



# BETHLEHEM AREA

VOCATIONAL-TECHNICAL SCHOOL

Division of Adult & Continuing Education

"Navigate Your Future"

## 2022-2023

### Course Offerings

**\$ Denotes Career Options on the Lehigh Valley High Priority List**

#### Construction Careers

**\$Heating, Ventilation & Air Conditioning (HVAC) - 132 hrs.** **\$3,025.00**

Mon. / Thurs. 5:00 - 9:00 Sept. 1 - Jan. 12  
Learn the basic theory of refrigeration and electricity with hands-on training in sizing and assembly of ductwork, pipe joining techniques and maintenance. Course includes EPA certification.

**EPA Refrigerant Usage Training & Exam – 17.5 hrs.** **\$450.00**

Mon. / Thurs. 6:30 - 9:00 Dec. 8 - Jan. 9  
Learn EPA requirements and take your national EPA Refrigerant Usage exam.

**\$Residential Electrical (3 Parts) - 240 hrs.** **\$4,475.00**

Tues. / Thurs. 5:30 - 9:30 Aug. 30 - Apr. 25  
Learn the concepts, principles, characteristics and terminology related to electricity, safely working with electrical boxes, cable, switch circuits and lighting fixtures. The three parts cover what is needed to sit for your national certification, but students can take 1 or 2 parts for enrichment or test prep.

**Master Electrician - 60 hrs.** **\$950.00**

Tues. / Thurs. 5:30 - 9:30 To Be Determined  
Focuses on the code and mathematics required to be prepared to sit for the National Master's Electrician Exam

**Electrical CEUs (2 Sessions) - 4 hrs. ea.** **\$75.00 ea.**

Mon. 5:30 - 9:30 Safety/Residential Update - Nov. 7  
Master Electrician Update - Nov. 14

Get the CEUs needed to maintain your residential or master electrical license. Offered in 2 sessions to meet your individual electrical license needs. Residential requires 4 hrs. and Master requires 6 hrs. for 2022. All hours must be completed by Dec. 31, 2022.

**\$Plumbing - 105 hrs.** **\$2,000.00**

Tues. 5:30 - 9:00 Sept. 27 - Apr. 25  
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.

**Cultured Stone Veneer – 36 hrs.** **\$650.00**

Tues. 5:00 - 8:00 Sept. 27 - Dec. 13  
Explore architectural stone veneer in project design and learn proper layout and design techniques.

#### Health Careers

**\$Pharmacy Technician - 30 hrs.** **\$650.00**

Tues. / Thurs. 5:30 - 8:30 (bi-weekly) Sept. 20 - Nov. 17  
Learn the skills needed to fill prescriptions and check inventory. Can work in a retail pharmacy or hospital.

**Programs of Study** Lorem ipsum

**\$Medical Clinical Assistant (CCMA) - 249 hrs.**

The program covers the six classes needed to be able to sit for the National Healthcareer Association (NHA) certification test. Classes included are Medical Terminology, Nursing Assistant Clinical Skills, EKG Technician, Phlebotomy, Administrative Medical Assistant and Medical Coding. Offered as individual classes with individual testing opportunities.

**\$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. Classes included are Medical Terminology, Nursing Assistant Clinical Skills, EKG Technician and Phlebotomy. Offered as individual classes with individual testing opportunities.

The Classes Below are the Classes Needed to Complete the CCMA & PCT

**Medical Terminology - 48 hrs.** (Prerequisite) **\$199.00**

**Online through ed2go** **On Going Enrollment**  
This class covers terminology and concepts related to anatomy, physiology, pathophysiology, diagnostic and wellness for each body system and is a prerequisite for all of the classes related to CCMA and PCT.

**\$Phlebotomy - 45 hrs.** **\$750.00**

Tues. / Thurs. 5:30 - 8:30 Sept. 6 - Oct. 25  
Covers various blood collection techniques for venipuncture. safety, special collection procedures and blood collection equipment.

**EKG Technician - 57 hrs.** **\$800.00**

**To Be Determined**  
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.

**Nursing Assistant Clinical Skills - 51 hrs.** **\$850.00**

**To Be Determined**  
Learn the skills necessary to assist health care providers with routine tasks in the medical office and to safety transfer patients. An introduction to medical records and training to obtain patient history and accurately measure and record vital signs.

**Administrative Medical Assistant - 24 hrs.** **\$115.00**

**Online through ed2go** **On Going Enrollment**  
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.

**Medical Coding - 24 hrs.** **\$115.00**

**Online through ed2go** **On Going Enrollment**  
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.

#### Manufacturing Careers

**\$Machining – 105 hrs.** **\$2,000.00**

Tues. / Thurs. 5:30 - 9:00 Sept. 6 - Dec. 22  
Learn the basic theory and hands-on skills for an entry level position. Instruction on lathes, milling machines, band saws and hand tools.

**\$Welding – 80 hrs.** **\$1,950.00**

Tues. 4:30 - 8:30 Sept. 13 - Jan. 31  
Learn to weld in multiple positions on carbon steel plate using the shielded metal arc welding process.

#### Cosmetology Careers

**\$Esthetician - 308 hrs.** **\$5,050.00**

Tues. / Thurs. 5:30 - 9:30 Aug. 30 - Jun. 6  
Prepares students for employment in a salon or day spa. Learn anatomy and physiology of the skin, as well as procedures for performing basic facials, waxing, skin care and makeup applications.

**Nail Technician - 204 hrs.** **\$3,150.00**

Mon. / Wed. 5:00 - 9:00 Sept. 26 - Apr. 17  
Prepares students for employment in a salon. Learn the different types of nail conditions and products used to perform manicures and pedicures.

**Teacher of Cosmetology - 500 hrs.** **\$3,500.00**

Mon. - Thurs. 5:00 - 9:30 Aug. 30 - June 6  
Prepares students for a career as a cosmetology instructor. Learn class management, lesson planning and class structure while student teaching with our adult and high school students.

#### Automotive Careers

**PA Vehicle Safety Inspection - 12 hrs.** **\$175.00**

Tues. / Thurs. 5:00 - 8:00 Nov. 29 - Dec. 8  
Get your license to become a certified state vehicle safety inspector.

**PA Vehicle Emissions Certification – 10.5 hrs.** **\$165.00**

Tues. 5:00 - 8:30 Dec. 15 - Dec. 22  
Get your license to become a certified state vehicle emissions inspector.

#### Technology/Design Careers

**\$A+ Certification/Networking – 90 hrs.** **\$1,650.00**

Tues. 5:00 - 8:00 Sept. 13 - Apr. 11  
Obtain your A+ certification while learning the hardware and software required to gain the skills for an entry level IT position.

**Graphic Design - 36 hrs.** **\$550.00**

Thurs. 5:30 - 8:30 To Be Determined  
Learn how to use the industry standard software, Adobe Illustrator, Photoshop and InDesign to create eye appealing designs.

#### Classes Coming Soon

Please contact us if you have interest in any of these classes so we can update you on their availability.

**Cooking with a Chef – 3 hrs.** **\$55.00**

Tues. 5:30 - 8:30 **Menu & Date To Be Determined**  
Prepare and dine on a 3 course meal under the guidance of our chef.

**First Aid/CPR/AED - 4.5 hrs.**

American Heart Assoc. Basic Life Support course is 4.5 hrs. and the renewal course is 3 hrs.

**Security Guard**

Learn how to use the tools and self defense techniques to become a security guard.

**Microsoft Office for Clerical Workers**

Learn how to use the MicroSoft Office Suite (Word and Excel) to perform daily clerical tasks.

**Social Media for Business**

Learn how to use Facebook, Instagram and Twitter to market your business.

**Bee Keeping**

Learn how to establish bee hives in your backyard and start making your own honey.

**ServSafe**

Get or renew your certification.