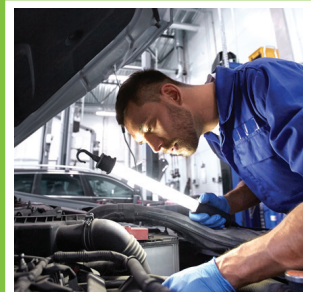
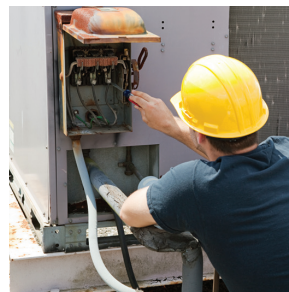


Berks Career & Technology Center



ADULT DAY SCHOOL COURSE CATALOG



GO FROM LEARNING TO EARNING FAST.

BERKS CAREER & TECHNOLOGY CENTER

OUR VISION

is to provide a safe learning environment where each student is valued and prepared to succeed.

OUR MISSION

is to prepare all students for successful careers and higher education through a highly acclaimed, integrated academic and technical education experience.

OUR COMMITMENT TO QUALITY



Berks Career and Technology Center is accredited by the Middle States Association Commission on Secondary Schools.



BERKSCAREER.COM/ACE

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ABOUT BCTC ADULT/CONTINUING EDUCATION



Berks Career and Technology Center's Continuing Education programs offer educational opportunities for individuals seeking a new career, or for those wanting to upgrade their skills in a technical field or in a trade. Making the right career training decision after graduation is important. Continuing Education at BCTC provides adult students with several options to acquire the hands-on skills, knowledge and industry certifications needed to succeed in today's competitive job market.

ADULT DAY SCHOOL

The adult student gains technical knowledge, hands-on experience and industry certifications while learning in exceptionally well-equipped labs under the supervision of industry trained and experienced instructors. Courses are offered to adult students on a space available basis. Full and part time schedules are available. Qualified students attending Adult Day School programs may be eligible for federal financial aid.

APPRENTICESHIP PROGRAMS

BCTC is Berks County's most comprehensive source for related classroom training for apprentices. The curriculum is planned and reviewed annually in cooperation with co-sponsoring trade organizations and the Bureau of Apprenticeship and Training, U.S. Department of Labor.

- Current Apprenticeship Programs:
- Electrical
 - Heating, Ventilation & Air Conditioning (HVAC)
 - Plumbing

CERTIFICATION COURSES

The Career Center offers courses that prepare adult students for state or federal certification exams in various fields, such as refrigerant recovery (EPA), culinary arts (ServSafe®), auto safety inspection and emissions.

- Current Certification Courses:
- NCCER Certification Programs
 - OSHA-General Industry
 - PA Safety Emissions Inspector Certification
 - PA Safety Inspection Mechanic
 - Refrigerant Transition & Recovery
 - ServSafe®

CUSTOMIZED FOR BUSINESS & INDUSTRY

BCTC staff will work on location at local businesses or in the school's state-of-the-art labs. We can design a training program that is unique to your business by tailoring curriculum to meet your needs. Training can be provided at your location or at one of our two locations.

ABOUT BCTC ADULT/CONTINUING EDUCATION

EVENING COURSES

Evening courses provide a cost-effective way to learn new skills or prepare for a new career on a part-time basis. Classes include theory and hands-on learning experiences taught by industry experienced instructors. Evening courses meet two nights a week and are offered in the Spring and the Fall. .

ONLINE COURSES



Choose from over 300 course offerings through our partner Ed2go. Go to www.ed2go.com/bctc and take courses from the comfort of your home or office. All courses run for six weeks and are project-oriented.

In partnership with Ed2Go, we also offer a variety of certificate programs. These online programs are longer in length, more intensive in their scope, and provide an overall education that may lead you to a new occupation. There are no set start dates and prices vary for each course.

COMMERCIAL DRIVER'S LICENSE TRAINING

Commercial Driver's License Training (CDL) at Berks Career & Technology Center offers a professional tractor-trailer driving program that prepares students to obtain their Commercial Driver's License. The comprehensive 160-hour Class A program includes classroom theory, independent study, and driving instruction. Course topics include driver skill development, safety regulations and procedures, proper loading techniques, basic equipment maintenance and intra & inter-state regulations. Students can choose one-on-one driving instruction or shared driving instruction with another student.



For information on Commercial Driver's License Training, see page 14.

ABOUT OUR SCHOOL

OUR BACKGROUND

The Berks Career and Technology Center (BCTC) was founded in 1968 and is regarded as one of the premier career and technical education facilities in the Commonwealth of Pennsylvania. BCTC operates two campuses and provides high-quality technical education and career preparation to meet the needs of today's high school students and adults. The school serves 16 public school districts, numerous nonpublic schools, and the citizens and businesses of the Berks County area. The Career Center is governed by a Joint Operating Committee comprised of school directors from each of the 16 sponsoring school districts. With campuses located in Leesport and Oley, we are conveniently located to serve our students.

OUR EDUCATIONAL APPROACH

The BCTC experience provides students with a blend of classroom theory and technical applications in state-of-the-art laboratories that is connected directly to the real world of business and industry. Over 400 business and industry advisors review and update the school's educational program annually.

THE EDUCATIONAL PROGRAM

The educational program at Berks Career and Technology Center is organized around seven career clusters and over 30 career programs and are offered to adult students on a space available basis. The curriculum is competency-based and instruction is individualized. Learning guides serve as the primary instructional tool and allow students to progress at their own pace. Technical content is taught using a "hands-on" project-based approach combined with theory, class work, and homework. Through this instructional approach BCTC attempts to accommodate and ensure the success of all learners.

Career Clusters:

Business & Information Technology

Business Management & Entrepreneurship
Computer Systems Networking & Security
IT Programming

Communications

Advertising Art & Design Technology
Video & Media Content Production

Construction

Building Construction Occupations
Cabinetry & Wood Technology
Carpentry
Electrical Occupations
Heating, Ventilation, Air Conditioning/Refrigeration
Heavy Equipment Operations
Horticulture
Masonry
Painting & Decorating
Plumbing & Heating

Engineering and Manufacturing Technology

Drafting Design Technology
Mechatronics Engineering Technology
Precision/Computerized Machining Technology
Welding Technology

Healthcare

Dental Occupations
Health Occupations

Services

Cosmetology
Culinary Arts
Early Childhood Education

Transportation

Automotive Collision Repair Technology
Automotive Technology
Diesel Technology
Heavy Equipment Technology
Recreational & Power Equipment Technology

Adult Day School students are integrated into the high school program. Applicants are accepted on a space available basis. Berks Career & Technology Center has an open admissions policy. All applicants must be beyond their normal graduation date and have received a High School Diploma or GED. If the High School Diploma was not earned in the USA, it must meet the Academic Diploma Translation for Foreign Credential Evaluation standard. Any costs related to the translation/evaluation of the High School Diploma or GED is the responsibility of the student.

Prior to enrollment, applicants must meet with the Director of Continuing Education for a tour and begin the application process. All applicants are required to pass state and federal background checks and a child abuse clearance as part of the application process.

Once we receive your application and application fee, we will contact you for an interview. If accepted into the program, you will receive an acceptance letter to confirm enrollment.

CLOCK HOURS

Each Clock Hour consists of a 60 minute period consisting of classroom theory, hands-on learning, and tests. Student clock hours awarded are based on the approved academic calendar. Berks Career and Technology Center, upon review of student transcripts, will consider the transfer of clock hours to BCTC.

TUITION AND FEES

Adult students are required to pay tuition based on an annually approved tuition rate. Students are required to purchase uniforms, books/workbooks, tools, personal protective equipment and pay for certifications as required by their program of study.*

TUITION PAYMENT POLICY

Tuition payment is required at the beginning of each payment period within 2 weeks of receiving a tuition statement. There are two payment periods per school year in August and January. Payment plans are available with an initial payment and must be approved by the Continuing Education Administrator prior to enrollment.

TUITION ASSISTANCE

Berks Career and Technology Center participates in various federal, state and local financial aid programs. The purpose of financial aid is to provide assistance to students of financial need who, without financial aid, would be unable to pursue an education. Listed below are the Financial Aid resources available to BCTC students who qualify.

- Federal Pell Grant
- Federal Direct Stafford Loan Program
 - Subsidized Stafford Loan
 - Unsubsidized Stafford Loan
- Federal Parent PLUS Loan

Each applicant for Federal Financial Assistance must complete and submit the Free Application for Federal Student Aid (FAFSA) for processing. The FAFSA is available on-line at <https://fafsa.ed.gov>. Enter BCTC school code 040413.

- PHEAA – Pennsylvania Targeted Industry Program (PA-TIP) —
Apply online at www.pheaa.org/pa-tip
- Veteran's Education Assistance
- Office of Vocational Rehabilitation
- CareerLink

** For more information regarding tuition, fees and other adult student consumer information go to berkscareer.com/ace-consumer-information/*

CERTIFICATES & CREDENTIALS

SAFETY IS OUR FIRST PRIORITY

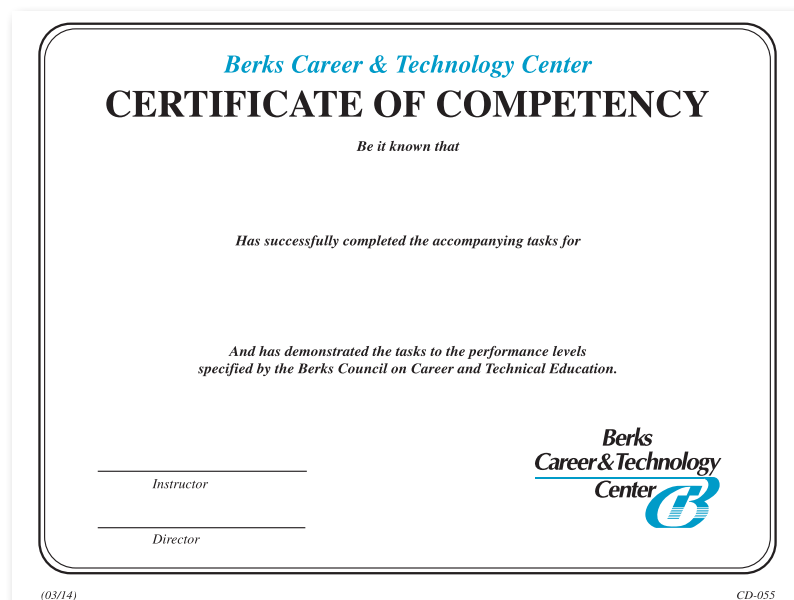
All career and technical education instructors at BCTC implement a safety program within their particular program areas. To supplement that safety program, every student enrolled in an approved career and technical education program at BCTC must complete an OSHA 10-hour General Industry or Construction Industry course. Upon successful completion of the course, students earn and receive an OSHA credential from the Federal Occupational Safety and Health Administration (OSHA) Training Institute.

INDUSTRY CERTIFICATIONS

The workplace of today requires a highly skilled and competent workforce. In order to ensure quality, many industries have developed nationally recognized standards of performance. These standards are measured by licensing examinations or certification testing programs that can lead to nationally recognized credentials. Most of the career and technical programs at BCTC have undergone a rigorous accreditation review process and now offer industry recognized certifications for students. These certifications/credentials are portable and recognized nationally by industry. They provide a competitive edge when applying for employment. Please refer to the "industry certification" heading under each program description for a complete listing of industry certifications.

BCTC CERTIFICATE OF COMPETENCY

Students earn a school-issued certificate of competency when they successfully complete the curriculum. Included with the certificate of competency is the student's task grid with the level of competency indicated. Together these documents are valuable credentials that students present to prospective employers as evidence of their knowledge and skills. Employers recognized the certificate of competency and task grid as reliable indicators of an applicant's readiness for work.



CAREER COUNSELING

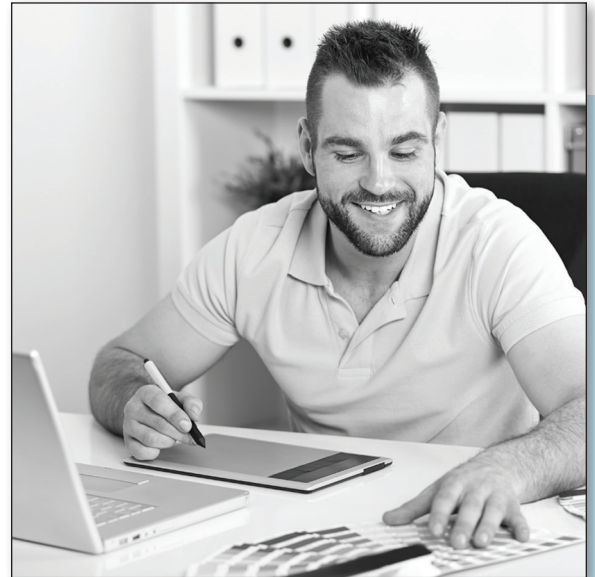
Career counseling and employment assistance is available to all students earning a certificate of competency from BCTC for up to six months post completion of their program.

Graphic designers find the most effective way to visually communicate messages across advertising mediums, including print, electronic, and digital media. A variety of strategies are used to problem solve for a designer's clients that include color, typography, illustration, photography, and various print and layout techniques.

The coursework is designed to provide students with a strong foundation in the principles of design through a variety of projects, including logo and stationery design, editorial layout, movie posters, magazine, newspaper, and social media advertising. Students will learn to use industry-specific software for photo manipulation, page layout, and illustration in a state-of-the-art design studio.

This program covers the following topics: fundamentals of computerized design technology, principles of typography, principles of color, product production procedures, principles of basic photography, fundamentals of graphic design, fundamentals of illustration, electronic illustration, image manipulation, page layout, project production management, and employability skills. Students will learn from each teacher in the Communications Cluster and participate in learning experiences with students from Video & Media Content Production.

When students graduate, they have a complete portfolio of work that will aid in seeking entry-level positions in the graphic design and commercial art fields.



CAREER PATHWAYS:

Graphic Designer
 Desktop Publishing Specialist
 Illustrator
 Pre-Press Technician

INDUSTRY CERTIFICATIONS

Adobe Certified Associate – Graphic Design & Illustration
 Adobe Certified Associate – Print & Design Media Publication
 Adobe Certified Associate – Visual Communication
 OSHA/CareerSafe 10-Hour Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently and in a team
- Hand-eye coordination
- Artistic ability / creativity



CAREER PATHWAYS:

Automotive Body Technician

Transportation Equipment Painter

Insurance Appraiser, Auto Damage & Detailers

This program utilizes the industry standard I-CAR enhanced technical curriculum. Generally, students learn to reconstruct damaged automotive vehicles and light trucks. Students learn to examine damaged vehicles and estimate cost of repairs; remove, repair and replace body panels, accessories, grills, trim and automotive glass, and straighten unibody and conventional structures using state-of-the-art equipment and precision measuring systems. Refinishing processes and spray-painting techniques are taught in a controlled atmosphere downdraft spray booth according to industry standards. Students learn the proper use of power and hand tools, welding processes and techniques, and safety.

Students are prepared to enter the auto body and collision industry as entry level technicians. Management, service and business ownership are career paths that many graduates successfully pursue. The program was awarded a grant from

the National Collectors Foundation to introduce students to careers in antique car restoration and customization.

INDUSTRY CERTIFICATIONS

S/P2, Section 609 Certificate for Refrigerant Recycling & Recovery
Certified Emissions Inspector
Certified Safety Inspector, Cat I
OSHA/CareerSafe 10-Hour Certification
I-CAR Certifications

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently and in a team
- Hand-eye coordination
- Mechanical aptitude

The Automotive Technology program is nationally recognized and accredited by the National Automotive Training Education Foundation (NATEF). The program prepares students to engage in diagnosis, servicing, and maintenance of all types of automobiles. Students perform live work and gain invaluable skills in all aspects of automotive technology.

Students begin with the fundamentals and learn to identify and properly use tools and fasteners as well as general auto reconditioning skills. Students learn to inspect, repair and replace components of the suspension, chassis, brake, engine, cooling, fuel, ignition, electrical, exhaust, emissions, air conditioning systems, as well as drive lines according to the student's chosen career objective. Welding processes and safety techniques are also taught. Students are taught to use technical service information systems and are prepared to obtain the Pennsylvania State Inspection and/or Emission certification.

Graduates are well qualified to enter the automotive field as entry-level service technicians and mechanics.



CAREER PATHWAYS:

Automotive Master
Mechanic / Technician
Service Technician
& Mechanic
Automotive
& Watercraft Attendant
Detailer (Cleaner
of Vehicles)
Tire Repairer & Changer
Transportation Vehicle,
Equipment & System
Inspector

INDUSTRY CERTIFICATIONS

S/P2
Certified Emissions Inspector
Certified Safety Inspector, Cat I
Section 609 Certificate for Refrigerant Recycling & Recovery
OSHA/CareerSafe 10-Hour Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently and in a team
- Hand-eye coordination
- Mechanical aptitude





Students in the Building Construction Occupations program build their skills from the ground up! Executing all aspects of residential and commercial construction from foundation to finish, student experiences involve the basics of several building trades including carpentry, metal fabrication, interior finishes, masonry, plumbing, and electricity. As a student in Building Construction Occupations, you will also learn to use various hand and power tools used on the job site.

Students in this program have the unique opportunity to apply their skills and knowledge with the construction of a custom-built home under the direction of their instructors. The local housing market has come to know the BCTC's student-built homes as a model of quality and craftsmanship.

Graduates of this program are prepared for employment in the construction field or may pursue more specialized training through an apprenticeship program.

CAREER PATHWAYS:

Carpenter
Brick Mason & Block
Mason Assistant
Welder's Assistant
Construction Trades
Assistant
Electrician's Assistant
Plumber's Assistant

INDUSTRY CERTIFICATIONS

OSHA/CareerSafe 10-Hour
Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Mechanical aptitude

Creating a generation of young people with the skills, knowledge, and drive to become business leaders and entrepreneurs... The Business Management & Entrepreneurship program places emphasis on college and career (BME) readiness. The program offers students a competitive edge through project-based, collaborative learning and the development of 21st Century skills including business management, entrepreneurship, financial literacy, technology, global awareness, problem solving, and communication. Students learn business by doing business with coaching from industry professionals.

The BME program at BCTC is part of Virtual Enterprises International (VEI). VEI is a live, global business simulation and entrepreneurship program that is part of an international network of student-run businesses in over 40 countries. VEI replicates all the functions of real businesses in both structure and practice and brings the workplace into the classroom. The program transforms high school students into independent-thinking business professionals and their classrooms into offices that become an incubator environment. Under the guidance of their instructor and local business mentors, students create and manage virtual businesses; learning all aspects from market research, business planning, product development, production and distribution to marketing, sales, human resources, accounting/finance and web design.

Guided by a task-based curriculum, students produce the key deliverables that are required in a real business. The virtual companies the students create engage in international trade with other student-run companies on a continuous basis, participating in a global economy of over 5,000 firms. The simulation environment encourages risk-taking and continuous cycles of improvement and innovation based on successes and failures.

The program closes the skills gap, engages students in their learning, and prepares them for college and career success by providing them with relevant, hands-on opportunities to develop, test, and apply academic, business, financial, and entrepreneurial skills.



CAREER PATHWAYS:

Market Research Analyst

Marketing Specialist

INDUSTRY CERTIFICATIONS

OSHA/CareerSafe 10-Hour Certification

PROGRAM REQUIREMENTS/COSTS

There are specific costs for textbooks, tools, supplies, uniforms, certifications; and for some programs, medical and criminal clearances that students are obligated to pay upon acceptance. These costs change annually and are detailed on the BCTC website at www.berkscareer.com/programs.

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Ability to work independently and in a team
- Creative problem solver
- Ability to lead



Cabinetry is a specialized branch of woodworking where students learn to fashion wood into objects of usefulness and beauty, such as home and office furniture and cabinets. Instruction is given in reading blueprints and planning the sequence of cutting operations to use the materials resulting in the least amount of waste. Students develop skills in the use of many hand and power tools. The Cabinetry student will train with the technology for CNC design, programming, and operations. These machinery skills have become commonplace at most manufacturing and mill shops.

Students will receive training in precision cutting, shaping, and assembling of parts through the use of hand tools, power tools, and woodworking machines. Instruction will also be provided in design and layout, assembly, hardware, finishes, and installation.

As a participant in Cabinetry and Wood Technology, students participate in the construction of the student-built house project. Its county-wide reputation for quality makes this an exceptional “live work” opportunity that will instill confidence and pride as students prepare to enter the workforce and/or enter an apprenticeship program.

CAREER PATHWAYS:

Cabinetmaker & Bench
Carpenter

Woodworking Machine
Setter and Setup Operator
Patternmaker/Wood
Furniture Finisher

INDUSTRY CERTIFICATIONS

OSHA/CareerSafe 10-Hour
Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Mechanical aptitude

The Carpentry program is accredited by the National Center for Construction Education and Research (NCCER) through the Associated Builders and Contractors (ABC) and provides participants with defined career paths in carpentry. This program prepares students in all phases of residential and light commercial carpentry through a combination of classroom, laboratory, and live work experiences to help the students develop their skills.

The instructional program covers both types of carpentry work: rough and finish. Rough carpentry includes framing, sheathing, wood and steel studding, and flooring. Finish carpentry includes the installation of finished flooring, stairwork, siding, trim, wallboards, windows and hardware.

Students in this program will also learn estimating, material identification, and the basics of both rough and finish carpentry related to residential construction, including such areas as blueprint reading, the use of power and hand tools, framing techniques, roofing, siding and the installation of trim and hardware.

As a participant in this program, students at the East Campus participate in the construction of the student-built house project. Its county-wide reputation for quality makes this an exceptional “live work” opportunity that will help hone skills as students prepare to enter the workforce or apply for an apprenticeship.



CAREER PATHWAYS:

Rough Carpenter
 Construction Carpenter
 (Residential)
 Roofer
 Carpenter Assembler
 & Repairer – Sider

NCCER - National Center for Construction Education and Research

The Cabinetry & Wood Technology program participates in NCCER. This curricula and training process is supported by trade associations, contractors, schools, construction and maintenance users, pipeline operators, manufacturers, and third-party training providers. Visit www.nccer.org for further information.



INDUSTRY CERTIFICATIONS

NCCER Core
 OSHA/CareerSafe 10-Hour
 Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Mechanical aptitude



Commercial Driver's License Training (CDL) at BCTC offers a professional tractor-trailer driver training program that prepares students seeking careers in the motor carrier field to obtain their Commercial Driver's License. The program is designed to provide professional tractor trailer driver training to students with or without prior truck driving experience.

CDL Training includes:

- Driver skill development
- Applied safety regulations & procedures
- Basic equipment maintenance
- Proper loading techniques
- Intra- & inter-state regulations

The comprehensive 160-hour Class A program includes classroom theory, independent study, and driving instruction. Students can choose one-on-one driving instruction or shared driving instruction with another student.

CAREER PATHWAYS:

Tractor-Trailer Truck Driver
Light Duty or Delivery
Service Driver

BCTC offers Day and Evening classes. A 136-hour Class B training is also available.

INDUSTRY CERTIFICATIONS

CDL Class A License
CDL Class B License

PROGRAM REQUIREMENTS

- Ability to obtain a Commercial Driver's License permit
- Ability to obtain a PennDOT medical card
- Satisfactory PennDOT Motor Vehicle Report



Computer Systems Networking & Security is a professional course that prepares students with industry standard credentials and technical certifications to aid in their understanding of computers and the inter-working of them. While working in BCTC's state-of-the-art lab, students will use concepts introduced in theory and reinforced through a hands-on curriculum to build and repair computer systems and understand and configure components of a computer networking infrastructure.

The instruction focuses on A+ fundamentals, Operating System Fundamentals, Networking Fundamentals, Server Administration, Network Security Fundamentals, Alternate Operating Systems, and Advanced Concepts of Networking. The curriculum is reviewed annually for relevancy and updated as industry standards dictate.

Upon completion of the course, students are prepared for a variety of certification exams including the Test Out Routing and Switching Pro Certification.

Graduates of this program are well prepared for entry level employment. Additional education can lead to more opportunities in networking and information technology.



CAREER PATHWAYS:

Computer User Support Specialist

Computer Network Support Specialist

INDUSTRY CERTIFICATIONS

TestOut Routing & Switching Pro Certification

TestOut PC Pro

TestOut Cyber Defense

TestOut Server Hybrid

Optional Certifications

CompTIA Network+

CompTIA Security+

Cisco CCNA



PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently and in a team
- Hand-eye coordination
- Mechanical aptitude



CAREER PATHWAYS:

Cosmetologist
 Nail Technician
 Cosmetology Instructor
 (additional 500 hours)

This program is designed in compliance with the rules, regulations and state-mandated curriculum of the Pennsylvania State Board of Cosmetology. Cosmetologists practice the art and science of improving beauty through the care and treatment of skin, hair, and nails. Graduates of this program are well-prepared cosmetologists with excellent employment prospects.

The curriculum provides hands-on training in bacteriology/sterilization, manicuring, artificial nails, draping of clients, shampoo, scalp treatment, hairstyling, haircolor, permanent wave/chemical relaxers, haircutting, facials/make-up, mock state boards, wigs, receptionist duties, salon management, electricity, anatomy/physiology and ethnic hair care.

The Cosmetology program is regulated and licensed through the Pennsylvania State Board of Cosmetology. To complete the approved curriculum, students must document 1,250 hours of instruction in the program.

Instruction of 1,250 hours qualifies the student for the Pennsylvania State Board of Cosmetology licensing examination. Upon successful completion of the examination, the student then becomes a licensed cosmetologist or nail technician in the Commonwealth of Pennsylvania and is qualified for employment in a full service salon or advanced licensing in teaching.

BCTC students, under the supervision of licensed instructors, hold cosmetology clinics that are open to the public. The clinics provide students with real world experience by performing salon services for customers such as haircutting, styling, permanent waves, color services, manicuring, and facials. The clinics provide students with invaluable experience that helps further prepare them for the workplace.

*** The cost of Pennsylvania State Board of Cosmetology Licensing is not included in the tuition.**

INDUSTRY CERTIFICATIONS

Cosmetologist
 Manicurist
 Cosmetology Instructor
 (additional 500 hours)
 OSHA/CareerSafe 10-Hour
 Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination, depth & color perception
- Artistic ability / creativity

The Culinary Arts program is accredited by the American Culinary Federation and prepares students for the hospitality industry, one of the largest industries in America today.

Specialized learning units include theory and work experience in the major areas of cooking and baking. Experience is also gained in front-of-house skills including waiting on tables and cashiering, care and use of kitchen equipment, nutrition, food purchasing, and sanitation in food handling in a commercial and institutional setting. Specific topics covered include performing steward duties; preparing baked goods; preparing breakfast items; preparing stocks, soups and sauces; preparing salads and dressings; preparing hot and cold sandwiches; preparing fruits, vegetables, farinaceous products and tubers; fabricating and cooking poultry, meat and fish; preparing specialty cold items, and performing supervisory/ management skills.

Practical experience is a major part of the program through the operation and management of a complete restaurant and catering service housed within each campus location. The restaurants are open to the public for lunch on select days of the week and provide aspiring young chefs invaluable experience in food preparation, customer service, and restaurant management. Graduates of this program are well prepared for entry level opportunities in the food industry.



CAREER PATHWAYS:

Restaurant Cook / Chef
Apprentice

Cook, Cafeteria and
Institutional

Food Preparation Worker /
Cook's Helper

ACFEF - This program has been certified by the American Culinary Federation Education Foundation (ACFEF) Secondary Certification Committee. This certification indicates a commitment to excellence by meeting industry established standards, required knowledge and competencies.

Visit www.acfchefs.org for further information.

INDUSTRY CERTIFICATIONS

ServSafe/Manager Food Safety Certification

OSHA/CareerSafe 10-Hour Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently and in a team
- Hand-eye coordination
- Artistic ability / creativity
- Desire to work in the culinary profession
- Ability to accept constructive feedback





CAREER PATHWAYS:

Dental Assistant
Medical Equipment
Preparers

The Dental Occupations program integrates lectures, demonstrations, and hands-on experiences to teach students a variety of dental related subjects. The program provides leading-edge training for a career as a dental assistant.

The curriculum covers an introduction to healthcare, infection control, safety and emergency procedures, ethical/legal responsibilities, anatomy and physiology related to dentistry, patient care and procedures, office procedures, dental pain and anxiety control, radiology, operative dentistry, dental materials, dental laboratory procedures, basics of oral surgery, periodontics, and prosthodontics.

By completing this program, students are well-prepared for their chosen careers. As dental assistants, they assist dentists during examination and treatment of patients. Students learn to prepare patients for treatment, sterilize instruments, prepare materials and make study models from impressions, expose and process x-ray film, use digital imaging, and provide chairside assistance for the dentist.

INDUSTRY CERTIFICATIONS

BLS Healthcare Provider
Radiation Health & Safety (RHS)
OSHA/CareerSafe 10-Hour Certification
Anatomy, Morphology and Physiology (AMP)
Infection Control Examination (ICE)
HIPAA, Bloodborne Pathogens

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently and in a team
- Hand-eye coordination

Diesel engines are found in trucks, trains, buses, construction and agricultural equipment and many other types of transportation vehicles. As the diesel equipment industry continues to expand, the demand for mechanics and technicians to repair and maintain diesel equipment grows.

Using state-of-the-art classroom and lab experiences, the program prepares students to engage in diagnosis, servicing, and maintenance of diesel trucks. Students begin with the fundamentals and learn to identify and properly use tools and fasteners as well as general reconditioning skills. Students learn to inspect, repair and replace components of the suspension, chassis, fifth wheel, steering, brake, engine, cooling, fuel, electrical/electronic, air intake and exhaust, clutches, transmissions, air conditioning systems, as well as drive lines and rear axles. Welding processes and safety techniques are also taught.

Students are taught to use service and technical manuals and are also prepared to obtain Pennsylvania State Inspection certification.

Graduates of this program are well-prepared to enter the workforce as bus and truck mechanics, diesel engine specialists, and heavy truck mechanics. Additional education after high school can lead to many opportunities in service management, training, and advanced diesel principles.



CAREER PATHWAYS:

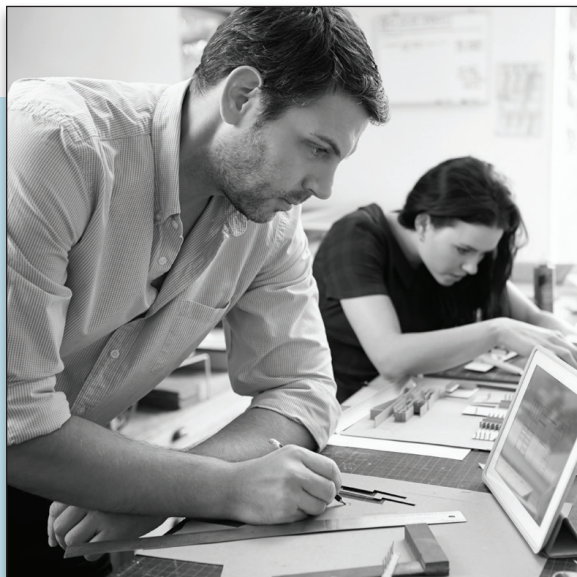
Bus, Truck Mechanic & Diesel Engine Specialist
 Heavy Truck Mechanic / Maintenance Repairer
 Maintenance Lubrication Mechanic
 Diesel Engine Assembly Specialist

INDUSTRY CERTIFICATIONS

Outdoor Power Equipment Technician Certificate S/P2
 Section 609 Certificate for Refrigerant Recycling & Recovery
 Certified Safety Inspector, Cat I
 Certified Safety Inspector, Cat III
 OSHA/CareerSafe 10-Hour Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently and in a team
- Hand-eye coordination
- Mechanical aptitude



CAREER PATHWAYS:

Mechanical Drafter
Architectural Drafter
Civil Drafter
Drafter
Electronic Drafter
(CAD Technician)

The central activity of drafting and design technicians is to help convert an idea in a designer's mind to precise working specifications from which a product can be made. Drafting design technicians assist engineers and architects in the design and drafting of electrical circuits, machine structures, weldments and architectural plans. Graduates of this program will be well prepared to enter the workforce as draftspersons in the mechanical, architectural, or civil fields. Students will learn how to prepare engineering plans, layouts, detailed drawings, create mass and volume studies. They will also work on many interesting in-class projects that will challenge their abilities and capture their imagination.

Drafting design technicians are specialists who use many methods of communication. The instruction during this program will focus on developing the following skills: CAD, architectural, mechanical, and civil drafting.

Students learn the basics of CAD while learning the fundamentals of drafting on a computer. The curriculum includes the use of a state-of-the-art 3D printer to print student project models. Each student develops a professional portfolio of work completed during the course. This program provides the skills and foundation for a successful career in the drafting field.

ADDA

This program conforms to the American Design Drafting Association (ADDA) curriculum. These guidelines were designed in conjunction with the Department of Education and the Department of Labor to assure the level of training and industry requirements are met. Visit www.adda.org for further information.



INDUSTRY CERTIFICATIONS

Certified Drafter (ADDA)
Autodesk Certified User
OSHA/CareerSafe
10-Hour Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Mechanical aptitude
- Artistic ability / creativity

The Early Childhood Education program is designed to train and prepare students for employment in the early learning field. Students in this program gain daily practical experience in the on-site child care school.

Students study all phases of child development: physical, social, emotional and intellectual. The curriculum focuses on the following topics: establishing and maintaining a safe, healthy learning environment; advance physical and intellectual competence; supporting social and emotional development and providing positive guidance; establishing positive and productive relationships with families; ensuring a well-run, purposeful program responsive to children's needs; and maintaining professionalism. Each student works independently with a combination of learning strategies used to enhance the student's growth.

Graduates of this program are well prepared for a variety of careers working with children including employment in day care centers, nursery schools, elementary schools, Head Start classes, playgrounds, recreation centers and early childhood education centers. A student graduating in this program can qualify as an assistant group supervisor in child day care centers throughout Pennsylvania.



CAREER PATHWAYS:

Preschool Teacher
(except Special Education)
Child Care Worker
Instructor's Assistant
Personal & Home Care
Aide / Nanny

INDUSTRY CERTIFICATIONS

Child Development Associate
(CDA)-Ready Certificate
First Aid, Infant and Child CPR
Mandated Reporting
Certification
OSHA/CareerSafe 10-Hour
Certification
Fire Safety Training
American Red Cross
Babysitting Basics
Health & Safety Basics:
Requirements for Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- Emotional Maturity – Students will be working directly with preschool age children and must demonstrate respect and self control at all times.
- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Artistic ability / creativity



CAREER PATHWAYS:

Electrician
Commercial & Industrial
Equipment Repairer
Sales Engineer –
Electrical Products

Construction and maintenance electricians ensure conductivity of electrical fixtures and equipment found in today's homes and businesses. Student in the Electrical Occupations program are provided with the skills to become both construction and maintenance electricians. Construction electricians lay out, assemble, install, and test electrical fixtures and wiring used in electrical systems on construction sites. Maintenance electricians maintain and keep many different types of electrical equipment in good working order principally by detecting and repairing defective equipment before a breakdown occurs.

The curriculum covers many areas, including: residential wiring and service, wiring alterations, installation of electrical environmental circuits, commercial and industrial wiring, electrical maintenance, planning and site work on commercial/industrial jobs and services, power distribution

transformers, single-phase transformers and AC machines, electrical motors and controls, three-phase transformers and AC machines, PLCs, electrical aspects of HVAC and related facilities, and emergency power systems. Instruction is also provided in the installation of electrical distribution systems both overhead and underground.

Students in Electrical Occupations have the opportunity to apply their skills and knowledge by helping with the construction of a custom built home under the direction of their instructors.

NCCER - National Center for Construction Education and Research

The Electrical Occupations program participates in NCCER . This curricula and training process is supported by trade associations, contractors, schools, construction and maintenance users, pipeline operators, manufacturers, and third-party training providers. Visit www.nccer.org for further information.

INDUSTRY CERTIFICATIONS

NCCER Core
OSHA/CareerSafe 10-Hour
Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Mechanical aptitude
- Ability to distinguish color

The Health Occupations program is a three-year course intended to develop necessary skills knowledge and attitudes for safe, competent performance as an entry-level worker in the healthcare field, such as a nurse's aide or a home health aide. Classroom and laboratory instruction are combined with field trips and clinical experiences to expose students to a variety of health career choices. The core curriculum material is based on the requirements of the Pennsylvania Department of Education and the Pennsylvania Nurse Aide Training and Competency Evaluation Program. Students in this program are prepared to take the test for the Pennsylvania Nurse Aide Registry.

The core curriculum includes an introduction to health care, infection control, safety and emergency procedures, ethical and legal responsibilities, nutrition, normal body functions and common diseases, patient care, human growth and development, rehabilitation and office procedures.

All students are encouraged to maintain eligibility to participate in the Nurse Aide Training Program. Eligibility requirements are based on academic grades, attendance and discipline record while enrolled at BCTC.



CAREER PATHWAYS:

Medical Assistant
Home Health Aide
Nursing Assistant
Personal Care Aide

INDUSTRY CERTIFICATIONS

Nurse Aid Registry
BLS Healthcare Provider
Heartsaver First Aid
Personal Care Home Direct Care Staff Certificate
OSHA/CareerSafe 10-Hour Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Mechanical aptitude



**American
Heart
Association®**
Learn and Live



Students in the HVAC/Refrigeration program learn the theory and application of the principles involved in the conditioning of air, cooling, heating, filtering and controlling of humidity. Students develop skills in assembling and installing tubes and pipes, motors, compressors, control devices, valves and thermostats, and gain an understanding of blueprints and schematics related to equipment and systems. Students will be able to diagnose equipment malfunctions and read and understand technical reference manuals. Energy management control technology is taught as it relates to domestic, commercial and industrial air systems, heat pumps, forced air conditioning systems and microcomputer systems control.

Graduates of this program have opportunities for entry level employment and can also pursue an apprenticeship program.

CAREER PATHWAYS:

Refrigeration Mechanic
Heating and Air
Conditioning Mechanic
Sheet Metal Worker
Energy Auditor

HVAC Excellence:

This program is accredited through HVAC Excellence to assure that the curriculum taught meets or exceeds the National Skill Standards. Having this accreditation enables BCTC to more easily articulate credits with other institutions and apply for public and private funds. Visit www.hvacexcellence.org for further information.



NCCER - National Center for Construction Education and Research

The Building Construction Occupations program participates in NCCER. This curricula and training process is supported by trade associations, contractors, schools, construction and maintenance users, pipeline operators, manufacturers, and third-party training providers. Visit www.nccer.org for further information.

INDUSTRY CERTIFICATIONS

Student Outcome Assessment (HVAC Excellence)
EPA 608 Certification
NCCER Core
Section 609 Certification for Refrigerant Recycling and Recovery
OSHA/CareerSafe 10-Hour Certification
OSHA 30-hour Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Mathematics: see note above
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Mechanical aptitude

The Heavy Equipment Operations Program is designed to provide students with the theory and hands-on skills relevant to the fundamentals of operation and preventive maintenance of various types of heavy equipment. Specialized classroom and lab experiences are designed to provide instruction in operation and preventive maintenance of mobile machinery used by heavy equipment operators.

Included in the course of study is an introduction to the diverse job opportunities available to heavy equipment operators. Instruction begins with job site safety, blueprint reading, equipment rigging, and other fundamentals before advancing to activities like building a pad, backfilling a trench, and slot dozing.

Students will be instructed in the proper use of equipment, basic maintenance of the machines, and will receive extensive field practice in earth moving, site-preparation, construction site layout, excavation, and backfilling of building sites. In addition, students will learn to use a laser level, hand levels, power tamping equipment, how to read blueprints, and will become familiar with OSHA rules. Heavy Equipment Operators are employed in a variety of occupations in the construction industry, road construction, and mining.

Exercises on virtual equipment simulators are followed by plenty of practice with the real thing on an exquisite outdoor training course. Students gain real-world experience by applying the knowledge learned at an off-campus quarry site, supervised by their instructor.

This 6-week program is available during the summer. Please call for specific dates and times.



CAREER PATHWAYS:

Paving, Surfacing, & Tamping Equipment Operators

Operating Engineers & Other Construction Equipment Operators

Highway Maintenance Workers

INDUSTRY CERTIFICATIONS

OSHA/CareerSafe 10-Hour Certification

Penn-Dot Flagger Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently and in a team
- Hand-eye coordination
- Mechanical aptitude



CAREER PATHWAYS:

Diesel Engine Specialist
Field Service / Lube
Technician
Mobile Heavy
Equipment Mechanic
Heavy Equipment
Mechanic – Maintenance
Repairer
Industrial Machinery
Mechanic
Farm Equipment Mechanic
& Service Technician

The Heavy Equipment Technology Program is designed to provide students with the theory and hands-on skills relevant to repair fundamentals and maintenance of various types of heavy equipment found on construction sites. Specialized classroom and lab experiences are designed to provide instruction in systems and components of heavy equipment. This program is recognized by the Association of Equipment Dealers Foundation (AED).

Students begin with safety, tools/fasteners and preventive maintenance basics. Students also learn to inspect, repair and replace components of the suspension, steering, brake, engine, cooling, fuel, electrical/electronic, air intake and exhaust, clutches, transmissions, air conditioning systems, hydraulics/ hydrostatics as well as drive lines/rear axles/final drives, and drive motors. Welding processes and safety techniques are also taught. Students will be taught computer diagnostic skills as a tool to troubleshoot electronic problems. Students may achieve certification in air conditioning and/or PA Safety Inspections.

Graduates of this program are well prepared and find exciting careers as diesel engine specialists, heavy equipment mechanics and apprentice technicians.

INDUSTRY CERTIFICATIONS

Section 609 Certificate for Refrigerant Recycling & Recovery, S/P2
Outdoor Power Equipment Technician Certificate
Certified Safety Inspector, Cat I
Certified Safety Inspector, Cat III
OSHA/CareerSafe 10-Hour Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently and in a team
- Hand-eye coordination
- Mechanical aptitude



Horticulture students pursue a career interest in any one or combination of the major areas of horticulture: turfgrass establishment and maintenance, landscape design, construction and maintenance; greenhouse crop production; and floral design.

Turfgrass establishment and maintenance is the study of turf-grasses; soil identification and amendments; seasonal lawn maintenance and installation tasks; pest control and the establishment of lawns. This discipline includes the operation of lawn equipment and small engine repair, preventative maintenance. Landscape design, construction and maintenance includes the study and maintenance of landscape design; vegetation; pruning; propagation; the installation of hardscaping, lighting, and water features; garden installation and equipment operation. Greenhouse crop production is the study of crop scheduling and greenhouse crop care and sales. Floral design includes the study of fresh, silk, and dried floral arranging; holiday and special occasion designs and work, houseplant care, operating a small business, and trends in the floral industry.

The Horticulture program features an aquaponics system. Aquaponics blends together the technology of hydroponics and fish rearing methods of aquaculture. Based upon the nitrogen cycle, the fish produce essential nutrients for the plants, and in return, the plants filter the water. This sustainable technology allows for organic growing of crops like lettuce, radishes, tomatoes, and much more. BCTC's Horticulture program is licensed with the PA Department of Agriculture to breed fish and provide for other educational programs. Students in the program work closely with Culinary students to plan menus and schedule the crops for proper harvest. This cross collaboration helps build networking skills while implementing a 21st century business model.

Students in the program gain invaluable experience by landscaping the grounds of the student built house project, maintaining portions of the campus, creating seasonal floral arrangements for customers, working on community service projects, and engaging in the production and sale of bedding plants each spring. Students should hold interest in working outdoors, indoors, and in all weather conditions; students will get dirty and work in a physically demanding career field.



CAREER PATHWAYS:

Nursery Worker
 Floral Designer
 Landscaping and
 Groundskeeping Worker
 Horticulture and
 Nursery Sales
 Horticulture
 Grower/Greenhouse

INDUSTRY CERTIFICATIONS

PA Certified Horticulturist (PCH)
 PA Pesticide Applicator
 Certification
 OSHA/CareerSafe 10-Hour
 Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Mechanical aptitude





CAREER PATHWAYS:

Computer User Support Specialist

IT Programming is a series of methods of collecting, compiling, and analyzing large quantities of data to satisfy our society's ever-increasing need for information. With increasing frequency it is apparent that an understanding of IT is a necessary part of general education for students who live and work in our technological society.

The curriculum is designed to provide instruction that prepares students to apply technical knowledge and skills to support problem solving and the design and development of software applications. Students acquire the skills to analyze, design, implement, test and document an application solution. The students utilize a state-of-the-art network computer system and its associated peripheral equipment to work on live problems, utilizing business software and object-oriented integrated development environments. Concepts delivered provide the basis of understanding in the area of computer

programming and are applicable to business applications, mobile applications, and video gaming.

The course provides instruction in Visual Basic, C++, Python, C#, HTML, Java, JavaScript, Database Administration/Programming, and Microsoft Office Suite. Students also receive instruction in office procedures and customer service communications, business law and ethics, and basic computer maintenance and troubleshooting.

Graduates of this program are well prepared for entry level employment in support of an IT department and/or IT clients. A job title certificate can be earned for computer user support specialist. Additional education can lead to more advanced opportunities in programming and systems analysis.

*** The cost of certification testing is not included in the tuition.**

INDUSTRY CERTIFICATIONS

Internet and Computing Core Certification (IC3)
OSHA/CareerSafe 10-Hour Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently and in a team
- Hand-eye coordination

Students in the Masonry program create modern masterpieces out of brick, block, concrete, or tile that will last for decades. In the program, students learn how bricklayers or brick masons repair walls, partitions, arches, fireplaces, chimneys, and other structures from brick, block, concrete, and glazed tile. They must be able to lay out jobs, read blueprints, and estimate materials and cost. Instruction in this trade includes learning skills involved in the cutting, chipping and laying of brick and concrete block, the mixing and spreading of mortar and other bonding agents, and the cutting and laying of ceramic tiles. Students will learn to use tools, such as trowels, jointers, hammers, levels, gauge line, and squares. Knowledge of mortar, cement, and other bonding agents is important to workers in this skilled trade.

Students have the opportunity to apply their skills and knowledge by helping with the construction of a custom built home under the direction of their instructors. The local housing market has come to know BCTC's student-built homes as a model of quality and craftsmanship.

Graduates of this program are prepared to seek employment in the masonry field or may choose to pursue more specialized training through an apprenticeship program.



CAREER PATHWAYS:

Brick Mason / Block Mason

Tile and Marble Setter

NCCER - National Center for Construction Education & Research

The Masonry program participates in NCCER. This curricula and training process is supported by trade associations, contractors, schools, construction and maintenance users, pipeline operators, manufacturers, and third-party training providers. Visit www.nccer.org for further information.



INDUSTRY CERTIFICATIONS

NCCER Core
OSHA/CareerSafe 10-Hour
Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Mechanical aptitude



CAREER PATHWAYS:

Commercial & Industrial
Equipment Technician

Electro-Mechanical
Technician

Installation, Maintenance
& Repair Technician

The core curriculum includes two college level dual enrollment courses, MET 120 – Industrial Mechanical Systems and MET 130 – Industrial Electrical Systems.* In addition, students will earn an OSHA Safety certification as part of the Level 1 curriculum. This industry certification is highly recognized in the field and is portable. Some of the topics included in the Level 1 electrical systems curriculum include power supplies, switches, resistors, capacitors, inductors, motors, transformers, solenoids, lights, fuses, circuit breakers and rheostats. Students will combine motor, electro-pneumatic, and electro-hydraulic control components with relays, timers and counters to create logic and sequential control circuits and develop elementary ladder diagrams. Finally, students will install, test and troubleshoot electrical and electronic components and systems. On the mechanical systems side of the curriculum, students will calculate speed, torque, power, pitch, ratio and mechanical efficiency. Also, students will install, maintain and troubleshoot V-belt drive systems, chain drive systems and hydraulic and pneumatic systems.

The Level 2 and Level 3 curriculum will provide more in-depth instruction in robotics and automation. Students will complete coursework related to the following topics: DC Circuits, Single Phase Transformers, Pneumatics, Hydraulics, Basic Mechanical Power, Electrical Motors and Controls, Programmable Logic Controls, and Robotics.

The Mechatronics Engineering Technology program gives students the opportunity to work with “smart machines”— robots. The combination of high speed computers and artificial intelligence software has advanced the field of robotics to produce a need for engineering technicians with a broad range of advanced technical skills. This field continues to evolve creating an increasing demand for “smart human”—engineers, engineering technicians, electronic designers and robotic installation, maintenance and repair.

* Adult students do not earn college credits for MET 120 & MET 130.

INDUSTRY CERTIFICATIONS

Planned – AMIST Certification (Advanced Manufacturing Integrated Systems Technology)

OSHA/CareerSafe 10-Hour Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently and in a team
- Hand-eye coordination
- Mechanical aptitude

This program is accredited by the National Center for Construction Education and Research (NCCER) through the Associated Builders and Contractors (ABC) and provides participants with defined career paths in the industry. The hands-on approach to the training gives students ample opportunity to hone their skills and fine tune their talents.

In this program students are given instruction and practical experience in all aspects of painting, staining, finishing, and wallpaper hanging. Students also learn surface stripping and preparation, brush and spray painting skills, paper hanging, cost estimation, furniture finishing, color coordinating, interior decorating, tile setting, faux finishing, care and use of equipment, and safety practices.

Upon graduation, students may seek employment in several areas or with further training and education may pursue more advanced career options, such as interior design and decorating.



CAREER PATHWAYS:

Residential Painter
Paper Hanger
Furniture Finisher

NCCER - National Center for Construction Education and Research

The Painting & Decorating program participates in NCCER. This curricula and training process is supported by trade associations, contractors, schools, construction and maintenance users, pipeline operators, manufacturers, and third-party training providers. Visit www.nccer.org for further information.



INDUSTRY CERTIFICATIONS

ALA Extension Ladder Safety
ALA Step & Articulated Ladder
NCCER Core
OSHA/CareerSafe 10-Hour
Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Mechanical aptitude



CAREER PATHWAYS:

Plumber (Construction)
Pipelayer, Pipefitter
or Steamfitter
Plumber Apprentice
Oil Burner Service
& Installer

Keep the flow going! Students in the Plumbing and Heating program will learn how to assemble, install, alter, and repair pipes and pipe systems. These systems are vital for all buildings to carry water, steam, air, or other liquids and gasses for sanitation, industrial and other uses. Students also learn to install plumbing fixtures, appliances, and heating systems. Safe and proper mechanical practices are essential components as they help to protect the health and wellbeing of the nation.

The hands-on approach to training will cover layout, assembly, installation and repair of pipes, fittings, and fixtures of heating, water and drainage systems according to manuals, specifications and plumbing codes. Also included are the installation, repairing, operating and testing of various types of residential and commercial heating equipment and the controls necessary for their operation.

Real world experience is gained at BCTC's student-built house as students install and connect the plumbing, piping, heating, and fixtures required in today's homes.

Graduates of this program are prepared for entry level work and can also pursue an apprenticeship program.

NCCER - National Center for Construction Education and Research

The Plumbing & Heating program participates in NCCER. This curricula and training process is supported by trade associations, contractors, schools, construction and maintenance users, pipeline operators, manufacturers, and third-party training providers. Visit www.nccer.org for further information.



INDUSTRY CERTIFICATIONS

NCCER Core
OSHA/CareerSafe 10-Hour
Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Mechanical aptitude

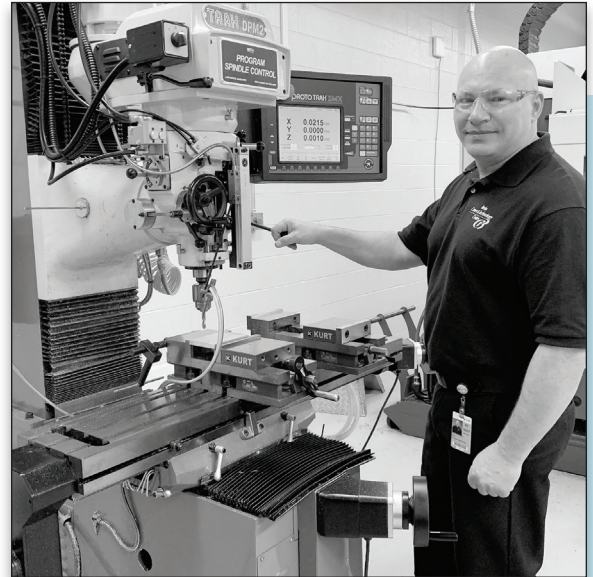
The machining industry utilizes precision tools and equipment to transform engineers' and designers' visions into finished products. The training in the Precision/Computerized Machining Technology program focuses on the skills that are in demand in the local and national job market. These are the skills required by the high-tech modern manufacturing businesses such as aerospace, medical instrumentation, defense, and many more.

Students in the program learn the use of hand tools, conventional machine tools, and Computer Numerical Control (CNC) machine tools to cut metals within 1/10,000th of an inch. Curriculum topics include conventional and CNC milling, conventional and CNC turning, Electrical Discharge Machining (EDM), and precision grinding.

Students also learn interpretation of engineering drawings to gain understanding of machining industry specifications. Training also includes precision inspection using sophisticated measuring equipment including a coordinate measuring machine, a toolmaker's microscope, and an optical comparator within the metrology lab, where quality assurance is emphasized.

The PMT/CMT program at BCTC has been recognized and awarded the National Institute for Metalworking Skills (NIMS) test site accreditation. This accreditation represents the industry's mark of approval and recognition of the training program. Students will have the opportunity to earn nationally recognized certifications that show their competency in different skill areas.

Graduates of this program have excellent opportunities for immediate employment. Careers include High Priority Occupations such as Machinists, Computer Controlled Machine Tool Programers, Numerical Tool & Process Control Programmers, CNC programmers/operators, EDM programmers/operators, and Quality Assurance Inspectors.



CAREER PATHWAYS:

Computer-Controlled
Machine Tool Operator
Machinist

Computer Numerically-
Controlled Machine Tool
Programmer

Multiple Machine Tool
Setter, Operator and
Tender

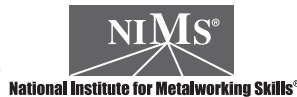
Conventional EDM
Operator/Programmer
Wire EDM Operator/
Programmer

Milling & Planing Machine
Setter/Operator/Tender
Lathe & Turning Machine
Tool

Setter/Operator/Tender

NIMS

This program is credentialed through the National Institute for Metalworking Skills, Inc. (NIMS) to assure training to industry standards and to meet NIMS quality requirements. Students can earn certifications that give formal recognition of those standards and requirements. Visit www.nims-skills.org for further information.



INDUSTRY CERTIFICATIONS

National Institute for
Metalworking Skills (NIMS)
Level I Machining (various
certifications)
Level II Machining (various
certifications)
OSHA/CareerSafe 10-Hour
Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Completion of Algebra I
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Mechanical aptitude
- Attention to detail



CAREER PATHWAYS:

Recreational & Powersports Technician
 Motorcycles, ATV's, UTV's & Side by Sides
 Outdoor Power Equipment Service & Repair

The Recreational & Power Equipment Technology Program course has earned national technician certification from the Equipment and Engine Training Council (EETC). BCTC is one of only a few technical facilities in Pennsylvania to achieve this standard making it a premier training program for students in Berks County.

The program is designed to teach skills in the service, sales, operation and repair of lawn and garden equipment, chain saws, outboard motors, portable generators, pumps, farm equipment, motorcycles, industrial equipment and snowmobiles. Students perform "live work" for customers, which gives them invaluable experience in estimating, parts ordering, repair, and customer service. Students study measuring tools, ordering and record keeping, small engine design and components, fuel systems, lubrication systems, starting/electrical systems, troubleshooting, overhaul, drivelines, and welding. In addition,

repair and service of lawn and garden equipment, chain saws, outboard motors, snowmobiles and motorcycles is taught.

By completing the course, students are prepared to obtain EETC certification in 2- and 4-stroke cycle engines. Students will learn basic principles of electronics and hydraulics. They will be qualified to pursue careers in the field of recreation and powersports, outdoor power equipment repair, marine repair and beyond.

EETC - Equipment & Engine Training Council - This program is accredited through EETC to provide students an opportunity to gain technical proficiency in six areas of outdoor power equipment. Visit www.eetc.org for further information.



INDUSTRY CERTIFICATIONS

Outdoor Power Equipment Technician Certificate
 Certified Safety Inspector, Cat I
 OSHA/CareerSafe 10-Hour Certification
 S/P2



PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Mechanical aptitude

This combined program will introduce students to the art and science of digital media technology. Students will develop an understanding of the various technology and techniques used in today's communication, media, film and streaming industries. Students will gain hands-on experiences and develop technical understanding by producing digital media and content for various platforms using industry standard software, hardware and camera equipment in both studio and field environments.

The core curriculum includes training in creative development, the production cycle, TV/video/film production, photography, lighting, project management, budgeting, audio production, photo and video editing, 360-degree/VR and drone technology, distribution and streaming media. In addition, students will be educated in graphic and visual design through clustered learning experiences.

The Adobe Creative Suite, including Photoshop, Illustrator, Premiere, After Effects, and Audition, will be taught throughout the program.

This program will enhance students' writing and communication, creative abilities, problem solving, and technical/computer skills in preparation for employment.



CAREER PATHWAYS:

Audio/Video Equipment Technician
 Commercial / Industrial Photographer
 Photographic Process Worker
 Portrait / Wedding Photographer
 Production Assistant
 Video Producer/Director
 Video Editor
 Video Camera Operator

INDUSTRY CERTIFICATIONS

Adobe Certified Associate – Visual Communication
 Adobe Certified Associate – Video Communication Certification
 OSHA/CareerSafe 10-Hour Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Completion of Algebra 1
- Intermediate computer skills
- Creative / artistic ability
- Ability to work independently and in a team
- Effective communication skills
- Strong depth and color perception
- Physical stamina
- Manual dexterity



CAREER PATHWAYS:

Structural Metal Fabricator
& Fitter

Welder Cutter/Fitter

Production Workers

Welding is a profession that is needed from on top of the world's tallest buildings to the depths of the ocean floor. Welding is used in many industries including construction, manufacturing, aerospace, petroleum, agriculture, and the military. Due to this fact, welding is an important part of the U.S. economy and employers have a strong need for skilled welders.

Students in the Welding program learn the welding standards established by the American Welding Society (AWS) using the latest equipment in a state-of-the-art lab. Welding at BCTC is also an AWS SENSE (School Excelling through National Skill Standards Education) program.

Students will learn to fabricate or repair metal using electric arc welding. Students also receive training in shielded metal arc welding, gas metal arc welding and gas tungsten arc welding, as well as oxyacetylene cutting/welding. Students will also have hands on experience using pulse welding technology and a CNC controlled plasma table to create projects.

Emphasis is placed on the related skills of blueprint and welding symbol reading, as well as fabrication and layout procedures. Students use AWS blueprints to layout and fabricate modules to achieve an AWS SENSE certification.

Graduates of this program can work in several areas of the welding field. Welding employment opportunities are very diverse and skilled welders may be able to choose from a variety of job prospects both nationally and internationally.

INDUSTRY CERTIFICATIONS

Certified Welder (AWS)
Level I - Entry Welder (AWS)
OSHA/CareerSafe 10-Hour Certification

PROGRAM ENTRANCE RECOMMENDATIONS

- High School Diploma or GED
- Algebra I or Geometry
- Problem-solving / troubleshooting skills
- Ability to work independently & in a team
- Hand-eye coordination
- Mechanical aptitude



American Welding Society

Educational Institution Member

Adult Day School Tuition and Fees

See attached schedule or visit

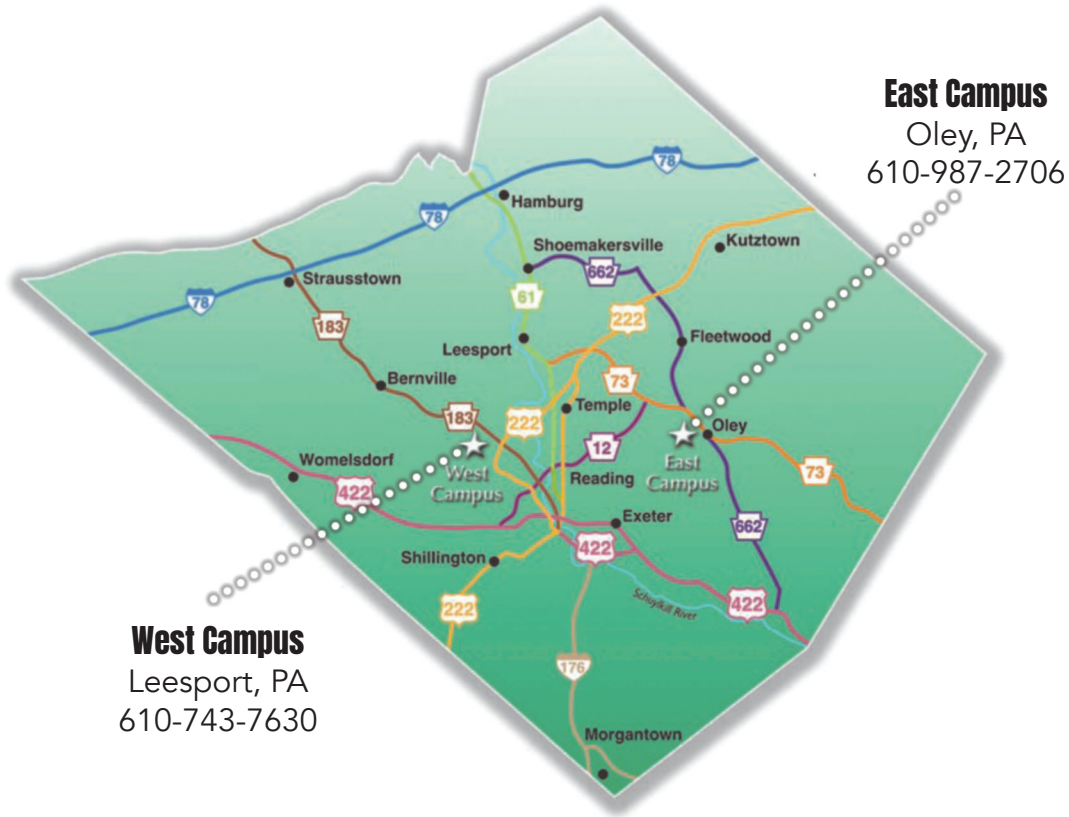
berkscareer.com/adultconsumerinformation

for tuition, fees, and placement and completion rates methodology.

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Two convenient locations to serve you:



***Berks
Career & Technology
Center*** 

Day, Evening and Online classes

East Campus | 3307 Friedensburg Road, Oley, PA 19547 | 610-987-2706

West Campus | 1057 County Road, Leesport, PA 19533 | 610-743-7630

www.berkscareer.com/ACE