

Medical Billing and Coding

A Certified Billing and Coding Specialist's main focus is on converting a medical procedure, diagnosis, or symptom into specific codes for submitting a claim for reimbursement. As a CBCS, you may perform some or all of the following tasks:

- Accurately locate documentation in the patient record to support coding and billing process
- Accurately assign codes for diagnoses and procedures
- Submit claims for reimbursement based on payer policies and procedures
- Coach providers on the best documentation practices to support quality coding and optimal reimbursement

Benefits to obtaining a Billing and Coding Certification may include: more job opportunities, an increased pay scale, and increased subject matter expertise.

This course will prepare the individual to work for healthcare providers, insurance companies, medical-surgical supply companies, home health care companies, surgical centers.

Students should have a strong accounting, interpersonal, and computer skills.

Cost: \$TBD

MTWTH - Westampton Campus/
Medford Campus

Begins 09/14/2015

**Upon successful completion of this course, students will be eligible to sit for certification exam with the NHA*

Pharmacy Technician

This program consists of a strong blend of didactic and clinical based instruction. Classroom theory and laboratory preparation in a state of the art retail and hospital settings prepare students for the Pharmacy Technician National Certification Examination. Individuals with Pharmacy Technician Certifications will typically perform work delegated by licensed pharmacists in accordance with state rules and regulations. As a CPhT, you may perform some or all of the following tasks:

- Receive written prescription requests from patients, and prescriptions sent electronically from doctors' offices
- In some states, you may process physicians' orders by phone
- Read the prescription, retrieve, count, pour, weigh, measure, and may mix or compound medications
- Establish and maintain patient profiles
- Prepare insurance claim forms and manage inventory

Questions requiring clinical knowledge, such as prescription and health questions, are always referred to a licensed pharmacist.

The Pharmacy Technician Certification Program is accredited by the National Commission for Certifying Agencies (NCCA). Technicians who pass the (ExCPT) Pharmacy Exam are granted the title of Certified Pharmacy Technician (CPhT).

Cost: \$TBD

MTWTH - Westampton Campus/
Medford Campus

Begins 09/14/2015

**Upon successful completion of this course, students will be eligible to sit for certification exam with the NHA*

Fall Program/Class Offerings

* The Adult Education Program is engaged in a curriculum review process this year which involves the upgrade of the course curriculum as aligned to the National Automotive Technicians Education Foundation (NATEF) Program Accreditation Standards. Once completed by summer 2015, a few of the Fall 2015 courses will reflect an increase in hours and content while other courses may be added to provide the opportunity for registered students to seek access to three competency levels based on subject and hours for each: Maintenance and Light Repair (540 hours), Automobile Service Technology (840 hours) and Master Automobile Service Technology (1080 hours).

AUTOMOTIVE TECHNOLOGY I (NATEF/ASE Certified) *

This program provides hightech training in the automotive field. This includes fundamentals, steering and suspension, and braking systems (disc, drum, and ABS). This course is recommended for those persons wanting to attain ASE certification in A-4 Steering and Suspension, and A-5 Brakes.

Cost: \$2,720.00 MTWTH – Med Campus 5:00-10:00 PM 240 hours

AUTOMOTIVE TECHNOLOGY II (NATEF/ASE Certified) *

This program provides high tech training in the automotive field. Auto Technology II includes power trains and drivelines, electricity and ignition. This course is recommended for those persons wanting to attain ASE certification in A-3 Manual Drive Trains and Axles, and A-6 Electrical/Electronic Systems.

Cost: \$2,600.00 MTWTH – Med Campus 5:00-10:00 PM 240 hours

ADVANCED COMPUTERIZED ENGINE CONTROLS, FORMERLY -AUTOMOTIVE COMPUTER SYSTEMS *

This course has the requirement of completing Engine Fuel and Emissions class. This session will align with the ASE L1 course. Items to be covered in this segment will be: advanced ignition systems, advanced fuel injections systems, variable valve timing, variable valve lift and computer networking.

Cost: \$1,100.00 MW – West Campus 6:00-10:00 PM 128 hours

AUTOMATIC TRANSMISSIONS/TRANSAXLES *

This course is recommended for persons wanting to learn the operation, diagnosis and repair of an automatic transmission or transaxle. You will disassemble an automatic transmission and see firsthand the operation of the clutches, bands and planetary geartrain. You will be shown how and why automatic transmissions fail and how to properly repair one. If you are planning to take the ASE A-2 Automatic Transmission Certification exam, this class is for you.

Cost: \$1,100.00 TTH – West Campus 6:00-10:00 PM 128 hours

AUTOMOTIVE FUEL AND EMISSION SYSTEMS *

This course is recommended for persons wanting to attain ASE certification in A-6 Electrical/Electronic Systems and A-8 Engine performance. **Prerequisite: AUT501 and AUT502.**

Cost: \$1,100.00 MW – West Campus 6:00-10:00 PM 128 hours

AUTOMATIC ENGINE REPAIR *

This course is recommended for persons wanting to attain ASE certification in A-1 Engine Repair. **Prerequisite: AUT501 and AUT502.**

Cost: \$1,100.00 TTH – West Campus 6:00-10:00 PM 128 hours

COMMERCIAL DRIVERS LICENSE (CDL) - TRUCK DRIVING PROGRAM

You can earn a CDL Class "A" license. Over 80% of training for this license is hands-on. Students will learn on late model century Freight Liner. Individualized instruction is taught by certified trainers. The start of class is customized to student's availability and many carriers and/or employers reimburse tuition expenses.

Cost: \$2,700.00 MTWTHF – West Campus 9:00-3:00 PM 120 hours
Call for schedule

COSMETOLOGY

This program covers all of the areas required by the State Board of Cosmetology to meet the State of NJ requirements for licensure. Students are required to complete a minimum of 1,000 hours of instruction and must attain competencies in each of the following areas: State laws and regulations, Sanitation and Sterilization, Skin Care and Shaving, Hair and Scalp Treatments, Shampooing, Hair Shaping, Hairstyling, Hair Coloring, Chemical Curl Reformation, Manicuring and Pedicuring, Related Sciences, Professional Ethics, Shop/Salon Management, and State Board Exam Prep. Day program is ten (10) months in duration, which includes four modules to this class.

Cost: \$8,000.00 MTWTH – West Campus 8:30 - 4:30 PM 1140 hours

COSMETOLOGY REFRESHER COURSE

This class will be scheduled based on requests. The course reviews basic cosmetology theory and practical concepts, and is designed to meet the 250 hour refresher course requirement designated by the NJ State Board of Cosmetology and Hairstyling. Candidate must have completed the requisite number of hours required by the previous training institution.

Cost: \$2,350.00 West Campus 8:30-4:30 PM 250 hours

BARBERING CROSSOVER EXAM REVIEW

This 25 hour course reviews cosmetology skills. Candidate must have completed the requisite number of hours required by the previous training institution.

Cost: \$350.00 MTWTH – West Campus 3:45-10:00 PM 25 hours
Call for schedule

CULINARY ARTS I

This program will set the foundation for new Culinary Arts students with diverse instruction in the basics such as: professionalism, food safety, knife skills, tools and equipment, stocks and sauces, and principles of meat, poultry, game fish, vegetable and starch cookery.

Cost: \$1,750.00 MTWTH – West Campus 5:00-10:00 PM 200 hours

CULINARY ARTS II

This section will refine skills learned in Culinary I, with more in-depth and rigorous instruction that will challenge students and require them to apply knowledge learned to real food service industry situations. In this course, students will be introduced to more Culinary fundamentals that are essential to the aspiring Chef. These courses include: charcuterie, vegetarian cooking, nutrition, plate presentation, principles of bake shop, menu and recipe development, food cost control, and servsafe production.

Cost: \$1,750.00 MTWTH – West Campus 5:00-10:00 PM 200 hours

SERVSAFE® FOOD SAFETY MANAGEMENT TRAINING

This class will be scheduled based on requests. The course stresses the importance of safe and sanitary receiving and storage, preparation, and service practices in a food service establishment. At the completion of the culinary program of studies, the student will receive a certificate after passing the NOCTI Proficiency in Culinary Arts and a Certificate of Completion of the Culinary Arts Program.

Cost: \$275.00 T – West Campus 6:30-9:30 PM 12 hours
Call for schedule

DENTAL ASSISTING I

The Dental Assisting program consists of a strong blend of didactic and clinical based instruction in a state-of-the-art facility in combination with an extramural clinical experience with some of the area's finest dental professionals. This program is fully accredited by the Commission on Dental Accreditation of the American Dental Association (ADA) recognized by the Council on Accreditation and by the United States Department of Education. Upon successful completion of course work and examinations, this program will qualify the students to earn the following credentials: New Jersey Dental Radiology License; Certified Dental Assistant (CDA), a national credential sponsored by the Dental Assisting National Board (DANB) including Infection Control Exam (ICE), Radiation Health and Safety Exam (RHS), and General Chairside Exam (GC); and New Jersey Registered Dental Assistant registration (RDA).

Cost: \$4,000.00 MTWTHF – West Campus Time Varies 1100 hours

DENTAL ASSISTING II

The Dental Assisting program consists of a strong blend of didactic and clinical based instruction in a state-of-the-art facility in combination with an extramural clinical experience with some of the area's finest dental professionals. This program is fully accredited by the Commission on Dental Accreditation of the American

Dental Association (ADA) recognized by the Council on Accreditation and by the United States Department of Education. Upon successful completion of course work and examinations, this program will qualify the students to earn the following credentials: New Jersey Dental Radiology License; Certified Dental Assistant (CDA), a national credential sponsored by the Dental Assisting National Board (DANB) including Infection Control Exam (ICE), Radiation Health and Safety Exam (RHS), and General Chairside Exam (GC); and New Jersey Registered Dental Assistant registration (RDA).

Cost: \$4,000.00 MTWTHF – West Campus Time Varies 1100 hours

DENTAL RADIOLOGY

This Radiologic Technology Board of Examiners approved course will prepare working dental assistants to take quality x-rays. Areas covered include the history and development of x-ray, its nature and properties, effects of radiation exposure, x-ray film and its processing, correcting faulty radiographs, intraoral and extraoral radiology, and patient management, with an emphasis on radiation hygiene and protection and OSHA standards. Practical experience will be given in intraoral and extraoral radiology techniques. Students must be employed in a dental office. Course will consist of 25 hours didactic and 20 hours lab. Clinical hours will be completed at dental office where student is employed.

Cost: \$500.00 TH – West Campus 6:15-9:30 PM 45 hours

DIESEL TECHNOLOGY I

This program provides entry level training. Students learn by servicing and repairing diesel engines used in today's fleet operations. The first semester areas of instruction include safety, tools, preventative maintenance inspection, electrical components, truck axle/drive shaft, wheels/tires, and truck brake systems.

Cost: \$1,500.00 MTWTH – West Campus 6:00-10:00 PM 180 hours

DIESEL TECHNOLOGY II

This program provides entry level training. Students learn by servicing and repairing diesel engines used in today's fleet operations.

Cost: \$1,500.00 MTWTH – West Campus 6:00-10:00 PM 180 hours

ELECTRICAL TRADES I

This program provides a comprehensive understanding of basic electrical principles and concepts, along with technical skills. The first semester areas of instruction include residential wiring, commercial wiring, and troubleshooting.

Cost: \$2,000.00 MTWTH – Med Campus 6:00-10:00 PM 180 hours

ELECTRICAL TRADES II

This program provides a comprehensive understanding of basic electrical principles and concepts, along with technical skills. The second semester includes instruction in commercial wiring, related technology, technical math and motor controls. The National Electrical Code and Ohm's Law is stressed throughout the program.

Cost: \$1,500.00 MTWTH – Med Campus 6:00-10:00 PM 180 hours

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION I

This program will cover the operation of air conditioning, heating, and refrigeration systems. The theory of operation, installation, and troubleshooting techniques will be stressed. Computer simulators, DDC operating systems, and actual components will be taught along with good safety practices.

Legislation was signed into law on December 20, 2007 that established a State Board of Examiners of Heating, Ventilating, Air Conditioning, and Refrigeration (HVAC/R) Contractors. Effective March 1, 2014 HVAC/R will become a licensed occupation under the NJ Division of Consumer Affairs. Any individual who has not submitted a grandfathering application by 9/1/2014 or who has not qualified for grandfathering, will be required to apply through the regular licensing process. Such applicants must show that they completed the requisite education and must pass the Board's licensing examination.

Cost: \$2,415.00 Both Campuses Time Varies 200 hours

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION II

This program will cover the operation of air conditioning, heating, and refrigeration systems. The theory of operation, installation and troubleshooting techniques will be stressed. Computer simulators, DDC operating systems, and actual components will be taught along with good safety practices.

Cost: \$2,235.00 Both Campuses Time Varies 200 hours

HVAC LICENSING EXAM PREPARATION

This test preparation course is intended for students who completed related technical instruction and are eligible to sit for the exam or for current HVAC/R mechanics in the field to whom this testing requirement also applies, if not grandfathered. **Prerequisite: HVAC I and II**

Cost: \$395.00 TTH – West Campus 7:00-10:00 PM 36 hours

MEDICAL ASSISTING I

This program provides both clinical and administrative preparation. Areas of instruction include medical terminology, anatomy and physiology, keyboarding, computer software used in medical offices, vital signs, infection control, EKGs, medical records management, transcription, insurances, physician's office lab, phlebotomy, pharmacology, and office surgical assisting.

Cost: \$2,750.00 MTWTH – Med Campus 9:30-3:00 PM 335 hours

MEDICAL ASSISTING II

This program provides both clinical and administrative preparation. Areas of instruction include medical terminology, anatomy and physiology, keyboarding, computer software used in medical offices, vital signs, infection control, EKGs, medical records management, transcription, insurances, physician's office lab, phlebotomy, pharmacology, and office surgical assisting. At the completion of the second semester, students gain practical experience by serving an externship in an outpatient medical facility.

Cost: \$2,750.00 MTWTH – Med Campus 4:30-10:00 PM 335 hours

MEDICAL ASSISTING CERTIFICATION EXAM REVIEW

This course is for Medical Assistants who want a review of topics found on the certification exams for either CMA (AAMA) or RMA (AMT). Candidate must have graduated from Medical Assisting School or possess a minimum of 5 years employment as a medical assistant.

Cost: \$400.00 T – Med Campus 6:00-9:00 PM 36 hours
Call for schedule

CERTIFIED NURSE AIDE

This course qualifies students for entry level positions in the health field and for the NJ State Certification test for long term care Certified Nurse Assistant positions. Students learn to meet the psychological, social, physical, and environmental needs (stressing safety) of the patient.

Cost: \$1,250.00 West Campus Time Varies 90 hours

CNA601 MTWTH – West Campus 8:30-4:30 PM 90 hours
Begins TBD

CNA602 MTWTH – West Campus 8:30-4:30 PM 90 hours
Begins TBD

CNA603 MTWTH – West Campus 8:30-4:30 PM 90 hours
Begins TBD

CNA604 MTWTH – West Campus 8:30-4:30 PM 90 hours
Begins TBD

CNA501 TTH – West Campus 5:30-9:30 PM 90 hours
Begins TBD

CERTIFIED HOME MAKER HOME HEALTH AIDE FOR THE CERTIFIED NURSE AIDE

The HHHA is certified by the New Jersey Board of Nursing. Both the 76-hour course module or a 10-hour module opened to NJ Certified Nurse Aide only*, prepare the individual for providing care in home settings under the supervision of a registered professional nurse. The CHHHA performs tasks which are delegated consistent with provisions of N.J.A.C. 13:37-6.2 Duties include providing personal care and homemaking services essential to patient's healthcare and comfort at home including shopping, errands, laundry, and meal-planning and preparation including therapeutic diets, serving meals, childcare and assisting the patient with activities of daily living, (mobility, transferring, walking, grooming, bathing, dressing, toileting). **The CHHHA should not administer medication.**

*Must show valid proof of NJ CNA Certification at time of registration. A physical and a passport photo are required.

An additional \$65.00 (payable to the NJ Board of Nursing) will be required for the certification fee and background check application fee and is not refundable. Make-up time included in the 76-hour schedule will incur an additional fee of \$35.00 per hour. Fees must be paid before the start of make-up. No make-up time is included in the 10-hour module. **No absences are permitted.** Fees are non-refundable.

Cost: \$500.00 Call for schedule	Westampton	Time Varies	10 hours
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CERTIFIED HOME MAKER HOME HEALTH AIDE (For non-CNA Applicants)

Cost: \$1,000.00 Begins 5/1/2015	MTTH - Westampton	5:30-9:30 PM	76 hours
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PRACTICAL NURSING

Practical nursing consists of classroom, laboratory, clinical conference, and clinical practice. Approximately fifty percent of the hours will be devoted to classroom theory and laboratory. Approximately fifty percent of the hours will be dedicated to clinical experience and clinical conference. Areas of instruction include Anatomy and Physiology, Pharmacology, Nutrition, Personal and Professional Relations, Growth and Development, Fundamentals of Nursing, Medical-Surgical Nursing, Maternal-Child Nursing, Psychiatric Nursing, and Geriatric Nursing. Upon completion of this program, the graduate will be qualified to take the NCLEX-PN State Board exam for licensure. All applicants must successfully pass an entrance test and be interviewed prior to acceptance.

Cost: \$14,000.00 Call for schedule	Westampton	8:30AM – 4:30PM	1500 hours
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INFORMATION TECHNOLOGY

The Computer Technology Industry Association's (CompTIA's) Strata program offers fundamental to advanced certificates that validate a wide range of areas within information technology. Students who obtain a Strata certificate demonstrate that they have the knowledge required to enter and excel in information technology (IT) and technology-related fields. Students learn the Fundamentals, CompTIA A+ Certification and CompTIA Network. This program is recommended for persons wanting to take the CompTIA A+ Essentials, CompTIA A+ Practical Application and the CompTIA Network + certification exams.

Cost: \$3,000.00	MTWTH – Med Campus	5:00-10:00 PM	272 hours
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VETERINARY ASSISTING I

This program is designed to prepare students to become veterinary assistants and obtain positions in a veterinary setting. The first semester covers topics including front office, medical terminology, medical records, client communication, phone triaging, staff positions and requirements, animal behavior, restraint, and euthanasia.

Cost: \$1,750.00 MTTH – Med Campus 5:00-10:00 PM 180 hours

VETERINARY ASSISTING II

This program is designed to prepare students to become veterinary assistants and obtain positions in a veterinary setting. The second semester will cover duties in the hospital, exam rooms, patient history, medications, pharmacology, hematology, urinalysis, parasitology, introduction to surgery, and more.

Cost: \$1,500.00 MTTH – Med Campus 5:00-10:00 PM 180 hours

WELDING TECHNOLOGY I

This program provides Hobart Institute courses which are aligned with the objectives and curriculum of the American Welding Society. Welding I consists of safety, Oxyacetylene Welding, Cutting and Brazing, Gas Metal Arc Welding—basic, and Shielded Metal Arc Welding—basic.

Cost: \$2,250.00 MTTH – Med Campus 6:00-10:00 PM 180 hours

WELDING TECHNOLOGY II

This program provides Hobart Institute courses which are aligned with the objectives and curriculum of the American Welding Society. Welding II consists of blueprint reading for welders and fitters, Gas Metal Arc Welding—advanced, Shielded Metal Arc Welding—Structural and Flux-cored Arc Welding.

Cost: \$2,250.00 MTTH – Med Campus 6:00-10:00 PM 180 hours

EMISSION TECHNICIAN EDUCATION PROGRAM (ETEP FIRST) ** Pending DEP release of new requirements
BCIT is an official training center for the NJ Motor Vehicle State Emission Technician Education Program. This state-approved emission repairperson's course covers the first five sections required by NJ. This course takes the place of ASE requirements.

Cost: \$550.00 TWTH – West Campus 3:00-6:00 PM 64 hours
Call for schedule

This state-approved course fulfills the Section 6 requirement for ETEP. ETEP Section 6 is the five-year update. This course is required for previous ETEP technicians who do not have ASE L-1 certification.

Cost: \$325.00 TTH – West Campus 6:00-10:00 PM 16 hours
Call for schedule

This state-approved course fulfills the Section 7 requirement for ETEP and also replaces the ASE A-9 requirement also known as the A-9 by-pass course. This course will cover the diesel emission requirements for diagnosis and repair for gas engine technicians.

Cost: \$325.00 TTH – West Campus 6:00-10:00 PM 16 hours
Call for schedule

STATE INSPECTOR TRAINING

This class will be scheduled based on requests. State testing times will be determined by NJ Motor Vehicle Commission.

Cost: \$350.00 FSa – West Campus Time Varies 12 hours
Call for schedule

STATE SPECIFIC TRAINING

This four hour program is required by the NJ Motor Vehicle Commission.

Cost: \$125.00 F – West Campus 6:00-10:00 PM 4 hours
Call for schedule

ASE Test Prep

This ASE refresher course program will cover the eight areas of ASE Certification A-1 through A-8. Instructors are ASE Master certified and have experience in taking these tests. The class content will include lecture, handouts, and some hands-on training. Testing during the lessons will be frequent to provide practice with ASE-style testing.

Cost: \$1,200.00 MTWTH – West Campus 6:00-10:00 PM 120 hours
Call for schedule

AUTO BODY REPAIR

This course covers the basic procedures of repair and provides an introduction to the skills of the trade.

Cost: \$528.00 TH – Med Campus 6:00-10:00 PM 48 hours

THE ART OF HOME BAKING

This class is both demonstration and hands-on. It covers a variety of beautiful desserts and baked goods to celebrate multicultural holidays.

Cost: \$200.00 TH – Med Campus 6:00-9:00 PM 18 hours

BAKING AND PASTRY

This course covers tools and equipment, safety, sanitation, cookies, puff pastry, pies and tarts, cakes, crème brule, crepes, breads, cheese cakes, chocolate, desserts and birthday cakes.

Cost: \$400.00 W – Med Campus 6:00-9:00 PM 36 hours

CARPENTRY FOR BEGINNERS

This class covers print reading, code requirements, footing and foundation work, floor framing, wall framing, roof framing, and exterior and interior finish work if time permits.

Cost: \$600.00 TTH – Med Campus 6:45-10:15 PM 63 hours

ADVANCED CARPENTRY

This advanced program includes stair layout, hanging doors and windows, interior trim, cornice joints, and joinery.

Prerequisite: Carpentry for Beginners

Cost: \$600.00 MW – Med Campus 6:45-10:15 PM 63 hours

HOME REPAIR

This course covers the basics and uses of power tools and hand tools, as well as, an introduction into the fields of carpentry, electrical and plumbing. This course can be tailored to meet individual student interest.

Cost: \$400.00 M – Med Campus 7:00-10:00 PM 36 hours

BLUEPRINT READING FOR RESIDENTIAL CONSTRUCTION

This course prepares students to work with residential blueprints.

Cost: \$300.00 T – Med Campus 7:00-10:00 PM 36 hours

COMPUTER KITCHEN DESIGN

Design the kitchen you want with this easy-to-learn 3D CAD program, the same one the pros use. Learn how to measure, make kitchen layouts, and tips for good design. The class will also cover cabinetry, countertop materials, color choices and NKBA guidelines as well as basics in lighting and flooring. Class is taught by a professional educator and kitchen design specialist.

Cost: \$150.00 MW – Med Campus 6:30-9:30 PM 18 hours

ELECTRICITY I

This course provides a basic overview of electrical theory and its application to devices, circuits, and materials. Topics covered include Ohm's law; drawing a basic electrical circuit; calculating voltage, current resistance, and power in series, parallel, and combination circuits; general building wire properties; conductor insulation with code specification, and an introduction to the National Electric Code (NFPA 70).

Cost: \$650.00 MW – Med Campus 6:00-10:00 PM 88 hours

ELECTRICITY II

This course covers basic electrical mathematics including calculations for alternating circuits and devices in both single-phase and three-phase distribution systems. Topics covered include AC/DC power; LED and fluorescent lighting; power; theories of voltage, resistance, power, and energy; electro-magnetism; inductance and capacitance AC series and parallel circuits; meters; test equipment; transformers, motors, and control circuits. The National Electrical Code (NFPA 70) is utilized in determining the correct installation of electrical services for single-family dwellings and multi-family apartment complexes.

Cost: \$650.00 MW – Med Campus 6:00-10:00 PM 88 hours

ELECTRICITY III

This course covers the standards for the layout and construction of electrical systems using residential building plans, and enhances technical skills in performing electrical installations and green technologies. Students are prepared for obtaining a New Jersey Qualified Journeyman Electrician Registration. **Prerequisite: Electricity II**

Cost: \$650.00 MW – Med Campus 6:00-10:00 PM 88 hours

ELECTRICITY IV

This course covers the basics of commercial wiring. Topics include the planning of a typical commercial installation by carefully demonstrating how the load requirements are converted into branch circuits, then to feeders, and finally into a building's main electrical service. A set of plans will allow the student to go through the wiring process, step by step, applying concepts learned to an actual commercial building to meet Code requirements set forth by the National Electrical Code (NFPA70). Photovoltaic and wind technologies are introduced in a commercial application. .

Cost: \$650.00 MW – Med Campus 6:00-10:00 PM 88 hours

ELECTRICITY V

This course covers the solid-state devices common in an industrial environment. Topics include the operation of control components such as solid-state relays, rectifiers, SCR drives for direct current motors, variable frequency drives for alternating current motors, and inputs and outputs of programmable controllers. **Prerequisite: Electricity IV**

Cost: \$650.00 MW – Med Campus 6:00-10:00 PM 88 hours

ELECTRICITY VI - BLUEPRINT READING FOR ELECTRICAL

This course covers the fundamentals of blueprint drawing, proper sketching, and architectural views with common scales used on blueprints for typical wiring and the components for single and multiple family dwellings, commercial, and industrial systems with special purpose systems for specialized locations. Other topics include blueprint specifications, elevations, schedules, and drawing and mechanical symbols used on blueprints.

Cost: \$650.00 MW – Med Campus 6:00-10:00 PM 88 hours

ELECTRICITY VII - JOURNEY WORKER'S ELECTRICIAN EXAM PREP

This course covers the methods and requirements for electrical system analysis as reflected by the current National Electrical Code. Topics include installing electrical services, pools, fountains, emergency building systems, systems over 600-volts, calculating raceway fill, parameters of range loads, multiple family dwelling loads, and preparing to take the NEC competency examinations.

Cost: \$650.00 TTH – Med Campus 6:00-10:00 PM 88 hours

INTRODUCTORY SURVEY TO VOCATIONAL CAREER PATHS FOR ADULTS

This four hour introductory survey course will benefit those who are undecided about a career field and who are interested in learning more about the various fields and respective employment opportunities in the respective fields. This program is beneficial to veterans who are transitioning out of the military, the unemployed, underemployed, those transitioning to a new career field, returnship after being out of the work force for a period of time or those who are seeking other employment opportunities.

Cost: \$99.00 Sa – West Campus 8:00-12:00 PM 4 hours

INTRODUCTION TO ENTREPRENEURSHIP, BUSINESS PLANNING AND SUSTAINABILITY

Students and other attendees will learn the basics of starting a small business and preparing a business plan for a start-up business. By the end of the course, each participant will have developed a draft business plan and for some, will have the opportunity to defend the plan as a class project.

Cost: \$125.00 M – West Campus 7:00-9:00 PM 16 hours

PET GROOMING I

This course covers proper grooming techniques for major dog breeds and cats. Topics include animal safety, handling and restraint, bathing, clipping, answering phones, making appointments, admitting animals to be groomed, and confirming procedures with clients.

Cost: \$700.00 MW – West Campus 6:30-9:30 PM 72 hours

ADVANCED PET GROOMING

This course provides primarily hands-on training to perfect grooming techniques necessary to work in pet grooming salons and some local veterinary practices.

Cost: \$600.00 MW – West Campus 6:30-9:30 PM 72 hours

PLUMBING FOR BEGINNERS

This course has been designed for the beginner with no knowledge of plumbing. Basic instruction will be provided in the following areas: code requirements, materials, tools and equipment, safety practices, drawings, and pipe.

Cost: \$600.00 MW – West Campus 6:30-9:30 PM 60 hours

PLUMBING IA

This is the first semester of the 4-year NAPHCC curriculum which is required for plumbing apprentices.

Cost: \$650.00 MW – West Campus 6:30-9:30 PM 87 hours

PLUMBING IB

This is the second semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices.

Cost: \$650.00 MW – West Campus 6:30-9:30 PM 87 hours

PLUMBING IIA

This is the third semester of the 4-year NAPHCC curriculum which is required for plumbing apprentices.

Cost: \$650.00 MW – West Campus 6:30-9:30 PM 87 hours

PLUMBING IIB

This is the fourth semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices.

Cost: \$650.00 MW – West Campus 6:30-9:30 PM 87 hours

PLUMBING IIIA

This is the fifth semester of the 4-year NAPHCC curriculum which is required for plumbing apprentices.

Cost: \$650.00 MW – West Campus 6:30-9:30 PM 87 hours

PLUMBING IIIB

This is the sixth semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices.

Cost: \$650.00 MW – West Campus 6:30-9:30 PM 87 hours

PLUMBING IVA

This is the seventh semester of the 4-year NAPHCC curriculum which is required for plumbing apprentices.

Cost: \$650.00 MW – West Campus 6:30-9:30 PM 87 hours

PLUMBING IVB

This is the eighth semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices.

Cost: \$650.00 MW – West Campus 6:30-9:30 PM 87 hours

PLUMBING CODE STATE EXAM PREP

This course covers the use of the current NJ Plumbing Code, as well as other reference materials and tests designed to prepare students to take the NJ Plumbing Code Exam.

Cost: \$540.00 T – West Campus 7:00-10:00 PM 36 hours

INTRODUCTION TO WATER AND WASTEWATER OPERATION

The first 90-hours of this course cover mathematics and science needed for water/wastewater operation. Topics include mathematical operations, algebra, geometry, and physics as applied to hydraulics electricity, chemistry, and microbiology. The remaining 90-hours address water distribution and treatment. Satisfactory completion of IWW101 (180 hours), one year of on-the-job experience and a high school diploma are the NJ state requirements for the S-1, C-1, and T-1 level Water and Wastewater Operation Licensing.

Cost: \$1900.00 TTH – West Campus 6:00-10:00 PM 180 hours

INDUSTRIAL WASTE TREATMENT

This course provides an introduction to industrial waste treatment and preparation for the N-1/N-2 exams.

Prerequisite: Introduction to Water and Wastewater Operation & Advanced Wastewater Operation

Cost: \$450.00 TH – West Campus 6:30-9:30 PM 45 hours

ADVANCED WATER OPERATION

Prerequisite: Introduction to Water and Wastewater Operation

Cost: \$950.00 TTH – West Campus 6:00-9:00 PM 90 hours

ADVANCED WASTEWATER OPERATION

This course covers advanced wastewater topics such as treatment methods, sludge digestion, solids handling, advanced wastewater treatment, disinfection, laboratory analysis and administrative issues related to the wastewater field. Satisfactory completion allows participants to apply for an S-2 state license as long as the participant also meets all requirements listed in N.J.A.C.7:10A-1.15. **Prerequisite: Introduction to Water and Wastewater Operation**

Cost: \$950.00 MW – West Campus 6:00-9:00 PM 90 hours

ADVANCED COLLECTIONS OPERATIONS

This course covers alternative facilities, collection systems, operation, and maintenance of pipelines, new construction, sewer repair, pumping facilities, safety, emergency response, and public relations. **Prerequisite:** **Introduction to Water and Wastewater Operation**

Cost: \$450.00 MW – West Campus 6:00-9:00 PM
45 hours

VERY SMALL WATER SYSTEMS

This course meets the requirements of NJ Department of Environmental Protection for certification towards the Very Small Water System (VSWS) License. Satisfactory completion allows participants to apply for a class 1 state license as long as the participant also meets all requirements listed in N.J.A.C.7: 10A-1.15.

Cost: \$250.00 MW – West Campus 6:00-9:00 PM 12 hours
(\$200 is paid by DEP grant)

Introductory/How to Classes

MAINTAINING SMALL ENGINES

This course will cover the basic theory of two and four cycle engines. Basic service to the ignition, fuel, and mechanical systems will be discussed. Also covered in the course will be pre and post season preventative maintenance of all types of small engine applications.

Cost: \$99.00 MW – West Campus 6:30-9:30 PM 12 hours

BASIC CAR MAINTENANCE

This course will provide individuals with the knowledge to make economic decisions and take preventative measures to enhance the overall satisfaction of being an automotive consumer. Topics covered include service manual tips and procedures such as how to do an oil change, how to perform a basic brake check, and safety checks. Engine light diagnosis will also be discussed.

Cost: \$99.00 TTH – West Campus 6:30-8:30 PM 12 hours

COMPUTERS FOR BEGINNERS

This computer basics course is designed to address issues of computer literacy among new users. Beginners will have a chance to experience computers and gain new skills and confidence while learning in a small group environment. Students will learn the computer's components, how to set up a computer, functions of a computer, how to pay bills, how to send and access emails, basic word processing, and basic desktop functions. This program will provide information on bridging the digital divide.

Cost: \$99.00 T – West Campus Time Varies 12 hours

MICROSOFT EXCEL FOR BEGINNERS

This introduction to Excel will familiarize students with what a spreadsheet is, what it is used for, and its capabilities. Students will learn how to store, organize, analyze, and visualize data.

Cost: \$99.00 TH – West Campus Time Varies 12 hours

DIGITAL PHOTOGRAPHY

This course provides an introduction to photography and digital imaging.

Cost: \$99.00 TH – Med Campus 6:30-9:30 PM 12 hours

INTRODUCTION TO AROMATHERAPY

Students will be introduced to the therapeutic sensory applications of aromatherapy. Emphasis will be placed on developing a respectful appreciation and understanding of the nature of therapeutic oils and how the student can utilize these in their personal life. Students will be making products such as aromatic powder, body/linen mists, massage lotion, bath salts, and etc.

Cost: \$99.00 MTH – Med Campus Time Varies 12 hours

HATHA YOGA I

This beginning course introduces the basic concepts of Yoga. Topics covered include postures and breathing practices and deep relaxation useful in daily life for reducing stress and creating a heightened sense of well-being.

Cost: \$99.00 M – Med Campus 7:00-8:30 PM 12 hours

HOMEOPATHY

This course will cover the history and basic principles of the science and art of classical homeopathy which is a natural method of healing using the principle of "like cures like". Some thirty remedies will be discussed for first aid and acute conditions. Emphasis will be on "individualizing" the remedy for best results.

Cost: \$99.00 W – Med Campus 6:00-7:30 PM 12 hours

SOCIAL DANCING

Social Dancing with the purpose of having fun! This course is designed to teach the basics of social dancing with plenty of time for practicing the Waltz, Fox Trot, Cha Cha and Line Dancing.

Cost: \$99.00 MW – West Campus 7:00-8:00 PM 12 hours

MED TECH HEALTH AND FITNESS

A qualified personal trainer will be available to work with you on your fitness goals using state of the art equipment including a P-90X muscle video workout, ellipticals, treadmills, a rowing machine, a Matrix Functional Trainer, free weights, circuit training, and more.

Cost: \$99.00 TTH – Med Campus 7:00-8:00 PM 12 hours

ZUMBA FITNESS

This class will explore exotic rhythms set to high-energy Latin and international brats. Before participants realize it, they are getting fit and their energy levels are soaring! There is no other fitness class like a Zumba Fitness-Party. It is easy to do, effective, and totally exhilarating, often building a deep-rooted community among returning students

Cost: \$99.00 TTH – West Campus 6:00-7:00 PM 12 hours

INTERIOR DESIGN

This course is taught by a certified Interior Designer. Students will take a room in their home and create a new space. Topics covered include principles and elements of design; measuring space; creating a floor plan with efficient traffic flow; selecting furniture, finishes, and colors; specifying and placing light fixtures; placing electric and phone lines; creating a budget; drawing wall elevations; creating a 3-D model, organizing a presentation board, and presenting a project in a studio atmosphere.

Cost: \$99.00 TTH – West Campus 6:30-8:30 PM 12 hours

IMPROVING YOUR GOLF GAME

This course is designed to expose students to various aspects of golf. Students will receive instruction in: full swing, motion, stance, and posture; set up, grip, stance, and alignment; swing (chipping, pitching, and full swing) with a club; mental skills, course management, and shot selection; progress and practice.

Cost: \$150.00 M – Med Campus 7:00-8:30 PM 12 hours