

ECST

Essex County Schools of Technology

ADULT SCHOOL PROGRAMS



Information, Catalog Requests, and Registration
Call (973) 412-2291
Visit us online at www.essextech.org/adult-education/



**ESSEX COUNTY EXECUTIVE
AND THE BOARD OF CHOSEN FREEHOLDERS**

Mr. Joseph N. DiVincenzo, Jr., Essex County Executive

**ESSEX COUNTY SCHOOLS OF TECHNOLOGY
BOARD OF EDUCATION**

Rev. Edwin D. Leahy, O.S.B., President, **Ms. Adrienne Davis**, Vice President,
Ms. Bernetta Davis, Business Administrator, **Ms. Lori Tanner**, Board Secretary,
Mr. Salvatore Carnovale, Member, **Ms. Lee Sandra Medina**, Member,
Dr. Chris Pernell, Member, and **Ms. Jennifer M. Carrillo-Perez**, Member.

ADMINISTRATION

Dr. James Pedersen, Superintendent of Schools
Ms. Dixiana Carbonell, Ed.S, Assistant Superintendent for Curriculum & Instruction
Mr. John Dolan, Director of Adult & Vocational-Technical Education
Mr. Anibal Ponce, Supervisor of Adult School Program (Payne Tech)
Ms. Deyka Torres, Supervisor of Adult School Program (Newark Tech)

ESSEX COUNTY SCHOOLS OF TECHNOLOGY ADULT SCHOOL

The Essex County Schools of Technology staff works as a community to design and sustain a learning environment that promotes reflective inquiry, risk-taking, leadership, collaboration, evaluation, and opportunities for continuous improvement. Our guiding principle is that learning should be engaging, relevant, developmentally appropriate, rigorous, and prepare adult students for college, careers or simply develop a hobby or special interest for your own enjoyment and satisfaction.

91 WEST MARKET STREET NEWARK, NJ 07103

Phone: (973) 412-2291 (5:00 p.m. – 8:30 p.m)

Fax: (973) 622-2010

E-mail: nightprincipal@essextech.org

Website: <http://www.essextech.org/adult-education/>

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 In the event of insufficient enrollment, a course will be withdrawn and all fees will be credited/refunded by the Essex County Schools of Technology's Business Office.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 1010 WINS, WOR 970 and WABC 770. Visit www.essextech.org for class cancellation information. Students should ensure that an accurate contact phone number exists in the event that the school needs to contact them.

TUITION:

There is no tuition for the ABE and HSE courses for Essex County Residents. There is a fee for Essex County Residents and Out of County Residents for the Skilled Trades courses or Certification programs. Tuition for courses is per semester.

SENIOR CITIZEN POLICY:

The course fee shall be reduced by Ten Dollars (\$10.00) for Senior Citizens who reside in Essex County.

APPRENTICESHIP

What is Apprenticeship?

Apprenticeship is learning a skilled trade through on-the-job training and related technical classes. An apprentice generally receives half the salary of an experienced craftsperson at the onset of the program. Students are required to take a minimum of 144 hours of classroom instruction per year. Classes provide a combination of theoretical knowledge and practical experience.

Essex County Schools of Technology Adult School program offers an approved program. Apprenticeship training programs can be added with a minimum of 10 students. Customized apprenticeships in fields outside the scope of school programs can be arranged for individual students. Length of training varies from one to six years and is determined by the industry or union. The United States Department of Labor and the New Jersey Department of Labor and Workforce Development approve apprenticeship programs in New Jersey.

How can I qualify?

You must be employed full-time in your chosen field of work and your employer or union must be willing to sponsor you. You may be eligible for advanced standing if you have on-the-job experience, vocational school training and/or military background. The Apprenticeship Coordinator will assist you with program placement and registration.

How can I become certified?

Certification is open to all registered apprentices who successfully complete on-the-job and related classroom training requirements. Individual course certificates must be saved to document the apprenticeship program hours you have comp

ADULT BASIC EDUCATION (ABE) AND ESL PROGRAM

The Adult Basic Education program offers High School Equivalency (HSE) (formerly GED) and English as a Second Language (ESL) courses. Upon registration, students are evaluated to establish their educational level. After testing/evaluation, an individual education plan is developed and each student is placed into a 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.

Days: Mon. Tues. Wed.

Time: 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.

Days: Mon. Tues. Wed.

Time: 5:00-9:00 p.m.

NO COST *

ENGLISH AS A SECOND LANGUAGE (ESL)

This program is for adults who are new speakers of English and are interested in improving their conversational speaking, listening and reading skills. Emphasis is placed on improving student's oral and written communication skills, reading proficiency and knowledge of grammar.

Days: Mon. Tues. Wed.

Time: 5:00-9:00 p.m.

NO COST *

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

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.

SKILLED TRADES PREPARATORY PROGRAMS

The Skilled Trades Preparatory programs are designed to provide students with entry-level skills in a one-year period.

AUTO REPAIR

This program is an introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, tune-ups, brakes, exhaust systems and all areas of repair, replacement and diagnosis. Emphasis is placed on providing students with job entry-level skills.

Cost:

- \$250.00—Materials and Books Included: In County per semester
- \$350.00---Materials and Books Included: Out of County per semester

Dates: 9/17/18 – 10/31/18 (20 sessions)

Time: 5:00-9:00 p.m.

Days: Mon., Tues., Wed.

Location: Newark Tech

CARPENTRY

Areas covered include: carpentry, plumbing, air conditioning and electricity. Emphasis is placed on providing the student with familiarly 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.

- \$250.00—Materials and Books Included: In County per semester
- \$350.00---Materials and Books Included: Out of County per semester

Dates: 9/17/18 – 10/31/18 (20 sessions)

Time: 5:00-9:00 p.m.

Days: Mon., Tues., Wed.

Location: Payne Tech

WELDING

Our comprehensive program is designed to develop your skills in acetylene, electric ARC, MIG and TIG welding. Our classes are conducted in laboratories outfitted with modern industrial welding equipment. We provide you with the necessary knowledge and skills to work with modern industrial welding equipment. Blueprint reading is also integrated into the course to enable students to fabricate projects according to print specifications.

Cost:

- \$250.00—Materials and Books Included: In County per semester
- \$350.00---Materials and Books Included: Out of County per semester

Dates: 9/17/18 – 10/31/18 (20 sessions)

Time: 5:00-9:00 p.m.

Days: Mon., Tues., Wed.

Location: Newark Tech

COSMETOLOGY

Our comprehensive 1000-hour, 2-year program completely prepares you for the NJ Board of Cosmetology and practical exams for your NJ Cosmetology certification.

Lecture, demonstration and hands-on application of skills/techniques make up this exciting and lucrative career-oriented program. Styling, hair care, perms, barbering, coloring, waxing and facials as well as manicures and pedicures are all facets of the course of study. Professional toolkit and access to online exam prep is included in the tuition. Mid course you will be applying your skills when at least once a week the classroom becomes a working salon.

Prerequisites: High school diploma or equivalent; pre-entrance test and a completed application.

Location: Payne Tech

Days: Mon, Tues., Wed. & Thurs.

Time: 4:30 - 9:00PM

Cost:

- \$8,000.00 (\$7,450.00 tuition, \$250 supplies, \$300.00 registration fee) In-County
- \$8,800.00 (\$8,250.00 tuition, \$250 supplies, \$300.00 registration fee) Out-of County

The cost indicated above is for the duration of the program (2 years). There is no financial aid available, however payment installment plans are available. There is a **\$300** payment required upon registration to hold your seat; that amount will be applied towards tuition. In the event a student decides to withdraw their registration from the program, \$200 will be refunded and the student will be charged \$100 for processing fees.

CONSTRUCTION

Home Improvement: This course will allow the students to learn the skills needed to operate carpentry and power tools that would be used in areas of construction. It will also allow students to deal with household emergencies, and fit-it issues, and general house maintenance.

Cost: \$200 (includes material & workbook)

Time: 5:00-9:00 p.m.

Dates: Mon., Tues., Wed.

Location: Payne Tech

Length: 3-4 weeks

Dates: TBD

PLUMBING APPRENTICESHIP PROGRAM

The apprentice plumber learns to install, maintain, troubleshoot, and repair household and industrial plumbing systems. 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.

Our program offers an 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.

Cost:

- \$600.00— Materials and Books Included: In County per semester
- \$700.00--- Materials and Books Included: Out of County per semester

Dates: Mon. & Wed.

Location: Payne Tech

Length: 80 hours per semester

Time: 5:00-9:00 p.m.

OSHA 10 (Certification)

The OSHA Training Course is intended to provide training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights and employer responsibilities. Students will be provided with OSHA Certification Card after completion of the course.

Cost: \$150.00 (includes textbook/workbook)

Time: 5:00-9:00 p.m.

Days: Mon., Tues., Wed.

Location: Payne Tech

Dates: TBD

BASIC PLUMBING

The student is provided training concerning pipe nomenclature, pipe fitting and blueprint reading. Hands-on soldering a copper tube joint, PVC7 solvent joint, pipe treading, setting a toilet bowl repair, toilet tank component, and faucet repair including single lever Delta and Moen types.

Cost:

- \$250.00 - Materials and Books Included: In County per semester
- \$350.00 - Materials and Books Included: Out of County per semester

Dates: Mon., Tues., Wed.

Location: Payne Tech

Length: TBD

Time: 5:00-9:00 p.m.

BLACK SEAL LICENSURE

This theory course (no hands-on) will prepare individuals for the Low Pressure Black Seal License Examination given by the New Jersey Department of Labor and Workforce Development, Bureau of Boiler & Pressure Vessel Compliance. This theory course will cover boiler room equipment, safe and efficient operations of low pressure steam/hot water systems. Prerequisite: To be qualified to sit for the Licensing Exam given by the State, the applicant MUST indicate on their application, the actual experience as specified in the Eligibility Provision of NJAC 12:90- provide copies of boiler log book showing hours logged in. Only pertinent, applicable, lawful and full-time experience shall be listed. **The three months work experience MUST be from with-in the past seven years.**

Cost:

- \$300.00— Materials and Books Included: In County per semester
- \$350.00--- Materials and Books Included: Out of County per semester

Dates: Mon., Tues., Wed.

Location: Payne Tech

Length: 15 sessions

Time: 6:00-9:00 p.m.

BASIC ELECTRICITY

This course covers such topics of basic wiring, Ohm's law, circuitry, conduit fill, knots, bending, rigging, motors; and low voltage systems. In this course, we have principals of applied math such as the metric system along with conversions.

Cost:

- \$350.00— Materials and Books Included: In County per semester
- \$400.00--- Materials and Books Included: Out of County per semester

Days: Mon., Tues., Wed.

Location: Payne Tech

Length: 24 sessions or 6 weeks

Time: 5:00-9:00 p.m.

SORA

SORA training is mandated for all contract security positions throughout the state New Jersey. SORA training is a 3-step process to be completed within a 30-day period. These steps currently include registration with the New Jersey State Police (NJSP), completing a 24-hour training program with a NJSP certified instructor, and fingerprinting. This program fulfills the 24-hour training program component. Individual students are responsible for testing requirements and fingerprint costs. Attendance is required and students must pass an exam with a minimum score of 70%. You must be fingerprinted using the MorphoTrust form provided at the end of the application.

Cost:

\$100.00 - Materials and Books Included: In County per semester

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

Dates: 10/29, 10/30, 10/31, 11/1

Location: Payne Tech

Length: 4 days

Time: 5:00-9:00 p.m.

SORA SECURITY LICENSE RENEWAL

The Security Certification is good for a period of 2 years, at which time a renewal application must be submitted prior to the expiration of the certification.

Cost:

\$50.00 - Materials and Books Included: In County per semester

\$150.00 - Materials and Books Included: Out of County per semester

Dates: 10/22 and 10/23

Location: Payne Tech

Length: 8 hours

Time: 5:00-9:00 p.m.

SCIA-SCAFFOLD (CERTIFICATION)

This one evening, 4-hour course will give participants the necessary skills and knowledge to plan, prepare & complete basic scaffolding work as prescribed by the National Standard for Licensing Persons Performing High Risk Work. On completion of this course participants will be able to manage risks; inspect equipment; work with fiber ropes; construct and dismantle modular scaffolds.

Cost:

\$120.00 - Materials and Books Included: In County per semester

\$220.00 - Materials and Books Included: Out of County per semester

Dates: TBD

Location: Payne Tech

Length: 1 Night/4 hours

Time: 5:00-9:00 p.m.

FORKLIFT TRAINING (CERTIFICATION)

We will provide forklift operator training. Comprehensive step-by-step program includes onsite training materials and tests, compliance forms, checklists.

\$150.00 - Materials and Books Included: In County per semester

\$250.00 - Materials and Books Included: Out of County per semester

Dates: TBD

Location: Payne Tech

Length: Two Nights

Time: 5:00-9:00 p.m.

CULINARY ARTS

Food Handler Certification (ServSafe): The ServSafe Food Handler Certification program is developed by the National Restaurant Association with the help of foodservice industry experts who face the same risks you do every day. This course will prepare you to handle food sanitation risks because we have direct experience with it. We also have reliable materials, flexible options, and expert food safety educators.

Days: Mon., Tues., Wed.

Time: 5:00-9:00 p.m.

Duration: 3 days

Cost: \$75.00 (includes booklet, instruction and test)

Fall Dates: **9/24/18 – 9/26/18 (12 hours)**
11/26/18 – 11/28/18 (12 hours)

Spring Dates: TBD

Food Safety Management Certification (Serv Safe): The ServSafe program helps prepare you for the ServSafe Food Protection Manager Certification exam. Training covers these concepts: The Importance of Food Safety, Good Personal Hygiene, Time and Temperature Control, Preventing Cross-Contamination, Cleaning and Sanitizing, Safe Food Preparation, Receiving and Storing Food, Methods of Thawing, Cooking, Cooling and Reheating Food, HACCP (Hazard Analysis and Critical Control Points), Food Safety Regulations, And more . . .

Days: Mon., Tues., Wed.

Time: 5:00-9:00 p.m.

Duration: 2 weeks

Cost: \$200.00 (includes book with online voucher test)

Fall Dates: 12/3, 12/4, 12/5, 12/10, 12/11, 12/12.

Spring Dates: TBD

Breakfast, Brunch, and Lunch: This course will allow the students to explore the techniques and ingredients used in different meals. The course includes preparing egg specialties, griddle, crepes, breakfast meats, simple and composed salads, dressings and vinaigrettes, assorted sandwiches, grains and legumes.

Dates: 10/15, 10/16, 10/22, and 10/23

Time: 6:00 - 9:00 p.m.

Duration: 4 days

Location: Payne Tech

Cost: \$100 (includes food cost)

Introduction to Baking: This course will allow you to turn sugar, spice and everything nice into delicious desserts such as cookies, cupcakes, and international holiday desserts. A talented instructor will teach you how to replicate some of the desserts in your own kitchen.

Dates: 11/7, 11/14, 11/28

Time: 6:00 -9:00 p.m.

Duration: 3 days

Cost: \$100 (includes food cost)

Location: Payne Tech

BOOKKEEPING WITH QUICKBOOKS

Prepare for a career in the high-demand field of bookkeeping and accounting, as you master QuickBooks 2013, the leading financial software tool for small businesses. Even with no bookkeeping experience, you can prepare do professional bookkeeping for a small business with this course. This program teaches you to plan a budget, manage payroll systems, and manage accounting.

Cost:

- \$250.00— Materials and Books Included: In County per semester
- \$350.00--- Materials and Books Included: Out of County per semester

Days: Mon., Tues., Wed.

Location: Payne Tech

Length: 24 sessions or 6 weeks

Time: 5:00-9:00 p.m.

COMPUTER/MICROSOFT OFFICE 101

This course provides an introduction to personal computers and is specifically designed for students who have little or no experience using a computer.

Cost:

- \$100.00 - Materials and Books Included: In County per semester
- \$150.00 - Materials and Books Included: Out of County per semester

Days: Mon. and Wed.

Location: Payne Tech

Length: 3 weeks

Time: 6:00-9:00 p.m.

Dates: TBD

GRAPHIC OR WEB DESIGN

The primary objective of the course is to introduce the stages of effective design through the creation of flyers, posters, business cards and advertisements. Other skills include photo retouching and digital image manipulation. The class is taught on Apple Macintosh computers with Adobe Creative Suite software (Photoshop, Illustrator).

Cost:

- \$150.00— Materials and Books Included: In County per semester
- \$200.00--- Materials and Books Included: Out of County per semester

Days: Mon., Tues., Wed.

Location: Payne Tech

Length: 9 Sessions

Time: 5:00-9:00 p.m.

Dates: TBD

FIRST AID/CPR CERTIFICATION

This 12-hour course will give you the knowledge and skills you need in the event of an Emergency. Taught by experienced instructors, this in-person course combines lecture with hands-on skills sessions. Perfect for those who learn best in a traditional classroom setting. Our in-person classes give you ample time to ask questions and become comfortable with the latest CPR/First Aid techniques.

Dates: TBD

Location: Payne Tech

Length: 3 nights

Time: 5:00-9:00 p.m.