



# 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 2021 & Spring 2022

For more details about our course offerings please see our online brochure at [www.bcit.cc/adulted](http://www.bcit.cc/adulted) or contact the adult education office for further questions. Fall Registration deadline is August 30, 2021. Spring Registration Deadline is January 24, 2022. 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	6	Labor Day	School Closed
	7	Rosh Hashanah	School Closed
	16	Yom Kippur	School Closed
	30	Back to School Night	No Evening Classes
October	11	Columbus Day	School Closed
	21	Discovery Night	No Evening Classes
November	4-5	NJEA Convention	School Closed
	16	Fall PAC Meeting – Medford	No Evening Classes
	24	Thanksgiving Recess	No Evening Classes
	25-26	Thanksgiving Recess	School Closed
December	23	Winter Recess Begins	No Evening Classes
	24-31	Winter Recess	School Closed
January	17	Dr. Martin Luther King, Jr. Day	School Closed
February	18-21	President's Day	School Closed
March	23	Spring PAC Meeting – West	No Evening Classes
April	14	Spring Recess Begins	No Evening Classes
	15-22	Spring Recess	School Closed
May	30	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
	* Closed July & August		

**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](http://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](http://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 a 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. Certificates will not be given for completion of only Part I of a program.

#### **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.
- Missed Payment Fee: There will be a \$25 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 \$39 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 paperwork 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.

**Financial Aid**

- Is available for individuals who qualify. Financial Aid is only available for LPN, Cosmetology, Medical Assistant and Dental Assisting.
- Students must submit a 21-22 FAFSA at [studentaid.gov](http://studentaid.gov) to determine eligibility.
- Please visit our website for more information.

# 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 the 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.**

<b>COST: \$70</b>	W	Westampton
5:00 p.m.-9:30 p.m.	4.5 hours	
09/15/2021		03/02/2022
10/06/2021		04/06/2022
11/03/2021		05/04/2022
12/01/2021		06/01/2022
01/05/2022		07/06/2022
02/02/2022		08/03/2022

## CERTIFIED HOMEMAKER HOME HEALTH AIDE

The HHHHA is certified by the New Jersey Board of Nursing. Both the 76-hour course module and a 10-hour module opened to NJ Certified Nurse Aide only\*, prepare the individual for providing care in home settings under the supervision of a registered professional nurse. The CHHHA performs tasks which are delegated consistent with provisions of N.J.A.C. 13:37-6.2. Duties include providing personal care and homemaking services essential to patient's healthcare and comfort at home including shopping, errands, laundry, meal-planning and preparation including therapeutic diets, serving meals, childcare and assisting the patient with activities of daily living (mobility, transferring, walking, grooming, bathing, dressing, toileting). **The CHHHA should not administer medication.** An additional \$65.00 (payable to the NJ Board of Nursing) is required for the certification fee and background check application fee and is not refundable. Make-up time included in the 76-hour schedule will incur an additional fee of \$35.00 per hour. Fees must be paid before the start of make-up. No makeup time is included in the 10-hour module. **No absences are permitted.** Fees are non-refundable. **Course cost does not include Textbook. Fees for certification with NJ Board of Nursing is not included.**

## FOR CNA APPLICANTS

Prerequisite: CNA Certificate

<b>Cost: \$260</b>	MTTH	Westampton
<b>HHA201</b>	10 hours	
5:00 p.m.-8:20 p.m.		03/14/2022
10/18/2021		

## FOR NON-CNA APPLICANTS

**HHA601**

<b>Cost: \$1,008</b>	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**

the 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.

<b>Cost: \$1,276</b>	MTTH	Westampton
<b>CNA601</b>	90 hours	
9 a.m.-2:00 p.m.		02/07/2022
09/13/2021		

<b>CNA602</b>	MTTH	Westampton
9 a.m.-2:00 p.m.	90 hours	
11/22/2021		04/25/2022

<b>CNA501</b>	MTWTH	Medford
4:30 p.m.-8:30 p.m.	90 hours	
09/13/2021		01/25/2022

<b>CNA502</b>	MTWTH	Medford
4:30 p.m.-8:30 p.m.	90 hours	
11/17/2021		03/22/2022

## DENTAL ASSISTING I and II

**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). **This class will be held Monday and Tuesday from 4:00 – 9:15 p.m. either in person or remote. Wednesday this class will be held remotely. Thursday and Friday this class will be held from 8:30 a.m. – 4:30 p.m. Receive packet at time of registration. Copy of high school diploma required.**

<b>Cost: \$8,128</b>	MTWTHF	Westampton
	1100 hours	09/09/2021

4:00 p.m.-9:15 p.m.	MT
Remote	W
8:30 a.m.-4:30 p.m.	THF

## 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.

<b>Cost: \$552</b>	W	Westampton
6:30 p.m.-9:30 p.m.	30 hours	Call for schedule

## DENTAL ASSISTING - RADIATION HEALTH AND SAFETY TEST PREP

**DEN604**

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





# 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). **Students may register for the Program or Modules I – IV individually. Students 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**                      MTWTHF                      Medford  
Times Vary                      320 hours                      09/13/2021

## 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  
10/08/2021                      01/07/2022  
05/06/2022

## Animal Care/Veterinary Technology

## PET GROOMING I

### PET101

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

**Cost: \$649**                      MW                      Westampton  
6:30 p.m.-9:30 p.m.                      72 hours                      09/20/2021

## 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                      01/31/2022

## 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                      09/13/2021



## 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                      01/31/2022

# 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. Coursework 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  
09/13/2021 01/31/2022

## 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** MTW Medford  
5:30 p.m.-10:00 p.m. 180 hours  
09/13/2021 01/31/2022

## 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** TH Medford  
6:00 p.m.-9:00 p.m. 36 hours  
09/23/2021 02/03/2022

## BLUEPRINT READING FOR RESIDENTIAL CONSTRUCTION

## BLD104

This course prepares students to work with residential blueprints.

**Cost: \$318** T Medford  
7:00 p.m.-10:00 p.m. 36 hours  
09/14/2021 02/01/2022

## ELECTRICAL TRADES I

## ELC501

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** MTTH Medford  
6:00 p.m.-10:00 p.m. 180 hours  
09/13/2021

## ELECTRICAL TRADES II

## ELC502

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** MTTH Medford  
6:00 p.m.-10:00 p.m. 180 hours  
01/31/2022

## ELECTRICITY 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 (NFPA 70).

**Cost: \$623** MT Westampton  
6:00 p.m.-10:00 p.m. 88 hours 09/13/2021

## ELECTRICITY II

## 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** MT Westampton  
6:00 p.m.-10:00 p.m. 88 hours 01/31/2022

## 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 Journeyman Electrician Registration. **Prerequisite: ELC102**

**Cost: \$623** MT Westampton  
6:00 p.m.-10:00 p.m. 88 hours 09/13/2021

## 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** MT Westampton  
6:00 p.m.-10:00 p.m. 88 hours 01/31/2022

## 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** MT Westampton  
5:30 p.m.-9:30 p.m. 88 hours 09/13/2021



**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** MT Westampton  
5:30 p.m.-9:30 p.m. 88 hours 01/31/2022

**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** MT Westampton  
5:30 p.m.-9:30 p.m. 88 hours 01/31/2022

**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 campuses may combine depending on enrollment levels.**

**Cost: \$2,457** MTTH 09/13/2021  
5:30 p.m.-9:30 p.m. 180 hours Medford  
6:00 p.m.-10:00 p.m. 180 hours Westampton

**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 campuses may combine depending on enrollment levels**

**Cost: \$2,457** MTTH 01/31/2022  
5:30 p.m.-9:30 p.m. 180 hours Medford  
6:00 p.m.-10:00 p.m. 180 hours Westampton

**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  
10/04/2021 02/07/2022

**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 09/20/2021

**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 01/31/2022

**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 09/20/2021

**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 01/31/2022

**PLUMBING IIA**

**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 09/20/2021

**PLUMBING IIB** **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 01/31/2022

**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 09/20/2021

**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 01/31/2022

**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 02/01/2022

## 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 09/14/2021

**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 02/01/2022

**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 09/13/2021

**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 01/31/2022

**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 09/13/2021

**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 09/14/2021

**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 02/01/2022

**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 01/31/2022

**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 lectures, 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 01/31/2022

**COMMERCIAL DRIVERS LICENSE (CDL) – TRUCK DRIVING PROGRAM – CLASS A**

**CDL601**

In partnership with the Superior Driving School in Toms River, students will prepare for all written C.D.L. exams including: General Knowledge, Air Brakes, Combination Vehicles, Hazmat, Tankers, Doubles & Triples. The theory portion of the course will take place at BCIT Medford. Upon completion of the theory portion of the class, the students are required to take and pass the written CDL Class A exam at a NJ Motor Vehicle Agency before they can continue their training. The mandatory yard and road portion of the class will take place at 2834 Lacey Road, Forked River, NJ at the Superior Driving School location. The yard and road training will cover all skills necessary to pass the new federally regulated road test at NJ Motor Vehicles. Upon completing this training, students will be required to take a road test at NJ Motor Vehicle testing center coordinated by Superior Driving School. **The total cost of the course is \$3,500. A mandatory deposit of \$200 is required to Superior Driving School upon registration as well as a payment in the amount of \$300 to BCIT Adult Education.** The total hours of the course are 160. There are 40 hours in the classroom and 120 hours for the yard and road.

**Cost: \$3,500 (\$300 due to BCIT)**

**CDL601** TTH Westampton  
6:00 p.m. -10:00 p.m. 160 hours  
09/21/2021 01/18/2022

**COMMERCIAL DRIVERS LICENSE (CDL) – TRUCK DRIVING – CLASS B w/PASSENGER ENDORSEMENT**

**CDL701**

In partnership with the Superior Driving School in Toms River, students will prepare for all written C.D.L. exams including: General Knowledge, Air Brakes, Hazmat, Tankers and Passenger. The theory portion of the course will take place at BCIT Medford. Upon completion of the theory portion of the class, the students are required to take and pass the written CDL Class B exam at a NJ Motor Vehicle Agency before they can continue their training. The mandatory yard and road portion of the class will take place at 2834 Lacey Road, Forked River, NJ at the Superior Driving School location. The yard and road training will cover all skills necessary to pass the new federally regulated road test at NJ Motor Vehicles. Upon completing this training, students will be required to take a road test at NJ Motor Vehicle testing center coordinated by Superior Driving School. Upon completion of this course, drivers will be able to drive automatic transmission Class B vehicles including Busses. Please note that this training will not enable a driver to operate a School Bus. There is a separate endorsement, “S” (School Bus), which is required and can be obtained after receiving the “P” (Passenger) endorsement, including in this course. **The total cost of the course is \$2,200. A mandatory deposit of \$200 is required to Superior Driving School upon registration as well as a payment in the amount of \$300 to BCIT Adult Education.** The total hours of the course are 80. There are 40 hours in both the classroom and yard and road.

**Cost: \$2,200 (\$300 due to BCIT)**

**CDL701** TTH Westampton  
6:00 p.m. - 10:00 p.m. 80 hours  
09/21/2021 01/18/2022

**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 09/13/2021

**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 01/31/2022

**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 12/03/2021  
Sa 8:00 a.m. - 4:00p.m. 05/13/2022

**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  
12/03/2021 05/13/2022



**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  
09/13/2021 01/31/2022

## 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  
09/13/2021 01/31/2022

# Cosmetology

## BARBERING CROSSOVER EXAM REVIEW

## COS505

This 25-hour course reviews cosmetology skills. Candidates 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

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 09/08/2021

## 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,

## 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. Candidates 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 01/31/2022

# 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: \$1,750** TTH Westampton  
6:00 p.m.-10:00 p.m. 180 hours 09/14/2021

## 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  
9/09/2021 02/10/2022

## ADVANCED WATER OPERATION

## WWA103

**Prerequisite: WWA101**

**Cost: \$950** MT Westampton  
6:00 p.m.-9:00 p.m. 90 hours  
09/20/2021 02/07/2022

## 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  
09/20/2021 02/07/2022

### 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  
10/18/2021 03/07/2022

### 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  
10/18/2021 05/02/2022

## 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, students 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** MTWTHF Medford/ RCBC-Mt. Laurel  
8:00 a.m.-4:00 p.m. 288 hours 07/06/2021  
5:00 p.m.-10:00 p.m. MTWTH Medford/ RCBC-Mt. Laurel  
288 hours 09/27/2021

## Information Technology

### INTRODUCTION TO SOCIAL MEDIA BASICS

ISM101

This 6 week in-person course lays the foundation of social media basics as we navigate interactions in the age of digital communication. You'll learn what social media channels exist (including social networks, professional networks, and photo/video sharing websites/apps), understand how to create and manage a social media account, adjust your account settings, and how to use social media to connect personally and professionally.

**Cost: \$150** TH Medford  
6:00 p.m.-8:00 p.m. 12 hours  
10/14/2021 05/05/2022

### GROWING YOUR BRAND AND PROFILE USING SOCIAL MEDIA MARKETING

SMM101

This 6 week hybrid course lays the foundation of social media marketing. You'll learn what social media marketing entails, including the history and the different social media that exist. You'll learn how to select a social media channel that fits your needs, set goals and success metrics, and determine who your target audience is. This course equips you with critical content creation and management skills. You'll learn how to create effective social media posts and how to create a strong brand to help you build a social media presence. You'll also learn how to establish an ongoing process to manage your content. This includes setting up a content calendar, managing and moderating your posts, analyzing data for insights and iteration, and how to increase post effectiveness. Whatever level of knowledge you start with, this course will help you build a solid foundation for social media marketing and gain applicable skills that will allow you to make your social media efforts more successful and noticeable.

**Cost: \$175** T Medford  
6:00 p.m.-8:00 p.m. 12 hours  
10/12/2021 05/03/2022

### BUNDLE – INTRO TO SOCIAL MEDIA BASICS & GROWING YOUR BRAND AND PROFILE USING SOCIAL MEDIA MARKETING

ISM201

This is a combined course of ISM101 and SSM101.

**Cost: \$300** TTH Medford  
6:00 p.m.-8:00 p.m. 24 hours  
10/12/2021 05/03/2022

### GOOGLE FOR THE HOME USER

GHU101

This course is designed to introduce members of the public to the overview on the functions of the core applications in the Google Suite which include Gmail, Calendar, Drive, and Chrome, along with supporting and accompanying applications most commonly used for communicating in the 21<sup>st</sup> century. Students will experience hands-on walk-through learning about the basics of the essential applications for communicating, planning, and developing content that can be shared with other Google users, and across other platforms as well. No prior knowledge or experience using Google applications is required, however users will have to create a Google account in order to participate in the class. Lessons are structured around various topics each week, and include a demonstration, followed by instructor support to students to achieve mastery.

**Cost: \$150** M Westampton  
6:00 p.m.-8:00 p.m. 12 hours  
10/18/2021 05/02/2022

## 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@burlcoschools.org](mailto: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](http://www.njgrants.org).



**Use Your Veterans Education Benefits**

**Contact: Emily Kreifels**

**BCIT Adult Education Veterans Coordinator**

**(609) 267- 4226, Ext. 8230 [kreifelse@burlcoschools.org](mailto:kreifelse@burlcoschools.org)**