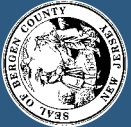


TECHNICAL SCHOOLS



BERGEN COUNTY



Management Information Systems, General
Electrician
Plumbing Technology/Plumber
Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician

ADULT & CONTINUING EDUCATION
FULL-TIME DAY PROGRAM

2023-24

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, General

The objective of our Management Information Systems, General program will prepare students for a career in administrative professional management. The program is designed to expand students' existing knowledge of Microsoft Office, QuickBooks and Google Fundamentals. During the CompTIA module, our students learn basic Internet Technology skills through interactive simulations. One of the components they learn is Cybersecurity where they develop skills necessary to identify and prevent security risks.

Upon completion of each Module students will sit for their certification exams proctored in house by our business instructor.

The modular curriculum design provides consistency, interactive activity, critical thinking skills and practical application of the material covered. The successful completion of the 3 modules: (1) Career Development, (2) Computer Applications and Computer Safety, (3) QuickBooks, and support access to a wide range of gainful employment opportunities. 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[†]

[†]Cost of Certifications are included

[†]Cost of textbooks are not included.

[†]Articulation Agreement with Felician University: Transfer up to 12 credits plus a tuition discount.

[†]Federal aid and government grants available to those who qualify.

^{††}Program length does not include holidays, school closings, etc.

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.

Length: 819 Hours (approximately 8 months)^{}**

Tuition: \$10,920.00^{*}

Students can participate in the Work-Based Activity (WBA) internship program for 144 hours of field over a six (6) week period. Students who decide to participate may secure their own employer or receive assistance from the Job Placement Specialist. Students attend the WBA four (4) days a week and attend school one (1) day a week. Students who do not wish to participate in the WBA complete an in-class cumulative culminating project similar to the field experience.

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 12 months)^{}**

Tuition: \$15,600.00^{*}

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

HVACR 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: \$14,040.00^{*}

Students are able to participate in the Work-Based Activity (WBA) internship program for 144 hours of fieldwork over a six (6) week period. Students attend the WBA four (4) days a week and attend school one (1) day a week. Students may secure their own employer or receive assistance from the Job Placement Specialist. Students who do not wish to participate in the WBA complete an in-class cumulative culminating project similar to the field experience.

Electrician, Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician, Plumbing Technology/Plumber -

^{*}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.

www.bergen.org or call 201.343.6000 ext. 2288 or 2047

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.

Raymond Krenc (Plumbing Technology/Plumber)

- OSHA 30 General Industry Training Course Certification, 2023
- OSHA 10 Construction Safety and Health Training Course Certification, 2017
- Licensed HVACR Contractor, 2015
- Licensed Master Plumber, 2014
- Passaic County Technical and Vocational High School Plumbing program, 1992

Daniel DeSena (Electrician)

- New Jersey Teacher Certification, Teacher of Technical Occupations: Electrical Technology, 2004
- Licensed Electrical Contractor, New Jersey State Board of Electrical Contractors, 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

Gretchen Foote (Management Information Systems, General)

- BA, Bachelor of Arts, Major in School of Education, Saint Peter's University
- BA, Bachelor of Arts, Major in School of Business Administration with concentration in Criminal Justice. Saint Peter's University
- NJ Certified Teacher -Elementary Education

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.

Admissions Counselor:

Anthony Mongilia, 201-343-6000, ext. 2047, antmon@bergen.org

Schedule:

**Management Information Systems, General;
Electrician; Plumbing Technology/Plumber; and Heating,
Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician 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

Tuition:

Full-time Adult Day program tuition is billable at \$1,560 per month. **Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician payments will be payable over 9 months, Electrician payable over 10 months, and Plumbing Technology/Plumber payable over 7 months.** 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 DAY ADMISSIONS PROCESS CHECKLIST*

Bergen County Technical Schools Adult Education & Continuing Education Full-Time Day Program accepts applications on an open- enrollment basis. However, all programs have fixed start dates and will be closed once enrollment has reached its maximum capacity. It is critical that students receive advisement prior to registering for a course.

Procedures for Admissions

- 1. Attend an Information Session:** Information sessions are scheduled in-person at 190 Hackensack Ave. Hackensack, NJ 07601 on Wednesdays at 1:00 pm, and include program/school overview, tour of shops/classrooms and an opportunity to meet instructors. Walk-ins are welcome. Contact the Admissions Office (antmon@bergen.org or 201-343-6000 X 2047) if you have any questions or concerns regarding the information session.
- 2. Submit a Completed Application Form:** Complete the school's application form (can be found at <https://www.bergen.org/Page/4914>) and return it to the admissions office. *Applications can be completed by being mailed to the institution, handed in-person, or e-mailed to the Admissions Counselor*
- 3. Schedule a meeting with the Admissions Counselor:** Upon completion of the application, the admissions counselor will contact you to set up a meeting to complete your application, go over other necessary documentation required and next steps.

The following will be required to enroll:

- a. High School Diploma or GED/HSE equivalency (*A college diploma, or 30 credits, from an institution in the U.S can be used in lieu of a high school diploma*)
 - b. Mantoux (TB) results from a doctor or local health department
 - c. Test of Adult Basic Education (TABE) test results if applicable (*Please note that a high school or HSE diploma outside of New Jersey, or a diploma issued in New Jersey prior to 2004, will require the prospective student to sit for a TABE exam)
 - d. \$100 non-refundable tuition deposit (cash, check, money order and Visa or Mastercard is accepted)
- 4. Schedule an appointment with the Financial Aid Office:** A meeting with the Financial Aid Officer is necessary for all students enrolling in a program more than 600 hours. The Financial Aid Officer will reach out to you once your application is fully completed to schedule the appointment.

Prior to meeting with the Financial Aid Officer:

- a) **Prepare Documentation:** 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 studentaid.gov or upon enrolling at BCTS
- 5. Attend your scheduled orientation:** An orientation will be scheduled prior to the start of class at the Adult Education building. Students will be able to purchase books, complete necessary documentation and learn about rules and expectations.

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



HOW TO REQUEST A TRANSCRIPT*

Graduate /Current Student Bergen County Technical Schools Adult & Continuing Education Full-Time Day Program

To request and official or unofficial transcript please follow the instructions listed below:

A request may be made for two types of transcripts:

- 1) Unofficial Transcripts (copy that a student may request for his/her personal records)
- 2) Official Transcript (copy sent directly from the Bursar Office to employers/schools)

There are two options for requesting a transcript*:

Option 1: Complete Online Request Form -

<https://forms.gle/CY6kBMxDxmZ7abz59>

Option 2: In person, complete a Transcript Request Form.

Any questions contact the Bursar Office:

Telephone: 201-343 6000 Ext. 2408

Email Address: debcur@bergen.org

Office Hours:

Monday through Friday 8:00 am to 4:00 pm

*Transcripts are not issued for any student who has financial obligations to BCTS-Adult & Continuing Education.



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

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