

Arc Welding

MIG & TIG Welding

Pipe Welding

Oxygen Acetylene Welding
AIR CONDITIONING AND REFRIGERATION TECH

Associate in Specialized Technology Degree

The Air Conditioning and Refrigeration Technology Program is designed to prepare the graduate with the basic skills required for job-entry level employment in the fields of Domestic, Commercial, and Industrial Refrigeration as well as Heating, Ventilation, and Air Conditioning as a service technician. The program enables the graduate to select, install, operate, maintain, and service equipment in a safe and efficient manner. E.P.A. Transition and Recovery Certification is required to be achieved by each student prior to graduation.

HVAC-DAY PROGRAM

TERM 1 (12 Weeks - 28.0 Quarter Credits)
H-101 Basic Refrigeration Theory
H-102 Basic Refrigeration Lab I
H-103 Basic Refrigeration Lab II
H-104 Technical Mathematics I
H-105 Technical Mathematics II

TERM 2 (12 Weeks - 28.0 Quarter Credits)
H-201 Electro-Mechanics Theory
H-202 Electro-Mechanics Lab
H-203 Sheet metal Fabrication
H-204 Technical Communications
H-205 Physics

TERM 3 (12 Weeks - 22.0 Quarter Credits)
H-301 Commercial Refrigeration Theory
H-302 Commercial Refrigeration Lab I
H-303 Commercial Refrigeration Lab II
H-304 Energy Management & Learning Resources
H-305 System Wiring

TERM 4 (12 Weeks - 28.0 Quarter Credits)
H-401 Principles of Heating Theory
H-402 Principles of Heating Lab I
H-403 Principles of Heating Lab II
H-404 Fluidic Applications
H-405 Residential Load Calculation & Duct Design

TERM 5 (12 Weeks - 28.0 Quarter Credits)
H-501 Air Conditioning Theory
H-502 Air Conditioning Lab I
H-503 Air Conditioning Lab II
H-504 Technical Electronics
H-505 Installation & Troubleshooting

TOTAL WEEKS = 60
TOTAL QUARTER CREDITS = 134

AIR CONDITIONING AND REFRIGERATION TECH / EVE

DIPLOMA

The Air Conditioning and Refrigeration Evening Program is geared toward the working student who is preparing for employment as an HVAC Installer.

TERM 1 (14 Weeks - 210 Clock Hours)
HN-101 Heating Theory
HN-102 Heating Lab
HN-103 Electricity & Controls

TERM 2 (12 Weeks - 180 Clock Hours)
HN-201 Refrigeration Theory
HN-202 Refrigeration Lab
HN-203 Systems Wiring

TERM 3 (14 Weeks - 210 Clock Hours)
HN-301 Air Conditioning Theory
HN-302 Air Conditioning Lab
HN-303 Installation & Troubleshooting

TOTAL WEEKS = 40
TOTAL CLOCK HOURS = 600
ELECTRICAL TECHNICIAN

Associate in Specialized Technology Degree

The Electrical Technician course provides instruction in blueprint reading, layout, assembly, installation, testing of electrical components, and Programmable Control. Included are fixtures, apparatus and control equipment for lighting and power systems. The student learns the installation of electrical conduit used in the wiring of buildings and the use of tools required for the work. Also covered are installation, repair and maintenance of switchboards, control panels, fans, motors, generators, and starting devices for both low and high voltage equipment.

The Electrical graduate will possess the skills required for job-entry level employment in Residential, Commercial, or Industrial Electricity.

ELECTRICAL-DAY PROGRAM

TERM 1  (12 Weeks - 25.5 Quarter Credits)
101  BASIC ELECTRICITY
102  ELECTRO-MECHANICAL
103  BASIC TECHNICAL MATH
104  CIRCUIT FUNCTIONS I
105  ADVANCED TECHNICAL MATH
106  D.C. CIRCUITRY LAB

TERM 2  (12 Weeks - 23.5 Quarter Credits)
201  CIRCUIT FUNCTIONS II PART I
202  BLUEPRINT READING I
203  RESIDENTIAL
204  CIRCUIT FUNCTIONS II PART II
205  D.C./A.C. GENERATION & TRANSMISSION
206  DIAGRAMMING

TERM 3  (12 Weeks - 23.0 Quarter Credits)
301  SMALL BUSINESS PRINCIPLES
302  ELECTRONICS I
303  BASIC ELECTRONICS LAB
304  BLUEPRINT READING II
305  COMMERCIAL
306  CONTROL

TERM 4  (12 Weeks - 24.5 Quarter Credits)
401  D.C. MOTOR THEORY
402  D.C. MOTOR LAB
403  INDUSTRIAL D.C. APPLICATIONS
404  NATIONAL ELECTRIC CODE
405  ELECTRONICS II
406  ELECTRONICS LAB II

TERM 5  (12 Weeks - 21.5 Quarter Credits)
501  A.C. MOTOR THEORY
502  A.C. MOTOR LAB
503  TECHNICAL COMMUNICATIONS
504  INDUSTRIAL A.C. APPLICATIONS
505  PROGRAMMABLE A.C. APPLICATIONS
506  A.C. LAB

TOTAL WEEKS = 60
TOTAL QUARTER CREDITS = 118

Programmable Controller

Dean Tech Electrical Technology students learn how to operate the Programmable Controller. The Programmable Controller is an example of the high technology equipment the graduate Electrical Technician will find in the job market.
## ELECTRICAL-EVENING PROGRAM

### TERM 1  
**40 Weeks - 43.0 Quarter Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>N-101</td>
<td>Basic Electricity</td>
</tr>
<tr>
<td>N-102</td>
<td>Electro-Mechanical</td>
</tr>
<tr>
<td>N-103</td>
<td>Basic Technical Math</td>
</tr>
<tr>
<td>N-104</td>
<td>Circuit Functions I</td>
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<tr>
<td>N-105</td>
<td>Advanced Technical Math</td>
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<tr>
<td>N-106</td>
<td>D.C. Circuitry Lab</td>
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<tr>
<td>N-107</td>
<td>Circuit Functions II Part 1</td>
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<tr>
<td>N-108</td>
<td>Circuit Functions II Part 2</td>
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<tr>
<td>N-109</td>
<td>Blueprint Reading I</td>
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<td>N-110</td>
<td>Residential</td>
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### TERM 2  
**40 Weeks - 38.0 Quarter Credits**

<table>
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<th>Course Code</th>
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<tr>
<td>N-201</td>
<td>D.C./A.C. Generation &amp; Transmission</td>
</tr>
<tr>
<td>N-202</td>
<td>Basic Electronics I</td>
</tr>
<tr>
<td>N-203</td>
<td>Basic Electronics I Lab</td>
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<tr>
<td>N-204</td>
<td>Blueprint Reading II</td>
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<tr>
<td>N-205</td>
<td>Commercial</td>
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<tr>
<td>N-206</td>
<td>Diagramming</td>
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<td>N-207</td>
<td>Control</td>
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<td>N-208</td>
<td>National Electrical Code</td>
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<td>N-209</td>
<td>Electronics II</td>
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<td>N-210</td>
<td>Electronics II Lab</td>
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</table>

### TERM 3  
**40 Weeks - 37.0 Quarter Credits**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>N-301</td>
<td>Small Business Principles</td>
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<tr>
<td>N-302</td>
<td>D.C. Motor Theory</td>
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<tr>
<td>N-303</td>
<td>D.C. Motor Lab</td>
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<tr>
<td>N-304</td>
<td>Industrial D.C. Applications</td>
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<td>N-305</td>
<td>Technical Communications</td>
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<td>N-306</td>
<td>A.C. Motor Theory</td>
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<tr>
<td>N-307</td>
<td>A.C. Motor Lab</td>
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<tr>
<td>N-308</td>
<td>Industrial A.C. Applications</td>
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<td>N-309</td>
<td>Programmable A.C. Applications</td>
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<tr>
<td>N-310</td>
<td>A.C. Lab</td>
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</tbody>
</table>

**TOTAL WEEKS = 120**  
**TOTAL QUARTER CREDITS = 118**
DIPLOMA
The Building Maintenance Technician Course is designed to offer training in a combination of trades: Carpentry, Plumbing, Electricity, Painting, Welding, Air Conditioning and Heating Repair, and Masonry.

The course provides the student with the hands-on training to acquire a variety of skills.

The student is familiarized with problems, solutions, tools, and supplies needed for installation and repair in the various trades.

Throughout the course, the student learns the importance of clean-up in all of the skill areas including general building cleaning procedures. The Building Maintenance graduate is prepared for employment at entry level as a Building Repair Person, a Maintenance Employee or Building Systems Coordinator.

SECTION I - WELDING
(4 Weeks - 110 Clock Hours)
The student receives an introduction to oxygen acetylene and electric arc welding with hands-on practice and theory.

SECTION II - ELECTRICITY
(3 Weeks - 82.5 Clock Hours)
A basic understanding of electrical theory with hands-on practice is provided in the electricity section. The student learns to wire new circuits, ceiling fixtures, switches, outlets and to plan the installation and maintenance of electrical hardware. The National Electric Code procedures for safety and proper installation are emphasized.

SECTION III - CLIMATE CONTROL AND HEATING
(1 Week - 27.5 Clock Hours)
The student receives basic instruction in the operation of equipment. Fundamentals of thermostatic control as well as basic system mechanics are covered.

SECTION IV - MASONRY
(2.5 Weeks - 68.75 Clock Hours)
Instruction areas covered in masonry include concrete and mortar mixing, brick, stone and block work. The repair and maintenance of existing masonry and concrete work are also presented.

SECTION V - PLUMBING
(2.5 Weeks - 68.75 Clock Hours)
The student learns basic installation of residential and commercial systems. Topics include faucets, water heaters, pipe fittings and materials, soldering, toilets.

SECTION VI - PAINTING
(3 Weeks - 82.5 Clock Hours)
The student learns interior and exterior surface preparation and painting, selection and use of brushes and equipment and application techniques. Wall and floor coverings and ceramic tile are included in this section.

SECTION VII - CARPENTRY
(12 Weeks - 302.5 Clock Hours)
The student learns the use of hand tools, power tools, adhesives and fasteners. Interior wood construction, door and window installation, wall paneling, drywall, decorative molding, and framing, roofing and aluminum siding are covered in the carpentry section.

SECTION VIII – MAINTENANCE MANAGEMENT
(2 Weeks - 55 Clock Hours)
The maintenance section includes many of the custodial and maintenance management techniques required by the professional such as scheduling, safety, and the purchasing of supplies and materials. Floor and carpet maintenance includes installation, cleaning and stain removal. Office cleaning procedures are also covered.

TOTAL WEEKS = 30
TOTAL CLOCK HOURS = 825
DIPLOMA
The student will operate oxygen acetylene, electric and gasoline arc welders, gas tungsten arc welding, gas metal arc welding, and plasma cutting equipment. The student will learn how to select the proper rods required for the job and to weld in all positions as well as on pipe stock. The course is divided between shop and theory. The theory covers all phases of welding, basic measurements, blueprint reading and welding symbols. The student learns to weld mild steel, stainless steel and aluminum. The student learns the skills required to pass the A.W.S. Welding Qualification Test. The graduate is prepared for entry level employment as a Welding Technician.

WELDING V - Combination
CW-500-A Oxygen Acetylene Welding & Cutting (2.3 WEEKS - 63.25 Clock Hours)
The five basic joints covered are: butt, tee, lap, corner, & edge, also included are hand cutting, beveling & machine gas cutting.

CW-500-AT Related Theory (2 WEEKS - 55 Clock Hours)
The student learns: safe practices; the history of the oxygen acetylene & welding process; oxygen; oxygen cylinders & uses; acetylene, acetylene generators, & acetylene cylinders; oxygen acetylene welding & cutting outfit; pressure regulator; oxygen acetylene torch; combustion; the oxygen acetylene flame; oxygen acetylene welding; oxygen acetylene cutting; braze welding; brazing; filler metals; and fluxes.

CW-500-B Welding II Arc and Related Theory (11 WEEKS - 302.5 Clock Hours)
Subjects stressed are: safety precautions; elementary electricity; alternating current; direct current; transformer welders & arc welding electrodes; welding processes; and arc welding classifications.

CW-500-BP Blueprint Reading For Welders (4.2 WEEKS - 115.5 Clock Hours)
This course explains: basic lines; basic views; notes & specifications; dimensions; structural shapes; other views; abbreviations; detail & assembly prints, and sections.

CW-500-S Standard Welding Symbols (AWS) (4.2 WEEKS - 115.5 Clock Hours)
Covered in this course are: basic symbols; basic types joints & welds; fillet welds; plug welds; slot welds; arc spot welds; arc seam welds; groove welds; back or backing welds; melt through welds; surface welds; flange welds; resistance spot welds; projection welds; flash or upset welds; and resistance seam welds.

CW-500-C Welding III (Pipe) (2.3 WEEKS - 63.25 Clock Hours)
Practical application of the following: roll butt weld; vertical down butt weld; vertical up butt weld; and horizontal butt weld.

CW-500-CT Related Theory (2 WEEKS - 55 Clock Hours)
The student learns the theory of: pipe welding procedures; pipe templates; template layout procedures; and angle intersections.

CW-500-D Inert Gas Welding (TIG & MIG) (27.5 Clock Hours)
Taught in this part of the program are fundamentals of TIG welding (stainless and aluminum) with stringer beads, butt, lap, & fillet welds; plus fundamentals of MIG welding (submerged arc, innershield, and flux core wire with gas shielding).

CW-500-DT Related Theory (TIG & MIG) (27.5 Clock Hours)
The related theory covers: basic equipment; electrical characteristics; shielding gases; regulators; flowmeters; electrodes; and advantages.

TOTAL WEEKS = 30
TOTAL CLOCK HOURS = 825
**OXYGEN ACETYLENE WELDING**

The student fuses (welds) metal parts together by means of an oxygen acetylene torch and welding rods to fabricate metal shapes or articles or to repair broken or cracked metal objects. The student will learn to braze weld and cut metal with oxyacetylene equipment.

The graduate of the Oxygen Acetylene Welding Program is prepared for entry level employment in Oxyacetylene Welding.

**WELDING I - Oxygen Acetylene Welding & Cutting**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>WO-100-A</td>
<td>Steel Welding &amp; Cutting (3.5 WEEKS - 90 Clock Hours)</td>
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<tr>
<td>WOA-101</td>
<td>Safety and setting up apparatus</td>
</tr>
<tr>
<td>WOA-102</td>
<td>Bead welds</td>
</tr>
<tr>
<td>WOA-103</td>
<td>Corner joints</td>
</tr>
<tr>
<td>WOA-104</td>
<td>Butt welding, square groove on sheet steel - Flat-Vertical-Overhead</td>
</tr>
<tr>
<td>WOA-105</td>
<td>Fillet welding, lap and tee joints on sheet steel - Flat-Vertical-Overhead</td>
</tr>
<tr>
<td>WOA-106</td>
<td>Hand Cutting and Beveling</td>
</tr>
<tr>
<td>WOA-107</td>
<td>Machine Gas Cutting</td>
</tr>
<tr>
<td>WOA-108</td>
<td>Straight, Circular, and Irregular Square Cuts</td>
</tr>
<tr>
<td>WOA-109</td>
<td>Straight, Circular, and Irregular Bevel Cuts</td>
</tr>
<tr>
<td>WO-100-B</td>
<td>Pipe (1.25 WEEKS - 30 Clock Hours)</td>
</tr>
<tr>
<td>WOB-101</td>
<td>Butt Welding</td>
</tr>
<tr>
<td>WOB-102</td>
<td>Rotation Welding</td>
</tr>
<tr>
<td>WOB-103</td>
<td>Position Welding, Horizontal, Vertical, Overhead</td>
</tr>
<tr>
<td>WOB-104</td>
<td>Fillet Welding, Horizontal, Vertical, Overhead</td>
</tr>
<tr>
<td>WOB-105</td>
<td>Multi-Layer Welding</td>
</tr>
<tr>
<td>WO-100-C</td>
<td>Braze Welding Steel (1.25 WEEKS - 30 Clock Hours)</td>
</tr>
<tr>
<td>WOC-101</td>
<td>Bead Welds - Flat</td>
</tr>
<tr>
<td>WOC-102</td>
<td>Corner Joints</td>
</tr>
<tr>
<td>WOC-103</td>
<td>Butt Welding Square Groove - Flat, Vertical, Overhead</td>
</tr>
<tr>
<td>WOC-104</td>
<td>Fillet Welding Lap &amp; Tee Joints - Flat, Vertical, Overhead</td>
</tr>
</tbody>
</table>

**TOTAL WEEKS = 6**

**TOTAL CLOCK HOURS = 150**

**ARC WELDING**

The student learns to join metal parts by the use of the electric arc (A.C. or D.C.) current. The welds are made in all positions on butt, lap, tee and groove joints. The student learns the skills required to pass the A.W.S. Welding Qualification Test. The graduate is prepared for entry level employment in ARC Welding.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA-200-A</td>
<td>Welding Fundamentals (1.5 WEEKS - 39.5 Clock Hours)</td>
</tr>
<tr>
<td>WA-202-A</td>
<td>Run Stringer bead - Restart Continuous bead - Run Weave bead - Do Padding - Make Square Butt weld - Make &quot;V&quot; Butt weld - Make Lap weld - Make Fillet weld - Make Corner weld - Make Edge weld</td>
</tr>
<tr>
<td>WA-200-B</td>
<td>Horizontal Position (1.5 WEEKS - 39.5 Clock Hours)</td>
</tr>
<tr>
<td>WA-B-201</td>
<td>Run Beads</td>
</tr>
<tr>
<td>WA-B-202</td>
<td>Make Multiple Pass Fillet weld - Tee &amp; Lap joints</td>
</tr>
<tr>
<td>WA-B-203</td>
<td>Make Square Butt weld</td>
</tr>
<tr>
<td>WA-B-204</td>
<td>Make &quot;V&quot; Butt weld</td>
</tr>
<tr>
<td>WA-200-C</td>
<td>Vertical Position (1.5 WEEKS - 39.5 Clock Hours)</td>
</tr>
<tr>
<td>WA-C-201</td>
<td>Run Vertical Down Beads</td>
</tr>
<tr>
<td>WA-C-202</td>
<td>Make Vertical Down Fillet weld - Tee &amp; Lap Joints</td>
</tr>
<tr>
<td>WA-C-203</td>
<td>Make Vertical Down Butt Weld</td>
</tr>
<tr>
<td>WA-C-204</td>
<td>Run Vertical Up Beads</td>
</tr>
<tr>
<td>WA-C-205</td>
<td>Make Vertical Up Fillet weld - Tee &amp; Lap Joints</td>
</tr>
<tr>
<td>WA-C-206</td>
<td>Make Vertical Up Butt Weld</td>
</tr>
<tr>
<td>WA-200-D</td>
<td>Overhead Position (1.5 WEEKS - 39.5 Clock hours)</td>
</tr>
<tr>
<td>WA-D-201</td>
<td>Run Beads</td>
</tr>
<tr>
<td>WA-D-202</td>
<td>Make Fillet weld - Tee &amp; Lap Joints</td>
</tr>
<tr>
<td>WA-D-203</td>
<td>Make Butt weld</td>
</tr>
<tr>
<td>WA-200-F</td>
<td>Exercises for A.W.S. Qualification (2 WEEKS - 52 Clock Hours)</td>
</tr>
<tr>
<td>WA-F-201</td>
<td>Vertical Fillet tee joints</td>
</tr>
<tr>
<td>WA-F-202</td>
<td>Triangle weave, straight weaves, and straight up bead</td>
</tr>
<tr>
<td>WA-F-203</td>
<td>Overhead Fillet tee joints</td>
</tr>
<tr>
<td>WA-F-204</td>
<td>Stringer bead root pass and multiple layers</td>
</tr>
<tr>
<td>WA-F-205</td>
<td>Limited Thickness</td>
</tr>
<tr>
<td>WA-F-206</td>
<td>3/8 Groove test procedure</td>
</tr>
<tr>
<td>WA-F-207</td>
<td>3/8 X 6&quot; X 2&quot; plate - 30 degree bevel 1/4&quot; gap</td>
</tr>
<tr>
<td>WA-F-208</td>
<td>Unlimited Thickness</td>
</tr>
<tr>
<td>WA-F-209</td>
<td>Vertical &amp; overhead groove qualities for all positions</td>
</tr>
<tr>
<td>WA-F-210</td>
<td>Fillets &amp; Grooves</td>
</tr>
<tr>
<td></td>
<td>1&quot; X 6&quot; X 3/8&quot; back-up plate</td>
</tr>
<tr>
<td></td>
<td>2&quot; wide x 22 degree bevel 1/4&quot; gap</td>
</tr>
</tbody>
</table>

**TOTAL WEEKS = 8**

**TOTAL CLOCK HOURS = 210**
PIECE WELDING

Prerequisite—Completion of the Arc Welding Course or a performance test. The student learns to weld together lengths of pipe. The training emphasizes the maintenance and repair of pipe line and pipe line equipment. Upon completion of the pipe course, the student should be able to pass the A.S.M.E. Pipe Welding Qualification Test.

WELDING III - Pipe - Certificate

WP-300-A  Flat Position (1 WEEK - 24 Clock Hours)
WP-A-301  Axis of pipe horizontal - Pipe shall be rolled while welding
WP-A-302  Vertical down & vertical up procedures
WP-300-B  Horizontal Position (1 WEEK - 24 Clock Hours)
WP-B-301  Axis of pipe vertical
WP-B-302  Axis of welds horizontal
WP-300-C  Horizontal Fixed Position (1 WEEK - 24 Clock Hours)
WP-C-301  Axis of pipe horizontal
WP-C-302  Pipe shall not be turned or rolled while welding.
  a. Vertical position
  b. Overhead position
  c. Horizontal position
WP-300-D  Penetration Beads (1 WEEK - 24 Clock Hours)
WP-D-301  Flat rolled, horizontal, vertical, overhead, and vertical down
WP-300-E  Slanting Position (1 WEEK - 24 Clock Hours)
WP-E-301  Pipe axis 45 degrees
WP-E-302  90 degree bend - joint
WP-E-303  Tee joint

TOTAL WEEKS = 5
TOTAL CLOCK HOURS = 120

INERT GAS-SHIELDED ARC WELDING

The Gas-Shielded Arc Welding Course covers G.T.A.W., Gas Tungsten Arc Welding and G.M.A.W., Gas Metal Arc Welding, commonly known as T.I.G. and M.I.G. In these electric welding processes, an inert gas is used to shield the weld area. The shielding gas can be argon, helium, mixtures of argon and helium, or carbon dioxide, CO2. There are two main processes involved in gas-shielded welding. In one process a tungsten electrode (a non-consumable electrode) is used and the filler metal is added separately. In the other process, the electrode is formed by a filler wire that is fed to the weld, and the filler wire is consumed in the weld (consumable electrode). This option provides the necessary instruction for oxyacetylene welders, electric-arc welders, and for others who wish to become thoroughly familiar with the various methods of gas-shielded welding and the principles involved.

WELDING IV-Inert Gas Shielded Arc - (TIG-MIG) Certificate

W-400-A  Fundamentals of TIG Welding (1 WEEK - 30 Clock Hours)
          (Aluminum & Stainless Steel)
W-A-401  Starting an Arc Running Stringer Beads
W-A-402  Outside Corner Welds
W-A-403  Butt Welds - Penetration Flat
W-A-404  Lap Welds - Downhand - Vertical
W-A-405  Fillet Welds - Downhand - Vertical
W-A-406  Tee Welds - Downhand - Vertical
W-400-B  Fundamentals of MIG Welding (1 WEEK - 30 Clock Hours)
          (Semi-Automatic)
W-B-401  Submerged Arc - with granular flux
W-B-402  Innershield - Self Shielded Flux - Cored Electrodes
W-B-403  Flux cored wire with CO2 gas shielding
W-B-404  MIG - Argon & CO2 mix (Sane wire)

TOTAL WEEKS = 2
TOTAL CLOCK HOURS = 60

NOTE: Both Pipe Welding and Inert Gas Programs are utilized by experienced welders of all competency levels for Career Advancement.

DEAN INSTITUTE OF TECHNOLOGY
HOLIDAY / VACATION SCHEDULE
2014-2016

2017

Easter Break  Apr. 14 thru Apr. 17
Memorial Day Break  May 26 thru May 29
Summer Break  July 3 thru July 7
Labor Day Break  Sept. 1 thru Sept. 4
Thanksgiving Break  Nov. 23 thru Nov. 27
Christmas Break  Dec. 18 thru Jan. 2 2018

2018

Easter Break  Mar. 30 thru April 2
Memorial Day Break  May 25 thru May 28
Summer Break  July 2 thru July 6
Labor Day Break  Aug. 31 thru Sept. 3
Thanksgiving Break  Nov. 22 thru Nov. 26
Christmas Break  Dec. 17 thru Jan. 2 2019

2019

Easter Break  Apr. 19 thru Apr. 22
Memorial Day Break  May 24 thru May 27
Summer Break  July 1 thru July 5
Labor Day Break  Aug. 30 thru Sept. 2
Thanksgiving Break  Nov. 28 thru Dec. 2
Christmas Break  Dec. 23 thru Jan. 5 2020
Licensed by the
State Board of Private Licensed Schools
of the Pennsylvania Department of Education
Harrisburg, Pennsylvania

Accredited by:
The Accrediting Commission for Career Schools and Colleges.

Recognized for training by:
State Board of Vocational Education
G.I. Bill ®
Office of Vocational Rehabilitation (OVR)
Training Readjustment Act (TRA)
Workforce Investment Act (WIA) (Career Link)
Also recognized for training of veterans and other eligible persons

Member of:
Pennsylvania Association of Private School Administrators (PAPSA)
Better Business Bureau of Western Pennsylvania, Inc. (BBB)
Air Conditioning Contractors of America (ACCA)
American Welding Society (AWS)

Comparable program information related to tuition and program length may be obtained by contacting:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard  Suite 302
Arlington, Virginia 22201
(703) 247-4212 or www.accsc.org

DEAN INSTITUTE OF TECHNOLOGY
DAY SCHOOL 2017-2019

WINTER QUARTER – 2017
January 3 – March 24

SPRING QUARTER – 2017
March 27 – June 23

SUMMER QUARTER – 2017
June 26 – September 22

FALL QUARTER – 2017
September 25 – December 15

WINTER QUARTER – 2018
January 3 – March 23

SPRING QUARTER – 2018
March 26 – June 22

SUMMER QUARTER – 2018
June 25 – September 21

FALL QUARTER – 2018
September 24 – December 14

WINTER QUARTER – 2019
January 3 – March 22

SPRING QUARTER – 2019
March 25 – June 21

SUMMER QUARTER – 2019
June 24 – September 20

FALL QUARTER – 2019
September 23 – December 20

NIGHT SCHOOL STARTS 2017-2019
(Tuesday, Wednesday, & Thursday 5:00 PM to 9:30 PM)
Note: No classes during July & August
February 07, 2017 (Diploma)
February 21, 2017 (Degree)
September 05, 2017 (Degree & Diploma)
February 06, 2018 (Diploma)
March 06, 2018 (Degree)
September 04, 2018 (Degree & Diploma)
February 05, 2019 (Diploma)
March 05, 2019 (Degree)
September 03, 2019 (Degree & Diploma)
### COURSES OFFERED

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Time (Wks)</th>
<th>Quarter Payments</th>
<th>Time (Wks)</th>
<th>Quarter Payments</th>
<th>Quarter Credits</th>
<th>Tuition Cost *</th>
<th>Credential Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Technician</td>
<td>60</td>
<td>$4,900.00</td>
<td>120</td>
<td>$4,083.33</td>
<td>118</td>
<td>$24,500.00</td>
<td>Occ. Assoc. Degree (AST)</td>
</tr>
<tr>
<td>Air Conditioning and Refrigeration Tech</td>
<td>60</td>
<td>$4,900.00</td>
<td>XXX</td>
<td>XXXX</td>
<td>134</td>
<td>$24,500.00</td>
<td>Occ. Assoc. Degree (AST)</td>
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<tr>
<td>Air Conditioning and Refrigeration Tech/EVE</td>
<td>XXX</td>
<td>XXXX</td>
<td>40</td>
<td>$3,316.67</td>
<td>600</td>
<td>$9,950.00</td>
<td>Diploma</td>
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<tr>
<td>Welding I Oxygen Acetylene</td>
<td>6</td>
<td>$25/hr</td>
<td>12</td>
<td>$25/hr</td>
<td>150</td>
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<td>Certificate</td>
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<tr>
<td>Welding II Arc</td>
<td>8</td>
<td>$25/hr</td>
<td>16</td>
<td>$25/hr</td>
<td>210</td>
<td>$5,250.00</td>
<td>Certificate</td>
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<tr>
<td>Welding III Pipe</td>
<td>5</td>
<td>$25/hr</td>
<td>10</td>
<td>$25/hr</td>
<td>120</td>
<td>$3,000.00</td>
<td>Certificate</td>
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<tr>
<td>Welding IV Inert Gas</td>
<td>As Req.</td>
<td>$25/hr</td>
<td>As Req.</td>
<td>$25/hr</td>
<td>60</td>
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<td>Building Maintenance</td>
<td>30</td>
<td>$5,900.00</td>
<td>60</td>
<td>$3,933.33</td>
<td>825</td>
<td>$11,800.00</td>
<td>Diploma</td>
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</tbody>
</table>

(Day classes are in session from 7:45 AM until 1:15 PM. Evening classes are in session from 5:00PM until 9:30 PM)
(HVAC day classes are in session from 7:45 AM until 1:45 PM. HVAC (eve) classes are in session from 5:00PM until 10:00PM.)

* Costs above do not reflect: Course related textbooks, tools, and associated Misc. Items
† Installment payments require students to complete an installment note and disclosure statement.

One important point should always be kept in mind. Obtaining a particular job may be a lot easier than keeping it.
To hold down a job you need certain abilities, certain skills and a certain standard of education. If one of these is absent, the likelihood of retaining the job is very remote. The higher you climb, the quicker these deficiencies are discovered.
Every worthwhile job requires specialized knowledge. As the salary range advances, the need for specialized knowledge increases also.
Choose your field and use your years at school to prepare yourself for this field. Set your sights high!

**Dean Institute of Technology**
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Pittsburgh, Pennsylvania 15226-1197
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E-MAIL: info@deantech.edu
WEB SITE: www.deantech.edu