



Burlington County Institute of Technology

Adult Education

Westampton · 695 Woodlane Road, Westampton, NJ 08060 · (609) 267-4226 ext. 8231 · Fax (609) 267-3752
 Medford · 10 Hawkin Road, Medford, NJ 08055 · (609) 654-0200 ext. 8426 · Fax (609) 654-2698

BCIT Adult Education Course Catalog

Discover Your Potential

Fall 2020 & Spring 2021

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 31, 2020. Spring Registration Deadline is January 25, 2021. The dates, times, and/or delivery (either in-person and/or remotely) of these classes are subject to change due to the impact of COVID-19. All students who register for classes will be contacted via email and/or by phone, if and when, changes are made. If you are not contacted by the Adult Education office, then your class will run as normally scheduled.

Calendar for the School Year

September	7	Labor Day	School Closed
	14	Adult Classes	Begin this Week
	24	Back to School Night	No Evening Classes
	28	Yom Kippur	School Closed
October	12	Columbus Day	School Closed
	22	Discovery Night	No Evening Classes
November	5-6	NJEA Convention	School Closed
	17	Fall PAC Meeting – Medford	No Evening Classes
	25	Thanksgiving Recess	No Evening Classes
	26-27	Thanksgiving Recess	School Closed
December	23	Winter Recess Begins	No Evening Classes
	24-31	Winter Recess	School Closed
January	1	Winter Recess	School Closed
	18	Dr. Martin Luther King, Jr. Day	School Closed
February	12,15	President's Day	School Closed
March	24	Spring PAC Meeting – West	No Evening Classes
April	1	Spring Recess Begins	No Evening Classes
	2-9	Spring Recess	School Closed
May	31	Memorial Day	School Closed

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.

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

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, it must be in writing and honored up to 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 and 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

- Registration is not complete until payment is made in full. 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. *Senior Citizens (50+) will receive a \$10 discount off the total cost at the time of registration only. ** BCIT Alumni will receive a 10% discount off the total course cost at the time of registration only. 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 TEAS Testing and BLS.
- 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) FOR HEALTHCARE PROVIDERS- CPR/AHA

BLS101

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.**

COST: \$70	W	Westampton
5:00 p.m.-9:30 p.m.	4.5 hours	
09/09/2020		03/03/2021
10/07/2020		04/14/2021
11/04/2020		05/05/2021
12/02/2020		06/02/2021
01/06/2021		07/07/2021
02/03/2021		08/04/2021

CERTIFIED HOMEMAKER HOME HEALTH AIDE

The HHA 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 CHHA 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 CHHA 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. **Course cost does not include Textbook. Fees for certification with NJ Board of Nursing is not included.**

FOR CNA APPLICANTS

Prerequisite: CNA Certificate

Cost: \$260	MTTH	Westampton
HHA201	10 hours	
6:30 p.m.-9:50 p.m.		
12/07/2020		04/19/2021

FOR NON-CNA APPLICANTS

HHA601

Cost: \$1,008	MTWTH	Westampton
5:00 p.m.-9:00 p.m.	76 hours	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). **Course cost does not include Textbook. Fees for certification with NJ Board of Nursing is not included.**

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.**

Cost: \$1,276	MTWTH	Westampton
CNA601	90 hours	
9 a.m.-2:00 p.m.		
09/14/2020		01/11/2021
CNA602	MTWTH	Westampton
9 a.m.-2:00 p.m.	90 hours	
11/09/2020		03/08/2021
CNA603	MTWTH	Westampton
9 a.m.-2:00 p.m.	90 hours	
		05/03/2021
CNA501	MTWTH	Medford
5:00 p.m.-9:00 p.m.	90 hours	
09/14/2020		01/26/2021
CNA502	MTWTH	Medford
5:00 p.m.-9:00 p.m.	90 hours	
11/18/2020		04/12/2021

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: \$4,064	TWTHF	Westampton
8:30 a.m.- 4:30 p.m.	550 hours	9/15/2020

DENTAL ASSISTING II

DEN602

Note: This class will meet Monday - Friday starting April 12th for the clinical externship. **Prerequisite: DEN601**

Cost: \$4,064	TWTHF	Westampton
8:30 a.m.- 4:30 p.m.	550 hours	02/16/2021

DENTAL ASSISTING – INFECTION CONTROL EXAM PREP

**DEN603
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.

MED605

9:00 a.m.-3:00 p.m.

MTWTH

160 hours

Medford

02/08/2021

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!

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

9:00 a.m.-3:00 p.m.

MTWTH

720 hours

Medford

09/14/2020

CLINICAL MEDICAL ASSISTANT with CLINICAL PRACTICUM

MED608

The Clinical Medical Assistant with Clinical Practicum is 352 hours. The Clinical Medical Assistant is 192 classroom hours and the Clinical

Practicum is 160 hours. The Clinical Medical Assistant course includes: 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. In order to earn a passing grade in this course, the student must successfully complete cognitive, psychomotor and affective competencies of the course. In order to earn a passing grade in this course, the student must successfully complete cognitive, psychomotor and affective competencies of the course.

The Clinical Practicum is a 160 hour module and the capstone course towards of the Medical Assistant program. The Clinical Practicum is the unpaid, supervised performance of administrative and clinical medical assisting functions, in an ambulatory medical healthcare setting. The student must successfully complete cognitive, psychomotor and affective competencies of the course. Upon successful completion, the student will 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).**

Cost: \$2,439

9:00 a.m.-3:00 p.m.

MTWTH

352 hours

Medford

09/14/2020

MEDICAL ADMINISTRATIVE ASSISTING

MED603

The Medical Administrative Assistant course is a 150- hour course. Duties for the Medical Administrative Assistant 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. The student will sit for the Certified Medical Administrative Assistant (CMAA) exam through National Healthcareer Association (NHA). **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: \$1,250

9:00 a.m.-3:00 p.m.

MTWTH

150 hours

Medford

11/18/2020

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 the 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
Times Vary 320 hours 09/14/2020

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 MW Westampton
6:30 p.m.-9:30 p.m. 72 hours 09/21/2020

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 MW Westampton
6:30 p.m.-9:30 p.m. 72 hours
01/25/2021

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
5:00 p.m.-10:00 p.m. 180 hours 09/14/2020

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
9:00 a.m.-1:00 p.m. 12 hours
11/13/2020 03/05/2021
05/07/2021

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
5:00 p.m.-10:00 p.m. 180 hours 02/01/2021

Building Trades Technology

CARPENTRY I

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 MTW Medford
5:30 p.m.-10:00 p.m. 180 hours
09/14/2020 02/01/2021

CARPENTRY II

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 MTW Medford
5:30 p.m.-10:00 p.m. 180 hours
09/14/2020 02/01/2021

HOME REPAIR

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

Cost: \$433 TH Medford
6:00 p.m.-9:00 p.m. 36 hours
09/17/2020 02/04/2021

BLUEPRINT READING FOR RESIDENTIAL CONSTRUCTION

This course prepares students to work with residential blueprints.

Cost: \$318 T Medford
7:00 p.m.-10:00 p.m. 36 hours
09/15/2020 02/04/2021

ELECTRICAL TRADES I

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

Cost: \$1,755 MTW Medford
6:00 p.m.-10:00 p.m. 180 hours
09/14/2020

ELECTRICAL TRADES II

This program provides a comprehensive understanding of basic electrical principles and concepts, along with technical skills. The second semester includes instruction in commercial wiring related technology, technical math and motor controls. The National Electrical Code and Ohm's Law is stressed throughout the program. **Prerequisite: ELC501**

Cost: \$1,755 MTW Medford
6:00 p.m.-10:00 p.m. 180 hours
02/01/2021

BLD101

ELECTRICITY I

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

Cost: \$623 MT Westampton
6:00 p.m.-10:00 p.m. 88 hours
09/14/2020

ELECTRICITY II

This course covers basic electrical mathematics including calculations for alternating circuits and devices in both single-phase and three-phase distribution systems. Topics covered include AC/DC power; LED and fluorescent lighting; power; theories of voltage, resistance, power, and energy; electro-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 MT Westampton
6:00 p.m.-10:00 p.m. 88 hours
02/01/2021

ELECTRICITY III

This course covers the standards for the layout and construction of electrical systems using residential building plans, and enhances technical skills in performing electrical installations and green technologies. Students are prepared for obtaining a New Jersey Qualified Journeyman Electrician Registration. **Prerequisite: ELC102**

Cost: \$623 TW Westampton
5:30 p.m.-9:30 p.m. 88 hours
09/15/2020

ELECTRICITY IV

This course covers the basics of commercial wiring. Topics include the planning of a typical commercial installation by carefully demonstrating how the load requirements are converted into branch circuits, then to feeders, and finally into a building's main electrical service. A set of plans will allow the student to go through the wiring process, step by step, applying concepts learned to an actual commercial building to meet Code requirements set forth by the National Electrical Code (NFPA70). Photovoltaic and wind technologies are introduced in a commercial application. **Prerequisite: ELC103**

Cost: \$623 TW Westampton
5:30 p.m.-9:30 p.m. 88 hours
02/02/2021

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: ELC104**

Cost: \$623 TTH Westampton
5:30 p.m.-9:30 p.m. 88 hours
09/15/2020

ELC101

ELC102

ELC103

ELC104

ELC105

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 02/02/2021

ELECTRICITY VII – JOURNEY WORKER’S ELECTRICIAN 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 02/02/2021

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 and actual components will be taught along with good safety practices. **Classes at both campus’ may combine depending on enrollment levels.**

Cost: \$2,457 MTTH West/Medford
6:00 p.m.-10:00 p.m. 180 hours 09/14/2020

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 and actual components will be taught along with good safety practices. EPA Certification Test given. **Prerequisite: HVAC I. Classes at both campus’ may combine depending on enrollment levels**

Cost: \$2,457 MTTH West/Medford
6:00 p.m.-10:00 p.m. 180 hours 02/01/2021

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 Call for schedule

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: \$644 MW Westampton
6:30 p.m.-9:30 p.m. 60 hours
10/05/2020 02/08/2021

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 IA

PLB101

This is the first semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices. This course will cover the following area: Related Mathematics

Cost: \$665 MW Westampton
6:30 p.m.-9:30 p.m. 87 hours 09/21/2020

PLUMBING IB

PLB102

This is the second semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices. This course will cover the following areas: Safety & OSHA Standards, Introduction to N.S.P.C. (current edition) - definitions, plumbing principles, and general requirements.

Cost: \$665 MW Westampton
6:30 p.m.-9:30 p.m. 87 hours 02/01/2021

PLUMBING IIA

PLB103

This is the third semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices. This course will cover the following areas: Water supply, Domestic Hot and Cold, and Soldering & Brazing.

Cost: \$665 MW Westampton
6:30 p.m.-9:30 p.m. 87 hours 09/21/2020

PLUMBING IIB

PLB104

This is the fourth semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices. This course will cover the following areas: Isometric Drawing and International Fuel Gas Code.

Cost: \$665 MW Westampton
6:30 p.m.-9:30 p.m. 87 hours 02/01/2021

PLUMBING IIIA

PLB105

This is the fifth semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices. This course will cover the following areas: Sanitary Drainage, N.S.P.C (current edition), D.F.U. Values, and Drain Pipe Sizing, Intro. to Grease Traps (accepted sizing methods), and Types of Grease Trap.

Cost: \$665 MW Westampton
6:30 p.m.-9:30 p.m. 87 hours 09/21/2020

PLUMBING IIIB **PLB106**

This is the sixth semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices. This course will cover the following areas: Sanitary Drainage (continued), Sewage Ejector Pump Requirements, Traps, Cleanouts, and Plumbing Fixtures, and Indirect Waste.

Cost: \$665 MW Westampton
6:30 p.m.-9:30 p.m. 87 hours 02/01/2021

PLUMBING IVA **PLB107**

This is the seventh semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices. This course will cover the following areas: Storm Drainage Sizing, Blueprint Reading, Intro. to Builder Level Transit, and Intro. to Heat Energy and Relation to Temperature.

Cost: \$665 MW Westampton
6:30 p.m.-9:30 p.m. 87 hours 09/21/2020

PLUMBING IVB **PLB108**

This is the eight semester of the 4-year NAPHCC curriculum, which is required for plumbing apprentices. This course will cover the following areas: Tempered Water Standards per A.S.S.E and N.S.P.C. (current edition), Introduction to Venting Requirements and Proper Sizing Methods.

Cost: \$665 MW Westampton
6:30 p.m.-9:30 p.m. 87 hours 02/01/2021

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 02/02/2021

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 09/15/2020

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 02/02/2021

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 09/14/2020

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 02/01/2021

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 09/14/2020

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 09/15/2020

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 02/02/2021

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 02/01/2021

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 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: \$1,324 MTWTH Westampton
6:00 p.m.-10:00 p.m. 120 hours 02/01/2021

DIESEL TECHNOLOGY I

DSL501

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: \$1,757 MTW Westampton
6:00 p.m.-10:00 p.m. 180 hours 09/14/2020

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: DSL 501**

Cost: \$1,757 MTW Westampton
6:00 p.m.-10:00 p.m. 180 hours 02/01/2021

STATE INSPECTOR TRAINING

SSI101

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

Cost: \$305 FSa Westampton
F 6:00 p.m.-10:00 p.m. 12 hours 12/04/2020
Sa 8:00 a.m. - 4:00p.m. 05/14/2021

STATE SPECIFIC TRAINING

SSI101A

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

Cost: \$138 F Westampton
6:00 p.m.-10:00 p.m. 4 hours
12/04/2020 05/14/2021



Payment Plans

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.

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 MTTH Medford
6:00 p.m.-10:00 p.m. 180 hours
09/14/2020 02/01/2021

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 MTTH Medford
6:00 p.m.-10:00 p.m. 180 hours
09/14/2020 02/01/2021

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 MTWTH Westampton
8:00 a.m.-4:00 p.m. 25 hours Call for schedule

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: \$8,560 MTWTH Westampton
8:00 a.m.-4:00 p.m. 1080 hours 09/14/2020

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 MTWTH Westampton
8:00 a.m.-4:00 p.m. 270 hours 02/03/2021

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 TTH Westampton
6:00 p.m.-10:00 p.m. 180 hours 09/15/2020

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 TH Westampton
6:30 p.m.-9:30 p.m. 45 hours
9/10/2020 02/11/2021

ADVANCED WATER OPERATION

WWA103

Prerequisite: WWA101

Cost: \$950 MT Westampton
6:00 p.m.-9:00 p.m. 90 hours
09/21/2020 02/22/2021

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 MW Westampton
6:00 p.m.-9:00 p.m. 90 hours
09/21/2020 02/22/2021

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 MW Westampton
6:00 p.m.-9:00 p.m. 45 hours
10/19/2020 03/15/2021

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 MW Westampton
6:00 p.m.-9:00 p.m. 12 hours
10/26/2020 05/10/2021

Advanced Manufacturing & Fabrication

ADVANCED MANUFACTURING - MACHINIST BOOT CAMP

AMF603

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
5:00 p.m.-10:00 p.m.

MTWTH
288 hours

Medford/ RCBC-Mt. Laurel
Call for schedule

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
- Cosmetology
- Medical Assistant

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@burlicoschools.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: Kimberly Iocco
BCIT Adult Education Veterans Coordinator
(609) 267- 4226, Ext. 8230 kiocco@burlicoschools.org