BCIT Adult Education Course Catalog
Discover Your Potential

Fall 2017 & Spring 2018

For more details about our course offerings please see our online brochure at [www.bcit.cc/adulteducation](http://www.bcit.cc/adulteducation) or contact the adult education office for further questions. Fall Registration deadline is August 25, 2017. Spring Registration Deadline is January 8, 2018.

Calendar for the School Year

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BCIT Adult School Office hours at Westampton and Medford

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<th>Westampton</th>
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<td>Monday through Thursday</td>
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<td>9:00 a.m. to 9:00 p.m.</td>
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BCIT Adult Education Programs are looking for highly motivated staff. Turn your skills and knowledge into a rewarding part-time day or evening position at our Westampton and Medford campuses. Check our website at [www.bcit.cc](http://www.bcit.cc) or call us at 609-267-4226, ext. 8231 for further details.

Where else can you get a Career in less than one year?

5/31/2017
BCIT REGISTRATION INFORMATION

BCIT Adult Education offers several easy ways to register for a course/program. To ensure a placement in the class of your choice, please register through one of the three methods:

ONLINE: Complete an on-line registration form at www.bcit.cc. Go to the Adult Education page.
MAIL: Complete a registration form and mail it in with payment to: BCIT Adult Education, 695 Woodlane Road, Westampton, NJ 08060.
IN PERSON: Come to the Medford or Westampton Campus, fill out a registration form, and submit it with payment for the course.
FAX: Complete a registration form and fax it to 609-267-3752. Make sure that you complete the bottom portion with payment information.

BCIT POLICY AND PROCEDURES

Absences
- Students must have a minimum attendance of 85%. Some programs have more stringent attendance requirements because of federal and/or state regulations governing licensure. Students must adhere to these requirements.
- There are no excused absences for Adult Education Programs.

Administration
- The administration reserves the right to withdraw any course, which has insufficient registration, and to change the schedule when circumstances warrant a change.

Admission Requirements
- All students applying for admission to Adult Education Programs must be 18 years of age.
- In-school, high school students with senior standing, and 18 years of age who are enrolled in a sending district school or BCIT, may be in an Adult Education Program with written permission from the principal or superintendent from the school in which they are enrolled. This written permission must be submitted at the time of registration. All students must pay registration and tuition fees.
- Students applying for State Licensing programs, which have high school diploma or equivalent as a requirement, must provide a copy of this documentation.

Cancellation Policy
- All courses are subject to cancellation where registration is insufficient. A 100% refund will be made for classes cancelled by Burlington County Institute of Technology.

Certificate Programs
- Students must maintain a 70% (2.0) grade average or they may be placed on academic probation, subject to recommendation for dismissal.

Certificates
- Completion certificates are issued upon successful completion of the course/program. Some programs have more stringent attendance requirements because of federal and/or state regulations governing licensure. Students must adhere to these requirements.

Refund/Drop Class Policy
- If a student wishes to drop a class after enrolling in the class, and at least 24 hours prior to the first class session with the exception of Practical Nursing, Certified Nurse Aide, Certified Homemaker/Home Health Aide and CDL. Withdrawals made less than 60 days prior to the start date of Practical Nursing are not eligible for reimbursement of acceptance fees. Withdrawals for Certified Nurse Aide or Certified Homemaker/Home Health Aide must be made at least 14 days prior to the start date of class to be eligible for a refund. Withdrawals made for CDL must be made at least 7 days prior to the start date of class to be eligible for a refund. A full refund minus the $25.00 registration fee will be made to the student provided the student adheres to these guidelines. A student is not eligible for a refund after this time period has lapsed. No refund requests will be honored beginning 24 hours prior to the first class.

Tuition
- The entire tuition must be paid at the time of registration. You can pay by cash, check, money order, or charge (DISCOVER, VISA, or MASTERCARD). There is a $50.00 charge for checks issued to Burlington County Institute of Technology that are returned due to insufficient funds. ** BCIT Alumni will receive a 10% discount off the total course cost.

Fees & Missed/Make-up Hours
- Late Registration Fee: There will be a $25 assessment if you register after the established deadline.
- Out-of-County Fee: There will be a $50 Out-of-County assessment for all out of county residents. The fee does not apply to LPN TABE Testing.
- Missed Payment Fee: There will be a $50 fee assessment for each payment received after the established payment schedule. This only applies to LPN, Dental Assisting and Cosmetology Courses, which have an established payment schedule.
- Missed/Make-up Hours: If you are required to make-up missed class hours, then there is a cost of $35 per hour required to meet the course requirements.

Third Party Registration
- Any agency that desires to register a student should have all required paper work to the Adult Education Division nine (9) working days before the date of the final registration. Failure to submit all pertinent paperwork will result in relinquishing the seat to the public for admission/registration.
Healthcare

BASIC LIFE SUPPORT (BLS)                                             BLS101

FOR HEALTHCARE PROVIDERS- CPR/AHA

The goal of the BLS for Healthcare Providers course is to train participants to save lives of victims in cardiac arrest through high quality cardiopulmonary resuscitation (CPR). The American Heart Association designed the BLS for Healthcare Providers Course to prepare healthcare professionals to perform CPR in both in and out of hospital settings. This course trains participants to recognize cardiac arrest, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an automated external defibrillator (AED), as part of a team and individually. The course also covers choking and rescue techniques for adults, children and infants.

COST: $60
5:00-10:00 p.m.     5 hours
Westampton
09/07/2017
06/07/2018
02/01/2018

CERTIFIED HOMEMAKER HOME HEALTH AIDE

The HHHA is certified by the New Jersey Board of Nursing. Both the 76-hour course module and 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, 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. An additional, $65.00 (payable to the NJ Board of Nursing) is 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 makeup time is included in the 10-hour module. No absences are permitted. Fees are non-refundable.

FOR CNA APPLICANTS

Cost: $450
F 9:00 a.m.-2:30 p.m. 10 hours
Westampton
Call for schedule

FOR NON-CNA APPLICANTS

Cost: $950
MTWTH 5:00-9:00 p.m. 76 hours
Westampton
Call for schedule

*Must show valid proof of NJ CNA Certification at time of registration and proof of employment as a CNA within the last two (2) years (letter from employer).

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.

Receive packet at time of registration. Packet information is due back for review two weeks before start date of class.

Cost: $1,203

CNA601
MTWTH Westampton
9 a.m.-2:30 p.m. 90 hours 07/10/2017

CNA602
MTWTH Westampton
9 a.m.-2:30 p.m. 90 hours Call for schedule

CNA502
MW Westampton
5:00-9:00 p.m. 90 hours Call for schedule

DENTAL ASSISTING I

DEN601

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). Receive packet at time of registration. Copy of high school diploma required.

Cost: $3,829

MTWTHF Westampton
M-Th 8:00 a.m.- 3:00 p.m. 550 hours 09/01/2017
F 8:00 a.m.- 1:00 p.m.

DENTAL ASSISTING II

DEN602

Prerequisite: Dental Assisting I

Cost: $3,829

MTWTHF Westampton
M-Th 8:00 a.m.- 3:00 p.m. 550 hours 01/29/2018
F 8:00 a.m.-1:00 p.m.

DENTAL ASSISTING for ADVANCED STANDING

DEN501

This program allows the eligible high school graduate to complete all of the requirements of the Adult Education Dental Assisting program following graduation. This program promotes continuity in education and advancement to the graduate of BCIT’s High School Dental Occupational Shop. In the fall, the student will join the current Adult Education Dental Assisting Class to complete the program’s classroom and clinical requirements. Upon completion of the program, the student will be eligible to sit for the remaining written and clinical exams with licensure to become Registered Dental Assistants.

Cost: $2,040

MTWTHF Westampton
M-Th 8:00 a.m.-3:00 p.m. 450 hours 09/01/2017
F 8:00 a.m.- 1:00 p.m.

5/31/2017
DENTAL ASSISTING – INFECTION CONTROL  DEN603
EXAM PREP  Fall Only
This is part 1 of 3 review classes that will be offered to prepare the student to take the DANB national exams. All 3 exams must be passed successfully to obtain a certified dental. This course is designed to prepare the working Dental Assistant for the Infection Control component of the Dental Assisting National Certification Board Exams. This course will include: performing sterilization procedures, environmental asepsis and maintaining aseptic condition, prevent cross contamination and transmission, patient health care education and occupational safety.

Cost: $510  W  Westampton
6:30-9:30 p.m.  30 hours  Call for schedule

DENTAL ASSISTING – RADIATION HEALTH  DEN604
AND SAFETY TEST PREP
This is part 2 of 3 review classes to prepare the student to take the DANB national exams. All 3 exams must be passed successfully to obtain a certified dental assistant credential. This course is for the working dental assistant who has a NJ dental radiologic license but has not taken the DANB RHS exam within 5 years and is seeking to become a Certified Dental Assistant (CDA). This course includes: radiation physics, radiographic equipment and processing techniques, quality assurance, exposure techniques, evaluation of various lesions, operator and patient protection, environmental asepsis and maintaining aseptic condition, preventing cross contamination and transmission, patient health care education and occupational safety during radiographic procedures.

Cost: $510  W  Westampton
6:30-9:30 p.m.  30 hours  Call for schedule

DENTAL ASSISTING – CHAIRSIDE EXAM  DEN605
TEST PREP
This is part 3 of 3 review classes that will prepare the student to take the DANB national exams. All 3 exams must be passed successfully to obtain a certified dental assistant credential. This course is designed to prepare the working dental assistant for the General Chairside component of Dental Assisting National Certification Board Exam. This course includes general anatomy, tooth numbering systems, charting, dental terminology and all basic general dentistry skills preparing the student to work in all facets of general dentistry.

Cost: $510  W  Westampton
5:30-9:30 p.m.  36 hours  06/28/2017

DENTAL ASSISTING – REGISTERED DENTAL  DEN606
ASSISTING PREP COURSE (MUST POSSESS C.D.A.)
This course includes scope of practice of a registered dental assistant in the state of New Jersey. It will be a hands-on course assessing a student’s ability to demonstrate all legal expanded functions on typodonts or live patients. It will also include studying the Dental Practice Act of NJ and taking the NJ Jurisprudence exam for dental assistants. Lastly, we will include concepts included in DANB’s expanded functions exam blueprint. It may require taking and passing the DANB Expanded Functions Exam.

Cost: $510  MTH  Westampton
6:00-9:00 p.m.  36 hours  04/03/2017

DENTAL RADIOLOGY  DEN101
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 it’s 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 the dental office where student is employed. High school diploma required. DANB Test included.

Cost: $765  TH  Westampton
6:15-9:30 p.m.  45 hours  09/14/2017  02/15/2018

ELECTROCARDIOGRAPHY (EKG)  EKG101
TECHNICIAN
An EKG is the most common procedure used for diagnosing heart disease. It is noninvasive and safe, offering no risks to the patient. A participant of this course will develop the knowledge and skills required to perform EKG testing or monitoring. Certified EKG Technicians (CET) operates machines that record the electrical activity of a patient’s heart onto a paper strip. EKG rhythms provide important data for the diagnosis of heart conditions. It indicates to the healthcare provider whether the heart is normal, abnormal, or experiencing electrical problems. Potentially life- threatening arrhythmias, acute or chronic effects due to secondary health issues, or the reassurance of good health can be readily identified. As a CET, the individual may perform tasks that include setting up and administering EKGS, stress tests, preparing patients for Holter, or ambulatory monitoring, editing and delivering final test results to physicians for analysis, and scheduling appointments. Students will perform EKG testing on individuals in the classroom. Anatomy and Physiology and Medical Terminology specific to this course of study are also included.

Cost: $960  WTH  Medford
6:00-9:45 p.m.  75 hours  09/13/2017  01/17/2018

MEDICAL ADMINISTRATIVE ASSISTING  MED601

Cost: $1,060  MTWTH  Medford
9:00 a.m. -3:00 p.m.  100 hours  09/11/2017

CLINICAL MEDICAL ASSISTING  MED602
Prerequisite: Medical Administrative Assisting

Cost: $2,365  MTWTH  Medford
9:00 a.m.- 3:00 p.m.  240 hours  10/23/2017

MEDICAL ADMINISTRATIVE ASSISTING  MED601

Cost: $960  WTH  Medford
6:00-9:45 p.m.  75 hours  09/13/2017  01/17/2018

MEDICAL ADMINISTRATIVE ASSISTING  MED601

Cost: $1,060  MTWTH  Medford
9:00 a.m. -3:00 p.m.  100 hours  09/11/2017

CLINICAL MEDICAL ASSISTING  MED602
Prerequisite: Medical Administrative Assisting

Cost: $2,365  MTWTH  Medford
9:00 a.m.- 3:00 p.m.  240 hours  10/23/2017
PHLEBOTOMY  PHL501
A Certified Phlebotomy Technician (CPT) draws blood from patients in hospitals, blood centers, or similar facilities for analysis or other medical purposes. As a CPT, you perform tasks that include basic phlebotomy procedures, point of care testing, and collection of other bodily fluids for specimen testing. Specific duties may include performing venipuncture, butterfly, and syringe methods, capillary blood collection, and infection control. Emphasis is placed on safety in collecting blood samples from adult and pediatric patients. This course includes classroom and simulated laboratory training in venipuncture and the correct techniques for obtaining blood specimen collection. The student must demonstrate correct procedures for successful specimen collection with venipuncture, and skin punctures.

Cost: $946  MT  Medford
6:00- 9:45 p.m.  09/11/2017
75 hours  01/16/2018

LICENSED PRACTICAL NURSING  LPN601
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 the TABE test and be interviewed prior to acceptance. Call the Adult Education Office to schedule.

Cost: $12,995  MTWTHF*  Westampton
8:30 a.m.-4:30 p.m.  09/01/2017
1540 hours  09/01/2017

Animal Care/ Veterinary Technology

PET GROOMING I  PET101
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: $600  MW  Westampton
6:30-9:30 p.m.  09/11/2017
72 hours  01/17/2018

ADVANCED PET GROOMING  PET102
This course provides primarily hands-on training to perfect grooming techniques necessary to work in pet grooming salons and some local veterinary practices. Prerequisite: Pet Grooming I

Cost: $600  MW  Westampton
6:30-9:30 p.m.  09/11/2017
72 hours  01/17/2018

VETERINARY ASSISTING I  VET501
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: $1,649  MWTH  Medford
5:00-10:00 p.m.  09/11/17
180 hours  01/17/2018

VETERINARY ASSISTING II  VET502
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. Prerequisite: Veterinary Assisting I

Cost: $1,649  MWTH  Medford
5:00-10:00 p.m.  01/17/2018
180 hours  01/17/2018

Why Register Early?
BCIT Adult Education’s cancellation process begins 1 week before the class starts. We analyze if the class will be viable to support the instructor. PLEASE register early and you will not be disappointed!

Payment Plans
BCIT Adult Education Payment plans are available for courses with the dollar-sign icon next to the title. Register in person in the Adult Education Office located at the Westampton Campus. In order to qualify, you must complete and submit the agreed upon scheduled payment plan with deposit in person at the Adult Education Office.
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 (NFPA 70). Photovoltaic and wind technologies are introduced in a commercial application. Prerequisite: Electricity III

Cost: $576
6:00-10:00 p.m. 88 hours
09/11/2017

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 (NFPA 70). Photovoltaic and wind technologies are introduced in a commercial application. Prerequisite: Electricity III

Cost: $576
6:00-10:00 p.m. 88 hours
09/11/2017

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, and variable frequency drives for alternating current motors, and inputs and outputs of programmable controllers. Prerequisite: Electricity IV

Cost: $576
6:00-10:00 p.m. 88 hours
09/11/2017

ELECTRICITY VI

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, and variable frequency drives for alternating current motors, and inputs and outputs of programmable controllers. Prerequisite: Electricity IV

Cost: $576
6:00-10:00 p.m. 88 hours
09/11/2017
ELECTRICITY VI - BLUEPRINT
READING FOR ELECTRICAL
ELC106
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: $576
MW
6:00-10:00 p.m.
88 hours
01/17/2018

ELECTRICITY VII – JOURNEY WORKER’S EXAM PREP
ELC107
This test preparation course is intended for students who completed related technical instruction and are eligible to sit for the exam or for current code requirements, materials, tools and equipment, safety practices. Prerequisite: Electricity V

Cost: $576
TTH
6:00-10:00 p.m.
88 hours
01/16/2018

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION I
ACR501
ACR503
This program covers 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. Prerequisite: HVAC I

Cost: $2,316
MWTH
6:00-10:00 p.m.
180 hours
09/11/2017

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION II
ACR502
ACR504
This program covers 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. Prerequisite: HVAC I and II

Cost: $2,316
MWTH
6:00-10:00 p.m.
180 hours
02/05/2018

HVAC LICENSING EXAM PREPARATION
ACR102
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: $403
TTH
7:00-10:00 p.m.
36 hours
01/16/2018

PLUMBING FOR BEGINNERS
PLB100
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 material reparation course is intended for students who completed related technical instruction and are eligible to sit for the exam or for current code requirements, materials, tools and equipment, safety practices, drawings and pipe. (This course is not for apprentices.)

Cost: $510
T
7:00-10:00 p.m.
36 hours
01/16/2018

PLUMBING IA
PLB101
This is the first semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices.

Cost: $615
MW
6:30-9:30 p.m.
87 hours
01/17/2018

PLUMBING IB
PLB102
This is the second semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices.

Cost: $615
MW
6:30-9:30 p.m.
87 hours
01/17/2018

PLUMBING IIA
PLB103
This is the third semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices.

Cost: $615
MW
6:30-9:30 p.m.
87 hours
01/17/2018

PLUMBING IIB
PLB104
This is the fourth semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices.

Cost: $615
MW
6:30-9:30 p.m.
87 hours
01/17/2018

PLUMBING IIIA
PLB105
This is the fifth semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices.

Cost: $615
MW
6:30-9:30 p.m.
87 hours
01/17/2018

PLUMBING IIIB
PLB106
This is the sixth semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices.

Cost: $615
MW
6:30-9:30 p.m.
87 hours
01/17/2018

PLUMBING IV A
PLB107
This is the seventh semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices.

Cost: $615
MW
6:30-9:30 p.m.
87 hours
01/17/2018

PLUMBING IV B
PLB108
This is the eighth semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices.

Cost: $615
MW
6:30-9:30 p.m.
87 hours
01/17/2018

PLUMBING CODE STATE EXAM PREP
PLB109
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: $510
T
7:00-10:00 p.m.
36 hours
01/16/2018
# Automotive/ Diesel & Small Engine Technology

## AUTO COLLISION REPAIR I

This course covers a variety of topics including the use of hand tools, safety practices and identification, construction, removal, replacement and repair of automobile body parts. The class builds lab activities into the program and provides instruction in damage analysis and estimating, structural analysis and damage repair, painting and refinishing, plastic and adhesives repair.

Cost: $1,400  
6:00-10:00 p.m.  
128 hours  
09/12/2017

## AUTO COLLISION REPAIR II

A continuation of Auto Collision Repair Part I, students will learn refinishing, including full body painting. They are exposed to oxy-acetylene, mig, and aluminum welding. Students are taught frame straightening on state-of-the-art equipment. The course includes air brushing and light mechanical repairs such as replacing water pumps, suspension parts, radiators, and condensers damaged in collisions. Students who satisfactorily complete the program can find employment in the auto body industry and will be able to progress rapidly to positions of greater responsibility.

Cost: $1,400  
6:00-10:00 p.m.  
128 hours  
01/16/2018

## AUTOMOTIVE TECHNOLOGY I

(ASE A-1 through A-8)

This program provides high tech 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: $2,685  
5:00-10:00 p.m.  
240 hours  
01/16/2018

## AUTOMOTIVE TECHNOLOGY II

(ASE A-1 through A-8)

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: $2,685  
5:00-10:00 p.m.  
240 hours  
01/16/2018

## 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: $1,036  
6:00-10:00 p.m.  
128 hours  
09/12/2017

## AUTOMOTIVE ENGINE REPAIR

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

Cost: $1,016  
6:00-10:00 p.m.  
128 hours  
09/12/2017

## 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 gear train. 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. Prerequisite: AUT501 and AUT502.

Cost: $1,016  
6:00-10:00 p.m.  
128 hours  
01/16/2018

## 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. Prerequisite: AUT501 and AUT502.

Cost: $1,036  
6:00-10:00 p.m.  
128 hours  
01/17/2018

## 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: $1,224  
6:00-10:00 p.m.  
120 hours  
01/16/2018

## 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. Certified trainers teach individualized instruction. The start of class is customized to student’s availability and many carriers and/or employers reimburse tuition expenses.

Cost: $3,998  
8:00 a.m.-3:30 p.m.  
150 hours  
05/08/2017  
06/07/2017  
08/14/2017

## 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: $1,625  
6:00-10:00 p.m.  
180 hours  
09/12/2017
### Diesel Technology II  
**DSL502**  
This program provides entry level training. Students learn by servicing and repairing diesel engines used in today's fleet operations. **Prerequisite: Diesel Technology I**  
**Cost:** $1,625  
MTWTH Westampton  
6:00-10:00 p.m. 180 hour 01/30/2018

### Emission Technician  
**AUM300**  
**EDUCATION PROGRAM (SECTION 1-10)**  
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 entire 10 sections required by NJ to complete the program. This course takes the place of ASE requirements.  
**Cost:** $2,304  
MW Westampton  
6:00-10:00 p.m. 112 hours Call for schedule

### ETP Section #6  
**AUM303**  
**DIAGNOSING AND REPAIRING OBD II MONITORING FAILURES**  
This state-approved course fulfills the Section 6 requirements for ETP. ETP Section 6 is the five-year update. This course is required for previous ETP technicians who do not have ASE L-1 certification.  
**Cost:** $332  
TTH Westampton  
6:00-10:00 p.m. 8 hours Call for schedule

### ETP Section #7  
**AUM301**  
**LIGHT DUTY DIESEL VEHICLE TECHNOLOGIES AND TESTING**  
This state-approved course fulfills the Section 7 requirement for ETP 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:** $332  
TTH Westampton  
6:00-10:00 p.m. 16 hours Call for schedule

### ETP Section #8  
**AUM318**  
**ADVANCED GASOLINE TECHNOLOGIES**  
This course will coincide with the ASE L1  
**Cost:** $332  
TTH Westampton  
6:00-10:00 p.m. 16 hours Call for schedule

## Welding Technology

### Welding Technology I  
**WLD503**  
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:** $2,233  
MTTH Medford  
6:00-10:00 p.m. 180 hours 01/29/2018

### Welding Technology II  
**WLD504**  
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. **Prerequisite: Welding Technology I**  
**Cost:** $2,233  
MTTH Medford  
6:00-10:00 p.m. 180 hours 01/29/2018
## Cosmetology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Cost</th>
<th>Dates</th>
<th>Hours</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS505</td>
<td>Barbering Crossover Exam Review</td>
<td>This 25-hour course reviews cosmetology skills. Candidate must have completed the requisite number of hours required by the previous training institution. Transcripts must be presented upon registration.</td>
<td></td>
<td>$1,818</td>
<td>MTWTH</td>
<td>270</td>
<td>8:00 a.m.-4:00 p.m.</td>
<td>Westampton</td>
</tr>
<tr>
<td>COS601</td>
<td>Cosmetology I</td>
<td>Prerequisite: COS602</td>
<td>COS601, COS603, COS604</td>
<td>$1,818</td>
<td>MTWTH</td>
<td>270</td>
<td>8:00 a.m.-4:00 p.m.</td>
<td>Westampton</td>
</tr>
<tr>
<td>COS602</td>
<td>Cosmetology II</td>
<td>Prerequisite: COS601</td>
<td></td>
<td>$1,818</td>
<td>MTWTH</td>
<td>270</td>
<td>8:00 a.m.-4:00 p.m.</td>
<td>Westampton</td>
</tr>
<tr>
<td>COS603</td>
<td>Cosmetology III</td>
<td>Prerequisite: COS602</td>
<td></td>
<td>$1,818</td>
<td>MTWTH</td>
<td>270</td>
<td>8:00 a.m.-4:00 p.m.</td>
<td>Westampton</td>
</tr>
<tr>
<td>COS604</td>
<td>Cosmetology IV</td>
<td>Prerequisite: COS603</td>
<td></td>
<td>$1,818</td>
<td>MTWTH</td>
<td>270</td>
<td>8:00 a.m.-4:00 p.m.</td>
<td>Westampton</td>
</tr>
<tr>
<td>COS605</td>
<td>Cosmetology Refresher Course</td>
<td>This class will be scheduled based on requests.</td>
<td>COS602, COS603, COS604</td>
<td>$1,818</td>
<td>MTWTH</td>
<td>270</td>
<td>8:00 a.m.-4:00 p.m.</td>
<td>Westampton</td>
</tr>
</tbody>
</table>

## Water/ Wastewater Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Cost</th>
<th>Dates</th>
<th>Hours</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWA101</td>
<td>Introduction to Water and Wastewater Operation</td>
<td>The first 90-hours of this course covers the 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 addresses 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.</td>
<td></td>
<td>$1,864</td>
<td>TTH</td>
<td>180</td>
<td>6:00-10:00 p.m.</td>
<td>Westampton</td>
</tr>
<tr>
<td>WWA102</td>
<td>Industrial Waste Treatment</td>
<td>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 (WWA101) and Advanced Wastewater Operation (WWA104).</td>
<td></td>
<td>$1,864</td>
<td>TTH</td>
<td>180</td>
<td>6:30-9:30 p.m.</td>
<td>Westampton</td>
</tr>
<tr>
<td>WWA103</td>
<td>Advanced Water Operation</td>
<td>Prerequisite: Introduction to Water and Wastewater Operation (WWA101)</td>
<td></td>
<td>$1,864</td>
<td>TTH</td>
<td>180</td>
<td>6:30-9:30 p.m.</td>
<td>Westampton</td>
</tr>
<tr>
<td>WWA104</td>
<td>Advanced Wastewater Operation</td>
<td>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 (WWA101)</td>
<td></td>
<td>$1,864</td>
<td>TTH</td>
<td>180</td>
<td>6:30-9:30 p.m.</td>
<td>Westampton</td>
</tr>
<tr>
<td>WWA105</td>
<td>Advanced Collections Operations</td>
<td>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 (WWA101).</td>
<td></td>
<td>$1,864</td>
<td>TTH</td>
<td>180</td>
<td>6:30-9:30 p.m.</td>
<td>Westampton</td>
</tr>
<tr>
<td>WWA106</td>
<td>Very Small Water Systems</td>
<td>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.7:110A-1.15. ($200.00 is paid by DEP grant)</td>
<td></td>
<td>$1,864</td>
<td>TTH</td>
<td>180</td>
<td>6:30-9:30 p.m.</td>
<td>Westampton</td>
</tr>
</tbody>
</table>
The Advanced Manufacturing & Fabrication Program is designed to provide students with the advanced manufacturing skills for those seeking employment in machine technology and CNC manufacturing environments. Students develop manufacturing skills in mathematics, blueprint reading, principles of quality control, lathe, milling, drill press operations, surface grinding, CNC and much more. Students spend approximately half their time in classroom activities and half in hands-on activities at BCIT’s new Advanced Manufacturing Shop. Upon successful completion of the program, student will be able to take the National Institute of Metalworking Skills (NIMS) exam. This exam will certify an individual’s skills as measured against NIMS Standards. Earning credentials requires a performance project and a theory test. The projects and theory tests are drawn directly from the NIMS Standards, and are written and piloted by industry. Tuition includes safety glasses, book and NIMS certification exam.

**Advanced Manufacturing & Fabrication**

**ADVANCED MANUFACTURING & FABRICATION I**

<table>
<thead>
<tr>
<th>Cost</th>
<th>MTWTH</th>
<th>Medford</th>
<th>105 hours</th>
<th>Call for schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,893</td>
<td>8:00 a.m.-4:00 p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ADVANCED MANUFACTURING & FABRICATION II**

<table>
<thead>
<tr>
<th>Cost</th>
<th>MTWTH</th>
<th>Medford</th>
<th>180 hours</th>
<th>Call for schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,157</td>
<td>8:00 a.m.-4:00 p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Unsure how to pay for school or sharpen your skills?

Looking to launch a successful career?

Earn while you learn with registered apprenticeship.

**What are the benefits?**

- Earn while you learn! From day one you will earn a paycheck guaranteed to grow as you learn new skills
- Learn skills for a rewarding career in almost any industry
- Learn skills that are in demand, due to the shortage of skilled workers in many industries
- Earn college credit, even an associate or bachelor’s degree
- Build a successful, long-term career with little or no educational debt

**What kinds of careers are available to registered apprentices?**

Choose from 1,000+ career areas, including these top occupations:

- Carpenter
- Automotive Technology
- Plumbing
- HVAC
- Dental Assistant
- Electrician
- Welding
- Pipefitter
- Truck Driver

**Do I qualify?**

- Most apprenticeship programs require a high school diploma or GED
  - You must be 17 to register and 18 to begin the program
  - You must be physically fit to work in the chosen occupation
- Qualifications vary by industry
- Pre-apprenticeship programs are available to help you build qualifications

Mr. Patrick Cruet  
County Apprenticeship Coordinator

peruet@bcit.cc  
(609) 267-4226 ext. 8330

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Use Your Veterans Education Benefits

Contact: Brenda Shinn  
BCIT Adult Education Veterans Coordinator

(609) 267-4226, Ext. 8230 bshinn@bcit.cc