



BETHLEHEM AREA

VOCATIONAL-TECHNICAL SCHOOL

Division of Adult & Continuing Education

“Navigate Your Future”

2023-2024

Course Offerings

\$ Denotes Career Options with Possible CareerLink Funding

*** Prices of on-line courses might change without notice**

Transportation Careers

\$Aviation Mechanic - TBD	\$TBD
Mon. / Wed. TBD	Fall 2024
Start your course work at BAVTS and matriculate into an aviation program at AIM.	
\$CDL License Training - 40 hrs.	\$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. Both Class A & B available as well as Manual & Automatic.-	
FAA Drones License Prep – 10 hrs.	\$300.00
Wed. 6:00 – 8:30	Apr. 3 – 24
Learn how to fly and the laws that govern drones. Explore the industries that use drones and the purchasing of the proper drone for your needs. Prepare to get your Part 107 license to become a certified FAA Drone Pilot.	
PA Vehicle Safety Inspection - 12 hrs.	\$175.00
Tues. / Thurs. 5:30 – 8:30	Fall 2024
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	Fall 2024
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 MicroSoft Office – 35 hrs.	\$550.00
Wed. 7:00 – 9:30	Fall 2024
Learn how to use the MicroSoft Office Suites to create documents, spread sheets, power point presentations and mail merges.	
Intro to Google Suites - 25 hrs.	\$400.00
Tues. 7:00 – 9:30	Fall 2024
Learn how to use the Google Suites (Docs, Sheets & Forms) to create documents, forms & spread sheets.	
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.	

Computer Technology Careers

A+ Certification/Networking – 90 hrs.	\$1,650.00
Tues. 6:00 – 9:00	Fall 2024
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

DIY Home Repairs – 48 hrs.	\$900.00
Mon. / Wed. 5:30 – 8:30	Apr. 3 – May 29
Learn how to make repairs around the house or for a rental or flip. Learn basic plumbing, electrical, HVAC and construction.	
\$Heating, Ventilation & Air Conditioning (HVAC) - 132 hrs.	\$3,100.00
Mon. / Thurs. 5:00 – 9:00	Fall 2024
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	Apr. 29 – May 20
Learn EPA requirements and take your national EPA Refrigerant Usage exam.	
\$Residential Electrical - 148 hrs.	\$2,500.00
Tues. / Thurs. 5:30 – 9:30	Fall 2024
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	TBD
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	TBD
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	Fall 2024
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 – 35 hrs.	\$600.00
Wed. 4:30 – 7:00	Fall 2024
Learn the skills, terminology and tools used in the masonry industry including the laying of brick, block, stone and concert forming and pouring.	
Masonry - Fireplaces & Pizza Ovens – 25 hrs.	\$600.00
Wed. 4:30 – 7:00	Fall 2024
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	Fall 2024
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	Fall 2024
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	Fall 2024
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	Fall 2024
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	Fall 2024
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. - Online Class	\$1,295.00
Online through ed2go	On Going Enrollment
Prepare to be a career counselor, working with clients and establishing a business.	

Design Careers

Greeting Cards – 6 hrs.	\$90.00
Thurs. 4:00 – 6:00	Fall 2024
Design and print you family greeting cards. Classes includes cards and envelopes.	
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	Fall 2024
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	Fall 2024
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	Apr. 9 – May 28
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	Fall 2024
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	Fall 2024
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	\$245.00
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.	
Certificate 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 Management – 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. 4:30 – 8:30	Fall 2024
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	Fall 2024
An introduction to the machining trades, students will gain understanding and hands-on experience for safely setting up and operating lathes, milling machines and band saws.	

Marketing Careers

Social Media for Business – 20 hrs.	\$325.00
Thurs. 7:00 – 9:30	Fall 2024
Learn how to create and post social media events to highlight and promote your business on social media platforms.	

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 technical 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/lo-	