

TECHNICAL SCHOOLS



BERGEN COUNTY



Management Information Systems (MIS), General Putting the 21st Century Business Essentials Skills to Work

Electrician

Plumbing Technology/Plumber

Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician



ADULT & CONTINUING EDUCATION

FULL-TIME DAY PROGRAM

2018

201.343.6000
ext. 2288 or 2047

www.bergen.org

FULL-TIME DAY PROGRAM

SHORT TERM TRAINING—HIGH WAGE CAREERS

The Full-Time Day Program 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 Full-Time Day Program 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 DAY PROGRAMS

Management Information Systems (MIS), General Putting the 21st Century Business Essentials Skills to Work

The objective of Management Information Systems (MIS), General: Putting the 21st Century Business Essentials Skills to Work will prepare students for a career in human resources or administrative professional management. The program is designed to expand students' existing knowledge of Microsoft Office, QuickBooks and Google Fundamentals and, upon completion, will provide Microsoft Office Specialist and QuickBooks certifications. These two certifications are the foundations for success needed in today's global business environment.

The modular curriculum design provides consistency, interactive activity, critical thinking skills and practical application of the material covered. The successful completion of the five modules of: (1) Career Readiness and Digital Literacy; (2) Computer Applications; (3) Business Fundamentals; (4) Google Fundamentals, and (5) Google Applied Digital Skills, support access to a wide range of gainful employment opportunities.

In addition to the teacher-directed, web-based instruction, students will take part in the Work Based Activity (WBA) internship program up to four days a week. This ideal opportunity has the potential to seamlessly transition students into full-time career placement. The course is offered as a full-time day program and corresponds with the schedule of most traditional school calendars.

Length: 600 hours (approximately 6 months)**

Tuition: \$6,300.00*

Electrician

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: \$12,300.00*

Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician

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 HVAC/R 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. We are also proud to announce that our HVAC/R program is approved for dual enrollment credit with Thomas Edison State College (see under General Information).

Length: 1053 Hours (approximately 9 months)**

Tuition: \$11,070.00*

Plumbing Technology/Plumber

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 one-year Plumbing Apprenticeship credit towards their evening school required training.

Length: 819 Hours (approximately 7 months)**

Tuition: \$8,610.00*

*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 full-time programs will receive their theory and hands-on training in separate learning environments specific to their individual program. Classroom 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.

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FULL-TIME DAY PROGRAM INSTRUCTOR 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 Technology/Plumber)

- 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 (Electrician)

- 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

Christine Coppola (Management Information Systems, General (Business Professional/Administrative Assistant))

- BS, Marketing/Business - Rutgers University – New Jersey, 1993
- Certificate of Eligibility - Teacher of Marketing, 2017
- Certificate of Eligibility - Teacher of Business: Finance/Economics/Law, 2017

Awa Uma (Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician)

- 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 DAY PROGRAM GENERAL INFORMATION

Location: Training location is at 190 Hackensack Avenue in Hackensack. Transportation is the responsibility of the student.

Schedule:

Electrical Technology, Plumbing & Heating, 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

Business Professional/ Administrative Assistant 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 \$1,205 per month and ranges in price from \$6,180 to \$12,050. 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.



THOMAS EDISON
STATE COLLEGE

Here's your roadmap to finishing your college degree faster with college credits from the Bergen County Technical

Schools Adult & Continuing Education's HVAC/R program:

Bergen County Technical Schools and Thomas Edison State College have teamed up to provide a dual enrollment, adult education program that enables students to develop technical skills and start their college education at the same time.

This dual enrollment agreement has identified up to 4 credit(s) in course equivalencies at Thomas Edison State College for successfully completing the Bergen County Technical Schools Adult & Continuing Education's HVAC/R program during the effective dates listed below. Students eligible for this credit must have successfully completed the reviewed material during these effective dates and submit the appropriate documentation to the registrar. The program components have been divided into the following coursework:

BCTS Program	Credits	TESC Course Equivalent	Effective Dates
HVAC/R	4	CET-191	09/2013 - 01/2020

These credits can be applied to many TESC degree programs including: AAS in Construction & Facilities Support, AAS in Mechanics and Maintenance, and BSAST degrees in Construction and Technical Studies. For more information and details on registration, tuition fees, and required documentation, visit <http://www2.tesc.edu/oapwl/client.php?client=BCTS>

FULL-TIME 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 non-refundable 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/Test Scores
 - New Jersey General Education Statewide High School Assessment results
 - 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 is necessary for all students enrolling in a program over 600 hours.
Prior to meeting with Financial Aid Office:
 - a) Prepare Document.** To complete the FAFSA form, obtain the form labeled "Before Beginning a FAFSA - Documents Needed" from the admissions office.
 - b) 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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190 HACKENSACK AVE. ADULT EDUCATION BUILDING, HACKENSACK, NJ 07601-6637

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