



**Business Professional/
Administrative
Assistant**

Electrician

Plumber

HVAC/R Technician



2014-15 FULL-TIME ADULT DAY DIVISION PROGRAMS

201.343.6000 ext. 2288 or 2047

www.bergen.org



FULL-TIME, ADULT DAY CAREER PROGRAMS

SHORT TERM TRAINING—HIGH WAGE CAREERS

The Adult Day Division offers the latest specialized, professional training for high-wage, high-demand occupations. Whether you are looking to upgrade your present skills, change your career, or are just starting out, our highly-qualified, industry-certified instructors can provide you with a practical, hands-on approach to training in fields where skilled employees are needed. For a fraction of the cost of a private training institution, the Adult Day Division offers career counseling, job placement assistance, and access to state-of-the-art equipment to enable you to master marketable job skills. Financial aid is available for those who qualify (subject to federal regulations). The Bergen County Technical School District's reputation and connections with local industry enhance our students' opportunities for excellent job placement.

FULL-TIME, ADULT DAY CAREER PROGRAMS

Business Professional/Administrative Assistant – D027

This program provides practical skills needed in today's workplace. Hands-on, comprehensive computer instruction using Windows PCs and Microsoft Office Word, Excel, PowerPoint, Outlook, and Access, as well as Intuit QuickBooks. Successful completion of these lessons will prepare students for computer proficiency testing. Materials from the project-based lessons, along with successful assessments can be displayed in a portfolio of finished work to show potential employers.

This program also offers relevant skills for job searching, including updated resume and effective cover letter writing, interviewing techniques, targeting companies, creating business cards (using Microsoft Publisher), and best utilizing professional networking sites, such as LinkedIn. Students will participate in additional activities that focus on the benefits of maintaining a professional approach, positive attitude, defining their transferable skills, potential future career and/or new industry, for which they may be best suited. The curriculum also includes updated office procedures in areas such as, human resources, written and verbal communications, meeting planning, financial reports, and management of records, time, and projects.

Students are encouraged to develop skills, attain knowledge and confidence in a supportive learning environment. Course offered during daytime school hours and corresponds with the schedule of most school districts.

Length: 600 hours (approximately 6 months)**
Tuition: \$5,875.00*

Electrical Technology – D005

Take this first step towards a career in the electrical trades and get a head start in preparing for an Electrical Contracting License. Subjects covered include AC/DC theory, motors and motor controls, metering and test equipment, telecommunications, fire alarms and security systems, wiring materials and techniques, and conduit bending. Students also learn about hand and power tools, safety, blueprint reading and estimating, and construction math. All topics and proficiencies are covered in accordance with the National Electrical Code, and students will learn about new "green" technologies including both solar and wind power systems.

Length: 1200 Hours (approximately 10 months)**
Tuition: \$11,450.00*

Heating/Ventilation/AC & Refrigeration (HVAC/R) – D009

HVAC/R prepares students to install, maintain and repair equipment ranging from room air conditioners through central split systems to large complex food or drug storage refrigeration systems. Topics include: residential, commercial, institutional and industrial HVACR systems. Special skills will include soldering, brazing and piping; use of test equipment, hand and power tools; installation and servicing of electrical, refrigeration, comfort cooling, solar thermal and photovoltaic (PV) equipment. Fundamentals include layout and functional design of components including motors, controls, switches, gauges, wiring, harnesses, valves, pumps, coils, piping, condensers, compressors, and defrosting. Student projects will consist of hands-on installation of heating and cooling systems including central and solar energy systems before graduation. Students will have opportunities to sit for Industry-based competency (HVAC Excellence/Employment Ready) and EPA-approved universal certification exams.

Length: 1053 Hours (approximately 9 months)**
Tuition: \$10,305.00*

Plumbing & Heating – D012

This course is designed to prepare graduates for placement into the plumbing and heating industry, rapidly advancing to highly rewarding careers. Subjects include piping techniques, plumbing code, kitchen and bathroom rough-in, fixture installation, hot water and steam heating systems and various other residential and commercial plumbing applications. Repairs, drain cleaning and trouble-shooting are essential course components. A passing score on the final exam (NOCTI) can give the student up to a 1-year Plumbing Apprenticeship credit towards their evening school required training. Our new equipment includes piping and pump training systems, solar thermal energy and solar wind training stations.

Length: 819 Hours (approximately 7 months)**
Tuition: \$8,015.00*

*Cost of Industry Exams, Certifications, books, appropriate clothing, personal tools and supplies are an additional expense to the student.

*Federal aid and government grants available to those who qualify.

**Program length does not include holidays, school closings, etc.

Students in each of the above full-time programs will receive their theory and hands-on training in separate learning environments specific to their individual program. Classrooms spaces contain technology such as SMART or Mimio Boards with sound systems, personal computers, whiteboards, teacher and student stations. Lab/Shop spaces contain instructional equipment such as Lab Volt and Hampden trainers, hand and power tools, as well as all necessary consumable supplies for each trade. In addition, students and faculty have access to our computer lab with printers located in our main building. Fax and phone service is also provided to students for the use of school business such as preparing resumes, scheduling interviews, etc. All full-day programs are located on our Hackensack Campus.

FULL-TIME, ADULT DAY TEACHER CREDENTIALS

We are very proud to say our instructors have years of practical experience as well as professional training and certifications in a wide range of fields. These experiences and trainings are brought to life each day and shared with our students through both academic and hands-on learning activities. Listed below are a some of the credentials our faculty hold.

Robert Aleman (Plumbing)

- OSHA 10 General Industry Course Training Certification # 12-700728406, 2013
- State of New Jersey Board of Education Teacher Certification of Plumbing and Pipefitting # 804596, 2011
- Ramapo College Alternate Route Teacher Course for Certification, 2011
- State of New Jersey Boiler Operator License B-139716, 2003
- Passaic County Technical and Vocational High School four year Plumbing program Diploma, 1977

Daniel DeSena (Electrical)

- New Jersey Teacher Certification, Teacher of Technical Occupations: Electrical Technology, 2004
- Licensed Electrical Contractor, New Jersey State Board of Electrical Contractor, 1996
- Credits earned in Business Management/Aviation, Private Pilot's License 1983, Daniel Webster College, Nashua, NH
- Credits earned in Aviation/General Studies, 1980, Florida Institute of Technology, Melbourne FL

Debra Lawrence (Business Office Professional)

- Results Coaching Systems, Australia/New York. Certified Life Coach
- BS, State University of NY at Stony Brook. Social Work Program
- NY Institute of Technology. MBA Program – Matriculated



Awa Uma (HVAC)

- BS, Industrial Technology, Minor in Technology, 1983, Elizabeth City State University, North Carolina
- M.Ed., Career and Technology Education, 1986, Bowling Green State University, Ohio
- EPA Refrigeration Handling Certification, Ferris State University, Michigan
- HVAC Contractor's License – Ohio Construction Industry Licensing Board (OCILB)

FULL-TIME, ADULT DAY SCHOOL GENERAL INFORMATION

Location:

Training location is at 200 Hackensack Avenue in Hackensack. Transportation is the responsibility of the student.

Schedule:

Electrical, Plumbing, and HVAC/R Classes:

Fall/Winter/Spring - Monday through Friday from 8:00 AM to 3:00 PM

Summer - Monday through Thursday from 8:00 AM to 3:00 PM

Administrative Assistant/Business Professional Classes:

Fall/Winter/Spring - Monday through Friday from 9:00 AM to 2:30 PM

Summer - Monday through Thursday from 8:30 AM to 3:00 PM

Tuition:

Full-time program tuition is billable at \$1,145 per month and ranges in price from \$5,875 to \$11,450. Textbooks and costs associated with certification testing, state licensing, personal tools and appropriate clothing are not included in most courses. Self-paying, non-agency sponsored students may qualify for a 10% tuition reduction when paid in full by first week of class.

Financial Aid:

Grants may be available from the Department of Education and the Department of Labor, with some covering most, if not all of the tuition for qualified students. In addition, the IRS offers the Hope Scholarship tax credit. If a balance remains, then students may apply for loans and/or payment plans.

FULL-TIME, ADULT DAY ADMISSIONS PROCESS CHECKLIST*

1. **Attend an Information Session.** Information sessions are scheduled on Wednesdays at 1:00pm, and include a school/program overview, tour of the shops/classrooms and an opportunity to meet instructors.

Note: Be sure to complete the sign-in sheet, with all necessary information

2. **Submit a Completed Application.** Complete the School's application and return it to the Admissions Office, with a tuition deposit of \$100 made by Check or Money Order payable to *Bergen County Technical Schools, Adult Day Division*. Cash, Visa and MasterCard are also accepted. (If agency sponsored, the \$100 deposit does not apply.)

3. **Submit Documentation.** The following documentation **Is Required:**

- High School, GED/HSE or College Diploma
- Mantoux (TB) results from Doctor or Local Health Department

May be required:

- TABE testing results
- Transcripts
- One-Stop Career Center (white) ID Card

4. **Schedule an Appointment with the Financial Aid Office.** A meeting with the district's Financial Aid Officer (Shakeena Grice, ext 2048) is necessary for all students enrolling in a program over 600 hours.

Prior to meeting with Financial Aid Office:

- a) **Obtain a PIN number.** Prior to completing Free Application for Federal Student Aid (FAFSA), a PIN number is required and can be obtained at www.pin.ed.gov
- b) **Prepare Document.** To complete the FAFSA form, obtain the form labeled "Before Beginning a FAFSA - Documents Needed" from the admissions office.
- c) **Complete FAFSA Worksheet.** FAFSA worksheet can be obtained online at www.fafsa.ed.gov or upon enrolling at BCTS.

* If you are enrolling in school through a Government Agency, approval for school funding is required from the Agency's Counselor.

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200 HACKENSACK AVE. ADULT EDUCATION BUILDING, HACKENSACK, NJ 07601-6637

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