



**ESSEX COUNTY VOCATIONAL TECHNICAL SCHOOLS
2017 ADULT EVENING PROGRAM**



ADULT BASIC EDUCATION PROGRAM & COURSE SCHEDULE

Registration Information

2017-18 FALL & SPRING SEMESTER

**High School Equivalency (HSE) Preparatory and English as a Second Language
Adult Basic Education**

FALL TERM:	Registration	September 6, 7 & 11, 2017	4:30 PM -7:30 PM
SPRING TERM:	Registration	January 8, 9, 2018	4:30 PM -7:30 PM

Marking Period 1	Marking Period 2	Marking Period 3	Marking Period 4
09/18/17 to 10/23/17 5:00pm – 9:00pm MON., TUES, WED.	10/24/17 to 12/06/17 5:00pm – 9:00pm MON, TUES, WED	01/16/18 to 02/21/18 5:00pm – 9:00pm MON, TUES, WED.	02/26/18 to 04/04/18 5:00pm – 9:00pm MON, TUES, WED

Apprenticeship Training Programs

FALL TERM	Registration	September 6,7 & 11, 2017	4:30 -7:30 PM
SPRING TERM	Registration	January 8, 9, 2018	4:30 -7:30 PM

Class Schedules:	FALL SEMESTER	5:00-9:00 PM
MON & WED	09/18/17 to 12/06/17	20 Sessions

Class Schedules:	SPRING SEMESTER	5:00-9:00 PM
MON & WED	01/17/18 to 03/06/18	20 Sessions

Skilled Trades Preparatory Programs

FALL TERM	Registration	September 6, 7 & 11, 2017	4:30 -7:30 PM
SPRING TERM	Registration	January 8, 9, 2018	4:30PM -7:30PM

Class Schedules:	FALL SEMESTER	5:00PM - 9:00PM
MON, TUES, WED	09/18/17 to 12/06/17	22 Sessions
Class Schedules:	SPRING SEMESTER	5:00PM -9:00PM
MON, TUES, WED	01/17/18 to 03/06/18	22 Sessions

ADULT BASIC EDUCATION and ENGLISH AS A SECOND LANGUAGE PROGRAM

NEWARK TECH CAMPUS

The Adult Basic Education program offers **High School Equivalency (HSE) (Formerly GED)** and **English as a Second Language (ESL)** courses. Upon registration, each student is **evaluated** to establish their educational level. After testing/evaluation, an individual education plan is developed and each student is placed into class with students of comparable skills. The educational plan is created to develop competency in communication and/or Mathematical skills.

Adult Basic Education (ABE, PRE-HSE)

This course prepares students for the High School Equivalency Program (HSE). Emphasis is placed on providing skills in reading, writing, social studies and basic mathematics

Mon. Tues. Wed.

5:00-9:00 p.m.

NO COST *

High School Equivalency Preparation (HSE) Formerly GED

This course is designed to prepare students for the New Jersey State High School Equivalency Examination. Concentrated instruction is provided in writing, reading, math, science, and social studies. **The attainment of a New Jersey High School Equivalency certificate is the program goal.**

Mon. Tues. Wed.

5:00-9:00 p.m.

NO COST *

English as a Second Language (ESL)

Conversational English for beginners and intermediate students. Emphasis is placed on improving students' oral and written communication skills, reading proficiency and knowledge of grammar.

Mon. Tues. Wed.

5:00-9:00 p.m.

NO COST *

All Adult Basic Education students will attend an orientation session that will include testing, counseling and skill level placement. The Adult Basic Education students will also be required to take a post-test and complete an exit conference with a counselor prior to the conclusion of the program.

***There is no cost for Essex County Residents**

Skilled Trades Preparatory Programs

The Skilled Trades Preparatory programs are designed to **provide students with entry-level skills in a one-year period.** The courses meet 3 evenings (Mon, Tue, Wed) 12 hours per week, 5:00 to 9:00 P.M.

Requirements for registration:

- 18 years of age
- Not currently enrolled in a Daytime High School program
- **Provide proof of Essex County Residency**

AUTOMOTIVE TECHNOLOGY:

\$250.00—Materials & Books Included: In County per semester

\$350.00---Materials & Books Included: Out of County per semester

Emphasis is placed on providing the student with job entry-level skills. Areas covered include: tune-ups, brakes, exhaust systems and all areas of repair, replacement and diagnosis.

Mon., Tues., Wed. 5:00-9:00 p.m.

BUILDING TRADES TECHNOLOGY:

\$250.00—Materials & Books Included: In County per semester

\$350.00---Materials & Books Included: Out of County per semester

Areas covered include: carpentry, plumbing, air conditioning and electricity. Emphasis is placed on providing the student with familiarity with all aspects of building construction. Blueprint Reading, use of measuring tools, hand tools and power tools are stressed. Job entry-level skills are emphasized.

Mon., Tues., Wed., 5:00-9:00 p.m.

WELDING TECHNOLOGY:

\$250.00—Materials & Books Included: In County per semester

\$350.00---Materials & Books Included: Out of County per semester

This course covers the following techniques of welding: acetylene, electric arc, MIG and TIG welding. Blueprint reading is also integrated into the course to enable students to fabricate projects according to print specifications

Mon., Tues., Wed., 5:00-9:00 p.m.

MICROSOFT OFFICE SUITE 2010 (Contingent on enrollment)

\$150.00— Materials & Books Included: In County per semester

\$200.00--- Materials & Books Included: Out of County per semester

This hands-on course will include the following: creating, editing and formatting documents, columns, Clip Art, Word Art, tables and graphs, spreadsheets using basic formulas, data and formatting features, creating presentations with transitions and custom animation.

Mon., Wed., 6:00-9:00p.m.

HEALTH OCCUPATIONS

DENTAL ASSISTANT PROGRAM (Evening) (Contingent on enrollment & Instructor)

This program meets (2) days per week, four hours each session, from September through December (3 -months). It is designed to prepare students for entry level positions in the dental professions as an educationally qualified Dental Assistant. Dental practice procedures are emphasized (dental sciences, chair side assisting, office management, and dental lab procedures). The program has both clinical/lab and didactic components.

Successful completion of the Dental Assistant Program will also qualify participants to take Part I ~ (ICE) of the Dental Assisting National Board-Certified Dental Assistant (DANB~CDA) exam. **Additional opportunities exist for students to obtain further DANB certification levels.**

Mon., Tues., 5:00p.m.-9: 00p.m

Materials fee \$400.00 Textbook(s) Extra:

To be eligible for admission to the Dental Assistant Program the candidate must successfully complete the following prerequisites:

- Take the TABE Battery Test to determine ranking in class (if necessary) (**Fees may apply**)
- Provide proof of Essex County Residency
- Provide evidence of H.S. diploma or GED
- Satisfy tuition and fees in full, prior to starting class

APPRENTICESHIP TRAINING PROGRAMS



Registration Dates: (Fall) September 6, 7 & 11, 2017

(Spring) January 8, 9, 2018

Classes Start: (Fall) 09/18/17– 12/6/2017 20 Sessions
Monday and Wednesday

(Spring) 01/17/18 – 03/06/18 22 Sessions
Monday and Wednesday

Tuition Fee: \$600.00—In County (One- time fee)

\$700.00---Out of County (One- time fee)

Company check or money order only.

APPRENTICESHIP PROGRAMS:

The Apprenticeship Training Program in New Jersey consists of a combination of both on the job training and related classroom instruction. Approval of apprenticeship programs and related instruction is conducted by the United States Department of Labor, Office of Apprenticeship and the New Jersey Department of Labor and Workforce Development. The length of the apprenticeship is four years, after which the apprentice may expect to qualify for journeyman status.

Essex County Vocational Technical Schools, offers approved related instruction in **Plumbing**. The program consists of a minimum of 144 hours of classroom instruction per year. Our training program is approved by the Bureau of Veterans Training and has been recognized for its effectiveness in preparing qualified apprentices.

Participants must be employed in the specific field of the trade and sponsored by their employer.

**ESSEX COUNTY NEWARK TECH CAMPUS
ADULT EVENING SCHOOL
91 WEST MARKET STREET
NEWARK, NJ 07103**

(973) 412-2291 5:00 p.m. – 8:30 p.m.

(973) 622-2010 (Fax)

E-mail: nightprincipal@essextech.org

ADMISSION REQUIREMENTS: There are no specific educational requirements for admission; however, all HSE preparatory and ESL applicants will be counseled and tested prior to entry into the program in order to ensure successful educational level placement within the program. Courses listed in this bulletin are available to individuals 17 years of age and older who may gain valuable educational experience from such training. Persons applying for admission cannot be admitted while enrolled in a High School daytime program.

CANCELLATION POLICY: If a course is cancelled for any reason, tuition and material fees will be reimbursed. In the event of insufficient enrollment, a course will be withdrawn and all fees will be credited/refunded by the Essex County Vocational Technical Schools' Business Office. No fees will be reimbursed after the first week.

CERTIFICATES AND DIPLOMAS: Trade extension diplomas will specify hours of training in a trade area. Trade preparatory diplomas will be given for the successful achievement of the entry-level skill status of a trade area.

DISMISSAL FROM PROGRAM: Inappropriate behavior of any type will not be tolerated. Dismissal for cause can result following a review of facts by the Adult Evening School Supervisor and the Director of Adult and Vocational – Technical Education (or his designee).

EDUCATIONAL REQUIREMENTS: In several courses, units are provided in sequence. To enter one of these units, students must meet the prerequisites or prove to the satisfaction of the instructor that they have equivalent training. In many courses, however, there are not such requirements.

METHODS OF PAYMENT: Only money orders and certified checks will be accepted. Cash or personal checks will not be accepted. Tuition will be refunded in accordance with the Student Withdrawal information below. All tuition, lab fees, and material fees **must be paid in full at registration in order to be admitted to class.**

STUDENT WITHDRAWAL: In the event that a student must withdraw from a course, fees will be reimbursed in the following manner: Prior to the course beginning: 100% before the first session, 50% during the 1st week, no refunds afterwards

SCHOOL CLOSING: Classes missed due to inclement weather shall be made up at the end of the term. **Adult School classes are automatically cancelled when day classes are cancelled.** All closings are announced on WINS 1010, WOR 970 and WABC 770. Visit www.essextech.org for class cancellation information

TUITION: There is no tuition for the ABE, ESL or HSE courses for Essex County Residents. There is a fee for Essex County Residents and Out of County Residents taking the Skilled Trades courses. Tuition for courses is per semester.

SENIOR CITIZEN POLICY: The materials fee shall be reduced by Ten Dollars (\$10.00) for Senior Citizens who reside in Essex County.