

# **BERGEN BLENDED ACADEMY**

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Approved by:

**NJ Department of Labor and Workforce Development  
NJ Department of Education  
NJ Department of Vocational Rehabilitation  
Department of Veteran Affairs**

*Bergen Blended Academy is a Candidate for Accreditation by the Commission on Secondary Schools of the Middle States Association of Colleges and Schools  
3624 Market Street, Philadelphia, PA 19104. (267-284-5000)*



## **School Catalog & Student Handbook**

**Volume 1  
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## OUR MISSION

Bergen Blended Academy exists to provide training to students and later help them find training related employment. We take a unique and holistic approach to teaching that helps students connect with the subject matter they need to master. Through personalized and focused teaching processes, we will assist our students develop the tools they need for ongoing success in their fields of study.

Our success depends on our attention to the needs of our clients/students, and truly helping them achieve their goal of **FINDING A GREAT CAREER!**

## OUR CORE VALUES

Bergen Blended Academy values an educational environment that attracts and supports a diverse student/staff community. We value excellence in education and believe that students should be challenged to their maximum abilities. We believe that this excellence can be achieved through continuous enhancement of our programs, through student empowerment, and professional development in a team-based culture. Finally, we value our partnerships with business, government, and our local communities.

## Director's Message

Dear Students,

On behalf of the faculty and staff, I welcome you to **BERGEN BLENDED ACADEMY!**

We are excited you have chosen Bergen Blended Academy as your vocational school of choice and are committed to assisting you in meeting your education and career goals. We are committed to your success!

Education and acquiring new skills should be a lifelong journey! BBA is the foundation upon which you can build your career and learn futuristic in-demand technical skills needed to enhance your careers.

Bergen Blended Academy exists to provide you training and later help you find training related employment. We take a unique and holistic approach to our teaching that helps you connect with the subject matter that is needed to cope with the demands of the market. Through personalized and focused teaching processes, our experienced and expert instructors will assist you develop the tools needed for ongoing success.

Our success depends on our attention to the needs of all our clients and students and help them achieve their goal of **FINDING A GREAT CAREER!**

Have an awesome and rewarding academic year!

Sincerely,



Kumar Subramanian  
School Director



## History

Bergen Blended Academy, a privately owned vocational Institution in Hasbrouck Heights, New Jersey, was founded in 2008, to offer area residents affordable and personalized instruction in marketable technological skills. Our school primarily caters to the adult population in our area.

In-line with our mission, Bergen Blended Academy specializes in offering our students employable skills and accordingly offers certificate programs in the areas of office technology, computerized accounting, medical office management, medical billing & coding, web designing & programming, and A + computer technician technology. The school is also in the process of getting approval for healthcare related programs from the NJ Department of Education.

Upon completion of their programs, our students are assisted in finding training related employment. The school has also established partnerships with local healthcare facilities, to provide students in our health-related fields, with externships, to provide them short practical experiences in their field of study.

The institution is approved and licensed by the NJ Department of Labor and Workforce Development and the NJ Department of Education. The school is also aligned with the NJ Department of Vocational Rehabilitation, the Department of Veteran Affairs, local One Stop career Centers and other state agencies.

Bergen Blended Academy is pursuing and currently is a candidate for accreditation, by the Commission on Secondary Schools of the Middle States Association of Colleges and Schools.

As the trend for the need of a tech savvy workforce continues and escalates, the need for quality affordable education in this area becomes crucial. As such, Bergen Blended Academy provides the vital services and first steps of educating a population of individuals to become tech savvy, to afford them the chance to become competitive, and to empower them to seek opportunities to better enrich their lives, the lives of their families, and their communities.

## Accreditation

Bergen Blended Academy is pursuing, and currently is a candidate for accreditation, by the Commission on Secondary Schools of the Middle States Association of Colleges and Schools (MSA-CSS).

The Commission on Secondary Schools of the Middle States Association of Colleges and Schools is recognized by the U.S. Secretary of Education, in all 50 states, as a steadfast expert, with regards to the quality of education or training provided by any postsecondary institution it accredits.

Additionally, once accredited, Bergen Blended Academy may use their accreditation status to establish eligibility to participate in federal Title IV student loan programs for adult students.

Questions concerning Bergen Blended Academy's candidacy for accreditation may be directed to MSA-CSS at the following address:

Middle States Association Commissions on Elementary and Secondary Schools  
3624 Market Street, 2 West. Philadelphia, PA 19104  
Telephone: (267)284-5000; Fax:(610)617-1106  
<https://www.msa-cess.org/>



## Approvals

Bergen Blended Academy is a privately owned vocational school approved and licensed by the NJ Department of Labor and Workforce Development and the NJ Department of Education. Questions about the institution's approval and/or licensure status may be directed to the following agencies:

### **NJ Dept. of Labor and Workforce Development**

1 John Fitch Plaza  
Trenton, NJ 08611  
(609) 292-7060  
<https://www.nj.gov/labor/>

### **New Jersey Department of Education**

100 Riverview Plaza  
Trenton, NJ 08625  
(609) 376-3500  
<https://www.nj.gov/education/>

The school is also aligned with the **NJ Department of Vocational Rehabilitation**, the **Department of Veteran Affairs**, local **One Stop Career Centers**, and other state agencies.



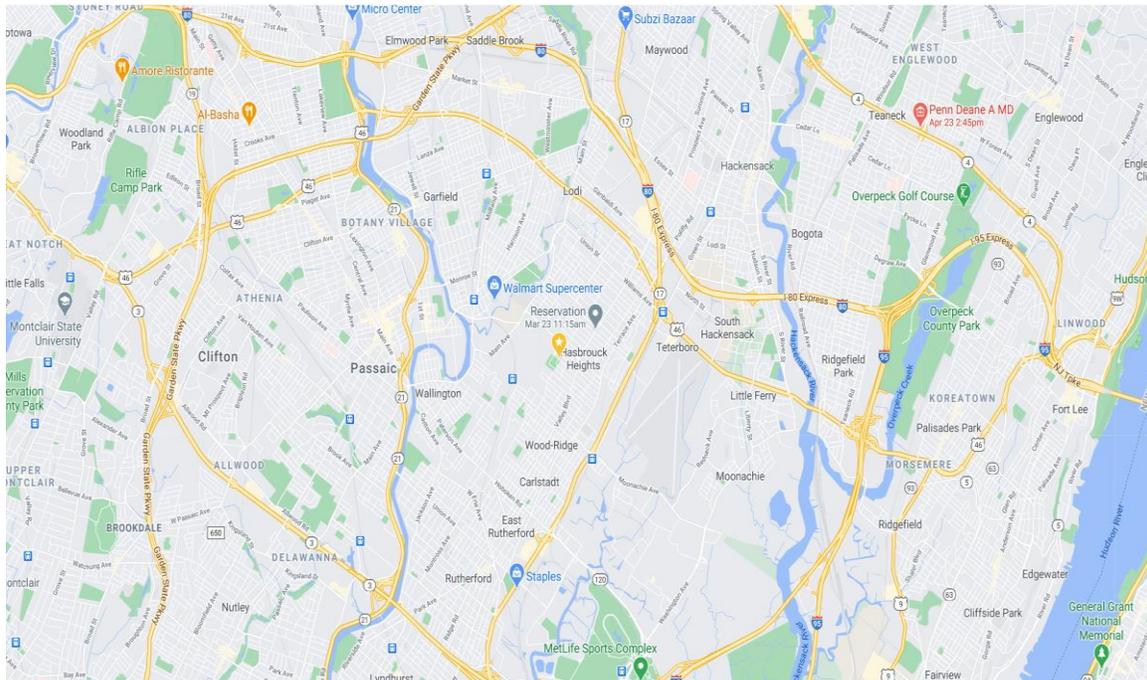
## Location and Facility

Bergen Blended Academy is located in Bergen County, at 174 Boulevard in Hasbrouck Heights, New Jersey. Hasbrouck Heights is situated approximately 3.5 miles from Hackensack, New Jersey which is Bergen County's County seat. It is also approximately 12 miles away from New York City.

Hasbrouck Heights is a picturesque town, which offers its residents a dense suburban feel. Hasbrouck Heights has been rated as one of the top 50 safest towns in New Jersey.

Our facilities, which consists of administrative offices and classrooms on one floor, offer a comfortable and personalized learning environment. The school has plans for expansion in the future.

Bergen Blended Academy is located in close proximity, and readily accessible from many major highways and local county roads. Many of our students, have also commuted using the convenience of the local mass transit system, which conveniently stops almost directly in front of the school.



## Administrators and Staff

### Administrators

Mr. Kumar Subramanian  
Ms. Poonam Shivkumar

School Director/President  
Asst. School Director

### Instructional Staff

Mr. Kumar Subramanian  
Mr. Varun Shivkumar  
Ms. Swati Shivkumar  
Ms. Ledenya Austin  
Mr. Julian Derwysz  
Ms. Annie Rashduni  
Ms. Anna Dirienzo

Business and Accounting  
IT - Data Security/Web  
IT - Salesforce CRM  
Medical Billing & Coding  
Web Designing & Programming  
MS Office Programs  
Student Services

### Counseling and Placement

Mr. Kumar Subramanian

201-426 0299

### Attendance Staff

Attendance staff is available Monday through Friday from 8.30 am to 5.00 pm.

## School Calendar

The following holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule and are calculated into your contract.

### Observed Holidays

- New Year's Day Jan 1<sup>st</sup>, 2021
- Martin Luther King Day Jan 18<sup>th</sup>, 2021
- President's Day Feb 15<sup>th</sup>, 2021
- Memorial Day May 31<sup>st</sup>, 2021
- Independence Day July 5<sup>th</sup>, 2021
- Labor Day Sep 6<sup>th</sup>, 2021
- Columbus Day Oct 11<sup>th</sup>, 2021
- Veteran's Day Nov 11<sup>th</sup>, 2021
- Thanksgiving Day Nov 25<sup>th</sup>, 2021
- Christmas Day Dec 24<sup>th</sup>, 2021

## **Class Schedules**

The total hours of each program vary and are dependent upon the curriculum. School Business hours are from 8.00 am until 6.00 pm Monday through Friday. The school is closed on Saturday and Sunday.

- Day Classes are held Monday thru Friday from 9.00 am to 2.00 pm.
- Evening Classes are held Monday thru Thursday from 5.00 pm to 8.00 pm.
- Make-up sessions are scheduled for Fridays.

## **Program Starting Dates (subject to changes)**

January 4<sup>th</sup> – Winter Term  
July 6<sup>th</sup> – Summer Term

April 5<sup>th</sup> – Spring Term  
October 4<sup>th</sup> – Fall Term

## **Registration Requirements**

Students may register for courses up to one week (5 business days) prior to the start of classes. Students requesting financial assistance will need to register one month (20 business days) prior to the start of classes. Students must register in person with the Student Service Officer (SSO). Please bring the following with you:

- Identification (current driver's license, birth certificate or passport)
- High school diploma or G.E.D. certificate
- Initial payment for registration and tuition fees (we accept cash, personal checks, and all major credit cards.)
- Students referred by the One Stop Agencies, will need to bring a copy of their tuition approval.

## School Policies

### Entrance Requirements

1. All students must be at least seventeen (17) years of age on or before the first day of class.
2. Students must possess a High School Diploma or a General Education Development (G.E.D.) Diploma.
3. The minimum educational requirement for enrollment is the Ability to Benefit which is defined as:
  - A. Ninth (9th) grade reading, and math level as measured by the Tests of Adult Basic Education (TABE), or another test approved by the USDOE.
  - B. An interview with the Student Services Officer (SSO) Officer to review the TABE scores of the student and discuss any prerequisites needed for enrollment.

### Ratio

- Our teacher student ratio is 1:10

### Attendance Requirements

- **Bergen Blended Academy** records daily attendance of each student in accordance with state guidelines. Records of student's attendance will be kept on file and are available for student review. This school requires students to be in attendance for minimum 80 percent of the program. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the School Director (SD) with the likelihood of being dropped from the program. Students who realize that their absence will extend beyond 20 percent of the program must request an official leave of absence from the School Director (SD).

### Leave of Absence

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. The request for a leave of absence must be submitted to the Students Services Officer (SSO) in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leaves of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract. Should a leave

request take the student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. If the student does not re-enter within the contracted schedule and does not arrange for a contract amendment, then the student's contract will be terminated. When appropriate, the student may be entitled to a refund in accordance with the school's refund policy.

**Note:** Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the Student Services Officer (SSO) before returning to class. Leave of absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to reentry into the program.

### **Class Cuts**

Hours lost due to cutting class will be recorded as absences. Students are responsible for making up class work and assignments. Missed lessons must be made-up to meet the minimal attendance and graduation requirements. Students will need to meet with the Student Services Officer (SSO) before returning to class.

### **Make-up Work**

For students to meet their educational goals they must receive instruction in all aspects of the program. Lessons missed due to absences, or a leave of absence need to be made up. The student must make up missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up schedule for days and times available. Students should meet with their instructor to get missed assignments. When applicable, should the student request to wait until the missed lesson is offered in another class the student needs to be aware that this may change their completion date. The student will need permission from the School Director (SD) for a change in completion date and may result in a contract amendment.

### **Tardiness**

Developing good work ethics is an important part of the training at **Bergen Blended Academy**. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late.
- 16 to 30 minutes late will be counted as 30 minutes late.
- 31 to 60 minutes late will be counted as 1 hour late.

It is the responsibility of the student to make up missed assignments. **Bergen Blended Academy** encourages students to plan to arrive at the school at least 10 minutes before the start of class.

## **Health & Safety Policy and Procedures**

The personal safety and health of each employee and student of Bergen Blended Academy is of primary importance. The administrator of Bergen Blended Academy recognizes the importance of safety and is committed to providing and maintaining a safe and healthy workplace for all employees, students, and visitors. We will achieve this, during the beginning of 2022, through:

- Continuing to make health and safety a key part of our role.
- Working with our employees to improve the health and safety system at our school, and developing and updating health, safety and wellness policies as deemed necessary.
- Having emergency, crisis, and evacuation plans and procedures in place.
- Conducting drills, and training of all employees and staff with regards to the school's emergency, crisis, and evacuation plans and procedures, and maintaining records of such training.
- Doing everything reasonably possible to remove or reduce the risk of injury or illness.
- Making sure all incidents, and injuries are properly recorded.
- Investigating incidents and reducing the likelihood of them happening again.

Additionally, all employees and staff members will be encouraged to play a vital and responsible role in maintaining a safe and healthy environment, by:

- Being involved in improving health and safety systems at work.
- Following all instructions, rules, procedures and safe ways of working.
- Reporting any pain or discomfort incurred by them or any student as soon as possible.
- Helping new employees, staff members, students and visitors to the workplace understand the safety procedures and why they exist.
- Reporting any health and safety concerns or issues through the reporting system.
- Keeping the workplace tidy to minimize the risk of any trips and falls.
- Encouraging all others in the workplace including students and visitors, to follow all established instructions, rules and procedures while on the school grounds.

Bergen Blended Academy has an established policy, with regards to the immediate reporting of all injuries, accidents, or health related incidents, of any staff member, employee or student, to the school administrator, and the appropriate emergency

personnel or first responders, to secure prompt treatment and/or relief for the injured or ill party.

Additionally, special attention is given to students with special needs. Most classes for special needs students are individualized. They are either one-on one, or do not contain more than three students. Accordingly, instructors are better able to meet the students' needs, and are knowledgeable, as to whom to contact in any medical emergency.

The school maintains records, regarding contact information, for staff members' or students' next of kin, and/or guardian, if such contact should be warranted.

An incident report, documenting the incident, is also prepared, and saved in the school records and/or the student's files, if the incident which occurred, was related to a student.

Bergen Blended Academy has an established Health, Safety, and Wellness Policy.

The school has taken the necessary precautions to prevent spreading of communicable diseases, such as COVID-19, or any of its variants by putting into action new procedures, protocols, and policies, as recommended by the CDC. All students, instructors, staff members, and visitors, are advised to practice social distancing rules and use face coverings, when necessary and/or required. Additionally, sanitizers, sanitizing wipes, and antibacterial soaps are readily available for use by all.

Additionally, students and staff are required to report any symptoms of possible illness, including, but not limited to fever of 100.4 degrees Fahrenheit or higher, dry cough and/or sore throat, shortness of breath, chills and muscle aches, and loss of taste or smell.

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Bergen Blended Academy has an established Visitor's policy. All visitors to the school must enter through the school's main office entrance, where they are promptly greeted by the school's receptionist. Visitors to the school must be escorted by a school employee or staff member, at all times, and are not permitted to wander on school premises on their own. Additionally, all visitor's must adhere to the school's Health, Safety, and Wellness Policy.

Bergen Blended Academy undergoes routine Safety Inspections. The school is regularly visited by the Fire Inspector who checks the fire and safety equipment for its validity of use.

Bergen Blended Academy has a very convenient and safe exit strategy. Points of egress and ingress are marked by prominently placed signs. Additionally, the school is located on the first floor, has easy street access, and the entrance is easily accessible to EMT and Fire Trucks, in the case of an emergency.

### **Code of Conduct**

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

### **Conditions for Dismissal**

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct.
2. Missing more than 20 percent of instruction time.

3. Not maintaining the minimum Grade Point Average (GPA).
4. Not meeting financial responsibilities to the school.

The School Director (SD) will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

### **Re-entry Policy**

Students who have been dismissed from the school and are requesting re-entry must put the request in writing to the School Director (SD). In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum Grade Point Average (GPA), it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with a review panel before re-entering the school. The decision of the review panel is final, and the student will receive a letter within five business days from the School Director (SD) stating the decision of the panel.

### **Information Technology Resources**

The use of computers and network services is a privilege enjoyed by students of Bergen Blended Academy. Students are expected to be diligent with their use and all privileges, and these privileges carry with it, responsibilities. The use of the BBA computer network should not be in support of any illegal purposes, any obscene or pornographic purposes, retrieving or viewing of any sexually explicit material, use of profanity, obscenity, or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or against people with disabilities. Please do not forward personal communications without its owner's prior consent. Intentional disruption of the use of the BBA network, or use of any process, program, or tool to ascertain passwords or engaging in "hacking" of any kind is strictly prohibited. All computers will be installed with Anti-Virus and Anti-Malware software, and they must not be disabled.

### **Student Complaint/Appeal Process**

Grievance Policy or who would like to appeal a dismissal must request in writing an appointment for an interview with the School Director (SD). The written request should include the following information:

1. Student's full name, last four digits of their social security number, and current address.
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved.
3. Date of complaint letter and signature of the student.
4. Three dates in which the student would be available for a meeting with the School Director (SD) and/or appeal panel. These dates should be within 10 business days of the complaint.

The School Director (SD) will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. The decision of the director and/or appeal panel is final. Should the contract be cancelled by either the student or the school, the date on the complaint letter will be used as the date to calculate any refund in accordance with the school's refund policy.

### Grading System

Grading at Bergen Blended Academy is based on the student's daily performance in the classroom, class projects, class participation and attendance, assignments, and exams. The grading evaluations are as follows:

Letter Grade	Grade Point Average	Percentage Equivalent	Indicated Work Quality
A	4.0	90-100	Excellent
B	3.0	80-89	Good
C	2.0	70-79	Average
D	1.0	60-69	Below Average
F	0.0	59-Below	Failure
INC-WD	0.0	N/A	Incomplete – Withdraw
WD-EMP	0.0	N/A	Withdraw - Employment

## Grading Policy

Grades appearing on student transcripts may be interpreted as follows:

<b>Grades</b>	<b>Interpretation</b>
<b>A</b>	Indicates learning at the highest level. The student not only has demonstrated knowledge and understanding of the material but has also demonstrated the ability to analyze, synthesize, and evaluate the material with breadth and depth of understanding.
<b>B</b>	The student not only has demonstrated knowledge and understanding of the material, but also applies the material. The student will be able, on occasion, to demonstrate an ability to analyze, synthesize, and evaluate the material.
<b>C</b>	The student has demonstrated a basic knowledge and understanding of the material and some ability to apply it.
<b>D</b>	The student has demonstrated limited knowledge and understanding of the material and is not able to apply much of it.
<b>F</b>	The student has not demonstrated an acceptable knowledge or understanding of the material, and therefore is not able to apply it. Students earning an F in any required course must repeat that course satisfactorily prior to graduation.
<b>INC-WD</b>	Students who withdraw and are passing the program or are not meeting the minimum grade point average will be given an INC-WD (incomplete-withdraw).
<b>WD-EMP</b>	Students who withdraw due to acceptance of employment will be given a WD-EMP (withdraw employment).

### Probation for Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance in accordance with the make-up schedule. Students unable to increase their grade point average may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

### Graduation Requirements

BBA programs provide courses of study leading to passing industry certification exams.

To graduate and obtain a Certificate of Completion, a student must complete the school's requirements and score an aggregate of 75% in class tests and the final exams. Students must also attend classes regularly and maintain a minimum 80% attendance in class to successfully graduate from school.

In addition to course requirements, the following are required for graduation:

1. An overall cumulative GPA of 2.0 on a 4.0 scale is required.
2. Students must successfully complete all class-mandated assessments to be eligible for a Certification of Completion. Upon request, a certificate of completion may be issued to students who successfully complete course requirements but do not pass the required assessments or earn a 2.0 cumulative GPA.
3. All financial obligations to the school must be satisfied.

### **Student Evaluation Techniques**

A test will be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should plan for additional practice, independent study, or tutoring. Tests will be based on cognitive and experiential learning, with the experiential learning skills being measured against industry standards. This allows students to keep a record of their progress. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

### **Withdrawing from School**

Students must fill out a withdrawal notification and submit it to the School Director (SD). This document must contain the student's name, social security number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

### **Student Records**

Student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and Workforce Development. Upon graduation, students will be given a copy of their records. These records should be maintained indefinitely by the student. The records that the school will maintain are as follows:

1. Attendance records
2. Academic progress and grades

3. Financial records
4. Placement data
5. The *Enrollment Agreement*
6. The Ability to Benefit (where applicable)
7. Record of credit given for previous training.
8. Records of meetings, appeals, disciplinary actions and dismissals.
9. A copy of the graduation certificate(s) from this school
10. Medical Records (where applicable)

Student records are maintained by the School Director (SD) and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes and/or changes in financial aid. All records are private and are handled with confidentiality.

### **Refund Policy**

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the Student Services Officer (SSO) or mail the letter by Certified Mail.
2. All monies will be refunded if the applicant is not accepted by the school, or if the student cancels within three (3) business days after the enrollment agreement is signed by both parties, even if instruction has begun.
3. Cancellation after the third (3<sup>rd</sup>) business day, but before the first class, will result in a refund of all monies paid, with the exception of the Administrative Fees.
4. Withdraw after attendance has begun is based on the following refund policy for all programs of 300 instructional hours or more. An instructional hour is defined as 60 consecutive minutes which includes attendance, instruction, project set up and clean up.

## Reimbursement Scale

<u>If withdrawal or cancellation occurs:</u>	<u>The School Will Retain</u>
During the first week	10% of the tuition
During the second or third week	20% of the tuition
After the third week but prior to completion of 25 percent of the course	45% of the tuition
After 25 percent but not more than 50 percent of the course has been attended	70% of the tuition
After completion of more than 50 percent of the course	100% of the tuition

A student who has a student loan and withdraws from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files.

**Bergen Blended Academy** encourages the development of good business practices from their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the School Director (SD) must be the same date as on the letter to the loan institution.

## Tuition and Additional Costs

Tuition (based on class hours)  
Administrative Fee (non-refundable)  
Textbooks and workbooks  
Supplies and materials.  
Parking (optional)  
Private Tutoring (optional)

The administrative fee is non-refundable. Additional costs are due the first day of class. Private tutoring can be paid on an hourly basis. The student workbook is not returnable. Students who carelessly damage school property or equipment may be required to pay the repair or replacement costs. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

## Grants, Student Loans and Scholarships

**Bergen Blended Academy** does not award grants or scholarships currently. We do honor grants and scholarships that our students have been awarded from outside organizations. We do assist our students with obtaining private student loans.

**Note:** Students who have obtained a school assisted loan and withdraw from the school or have had their enrollment terminated must notify the loan institution of their withdrawal. **Bergen Blended Academy** will reimburse the loan institution for balances due in accordance with the school's refund policy. The student will be responsible for any balances due on the student loan. Students are responsible for repaying their loan for received instruction.

It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at **Bergen Blended Academy**. When a student is given a loan, he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

### **Credit Disclaimer Statement**

**Bergen Blended Academy** does not offer college credit courses. The use of the term credit refers only to financial credit towards grants or student loans. It does not refer to academic credit. **Bergen Blended Academy** is not approved to offer college credits. **Bergen Blended Academy** is a state approved private vocational school.

### **Prior Training Evaluation**

Although the school does not offer college credits, new enrollees with prior training in their course at BBA will be offered a suitable credit in their course work at **Bergen Blended Academy**.

The decision on evaluation of course credit will be at the discretion of the School Director (SD). The following process dictates the process:

A: Prior training should be in the form of exact course certification **OR**,

B: In lieu of certification, students could have minimum 1 year of actual work experience in the specified area of work.

## Student Records and Privacy

The school will not release any student's personal and school records without the written permission of the student. These records include but not limited to: Transcripts, Grades, personal information, employment information, health information.

The School Director will discuss the request for student records with the individual student before releasing the record to the requested entity.

## Important Information

**“In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so may exclude the student from any available form of assistance. The contact number is 609-292-4287”.**

## Tuition and Fees

<b>Programs</b>	<b>Program Hours</b>	<b>Program Cost</b>
Administrative Assistant	380	\$4000
Computerized Accounting	600	\$7950
Business Accounting	400	\$4000
Medical Billing and Coding	400	\$6950
Medical Office Management (EHR)	500	\$7950
A + Computer Technician	340	\$6950
Web Designing and Programming	380	\$6950
Cisco CCNA Training	380	\$6950
Data Analysis (Power BI and Tableau)	380	\$7950
SalesForce-Cloud CRM	380	\$7950

## Programs Offered at Bergen Blended Academy

### Administrative Assistant

This course entails the learning of Microsoft Office 2016 and Office 365. The modules include the following:

- **Word 2016:** This course covers the basic functions and features of Word 2016. Students will learn how to enter and edit text and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof, and print documents, and insert graphics.
- **Excel 2016:** This course teaches the basic functions and features of Excel 2016. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.
- **PowerPoint 2016:** This course covers the basic functions and features of PowerPoint 2016. Students will create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content and apply transition effects.
- **SharePoint 2016:** This course covers the basic functions and features of SharePoint 2016. Microsoft **SharePoint** is a browser-based collaboration and document management platform from Microsoft - Wikipedia. Microsoft's content management system. It allows groups to set up a centralized, password protected space for document sharing. Organizations use Microsoft **SharePoint** to create your own social websites. You can use it as a secure place to store, organize, share, and access information from any device. All you need is a web browser, such as Microsoft Edge, Internet Explorer, Chrome, or Firefox.
- **Outlook 2016:** This course covers the basic functions and features of Outlook 2016. Students will create e-mail accounts and send e-mail messages using several techniques. They will also learn how to manage e-mail messages, contacts, tasks, and meeting requests. Finally, students will customize Outlook for maximum efficiency.

This course is aligned with the **Microsoft MOS Certification** and is sanctioned by Microsoft Corporation.

## CompTIA A+

Students learn about computer hardware, installation, configuration and managing operating systems on computers. They will learn the basics of networking and Internet concepts.

## Computerized Accounting

Students taking this course should be familiar with personal computers and the use of a keyboard and mouse. Furthermore, the course assumes that the students have experience and are familiar with Windows OS.

Students should have completed and obtained a High School Diploma or equivalent. This course covers the integrated components of Office 2016 with dedicated units for the new features of each application. The course also covers a comprehensive study of QuickBooks 2020 accounting software system. The modules include the following:

- **Word 2016:** This course covers the basic functions and features of Word 2016. Students will learn how to enter and edit text and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof, and print documents, and insert graphics.
- **Excel 2016:** This course teaches the basic functions and features of Excel 2016. After an introduction to spreadsheet terminology and Excel's window components, students will learn how to use the Help system and navigate worksheets and workbooks. Then they will enter and edit text, values, formulas, and pictures, and they will save workbooks in various formats. Students will also move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. This course also covers simple functions, basic formatting techniques, and printing. Finally, students will create and modify charts, and learn how to manage large workbooks.
- **Basic Accounting:** Some of the basic accounting terms that you will learn include revenues, expenses, assets, liabilities, equity, income statement, balance sheet, and statement of cash flows. You will become familiar with accounting debits and credits as we show you how to record transactions.
- **QuickBooks 2020:** This course teaches how to set up a new company, manage bank account transactions, maintain customer, job, and vendor information, manage inventory, generate reports, and use the Company Snapshot window. Students will also create invoices and credit memos,

write, and print checks, add custom fields, set up budgets, and learn how to protect and back up their data.

This course is aligned with the **Microsoft MOS Certification** and is sanctioned by Microsoft Corporation.

This course is also aligned with the **QuickBooks 2020 User certification** and is sanctioned by Intuit Corporation.

### **Medical Billing/Coding Specialist**

This course is geared to assist students in health-related occupations, who will have a need to communicate with physicians, dentists, and other medical professionals. Knowledge of anatomy and physiology, and pharmacology is required. The course covers the following modules:

- Medical Terminology.
- Understanding Medical Billing.
- Coding 1.
- Coding 2.
- Ethical and Legal Procedures in the Medical Office.
- Computers in the Medical Office.
- Career Readiness.
- Interview Skills.
- Resume Preparation and Job Search Assistance.
- Certification.

### **Medical Office Management with EHR**

The course will provide students with two Medical Certifications required by the Labor Department. Students receive a comprehensive overview of electronic health records management, including basic medical office skills. The course will provide the student with the basic knowledge required to utilize health information system software, to maintain patient health records, and perform Microsoft Office related tasks in Word and Excel. Upon completion of the course, the student will be knowledgeable in the basic aspects of the utilization of electronic health records management. Students will utilize hands on application of medical records software system components, to apply these applications to a real medical office setting.

### **Web Designing and Programming**

This course is designed to introduce students to the conceptual design, and technical aspects of developing web sites. No prior knowledge of programming, or web or graphic design is assumed or necessary.

In the course, we will cover basic web technologies such as eXtensible Hypertext Markup Language (XHTML), Cascading Style Sheets (CSS), beginning server programming using PHP, along with basic graphic design techniques in Adobe Photoshop. The course also addresses design principles, usability concerns for the web, user testing, and a number of other theories and principles to assist you in designing your website.

## SalesForce – Cloud CRM

This course Includes: Introduction to Salesforce Cloud. Covers all the topics associated with Salesforce concepts; How Salesforce began? Where is it being used? What caused it to be an all-time hit? It also will guide beginners, administrators, and developers, who wish to build their careers in Salesforce. What is Salesforce? World's leading cloud-based CRM platform; Cloud Computing, Delivery of services such as storage, servers, database, software, networking, analytics. intelligence, and moreover the cloud (internet); Types of Cloud, Public - This is offered by third-party vendors such as Salesforce, Amazon Web Services (AWS), Microsoft Azure, etc.; Private- This is a cloud computing service exclusively used by a single organization; Hybrid-This is a combination of public and private cloud, and allows clients to share data and applications among them

## Data Analysis – Tableau and Power BI

**Power BI:** Analyzing data and discovering useful and timely insights from it, used to be a job reserved for dedicated data analysts. As data storage and computing power have made access to data easier, tools have become available to help workers in many different roles analyze data to find insights and opportunities, and develop visual reports to show those insights, as well as report performance. In this lesson, you will describe data analysis and visualization for business intelligence (BI), and how users can perform self-service BI with Microsoft Power BI. Connecting to Data: The first step required for any data analysis is to connect to the data you wish to analyze. In this lesson, you will create data connections, model data with relationships, and then save those Microsoft Power BI files.

**Tableau Fundamentals:** Tableau is a tool for visualizing data. The visualizations created in Tableau can help users explore, analyze, and report insights. Before you can do any of those things, you have to learn the fundamentals of the software, including what it is designed to do, and how the user interface is laid out. In this lesson, you will learn the fundamentals of using Tableau for data visualization, exploration, and analysis

# **Career Assistance to Students**

## **Personal Counseling**

The Director and Faculty provide personal counseling for all BBA students. Students who would like the assistance of a trained counselor should contact the School Director for information on how to make an appointment.

## **Students with Disabilities**

Bergen Blended Academy does not discriminate on the basis of disability in admission or access to its programs and activities. Students needing accommodation are urged to communicate directly with the School Director to determine how the school can best help them to attain their educational goals.

## **Career Preparation**

Counseling and placement assistance is available to all BBA students and graduates through a variety of innovative programs. At a point in their training, students participate in an employment preparation course and other activities designed to smooth the transition from education to employment.

## **Employment Preparation**

This course may be conducted in either a classroom or a workshop environment. It covers job-seeking and job-keeping activities and techniques such as identification of individual skills, meeting employers' expectations, interview preparation and presentation, and identification of potential employment opportunities in business and industry.

## **Student Placement**

As graduation approaches, students receive job placement counseling through BBA's Career Development Office that includes personalized preparation through individual exit interviews. These exit interviews help identify available job openings in the student's field of specialization. Students are counseled on the requirements of business and industry and coached on how to conduct themselves appropriately during job interviews. Students will produce a portfolio that includes their resumes and letters of reference. They are offered helpful reference sources to assist them in locating firms and geographic areas offering employment opportunities related to their training.

## **Part-Time Placement**

BBA's Career Development Office assists students who are seeking part-time work in order to defray a part of their expenses while attending school. Full-time employment is not recommended while attending school.

## **ADDENDUM**

### **Data Analysis – Microsoft Power BI and Tableau**

Advanced Excel: Working with Multiple Worksheets and Workbooks, Use Links and External References, Using Lookup Formulas and Formula Auditing, Sharing and Protecting Workbooks, Automating Workbook Functionality, Creating Spark lines and Mapping Data, Forecasting Data, Creating Pivot Tables, More Pivot Table Functionality, Inserting Slicers, Multi-Select Option in Slicers, Pivot Table Enhancements, Working with Pivot Tables, Inserting Pivot Charts, More Pivot Table Functionality, Working with Pivot Tables

Tableau Fundamentals; Tableau is a tool for visualizing data. The visualizations created in Tableau can help users explore, analyze, and report insights. Before you can do any of those things, you must learn the fundamentals of the software, including what it's designed to do, and how the user interface is laid out. In this lesson, you will learn the fundamentals of using Tableau for data visualization, exploration, and analysis.

Connecting to and Preparing Data; Before you can create compelling visualizations, you need data from which you can create those visualizations. To access that data, you have to connect to it and prepare it so that it can be used effectively by Tableau. In this lesson, you will connect to data and prepare data for analysis.

Analyzing Data with Self-Service Microsoft Power BI; Analyzing data and discovering useful and timely insights from it used to be a job reserved for dedicated data analysts. As data storage and computing power have made access to data easier, tools have become available to help workers in many different roles Analyze data to find insights and opportunities, and develop visual reports to show those insights, as well as report performance. In this lesson, you will describe data analysis and visualization for business intelligence (BI), and how users can perform self-service BI with Microsoft Power BI.

Connecting to Data; The first step required for any data analysis is to connect to the data you wish to analyze. In this lesson, you will create data connections, model data with relationships, and then save those Microsoft Power BI files.

### **Salesforce – Cloud CRM**

Introduction to Salesforce Cloud. Covers all the topics associated with salesforce concepts, how it all began? Where is it being used? What caused it to be an all-time hit? It also will guide beginners, admin, and developers, who wish to build their careers in Salesforce; What is Salesforce? World's leading cloud-based

CRM platform; Cloud Computing, Delivery of services such as storage, servers, database, software, networking, analytics, intelligence, and moreover the cloud (internet)

Types of Cloud:

Public -This is offered by third-party vendors such as Salesforce, Amazon Web Services (AWS), Microsoft Azure, etc.; Private- This is a cloud computing service exclusively used by a single organization; Hybrid-This is a combination of public and private cloud, and allows clients to share data and applications among them; Types of Cloud Service, Infrastructure as a Service(IaaS)-A rental cloud computing infrastructure which includes server and virtual machines, networks, storage, operating systems; Platform as a Service (PaaS)-This is a cloud computing on-demand environment for designing, developing, testing, delivering, and maintaining different applications; Serverless Computing-A method of providing backend services paid on a usage basis; Why Salesforce?, Salesforce is fast, easy, effective, operated from the cloud, allows you to connect with different other 3rd party apps, is cost-effective and affordable; Salesforce CRM, The service- Takes care of tasks which are related to customer service and support team; Marketing-Helps in navigating a customer journey on a single platform; Commerce-Creates a better customer experience for the customers; Community-Engages customers, partners, and the people whoever associated with the product or service can come together to a place where solutions are provided for different problems; Analytics- A business intelligence tool optimized for mobile access and to present the large volumes of data into user understandable format; IoT-Stores massive amounts of data that is continuously generated by different devices; Health-Organization and the need to manage health-related data.

## **PARTNERSHIPS**

**Bergen Blended Academy is a CISCO Partner**



**Bergen Blended Academy is a Microsoft Partner**



**Bergen Blended Academy is an Authorized  
*CERTIPORT TESTING CENTER***



**Bergen Blended Academy is a  
*NHA Testing Center***



**Bergen Blended Academy is a  
*AMCA Testing Center***





BERGEN BLENDED ACADEMY

## **BERGEN BLENDED ACADEMY**

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