



BETHLEHEM AREA

VOCATIONAL-TECHNICAL SCHOOL

Division of Adult & Continuing Education

"Navigate Your Future"

2023-2024

Course Offerings

\$ Denotes Career Options with Possible CareerLink Funding

Automotive Careers

PA Vehicle Safety Inspection - 12 hrs. **\$175.00**
 Tues. / Thurs. 5:30 - 8:30 Nov. 2 - Nov. 14
 Get your license to become a certified state vehicle safety inspector. Class II & III endorsements available at a \$40. addition cost.

PA Vehicle Emissions Certification - 10.5 hrs. **\$165.00**
 Tues. / Thurs. 5:00 - 8:30 Nov. 28 - Dec. 5
 Get your license to become a certified state vehicle emissions inspector. There is also a \$39.99 on-line testing fee.

Business Careers

Intro to Google Suites - 25 hrs. **\$400.00**
 Wed. 4:30 - 7:00 Oct. 4 - Dec. 13
 Learn how to use the industry standard software, Adobe Illustrator, Photoshop and InDesign to create eye appealing designs.

Intro to Microsoft Office - 35 hrs. **\$550.00**
 Tues./Thurs. 6:00 - 8:30 Oct. 3 - Nov. 16
 Learn how to use the industry standard software, Adobe Illustrator, Photoshop and InDesign to create eye appealing designs.

Human Resources Manager - 480 hrs. - Online Class **\$1,295.00**
 Online through ed2go On Going Enrollment
 Learn essential knowledge you need to manage and lead others. You will learn the skills you need to prepare to take the Professional in Human Resources (PHR) exam.

Certified Internal Auditor with Microsoft Excel - 370 hrs. - Online Class **\$1,295.00**
 Online through ed2go On Going Enrollment
 Prepare and take the IIA's Certified Internal Auditor exam and the Microsoft Office specialist (MOS) expert exam for Excel. Exam voucher included.

Certified Bookkeeper with Microsoft Excel - 210 hrs. - Online Class. **\$2,795.00**
 Online through ed2go On Going Enrollment
 Prepare and take the American Institute of Professionals Bookkeepers AIPB certification and Microsoft MOS Excel Expert certification exam. Exam vouchers included.

Certified Admin. Professional with Microsoft Office Specialist - 425 hrs. - Online Class **\$3,745.00**
 Online through ed2go On Going Enrollment
 Train for a career as an administrative assistant and learn Microsoft Office Suite. You will prepare and take the Certified Administrative Professional exam and the Microsoft Office Specialist (MOS) Expert certification exams for Word, Excel, PowerPoint, Outlook, and Access. Exam voucher included.

Microsoft Office Specialist (MOS) Associate Certification Training - 245 hrs. - Online Class **\$2,095.00**
 Online through ed2go On Going Enrollment
 Prepare to become a Microsoft Office Specialist (MOS) for Word, Excel, PowerPoint, and Outlook.

CDL Careers

CDL License Training **\$5,500.00**
 Weekday / Weekend / Day & Evening Classes Available On Going Enrollment
 Train to get your CDL license and start a new careers in a few months.

Computer Technology Careers

A+ Certification/Networking - 90 hrs. **\$1,650.00**
 Tues. 6:00 - 9:00 Sept. 12 - Apr. 16
 Obtain your A+ certification while learning the hardware and software required to gain the skills for an entry level IT position. Course includes testing voucher.

C++ Programmer - 108 hrs. - Online Class **\$995.00**
 Online through ed2go On Going Enrollment
 In the C++ Programming course you'll learn fundamental programming concepts, including decision making, looping, and classes with step-by-step examples.

CompTIA A+ Certification Training - 290 hrs. - Online Class **\$1,995.00**
 Online through ed2go On Going Enrollment
 Prepare and take the CompTIA A+ certification, the industry standard for validating the skills of entry level computer technicians. Exam voucher included.

Certified AWS Cloud Practitioner Developer Associate - 80 hrs. - Online Class **\$3,995.00**
 Online through ed2go On Going Enrollment
 IT professionals looking to gain more knowledge in AWS development capabilities. Exam voucher included.

CompTIA A+ Certification Training: A+, Networking+, Security+ - 480 hrs. - On-line Class **\$3,995.00**
 Online through ed2go On Going Enrollment
 CompTIA certification training provides a comprehensive foundation for IT professionals and prepares you for the corresponding industry exams for IT professionals. Exam voucher included.

Certified Information Security Manager (CISM) - 75 hrs. - Online Class **\$1,395.00**
 Online through ed2go On Going Enrollment
 Prepare to take the CISM certification, one of the most valued certifications in the IT security industry. Exam voucher included.

Certified Information Systems Auditor (CISA) - 75 hrs. - Online Class **\$1,395.00**
 Online through ed2go On Going Enrollment
 Prepare for the 5 key domains: auditing, governance, management, and protection. Exam voucher included.

Help Desk Analyst: Tier 1 Support Specialist - 120 hrs. - Online Class **\$1,645.00**
 Online through ed2go On Going Enrollment
 Train for a challenging, rewarding career in technical support. Learn to focus on business needs of the customer, establish credibility, and provide excellent customer service and support.

Information Security Training - 300 hrs. - Online Class **\$3,295.00**
 Online through ed2go On Going Enrollment
 Prepare to take 3 globally recognized certifications: Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), and Certified Information Security Professional (CISP). Exam voucher included.

Cisco CCNA Certification Training - 225 hrs. - Online Class **\$2,495.00**
 Online through ed2go On Going Enrollment
 Prepare to take the Cisco CCNA certification for networking essentials so you can implement and administer Cisco solutions. Exam voucher included.

Cisco CCNP Security: SCOR & SVPN - 70 hrs. - Online Class **\$3,995.00**
 Online through ed2go On Going Enrollment
 Prepare to take the CCNP Security certification for network security engineers. Exam voucher included.

Construction Careers

\$Heating, Ventilation & Air Conditioning (HVAC) - 132 hrs. **\$3,100.00**
 Mon. / Thurs. 5:00 - 9:00 Sept. 7 - Jan. 18
 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 and OSHA 10 certifications.

EPA Refrigerant Usage Training & Exam - 17.5 hrs. **\$450.00**
 Mon. / Thurs. 6:00 - 8:30 Dec. 11 - Jan. 11
 Learn EPA requirements and take your national EPA Refrigerant Usage exam.

\$Residential Electrical - 148 hrs. **\$2,500.00**
 Tues. / Thurs. 5:30 - 9:30 Aug. 29 - Jan. 16
 Learn the skills, principles, tools and terminology related to electricity with an introduction to the NEC and Ohm's Law. Learn to install electrical boxes, circuit panels, cable, raceway, switching circuits, lighting fixture and device installations. Understand residential building plans and tools used in the trade. Course includes the OSHA 10 certification. Safety is heavily stressed.

Residential Electrical Test Prep - 77 hrs. - Prerequisite: Trade Experience **\$1,350.00**
 Mon. / Wed. 5:30 - 9:00 Feb. 5 - Apr. 24
 Learn how to navigate the NEC and the mathematical calculations needed to be prepared to sit for your National Electrical Test. Two years of documented trade experience is required to sit for the exam.

Renewable Energy - 42 hrs. **\$850.00**
 Mon. / Wed. 5:30 - 9:00 Oct. 2 - Nov. 15
 Learn the theory and devices used in the growing industry of energy derived from our replenish-able natural resources of the wind and sun.

\$Plumbing - 105 hrs. **\$2,000.00**
 Tues. 5:30 - 9:00 Sept. 12 - Apr. 16
 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. Course includes the OSHA 10 certification.

Intro to Masonry - 25 hrs. **\$450.00**
 Wed. 4:30 - 7:00 Sept. 13 - Nov. 15
 Learn the skills, terminology and tools used in the masonry industry including the laying of brick, block, stone and concert forming and pouring.

Cosmetology Careers

Cosmetology - 1,269 hrs. - 2 year program **\$14,900.00**
 Mon. - Thurs. 4:30 - 9:00 Sept. 5, '23 - May 29, '25
 Prepares students for employment in a salon. Learn nails, skin care, braiding, haircutting, perming, styling, relaxers, extensions, hair coloring and highlighting, salon business, etc. Includes textbook, kit and OSHA 10 certification.

Cosmetology Completer Hours **\$13.00 per hr.**
 Mon. - Thurs. 4:30 - 9:00 Sept. 5 - May 30 / On Going Enrollment
 Students who need to complete their hours to get the required 1,250 hours can enroll and pay by the hour. However ALL students need to complete the required 1,250 hours before the anniversary of the fourth year of their start date. Class DOES NOT include textbook or kit.

Teacher of Cosmetology - 500 hrs. **\$3,500.00**
 Mon. - Thurs. 4:30 - 9:00 Sept. 5 - May 30 / On Going Enrollment
 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, skin care and makeup applications. Class DOES NOT include textbook. Course includes the OSHA 10 certification.

Esthetician - 308 hrs. **\$5,100.00**
 Tues. / Thurs. 5:30 - 9:30 Aug. 29 - June 6
 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, skin care and makeup applications. Includes textbook, kit and OSHA 10 certification.

Nail Technician - 203 hrs. **\$4,500.00**
 Mon. / Wed. 5:00 - 8:30 Sept. 6 - Apr. 22
 Prepares students for employment in a salon. Learn the different types of nail conditions and products used to perform manicures and pedicures. Includes textbook, kit and OSHA 10 certification.

Counseling Careers

Career Counselor - 100 hrs. **\$1,295.00**
 Online through ed2go On Going Enrollment
 Prepare to be a career counselor, working with clients and establishing a business.

Design Careers

Graphic Design - 30 hrs. **\$550.00**
 Thurs. 5:00 - 5:30 Sept. 27 - Dec. 20
 Learn how to use the industry standard software, Adobe Illustrator, Photoshop and InDesign to create eye appealing designs.

Greeting Cards - 6 hrs. **\$90.00**
 Thurs. 4:00 - 6:00 Nov. 2 - Nov. 16
 Design and print your family greeting cards. Classes includes cards and envelopes.

Web Design - 51 hrs. **\$800.00**
 Thurs. 5:30 - 8:30 Oct. 19 - Feb. 22
 Learn how to design and create web pages using Webflow.

Adobe Certified Professional - 220 hrs. - Online Class **\$2,795.00**
 Online through ed2go On Going Enrollment
 Learn how to use Adobe: Dreamweaver, Illustrator, Photoshop, InDesign, and Animate (formerly Flash) and prepare for the Adobe Certified Professional (ACP) exam. Exam voucher included.

Adobe Certified Professional in Video Design - 105 hrs. - Online Class **\$1,495.00**
 Online through ed2go On Going Enrollment
 Learn how to use Adobe: Premiere Pro and Photoshop and prepare for the Adobe Certified Professional (ACP) exam. Exam voucher included.

Adobe Certified Professional in Visual Design - 150 hrs. - Online Class **\$1,895.00**
 Online through ed2go On Going Enrollment
 Learn how to use Adobe: Photoshop, Illustrator, and InDesign and prepare for the Adobe Certified Professional (ACP) exam. Exam voucher included.

Adobe Certified Professional in Web Design - 125 hrs. - Online Class **\$1,895.00**
 Online through ed2go On Going Enrollment
 Learn how to use Adobe: Photoshop, Animate (formerly Flash) and Dreamweaver and prepare for the Adobe Certified Professional (ACP) exam. Exam voucher included.

Digital Game Artist Certificate - 600 hrs. - Online Class **\$2,595.00**
 Online through ed2go On Going Enrollment
 Learn the skills needed to become a Digital Game Artist by developing core skills for jobs related to Digital Art, Modeling, Character Design, and Environmental Art Design.

Video Game Design and Development - 500 hrs. - Online Class **\$2,145.00**
 Online through ed2go On Going Enrollment
 Learn how to effectively design and develop video games. By the end of the course, you will have designed and created your own video game for the PC.

Health Careers

\$Patient Care Technician (PCT) - 195 hrs. **\$2,599.00**
 Tues. / Thurs. 5:30 - 8:30 Sept. 12 - Apr. 25
 The program covers the four courses needed to be able to sit for the National Healthcareer Association (NHA) certification test. Courses included are Medical Terminology, Nursing Assistant Clinical Skills, EKG Technician and Phlebotomy. Course includes the OSHA 10 certification.

\$Medical Clinical Assistant (CCMA) - 267 hrs. **\$2,949.00**
 Tues. / Thurs. 5:30 - 8:30 Sept. 12 - Apr. 25
 The program covers the six courses needed to be able to sit for the National Healthcareer Association (NHA) certification test. Courses included are Medical Terminology, Nursing Assistant Clinical Skills, EKG Technician, Phlebotomy, Administrative Medical Assistant and Medical Coding. Course includes the OSHA 10 certification.

\$Phlebotomy - 45 hrs. **\$750.00**
 Tues. / Thurs. 5:30 - 8:30 Sept. 19 - Nov. 14 / Nov. 28 - Jan. 25
 Covers various blood collection techniques for venipuncture, safety, special collection procedures and blood collection equipment.

EKG Technician - 51 hrs. **\$800.00**
 Tues. / Thurs. 5:30 - 8:30 Feb. 27 - Apr. 25
 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**
 Tues. / Thurs. 5:30 - 8:30 Sept. 12 - Nov. 9
 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.

Medical Terminology - 48 hrs. - Online Class **\$199.00**
 Online through ed2go On Going Enrollment
 This course covers terminology and concepts related to anatomy, physiology, pathophysiology, diagnostic and wellness for each body system and is a prerequisite for all of the courses related to MA & PCT.

Administrative Medical Assistant - 24 hrs. - Online Class **\$115.00**
 Online through ed2go On Going Enrollment
 Gain an understanding of the legal, ethical and insurance considerations to work in a medical office setting. This class is ONLY an intro class and will not go in-depth enough to be employable.

Medical Coding - 24 hrs. - Online Class **\$115.00**
 Online through ed2go On Going Enrollment
 Gain an understanding of medical insurance claim management for both private and managed health care plans including Medicare and Medicaid. This class is ONLY an intro class and will not go in-depth enough to be employable.

Medical Billing and Coding - 370 hrs. - Online Class **\$1,975.00**
 Online through ed2go On Going Enrollment
 Learn how to implement and utilize electronic health records and become a Certified Electronic Health Record Specialist.

Certified Electronic Health Records Specialist (CEHRS) - 134 hrs. - Online Class **\$1,975.00**
 Online through ed2go On Going Enrollment
 Learn about the legal, ethical, and regulatory concepts, including HIPAA compliance, official coding guidelines, and third-party payer requirements. Exam voucher included for your choice of certification that best aligns with your interests and career goals.

Certified Medical Administrative Assistant (CMAA) - 160 hrs. - Online Class **\$1,895.00**
 Online through ed2go On Going Enrollment
 Prepare to become a Certified Medical Administrative Assistant (CMAA) and sit for the exam. Exam voucher included.

Medical Billing Specialist with Electronic Health Records - 444 hrs. - Online Class **\$3,695.00**
 Online through ed2go On Going Enrollment
 Prepare to become a Certified Professional Biller and a Certified Electronic Health Records Specialist while learning how to implement and utilize electronic health records. Exam voucher included.

Certification in Healthcare and Eldercare - 240 hrs. - Online Class **\$3,895.00**
 Online through ed2go On Going Enrollment
 Learn comprehensive training in the INACCORD model of mediation with a special focus on Healthcare and Eldercare disputes to become a practicing mediator.

ACE Personal Trainer - 150 hrs. - Online Class **\$1,595.00**
 Online through ed2go On Going Enrollment
 Prepare for the American Council on Exercise (ACE) Certified Personal Trainer (CPT) certification exam. Learn to train and design exercise programs for personal training clients.

Veterinary Assistant - 225 hrs. - Online Class **\$2,145.00**
 Online through ed2go On Going Enrollment
 Prepare to become a veterinary assistant. At the completion of the course you will have access to an externship starter kit.

Hospitality Careers

Restaurant Manager - 100 hrs. - Online Class **\$955.00**
 Online through ed2go On Going Enrollment
 Learn to successfully oversee a restaurant to be able to work as a restaurant manager.

Logistic Careers

Certified Supply Chain Professional & Freight Broker/Agent Training - 220 hrs. - Online Class **\$2,245.00**
 Online through ed2go On Going Enrollment
 Train to become a Certified Supply Chain Professional (CSCP). Covers all facets of supply chain management and Freight/logistics industry while preparing for the CSCP exam.

Manufacturing Careers

\$Welding - 80 hrs. **\$1,950.00**
 Thurs. 4:45 - 8:45 Oct. 5 - Feb. 29
 Learn to weld in multiple positions on carbon steel plate using the shielded metal arc welding process.

\$Machining - 105 hrs. **\$2,000.00**
 Thurs. 4:30 - 8:30 Oct. 3 - Jan. 25
 Learn how to safely set-up and operate lathes, milling machines and band saws. Students will also learn proper tool selection, print reading and measurement techniques.

Marketing Careers

Social Media for Business - 20 hrs. **\$325.00**
 Wed. 5:30 - 8:00 Sept. 27 - Nov. 15
 Learn how to use the industry standard software, Adobe Illustrator, Photoshop and InDesign to create eye appealing designs.

Marketing Design Certificate - 360 hrs. - Online Class **\$3,295.00**
 Online through ed2go On Going Enrollment
 Learn design for marketing and business with logo design, advertising, and communications using Adobe Illustrator, Photoshop, and PowerPoint while gaining practical and aesthetic skills.

Certified Digital Marketing Professional - 220 hrs. - Online Class **\$1,995.00**
 Online through ed2go On Going Enrollment
 Learn search engine optimization, content marketing, social media marketing, mobile marketing, pay-per-click (PPC), conversion optimization, digital analytics, and email marketing. Exam voucher included.

Travel Careers

Travel Agent Training - 100 hrs. - Online Class **\$2,245.00**
 Online through ed2go On Going Enrollment
 Train to become a Travel Certified Supply Chain Professional (CSCP). Covers all facets of supply chain management and Freight/logistics industry while preparing for the CSCP exam.

Woodworking Careers

Exotic Wood Cutting Boards - 10 hrs. **\$120.00**
 Mon. 5:30 - 8:00 Oct. 30 - Nov. 20
 Make your own wooden cutting board. The cost of the wood is extra. Second class is a trip to pick out and purchase the wood of your choosing.