BCIT Adult Education Course Catalog
Discover Your Potential

Fall 2019 & Spring 2020

For more details about our course offerings please see our online brochure at www.bcit.cc/adulted or contact the adult education office for further questions. Fall Registration deadline is August 29, 2019. Spring Registration Deadline is January 21, 2020.

Calendar for the School Year

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>2</td>
<td>Labor Day</td>
<td>School Closed</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Adult Classes</td>
<td>Begin this Week</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Back to School Night</td>
<td>No Evening Classes</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Rosh Hashanah</td>
<td>School Closed</td>
</tr>
<tr>
<td>October</td>
<td>9</td>
<td>Yom Kippur</td>
<td>School Closed</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Columbus Day</td>
<td>School Closed</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Discovery Night</td>
<td>No Evening Classes</td>
</tr>
<tr>
<td>November</td>
<td>7-8</td>
<td>NJEA Convention</td>
<td>School Closed</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Thanksgiving Recess</td>
<td>No Evening Classes</td>
</tr>
<tr>
<td></td>
<td>28-29</td>
<td>Thanksgiving Recess</td>
<td>School Closed</td>
</tr>
<tr>
<td>December</td>
<td>TBD</td>
<td>PAC Meeting – West Campus</td>
<td>No Evening Classes</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Winter Recess</td>
<td>No Evening Classes</td>
</tr>
<tr>
<td></td>
<td>23-31</td>
<td>Winter Recess</td>
<td>School Closed</td>
</tr>
<tr>
<td>January</td>
<td>1</td>
<td>Winter Recess</td>
<td>School Closed</td>
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<tr>
<td></td>
<td>20</td>
<td>Dr. Martin Luther King, Jr. Day</td>
<td>School Closed</td>
</tr>
<tr>
<td>February</td>
<td>12</td>
<td>Back to School Night</td>
<td>No Evening Classes</td>
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<tr>
<td></td>
<td>14,17</td>
<td>President's Day</td>
<td>School Closed</td>
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<tr>
<td></td>
<td>27</td>
<td>Winter Expo</td>
<td>No Evening Classes</td>
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<tr>
<td></td>
<td></td>
<td>Campus TBD</td>
<td></td>
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<tr>
<td>March</td>
<td>3</td>
<td>Winter Expo</td>
<td>No Evening Classes</td>
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<tr>
<td></td>
<td></td>
<td>PAC Meeting – Medford Campus</td>
<td>No Evening Classes</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Spring Recess</td>
<td>No Evening Classes</td>
</tr>
<tr>
<td>April</td>
<td>TBD</td>
<td>Spring Recess</td>
<td>No Evening Classes</td>
</tr>
<tr>
<td>March</td>
<td>25</td>
<td>Memorial Day</td>
<td>No Evening Classes</td>
</tr>
<tr>
<td>May</td>
<td>10-17</td>
<td>Spring Recess</td>
<td>School Closed</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Memorial Day</td>
<td>School Closed</td>
</tr>
</tbody>
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BCIT Adult School Office hours at Westampton and Medford

- Westampton: Monday through Thursday 9:00 a.m. to 9:00 p.m. Closed Fridays
- Medford: Monday through Thursday 5:00 p.m. to 9:00 p.m. Closed Fridays

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/adulted or call us at 609-267-4226, ext. 8231 for further details.
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/adulted. 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 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. To receive the discount, BCIT alumni must provide a copy of their diploma and register in-person.

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, Medical Assistant Program 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. You must pay in full prior to attending the make-up class.

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

This course is intended to train participants, including healthcare professionals (doctors, nurses, EMTs, nursing students, etc.) to save lives of victims in cardiac arrest through high quality cardiopulmonary resuscitation (CPR). It is also the course required for lifeguards. Due to the new guidelines, this course is required for people that are new to CPR as well as those who already have a current CPR certification. It includes training in CPR & choking skills for infants, children & adults, as well as 2-rescuer CPR, the use of barrier devices and training on automated external defibrillators (AED). Successful completion of the course provides a 2-year American Heart Association certification. The textbook is required and not included in the cost of the program. The textbook is required and not included in the cost of the course. Included in the course fee is the cost of the card.

**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. Course cost does not include Textbook and Uniform (Navy Blue Scrubs-solid without prints/white shoes). Fees for certification with NJ State Department of Health is not included.

**FOR CNA APPLICANTS**
Prerequisite: CNA Certificate

<table>
<thead>
<tr>
<th>Cost: $260</th>
<th>MTWTH</th>
<th>Westampton</th>
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<tbody>
<tr>
<td><strong>HHA201</strong></td>
<td>5:30 p.m.-9:30 p.m.</td>
<td>10 hours</td>
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<tr>
<td><strong>HHA202</strong></td>
<td>5:30 p.m.-9:30 p.m.</td>
<td>10 hours</td>
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**FOR NON-CNA APPLICANTS**

<table>
<thead>
<tr>
<th>Cost: $1,008</th>
<th>MTWTH</th>
<th>Westampton</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HHA601</strong></td>
<td>5:00 p.m.-9:00 p.m.</td>
<td>76 hours</td>
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</tbody>
</table>

*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). Course cost does not include Textbook. Fees for certification with NJ Board of Nursing is not included.
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 assistant. 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: $552  W  Westampton
6:30 p.m.-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: $552  W  Westampton
6:30 p.m.-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: $552  W  Westampton
5:30 p.m.-9:30 p.m.  36 hours  Call for schedule

DENTAL ASSISTING – REGISTERED DENTAL
ASSISTING PREP COURSE (MUST POSSESS C.D.A.)  DEN606
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: $552  MTH  Westampton
6:00 p.m.-9:00 p.m.  36 hours  Call for schedule

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: $827  TH  Westampton
6:15 p.m.-9:30 p.m.  45 hours  09/19/2019  02/06/2019

ELECTROCARDIOGRAPHY (ECG) TECHNICIAN
This comprehensive ECG Technician Certification course prepares students to function as ECG Technicians and to take the National Healthcareer Association Certified EKG Technician (CET) exam. The course includes theory as well as skills application in performing electrocardiograms. Cardiac anatomy and physiology is reviewed as a basis for learning correct placement of leads for routine electrocardiograms as well as stress testing. Basic information about the wave forms associated with heart functioning and ECG interpretation is included. This course also includes patient communication skills, medical ethics, medical terminology, the Holter monitor, electrocardiography and echocardiography and the legal aspects of patient contact. Course cost does not include Textbook and Uniform (Maroon Scrubs-solid without prints/white shoes). Included in the course fee is the cost for NHA Certification Exam (one attempt).
Cost: $937  DEN101  DEN102  MED604
ECG101  ECG102  MED604
6:00 p.m.-9:00 p.m.  8:30 a.m.-3:00 p.m.  58 hours  58 hours  58 hours
WTH  WTH  MTWTH
6:00 p.m.-9:00 p.m.  6:00 p.m.-9:00 p.m.  9:00 a.m.-3:00 p.m.  09/18/2019  04/22/2019  11/14/2019

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. Program cost does not include Textbooks, Equipment and Uniform (Royal Blue Scrubs-solid without prints/white shoes). Fees for certification with NJ State Board of Nursing is not included.
Cost: $13,385  LPN601
MTWTHF  Westampton
8:30 a.m.-4:30 p.m.  1540 hours  09/03/2019

PHLEBOTOMY TECHNICIAN  PHI502
The Phlebotomy course is 160 hours (40 hours classroom, 120 hours clinical) that prepares students to demonstrate cognitive, psychomotor, and affective competencies in the role of a certified phlebotomy technician, and as a member of the healthcare team. This course will teach the theory and practice of phlebotomy procedures, including proper collection techniques, special collections, processing and transporting specimens, and safety and compliance regulations. Certified phlebotomy technicians draw blood specimens from patients in hospitals, blood centers, or similar facilities, for analysis or other medical purposes. They also evaluate patients for their ability to withstand venipuncture procedures, explain venipuncture procedures and answer patient questions, perform basic point of care testing such as checking blood glucose levels, and prepare blood, urine, and other
body fluid specimens for testing, according to established standards. One hundred (100) hours of hands on clinical training and practicum experiences will provide students the opportunity to make at least 100 successful unaided blood collections, including venipunctures and skin punctures. Upon successful completion of this course, the student will be eligible to sit for the phlebotomy technician certification (CPT) examination with the National Healthcareer Association (NHA). Clinical hours will vary based upon clinical facility availability. Course cost does not include Textbook and Uniform (Maroon Scrubs-solid without prints/white shoes). Included in the course fee is the cost for NHA Certification Exam (one attempt).

Cost: $1,977
PHI502
6:00 p.m.-9:30 p.m.
09/16/2019
160 hours
01/06/2020
04/06/2020

MT
Medford

MED605
MTWTH
9:00 a.m.-3:00 p.m.
160 hours
12/11/2019

PHARMACY TECHNICIAN
PHA602
This program includes 72 hours of classroom instruction and 30 hours of clinical experience to prepare the technician with a thorough knowledge and understanding of the duties and responsibilities of a pharmacy technician including standards of practice, ethics, and policies governing pharmacy practice. The program prepares the student to sit for the Pharmacy Technician Certification (PTCBB) exam. The textbook, exam fee (1st attempt) and background check and drug screening fees are included in the program fees. Prerequisite: High school diploma or GED. Liability insurance must be purchased, a physical exam including titers, and a satisfactory criminal history background check with drug screening is required before beginning the clinical portion of the course. **THIS IS A RCBC COURSE. You MUST register for this course at RCBC.**

Cost: $1,288
MW
6:00 p.m.-9:30 p.m.
102 hours
RCBC-Mt. Laurel

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!**

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**Medical Assisting Program**

**MEDICAL ASSISTANT PROGRAM**

MED600
The Medical Assistant program is a two-semester program that provides cognitive, psychomotor and affective competency training for students to develop the knowledge, skill sets, and professional behaviors of a multi-skilled allied health professional. The program is based on core curriculum standards and guidelines that will prepare the student to sit for the national certification examination for the medical assistant. The program provides training in both the administrative and clinical roles of the Certified Medical Assistant (CMA), and comprises specific modules that allow the student to build upon gained knowledge; and to demonstrate skills competencies during lab and in the supervised clinical setting. CMA’s work primarily in ambulatory healthcare settings including medical offices, and clinics, under the supervision of a licensed healthcare provider. Administrative duties include: scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls and writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances. Clinical duties include: asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for clinical procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, preparing and administering medications, and other delegated assignments directed by the licensed healthcare provider. Students may register for individual modules, or register for all four modules. Upon completion of all modules (Administrative Medical Assistant, Electrocardiography (ECG) Technician, Phlebotomy Technician, and Clinical Medical Assistant with Clinical Practicum), the student will hold individual certifications through the National Healthcareer Association (NHA). Clinical hours will vary based upon clinical facility availability. Program cost does not include Textbooks and Uniform (see individual course module). Included in the course fee is the cost for NHA Certification Exam (one attempt for each course - Electrocardiography Technician, Phlebotomy Technician, Medical Administrative Assistant and Clinical Medical Assistant w/Clinical Practicum).

Cost: $6,603
MTWTH
9:00 a.m.-3:00 p.m.
720 hours
09/16/2019

8/6/2019
be prepared to take the Certified Clinical Medical Assistant (CCMA) exam through National Health Careers Association (NHA). Clinical hours will vary based upon Clinical Facilities availability. Course cost does not include Textbook and Uniform (Maroon Scrubs-solid without prints/white shoes). Included in the course fee is the cost for NHA Certification Exam (one attempt).

**Patient Care Program**

**PATIENT CARE TECHNICIAN PROGRAM**  
PCT600
The Patient Care Technician (PCT) program can be completed in two semesters. The program is a collection of four (4) modules. Each module in the program provides the cognitive, psychomotor and affective competency training for the student to develop the knowledge, skill sets, and professional behaviors of a multi-skilled healthcare professional. Certified Patient Care Technicians provide direct patient care under the supervision of the licensed healthcare providers, in acute and outpatient healthcare settings. PCTs provide patients basic healthcare needs including bathing, feeding, maintaining patient environment and equipment, acquiring, distributing and administering patient care supplies, accommodating the special needs of patients, obtaining and documenting vital signs, and phlebotomy and electrocardiography functions. Upon successful completion of all four modules, the student will be eligible to sit for the Certified Patient Care Technician (CPCT) examination with the National Healthcareer Association (NHA). Student may register for Program or Modules I – IV individually. Student must show proof of completion of all modules to sit for the CPCT exam. Program cost does not include Textbook and Uniform (see individual course module). Included in the course fee is the cost for NHA Certification Exam (one attempt for each course - Electrocardiography Technician, Phlebotomy Technician, Introducing to Patient Care Technician). Program cost does not include the fee for CNA Certification with NJ State Department of Health.

**Cost:** $4,770  
*MTWTH*  
*Medford*  
*09/16/2019*

**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:** $649  
*M*  
*Westampton*  
*09/23/2019*

**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:** PET101

**Cost:** $649  
*M*  
*Westampton*  
*02/05/2020*

**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:** $1,783  
*MWTH*  
*Medford*  
*09/23/2019*

**INTRODUCING THE PATIENT CARE TECHNICIAN**  
IPC601
This 12-hour course addresses additional Patient Care Technician responsibilities that are not included in modules I - III of the Patient Care Technician program. This course serves to complete requirements in the cognitive, psychomotor and affective domains to meet direct patient healthcare needs. Successful completion of Modules I - III in the PCT Program provides eligibility to sit for the Certified Patient Care Technician (CPCT) examination with the National Healthcareer Association (NHA). Course cost does not include Textbook. Included in the course fee is the cost for NHA Certification Exam (one attempt).

**Cost:** $580  
*F*  
*Medford*  
*03/27/2020*

**Animal Care/Veterinary Technology**

**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:** VET501

**Cost:** $1,783  
*MWTH*  
*Medford*  
*02/03/2020*
Building Trades Technology

CARPENTRY I  BLD101
The Carpentry I program will enable you to learn and build your skills and confidence to become a carpenter, home remodeler or handyman. What is learned in class is applied hands on as students will be building an 8' X 8' house. Course work will provide coverage in hand and power tools, tool and jobsite safety, building materials, carpentry math, blueprint reading, material estimating, footings and foundations, floor framing, wall framing (to include door and window openings), wall sheathing, ceiling joist, gable (common) roof rafters and the interpretation of building codes.

Cost: $1,893
5:30 p.m.-10:00 p.m.  180 hours
09/16/2019
MTW
02/10/2020
Medford

CARPENTRY II  BLD102
The Carpentry II program is a continuation of Carpentry I. Course work will provide coverage in hip rafters, stairs and railings, windows, doors, siding, roofing, drywall, interior trim (door/window casing, baseboard and crown molding), tile, flooring and the interpretation of building codes. Prerequisite: BLD101

Cost: $1,893
5:30 p.m.-10:00 p.m.  180 hours
09/16/2019
MTW
02/10/2020
Medford

HOME REPAIR  BLD103
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: $433
6:00 p.m.-9:00 p.m.  36 hours
09/19/2019
TH
02/13/2020
Medford

BLUEPRINT READING FOR RESIDENTIAL CONSTRUCTION  BLD104
This course prepares students to work with residential blueprints.

Cost: $318
7:00 p.m.-10:00 p.m.  36 hours
09/17/2019
T
02/04/2020
Medford

ELECTRICAL TRADES I  ELC101
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 (NEC 70).

Cost: $623
6:00 p.m.-10:00 p.m.  88 hours
09/23/2019
MT
Westampton

ELECTRICITY I  ELC102
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-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. Prerequisite: ELC101

Cost: $623
6:00 p.m.-10:00 p.m.  88 hours
02/03/2020
MT
Westampton

ELECTRICITY III  ELC103
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 Journeyperson Electrician Registration. Prerequisite: ELC102

Cost: $623
5:30 p.m.-9:30 p.m.  88 hours
09/24/2019
TW
Westampton

ELECTRICITY IV  ELC104
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. Prerequisite: ELC103

Cost: $623
5:30 p.m.-9:30 p.m.  88 hours
02/04/2020
TW
Westampton

ELECTRICITY V  ELC105
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: ELC104

Cost: $623
5:30 p.m.-9:30 p.m.  88 hours
09/23/2019
TTH
Westampton
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: $623
TTH Westampton
5:30 p.m.-9:30 p.m. 88 hours 02/03/2020

ELECTRICITY VII – JOURNEY WORKER’S EXAM PREP
ELC107

Review of 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. Prerequisite: ELC105

Cost: $623
TTH Westampton
5:30 p.m.-9:30 p.m. 88 hours 02/03/2020

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION I
ACR501

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 and actual components will be taught along with good safety practices.

Cost: $2,457
TTH Westampton
5:30 p.m.-9:30 p.m. 180 hours 09/17/2019

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION II
ACR502

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 and actual components will be taught along with good safety practices. EPA Certification Test given. Prerequisite: HVAC I

Cost: $2,457
TTH Medford
5:30 p.m.-9:30 p.m. 180 hours 02/04/2020

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: $427
TTH Westampton
7:00-10:00 p.m. 36 hours 02/03/2020

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 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, drawings and pipe. (This course is not for apprentices).

Cost: $644
MW Westampton
6:30 p.m.-9:30 p.m. 60 hours 10/08/2019

PLUMBING I
PLB501

The plumbing program is a course that will provide students with theory and knowledge from basic practices and applications to a more advanced level of design code compliance and evaluation of installation practices. Modules of information, trade terms and methods of design, application and installation will be reviewed, discussed and exercised in a shop setting lab and the use of live equipment tools, parts, fittings and fixtures will be installed and serviced. Plumbing Sciences and mathematics will be integrated into each module of learning where applicable, as well as, business law and marketing and contracting terminology and common practices.

Cost: $2,163
MTW Westampton
6:00 p.m.-10:00 p.m. 180 hours Call for schedule

PLUMBING II
PLB502

Prerequisite: COS551

This is the second semester and continuation of Plumbing I.

Cost: $2,163
MTW Westampton
6:00 p.m.-10:00 p.m. 180 hours Call for schedule

PLUMBING IIA
PLB101

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

Cost: $665
MW Westampton
6:30 p.m.-9:30 p.m. 87 hours 09/23/2019

PLUMBING IIB
PLB102

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

Cost: $665
MW Westampton
6:30 p.m.-9:30 p.m. 87 hours 02/03/2020

PLUMBING IIC
PLB103

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

Cost: $665
MW Westampton
6:30 p.m.-9:30 p.m. 87 hours 09/23/2019

PLUMBING IID
PLB104

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

Cost: $665
MW Westampton
6:30 p.m.-9:30 p.m. 87 hours 02/03/2020

PLUMBING IIIA
PLB105

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

Cost: $665
MW Westampton
6:30 p.m.-9:30 p.m. 87 hours 09/23/2019
PLUMBING IIIB  PLB106
This is the sixth semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices.

Cost: $665  MW  Westampton
6:30 p.m.-9:30 p.m.  87 hours  02/03/2020

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

Cost: $665  MW  Westampton
6:30 p.m.-9:30 p.m.  87 hours  09/23/2019

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

Cost: $665  MW  Westampton
6:30 p.m.-9:30 p.m.  87 hours  02/03/2020

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: $552  T  Westampton
7:00 p.m.-10:00 p.m.  36 hours  02/04/2020

Automotive/Diesel & Small Engine Technology

AUTO COLLISION REPAIR I  ARP501
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: $1,514  TWTH  Medford
6:00 p.m.-10:00 p.m.  128 hours  09/16/2019

AUTO COLLISION REPAIR II  ARP502
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: $1,514  TWTH  Medford
6:00 p.m.-10:00 p.m.  128 hours  02/10/2020

AUTOMOTIVE TECHNOLOGY I  AUT501
(NATEF/ASE Certified)
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: $2,849  MTWTH  Medford
5:00 p.m.-10:00 p.m.  240 hours  09/16/2019

AUTOMOTIVE TECHNOLOGY II  AUT502
(NATEF/ASE Certified)
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: $2,849  MTWTH  Medford
5:00 p.m.-10:00 p.m.  240 hours  02/03/2020

AUTOMOTIVE FUEL AND EMISSION SYSTEMS  AUT503
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: $1,121  MW  Westampton
6:00 p.m.-10:00 p.m.  128 hours  09/16/2019

AUTOMOTIVE ENGINE REPAIR  AUT504
This course is recommended for persons wanting to attain ASE Certification in A-1 Engine Repair. Prerequisites: AUT501 and AUT502

Cost: $1,099  TTH  Westampton
6:00 p.m.-10:00 p.m.  128 hours  09/17/2019

AUTOMATIC TRANSMISSIONS/TRANSAXLES  AUT506
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: $1,099  TTH  Westampton
6:00 p.m.-10:00 p.m.  128 hours  02/02/2020

ADVANCED COMPUTERIZED ENGINE CONTROLS, FORMERLY-AUTOMOTIVE COMPUTER SYSTEMS  AUT507
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: $1,121  MW  Westampton
6:00 p.m.-10:00 p.m.  128 hours  02/03/2020

ASE TEST PREP  ASE101
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 course content will include lecture, handouts, and some hands-on training. Testing during the lessons will be frequent to provide practice with ASE-style testing.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>Hours</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL601</td>
<td>COMMERCIAL DRIVERS LICENSE (CDL) – TRUCK DRIVING PROGRAM – CLASS A</td>
<td>You can earn a CDL Class “A” license. Over 80% of training for this license is hands-on. Certified trainers teach individualized instruction. The start of class is customized to student’s availability and many carriers and/or employers reimburse tuition expenses. <strong>Class hours will vary.</strong></td>
<td>Westampton</td>
<td>120</td>
<td>02/10/2020</td>
<td></td>
</tr>
<tr>
<td>CDL602</td>
<td>COMMERCIAL DRIVERS LICENSE (CDL) – TRUCK DRIVING – CLASS B</td>
<td>Earn a CDL Class &quot;B” license. Over 80% of training for this license is hands-on. Certified trainers teach individualized instruction. Endorsements may vary based upon need.</td>
<td>Westampton</td>
<td>150 - 180</td>
<td>09/16/2019</td>
<td>03/09/2020</td>
</tr>
<tr>
<td>DSL501</td>
<td>DIESEL TECHNOLOGY I</td>
<td>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.</td>
<td>Westampton</td>
<td>100</td>
<td>10/21/2019</td>
<td>01/06/2020</td>
</tr>
<tr>
<td>DSL502</td>
<td>DIESEL TECHNOLOGY II</td>
<td>This program provides entry level training. Students learn by servicing and repairing diesel engines used in today’s fleet operations. <strong>Prerequisite: DSL 501</strong></td>
<td>Westampton</td>
<td>180</td>
<td>02/10/2020</td>
<td></td>
</tr>
<tr>
<td>CDL601</td>
<td>COMMERCIAL DRIVERS LICENSE (CDL) – TRUCK DRIVING PROGRAM – CLASS A</td>
<td>You can earn a CDL Class “A” license. Over 80% of training for this license is hands-on. Certified trainers teach individualized instruction. The start of class is customized to student’s availability and many carriers and/or employers reimburse tuition expenses. <strong>Class hours will vary.</strong></td>
<td>Westampton</td>
<td>120</td>
<td>02/10/2020</td>
<td></td>
</tr>
<tr>
<td>CDL602</td>
<td>COMMERCIAL DRIVERS LICENSE (CDL) – TRUCK DRIVING – CLASS B</td>
<td>Earn a CDL Class &quot;B” license. Over 80% of training for this license is hands-on. Certified trainers teach individualized instruction. Endorsements may vary based upon need.</td>
<td>Westampton</td>
<td>150 - 180</td>
<td>09/16/2019</td>
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<td>100</td>
<td>10/21/2019</td>
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<td>DSL502</td>
<td>DIESEL TECHNOLOGY II</td>
<td>This program provides entry level training. Students learn by servicing and repairing diesel engines used in today’s fleet operations. <strong>Prerequisite: DSL 501</strong></td>
<td>Westampton</td>
<td>180</td>
<td>02/10/2020</td>
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</tr>
</tbody>
</table>

**EMISSION TECHNICIAN EDUCATION PROGRAM (ETEP FIRST/SECTIONS #1-5)**

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.

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<th>Course Code</th>
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<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUM304</td>
<td>EMISSION TECHNICIAN EDUCATION PROGRAM (ETEP FIRST/SECTIONS #1-5)</td>
<td>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.</td>
<td>Westampton</td>
<td>10:00</td>
<td>02/23/2019</td>
<td></td>
</tr>
<tr>
<td>AUM300</td>
<td>EMISSION TECHNICIAN EDUCATION PROGRAM (SECTION #1-10)</td>
<td>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.</td>
<td>Westampton</td>
<td>10:00</td>
<td>02/23/2019</td>
<td></td>
</tr>
<tr>
<td>AUM303</td>
<td>DIAGNOSING AND REPAIRING OBD II MONITORING FAILURES</td>
<td>This state-approved course fulfills the Section 6 requirements 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.</td>
<td>Westampton</td>
<td>10:00</td>
<td>11/06/2019</td>
<td></td>
</tr>
<tr>
<td>AUM301</td>
<td>LIGHT DUTY DIESEL VEHICLE TECHNOLOGIES AND TESTING</td>
<td>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.</td>
<td>Westampton</td>
<td>10:00</td>
<td>11/20/2019</td>
<td></td>
</tr>
<tr>
<td>AUM318</td>
<td>ADVANCED GASOLINE TECHNOLOGIES</td>
<td>This course will coincide with the ASE L1</td>
<td>Westampton</td>
<td>10:00</td>
<td>12/09/2019</td>
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</tr>
<tr>
<td>AUM319</td>
<td>ADVANCED DIESEL TECHNOLOGIES</td>
<td>This course will coincide with the ASE A9.</td>
<td>Westampton</td>
<td>10:00</td>
<td></td>
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</tr>
<tr>
<td>AUM320</td>
<td>HYBRID TECHNOLOGIES</td>
<td>This course will coincide with the ASE L3.</td>
<td>Westampton</td>
<td>10:00</td>
<td>01/13/2020</td>
<td></td>
</tr>
</tbody>
</table>

**STATE INSPECTOR TRAINING**

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

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<tr>
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<tbody>
<tr>
<td>SSI101</td>
<td>STATE INSPECTOR TRAINING</td>
<td>This class will be scheduled based on request. State testing times will be determined by NJ Motor Vehicle Commission.</td>
<td>Westampton</td>
<td>120</td>
<td>05/15/2020</td>
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<tr>
<td>SSI101</td>
<td>STATE INSPECTOR TRAINING</td>
<td>This class will be scheduled based on request. State testing times will be determined by NJ Motor Vehicle Commission.</td>
<td>Westampton</td>
<td>120</td>
<td>05/15/2020</td>
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**Cost Information**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Cost</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL601</td>
<td>$1,324</td>
<td>02/10/2020</td>
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<tr>
<td>CDL602</td>
<td>$4,118</td>
<td>03/09/2020</td>
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</tr>
<tr>
<td>DSL501</td>
<td>$3,374</td>
<td>01/06/2020</td>
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<tr>
<td>DSL502</td>
<td>$1,757</td>
<td>01/06/2020</td>
<td></td>
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<tr>
<td>AUM304</td>
<td>$1,048</td>
<td>02/23/2019</td>
<td></td>
</tr>
<tr>
<td>AUM300</td>
<td>$2,492</td>
<td>02/23/2019</td>
<td></td>
</tr>
<tr>
<td>AUM303</td>
<td>$359</td>
<td>11/06/2019</td>
<td></td>
</tr>
<tr>
<td>AUM301</td>
<td>$359</td>
<td>11/20/2019</td>
<td></td>
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<tr>
<td>AUM318</td>
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<tr>
<td>AUM320</td>
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<td>05/15/2020</td>
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</tr>
<tr>
<td>SSI101</td>
<td>$305</td>
<td>05/15/2020</td>
<td></td>
</tr>
</tbody>
</table>
**STATE SPECIFIC TRAINING**

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

**SSI101A**

This program is required by the NJ Motor Vehicle Commission.

**COST:** $138

**Location:** Westampton

**Dates:**
- 6:00 p.m.-10:00 p.m.
- 12/06/2019

**BCIT Adult Education Payment plans are available for certain courses. In order to qualify, you must complete and submit the agreed upon scheduled payment plan with deposit in person at the Adult Education Office.**

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**Payment Plans**

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**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:** $2,369

**Location:** Medford

**Dates:**
- 6:00 p.m.-10:00 p.m.
- 09/16/2019

**Prerequisite:** Welding Technology I

**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:** $2,369

**Location:** Medford

**Dates:**
- 6:00 p.m.-10:00 p.m.
- 09/16/2019

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**Cosmetology**

**BARBERING CROSSOVER EXAM REVIEW COS505**

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.

**Cost:** $379

**Location:** Westampton

**Dates:**
- 8:00 a.m.-4:00 p.m.
- 02/10/2020

**COSMETOLOGY I-IV COS600**

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. High School diploma or GED required or state licensing examination.

**Cost:** $8,559

**Location:** Westampton

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**COSMETOLOGY REFRESHER COURSE COS605**

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. Transcripts must be presented upon registration.

**Cost:** $2,856

**Location:** Westampton

**Dates:**
- 8:00 a.m.-4:00 p.m.
- 02/03/2020

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**ESTHETICIAN**

This course will prepare the student to specialize in Esthetics. The student will learn the necessary skills to enter the Skin Care industry with confidence and the ability to grow within the field.

The program will cover the material needed to qualify for the New Jersey state board examination. With competencies established by the New
Water/ Wastewater Management

**INTRODUCTION TO WATER AND WASTEWATER OPERATION**  
_WWA101_  
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.

Cost: $1,978  
6:00 p.m.-10:00 p.m.  
09/24/2019

**INDUSTRIAL WASTE TREATMENT**  
_WWA102_  
This course provides an introduction to industrial waste treatment and preparation for the N-1/N-2 exams. **Prerequisite: WWA101 and WWA104**

Cost: $409  
6:30 p.m.-9:30 p.m.  
10/17/2019

**ADVANCED WATER OPERATION**  
_WWA103_  
**Prerequisite: WWA101**

Cost: $950  
6:00 p.m.-9:00 p.m.  
09/23/2019

**ADVANCED WASTEWATER OPERATION**  
_WWA104_  
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: WWA101**

Cost: $950  
6:00 p.m.-9:00 p.m.  
09/23/2019

**ADVANCED COLLECTIONS OPERATIONS**  
_WWA105_  
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: WWA101**

Cost: $409  
6:00 p.m.-9:00 p.m.  
10/16/2020

**VERY SMALL WATER SYSTEMS**  
_WWA106_  
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)

Cost: $268  
6:00 p.m.-9:00 p.m.  
10/28/2019  
05/11/2020
Advanced Manufacturing & Fabrication

ADVANCED MANUFACTURING - MACHINIST   AMF603
BOOT CAMP
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.

Cost: $5,800   M T W T H   Medford/ RCBC-Mt. Laurel
5:00 p.m.-10:00 p.m.   288 hours   Call for schedule

Digital Accounting

ACCOUNTING FUNDAMENTALS   ACT101
The Accounting Fundamentals course will provide an understanding of the purpose of the accounting system and the accounting cycle. Students will learn the concepts, principles, and standard guidelines that are used to operate an accounting system. Students will gain an understanding of how to operate the accounting system through use of the double entry method to classify, record, and reconcile transactions. In addition, students will gain a full understanding of the cash versus accrual method of recording and reporting. By applying these concepts, students will learn how to produce financial reports that are utilized by management of businesses and non-profits, as well as external users.

Cost: $500   T T H   Medford
6:00 p.m.-9:00 p.m.   12 hours
10/01/2019   03/10/2020

QUICKBOOKS BASICS   ACT102
The QuickBooks Basic course will provide the student with the knowledge of how to create a QuickBooks company file and customize the file to meet the needs of the business and operate the accounting system. The course is designed to gain an understanding of the purpose of the chart of accounts and items and be able to customize these to provide accurate and valuable financial reports. Students will be introduced to the interface and tools available in QuickBooks to be able to navigate through the accounting system to classify, record, and produce timely and accurate financial statements. Prerequisite: ACT101

Cost: $600   T T H   Medford
6:00 p.m.-9:00 p.m.   18 hours
10/15/2019   03/24/2020

QUICKBOOKS INTERMEDIATE   ACT103
The QuickBooks Intermediate course will provide a full understanding of the process of properly recording financial transactions leading up to producing accurate financial statements. The course provides instruction on how to record revenue and expenses, how to record these transactions through the use of invoicing and entering bills on accrual method, as well as writing checks and making deposits on the cash method. With this knowledge, students will be able to produce and customize the financial statements of the business such as the Profit & Loss and Balance Sheet with a full understanding of how to interpret the reports. The goal of the course is to have the knowledge of how to operate the accounting system, process, produce, and comprehend the Financial Statements and become a digital accounting through a certification exam. Prerequisite: ACT102

Cost: $750   T T H   Medford
6:00 p.m.-9:00 p.m.   30 hours
11/12/2019   04/23/2020

CERTIFIED DIGITAL ACCOUNTANT EXAM   ACT104
Students that complete all 3 courses (Accounting Fundamentals, QuickBooks Basics and QuickBooks Intermediate) are eligible to take the certification exam. A score of 85% in each course is required. The certification exam will be offered at an additional cost and students must receive an 85% to be certified. Prerequisite: ACT101, ACT102 and ACT103

Cost: $150   T   Medford
6:00 p.m.-9:00 p.m.   3 hours
01/07/2020   05/28/2020
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 the 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. Jesse Pappler
County Apprenticeship Coordinator
Jpappler@burlcoschools.org
(609) 267-4226 ext. 8330

Governor’s Industry Vocations Scholarship for Women and Minorities

This scholarship pays up to $2,000 per year or up to the cost of tuition, less any federal, State, or institutional aid in an eligible certificate or degree program at one of New Jersey’s eligible institutions. The scholarship is funded by the Schools Development Authority (SDA) and administered in partnerships with HESAA. The award benefits women and minority students pursuing a certificate or degree program in a construction-related field.

For additional information, call your County College Financial Aid Office or the HESAA Customer Care Line Monday thru Thursday – 8 a.m. to 8 p.m., Friday – 8 a.m. to 5 p.m. at 609-584-4482 or visit www.njgrants.org.

Use Your Veterans Education Benefits

Contact: Brenda Shinn
BCIT Adult Education Veterans Coordinator
(609) 267-4226, Ext. 8230 bshinn@burlcoschools.org