



BETHLEHEM AREA

VOCATIONAL-TECHNICAL SCHOOL

Division of Adult & Continuing Education

"Navigate Your Future"

2021-2022

Course Offerings

Cooking with a Chef – 3 hrs. Tues. 5:30 - 8:30 Prepare and dine on a 3-course meal under the guidance of our chef.	\$35.00 Feb. 15
EPA Refrigerant Usage Review & Exam – 17.5 hrs. Mon. / Thurs. 6:00 - 8:30 Review and take your national EPA Refrigerant Usage exam.	\$450.00 May 9 - June 2
Phlebotomy - 45 hrs. Tues. / Thurs. 5:30 - 8:30 Covers various blood collection techniques for venipuncture. Safety, special collection procedures and blood collection equipment.	\$750.00 Feb. 10 - Apr. 29
Pharmacy Technician - 30 hrs. Tues. 6:00 - 8:30 Learn the skills needed to fill prescriptions and check inventory. Can work in a retail pharmacy or hospital.	\$650.00 Feb. 22 – May 3
PA Vehicle Safety Inspection - 12 hrs. Tues. 5:30 - 8:30 Get your license to become a certified state vehicle safety inspector.	\$175.00 Feb. 15 – 24
PA Vehicle Emissions Certification – 10.5 hrs. Tues. 5:30 - 8:30 Get your license to become a certified state vehicle emissions inspector.	\$165.00 Mar. 1 - 8
Medical Clinical Assistant - 249 hrs. The program covers the six classes needed to be able to sit for the National Healthcareer Association (NHA) certification test. Courses included are Medical Terminology, Nursing Assistants Clinical Skills, EKG Technician, Phlebotomy, Medical Administration and Medical Billing. All of these are also offered as individual courses with individual testing opportunities.	\$2,679.00 On Going Enrollment
Patient Care Technician (PCT) - 201 hrs. The program covers the four classes needed to be able to sit for the National Healthcareer Association (NHA) certification test. Courses included are Medical Terminology, Nursing Assistants Clinical Skills, EKG Technician and Phlebotomy. All of these are also offered as individual courses with individual testing opportunities.	\$2,449.00 On Going Enrollment
The Classes Below are the Classes Needed to Complete the CCMA & PCT	
Medical Terminology - 48 hrs. Online through ed2go - 48 hrs. This course covers terminology and concepts related to anatomy, physiology, pathophysiology, diagnostic and wellness for each body system.	\$199.00 On Going Enrollment
Phlebotomy - 45 hrs. Tues. / Thurs. 5:30 - 8:30 Covers various blood collection techniques for venipuncture. Safety, special collection procedures and blood collection equipment.	\$750.00 Feb. 10 - Mar. 31
EKG Technician - 57 hrs. Tues. / Thurs. 5:30 - 8:30 Combination of theory and clinical, this course will prepare you with a theoretical basis and the skills required to perform EKG's. Understanding atrial junctional, ventricular arrhythmias and A-V heart blocks.	\$750.00 To Be Determined
Nursing Assistants Clinical Skills - 51 hrs. Tues. / Thurs. 5:30 - 8:30 Learn the skills necessary to assist health care providers with routine tasks in the medical office. Understand the importance of OSHA regulations and infection control. Get an introduction to medical records and documentation. Train to obtain patient history and accurately measure and record vital signs. Learn how to safely transfer patients and what's involved in assisting with a physical exam.	\$750.00 To Be Determined
Medical Administration - 24 hrs. Online through ed2go Learn the legal, ethical and insurance considerations to work in a medical office setting. Hone your communication and coping strategies for working with patients. Learn patient appointment, records and billing exercises using simulated software.	\$115.00 On Going Enrollment
Medical Billing - 24 hrs. Online through ed2go Learn about medical insurance claim management for both private and managed health care plans including Medicare and Medicaid. Practice diagnostic and procedural coding using ICD and CPT books and complete CMS-1500 forms. Patient accounting and collection practice.	\$115.00 On Going Enrollment
Classes Currently in Progress	
Esthetician - 308 hrs. Tues. / Thurs. 5:30 - 9:30 Prepares students for employment in a salon, day spa, or plastic surgeon's office. Learn anatomy and physiology of the skin, as well as procedures for performing basic facials, waxing, skincare and makeup applications.	\$5,050.00 Aug. 31 - June 7
Residential Electrical (3 Parts) - 240 hrs. Tues. / Thurs. 5:30 - 9:30 Covers the three parts which are needed to sit for your national certification. Learn the concepts, principles, characteristics and terminology related to electricity, safely working with electrical boxes, cable, switch circuits and lighting fixtures.	\$4,475.00 Sept. 2 - Apr. 28
Plumbing - 105 hrs. Tues. 6:00 - 9:30 Learn the basic skills for an entry level position in the plumbing industry. Learn how to install and repair: sinks, drains, toilets, water heaters, dishwashers, etc.	\$2,000.00 Oct. 12 - May 17
Heating, Ventilation & Air Conditioning (HVAC) - 133 hrs. Mon. / Thurs. 6:00 - 9:30 Learn the basic theory of refrigeration and electricity. Providing hands-on training in sizing and assembly of ductwork, pipe joining techniques and maintenance. Course includes EPA certification.	\$3,025.00 Jan. 20 - June 9