



610 WISTAR ROAD, FAIRLESS HILLS, PA 19030

www.bcths.com / Fax: 215-949-2104

215-949-1700 extensions 2952/2348

ADULT EDUCATION COURSE SELECTION

ADULT EDUCATION WORKFORCE TRAINING

“TECHNICAL EDUCATION – THE WAY FORWARD”

TRAINING INDUSTRY SINCE 1958

- REGISTER NOW!!!!!! -

***Registration options:**

email: kschmidgall@bcths.com or kody@bcths.com

Phone: 215-949-1700 / Fax: 215-949-2104

or mail registration form with payment to: Adult Education Office

Bucks County Technical High School

610 Wistar Road, Fairless Hills, PA. 19030

Walk in Registration: Main Office – 8 AM – 3 PM

Monday thru Friday

Classes are scheduled to start the week of January 30, 2023

***ALL DATES AND TIMES ARE SUBJECT TO CHANGE**

**AWARDED 2022 LOWER BUCKS CHAMBER CHAMPION OF COMMERCE
FOR WORKFORCE DEVELOPMENT**

WORKFORCE DEVELOPMENT

BUSINESS & INDUSTRY TRAINING

At BCTHS we can provide your business with convenient, high quality, cost effective solutions for improvements. Employee skill enhancement and development can bring greater organizational growth and professional and personal satisfaction.

BCTHS can help you get where you want to go!

Call today: 215-949-1700 extensions 2348/2952 or
email Kevin Ody at kody@bcths.com.

OPPORTUNITIES FOR ADVANCEMENT

ADULT EDUCATION WORKFORCE TRAINING STAFF

KEVIN ODY
Workforce Development
kody@bcths.com
215-949-1700 x 2348

KATHY SCHMIDGALL
Administrative Assistant
kschmidgall@bcths.com
215-949-1700 x 2952

We are always looking for skilled people who wish to share their knowledge, experience and expertise. If you are interested in becoming an Adult & Workforce Education instructor, please email: kody@bcths.com or mail resume to:

Bucks County Technical High School
610 Wistar Road
Fairless Hills, PA 19030

BCTHS is a "Smoke Free" Campus

BUCKS COUNTY TECHNICAL HIGH SCHOOL
ADULT EDUCATION
WINTER/SPRING COURSE OFFERINGS

AUTOMOTIVE SPECIALTY CLASSES:

PA STATE INSPECTION:

Course provides classroom instruction necessary to take the practical and written examination given in accordance with the

Pennsylvania Department of Transportation Safety Inspection Mechanics.

CALL FOR MORE INFORMATION

ENGINE TECHNOLOGY

MM100 MOTORCYCLE MECHANICS – 60 Hours

Course explains how a four-stroke single & multi-cylinder motorcycle engine operates. How to adjust single and dual overhead valves and how the camshaft system works and is timed with the crankshaft. Course also covers clutch & brake systems, hydraulic and mechanical. Students will remove and replace front & rear suspension, steering & rear drive systems, learn how to check fuel, charging and ignition systems.

6:00-9:00 PM – Monday & Wednesday- \$450.00 – 10 weeks

RPS100 RECREATIONAL POWER SPORTS – SMALL ENGINE REPAIR – 60 Hours

Students will learn how to rebuild small engine equipment. Course will enable students to understand the principles and theory of all two and four stroke cycle internal combustion engines.

6:00-9:00 PM – Tuesday & Thursday - \$450.00 – 10 weeks

PERSONAL ENHANCEMENT

AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT (BLS)

Certification Course

4 hours

Course in an in-person, instructor lead, hands-on American Heart Association BLS course. Course includes 4 hours of instruction a BLS provider textbook & a CPR certification card that is valid for 2 years from date of course completion. Books/certification card are included in cost.

5:00-9:00 PM – Tuesday, March 7, 2023 - \$60.00 – 1 night

PFA101 – ASHI PET FIRST AID & PET CPR CERTIFICATION- 3 Hours

In partnership with First Aid & CPR LLC. This two-year certification course covers scene safety, checking animal for breathing, offering rescue breaths, checking for a pulse, and if needed, performing CPR. The first aid portion covers drowning, wounds, electrocution, poisoning, gunshot wounds, seizures and more.

6:00-9:00 PM – Monday, February 27, 2023 - \$110.00 – 1 night

BKG101 BAKING AND CAKE DECORATING – 21 Hours

The following will be covered in this course: demonstration of cake decorating, writing, flowers and borders. Hands-on training of retail products such as: donuts, cakes, breads, rolls, croissants, Danishes, cookies and other bakery items.

6:00-9:00 PM – Tuesdays - \$200.00 – 7 weeks

AID101 ADOBE INDESIGN CC - 12 Hours

This class is for beginners that are interested in learning how to use and create in one of the most innovative layout digital design software programs. You will learn the workspace, tools, menus, panels, layers, Master Pages with fun projects that will include creating a flyer and organizing a book with TOC, file usage, and so much more!

6:30-8:30 PM – Monday – 6 weeks

February 20 through March 27, 2023

APR101 ADOBE PHOTOSHOP CC – 12 Hours

This class is for beginners that are interested in learning how to use and create in one of the most innovative rasterized design software programs. You will learn the workspace, tools, menus, panels, layers with fun projects which will include drawing, painting, photo corrections, selection & masking, color modes, typography, color, raster/vector & file usage, & much more!

6:30-8:30 PM – Wednesday - 6 weeks

January 11, 2023 through February 15, 2023

or February 22 through March 29, 2023

AID101 ADOBE ILLUSTRATOR CC – 12 hours

This class is for beginners that are interested in learning how to use and create in one of the most innovative vector digital design software programs. You will learn the workspace, tools, menus, panels, layers with fun projects that will include drawing, painting, type & typography, color and file usage, and so much more!

6:30-8:30 PM – Monday & Wednesday – 6 weeks

April 3 through May 10, 2023

MFA 100 MATH FOUNDATION / TRADE APPLICATIONS

This course provides you with real life trade applications. Some of the topics covered are: whole number review, integers (negative & positive), fractions, decimals, percentages, equivalent numbers-decimal, fraction & percentages, rate, ratio & proportion, measurement conversions, area, perimeter & volume and geometry.

This course is for trade students to help apply math to trade skills.

This is a free course – sponsored by VITA

6:30-9:00 PM – Wednesday – FREE – 12 weeks

For more information call, Kathy White at 267-905-6535

PA DELAWARE VALLEY WOODCARVERS

This club is open to all. Come relax and have fun.

7:00-9:00 PM – 1st, 2nd & 3rd Thursday – No Cost

COMPUTER TECHNOLOGY

MSO101 MICROSOFT OFFICE 2016 – LEVEL 1 – Beginners – 24 Hours

(Pre-requisite to level 2)

A powerful suite of application consisting of Word, Word Processing, Excel, Spreadsheet, Power Point, Outlook email program & Access relational database program. Students learn to create, edit & print documents, create spreadsheets & PowerPoint presentations. Students will also learn how to use and configure Outlook email, to retrieve/send emails, as well as using calendar & appointment features.

7:00-9:00 PM – Tuesday - \$295.00 – 12 weeks

MSO102 MICROSOFT OFFICE 2016 – LEVEL 2 – Advanced – 24 Hours

Course covers advanced features of Word, Excel, & PowerPoint. Students learn how to use mail merge functions, use existing templates with tips for creating your own, & create macros to speed through repetitive functions, incorporate multiple data sources & import/export data into spreadsheets, use multimedia tools, design features & templates to create presentations.

Students will also receive tips, tricks, & shortcuts to help you work quicker and easier with Word, Excel & PowerPoint.

7:00-9:00 PM – Thursday - \$295.00 – 12 weeks

COM101 COMPTIA A+ PREP – 78 Hours

Comptia A+ is the preferred qualifying credential for technical support and IT operational roles. It is about much more than PC repair. Students will gain the knowledge and experience to earn the CompTIA A+ Certification. Class will cover the essential principles of: Hardware-identifying, using, and connecting hardware components and devices. Operating Systems: install and support Windows operating systems. Mobile Devices: install and configure laptops and other mobile devices. Networking: explain types of networks and connections including TCP/IP and WIFI. Security: identify and protect against security vulnerabilities for devices and their network connections. Troubleshooting: troubleshoot PC, network and mobile device issues including application security support. Course is a combination of both theory and hands-on practice to become a successful

entry-level technician in the information technology field. **This is not a certification course.**

6:00-9:00 PM – Monday & Tuesday - \$550.00 – 13 weeks

COM102 COMPTIA NETWORK+ PREP – 78 Hours

Course helps develop a career in IT infrastructure covering troubleshooting, configuring & managing networks. Students will gain the knowledge & experience to earn the CompTIA Network+ Certification. Course covers the essential principles of: Networking concepts: explaining the purpose of a variety of networking concepts & implementing them appropriately. Network Operations: using best practices to manage the network, determine policies & ensure business continuity. Infrastructure: determine & explain appropriate cabling, device & storage technologies. Network Security: summarize physical security & common attacks while securing the wired and wireless troubleshooting methodology & appropriate tools to support connectivity & performance. Course is a combination of theory & hands-on practice.

Class is the gateway to a range of in-demand IT credentials. **Not a certification course.**

6:00-9:00 PM – Wednesday & Thursday - \$550.00 – 13 weeks

7:00-9:00 PM – Thursday - \$295.00 – 12 weeks

MANUFACTURING TECHNOLOGY

ACD-100 AUTO CAD – 60 Hours

Course introduces the concepts, techniques and procedures necessary to facilitate a basic functional understanding of AutoCAD. Students spend 90 percent of their time working with AutoCAD on a PC. Course acquaints the student with recommended drafting techniques and procedures to become a proficient AutoCAD user and develop a foundation of understanding in computer aided design and drafting. Pre-requisite: Drafting and Computer knowledge.

6:00-9:00 PM – Monday & Wednesday - \$425.00 – 10 weeks

BPR-101 PRINTS, LAYOUT, MEASURING FOR MACHINING – 36 Hours

This introductory course is designed to provide instruction in the theory and skills necessary to read conventional drawings commonly used in the machining industry. Instruction will be centered around object visualization and feature definition/recognition.

6:00-9:00 PM – Monday & Wednesday - \$400.00 – 6 weeks

MSF101 MACHINE SHOP FUNDAMENTALS – 45 Hours

Course introduces students to the basic fundamentals of precision machining. Students receive instruction regarding proper safety, set-up and operations of machines, as well as applied shop mathematics, correct use of measuring tools and bench working skills.

6:00-9:00 PM – Tuesday & Thursday - \$800.00 – 8 weeks

WEL100 WELDING – Level 1 – Beginners – 60 Hours

SHIELDED METAL ARC WELDING (SMAW)

AKA – STICK WELDING – OXYGEN/ACETYLENE CUTTING (OAC)

Describes the basic principles and characteristics of SMAW welding process while following safety guidelines for setup and operation of power sources and cutting equipment. Identify the major components of SMAW and OAC equipment and setup. Topics will include basic metallurgy, safety, electrode selection and care and introduction to cutting with the oxygen/acetylene process.

Welding on limited thickness plate, student may progress to all positions.

Auto darkening helmet and all safety equipment required, see instructor first night.

Class is a beginner's class with 40 percent theory for advancement into the welding field.

6:00-9:00 PM – Monday & Wednesday - \$900.00 – 10 weeks

WEL200 WELDING - LEVEL 2 – Beginners – 30 Hours – GAS METAL ARC WELDING (GMAW) AKA-METAL INTERT GAS (MIG) AND FLUX CORE ARC WELDING (FCAW)

Course describes the basic principles and characteristics of the MIG and FCAW welding process while following safety guidelines for set-up and operation of power sources. Identify the major components of a MIG welding setup. Identify MIG and FCAW filler wire and gasses. Weld thin gauge mild steel sheets and limited thickness plate. Auto darkening helmet and all safety equipment required, see instructor first night. Class is 30% theory.

6:00-9:00 PM – Tuesdays - \$500.00 – 10 weeks

INDUSTRIAL TRADES

CET101 COMM., ELECTRICAL INSTALL., TROUBLESHOOTING & REPAIR– 45 hours

Course is for the intermediate electrical student who is, or will be working as an electrician, in a growing industry which is truly in need of qualified & experienced journeymen. Course centers on the skills necessary to troubleshoot problems & facilitate solutions in electrical systems as well as the tool familiarity to achieve timely results. Students should bring their own hand tools.

6:00-9:00 PM – Monday - \$400.00 – 15 weeks

EMC101 INDUSTRIAL ELECTRIC MOTOR CONTROLS – 60 Hours

This course will familiarize the student with two and three wire relay logic and control, motor starters, electrical control systems, troubleshooting methods, diagrams and schematics.

6:00-9:00 PM – Tuesday & Thursday - \$425.00 – 10 weeks

IWR101 INDUSTRIAL WIRING – 60 Hours

Course will familiarize students with electrical blueprint reading, power distribution, installation of pipe & wiring methods, circuit protection, motors & controlling, & the electrical code.

6:00-9:00 PM – Tuesday & Thursday - \$425.00 – 10 weeks

HVAC101 REFRIGERATION/AIR CONDITIONING/HEATING – LEVEL 1 **(pre-requisite to level 2) – 60 Hours**

Course is designed for the entry level student and those currently involved in the trade. Program provides a presentation of basic fundamentals required and continues with advanced theory pertaining to the field. Heating focuses on heat pump technology. The goal of the course is to take the mystery out of confusing material and prepare the student for a fulfilling career in the HVAC industry.

6:00-9:00 PM – Tuesday - \$550.00 – 20 weeks

HVAC102 REFRIGERATION/AIR CONDITIONING/HEATING – LEVEL 2

Course is designed for those who have completed the HVAC – Level 1 Program. The program will continue to focus on basic theory as well as explore troubleshooting techniques. As the program advances, the student will be introduced to concepts related to light commercial air conditioning and refrigeration systems. The objective of the program is to learn concepts applicable to the workplace.

6:00-9:00 PM – Monday/Wednesday - \$550.00 – 10 weeks

EPA/410A + EPA/608 CERTIFICATION EXAM

The EPA Refrigerant Handling Certification Exam as administered by the Educational Standards Corporation. CALL FOR MORE INFORMATION

BCTHS is now a NATE (North American Technician Excellence) test site. NATE is the largest non-profit certification organization for Heating, Ventilation, Air Conditioning, and Refrigeration Technicians. Call BCTHS for more information regarding scheduling times.

NATE can be reached at www.natex.org or

877-420-6283

BCTHS/VITA PARTNERSHIP

FREE ADULT CLASSES IN ESL AND READING AND WRITING SKILL DEVELOPMENT

Vita Education Services offers free English as a Second Language (ESL) and Basic Skills Development (Reading and Writing) classes at Bucks County Technical High School.

The ESL courses are for adults who wish to learn to understand, speak, read and write English and learn about American culture, history, and government. Basic Skills classes help students strengthen their reading and writing abilities for work or continuing education. Basic skills students should be comfortable in speaking and understanding English. Program and class assignment will be determined by placement testing and instructor recommendation.

In-person ESL and Basic Skills Development classes will be offered at BCTHS:

Tuesdays & Thursdays – 6:30-9:00 PM

Additionally, some ESL and Basic Skills Development classes will be offered remotely, via Zoom.

No children are allowed. Space is limited.

For information call: Vita Education Services – 215-345-8322 or visit www.vitaeducation.org

REMOTE CLASSES FOR GED AND HiSET TEST PREPARATION:

Vita Education Services offers free online classes via Zoom to help students prepare for High School Equivalency (GED AND HiSET) tests. Visit the website at www.vitaeducation.org to watch our informational video and begin the registration process.

For information about the High School Equivalency classes, call Kathy White at 267-905-6535.

VITA MATH FOUNDATION COURSE

Have you been out of school for a while? Do you need to review some of your math basic skills to prepare for a trade course of the High School Equivalency test? This course will provide you with that review, complete with real life trade applications. Some of the topics to be covered are: whole number review, integers (negative & positive), fractions, decimals, percentages, equivalent numbers-decimal, fraction & percentages, rate, ratio & proportion, measurement conversions, area, perimeter & volume and geometry. This course is also appropriate for individuals seeking to develop skills for the High School Equivalency (HSE) Math Exam. For more information call, Kathy White at 267-905-6535

BUCKS COUNTY TECHNICAL HIGH SCHOOL ADULT EDUCATION - ADMISSION INFORMATION

Bucks County Technical High School Adult Education Department is committed to the advancement of technical education, student development & community service. We believe in the practical value of lifelong learning as a means of personal & economic advancement.

Adults 16 years or older, not attending a full-time day school may be admitted into the courses. No educational requirements for admission have been set beyond the ability to do the work.

Courses will be cancelled if there is not sufficient enrollment. Enrollment for all courses varies, and may be limited. Enroll early! All course ending dates are estimated. Classes may run longer or shorter than posted times due to weather or event cancellations.

METHODS OF PAYMENT: BCTHS accepts cash, check, VISA/MasterCard or Money Order.

COURSE FEES: Fees include, supplies, use, maintenance & replacement of tools, utilities, program overhead, instruction costs, etc. Late or outstanding balances will be grounds for dismissal from class. Some classes require purchase of textbooks. CLASSROOM SPACE CANNOT BE RESERVED WITHOUT PAYMENT. Payment arrangements can be made at the discretion of the Adult Education Department.

CLASS CANCELLATIONS: Courses are subject to minimum enrollment requirements. Decisions regarding cancellation will be made in advance of class start date when possible. *Weather Cancellations—in the event of severe weather school will be cancelled. If day school is closed, evening school is closed. Call main number—215-949-1700 or check website for closings.

MAIL REGISTRATION: Complete and mail a registration form to:
Bucks County Technical High School - 610 Wistar Road, Fairless Hills, PA 19030
ATTN: Adult Education Office
FAX registration form to the Adult Education Office 24-hour fax service at 215-949-2104
EMAIL registration form to kschmidgall@bcths.com

REFUND POLICY: 100 % refund – cancellation or withdrawal before first night of class
75 % refund – withdrawal within first week of class NO REFUNDS WILL BE GIVEN AFTER FIRST WEEK OF CLASSES. Student's requests for course withdrawal must be submitted in writing to the Adult Education Office. Allow 4 to 6 weeks to process a refund.
THERE ARE NO REFUNDS FOR TEXTBOOKS, MATERIALS OR TEST FEES.

CERTIFICATES: Students must complete 80 % or more of class time and have maintained competency on all assignments, and skills/testing, along with fulfilling all financial obligations to receive a Certificate of Completion from Bucks County Technical High School. The school reserves the right to accept or reject any or all applications for enrollment in the school year. Instructors may set their own attendance requirements at their discretion.

BUCKS COUNTY TECHNICAL HIGH SCHOOL UPCOMING EVENTS

<u>BCTHS ANNUAL CAR & TRUCK SHOW</u>
SATURDAY, APRIL 22, 2023 (RAINDATE: SUNDAY, APRIL 23, 2023)
TIME: 10 AM – 2 PM
Show vehicles may enter starting at 8 AM
COST: \$20.00 (CASH)
REGISTER ON DAY OF SHOW ONLY
Are you interested in being a vendor or would you like to provide a donation for a basket raffle to advertise your business?
EMAIL: kschmidgall@bcths.com
Or
kody@bcths.com
ALL PROCEEDS BENEFIT STUDENT SCHOLARSHIPS



**ADULT EDUCATION PROGRAM REGISTRATION
BUCKS COUNTY TECHNICAL HIGH SCHOOL
610 WISTAR ROAD, FAIRLESS HILLS, PA 19030
PHONE: 215-949-1700 EXT. 2952 – FAX: 215-949-2104**

COURSE TITLE: _____ START DATE: _____

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

MALE: _____ FEMALE: _____ PHONE NUMBER: _____

DATE OF BIRTH (mm/dd/yyyy): _____/_____/_____ EMAIL: _____

The following information is requested in order to complete statistical reports that we must file with the
PA Department of Education.

1. _____ Displaced Homemaker 2. _____ Economically Disadvantaged 3. _____ Educationally Disadvantaged
4. _____ Disabled 5. _____ Limited English 6. _____ Single Parent

1. _____ American Indian or Alaskan Native 2. _____ Asian/Pacific Islander 3. _____ Black (Non-Hispanic)
4. _____ Hispanic 5. _____ White (Non-Hispanic) 6. _____ Multi-Racial 7. _____ Non-Resident Alien
8. _____ Unknown 9. _____ Asian 10. _____ Native Hawaiian or other Pacific Islander

COURSE COST: _____ ROOM NUMBER: _____

Name of Cardholder _____ Address _____
(Please Print)

City _____ State _____ Zip Code _____

Master Card Number _____ Exp. Date _____ V# _____

Visa Number _____ Exp. Date _____ V# _____

For Official Use Only

Amount Paid: _____ cash _____ check # _____ Visa/Mastercard

Date Paid: _____ Received by: _____

