



# BETHLEHEM AREA

VOCATIONAL-TECHNICAL SCHOOL

Division of Adult & Continuing Education

"Navigate Your Future"

## 2024-2025

### Course Offerings

**\$ Denotes Career Options with Possible CareerLink Funding**

#### Transportation Careers

<b>CDL License Training</b>	<b>\$6,300.00</b>
<i>Weekday / Weekend / Day &amp; Evening Classes Available</i>	
<i>Train to get your CDL license and start a new career in a few months. The fee covers your permit and license as well as all other standard required tests and documents.</i>	
<b>PA Vehicle Safety Inspection - 12 hrs.</b>	<b>\$175.00</b>
<i>Tues. / Thurs. 5:30 - 8:30</i>	<i>Oct. 3 - 15</i>
<i>Get your license to become a certified state vehicle safety inspector. Class III &amp; IIII endorsements available at a \$40. addition cost.</i>	
<b>PA Vehicle Emissions Certification – 10.5 hrs.</b>	<b>\$165.00</b>
<i>Tues. / Thurs. 5:00 - 8:30</i>	<i>Oct. 22 - 29</i>
<i>Get your license to become a certified state vehicle emissions inspector. There is also a \$39.99 on-line testing fee.</i>	
<b>Drone FAA License Prep &amp; Industry – 10 hrs.</b>	<b>\$300.00</b>
<i>Wed. 6:00 - 8:30</i>	<i>Oct. 2 - 30</i>
<i>Learn about the up and coming drone industry and prepare to get your FAA drone license.</i>	
<b>Aviation Maintenance – 10.5 hrs.</b>	<b>\$2,400.00</b>
<i>Tues. / Thurs. 5:00 - 9:00</i>	<i>Oct. 3 - Jan. 16</i>
<i>Learn to maintain and prep aircraft for flights following the FAA curriculum, including basic services and runway direction. Upon completion you will be able to further your education to become an A &amp; P mechanic.</i>	

#### Business Careers

<b>Intro to Google Suites - 25 hrs.</b>	<b>\$400.00</b>
<i>Wed. 4:30 - 7:00</i>	<i>Dec. 4 - Jan. 22</i>
<i>Learn how to use the Google Suites (Docs, Sheets, Forms, Mail &amp; Calendar) to create documents, forms &amp; spread sheets.</i>	
<b>Intro to Microsoft Office - 35 hrs.</b>	<b>\$550.00</b>
<i>Tues./Thurs. 6:00 - 8:30</i>	<i>Feb. 23 - Mar. 24</i>
<i>Learn the basics &amp; more of Microsoft Office. Set-up, Edit &amp; Format documents in Word &amp; Excel &amp; use filters &amp; mail merges.</i>	
<b>Human Resources Manager - 480 hrs. - Online Class</b>	<b>\$3,695.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>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.</i>	
<b>Certified Internal Auditor with Microsoft Excel - 370 hrs. - Online Class</b>	<b>\$1,295.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Prepare and take the IIA's Certified Internal Auditor exam and the Microsoft Office specialist (MOS) expert exam for Excel. Exam voucher included.</i>	
<b>Certified Bookkeeper with Microsoft Excel - 210 hrs. - Online Class.</b>	<b>\$2,795.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Prepare and take the American Institute of Professionals Bookkeepers AIPB certification and Microsoft MOS Excel Expert certification exam. Exam vouchers included.</i>	
<b>Certified Admin. Professional with Microsoft Office Specialist - 425 hrs. - Online Class</b>	<b>\$3,745.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>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.</i>	
<b>Microsoft Office Specialist (MOS) Associate Certification Training - 245 hrs. - Online Class</b>	<b>\$2,095.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Prepare to become a Microsoft Office Specialist (MOS) for Word, Excel, PowerPoint, and Outlook.</i>	

#### Computer Technology Careers

<b>A+ Certification/Networking – 90 hrs.</b>	<b>\$1,800.00</b>
<i>Tues. 5:30 - 8:30</i>	<i>Sept. 10 - Apr. 22</i>
<i>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.</i>	
<b>C++ Programmer - 108 hrs. - Online Class</b>	<b>\$995.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>In the C++ Programming course you'll learn fundamental programming concepts, including decision making, looping, and classes with step-by-step examples.</i>	
<b>Certified AWS Cloud Practitioner Developer Associate - 80 hrs. - Online Class</b>	<b>\$3,995.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>IT professionals looking to gain more knowledge in AWS development capabilities. Exam voucher included.</i>	
<b>CompTIA A+ Certification Training: A+, Networking+, Security+ - 480 hrs. - On-line Class</b>	<b>\$3,995.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>CompTIA certification training provides a comprehensive foundation for IT professionals and prepares you for the corresponding industry exams for IT professionals. Exam voucher included.</i>	
<b>Certified Information Security Manager (CISM) - 75 hrs. - Online Class</b>	<b>\$1,395.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Prepare to take the CISM certification, one of the most valued certifications in the IT security industry. Exam voucher included.</i>	
<b>Certified Information Systems Auditor (CISA) - 75 hrs. - Online Class</b>	<b>\$1,395.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Prepare for the 5 key domains: auditing, governance, management, and protection. Exam voucher included.</i>	
<b>Information Security Training - 300 hrs. - Online Class</b>	<b>\$3,295.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Prepare to take 3 globally recognized certifications: Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), and Certified Information Security Professional (CISSP). Exam voucher included.</i>	
<b>Cisco CCNA Certification Training - 225 hrs. - Online Class</b>	<b>\$2,495.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Prepare to take the Cisco CCNA certification for networking essentials so you can implement and administer Cisco solutions. Exam voucher included.</i>	
<b>Cisco CCNP Security: SCOR &amp; SVPN - 70 hrs. - Online Class</b>	<b>\$3,995.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Prepare to take the CCNP Security certification for network security engineers. Exam voucher included.</i>	

#### Construction Careers

<b>\$Heating, Ventilation &amp; Air Conditioning (HVAC) - 132 hrs.</b>	<b>\$3,100.00</b>
<i>Mon. / Thurs. 5:00 - 9:00</i>	<i>Sept. 5 - Jan. 16 / Jan. 23 - May 29</i>
<i>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.</i>	
<b>EPA Refrigerant Usage Training &amp; Exam – 17.5 hrs.</b>	<b>\$450.00</b>
<i>Mon. / Thurs. 6:00 - 8:30</i>	<i>Dec. 9 - Jan. 13 / May 1 - 22</i>
<i>Learn EPA requirements and take your national EPA Refrigerant Usage exam.</i>	
<b>Residential Electrical - 148 hrs.</b>	<b>\$2,500.00</b>
<i>Tues. / Wed. 5:00 - 9:00</i>	<i>Sept. 3 - Jan. 21 / Jan. 28 - May 27</i>
<i>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.</i>	
<b>Residential Electrical Test Prep - 77 hrs. - Prerequisite: Trade Experience</b>	<b>\$900.00</b>
<i>Mon. / Thurs. 5:30 - 9:00</i>	<i>Sept. 9 - Nov. 6</i>
<i>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.</i>	
<b>\$Plumbing – 105 hrs.</b>	<b>\$2,300.00</b>
<i>Tues. 5:30 - 9:00</i>	<i>Sept. 10 - Apr. 22</i>
<i>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.</i>	
<b>DIY Home Repair - 48 hrs.</b>	<b>\$900.00</b>
<i>Mon. / Thurs. 5:30 - 9:00</i>	<i>Feb. 3 - Apr. 28</i>
<i>Learn the basics of home repairs. Whether you want to be able to do basic repairs around the house, on rental properties or want to purchase and fix-up a home in need of rehab either for yourself or for a flip. Learn the proper tools for the job and how to use them; drywall install and repair, painting, flooring install, basic framing, window and door install, basic electric, basic plumbing, tile install grouting and caulking.</i>	
<b>Intro to Masonry – 35 hrs.</b>	<b>\$600.00</b>
<i>Thurs. 4:30 - 7:00</i>	<i>Sept. 26 - Dec. 19</i>
<i>Learn the skills, terminology and tools used in the masonry industry including the laying of brick, block, stone and concert forming and pouring.</i>	
<b>Fireplaces &amp; Pizza Ovens – 35 hrs.</b>	<b>\$600.00</b>
<i>Thurs. 4:30 - 7:00</i>	<i>Sept. 26 - Dec. 19</i>
<i>Learn how to design and build a fireplace or pizza oven. Both require the skill sets of working with masonry materials that will withstand high temperatures.</i>	

#### Cosmetology Careers

<b>Cosmetology - 1,269 hrs. - 2 year program</b>	<b>\$14,900.00</b>
<i>Mon. - Thurs. 4:30 - 9:00</i>	<i>Sept. 4, '24 - May 28, '26</i>
<i>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.</i>	
<b>Cosmetology Completer Hours</b>	<b>\$13.00 per hr.</b>
<i>Mon. - Thurs. 4:30 - 9:00</i>	<i>Sept. 4 - May 29 / On Going Enrollment</i>
<i>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.</i>	
<b>Teacher of Cosmetology - 500 hrs.</b>	<b>\$3,500.00</b>
<i>Mon. - Thurs. 4:30 - 9:00</i>	<i>Sept. 4 - May 29 / On Going Enrollment</i>
<i>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.</i>	
<b>Esthetician - 312 hrs.</b>	<b>\$5,200.00</b>
<i>Tues. / Thurs. 5:30 - 9:30</i>	<i>Aug. 29 - June 5</i>
<i>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.</i>	
<b>Nail Technician - 212 hrs.</b>	<b>\$4,500.00</b>
<i>Mon. / Wed. 4:45 - 8:45</i>	<i>Sept. 7 - Apr. 27</i>
<i>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.</i>	

#### Counseling Careers

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

#### Culinary Careers

<b>FUNdamentals of Cooking with a Chef - 3 hrs.</b>	<b>\$60.00</b>
<i>Tues. 5:30 - 8:30</i>	<i>Feb. 13</i>
<i>Prepare and enjoy a three course meal under the guidance of a professional chef.</i>	

#### Design Careers

<b>Web Design - 51 hrs.</b>	<b>\$800.00</b>
<i>Tues. 5:30 - 8:30</i>	<i>Oct. 9 - Dec. 9</i>
<i>Learn how to design and create web pages using Webflow.</i>	
<b>Adobe Certified Professional - 220 hrs. - Online Class</b>	<b>\$2,795.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>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.</i>	
<b>Adobe Certified Professional in Video Design - 105 hrs. - Online Class</b>	<b>\$1,495.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Learn how to use Adobe: Premiere Pro and Photoshop and prepare for the Adobe Certified Professional (ACP) exam. Exam voucher included.</i>	
<b>Adobe Certified Professional in Visual Design - 150 hrs. - Online Class</b>	<b>\$1,895.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Learn how to use Adobe: Photoshop, Illustrator, and InDesign and prepare for the Adobe Certified Professional (ACP) exam. Exam voucher included.</i>	
<b>Digital Game Artist Certificate - 600 hrs. - Online Class</b>	<b>\$2,595.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>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.</i>	
<b>Video Game Design and Development - 500 hrs. - Online Class</b>	<b>\$2,145.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>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.</i>	

#### Health Careers

<b>\$Patient Care Technician (PCT) - 195 hrs.</b>	<b>\$2,599.00</b>
<i>Tues. / Thurs. 5:30 - 8:30</i>	<i>Aug. 29 - Mar. 25</i>
<i>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.</i>	
<b>\$Medical Clinical Assistant (CCMA) - 267 hrs.</b>	<b>\$2,949.00</b>
<i>Tues. / Thurs. 5:30 - 8:30</i>	<i>Aug. 29 - Mar. 25</i>
<i>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.</i>	
<b>\$Phlebotomy - 45 hrs.</b>	<b>\$750.00</b>
<i>Tues. / Thurs. 5:30 - 8:30</i>	<i>Aug. 27 - Oct. 22 / Oct. 24 - Dec. 19 / Feb. 4 - Mar. 25 / Apr. 1 - May 22</i>
<i>Covers various blood collection techniques for venipuncture, safety, special collection procedures and blood collection equipment.</i>	
<b>Pharmacy Technician - 30 hrs.</b>	<b>\$650.00</b>
<i>Tues. / Thurs. 5:30 - 8:30</i>	<i>Sept. 17 - Oct. 17</i>
<i>Learn the skills needed to obtain a career as a Pharmacy Tech, including packaging prescription and over-the-counter medications, inventory control, maintaining records, preparing medication labels, and preparing insurance claims. This class prepares the students to take the Certified Pharmacy Technician exam (CPhT).</i>	
<b>EKG Technician - 51 hrs.</b>	<b>\$800.00</b>
<i>Tues. / Thurs. 5:30 - 8:30</i>	<i>Oct. 29 - Jan. 14 / Apr. 1 - May 29</i>
<i>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.</i>	
<b>\$Nursing Assistant Clinical Skills - 51 hrs.</b>	<b>\$850.00</b>
<i>Tues. / Thurs. 5:30 - 8:30</i>	<i>Aug. 29 - Oct. 24 / Jan. 16 - Mar. 27</i>
<i>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.</i>	
<b>Medical Terminology - 48 hrs. - Online Class</b>	<b>\$245.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>This course covers terminology and concepts related to anatomy, physiology, pathophysiology, diagnostic and wellness for each body system.</i>	
<b>Medical Billing and Coding - 45 hrs.</b>	<b>\$700.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Learn how to implement and utilize electronic health records and become a Certified Electronic Health Record Specialist.</i>	
<b>Certified Medical Administrative Assistant (CMAA) - 160 hrs. - Online Class</b>	<b>\$1,895.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Prepare to become a Certified Medical Administrative Assistant (CMAA) and sit for the exam. Exam voucher included.</i>	
<b>Certificate in Healthcare and Eldercare - 240 hrs. - Online Class</b>	<b>\$3,895.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Learn comprehensive training in the INACCORD model of mediation with a special focus on Healthcare and Eldercare disputes to become a practicing mediator.</i>	
<b>ACE Personal Trainer - 150 hrs. - Online Class</b>	<b>\$1,595.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>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.</i>	
<b>Clinical Dental Assistant - 300 hrs. - Online Class</b>	<b>\$2,995.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Learn the essential skills and knowledge needed to become a dental assistant, including every aspect of professional dental assistance. Prepare to pass the radiology, infection control, and anatomy and physiology portions of the Dental Assisting National Board examinations – NELDA or CDA. Exam vouchers included.</i>	
<b>Veterinary Assistant - 225 hrs. - Online Class</b>	<b>\$2,495.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Prepare to become a veterinary assistant. At the completion of the course you will have access to an externship starter kit.</i>	

#### Hospitality Careers

<b>Restaurant Management - 100 hrs. - Online Class</b>	<b>\$955.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Learn to successfully oversee a restaurant to be able to work as a restaurant manager.</i>	

#### Logistic Careers

<b>Certified Supply Chain Professional &amp; Freight Broker/Agent Training - 220 hrs. - Online Class</b>	<b>\$3,795.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>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.</i>	

#### Manufacturing Careers

<b>\$Welding – 100 hrs.</b>	<b>\$2,300.00</b>
<i>Thurs. 4:45 - 8:45</i>	<i>Oct. 3 - Apr. 10</i>
<i>Learn to weld in multiple positions on carbon steel plate, using the shielded metal arc welding process.</i>	

#### Marketing Careers

<b>Social Media for Business - 20 hrs.</b>	<b>\$325.00</b>
<i>Wed. 5:30 - 8:00</i>	<i>Oct. 3 - Nov. 20</i>
<i>Learn how to promote your business on Social Media platforms.</i>	
<b>Marketing Design Certificate - 360 hrs. - Online Class</b>	<b>\$3,295.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Learn design for marketing and business with logo design, advertising, and communications using Adobe Illustrator, Photoshop, and PowerPoint while gaining technical and aesthetic skills.</i>	
<b>Digital Marketing Strategies - 400 hrs. - Online Class</b>	<b>\$3,865.00</b>
<i>Online through ed2go</i>	<i>On Going Enrollment</i>
<i>Learn how to drive traffic, generate leads and increase sales through marketing strategies.</i>	