



2023-2024



We Educate Students For Careers

HUDSON TECHNICAL

Adult Certification Courses & Community Classes

Campus Locations:

JERSEY CITY

Earl W. Byrd Center
525 Montgomery St.
Jersey City, NJ 07302

Explore Middle School
180 9th Street.
Jersey City, NJ 07302

HARRISON

Washington Middle School
1N 5th Street
Harrison, NJ 07029

SECAUCUS

Frank J. Gargiulo Campus
One High Tech Way
Secaucus, NJ 07094

BAYONNE

Bayonne High School
669 Avenue A Door #12
Bayonne, NJ 07002

UNION CITY

Community Resource Center
530 48th Street, 6th Floor
Union City, NJ 07087

201-662-6791

hudsontechnical@hcstonline.org

REGISTER ONLINE TODAY

<https://hudson-technical.hcstonline.us/>

BROWSE &
REGISTER ONLINE



Table of Contents

General Information

School Administration.....	3
Mission Statement.....	3
General Information.....	4-5
HCST Community Resource Center.....	6
High School Diploma Preparation Program.....	7
GED Testing Service.....	7
Registration.....	23

Post Secondary Course Listing

Auto/Construction Trades Programs

Auto Mechanics Basics.....	8
Carpentry Basics.....	8
Electricity Basics Level 1.....	9
Electricity Advanced (Levels 2, 3, or 4).....	9
Handyman.....	10
HVAC Basics.....	10
Plumbing Basic Level 1.....	11
Plumbing Advanced (Levels 2, 3, or 4).....	11
Welding: Stages 1-6.....	12

Environmental/Water Treatment Programs

Intro to Water/Wastewater Operation 1.....	13
Intro to Water/Wastewater Operation 2.....	13
Advanced Wastewater Operation.....	14
Wastewater Collection System Operation & Maintenance.....	14

Medical Programs

EKG (CET) & Phlebotomy (CPT) Technician.....	15
CCMA Certified Clinical Medical Assistant.....	15

Professional Advancement Programs

Certified Administrative Professional.....	16
Teacher Assistant Certification Preparation.....	16
Microsoft Office Suite.....	17
Real Estate Salesperson Licensing.....	17
Tech Savvy Seniors.....	18

Culinary Program

Culinary Arts w/ServSafe Manager Certification.....	18
---	----

Cosmetology Programs

Cosmetology & Hairstyling.....	19
Cosmetology Completers.....	19

Online Courses.....	20-22
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Hudson County Schools of Technology



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Amy DeGise

Director of Career & Technical Education

*Post Secondary Coordinator- Department
of Career & Technical Education*

HCST Mission:

We are an innovative, collaborative and diverse community that empowers lifelong learning by educating students for careers.

HCST Hudson Technical:

A student-focused and diverse community that enriches students' lives through educational programs that lead to employability, self-sufficiency, independence and success.

Admission Requirements

- Must be 18 years of age or older (>18)
- Have a High School Diploma/Transcript or Equivalent – Required upon registration (Must be uploaded)
- Photo ID preferably a license or state issued ID) – Required upon registration (Must be uploaded)
- Capable of performing the course work and meeting prerequisite requirements
- Meet the course financial obligation

Registration

- **Online registration** starts in the month of July for the upcoming school year and is considered the best option to guarantee admission.
- Class sizes are limited. Registration is on a first come, first serve basis.
- Students will not be considered registered until an online application is received and tuition fee is processed.
- Students will receive notification by email upon enrollment.
- **For in person registration** please visit our website for dates:
<http://hudson-technical.hcstonline.us/>

Tuition & Fees

- All courses are tuition-based. Each course has the required tuition fee listed in the catalog.
- Tuition must be paid online and in full at the time of registration via credit card or debit card.
- **Out of County Residency** a 20% increase will be added to your tuition fee.

Course Cancellation Policy

In the event a course is cancelled by the school, students will have the option of 1 or 2 below:

1. A full tuition refund.
2. Transfer to another course (**must commence within the same school year for which the student was initially registered.**)

Refund Policy

- Full refund will be granted for any course the school cancels.
- There will be no refunds after the second class session.
- Student must notify the Post Secondary Office via email at: hudsontechnical@hcstonline.org to initiate any refunds or course transfers.
- Refunds will be issued back to the credit card or debit card used to make tuition payment.
- **Please note there is a \$25.00 administrative/refund fee for student requested refunds.**
- Refunds will (NOT) be processed until all materials supplied by the school are returned in the condition in which they were received. **Note: Fee will be charged for non-returned or damaged materials.**

Attendance Policy

- All students shall be in attendance a minimum of 85% of the time, no exceptions.
- Students are expected to be on time and attend class as scheduled.
- If you will be absent for an extended period of time due to unforeseen circumstances you must inform your instructor and notify the main office at hudsontechnical@hcstonline.org or call 201-662-6791.

Textbooks

- Some on-site courses include textbooks and exam fees (see course description for details)
- Students will be required to cover the cost of textbooks, testing fees, uniforms (if required) or any additional items needed that are not included in the tuition fee.
- **Online Courses:** Textbooks are included in the tuition fee and will be shipped to the mailing address documented on your registration form.

Student Code of Conduct - Board Policy 5131 Conduct/Discipline

Smoking is prohibited in all buildings, sites and campuses of the Hudson County Schools of Technology. The use of alcohol or drugs is strictly prohibited on school property. Students are expected to adhere to an adequate code of conduct at all times. Administrators reserve the right to take action regarding the same accordingly.

HCST-Post Secondary School maintains a "Zero-tolerance" policy on Harassment. Harassment is defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety, or inhibits the ability of a student to learn or an instructor to teach. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens, and or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Harassment may include online posts and commentary on the Web. Students, instructors and staff engaged in such conduct will be immediately dismissed and reported to the proper authorities.

Parking

On-campus parking is available in designated areas. Please be mindful to secure your car as the District is not responsible for theft or damage to the vehicle while on school property.

Awarding Certificates

To be eligible for a Certificate of Completion students must pass their course and attend a minimum of 85% of all school class hours and meet the course requirements. Apprentice programs may require higher attendance rates. Licensing, credentials, and certifications will be received upon a passing score from the licensing, credentialing, and certification vendor.

Inclement Weather/School Closings

- Classes may be extended due to inclement weather. **No refunds for inclement weather.**
- During inclement weather or emergency situations, school closing announcements will be posted on the District website accordingly. **Please visit www.hcstonline.org**
- HCST will not be held responsible for snow days. Cancelled classes will be rescheduled accordingly by instructor.

Nondiscrimination Notice

"It is the policy of the Board of Education of the Hudson County Schools of Technology not to discriminate in employment or educational opportunity against any person by reason of race, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, or atypical hereditary cellular or blood trait of any individual, in employment or in educational opportunities. Further state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy related disabilities, actual or potential parenthood, or family status." Inquiries regarding affirmative action, discrimination (including Title IX requirements), sexual harassment or equity should be directed to:

Alicia Abraham

Affirmative Action Officer/504 Officer/Title IX Coordinator
Phone: 201.662.6724 E-mail: aabraham@hcstonline.org

Derrick Thompson

Affirmative Action Officer/504 Officer/Title IX Coordinator
E-mail: dtompson@hcstonline.org

Hudson County Schools of Technology

Frank J. Gargiulo Campus

One High Tech Way, Secaucus, NJ 07094
www.hcstonline.org/departments/aao/

For Additional Course Information Visit Our Website:

<https://hudson-technical.hcstonline.us/>

Hudson County Schools of Technology Community Resource Center

The HCST Community Resource Center offers:

- Job Fairs & Community Events
- Referrals to Partners
- Interview Skill Orientations
- Job Search & Job Placement
- Resource Center Access
- Connection To Grant Opportunities
- Training Program Opportunities
- Citizenship Resources
- Unemployment Assistance
- Direct Access to Post Secondary Opportunities
- Youth Services
- Veteran Assistance
- ESL Classes
- Resume Workshop
- Assessment Testing
- Online Training Services
- Basic Computer Skills
- Citizenship Resources
- Adult Education

HCST Community Resource Center

530 48th Street, 6th Floor

Union City, NJ 07087

Monday - Friday

8:00 a.m. - 4:00 p.m

<https://crc.hcstonline.us/>

For more information, please call or email:

(201) 369-5205 Option #2

CRCHelpDesk@hcstonline.org

CRC Mission Statement:

"We are a community resource center empowering and servicing a diverse community in achieving personal and professional life and career goals through collaborative partner services"

High School Diploma Preparation Program

The High School Preparation program is designed to assist out-of-school youth (ages 16 through 24) with earning their New Jersey State Issued High School Diploma and preparing for the workforce.

Documents needed for
Online Registration:

- Birth Certificate, U.S. Passport, or Permanent Resident Card
- Social Security Card
- Photo ID
- Proof of Address (must be within 60 days of registration date)
- Notice of Withdrawal from school (upon acceptance)

CALL NOW FOR MORE
INFORMATION!

(201) 631-6348 or (201) 631-6338

ksullivan@hcstonline.org

The program is located at:

Earl W. Byrd Center
525 Montgomery Street
Jersey City, NJ 07302

APPLY NOW

www.hcstonline.org/apply-high-school-diploma-prep

GED Testing Service

A national test for a New Jersey state-issued high school diploma

GED

- \$140.00 Testing Fee
- Only Money Orders accepted for payments
- 72 hour cancellation notice still applies



Who can take the GED?

Test takers must meet the following criteria to take the GED:

- NOT currently enrolled in
- NOT graduated from high school
- At least 16 years old

For additional questions please contact:

(201) 631-6348

hcstesting@hcstonline.org

www.hcstonline.org/ged/

Test Forms

- Available in English and Spanish

Forms of Identification

- Photo ID
- Proof of New Jersey residency

Earl W. Byrd Center
525 Montgomery Street
Jersey City, NJ 07302

Free practice tests available at www.GED.com

Auto Mechanic & Construction Trades

Auto Mechanics Basics – 180 Hours (30 Weeks)

Develop the neophyte student to an understanding of suspensions, engines, computer-controlled fuel injection systems, new emission systems, inspection requirements, braking systems, transmissions, and other systems, through lectures and hands-on work. Shop and personal safety, use of hand tools, lubrication services, car safety inspection, under-car visual inspection, underhood visual inspection, chassis lubrication, oil and filter change, service of automotive transmission, tire maintenance, and repair, wheel bearing maintenance, basic automotive electricity, and engine theory will be included.

EPA EXAM AVAILABLE

Tuition: \$1,700.00 (EPA Exam Included, Textbook NOT included)

Days: Monday & Wed (Fall Registration Only)

Time: 6:30 p.m. - 9:30 p.m.

Location: Bayonne High School, 669 Avenue A

(between 29th & 30th Street Door #12), Bayonne, NJ 07002

Carpentry Basics – 180 Hours (30 Weeks)

Explore the many facets of work encompassed by the carpentry profession. Learn the development of plans from site and layout work through the construction of footings, foundations, floors, walls, roofs, ceilings, and finish work. Develop skills with tools and familiarization with the techniques of finish work: installing doors, windows, flooring, drywall, exterior trim, door and window trim, baseboards and moldings, shelves, building stairs, and framing. Develop your problem-solving ability, your “eye” for good work, and the tricks of the trade. Hands-on exercises in each class will include finishing work on demonstration frames built for the course. **OSHA 10 CERTIFICATION AVAILABLE**

Tuition: \$1,700.00 (OSHA 10 Exam Included, Textbook NOT included)

Days: Monday & Wednesday (Fall Registration Only)

Time: 6:30 p.m. - 9:30 p.m.

Location: Bayonne High School, 669 Avenue A

(between 29th & 30th Street Door #12), Bayonne, NJ 07002

Construction Trades

Electricity Basics- Level I - 180 Hours (30 Weeks)

This course will introduce the student to the basic hand and power tools used on the job every day as well as tool safety and electrical safety procedures. Series and parallel circuits, circuit calculations, electrical materials such as boxes, wire and cable, panel, and circuit breakers will be handled and identified.

Student will also gain important knowledge of basic residential circuits, hands on experience with basic wiring and blueprint reading, and multimeter troubleshooting circuits. Capacitance, inductance, reactance, impedance as well as magnetism, electromagnetism, transformers, and their application to motors and generators will be discussed. The application of The National Electrical Code requirement to everyday installations will be covered. **OSHA 10 CERTIFICATION AVAILABLE**

Tuition: \$1,700.00 (OSHA 10 Exam Included, Textbook NOT included)

Days: Monday & Wednesday (Fall Registration Only)

Time: 6:30 p.m. - 9:30 p.m.

**Location: Bayonne High School, 669 Avenue A
(between 29th & 30th Street Door #12), Bayonne, NJ 07002**

Electricity Advanced (Levels 2,3, or 4) - 150 Hours *Each Level* (34 Weeks *Each Level*)

Level 2 is a 150-hour course and partially meets the academic requirements that can be applied towards an Electricity Apprenticeship in the State of New Jersey. *Applicants must complete Electricity I before registering for Level 2.* **Level 3** is a 10-month program and a prerequisite for Level 4 scheduled for the next school year. **Level 4** is also a 10-month program and is equivalent to the 4th year of Electricity Apprenticeship.

These educational course hours partially meet and can be applied towards the 576 hours required for an Electricity Apprenticeship in New Jersey.

Tuition: \$1150.00 Each Level (Textbook NOT Included)

Days:

Level 2- Wednesday Level 3- Tuesday Level 4- Thursday

Time: 5:00 p.m. - 9:30 p.m.

**Location: Bayonne High School, 669 Avenue A
(between 29th & 30th Street Door #12), Bayonne, NJ 07002**

Construction Trades

Handyman - 96 Hours (16 Weeks)

Learn the basic principles of electricity, carpentry, and plumbing. Upon completion, students will be able to perform the duties of a building superintendent. Get hands-on experience in each program for a total of 5 weeks and a certificate of completion will be awarded at the end of this 96-hour program. **OSHA 10 CERTIFICATION AVAILABLE**

Tuition: \$1,100.00 (Textbook NOT Included)

Days: Saturday (Fall & Spring Registration)

Time: 10:00 a.m. - 4:00 p.m.

**Location: Bayonne High School, 669 Avenue A
(between 29th & 30th Street Door #12), Bayonne, NJ 07002**

HVAC Basics - 180 Hours (30 Weeks)

The basic vapor compression system will be taught. The types, principles, and operation of compressors, condensers, sub-cooling, liquid receivers, pump-down, filter dryers, sight glasses, metering devices, evaporators, superheat, and heat transfers will be introduced. This course will also focus on phase changes regarding temperature, refrigerants, manifold gauges, soldering, swaging, flaring, leak detection, evacuation, changing oils, recovery, recycling, and reclaiming.

Explore the types, principles, and operations of voltmeter, ohmmeters, ammeter, singles, and three-phase, transformers, thermostats, current relays, contactors, starters, and over-current protection. The study of a single element and time-delay fuse, circuit breakers, pressure-actuated protection devices, solid-state motor compressor protection, motors, capacitors, motor data plates, symbols, and safety practices are stressed. Hands-on electrical troubleshooting is also introduced. **EPA EXAM AVAILABLE**

Prerequisite: Handyman

Tuition: \$1,700.00 (EPA Exam Included, Textbook NOT included)

Days: Tuesday & Thursday (Fall Registration Only)

Time: 6:30 p.m. - 9:30 p.m.

**Location: Bayonne High School, 669 Avenue A
(between 29th & 30th Street Door #12) Bayonne, NJ 07002**

Construction Trades

Plumbing Basics Level 1- 180 Hours (30 Weeks)

Learn to identify basic plumbing tools, materials, fittings, valves, and fixtures. Hours of hands-on experience will teach the students to measure, cut, and assemble gas pipes, copper, PVC, and cast-iron pipes. Learn the purpose of traps, vents, back-flow preventers, and relief valves. Special classes will also be dedicated to the repair of leaky faucets, running toilets, and clogged pipes. Hands-on experience will include the installation of water closets, lavatories, hot water heaters, dishwashers, and pumps.

These educational course hours partially meet and can be applied towards the 576 hours required for a Plumbing Apprenticeship in New Jersey.

OSHA 10 CERTIFICATION AVAILABLE

Tuition: \$1,700.00 (OSHA 10 Exam Included, Textbook NOT included)

Days: Monday & Wednesday (Fall Registration Only)

Time: 6:30 p.m. - 9:30 p.m.

Location: Bayonne High School, 669 Avenue A

(between 29th & 30th Street Door #12) Bayonne, NJ 07002

Plumbing Advanced (Levels 2,3, or 4) - 150 Hours *Each Level* (34 Weeks *Each Level*)

Level 2 is a 150-hour course and partially meets the academic requirements of the Plumbing Apprenticeship State Requirements. Learn to take precise measurements incorporating offsets and providing the correct pitch. Practice layout, design, and actual rough-in of kitchen and bathroom installations. Learn to properly size water and fuel gas lines as well as draw, read, and interpret technical drawings. Hours of hands-on experience will allow the student to showcase their piping skills by learning to install various heating systems. **Level 3** is a 10-month program and a prerequisite for Level 4 scheduled for the next school year. **Level 4** is also a 10-month program and is equivalent to the 4th year of Plumbing Apprenticeship.

These educational course hours partially meet and can be applied towards the 576 hours required for a Plumbing Apprenticeship in New Jersey.

OSHA 30 CERTIFICATION AVAILABLE

Tuition: \$1150.00 Each Level (OSHA 30 Exam Included, Textbook NOT Included)

Days: Thursday (Fall Registration Only)

Time: 5:00 p.m. - 9:30 p.m.

Location: Bayonne High School, 669 Avenue A

(between 29th & 30th Street Door #12), Bayonne, NJ 07002

Construction Trades



Welding: Stages 1,2,3,4,5 & 6 - 90 Hours (15 Weeks)

This course is designed to give the beginner and novice welding student hours of instruction through lecture, one on one demonstration, practical application, and experience in electric arc welding. An overview of safety, metal preparation, electrode selection, bead placement, and joint welding in the flat, vertical and overhead positions are practiced using various electrodes.

Stages provide the opportunity to practice and master the skills introduced in the previous program stage. Each semester is 90 hours, certificates will be awarded after each stage.

OSHA 10 CERTIFICATION AVAILABLE

Uniforms not included. Students must supply their own welding gloves, helmet, and safety glasses.

Tuition: \$850.00 Each Level

(OSHA 10 Exam Included, Textbook NOT Included)

Days: Tuesday & Thursday (Fall & Spring Registration Only)

Time: 6:30 p.m. - 9:30 p.m.

**Location: Bayonne High School, 669 Avenue A
(between 29th & 30th Street Door #12), Bayonne, NJ 07002**

Environmental/Water Treatment

Intro to Water/Wastewater Operation I - 90 Hours (15 Weeks)

This 90-hour course meets twice weekly. The course prepares the student for the N.J. Licensing Examination and will familiarize novices with the field of water & wastewater treatment. Course content will devote time to problem solving, daily operations, and mechanical practices. An understanding of pumps and motors, basic electricity, hydraulics, basic chemistry and the common water and wastewater treatment processes will be taught.

Upon successful completion of part II student is eligible to sit for licensure exam with NJDEP.

Tuition: \$700.00 (Textbook & Licensing Exam NOT Included)

Days: Tuesday & Thursday (Fall Registration Only)

Time: 5:30 p.m. - 8:30 p.m.

Location: Washington Middle School, 1 N 5th St, Harrison, NJ 07029

Intro to Water/Wastewater Operation II - 90 Hours (15 Weeks)

This course leads to the preparation for the N.J. Water/Wastewater Licensing Examination. This course will fine tune the students' understanding of wastewater and collections systems as they further prepare for the N.J. Licensing Examination. Course content will cover water treatment, collection systems, confined space and safety, sludge digestion, and solids handling. Effluent disposal techniques, pumps, motor maintenance, basic electrical knowledge, permit rules, and regulations, plant safety practices and preliminary laboratory procedures and methods will be addressed.

Completion and passing of course qualifies students to sit for the following licensing exams: S1, C1, W1, and T1.

Tuition: \$850.00 (Textbook & Licensing Exam NOT Included)

Days: Tuesday & Thursday (Spring Registration Only)

Time: 5:30 p.m. - 8:30 p.m.

Location: Washington Middle School, 1 N 5th St, Harrison, NJ 07029

Environmental/Water Treatment

Advanced Wastewater Operation - 90 Hours (15 Weeks)

This course will review the basics of units and conversion and introduce the natural hydrologic cycle. An overview of wastewater treatment will be presented which includes wastewater characterization, the collection system, and unit processes. The common wastewater treatment processes will be covered in detail. Preliminary treatment with its various modifications and final clarification will be presented. The principles of evaluation and control of water pollution are extended to describe aerobic treatment processes, which include oxidation ponds, trickling filters, and activated sludge. Anaerobic digestion, sludge handling, and disposal are included. In this course all aspects of activated sludge as well as covering modified activated sludge processes will be discussed. Laboratory procedure, safety, chemical use, and troubleshooting of common problems involved in the wastewater field will be covered. Learn the terminology as you gain the essential knowledge needed for the NJ licensing examination.

Tuition: \$700.00 (Textbook & Licensing Exam NOT Included)

Days: Tuesday & Thursday (Fall & Spring Registration)

Time: 5:30 p.m. - 8:30 p.m.

**Location: Passaic Valley Sewerage Commission, 600 Wilson Avenue,
Newark, NJ 07105**

Wastewater Collection System Operation & Maintenance- 45 Hours (15 Weeks)

This course will cover the topics of hydraulics, construction of collection systems, maintenance and repair of pipelines, operation, and maintenance of pumps, pump curves, flow metering, confined space entry, traffic and workplace safety, and NJDEP regulations. The objective of this course is to provide an individual with the knowledge and skills necessary to adequately prepare for the NJDEP C-2 Collection System Operator License Exam. While the successful completion of this course will satisfy the NJDEP Training requirements to sit for a C-2 License, all applicants for the exam must also satisfy the minimum experience requirements set forth in NJAC 7:10A.

Class Room Rules of Conduct - Students must comply with all aspects of the Hudson County Schools of Technology's Code of Student Conduct. Attendance will be taken at the beginning of every class. **No more than two absences over the 15-week course will be allowed. Photo ID required upon entry.**

Tuition: \$650.00 (Textbook & Licensing Exam NOT Included)

Days: Wednesday (Fall & Spring Registration)

Time: 4:00 p.m. - 7:00 p.m.

**Location: Passaic Valley Sewerage Commission, 600 Wilson Avenue,
Newark, NJ 07105**

Medical Programs

EKG (CET) & Phlebotomy (CPT) Technician - 150 Hours (15 Weeks)

This 10-week course is designed for the aspiring allied health professional that is seeking to gain formal training and instruction in the art of Phlebotomy and EKG. Upon successful completion of this course, you will have the qualifications (and opportunity) to take the NHA (National Health Association) Certified Phlebotomist and EKG Technician exams. The first 5 weeks of this ten-week course will be dedicated to Phlebotomy. As we navigate the course, we will see how many of the core concepts and practices in the medical setting overlap. Having a solid understanding of these concepts facilitates the ability to ensure consistent quality control, attention to detail, patient and tech safety, best practices, confidence, the ability to execute these skills with precision, and the development of being able to remain adaptable.

Tuition: \$2,000.00 (Textbook, NHA Practice Tests & Exam Fees Included)

Days: Monday - Thursday (Fall & Spring Registration)

Time: 6:30 p.m. - 9:00 p.m.

Location: Earl W. Byrd Center, 525 Montgomery Street, Jersey City 07302

CCMA Certified Clinical Medical Assistant - 135 Hours (15 Weeks)

This course will cover basic knowledge of anatomy and physiology; assisting providers with physical examinations and minor procedures; patient care coordination and education; working with electronic health records (EHR); scheduling appointments; communication and customer service; knowledge of medical law and ethics; administering medications; collection of blood specimens using venipuncture and dermal puncture techniques; and performing electrocardiograms.

Medical assistants help with many of the daily duties of the physician's office; hence they are vital members of the healthcare team.

***Students should purchase their own sphygmomanometers as these are for personal use only.**

***Mandatory Uniform Required- Students must purchase BLACK medical scrubs.**

Tuition: \$2,400.00 (Textbook, NHA Practice Tests & Exam Fees Included)

Days: Monday, Tuesday, Wednesday (Fall & Spring Registration)

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

Location: Earl W. Byrd Center, 525 Montgomery Street, Jersey City 07302

Professional Advancement Programs

Certified Administrative Professional - 60 Hours (20 Weeks)

The Administrative Professional Certificate Program will prepare students with the skills and knowledge to become an effective office professional. Students will learn essential office skills such as basic office management, writing business correspondences, scheduling appointments, managing projects, maintaining electronic files and delivering outstanding customer service.

Upon completing 60 classroom hours, the student will be well-prepared to take the CAP exam. This Program is the perfect start to begin your career and build your skills in a professional office environment. **CAP Exam**

Tuition: \$500.00 (Textbook Included, Exam Fee NOT Included)

Days: Monday & Wednesday (Fall & Spring Registration)

Time: 6:00 p.m. - 8:00 p.m.

Location: Earl W. Byrd Center, 525 Montgomery Street, Jersey City 07302

Teacher Assistant Certification Preparation - 60 Hours (20 Weeks)

This exclusive and fast track program was designed in response to the **NCLB** and has been replaced by the **The Every Student Succeeds Act (ESSA)**.

Schools need paraprofessionals! This course will prepare you for the ETS ParaPro Assessment Examination, which is necessary for obtaining the N.J. Teacher Assistant Professional Certification so you can work as a teacher's aide. You'll learn how paraprofessional educators assist with classroom instruction and build a foundation in educational principles like classroom management. Most importantly, you'll develop strategies to support students of different learning abilities in reading, writing, and math.

CAP Exam

Tuition: \$400.00 (Textbook & Exam NOT Included)

Days: Tuesday (Fall & Spring Registration)

Time: 7:00 p.m. - 9:00 p.m.

Location: Washington Middle School, 1 N 5th St, Harrison, NJ 07029

Professional Advancement Programs

Microsoft Office Suite - 90 Hours (15 Weeks)

Microsoft Office is the most widely used business productivity suite. Learn the essential skills to effectively use Microsoft Word, Excel, Outlook, and PowerPoint. Topics will include creating and editing a Word document, creatively presenting information in PowerPoint, managing databases and improving efficiency using Excel, sending messages, managing calendars, and across Outlook. Learn how to efficiently use the Microsoft Office suite and take these skills with you to any workplace. **Microsoft Office Specialist (MOS)**

Tuition: \$725.00 (Textbook Included)

Days: Monday & Wednesday (Fall & Spring Registration)

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

Location: Earl W. Byrd Center, 525 Montgomery Street, Jersey City 07302

Real Estate Salesperson Licensing Course - 84 Hours (14 Weeks)

This course is approved by N.J. Real Estate Commission as a prerequisite for the Real Estate Salesperson License Examination. The course is open to those seeking to be licensed or those who desire to learn how real estate works. Topics include but are not limited to mortgages, contracts, title closings, property interests and rights, liens, real estate law, and real estate calculations.

New Jersey Real Estate Salesperson License Exam

PLEASE NOTE: You must be 18 years of age and have the equivalent of a high school education before you apply to take the State of N.J. License examination. The basic 75-hour course and additional 15 hours totaling 90-hours is designed to give you an inside world of Real Estate. There is time for make-up/review classes along with mentorship/guest speakers on Agents Tips, Attorney Guidance, Appraisal, and Property Management. All at no extra cost.

If an applicant has ever been convicted of a crime or is currently on parole or probation their application for a real estate license may be denied. See N.J.S.A. 45:15-9, 45:15-12.1 and 2A:168A-1 et seq.

Tuition: \$500.00 (Textbook Included, Exam Fee NOT Included)

Days: Monday & Wednesday (Fall & Spring Registration)

Days: Monday, Tuesday, Wednesday (Summer Registration)

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

Location: Earl W. Byrd Center, 525 Montgomery Street, Jersey City 07302

Senior Citizen Programs

Tech Savvy Seniors - 6 Weeks

Learn to navigate computer basics in a relaxed and comfortable class setting. This course is designed to guide senior citizens through the technological pain points that they may experience on a daily basis. Designed for those with little to no computer experience, this multi week workshop provides discussion and hands-on practice toward gaining an understanding of basic computer and internet usage. At the end of the course, you will be able to identify computer components, use computer parts such as mouse and keyboard, access files and programs, set up email and video messaging accounts, use computer and internet applications, and become comfortable with using a computer. Participants will also learn how to access useful features on their mobile devices. This course will touch on how to avoid common scamming and phishing events that often target seniors as well as how to access government accounts like Medicare. Participants can bring their own device or use an HCST workstation.

Tuition: FREE for 50+ years old

Days: Saturday (Fall & Spring Registration)

Check Website for available sessions

Time: 10:00 a.m. - 2:00 p.m.

Location: Earl W. Byrd Center, 525 Montgomery Street, Jersey City 07302

Culinary Program

Culinary Arts w/ServSafe Manager Certification - 158 Hours (23 Weeks)

Students will come to understand that the ingredients, procedures, and underlying principles of cooking techniques are essential to the success of culinary professionals. Understanding the nature of food and how it reacts when cooked enables a chef to interpret, adapt, and create recipes with confidence. This class is designed to help students understand the relationship between practical cooking applications and theoretical information, especially as they are related to understanding and following recipes in a professional kitchen. Areas of focus include basic knife skills, vocabulary of cooking, and the fundamentals of starch, vegetable, and protein cooking methods. Students will also be learning about various international cuisines and styles of cooking. In this Course students will understand safety and sanitation for food handling and with passing scores be able to obtain a **ServSafe Manager Certification**.

Tuition: \$1350.00 (Textbook & Test Voucher Included)

Days: Monday, Wednesday (Fall & Spring Registration)

Time: 6:00 p.m. - 9:30 p.m.

Location: Frank J. Gargiulo Center One High Tech Way, Secaucus, NJ 07094

Cosmetology Programs

Cosmetology & Hairstyling - 1,000 Hours (10 Months)

Welcome to the Hudson County School of Technology's Cosmetology course. We are proud to offer an adult continuing education program geared towards individuals with an interest in the cosmetology industry.

Students will be taught a broad range of Cosmetology skills conforming to the standards of the N.J. State Board of Cosmetology. **Upon completion of the 1000 classroom study hours, the individual will be eligible to take the State Board Cosmetology exam, and apply for official licensure.**

Join in the fun of an exciting and constantly growing industry!

Tuition: \$5,200.00 (Textbook & Exam Fee NOT Included)

Days: Monday - Friday

Time: 3:00 p.m. - 9:00 p.m.

Location: Earl W. Byrd Center, 525 Montgomery Street, Jersey City 07302

Cosmetology Completers Program (10 Weeks)

Short on hours for your cosmetology license? Gain the necessary certification in our daytime class. **You must present proof of hours and have a minimum of at least 700 hours from an accredited cosmetology institution in New Jersey to be eligible for this program. NJ State Licensure Exam is offered upon completion.**

Tuition: \$10.00 per hour (Textbook & Exam Fees NOT Included)

Days: Monday - Friday (Rolling Enrollment)

Time: 3:00 p.m. - 9:00 p.m.

Location: Earl W. Byrd Center 525 Montgomery Street, Jersey City 07302

Online Courses

All online courses are self-paced with rolling enrollment

Microsoft Excel 2019 Certification Training (Voucher Included)

Microsoft Excel sets the standard for spreadsheet and data use, respectively. Developing skills and experience with Excel allows you to work independently and solve problems. This 100% online course will teach you the skills you need to work with Excel 2019. Upon successful completion, you will be prepared to take and pass the Microsoft Office Specialist (MOS) Expert certification exam for Microsoft Excel 2019. Enrollment includes an optional voucher to cover the exam fee. There are no prerequisites to take this course. However, you should be comfortable using a personal computer and be familiar with operating Windows Office software.

Tuition: \$650.00 Hours: 70

Microsoft Word 2019 Certification Training (Voucher Included)

Microsoft Office is the world's most popular suite of business productivity tools. Proficiency in Microsoft Word is the one of the most requested workplace skills. This 100% online course will teach you to create, edit, format, and print documents, as well as the many fundamental and advanced functions of Microsoft Word 2019. Upon successful completion, you will be prepared to take and pass the Microsoft Office Specialist (MOS) Expert certification exam for Microsoft Word 2019. Enrollment includes optional voucher to cover exam fee.

Tuition: \$650.00 Hours: 70

Medical Billing & Coding (Voucher Included)

Medical billing and coding is a rising star in the healthcare field today. This 100% online course will prepare you to start a career in this high-demand occupation and earn the medical billing and coding professional certification that best aligns with your interest and career goals. You'll learn how to use the Healthcare Common procedure Coding System (HCPCS) and the CPT Category II and ICD-10 codes. Additionally, you'll gain hands-on practice using medical billing and coding software. Upon course completion, you'll receive a voucher for the certification exam of your choice: CPC, CCA or CBCS.

Tuition: \$2,995.00 Hours: 370

Online Courses

All online courses are self-paced with rolling enrollment

CompTIA A+ Certification Training (Vouchers Included)

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. Learn the installation, maintenance and troubleshooting processes for most devices. It opens the door to an exciting career in computer technology, and this online course makes training convenient and interactive. This course can be taken on either PC or Mac.

Tuition: \$1,995.00 Hours: 290

CompTIA IT Fundamentals (Voucher Included)

CompTIA's IT Fundamentals (ITF+) certification provides an introduction to IT concepts and skills. As a "pre-career" certification, it's perfect for gaining basic IT support knowledge. This 100% online course will help you will master core concepts that directly apply to the ITF+ certification exam.

Tuition: \$895.00 Hours: 100

Professional Bookkeeping with QuickBooks (Voucher Included)

Regardless of the industry, all businesses can benefit from using QuickBooks to organize in their finances, stay on top of invoices, pay bills on time and track expenses efficiently. This 100% online course will teach you how to use QuickBooks Online for basic accounting, recording income and expenses, and entering checks and bank transfers. Once you complete this course, you will understand how to get your finances in order and be prepared for the QuickBooks Certified User Exam.

Tuition: \$2,375.00 Hours: 100

Teacher's Aide with ParaPro Prep

Today's teachers need skilled paraprofessionals more than ever. This 100% online course will train you to work with K-12 students in as little as six months. By course completion, you will also be fully prepared to pass the ETS ParaPro Praxis Assessment exam and become a certified paraprofessional.

Tuition: \$1,695.00 Hours: 130

Online Courses

Clinical Dental Assistant (Voucher Included)

Dental assistants play a valuable role in any dental care team, often handling a variety of tasks from assisting with treatment procedures to administrative duties. This 100% online course will help you gain the technical skills you need to join a dental office as a clinical dental assistant. Upon successful completion of this course, you will receive vouchers to sit for the Anatomy, Morphology, and Physiology (AMP), Infection Control (ICE), and Radiation Health and Safety (RHS) portions of the Dental Assisting National Board examinations.

Tuition: \$2,995.00 Hours: 240

This course is open enrollment. You can enroll and begin any time.

Certified Medical Administrative Assistant (CMAA) (Vouchers Included)

Medical Administrative assistants play a valuable role on any healthcare team, often handling a variety of organizational tasks that help with patient flow. The 100% online course will prepare you to work as a Certified Medical Administrative Assistant (CMAA), designated by the National Healthcare Career Association (NHA).

Tuition: \$2,400.00 Hours: 160

This course is open enrollment. You can enroll and begin any time.

OSHA 30 - Construction Industry Online Course

This OSHA 30 course is designed to educate workers on workplace and jobsite safety. Specifically, those who successfully complete this specialized training should become familiar with recognizing, avoiding, preventing and stopping potential jobsite hazards. Students who complete OSHA 30-Hour Construction will receive an official OSHA card from the U.S. Department of Labor (DOL).

Tuition: \$200.00 Hours: 30

Our OSHA30 course is 100% online and accessible 24/7 from any web-enabled device. This self-paced course can be completed whenever you wish within 180 Days upon activating your redemption code.

Registration

Hudson Technical Registration

We are excited to welcome you to Hudson Technical, where we offer a wide range of courses to help you enhance your skills and knowledge. Before you can officially register for your desired course, we kindly ask you to follow the instructions outlined below:

1. Registration Form:

This form collects important information necessary for your enrollment. Ensure that you provide accurate and up-to-date details to avoid any delays or complications during the registration process.

Each applicant must have a unique email address to submit the form.

2. Username and Password:

Once you have submitted the registration form, you will receive an email from Hudson Technical (within 3 business days). This email will contain your unique username and password. Please keep this information secure, as it will be required for accessing the Hudson Technical website.

3. Course Registration and Payment:

Using the provided username and password, log into your account on the Hudson Technical website to register for your desired course. Follow the instructions on the website to complete the registration process. Please note that payment is required to secure your spot in the course.

4. Payment Method:

If you will be personally responsible for the payment, you can choose the appropriate payment method during the checkout process on the Hudson Technical website. Select the preferred payment option (e.g., credit/debit card) and provide the necessary information to complete the transaction.

5. Payment by Someone Else (Invoice):

If someone else will be paying for your course, please select the "Invoice" option during the checkout process on the Hudson Technical website. You will need to provide the required information related to the person or organization responsible for the payment.

6. Invoice for the Payer:

Upon completing the checkout process and selecting the "Invoice" option, the person or organization responsible for payment will receive an invoice from Hudson Technical. They should review the invoice and proceed with the payment as per the instructions provided.

Please ensure that you follow these steps accordingly to successfully register for your desired course at Hudson Technical. If you encounter any difficulties or have further questions, please don't hesitate to reach out to us by emailing:

hudsontechnical@hcstonline.org or call (201) 662-6791.

We look forward to having you as part of the Hudson Technical community and wish you all the best in your educational journey!

**Scan the QR code to
register for classes!**





Hudson County Schools of Technology
Hudson Technical

<https://hudson-technical.hcstonline.us/>

**Check our website for our
community courses:**

***Auto Mechanics
Community Cooking
Computer (Basics & Intermediate
for Senior Citizens)
Construction Trades
Cosmetology
Health & Fitness
Legal
Yoga***

**Scan the QR code to see all
of our courses and workshops
currently available.**

***We are always adding new
& exciting courses!***



**If there is any class you are interested in
please contact us!**