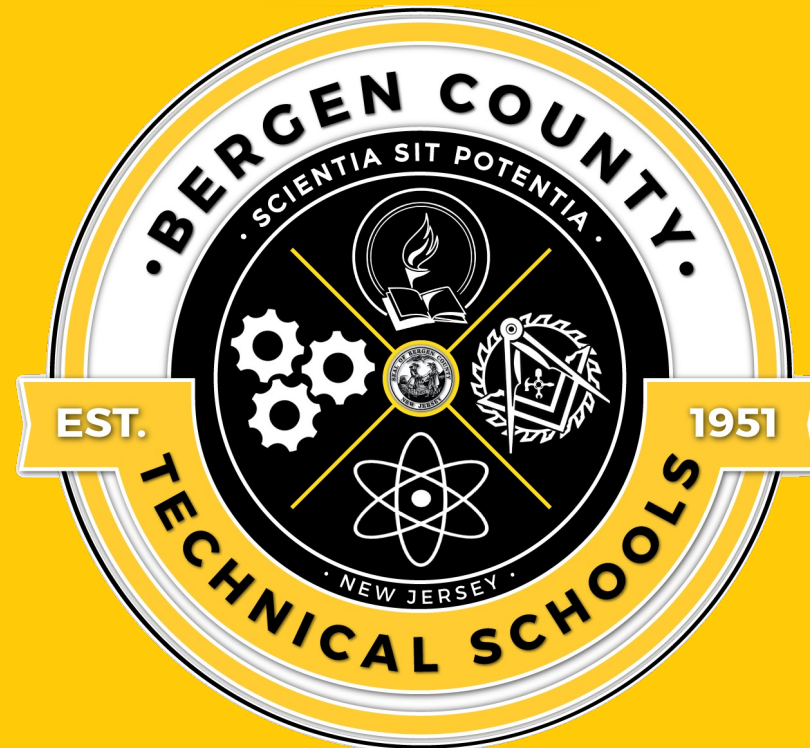


HOW TO APPLY / FULL-TIME DAY PROGRAM

BERGEN COUNTY TECHNICAL SCHOOLS ADULT & CONTINUING EDUCATION



FULL-TIME DAY PROGRAM

BUSINESS ADMINISTRATION & MANAGEMENT (BAM)
(HYBRID)

700 HOURS (APPROX. 7 MONTHS)

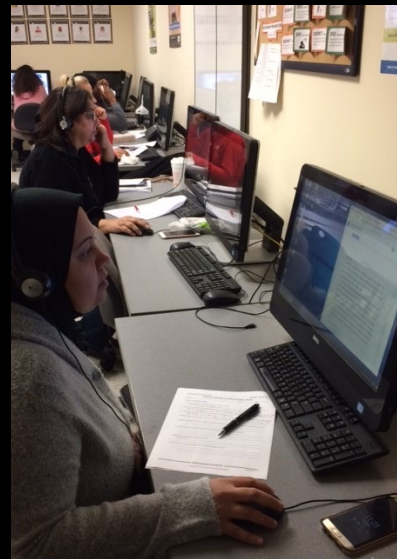
ELECTRICIAN

1200 HOURS (APPROX. 12 MONTHS)

HEATING, AIR CONDITIONING, VENTILATION &
REFRIGERATION MAINTENANCE TECHNOLOGY/
TECHNICIAN (HVAC/R)

1053 HOURS (APPROX. 10 MONTHS)

PLUMBING TECHNOLOGY/PLUMBER
819 HOURS (APPROX. 8 MONTHS)



[illegible]

- **Unit 1: Classroom Management & Safety Protocols**
- **Unit 2: Safety Principles and Practices**
- **Unit 3: Careers, Job Searches and Resume Writing**
- **Unit 4: Basic Electrical Theory**
- **Unit 5: Advanced Electrical Theory**
- **Unit 6: Basic AC Theory**
- **Unit 7: Advanced AC Theory**
- **Unit 8: Motors and Theory Applications**
- **Unit 9: Low Voltage Systems**
- **Unit 10: Telecommunications**
- **Unit 11: Renewable Energy and Sustainability**
- **Unit 12: Residential Wiring**
- **Unit 13: End of Program (EOP) Career Services**

HVAC/R



SYLLABUS

- Unit 1: Classroom Management Protocols, Safety
- Unit 2: Safety, Tools & Equipment
- Unit 3: Theory of Heat
- Unit 4: Basic Air Cond. Theory/Applications
- Unit 5: Electricity
- Unit 6: Electric Motors
- Unit 7: Brazing, Soldering, and Piping
- Unit 8: BASIC (Applied) Air Cond. & Refrigeration
- Unit 9: Commercial Air Conditioning
- Unit 10: Commercial Refrigeration
- Unit 11: Gas Heat
- Unit 12: Oil Heat
- Unit 13: Electric Heat & Solar Energy
- Unit 14: Hydronics
- Unit 15: WBA Participation
- Unit 16: End of Program (EOP) Career

BAM (HYBRID)



SYLLABUS

MODULE 1

- Career Development
- Introduction to Business
- Marketing
- Business Ethics
- Workplace Safety

MODULE 2

- Security, MS, & Google
- IT Fundamentals with an Introduction to Cybersecurity
- Introduction to Computer Programming and App Development
- Office-Word, PowerPoint, Excel, Access, and Publisher
- Google Docs, Sheets, Slides, and Forms

MODULE 3

- QuickBooks
- QuickBooks-Accounting

A collection of plumbing tools and parts, including a white sink, a blue toolbox, a blue cap, and various pipes and fittings, arranged on a tiled floor.

Unit 10: WBA or Culminating Cumulative Project

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 Apply

Anthony Mongilia
Admissions Counselor
antmon@bergen.org
201-343-6000 X 2047 X 2288

