## CAMPUS LOCATIONS – Travel Directions

**Hackensack Campus (190 Hackensack Avenue, Hackensack):** Route 4 East to Hackensack Avenue South. Campus is located directly south of Route 4 on Hackensack Avenue, next to Boston Market.

**11 Carol Court:** Route 4 East to Hackensack Avenue South. Campus is located directly south of Route 4 on Hackensack Avenue, turn right into the parking lot just before the P.A.L. building.

**Teterboro Campus (504 Route 46 West & Central Avenue, Teterboro):** Route 46 toward Teterboro Airport. Campus is located directly across from airport on Route 46 West.

**Paramus Campus (E. 285 Pascack Road, Paramus):** Ridgewood Avenue to Pascack Road. Campus is located on Pascack Road, directly across from Bergen New Bridge Medical Center.

## 2019-2020 EVENING SCHOOL CALENDAR

**APPRENTICES** must make an appointment with Dr. Karpowich at https://adulted.bergen.org BEFORE registering for classes and BEFORE classes end for the year. You may email Dr. Karpowich at apprentice@bergen.org

<table>
<thead>
<tr>
<th>SEPTEMBER 2019</th>
<th>DECEMBER 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Labor Day Weekend (Closed)</td>
</tr>
<tr>
<td>3</td>
<td>In Person Registration Begins Mondays -Thursdays 6:00-8:30 p.m. (for anyone who did not register online)</td>
</tr>
<tr>
<td>12</td>
<td>Evening Classes Cancelled at <strong>Paramus Campus ONLY</strong></td>
</tr>
<tr>
<td>19</td>
<td>Evening Classes Cancelled at <strong>Teterboro Campus ONLY</strong></td>
</tr>
<tr>
<td>24</td>
<td>Evening Classes Cancelled at <strong>Paramus Campus ONLY</strong></td>
</tr>
<tr>
<td>30</td>
<td>Rosh Hashanah (Closed)</td>
</tr>
<tr>
<td>3</td>
<td>Evening Classes Cancelled at Hackensack and <strong>Teterboro Campuses ONLY</strong></td>
</tr>
<tr>
<td>9</td>
<td>Yom Kippur (Closed)</td>
</tr>
<tr>
<td>15</td>
<td>Evening Classes Cancelled at <strong>Teterboro Campus ONLY</strong></td>
</tr>
<tr>
<td>16</td>
<td>Evening Classes Cancelled at <strong>Paramus Campus ONLY</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER 2019</th>
<th>JUNE 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 - 9</td>
<td>NJEA Convention (Closed, NO CLASSES)</td>
</tr>
<tr>
<td>14</td>
<td>Evening Classes Cancelled at <strong>Paramus Campus ONLY</strong></td>
</tr>
<tr>
<td>27 – 30</td>
<td>Thanksgiving Recess (Closed, NO CLASSES)</td>
</tr>
<tr>
<td>2</td>
<td>Early Spring Registration Begins</td>
</tr>
<tr>
<td>20 – 31</td>
<td>Recess (Closed, NO registration, NO CLASSES)</td>
</tr>
<tr>
<td>1</td>
<td>Recess (Closed, NO Registration, NO CLASSES)</td>
</tr>
<tr>
<td>2</td>
<td>In Person Registration Continues Mondays-Thursdays 6:00-8:30 p.m. (for anyone who needs help to register online)</td>
</tr>
<tr>
<td>20</td>
<td>Martin Luther King, Jr. Birthday (Closed, NO CLASSES)</td>
</tr>
<tr>
<td>14 – 18</td>
<td>Presidents’ Recess (Closed, NO CLASSES)</td>
</tr>
<tr>
<td>MARCH 2020</td>
<td></td>
</tr>
<tr>
<td>APRIL 2020</td>
<td></td>
</tr>
<tr>
<td>6 – 10</td>
<td>Spring Recess (Closed, NO CLASSES)</td>
</tr>
<tr>
<td>MAY 2020</td>
<td></td>
</tr>
<tr>
<td>23 - 25</td>
<td>Memorial Day weekend (Closed, NO CLASSES)</td>
</tr>
<tr>
<td>June 2020</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Last Day for Students &amp; Teachers (Closed, NO CLASSES)</td>
</tr>
</tbody>
</table>

NOTE: Evening Division Students -
All weekday classes listed in this catalog are held in the evening hours.
All Saturday classes listed in this catalog are held in the morning hours.

All registration is now online at https://adulted.bergen.org
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ADMINISTRATION

BERGEN COUNTY EXECUTIVE

James J. Tedesco III

BERGEN COUNTY FREEHOLDERS

Germaine M. Ortiz
Chairwoman

Mary J. Amoroso
Vice Chairwoman

Dr. Joan M. Voss
Chair Pro Tempore

David L. Ganz

Thomas J. Sullivan Jr.

Steven A. Tanelli

Tracy Silna Zur

BERGEN COUNTY TECHNICAL SCHOOLS

BOARD OF EDUCATION
Dr. Lawrence Meyerson, President
Jason Kim, Vice President
Joseph Zarra, Interim Executive County Superintendent
William Connolly
Dr. William J. Meisner

ADMINISTRATION
Howard Lerner, Ed.D., Superintendent
John Susino, Business Administrator / Board Secretary
Andrea Sheridan, Assistant Superintendent
Richard Panicucci, Assistant Superintendent for Curriculum and Instruction

www.bergen.org or call 201.343.6000 ext. 2289/Evening School
MISSION STATEMENT

The Mission of the Bergen County Technical Schools Adult & Continuing Education Program is to provide county-based cost-efficient vocational and technical programs and services for post-secondary students. The actualization of this mission includes the following key components:

- Students will experience applied learning and teaching strategies utilizing appropriate and up-to-date specialized equipment and facilities.
- Programs will respond to regional economic needs and at minimum, permits graduates to pass national competency and licensure examinations.
- Students will be exposed to New Jersey Department of Education approved career-based educational programs and related work experiences and projects.
- Program goals are to provide for employment and/or continuing education after program completion.

Programs address the needs of general and special populations including disabled, gifted/talented, and at-risk post-secondary students through specific occupational programs.

VISION STATEMENT

Bergen County Technical Schools Adult & Continuing Education Program provides our students with the skills, training and work habits needed to succeed in technical fields of employment, taking into account each student’s unique skills, abilities and interests. We accomplish this through the implementation of currently accepted industry practices, while also keeping an open mind to new technologies, instructional methodologies and community needs.

Howard Lerner, Ed.D.
Superintendent

Victor Lynch
Building Administrator
What is Apprenticeship?
Apprenticeship is learning a skilled trade through on-the-job training and related technical classes. Students are required to take a minimum of 144 hours of classroom instruction per year. Classes provide a combination of theoretical knowledge and practical experience. Bergen County Technical Schools offer approved programs. Apprenticeship training programs can be added with a minimum of 10 students. Customized apprenticeships in fields outside the scope of school programs can be arranged for individual students. Length of training varies from four to six years and is determined by the industry or union. The United States Department of Labor and the New Jersey Department of Labor and Workforce Development approve apprenticeship programs in New Jersey.

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

How can I become certified?
Certification is open to all registered apprentices who successfully complete on-the-job and related classroom training requirements. Individual course certificates must be saved to document the apprenticeship program hours you have completed. Apprenticeship Certificates are issued by the United States Department of Labor, Bureau of Apprenticeship and Training.

Two months prior to completion of the full program, contact the Apprenticeship Coordinator to begin processing your Completion Certificate.

How can I get a trade license?
Programs such as electrician, plumber and welder offer licensure opportunities. Students typically enroll in a license prep class after completion of the apprenticeship program and all requirements related to licensure. Please see page 26 for more information.

IMPORTANT INFORMATION
Starting dates: See course detail in the catalog.
Time: See course details.
Location: See course details.
Tuition: $1,065 (Full Year) if registration is completed in the Fall semester.
➡ Out-Of-County Fee: $25
➡ Late Fee: Apprenticeship students will be charged $100 for late fall registration. Students registering for the first time, or current students signing for classes on or after the first day of class in the Spring will be charged $50 for late registration.

REGISTRATION: IN-PERSON ONLY! Registrations CANNOT be accepted until you consult with the Apprenticeship Coordinator. You must do this before you register in the fall and spring and bring any prior certificates. In compliance with NJ State mandates for Apprenticeship Certification, a personalized program will be developed for you.

BERGEN COUNTY APPRENTICESHIP COORDINATOR: Dr. James M. Karpowich
Bergen County Technical School
201-343-6000, ext. 4603
e-mail: apprentice@bergen.org

APPRENTICESHIP REGISTRATION -
MUST BE DONE ONLINE. FIRST YOU MUST MEET WITH THE APPRENTICESHIP COORDINATOR TO COMPLETE THE ENROLLMENT PROCEDURE. CALL THE APPRENTICESHIP COORDINATOR, DR. JAMES M. KARPOWICH AT 201-343-6000 EXT. 4603 OR E-MAIL HIM AT APPRENTICE@BERGEN.ORG FOR AN APPOINTMENT AND APPRENTICESHIP REGISTRATION HOURS.

For updated plumber licensing requirements, log onto www.njconsumeraffairs.gov/plu or call 973-504-6420
For updated electrical licensing requirements, log onto www.njconsumeraffairs.gov/elec or call 973-504-6410
For updated HVAC/R licensing requirements, log onto www.njconsumeraffairs.gov/hvac or call 973-504-6250

www.bergen.org or call 201.343.6000 ext. 4603/Apprenticeship Coordinator
Carpenter (144 hrs./yr.) 103
The apprentice studies trade theory, blueprint reading, industrial mathematics, welding, shop board measures, framing, insulation, roof construction, exterior finishing, windows, doorways, porches, garages, flooring, interior fittings, trims, stairs, stringers, and wall finishes. Shop practice relates closely to trade theory. The student gains a thorough understanding of building and construction materials and equipment. The program aims to train students to become experienced in the building trades and to progress to positions of responsibility.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Year 1: #500</td>
<td>#503</td>
</tr>
<tr>
<td>Year 2: #505</td>
<td>#572</td>
</tr>
<tr>
<td>Year 3: #561</td>
<td>#563</td>
</tr>
<tr>
<td>Year 4: #565</td>
<td>#564</td>
</tr>
</tbody>
</table>

See individual courses for start dates and times.

Electrician (144 hrs./yr.) 105
The program includes electrical theory and its applications to residential, commercial, and industrial fields. Recommended prerequisite: One year of high school algebra. (See Electrical Technology section of catalog for Electrical License preparation courses.)

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1: #600</td>
<td>#601</td>
</tr>
<tr>
<td>Year 2: #602</td>
<td>#603</td>
</tr>
<tr>
<td>Year 3: #630 or #613</td>
<td>#631 or #613</td>
</tr>
<tr>
<td>Year 4: #604</td>
<td>#605</td>
</tr>
</tbody>
</table>

See individual courses for start dates and times.

Machinist (144 hrs./yr.) 106
This program enables apprentices to advance in the machine tool field. Classroom instruction includes sciences and related mathematics, blueprint reading, and tool and die design. Practice work includes setups, machine operation, and special projects.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1: See apprenticeship coordinator (Fall and Spring terms)</td>
<td></td>
</tr>
<tr>
<td>Year 2: #870</td>
<td>(Fall and Spring terms)</td>
</tr>
<tr>
<td>Year 3: #389 (Fall)</td>
<td>#390, #391 (Spring)</td>
</tr>
<tr>
<td>Year 4: Approved Electives (Fall and Spring terms)</td>
<td></td>
</tr>
</tbody>
</table>

See individual courses for start dates and times.

Plumber (144 hrs./yr.) 108
The apprentice plumber learns to install, maintain, troubleshoot, and repair household and industrial plumbing systems. Topics of study include: job safety and health; pipes and pipe sizes; fittings and materials; basic hand tools; advanced tools and power machines; installation of pipe and proper supports; installation of plumbing fixtures and appliances; supply, drainage and venting; testing of plumbing systems; blueprint reading and isometric drawing; fireline installation and basic welding theory.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Year 1: #520</td>
<td>#521</td>
</tr>
<tr>
<td>Year 2: #522</td>
<td>#523</td>
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<tr>
<td>Year 3: #524</td>
<td>#525</td>
</tr>
<tr>
<td>Year 4: #526</td>
<td>#527</td>
</tr>
</tbody>
</table>

See individual courses for start dates and times.

HVAC/R (144 hrs./yr.) 109
This apprenticeship program begins with courses in shop safety and the proper handling of the tools of the trade. Basic courses include instruction in fundamentals of plumbing and basic electrical theory. Each student will master the principles of refrigeration and the operations and servicing of all refrigeration equipment. Topics include: types of refrigerants and their uses; layout and design of components; motors, controls, switches, gauges, wiring, harnesses, valves, pumps, condensers, compressors, coils, and piping; rebuilding compressors; troubleshooting all equipment; reading and modifying mechanical and architectural blueprints, cost-estimating of labor and materials.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
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<tbody>
<tr>
<td>Year 1: #640</td>
<td>#641</td>
</tr>
<tr>
<td>Year 2: #642</td>
<td>#643</td>
</tr>
<tr>
<td>Year 3: #644</td>
<td>#645</td>
</tr>
<tr>
<td>Year 4: #646</td>
<td>#647</td>
</tr>
</tbody>
</table>

See apprenticeship coordinator regarding Year 3 and Year 4 courses.

See apprenticeship coordinator for individual course start dates and times.

Welder (144 hrs./yr.) 111
The course of study is intended to supplement hands-on, practical welding skills with the theoretical and mathematical skills required of a master welder. The course offers the welder an opportunity to pursue certification, which requires the candidate to be familiar with many welding techniques and processes.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>Year 1: #870</td>
<td>(Fall and Spring terms)</td>
</tr>
<tr>
<td>Year 2: #873</td>
<td>(Fall and Spring terms)</td>
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<tr>
<td>Year 3: #872</td>
<td>(Fall and Spring terms)</td>
</tr>
<tr>
<td>Year 4: #872</td>
<td>(Fall and Spring terms)</td>
</tr>
</tbody>
</table>

See individual courses for start dates and times.

Telecommunications Technician (144 hrs./yr.) 112
This new apprenticeship program will equip the student with knowledge of communications technology and wiring. The course of study begins with basic and intermediate electrical theory and hands-on skills, which will serve as the base upon which to build a telecommunications career. Topics include cable types, wiring techniques, electrical color-coding, technical specifications, blueprint reading, cable management, telecommunications maintenance, and safe working concepts.

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<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Year 1: #600</td>
<td>#601</td>
</tr>
<tr>
<td>Year 2: See apprenticeship coordinator (Fall and Spring terms)</td>
<td>Approved Elective</td>
</tr>
<tr>
<td>Year 3: #401 or Approved Elective</td>
<td>Approved Elective</td>
</tr>
<tr>
<td>Year 4: Approved Elective</td>
<td>Approved Elective</td>
</tr>
</tbody>
</table>

See individual courses for start dates and time.
JOBS OUTLOOK

VOCATIONAL FIELDS JOB OUTLOOK

Demand for properly trained workers in the trades shows a very positive outlook right into the next decade. Making the right choices now can help you to become financially secure working in a field you enjoy. The salaries shown are average salaries only; salaries for experienced workers is much higher! Information about the jobs listed below are from the U.S. and N.J. Departments of Labor. You can find information about other jobs on the sites listed at the bottom of the page.

Electricians
Average Salary - $68,930*
Employment of electricians is projected to grow 14 percent from 2014 to 2024, much faster than the average for all occupations. As homes and businesses require more wiring, electricians will be needed to install the necessary components. The job prospects for electricians should be very good, as many employers report difficulty finding qualified applicants.

Plumbers
Average Salary - $67,930*
Employment of plumbers, pipefitters, and steamfitters is projected to grow 12 percent from 2014 to 2024, faster than the average for all occupations. Construction of buildings which need new plumbing systems should drive demand for these workers. Overall job opportunities are expected to be good, with some employers continuing to report difficulty finding qualified workers.

Heating, Air Conditioning, and Refrigeration Mechanics and Installers
Average Salary - $57,690*
Employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 14 percent from 2014 to 2024, much faster than the average for all occupations. Candidates familiar with computers and electronics and those with good troubleshooting skills will have the best job opportunities as employers continue to have difficulty finding qualified technicians to install, maintain, and repair complex new systems.

Automotive Repairers
Average Salary - $46,500*
Employment of automotive body and glass repairers is projected to grow 9 percent from 2014 to 2024, faster than the average for all occupations. Job opportunities should be very good for jobseekers with industry certification and formal training in automotive body and glass repair.

*Salary information from the NJ Department of Labor and Workforce Development - Demand Occupations List, http://careerconnections.nj.gov/careerconnections/prepare/skills/demand/demand_occupations_list.shtml

www.bergen.org or call 201.343.6000 ext. 2289/Evening School
Introduction to Collision Repair (42 hrs.)

150-A (Fall Semester Only)

This is an introductory course that teaches students the basic skills in the collision repair field, and serves as a foundation for all subsequent areas of studies. The principles learned in this course will familiarize the student with the field, helping the student to assess if this is the career he or she desires to pursue.

Course # Start Days Hours Location Cost
150-A Sept. 16 M & W 6:00-9:15 Paramus $494

Non-Structural Analysis and Damage Repair (42 hrs.)

151-A (Fall Semester Only)

The principles learned in this course will prepare the student to accomplish the essential tasks of analyzing, preparing, and performing damage repair through adjustments or replacement of parts. These tasks are essential to those aspiring to work in the auto body repair profession.

Course # Start Days Hours Location Cost
151-A Nov. 18 M & W 6:00-9:15 Paramus $494

Auto Body Welding Principles and Techniques (42 hrs.)

153-N (Spring Semester Only)

This course will enable the student to be acquainted with the basic skills in auto body welding. An emphasis is placed on safety, protective clothing, tools, and equipment procedures and techniques of MIG welding. The principles learned in this course will allow the student to be familiar with the welding aspects of auto collision repair. As welding is a major function of auto repair, this course will better prepare the student to enter a career in auto body repair.

Course # Start Days Hours Location Cost
153-N Jan. 27 M & W 6:00-9:15 Paramus $494

Paint Damage Analysis (42 hrs.)

154-N (Spring Semester Only)

The student will analyze the types of damage caused by weather, chemicals, or collision, and calculate the refinish time involved. The student will also be involved in the preparation of the substrate as well as the application of the topcoat. Topics for discussion will be the special effects and the process to refinish composite and flexible parts. A portion of the theory will expose the student to some aspects of shop and material management.

Course # Start Days Hours Location Cost
154-N March 23 M & W 6:00-9:15 Paramus $494

Plastics and Adhesives (30 hrs.)

152-N (Spring Semester Only)

This course will enable the student to repair auto bodies using plastics and adhesives. This course will also enable the student to perform safely when mixing and handling chemicals. The principles learned in this course will allow the student to understand and utilize the techniques and methods necessary to repair auto bodies with plastics and adhesives. These techniques and methods are essential for those aspiring to work in the auto body repair profession.

Course # Start Days Hours Location Cost
152-N May 18 M & W 6:00-9:15 Paramus $333

Late Fee: Apprenticeship students will be charged $100 for late fall registration. Students registering for the first time, or current students signing for classes on or after the first day of class will be charged $50 for late registration (apprentices - $50 in the Spring). Course start dates, location, and nights are subject to change. Please check website for updates or call 201-343-6000, ext. 2289.
Carpentry

Course locations and nights are subject to change.

Blueprint Reading, Estimating, and Construction Math (72 hrs.)
500-A, 500-N
This course will culminate on the practical application of mathematical calculations gained by using an architect's scale or engineer's scale in finding area, volume, mass and materials needed. All of the basic calculations and equations that are needed will be covered as well as measurement systems and techniques as foundation for the Site Layout and Measurement course.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>500-A</td>
<td>Oct. 1</td>
<td>T &amp; Th</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
<td>$748</td>
</tr>
<tr>
<td>500-N</td>
<td>March 3</td>
<td>T &amp; Th</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
<td>$748</td>
</tr>
</tbody>
</table>

Site Layout and Surveying (72 hrs.)
562-A, 562-N
This course will focus on the application of surveying and engineering instruments in layout of foundations and overall building construction. The core tools will be a builders level, transit and theodolite as well as more modern laser equipment.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>562-A</td>
<td>Oct. 2</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
<td>$748</td>
</tr>
<tr>
<td>562-N</td>
<td>March 2</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
<td>$748</td>
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</table>

Concrete and Masonry: Block, Brick, Stone and Veneer (72 hrs.)
505-A (Fall Semester Only)
This course will go through formwork for foundations, footings and flatwork forms, as well as brick, block and stone in architectural decoration, and functional applications.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>505-A</td>
<td>Oct. 1</td>
<td>T &amp; Th</td>
<td>6:00-9:00</td>
<td>Paramus Shop</td>
<td>$748</td>
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Framing I (72 hrs.)
561-A (Fall Semester Only)
The Framing I course is a comprehensive study of western stick frame from its origins in timber frame through its evolution in pole frame to western frame in use today. The styles and types of dimensional lumber and modern dimensional lumber will be applied as well as the different fastener methods. A complete structure will be completed by the students with decorative archways, multiple window framing styles, as well as door framing. The course will complete with sheathing the exterior in preparation for Framing II.

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<tr>
<th>Course #</th>
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<th>Hours</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>561-A</td>
<td>Oct. 2</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>Paramus Shop</td>
<td>$748</td>
</tr>
</tbody>
</table>

Framing II (72 hrs.)
563-N (Spring Semester Only)
The Framing II course will pick up with stair building and cover stringer calculations, landings, winders, curved stairs and spiral/helix. Once complete, the focus will change to rafter layout, overall roofs, eaves, eyebrow dormer, hip roof dormer, ocular dormer and a gable dormer. A heavy focus on geometry and advanced problem solving will be key.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>563-N</td>
<td>Feb. 3</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>Paramus Shop</td>
<td>$748</td>
</tr>
</tbody>
</table>

Exterior Finish (72 hrs.)
564-N (Spring Semester Only)
This course will begin with the sheathing and vapor barrier as well as other insulation materials. The course will cover siding finishes of clapboard, vinyl siding, shingles and composite materials. The exterior finish will begin with the installation of doors and windows and end with and application of each of the exterior materials.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<td>564-N</td>
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<td>T &amp; Th</td>
<td>6:00-9:00</td>
<td>Paramus Shop</td>
<td>$748</td>
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</table>

Late Fee: Apprenticeship students will be charged $100 for late fall registration. Students registering for the first time, or current students signing for classes on or after the first day of class will be charged $50 for late registration (apprentices - $50 in the Spring).

Course start dates, location, and nights are subject to change. Please check website for updates or call 201-343-6000, ext. 2289.

www.bergen.org or call 201.343.6000 ext. 2289/Evening School
**Interior Finish (72 hrs.)**
**565-A**
(Fall Semester Only)
The interior finish course will cover interior insulation as well as rough and fine interior wall finish techniques. Millwork installation in the form of baseboard, trim, crown molding, chair rail, rail/recessed paneling, wainscoting and cabinet installation is also covered.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
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<td>Carpentry Shop</td>
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</tbody>
</table>

**Deck/Porch Building (72 hrs.)**
**572-N**
(Spring Semester Only)
Students enrolling in this course will learn the skills necessary to design and construct a code-compliant deck for a residential application. Students will learn how to prepare the foundation for the deck supports, as well as how to use span tables to size joists properly and how to connect the deck structure to the house. Special emphasis will be placed on guard rail and handrail attachments, bracing and flashing. Simple stair-building will also be covered.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
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<td>572-N</td>
<td>March 3</td>
<td>T &amp; Th</td>
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<td>Carpentry Shop</td>
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</tbody>
</table>

**Home Improvement & General Contracting 1 (72 hrs.)**
**574-A, 574-N**
A comprehensive house building course that through a hands-on approach covers a wide variety of building skills and techniques. This course will take students through many of the steps of house construction & home maintenance, as we build a small scale mock house. This course will include the following:
- Instruction on the safe operation of hand-held & power tools
- Demolition as needed
- Basic 2 x 4 wall layout and construction
- Installation & repair of Sheetrock and spackle
- Door & window installation
- Deck & railing construction and maintenance
- General house maintenance

This course is designed to give novice construction enthusiasts the skills they need to tackle home improvement projects or begin a career in the construction field. **ENROLLMENT IS LIMITED TO 12 STUDENTS.**

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Days</th>
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<td>Feb. 3</td>
<td>M &amp; W</td>
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<td></td>
<td></td>
<td></td>
<td>Carpentry Shop</td>
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</tr>
</tbody>
</table>

**Late Fee:** Apprenticeship students will be charged $100 for late fall registration. Students registering for the first time, or current students signing for classes on or after the first day of class will be charged $50 for late registration (apprentices - $50 in the Spring).

Course start dates, location, and nights are subject to change. Please check website for updates or call 201-343-6000, ext. 2289.
These courses are ideal for the homeowner or novice interested in doing some basic repairs on their own. Course locations and nights are subject to change.

**Basic Plumbing** ........................................ see page 25

**Electrical House Wiring I** .................... see page 19

**Electrical House Wiring II** .................... see page 19

**Carpentry - Basic Tools Measurement and Layout, Framing Methodology** .......... see page 8

**Home Improvement & General Contracting 1** ................ see page 9

**Deck/Porch Building** ............................. see page 9

**Framing I & II** ...................................... see page 8

**Exterior Finish** ..................................... see page 8

**Interior Finish** ..................................... see page 9

**Principles of Operation of Gas, Electric and Oil Heating Systems** ................ see page 23

**Introduction to Air Conditioning and Refrigeration Theory** ..................... see page 23

**Residential Air Conditioning** ..................... see page 23

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**Lifestyle**

A healthy lifestyle helps to improve your health and well-being. Healthy living has a lifelong effect. There are various ways to become and stay healthy including physical activities, weight management, healthy eating, and stress management. We offer a variety of Lifestyle classes. Course locations and nights are subject to change.

**Build A Tiny House Section 2 (72 Hours)**

**801-T, 801-U**

Semesters 1-3 can be done in any order beginning with any semester. This course is the second of 3 semesters to complete the house. Each semester has a separate fee. Classes will be taught collaboratively by 3 Instructors. General Contracting/Mini House Construction & M.E.P Application Course Description: As we build a fully functional mini house model using “off the grid” materials and fixtures, this course will include the following:

- Instructions of safe working practices as well as safely using the tools of the trades.
- How to pour/install slab, crib, stem wall, or pile posting foundations.
- Installing contemporary house sidings.
- Complete steel stud and 2 x 4 framing and wall layout.
- Installation of Sheetrock and spackle.
- Layout and installation of suspended ceilings.
- Bathroom and kitchen construction-ceramic tile and grout installation.
- Window and door installation.
- Priming, painting,varnishes and interior finishing and molding.
- Porch/Deck/Railings and staircase installation.
- Roofing applications and all installation of insulation types.
- Installation of ceramic,linoeleum,VCT and floating floor systems (as needed)
- Energy efficient components as well as the use of recycled building materials will be used to obtain the use of HVAC, lighting, electrical and plumbing fixtures.

The concept and construction of the model will be changing during the course as to keep up with new design and ideas gained from the class. During the construction the model will be getting inspections from a building inspector which will require passing all building codes. The model will be built using blueprints with “As Builts” for a final set of blueprints with revisions. A (C. O.) “Certificate of Occupancy” is the goal for this course. Future construction of mini houses may be built and demoed halfway through construction based on the completed model.

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>801-T</td>
<td>Sept. 28</td>
<td>Sat.</td>
<td>8:00-4:00</td>
<td>Paramus</td>
<td>$925</td>
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<tr>
<td>801-U</td>
<td>March 7</td>
<td>Sat.</td>
<td>8:00-4:00</td>
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<td>$925</td>
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Self Defense (18 hours)
804-S, 804-T (Spring Semester Only)
This Basic Self Defense Class will entail a variety of disciplines. Physical fitness combined with the ability to defend yourself is healthy for the mind as well as the body. Krav Maga for conflict resolution, situational awareness and avoiding trouble. Filipino Martial Arts teaches people to use everyday objects as weapons such as car keys, magazines, etc. Muay Thai is a powerful form of kickboxing involving punches, elbows, knees and kicks. Grappling includes wrestling. Submission Grappler may come to a few sessions to teach his expertise. Brazilian Jujitsu can be used for ground defense. 1st hour - Conditioning 2nd hour - Basic Lesson 3rd hour - Particular concerns of students, continue lesson, self defense Students need to bring: MMA Gloves or Boxing Gloves

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start Date</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<tbody>
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<td>804-S</td>
<td>March 7</td>
<td>Sat.</td>
<td>9:00-12:00</td>
<td>Hackensack Theart Rm.</td>
<td>$195</td>
</tr>
<tr>
<td>804-T</td>
<td>May 2</td>
<td>Sat.</td>
<td>9:00-12:00</td>
<td>Hackensack Thearts Rm.</td>
<td>$195</td>
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Basic Crochet (12 Hours)
806-S, 806-T
Students will learn: Basic crochet technology, Creating a chain, Single crochet stitch, Double crochet stitch, Binding off. Students are to bring the following supplies to class: Worsted weight yarn / medium weight (4) Crochet hook size 5.5 Large-eyed blunt needle, Additional items: Scissors Tape measure or ruler.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start Date</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<tr>
<td>806-S</td>
<td>Oct. 8</td>
<td>Tues.</td>
<td>6:00-9:00</td>
<td>Hackensack Room 7</td>
<td>$120</td>
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<tr>
<td>806-T</td>
<td>March 24</td>
<td>Tues.</td>
<td>6:00-9:00</td>
<td>Hackensack Room TBD</td>
<td>$120</td>
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Basic Knitting (12 Hours)
807-S, 807-T
Students will learn: Basic knit terminology, Casting on, Knit stitch, Purl stitch, Binding off. Students are to bring the following supplies to class: Worsted weight yarn / medium weight (4) Knitting Needles, Size 11 Large-eyed blunt needle, Additional items: Scissors Tape measure or ruler.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start Date</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<tr>
<td>807-S</td>
<td>Nov. 5</td>
<td>Tues.</td>
<td>6:00-9:00</td>
<td>Hackensack Room TBD</td>
<td>$120</td>
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<tr>
<td>807-T</td>
<td>May 5</td>
<td>Tues.</td>
<td>6:00-9:00</td>
<td>Hackensack Room TBD</td>
<td>$120</td>
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Jewelry Making (18 Hours)
805-S, 805-T
Learn the basics of jewelry making. Students will learn how to use the tools of the trade to make their own jewelry. Class begins with creating bracelets and then moves on to learning how to make necklaces with clasps, findings, etc. Students will need to purchase the following items: Small tool kit (pliers) under $10.00, Beading mat or thick piece of felt, Selection of beads. Findings: including clasps, chain links. Instructor will review everything the first night in case anything else is needed

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Days</th>
<th>Hours</th>
<th>Location</th>
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<td>6:00-9:00</td>
<td>Hackensack Room TBD</td>
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<tr>
<td>805-T</td>
<td>Feb. 20</td>
<td>Thurs.</td>
<td>6:00-9:00</td>
<td>Hackensack Room TBD</td>
</tr>
</tbody>
</table>

Fashion Design and Sewing (24 hours)
808-S, 808-T
This hands-on, project based class is for a student who has never sewn on a button or turned on a sewing machine to students who are competent sewers and would like to explore fashion design, draping and pattern-making. All students will learn basic hand and machine sewing, fashion history, draping, creating the pattern from draping and how to create garments including a variety of closures. Students will be able to make curtains, bedding, clothing, props, costumes and hundreds of other craft projects of their choosing. Including Project-Runway style challenges for students interested in "creativity on demand", this class will cater to a variety of learning styles and skills in a warm, inclusive atmosphere of creative learning and real-world skill development.

<table>
<thead>
<tr>
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<th>Start Date</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>808-S</td>
<td>Oct. 7</td>
<td>Mon.</td>
<td>6:00-8:00</td>
<td>Hackensack Room 7</td>
</tr>
<tr>
<td>808-T</td>
<td>April 13</td>
<td>Mon.</td>
<td>6:00-8:00</td>
<td>Hackensack Room 7</td>
</tr>
</tbody>
</table>
BCTS continues to pioneer many up-to-date technology-related activities to keep you current. As a leader in many technical areas, BCTS offers the very latest equipment, software and training methods. Our classes can help you plan and implement productivity improvements in small manufacturing environments … or launch and maintain a network … or engage in design and solid modeling projects using the latest release of AutoDesk software.

Course locations and nights are subject to change. Basic computer skills required.

**AUTODESK PREMIER TRAINING CENTER**

**Introduction to AutoCAD (24 hrs.)**

**380-A, 380-N**

This course is designed as an introduction to computer aided drafting with Autodesk AutoCAD software. Students gain the necessary skills to create and edit geometric shapes in preparation for engineering drawings. The course covers many aspects of AutoCAD including file management, construction of primitive geometrical shapes and entity manipulation. Instructor lectures and demonstrations followed by hands-on student work. Equipment includes high-end Dell workstations.

**ENROLLMENT IS LIMITED TO 12 STUDENTS.**

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<thead>
<tr>
<th>Course #</th>
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<th>Days</th>
<th>Hours</th>
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<td>5:00-8:00</td>
<td>200 Hackensack Ave. Room 166</td>
<td>$421</td>
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<tr>
<td>380-N</td>
<td>Jan. 14</td>
<td>T &amp; Th</td>
<td>5:00-8:00</td>
<td>200 Hackensack Ave. Room 166</td>
<td>$421</td>
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</table>

**Autodesk Revit (24 hrs.)**

**375-A, 375-N**

This course is designed as an introduction to architectural design and the necessary tools to create and edit geometric shapes in preparation for blueprints. The course covers many aspects of Revit software including file management, construction of primitive geometrical shapes, and entity manipulation. Students will also learn to enhance productivity with library symbols, layer organization, advanced drafting techniques, and various output methods. Instructor lecture and demonstrations followed by hands-on student work. Course includes an exploration into architectural styles and design factors. It ends with a demonstration of 3D modeling and architectural walkthroughs. This course enables all students to have an introductory overview of the architectural design process. (Prerequisite: Course #380 or equivalent.)

**ENROLLMENT IS LIMITED TO 12 STUDENTS.**

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<tr>
<th>Course #</th>
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<th>Days</th>
<th>Hours</th>
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<td>375-A</td>
<td>Oct. 28</td>
<td>M &amp; W</td>
<td>5:00-8:00</td>
<td>200 Hackensack Ave. Room 164</td>
<td>$421</td>
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<tr>
<td>375-N</td>
<td>April 14</td>
<td>T &amp; Th</td>
<td>5:00-8:00</td>
<td>200 Hackensack Ave. Room 164</td>
<td>$421</td>
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</table>

**Introduction to Autodesk Inventor and 3D Printing (24 hrs.)**

**373-N**

This course is designed as an introduction to Autodesk Inventor and the steps necessary to create and edit parts, assemblies and drawings. The primary objective of this course is to teach the essential skills needed for parts of simple to moderate complexity. Also included is an introduction to 3D Printing, with the goal of fabricating student designs on our 3D printers. Instructor lecture and demonstrations followed by hands-on student work. Equipment includes high-end Dell workstations, MakerBot Replicators and Dimension SST 1200es 3D Printers. (Prerequisite: Course #380 or equivalent.)

**ENROLLMENT IS LIMITED TO 12 STUDENTS.**

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<tr>
<th>Course #</th>
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<th>Days</th>
<th>Hours</th>
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</thead>
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<td>373-A</td>
<td>Nov. 5</td>
<td>T &amp; Th</td>
<td>5:00-8:00</td>
<td>200 Hackensack Ave. Room 166</td>
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<td>373-N</td>
<td>Mar. 3</td>
<td>T &amp; Th</td>
<td>5:00-8:00</td>
<td>200 Hackensack Ave. Room 166</td>
<td>$421</td>
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**Introduction to CNC Programming and Laser Cutting (24 hrs.)**

**379-N**

This course provides a basic understanding of Numerical Control programming, system positioning and file transfer. Setup, operation and maintenance procedures of CNC equipment also discussed. Instructor lecture and demonstrations followed by hands-on student work. Course includes a review of AutoCAD and an introduction to basic G code programming. Equipment includes high-end Dell workstations, Davinci Mini CNC Milling Machine and Epilog Helix 60 watt Laser Cutter/Engraver. (Prerequisite: Course #380 or equivalent.)

**ENROLLMENT IS LIMITED TO 12 STUDENTS.**

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<tr>
<th>Course #</th>
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<th>Hours</th>
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<td>379-N</td>
<td>April 21</td>
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<td>5:00-8:00</td>
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Course start dates, location, and nights are subject to change. Please check website for updates or call 201-343-6000, ext. 2289.

www.bergen.org or call 201.343.6000 ext. 2289/Evening School
Introduction to Autodesk AutoCAD 2D (38 hours)
1-Week Summer Course
900-S
This course includes the content from the #380 Introduction course, all delivered in a one-week full-time setting. Course also includes a demonstration of Laser Cutting.
ENROLLMENT IS LIMITED TO 12 STUDENTS.

<table>
<thead>
<tr>
<th>Course #</th>
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<td>900-S</td>
<td>July 13</td>
<td>M-F</td>
<td>9:00-5:00</td>
<td>200 Hackensack Ave.</td>
<td>$597</td>
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Introduction to Autodesk Inventor (38 hours)
1-Week Summer Course
901-S
This course includes basic CAD concepts from the #380 introduction course, plus the content from course #383, all delivered in a one-week full-time setting. Course also includes a demonstration of 3D Printing.
ENROLLMENT IS LIMITED TO 12 STUDENTS.

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<tr>
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<th>Days</th>
<th>Hours</th>
<th>Location</th>
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<td>901-S</td>
<td>Aug. 3</td>
<td>M-F</td>
<td>9:00-5:00</td>
<td>200 Hackensack Ave.</td>
<td>$597</td>
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Cisco Networking Academy/
CCNA Part 1 & 2 (96 hrs.)
393-A (Fall Semester Only)
This course introduces students to the basics of networking. The course is two parts. The first part covers various types of networks and how they work. Students learn the following fundamentals: networks and layered communication, OSI model, networking devices such as hubs, routers, switches and bridges; IP addressing and sub netting, media and design, LAN and WAN hardware, coaxial, UTP, optical fiber cable, and topologies. In the second part students will learn: OSI model layers, router components, router start/stop, router configuration, CISCO IOS software (operating system), TCP/IP model, and routing protocols. (Prerequisite: Students should have at least one to two years experience in either the Mac OS or Windows. Students should have access to Internet.)
ENROLLMENT IS LIMITED TO 12 STUDENTS.

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<th>Course #</th>
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<td>6:00-10:00</td>
<td>200 Hackensack Ave.</td>
<td>$2192</td>
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Cisco Networking Academy/
CCNA Part 3 & 4 (84 hrs.)
395-N (Spring Semester Only)
Through e-learning and a hands-on approach, students will learn the protocols network standards and router programming that is in the CISCO System products. Students will gain classroom and laboratory experience that empower them to enter employment and/or further education and training in the computer networking field. Topics include LAN switching, VLANs, network design, IGRP protocol, access lists, WAN, network design, point-to-point protocol, frame relay and a final review of the CCNA exam. (Prerequisite: Students must successfully complete Part 1 & 2 Training (course #393) and have home access to the Internet.)
ENROLLMENT IS LIMITED TO 12 STUDENTS.

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<thead>
<tr>
<th>Course #</th>
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<th>Days</th>
<th>Hours</th>
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<td>T &amp; Th</td>
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<td>$1746</td>
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Comptia A+ Certification & Networking
(Hardware & Software) (60 hrs.)
401-A, 401-N
A+ Certification is internationally recognized as a validation of technical knowledge and skills required for an entry-level technician. This A+ Core Service Technician course is designed to give the students the ability to demonstrate knowledge to properly install, configure, update, troubleshoot and repair microcomputer hardware and software. The course also covers hardware and software common to desktop PCs, notebooks, networking, components and printers. This course will help the student pass the core portion of the A+ hardware and software exam.
ENROLLMENT IS LIMITED TO 12 STUDENTS.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<tr>
<td>401-A</td>
<td>Oct. 14</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>200 Hackensack Ave.</td>
<td>$1039</td>
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<td>401-N</td>
<td>March 25</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>200 Hackensack Ave.</td>
<td>$1039</td>
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Late Fee: Apprenticeship students will be charged $100 for late fall registration. Students registering for the first time, or current students signing for classes on or after the first day of class will be charged $50 for late registration (apprentices - $50 in the Spring).
Course start dates, location, and nights are subject to change. Please check website for updates or call 201-343-6000, ext. 2289.
# Computer Training for the PC

Training is provided on Windows computers and iPads with the latest operating systems and most popular software applications. New users can feel comfortable to start hands-on training with the basics. **Enrollment is Limited To 14 Students. Course locations and nights are subject to change.**

## Computer Basics and the Internet (27 hrs.)
### 300-A, 300-N
This introductory course explains the basics of how to use a computer, mouse and keyboard, save files, and cloud storage. You will be briefly introduced to Word, Excel, PowerPoint, and gain an understanding of the Internet and how it is used, including how to connect and search in an effective and safe way, email basics, uploading, downloading and social networking. Practice is applied by visiting popular websites. If you are a beginner, this course is also an important prerequisite for other classes offered.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
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</tr>
</thead>
<tbody>
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<td>300-A</td>
<td>Sept. 24</td>
<td>T &amp; Th</td>
<td>6:00-9:00</td>
<td>200 Hackensack Ave.</td>
<td>$447 Room 152</td>
</tr>
<tr>
<td>300-N</td>
<td>Jan. 30</td>
<td>T &amp; Th</td>
<td>6:00-9:00</td>
<td>200 Hackensack Ave.</td>
<td>$447 Room 152</td>
</tr>
</tbody>
</table>

## Microsoft Word (24 hrs.)
### 303-A, 303-N
This hands-on course teaches you how to create documents, such as flyers and letters. Learn how to format text, import pictures, cut, copy, paste, spell check, save, print, add styles and themes, headers and footers, page breaks, tables, columns, and templates. **(Prerequisite: Course #300, or basic computer knowledge.)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<tr>
<td>303-A</td>
<td>Oct. 29</td>
<td>T &amp; Th</td>
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<td>200 Hackensack Ave.</td>
<td>$395 Room 152</td>
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<tr>
<td>303-N</td>
<td>March 5</td>
<td>T &amp; Th</td>
<td>6:00-9:00</td>
<td>200 Hackensack Ave.</td>
<td>$395 Room 152</td>
</tr>
</tbody>
</table>

## Microsoft Excel (24 hrs.)
### 301-A, 301-N
Learn to create spreadsheets that can be used for storing, organizing and manipulating numbers and other data. Acquire skills to create basic formulas, format cells and worksheets, create colorful charts, save files, linking, produce conditional formatting, and perform “what if” analysis. **(Prerequisite: Course #300, or basic computer knowledge.)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<td>$395 Room 152</td>
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<tr>
<td>301-N</td>
<td>April 2</td>
<td>T &amp; Th</td>
<td>6:00-9:00</td>
<td>200 Hackensack Ave.</td>
<td>$395 Room 152</td>
</tr>
</tbody>
</table>

## Microsoft PowerPoint (15 hrs.)
### 304-N, 304-O (Spring Semester Only)
An effective presentation software that is widely used in work environments, classrooms, meetings and family events. Learn how to prepare professional presentations that include graphics, pictures, sound, animations and transitions that can be viewed on the computer or on a large screen. Designed to be easy and fun to use and learn. **(Prerequisite: Course #300, or basic computer knowledge.)**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
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<td>$270 Room 152</td>
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<td>304-O</td>
<td>May 12</td>
<td>T &amp; Th</td>
<td>6:00-9:00</td>
<td>200 Hackensack Ave.</td>
<td>$270 Room 152</td>
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</table>

## Finding Jobs on the Internet (9 hrs.)
### 318-A, 318-N
Finding jobs using today’s technology can be a challenge. Learn how to upload your resume, use job site, such as Indeed.com, and create a professional and positive online presence using LinkedIn.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
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<td>318-N</td>
<td>June 1</td>
<td>T &amp; Th</td>
<td>6:00-9:00</td>
<td>200 Hackensack Ave.</td>
<td>$156 Room 152</td>
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</table>

## iPad Basics (6 hrs.)
### 317-A, 317-N
Get to know the iPad and learn its many features. Learn how to navigate, take pictures, edit and save, surf the web, and install and organize apps. **School offers iPads for in classroom use by students.**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
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<th>Cost</th>
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<td>M &amp; W</td>
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<tr>
<td>317-N</td>
<td>June 10</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>200 Hackensack Ave.</td>
<td>$104 Room 152</td>
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</table>

## Introduction to Google Drive (15 hrs)
### 350-A, 350-N
Get to know the iPad and learn its many features. Learn how to navigate, create documents, spreadsheets, and presentations through Google Docs, Sheets, and Slides. Learn how to access these files from your PC, laptop, tablet, and/or smartphone. Find out what makes Google Drive so popular and easy to use.

<table>
<thead>
<tr>
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<th>Start</th>
<th>Days</th>
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<td>M &amp; W</td>
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<td>$104 Room 152</td>
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<td>350-N</td>
<td>April 13</td>
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<td>6:00-9:00</td>
<td>200 Hackensack Ave.</td>
<td>$104 Room 152</td>
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</table>

## PhotoShop for the PC (12 hrs.)
### 327-A, 327-N
You will learn the basics as well as some advanced features of PhotoShop to create amazing images. The class covers how to open and edit files, optimize images for print and the Internet, basic color and tonal adjustments, and using filters for dramatic effects. You can work with supplied images or bring your own to create cards and gifts. **(Prerequisite: Course #300 or equivalent)**

<table>
<thead>
<tr>
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<th>Days</th>
<th>Hours</th>
<th>Location</th>
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<td>$208 Room 152</td>
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<td>327-N</td>
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<td>Saturday</td>
<td>9:00-1:00</td>
<td>200 Hackensack Ave.</td>
<td>$208 Room 152</td>
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</tbody>
</table>

www.bergen.org or call 201.343.6000 ext. 2289/Evening School
Office 365 & Microsoft 365 Certification Program

What is Office 365? It is a cloud-based subscription service that brings together the best tools for the way people work today. By combining best-in-class apps with powerful cloud services, Office 365 lets anyone create and collaborate anywhere on any device.

What is Microsoft 365? It is a complete, intelligent solution, including Office 365, Windows 10, and Enterprise Mobility + Security, that empowers everyone to be creative and work together, securely.

This certification program will give you the knowledge and skills to maximize the benefits of both Office 365 and Microsoft 365. You will learn how to configure, setup and administer all the Office 365 & Microsoft 365 products. You will have instructor lead classes and hands on time with all aspects and be proficient in explaining all programs and the benefits of them.

We offer 2 different certifications:
End User (Covers Office 365) – We recommend this for everyone who uses Office 365. Especially those who work in a company or organization who uses Office 365. This will allow you to maximize everything Office 365 has to offer, making your life easier and more efficient.

Administration (Covers Office 365 & Microsoft 365)* – We recommend this for Information Technology (I.T.) professionals who are responsible for a company or organizations Office 365 or Microsoft 365 environment. (Prerequisite for this certification is completion of the End User certification.)

NOTE: These courses can be taken individually. But highly recommended to take the entire course because these products overlap each other.

---

Office 365 End User Certification

Introduction to Office 365 (3 hrs.)
M001-A, M001-N
This introductory course explains what Office 365 is and all the different options available to you. We will briefly introduce you to all the programs and what they are used for, along with options for Small Business, Education, Government, Nonprofit, Home, Firstline Workers, Enterprise, and Individuals. (Prerequisite: Basic computer knowledge.)

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Days</th>
<th>Hours</th>
<th>Location</th>
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<td>Oct. 2</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave. Room 111</td>
<td>$35</td>
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<tr>
<td>M001-N</td>
<td>Feb. 3</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave. Room 111</td>
<td>$35</td>
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</table>

Office 365 on the Go – Apple (iOS) (3 hrs.)
M002-A, M002-N
This course will cover all the programs available on your iOS mobile device and tablet. (Prerequisite: Introduction to Office 365)

<table>
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<tr>
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<th>Hours</th>
<th>Location</th>
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<tr>
<td>M002-N</td>
<td>Feb. 5</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave. Room 111</td>
<td>$35</td>
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Office 365 on the Go – Android (3 hrs.)
M003-A, M003-N
This course will cover all the programs available on your Android mobile device and tablet. (Prerequisite: Introduction to Office 365)

<table>
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<tr>
<th>Course #</th>
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<th>Hours</th>
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<td>M003-N</td>
<td>Feb. 10</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave. Room 111</td>
<td>$35</td>
</tr>
</tbody>
</table>

Excel for the Web & Mobile App (6 hrs.)
M004-N, M004-O (Spring Semester Only)
Microsoft Excel is the industry leading spreadsheet program, a powerful data visualization and analysis tool. This course will cover all the features of the web version and mobile app. Organize your data in familiar spreadsheets and workbooks, with all changes saved automatically. Create modern visuals that turn numbers into valuable insights. Work together in real time knowing that everyone is on the same page. Learn to create spreadsheets that can be used for storing, organizing and manipulating numbers and other data. Acquire skills to create basic formulas, format cells and worksheets, create colorful charts, save files and collaborate. This course will cover all the features of the web version and mobile app. For the mobile app we recommend you bring in your smart phone or tablet. (Prerequisite: Course 301 - Microsoft Excel)

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<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<td>M004-N</td>
<td>Jan. 22</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave. Room 111</td>
<td>$70</td>
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<td>M004-O</td>
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<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave. Room 111</td>
<td>$70</td>
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www.bergen.org or call 201.343.6000 ext. 2289/Evening School 15
### OneDrive, on the Web & Mobile App (6 hrs.)
**M005-A, M005-N**

Do more wherever you go with Microsoft OneDrive. Get to and share your documents, photos, and other files from your computer PC or Mac, and any other devices you use. The OneDrive lets you easily work with your personal and work files when you're on the go. Learn to save files to OneDrive, organizing and manipulating your files. Acquire skills to secure, share and collaborate. This course will cover all the features of the PC desktop software, web version and the mobile app. For the mobile app we recommend you bring in your smart phone or tablet. *(Prerequisite: Basic computer knowledge.)*

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<td>M005-N</td>
<td>Feb. 12</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
<td>$70</td>
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### OneNote, for the Web & Mobile App (6 hrs.)
**M006-A, M006-N**

OneNote is your digital notebook for capturing and organizing everything across your devices. Jot down your ideas, keep track of classroom and meeting notes, clip from the web, or make a to-do list, as well as draw and sketch your ideas. Learn to create new OneNotes, organizing and manipulating your OneNote notebooks. Acquire skills to secure, share and collaborate. This course will cover all the features and how to use the desktop software, web version and the mobile app. For the mobile app we recommend you bring in your smart phone or tablet. *(Prerequisite: Basic computer knowledge.)*

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Hours</th>
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<td>Feb. 24</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
<td>$70</td>
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### Outlook, on the Web & Mobile App (6 hrs.)
**M007-A, M007-N**

Outlook makes it easy to be your most productive, organized, and connected self - at home, at work, and everywhere in between. Learn to maximize Outlook by learning how to manage your Inbox, Calendar and Contacts, we will also cover how to collaborate by checking the availability of meeting attendees, organizing and manipulating your Outlook layout to maximize productivity. Acquire skills to efficiently and effectively collaborate to maximize the use of everyone’s time. This course will cover all the features of the desktop software, web version and the mobile app (Apple iOS and Android). For the mobile app we recommend you bring in your smart phone or tablet. *(Prerequisite: Basic computer knowledge.)*

<table>
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<th>Hours</th>
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<td>6:00-9:00</td>
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<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
<td>$70</td>
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### Microsoft Teams, on the Web & Mobile App (6 hrs.)
**M008-A, M008-N**

Microsoft Teams is the digital hub that brings conversations, content, assignments, and apps together in one place. Learn to how to collaborate, communicate and meet in Microsoft’s latest digital hub via text chat, audio conference and video, organizing and manipulating your Microsoft Teams Channels. Acquire skills to secure, share and collaborate. This course will cover all the features of the desktop software, web version and the mobile app. For the mobile app we recommend you bring in your smart phone or tablet. *(Prerequisite: Basic computer knowledge.)*

<table>
<thead>
<tr>
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<th>Hours</th>
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<td>March 9</td>
<td>M &amp; W</td>
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<td>190 Hackensack Ave.</td>
<td>$70</td>
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### PowerPoint on the Web & Mobile App (6 hrs.)
**M009-A, M009-N**

PowerPoint lets you make a lasting impression with powerful and customizable presentations that make you stand out. Create and present with confidence, from anywhere. Making a delightful and impactful presentation has never been easier. Turn your ideas into compelling presentations using professional-looking templates. Use animations, transitions, photos, and online videos to tell one-of-a-kind stories. Coauthor team presentations at the same time, from anywhere. Learn how to prepare professional presentations that include graphics, pictures, animations and transitions that can be viewed on the computer or on a large screen. Acquire skills to secure, share and collaborate. This course will cover all the features of the web version and mobile app. For the mobile app we recommend you bring in your smart phone or tablet. *(Prerequisite: Course 304 - Microsoft PowerPoint, or basic computer knowledge.)*

<table>
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<th>Hours</th>
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### Introduction to Publisher (PC only) (6 hrs.)
**M010-A, M010-N**

Microsoft Publisher 2016 helps you create, personalize, and share a wide range of professional-quality publications and marketing materials with ease. Learn how to prepare professional fliers, award certificates and more! Include graphics and pictures to make your materials stand out. Also leverage all the templates that are available online. The program is offered only in a desktop version. *(Prerequisite: Basic computer knowledge.)*

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<td>$70</td>
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<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
<td>$70</td>
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</tbody>
</table>
Introduction to SharePoint (9 hrs.) M011-A, M011-N
SharePoint empowers teamwork with dynamic and productive team sites for every project team, department, and division. Share files, data, news, and resources. Customize your site to streamline your team’s work. Collaborate effortlessly and securely with team members inside and outside your organization, across PCs, Macs, and mobile devices. This course will introduce you to the basic features and how to maximize them for your organization. Learn how to create and customize your SharePoint sites. Acquire skills to secure, share and collaborate. This course will cover all the available features of the web version and mobile app. For the mobile app we recommend you bring in your smartphone or tablet. (Prerequisite: Basic computer knowledge)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start Date</th>
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<th>Hours</th>
<th>Location</th>
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Sway (6 hrs.) M012-N, M012-O (Spring Semester Only)
Sway is an easy-to-use digital storytelling app for creating interactive reports, presentations, personal stories and more. Its built-in design engine helps you create professional designs in minutes. (Prerequisite: Basic computer knowledge)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start Date</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
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<td>Jan. 6</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
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<td>M012-O</td>
<td>April 13</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
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OFFICE 365 & MICROSOFT 365 ADMINISTRATION CERTIFICATION
Prerequisite for this certification is completion of the End User certification.

Office 365 for Business (3 hrs.) M014-A, M014-N
This course will explain the options for Business. You will learn the differences between the various plans offered and the benefits available to you. We will also cover Microsoft 365 and the additional programs and benefits. (Prerequisite: Introduction to Office 365)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start Date</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<td>T &amp; Th</td>
<td>6:00-9:00</td>
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<td>$35</td>
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Office 365 for Enterprise (3 hrs.) M015-A, M015-N
This course will explain the options for Enterprise customers. various plans offered and the benefits available to you. We will also cover Microsoft 365 and the additional programs and benefits. (Prerequisite: Introduction to Office 365)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start Date</th>
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<td>$35</td>
</tr>
</tbody>
</table>

Office 365 for Education & Non-Profit (3 hrs.) M016-A, M016-N
This course will explain the options for Education. We will show you how to get Office 365 free for your entire school or Non-profit. Along with improving classroom and school collaboration with free productivity tools. (Prerequisite: Introduction to Office 365)

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Days</th>
<th>Hours</th>
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<td>$35</td>
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</table>

Office 365 Administration (9 hrs.) M017-A, M017-N
This course will cover the basics of Office 365 administration portal. You will learn how to navigate the Office 365 Admin portal, add/remove users, assign licensing, review all the menu options and how to configure the different Office 365 workloads, such as Exchange, Teams, Security and more. (Prerequisite: Introduction to Office 365)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start Date</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
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<td>T &amp; Th</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
<td>$105</td>
</tr>
</tbody>
</table>
Arduino Microcontroller
The Arduino is an open source microcontroller that makes the world of interactive electronics accessible to everyone. No prior experience is necessary and no equipment is required. All you need is an interest in technology and basic computer skills to get started making your own interactive projects.

3D Printing
Create three dimensional objects from a digital file using our 3D printers. Whether you are a beginner or an experienced maker we can help you with your 3D printing project.

Free Open Night
Open nights are an opportunity for our community of makers to come together to work on projects in a shared workspace. Come visit us with your project or just stop in to see the space. Admission to our open night events is free. Basic hand tools and electronics equipment are available upon request. Laser cutting and 3D printing are available for an additional cost. Children under the age of 16 must be accompanied by an adult.

Register at: www.meetup.com/Bergen-Makerspace.

For more information, please visit:
http://bergenmakerspace.bergen.org

Bergen Makerspace is a community-learning center committed to our three founding principles: education, inspiration and community. Come learn something new in one of our classes or join us in our open lab and create something truly original.

- Introductory and advanced coursework available
- Access to cutting edge equipment and tools
- Shared workspace for you to work on your projects
- Community of makers who share your passion

New Courses!

Microsoft 365 Administration (9 hrs.)
M018-A, M018-N
This course will cover the basics of Windows 10 and Enterprise Mobility + Security (Intune) for administrators. You will learn how to navigate the Microsoft 365 Device Management Dashboard, add/remove devices (Windows 10 computers, iOS and Android devices), review all the menu options and how to configure the different devices and access to information. (Prerequisite: Office 365 Administration)

Introduction to Azure Administration (9 hrs.)
M019-A, M019-N
This course will cover the basics of the Azure portal as it relates to Office 365 & Microsoft 365. You will learn the basics of Azure Active Directory, setup your Azure Dashboard, manage access & costs, cover the basic Azure services and options available to you. (Prerequisite: Office 365 Administration)

Basic SharePoint & OneDrive Administration (6 hrs.)
M020-A, M020-N
This course will cover the basics of SharePoint and OneDrive administration through the portal. You will learn how to administer SharePoint and OneDrive, create controls to protect your organizations information, limit sharing, create policies and more. (Prerequisite: Office 365 Administration, Introduction to SharePoint and OneDrive.)

PC / BERGEN MAKERSPACE

OFFICE 365 & MICROSOFT 365 ADMINISTRATION CERTIFICATION

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start Date</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<td>Nov. 12</td>
<td>T &amp; Th</td>
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<td>March 3</td>
<td>T &amp; Th</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
<td>$105 Room 111</td>
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</table>

Laser Cutting
Our Epilog Helix 60 Watt laser cutter will let you cut and engrave a variety of materials including wood and acrylic.

JOIN US AND BE A MAKER!

www.meetup.com/Bergen-Makerspace or call 201.343.6000 ext. 2305
**ELECTRICAL TECHNOLOGY**

This series of courses is designed for apprentices and electricians and can lead to the New Jersey State Electrical License. The courses cover all the required areas needed for the completion of the apprenticeship or the license exam. The theory and lab equipment are state-of-the-art. Topics include: electrical circuits, motors, motor controls, programmable controllers, fire alarms, security systems and license preparation.

For current licensing requirements, contact the State Board of Examiners of Electrical Contractors at 973-504-6410 or visit their website at http://www.njconsumeraffairs.gov/elec/

Course locations and nights are subject to change.

### Electrical House Wiring I (72 hrs.)

**606-A, 606-N**

Basic electrical circuits used in the home are covered, including service installation, conduit wiring, BX and Romex wiring, and single pole switches for lamps and outlets. The class is taught in accordance with the National Electrical Code. Topics include: connection of three or more outlets on the same circuit, circuit designs, wiring safety, alternate methods of wiring and estimating.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<td>606-A</td>
<td>Sept. 25</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
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<tr>
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<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
<td>$743</td>
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### Electrical House Wiring II (72 hrs.)

**615-A, 615-N**

This course covers residential wiring in new and old construction. Topics covered are switches and outlets, boxes and connections, outdoor wiring, 200 Amp services, code requirements, 240 volt circuits, ceiling fans, attic fans, thermostats, swimming pools and hot tub code requirements and residential telephone, surround sound and cable TV wiring.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
<td>$743</td>
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### Electrical Circuits I (72 hrs.)

**600-A, 600-N**

This course provides an introduction to voltage, current and resistance. Application of Ohm's Law, Watt's Law, and Kirchhoff's Law to series, parallel and series-parallel combination circuits are covered. In addition, the factors affecting conductor resistance and current-carrying ability are reviewed. Other topics include application of magnetism, electromagnetics, and sources of voltage and mathematical instruction as needed.

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Days</th>
<th>Hours</th>
<th>Location</th>
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<td>T &amp; Th</td>
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<td></td>
<td>Room 145B</td>
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</tr>
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<td>600-N</td>
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<td>T &amp; Th</td>
<td>6:00-9:15</td>
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<td>Room 145B</td>
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### Electrical Circuits II (78 hrs.)

**601-A, 601-N**

This course provides an introduction to the components of alternating current and circuits. Single-phase, series and parallel, RL, RC and RLC circuits are examined and power factor determinations are made. Three-phase circuits including transformers are considered, as well as the concept of admittance, conductance, and susceptance. Other topics include the meters used in AC measurements, as well as resonance in series and parallel circuits. (Prerequisite: Course #600 or equivalent.)

<table>
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<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
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<th>Cost</th>
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<td>Feb. 11</td>
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<td>Room 131</td>
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</table>

### Motors, Generators, Transformers and the NEC (78 hrs.)

**602-A, 602-N**

Basic design and operation of transformers, DC/AC motors and generators are reviewed. Topics include shunt, series DC motors and squirrel cage, synchronous AC motors, three phase and single phase. The requirements of the National Electric Code (NEC) are presented for the installation of transformers and motors. (Prerequisite: Course #601 or equivalent.)

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Days</th>
<th>Hours</th>
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<tbody>
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</table>

### Motors and Generator Control Circuits (78 hrs.)

**603-A, 603-N**

This class covers various control devices used in motor and generator control circuits for speed, direction, starting and stopping. Basic relay LOGIC diagrams and troubleshooting are stressed. PLC controllers are introduced. (Prerequisite: Course #602 or equivalent.)

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Hours</th>
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<td></td>
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<td>Room 131</td>
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</tbody>
</table>

Late Fee: Apprenticeship students will be charged $100 for late fall registration. Students registering for the first time, or current students signing for classes on or after the first day of class will be charged $50 for late registration (apprentices - $50 in the Spring).

Course start dates, location, and nights are subject to change. Please check website for updates or call 201-343-6000, ext. 2289.

www.bergen.org or call 201.343.6000 ext. 2289/Evening School
Programmable Controllers (PLC I) (78 hrs.)
608-A, 608-N
This hands-on course offers a comprehensive look at and use of programmable logic controllers, designing and programming automation control circuits to bring numerous projects to life. Students will learn the use of Graphic User Interface software to design, configure, download and upload working programs to live programmable logic controllers. (Prerequisite: Course #603 or equivalent and strong background in relay logic recommended.)

ENROLLMENT IS LIMITED.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
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<td>T &amp; Th</td>
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<td>$842</td>
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Fire Alarm, Security Systems and Estimating (78 hrs.)
613-A, 613-N
This class emphasizes heat detectors and horn/strobe annunciators using state of the art control panels, PIRs ionization and photocell smoke detectors. Topics include: Class A and Class B type installations, NFPA and NEC codes, multi-zone systems, annunciator, central station options, introduction to fiber optics, light signals transmission and receiving. Estimating topics will include the cost of labor, equipment, overhead and profit.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<td>T &amp; Th</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
<td>$842</td>
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</table>

Electrical License Preparation I (72 hrs.)
604-A
(Fall Semester Only)
This course prepares the student to sit for the New Jersey State Electrical License Examination. The course consists of an in-depth study of the latest edition of the National Electrical Code. Basic electrical fundamentals and calculations required for the license examination are reviewed in addition to the expanded fire alarm and business sections of the test. Fall and spring courses, #604 and #605 are necessary for comprehensive examination preparation. Nights are subject to change due to inclement weather and/or holidays.

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<td>6:00-9:00</td>
<td>200 Hackensack Ave.</td>
<td>$743</td>
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</table>

Electrical License Preparation II (72 hrs.)
605-N
(Spring Semester Only)
This course prepares the student to sit for the New Jersey State Electrical License Examination. Basic electrical fundamentals are reviewed as well as an in-depth study of the calculations required by the examination. The class also includes a review of the National Electrical Code, expanded fire alarm, and business sections of the test. Depending on the electrician's proficiency, this course can be taken on its own or following License Preparation I. Both courses are recommended for comprehensive examination preparation. Nights are subject to change due to inclement weather and/or holidays.

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<td>6:00-9:00</td>
<td>200 Hackensack Ave.</td>
<td>$743</td>
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</tbody>
</table>

Electrical Math and the National Electrical Code
630-A, 630-N
These modular based courses are designed for both apprentice training and for licensed electricians to obtain continuing education hours. The courses can be taken as a whole, or just the modules you are interested in. Broken into two semesters, basic and advanced, these courses will build upon your math skills and use of the National Electrical Code book. The module type format will allow students to focus on their weaker areas of the code.

Basic (78 hrs.)
630-A
(Spring Semester Only)
The basic course will review and strengthen your knowledge of Ohms Law and Watts Law as well as Series Circuit, Parallel Circuit Combination Circuit and Voltage Drop math calculations. It will then cover some of the many codes and tables used in our industry such as box fill, conductor sizing and protection, pipe sizing and residential service entrance calculations.

<table>
<thead>
<tr>
<th>Course #</th>
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<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>190 Hackensack Ave.</td>
<td>$842</td>
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</table>

Advanced (78 hrs.)
631-N
(Spring Semester Only)
The advanced course will review mathematical calculations and formulas for Inductive, Capacitive, and RLC circuits. Designed to strengthen student’s knowledge and use of AC formulas in series, parallel and combination circuits. It will then cover more of the codes and tables in the NEC for Multifamily and commercial service entrance calculations, Motor circuits and protection, pipe sizing and selection and transformer calculations.

<table>
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<tr>
<th>Course #</th>
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<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<tbody>
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<td>190 Hackensack Ave.</td>
<td>$842</td>
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Course start dates, location, and nights are subject to change. Please check website for updates or call 201-343-6000, ext. 2289.
Electro-Mechanic Maintenance (78 hrs.)
620-A (Fall Semester Only)
This two part course, one mechanical and the other electrical, covers the basic knowledge needed to start or progress in the areas of residential, commercial, or industrial maintenance.
The first session (fall): Mechanics (78 Hrs.), covers basic mathematics, unit’s conversion, basic concepts: pressure, vacuum, torque, bearings: different types, applications, lubrication, pumps: different types, applications, problems, repairs, valves and piping: selection, materials, applications, compressors: different types, applications, problems, repairs, boilers, blueprint reading, and safety.

Firemen - Stationary Engineering

The New Jersey Department of Labor—Industry Mechanical Inspection Bureau establishes the licensing requirements. Although anyone may attend the license preparation classes, the specific work experience requirements must be met before a student is permitted to sit for a state examination. These requirements are described under each preparatory course outlined below. Students are also advised that firemen and engineer’s licenses apply to the State of New Jersey only, since rules and regulations vary from state to state. Prospective students holding a Fireman’s or Engineer’s rating from military may apply work experience.

For current licensing requirements, contact the Bureau of Boiler and Pressure Vessel Compliance at 609-292-2345.

Course locations and nights are subject to change.

Engineer, Blue Seal Steam (75 hrs.)
702-A (Fall Semester Only)
This course prepares qualified students to sit for the Blue Seal, Third Grade Steam Engineer’s License examination. State eligibility requires that an applicant must have a Fireman-in-Charge License and six months experience in a plant of over 500 boiler horsepower.

Fireman, High Pressure Black Seal in Charge (75 hrs.)
703-N (Spring Semester Only)
This license preparation course enables qualified students to sit for the High Pressure Fireman’s License examination. State eligibility requires that an applicant must have worked as a Helper, Apprentice or Assistant to a Licensed Fireman in a high-pressure plant for at least three months.

Late Fee: Apprenticeship students will be charged $100 for late fall registration. Students registering for the first time, or current students signing for classes on or after the first day of class will be charged $50 for late registration (apprentices - $50 in the Spring).
Course start dates, location, and nights are subject to change. Please check website for updates or call 201-343-6000, ext. 2289.

www.bergen.org or call 201.343.6000 ext. 2289/Evening School

21
The program is in partnership with the New Jersey Department of Law and Public Safety, Division of Consumer Affairs, State Board of Professional Engineers and Land Surveyors, Home Inspection Advisory Committee and approved by the New Jersey Department of Education. The program is required as a prerequisite for licensing as a New Jersey Home Inspector. Attendance is mandatory. Maximum Enrollment is Limited to 15 Students. Students must register PRIOR to start date of each module. Course locations and nights are subject to change.

**Book ordering:** Textbooks must be purchased before start of each module. ASHI Store, 1-888-544-3699; NHIE Study Guide and NHIE Home Inspection Manual; Cost - approximately $99.00

**HOME INSPECTION** Certificate Program: 10 MODULES

**EXTERIOR INSPECTION (15 hrs.)**
- Course # 908-A Start: Sept. 24 Days: T & Th Hours: 6:00-9:00 Location: Hackensack Ave. Room 120 Cost: $327

**ROOFING INSPECTION (15 hrs.)**
- Course # 901-A Start: Oct. 17 Days: T & Th Hours: 6:00-9:00 Location: Hackensack Ave. Room 120 Cost: $327

**STRUCTURAL INSPECTION (15 hrs.)**
- Course # 902-A Start: Nov. 12 Days: T & Th Hours: 6:00-9:00 Location: Hackensack Ave. Room 120 Cost: $327

**INTERIOR INSPECTION (12 hrs.)**
- Course # 909-A Start: Dec. 10 Days: T & Th Hours: 6:00-9:00 Location: Hackensack Ave. Room 120 Cost: $327

**INSULATION & VENTILATING INSPECTION (12 hrs.)**
- Course # 904-N Start: Jan. 7 Days: T & Th Hours: 6:00-9:00 Location: Hackensack Ave. Room 120 Cost: $327

**FIREPLACE & CHIMNEY INSPECTION (12 hrs.)**
- Course # 905-N Start: Jan. 23 Days: T & Th Hours: 6:00-9:00 Location: Hackensack Ave. Room 120 Cost: $327

**PLUMBING INSPECTION (15 hrs.)**
- Course # 907-N Start: Feb. 11 Days: T & Th Hours: 6:00-9:00 Location: Hackensack Ave. Room 120 Cost: $327

**HEATING & COOLING INSPECTION (27 hrs.)**
- Course # 906-N Start: March 5 Days: T & Th Hours: 6:00-9:00 Location: Hackensack Ave. Room 120 Cost: $327

**ELECTRICAL INSPECTION (21 hrs.)**
- Course # 903-N Start: April 14 Days: T & Th Hours: 6:00-9:00 Location: Hackensack Ave. Room 120 Cost: $327

**REPORTING (18 hrs.)**
- Course # 910-N Start: May 12 Days: T & Th Hours: 6:00-9:00 Location: Hackensack Ave. Room 120 Cost: $327

**WATER AND WASTEWATER OPERATION**

**Introduction to Water and Wastewater Operation**
- **Part 1 (90 hrs.)**
  - Course # 707-A Start: Sept. 23 Days: M & W* Hours: 6:00-9:00 Location: Hackensack Ave. Room 120 Cost: $769

**Introduction to Water and Wastewater Operations**
- **Part 2 (90 hrs.)**
  - Course # 707-N Start: Feb. 10 Days: M & W* Hours: 6:00-9:00 Location: Hackensack Ave. Room 120 Cost: $769

*(Prerequisite: Course #707-A)*

*Field trip may be on different nights.*
HVAC/Non-Apprentice

Course locations and nights are subject to change.

Introduction to Air Conditioning and Refrigeration Theory (24 hrs.)
650-A, 650-N
Students receive an overview of the domestic, commercial and industrial air conditioning and refrigeration field, an introduction to refrigeration principles and the operation and servicing of refrigeration equipment. Topics include: compressors, defrosting, safety, refrigerants, layout and functional design of components, motors, controls, switches, gauges and wiring, harnesses, valves, pumps, condensers, compressors, coils, and piping. ENROLLMENT IS LIMITED TO 25 STUDENTS.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<td>650-A</td>
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<td>650-N</td>
<td>Feb. 6</td>
<td>T &amp; Th</td>
<td>6:00-9:30</td>
<td>Hackensack</td>
<td>$270</td>
</tr>
</tbody>
</table>

Commercial Air Conditioning (72 hrs.)
651-A, 651-N
This is a capstone course for students who are preparing for commercial field work. Topics include: installation and repair of commercial cooling systems, rebuilding compressors, troubleshooting, refrigerant circuit problems, and various types of system components. Extensive work will be done on electrical circuit problems. (Prerequisite: Course #650)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
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<td>651-N</td>
<td>March 17</td>
<td>M &amp; W</td>
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<td>$800</td>
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Residential Air Conditioning (72 hrs.)
652-A, 652-N
This course presents theory of the cooling principle and a detailed study of the mechanical and electrical components of window units and home central systems. Proper repair procedure is emphasized during the shop training sessions. Additional topics include: replacement of compressors, estimating unit size for installation, and electrical wiring diagrams. (Prerequisite: Course #650)

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<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
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<tr>
<td>652-N</td>
<td>March 18</td>
<td>T &amp; Th</td>
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</table>

Electrical Controls for HVAC (72 hrs.)
654-A, 654-N
This course covers electrical control equipment utilized in HVAC with a special emphasis on conservation of energy sources. Topics include the theory of energy management, controls and computers, and the installation, calibration and servicing of energy management control equipment. (Prerequisite: Course #650 and #651 or #652)

<table>
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<tr>
<th>Course #</th>
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<th>Hours</th>
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<th>Cost</th>
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<td>T &amp; Th</td>
<td>6:00-9:00</td>
<td>HVAC Technical Center</td>
<td>$800</td>
</tr>
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</table>

C.F.C. Training Certification Preparation Program (33 hrs.)
656-A, 656-N
This course is designed to prepare A/C mechanics and journeymen/women for an EPA-approved A/C Certification Program, (Type 1-11-111 and Universal). Mainstream Engineering Corporation, an EPA-approved program provider, will supply materials and Certification Examinations. Upon completion of this course, Mainstream Engineering will provide at this location a proctored, certified examination (Type 1-111 & Universal). (Exam fee not included)

ENROLLMENT IS LIMITED TO 18 STUDENTS.

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<tr>
<th>Course #</th>
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<th>Hours</th>
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<th>Cost</th>
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<td>656-N</td>
<td>Feb. 26</td>
<td>Wed.</td>
<td>6:00-9:00</td>
<td>HVAC Technical Center</td>
<td>$447</td>
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</table>

Principles of Operation of Gas, Electric and Oil Heating Systems (72 hrs.)
660-A, 660-N
This course is to introduce the operation and design of heating systems including hot air, hot water, and steam. Installation, control systems, maintenance, troubleshooting and service will be reviewed. The class will include basic theory, and hands-on experiences on lab trainers, simulators, and working systems.

<table>
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<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<td>660-N</td>
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<td>M &amp; W</td>
<td>6:00-9:00</td>
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<td>$800</td>
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</table>

Late Fee: Apprenticeship students will be charged $100 for late fall registration. Students registering for the first time, or current students signing for classes on or after the first day of class will be charged $50 for late registration (apprentices - $50 in the Spring).
Course start dates, location, and nights are subject to change. Please check website for updates or call 201-343-6000, ext. 2289.

www.bergen.org or call 201.343.6000 ext. 2289/Evening School

23
HVAC/R Apprentice

This series of courses is designed for apprentices and can lead to the New Jersey State HVAC/R License. The courses cover all the required areas needed for the completion of the apprenticeship or the license exam. Classes will be in the form of lecture, in-shop demonstrations and power point slides that highlight key concepts of the HVAC/R Apprenticeship Program.

For current licensing requirements, contact the State Board of Heating, Ventilating, Air Conditioning & Refrigeration (HVAC/R) Contractors at 973-504-6250 or visit their website at http://www.njconsumeraffairs.gov/hvacr/.

Course locations and nights are subject to change. See apprenticeship coordinator for start dates and nights.

Introduction to HVAC/R (75 hrs.)
640-A (Fall Semester Only)
This course contains an overview of the domestic, commercial and industrial refrigeration and air conditioning field. Introduction to systems and major components, basic electricity, thermodynamics and the basic refrigeration cycle will be heavily stressed and reviewed as well as basic tools and instruments used by the technician. Learning objectives include the many diverse careers in the HVAC/R field.

Course # Start Days Hours Location Cost
640-A Sept. 23 M & W 6:00-9:00 Hackensack $784 HVAC Technical Center

Fundamentals of Basic Electrical Theory (75 hrs.)
641-N (Spring Semester Only)
This course covers instruction in the fundamentals of basic electrical theory. The student will master the principles of refrigeration as well as the operations and servicing of all refrigeration equipment. Topics will include types of refrigerants and their uses, layout and design of components, motor controls, switches, gauges, wiring, harnesses, valves, pumps, condensers and trouble shooting. This course will prepare students for an EPA approved A/C Certification Test. Upon completion of Course 102-N, a proctored certified examination (Type I, II, II and Universal) will be given. The student must have an 80% pass rate to become certified.

Course # Start Days Hours Location Cost
641-N Jan. 22 M & W 6:00-9:00 Hackensack $784 HVAC Technical Center

Domestic, Commercial and Industrial Refrigeration and Air Conditioning Systems (75 hrs.)
642-A (Fall Semester Only)
The second year of the apprenticeship program includes a more in-depth view of domestic, commercial and industrial refrigeration and air conditioning systems. Topics are revisited with additional emphasis on application which is to coincide with the student’s increasing work experience in the field. The aim is to build upon the classroom objectives that the student has covered in this program, to date.

Course # Start Days Hours Location Cost
642-A Sept. 24 T & Th 6:00-9:00 Hackensack $784 HVAC Technical Center

Trouble Shooting of Systems (75 hrs.)
643-N (Spring Semester Only)
This capstone course of the apprenticeship program will prepare the student for in-depth work in the commercial and residential HVAC/R field. Topics that will be covered are: Heating, Electrical, Motors, Trouble shooting, Control systems, Evacuation and charging procedures, Metering devices, Condensers, Refrigeration lubrication and Compressors. Heavy emphasis will be on trouble shooting of systems. Learning objectives include the many diverse careers in the HVAC/R field.

Course # Start Days Hours Location Cost
643-N Jan. 23 T & Th 6:00-9:00 Hackensack $784 HVAC Technical Center

Commercial Industrial HVAC/R Application & Trouble Shooting (75 hrs.)
644-A (Fall Semester Only)
A continuation of the solid skills development and strong theoretical knowledge covering increasingly advanced concepts in the field. Coverage ranges from the troubleshooting of systems and components to concepts of fluid handling systems, cooling towers, and indoor air quality. With a building block approach that ensures readers comprehend simpler concepts before moving on to more complex information.

Course # Start Days Hours Location Cost
644-A Sept. 23 M & W 6:00-9:00 Hackensack $784 HVAC Technical Center

Advance Trouble Shooting and Problem Solving for Commercial HVAC (75 hrs.)
645-N (Spring Semester Only)
This course covers more in-depth overview and instruction for the commercial HVAC industry. It will acclimate the student to troubleshooting and problem solving skills. Topics will include system start up, cause and effect, benefits of scheduled maintenance, water treatment, and IAQ (Indoor Air Quality). Equipment covered will be cooling towers, evaporative condensers, centrifugal and screw compressors. Learning objective will be to familiarize the student with the commercial industry.

Course # Start Days Hours Location Cost
645-N Jan. 22 M & W 6:00-9:00 Hackensack $784 HVAC Technical Center

Late Fee: Apprenticeship students will be charged $100 for late fall registration. Students registering for the first time, or current students signing for classes on or after the first day of class will be charged $50 for late registration (apprentices - $50 in the Spring).

Course start dates, location, and nights are subject to change. Please check website for updates or call 201-343-6000, ext. 2289.
HVAC / WELDING

Late Fee:
Apprenticeship students will be charged $100 for late fall registration. Students registering for the first time, or current students signing for classes on or after the first day of class will be charged $50 for late registration (apprentices - $50 in the Spring).

Course start dates, location, and nights are subject to change. Please check website for updates or call 201-343-6000, ext. 2289.

www.bergen.org or call 201.343.6000 ext. 2289/Evening School

Air Cooled Heat-Pump Systems, Operation and Service (75 hrs.)
646-A (Fall Semester Only)
This course details the heat pump reversing cycle as compared to a conventional refrigeration cycle and the duties of the outdoor coil versus the indoor coil. It will also cover heat pump components, piping, defrost control, and electrical devices such as heat pump thermostats, motors, compressors, and types of capacity control as well as heat-pump wiring diagrams. Included will be Air Source Heat-Pumps (ASHP) installation, troubleshooting, and scheduled maintenance.

Course Start Days Hours Location Cost
646-A Sept. 24 M & W 6:00-9:00 Hackensack $784 HVAC Technical Center

Geothermal and Water Cooled Heat-Pumps with Systems Sizing and Design (75 hrs.)
647-N (Spring Semester Only)
This course goes into detail of Water Source Heat Pumps (WSHP) and geothermal heat pumps including installation types, sequence of operation, troubleshooting, and scheduled maintenance. Types of system piping configuration will be discussed incorporating open and closed loop heat pump systems as well as system sizing and design, energy efficient calculations such as Energy Efficient Ratio (EER) and Season Energy Efficient Ratio (SEER).

Course Start Days Hours Location Cost
647-N Jan. 23 M & W 6:00-9:00 Hackensack $784 HVAC Technical Center

WELDING

Welding courses are open to both apprentices and non-apprentices. The program is geared toward the D1.1 Welding Certification, as sanctioned by the American Welding Society (AWS). Preparation for welding certification includes both classroom training and hands-on work experience. Most students take two to three years to complete the requirements for welding certification.

All students must purchase their own welding equipment. Speak with the instructor on the first night of class. The information regarding the appropriate welding gear required for the course are listed below.

Basic Welding (72 hrs.)
870-A, 870-N
This comprehensive course is designed to accommodate the beginner as well as the person with some experience. Tradespeople in many fields, such as auto body repair, auto mechanics, diesel mechanics, and sheet metal can benefit by acquiring welding skills. Students receive instruction through lecture, demonstration, and hands-on practice. Topics include: S.M.A.W., G.M.A.W., oxy-fuel burning, and plasma cutting.

ENROLLMENT IS LIMITED TO 15 STUDENTS.

Course # Start Days Hours Location Cost
870-A Sept. 23 M & W 7:00-10:00 Teterboro $914 Room 518
870-N Feb. 10 M & W 7:00-10:00 Teterboro $914 Room 518

Tig Welding (144 hrs.)
873-A (Full Year Course – Fall Start Only)
Tradespeople in many fields such as auto body repair, auto mechanics, aircraft mechanics, and sheet metal can benefit by acquiring TIG welding skills. Students receive instruction in safe operating practice, welding theory in TIG or GTAW principles, equipment setup, and welding terms and definitions. Hands-on training in carbon steel, stainless steel and aluminum (all positions), and classroom theory in the science of TIG welding. ENROLLMENT IS LIMITED TO 15 STUDENTS.

Course # Start Days Hours Location Cost
873-A Sept. 24 T & Th 7:00-10:00 Teterboro $1579 Room 518

Welding Certification Preparation (144 hrs.)
872-A (Full Year Course – Fall Start Only)
This course is tailored specifically to fulfill the fast changing needs of today's welding industry. Upon completion, the student will be able to produce welds to Bridge, Highway and AWS D1.1 Structural Codes. Instruction is hands-on (all positions 6010 and 7018). Classroom theory includes a review of materials and the cross matching welding filler material to metals that will be welded. In addition, the program includes blueprint reading and math for welders, as well as metallurgy. Certification testing is done off-site. Instructors reserve the right to determine student readiness for certification testing. Certification testing fees and licensing fees are additional.

(Prerequisite: Two years' welding experience)
ENROLLMENT IS LIMITED TO 15 STUDENTS.

Course # Start Days Hours Location Cost
872-A Sept. 24 T & Th 7:00-10:00 Teterboro $1579 Room 518

Welding Safety Gear List

ARC WELDERS:
- Fiber Metal helmet model #906
- Lens shade #10-11-12, plus clear plate
- Welding jacket or cape & apron
- Gauntlet welding gloves
- Safety glasses
- Chipping hammer
- Wire brush
- Pliers

TIG WELDERS:
- Welding jacket
- Fiber metal welding helmet model #909
- Lens shade #10-11-12, plus clear plate
- TIG gloves
- Pliers
- TIG handbook for GTAW by Miller
PLUMBING

For current licensing requirements, contact the State Board of Examiners of Master Plumbers at 973-504-6420 or visit their website at http://www.njconsumeraffairs.gov/plu/. **Course locations and nights are subject to change.**

**Introduction to Plumbing (75 hrs.)**

**520-A**  
(Fall Semester Only)

This course provides a foundation for the Plumbing Apprenticeship Related Training Program. This course provides an introduction to the basic principles of the plumbing trade. Topics include safety, terms, definitions, theory, troubleshooting, tools, equipment, materials, OSHA regulations and information, first aid, and introduction to Plumbing Code.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<tbody>
<tr>
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<td>Room 47</td>
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**Plumbing Skills, Techniques, and Fundamentals (75 hrs.)**

**521-N**  
(Spring Semester Only)

This course provides the theory, techniques, and fundamentals of plumbing. Topics include pipe sizing, calculations, layout, connection and installation of water lines, and materials standards.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
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<td>Room 44</td>
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</table>

**Installation & Maintenance of Fixtures, Appliance, & Equipment of Plumbing Systems (75 hrs.)**

**522-A**  
(Fall Semester Only)

This course provides a review of plumbing code requirements, layout, joints and connections by code, design, and the maintenance of plumbing equipment and systems. Traps and bathroom layouts will be reviewed. Lecture will be used to expose the student to the theory and knowledge needed for plumbing installation and maintenance.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
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<tbody>
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**Technical Math for Plumbing (75 hrs.)**

**523-N**  
(Spring Semester Only)

This course teaches basic math, algebra, geometry, mathematical formulas, measurements, calculations, equations, and site levels used in the plumbing trade.

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Days</th>
<th>Hours</th>
<th>Location</th>
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**Late Fee:** Apprenticeship students will be charged $100 for late fall registration. Students registering for the first time, or current students signing for classes on or after the first day of class will be charged $50 for late registration (apprentices - $50 in the Spring).  
**Course start dates, location, and nights are subject to change. Please check website for updates or call 201-343-6000, ext. 2289.**

www.bergen.org or call 201.343.6000 ext. 2289/Evening School
### Water Sizing & Gas Sizing (75 hrs.)  
**524-A (Fall Semester Only)**  
This course will develop the theory and skills needed to properly size water, gas, and css gas piping services. Topics will include building requirements, fixture and equipment needs, calculations for water fixture units, and blueprints and sizing. Test requirements for code approval will be stressed along with the effects of improper water pressure.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
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<td>M &amp; W</td>
<td>6:00-9:00</td>
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<td>$784</td>
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### Blueprint Reading, Estimating, and Drawings for Plumbers (75 hrs.)  
**525-N (Spring Semester Only)**  
Interpretation, development, and evaluation of blueprints and drawings, estimation of materials and labor using approximate and detail methods. Architectural symbols needed to read and understand blueprints will be reviewed during class.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
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<td>M &amp; W</td>
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<td>$784</td>
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### Heating, Hot Water / Steam Systems, Hydronics (75 hrs.)  
**526-A (Fall Semester Only)**  
Review theory, maintenance, installation, wiring and troubleshooting of heating systems, & radiant heating. Mechanical and gas codes will be reviewed.

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Hours</th>
<th>Location</th>
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<td>$784</td>
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</table>

### Drainage & Vent Systems (75 hrs.)  
**527-N (Spring Semester Only)**  
Design, sizing, and installation of soil, waste, and vent systems. Code requirements, DWV systems, and servicing pumps will be reviewed.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>527-N</td>
<td>Jan. 13</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>Hackensack</td>
<td>$784</td>
</tr>
</tbody>
</table>

### NJ Master License Preparation for Plumbers (75 hrs.)  
**517-A, 517-N**  
This course prepares recognized plumbing journeypersons to sit for the New Jersey Master Plumber’s Licensing Examination. Review covers all areas encompassed by the examination. Topics include plumbing applications, mathematics fundamental to plumbing, National Standard Plumbing Code, business law (as related to the trade), and human relations. State eligibility requirements: an applicant must be 21 years of age and must have five years of experience in the plumbing industry, three of which must be as a journeyperson.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>517-A</td>
<td>Sept. 16</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>Hackensack</td>
<td>$784</td>
</tr>
<tr>
<td>517-N</td>
<td>Jan. 15</td>
<td>M &amp; W</td>
<td>6:00-9:00</td>
<td>Hackensack</td>
<td>$784</td>
</tr>
</tbody>
</table>

### Approved NJ HVAC License Renewal (5 hrs.)  
**519-N, 519-O, 519-P, 519-Q, 519-R, 519-S**  
The State of New Jersey mandates this course for all HVAC License Renewal. Topics include business law, OSHA, code updates and ADA requirements. State licensed instructors teach the class. (**Prerequisite:** Students must bring their own copy of the current N.S.P.C. Rules and Regulations of the Board of Master Plumbers, photo ID, and current HVAC license.)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>519-N</td>
<td>Feb. 22</td>
<td>Saturday</td>
<td>8:00-2:00</td>
<td>Hackensack</td>
<td>$130</td>
</tr>
<tr>
<td>519-O</td>
<td>March 28</td>
<td>Saturday</td>
<td>8:00-2:00</td>
<td>Hackensack</td>
<td>$130</td>
</tr>
<tr>
<td>519-P</td>
<td>April 25</td>
<td>Saturday</td>
<td>8:00-2:00</td>
<td>Hackensack</td>
<td>$130</td>
</tr>
<tr>
<td>519-Q</td>
<td>May 16</td>
<td>Saturday</td>
<td>8:00-2:00</td>
<td>Hackensack</td>
<td>$130</td>
</tr>
<tr>
<td>519-R</td>
<td>May 30</td>
<td>Saturday</td>
<td>8:00-2:00</td>
<td>Hackensack</td>
<td>$130</td>
</tr>
<tr>
<td>519-S</td>
<td>June 13</td>
<td>Saturday</td>
<td>8:00-2:00</td>
<td>Hackensack</td>
<td>$130</td>
</tr>
</tbody>
</table>

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**CUSTOMIZED CORPORATE TRAINING PROGRAMS**

BCTs with over 50 years of experience in the education of adults is one of the area’s richest training resources available to companies in the metropolitan area. From the fully equipped cutting-edge training facilities to expert instructors, BCTs can deliver customized, innovative training programs to companies and small businesses. To learn more about developing programs specific to your company’s needs, please call Victor Lynch at 201-343-6000 ext. 2274 or e-mail viclyn@bergen.org

**Late Fee:** Apprenticeship students will be charged $100 for late fall registration. Students registering for the first time, or current students signing for classes on or after the first day of class will be charged $50 for late registration (apprentices - $50 in the Spring).  
Course start dates, location, and nights are subject to change. Please check website for updates or call 201-343-6000, ext. 2289.
EVENING SCHOOL GENERAL INFORMATION

ADMISSION

General: Adult programs are open to persons over the age of 16 who can profit from training, are capable of performing the course work, meet prerequisite requirements, and can pay the applicable fees. Course start dates, location, and nights are subject to change.

High School Students: High School students 16 years or older may enroll in Adult Education classes if they secure written permission from a parent or guardian and high school guidance counselor prior to registration.

Older Adults: Persons 62 years of age or older may attend any Adult Education class at a 50% tuition discount and pay applicable book, out-of-county or other fees.

County of Bergen Employees: Employees of the “County of Bergen” who enroll in part-time classes related to their employment will receive a tuition discount of 25% and pay applicable book, out-of-county, late, or other fees. The employee must present a letter from the County of Bergen at the time of registration stating that the course is directly related to his/her job. Class placement is subject to space availability provided that tuition-paying students constitute the minimum number of students required to run a course.

Out-of-County Residents: Out-of-County residents will be accepted. An additional fee of $25 will be charged at the time of registration for each and all courses.

Late Registration Fee: An additional fee of $50 will be charged for those who register on or after the start date for each and all courses. Apprenticeship students will be charged $100 for late fall registration, and $50 for late spring registration.

Paying With Cash at Registration: If paying with cash, we can only accept exact amounts.

ON-LINE REGISTRATION

• GO TO https://adulted.bergen.org
• COMPLETE REGISTRATION AND W-9S.

APPRENTICES: MEET WITH THE APPRENTICESHIP COORDINATOR, REGISTER ON-LINE, THEN PAY AFTER APPROVAL.

REFUND & CANCELLATION POLICY

When the school cancels a course, 100% of course fees will be refunded. The school reserves the right to cancel classes due to insufficient enrollment. Registrants will be notified by phone or email when a class is cancelled. Please provide a cell phone number. A student wishing to withdraw from class must do so in writing. Please address your letter to Administrator, Adult & Continuing Education, BCTS, 190 Hackensack Avenue, Adult Ed. Building, Hackensack, NJ 07601. Failure to attend class does not constitute an official withdrawal from class. NO refunds will be given to students who have attended more than one full class session. Refund requests MUST be received no later than two weeks after the start date of the class.

CLASS SIZE, PLACEMENT, AND SCHEDULES

A minimum of 12 students is required to begin most courses. Every attempt will be made to maintain the class schedule and locations as printed. The school, however, reserves the right to make changes. The program and requirements are subject to change without notice at any time, at the discretion of the school. The school reserves the right to cancel, reschedule, or combine classes when enrollment is insufficient or other scheduling problems exist. All students will be scheduled into classes based on availability and discretion of the administration. The school expects that each student read and comply with regulations set in the catalog, other school publications and announcements.

TEXTBOOKS

The purchase of textbooks and materials may be required for certain classes and is the responsibility of the student. On the first night of class, your instructor will inform you of where you can purchase the necessary text and/or materials. The Adult Education Office will not be purchasing books for direct sale to students.

SAFETY, ACCIDENTS & SCHOOL INSURANCE

All students must comply with safety regulations. Safety instruction is an integral part of all laboratory and shop classes. According to Board Policy, the individual accepts responsibility for his/her own safety. The Board does not accept liability for accidents that occur due to human error or negligence. For protection and safety, some courses may require students to purchase safety equipment such as glasses, helmets, and gloves. Students in all shops are required to wear OSHA-approved safety glasses. All accidents must be reported immediately to the Adult Education office. The Bergen County Technical Schools’ Board of Education does not pay any medical or hospital bills incurred as a result of an accident.
EMERGENCY SCHOOL CLOSINGS
In the event of weather or other emergency situations, school closing announcements will be listed on our website at www.bergen.org and made periodically on the following radio stations: WOR – 710 AM, WCBS – 880 AM, and WINS – 1010 AM, and the following television stations: WNYW – Fox 5, WNBC – 4, News 12 New Jersey. Or call Bergen County Technical Schools at 201-343-6000, ext. 2289 for information about evening school classes. Evening classes are **ALWAYS CANCELLED** when the Bergen County Technical Schools are closed. Please do not contact the Police Department for snow and/or emergency closings.

PUBLIC SAFETY AND SECURITY
Bergen County Technical Schools Adult & Continuing Education is committed to providing a safe and productive educational environment for its students, employees and guests. We comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Reauthorization Act of 2013 (VAWA), which includes amendments to the Clery Act. Important safety and security information as well as crime statistics are available on our website at: https://bcts.bergen.org/index.php/public-safety-and-security.

We ask that you please take the time to review this important information included in our Annual Security Report. You may also request a printed copy of this information by contacting the Adult & Continuing Education office at: 190 Hackensack Avenue, Hackensack, NJ 07601 or by calling (201) 343-6000 extension 2288 or 2289.

CONDUCT
Smoking is prohibited in all buildings and on all grounds of the Bergen County Technical Schools. The use of alcohol or drugs is strictly prohibited on school property. Violators lose their rights to training. The Bergen County Police will be notified immediately.

Proper conduct is required of adult students at all times. The principal reserves the right to dismiss any student who does not comply with school rules and regulations.

PARKING
Parking in a designated Fire Lane or other prohibited areas is strictly prohibited. Violators may be ticketed by the Bergen County Police. Please lock your car – the District is not responsible for theft or damage to your vehicle on school property.

190/200 Hackensack Avenue campus: Parking is not available to students in the upper South parking lot, which is reserved for faculty. **Students must park in the lower lot.**

*It is the policy of the Bergen County Technical Schools not to discriminate in its educational programs, activities, employment practices or admission policies and practices on the basis of race, color, national origin, sex, or handicap. Lack of English language will not be a deterrent to admission at the Bergen County Technical Schools.*

**LICENSING PHONE NUMBERS & WEBSITES**

PLUMBING LICENSING REQUIREMENTS
STATE BD. OF EXAMINERS OF MASTER PLUMBERS: 973-504-6420
http://www.njconsumeraffairs.gov/plu/

ELECTRICAL LICENSING REQUIREMENTS
STATE BD. OF EXAMINERS OF ELECTRICAL CONTRACTORS: 973-504-6410
http://www.njconsumeraffairs.gov/elec/

HOME INSPECTION LICENSING REQUIREMENTS
HOME INSPECTION ADVISORY COMMITTEE: 973-504-6233
http://www.njconsumeraffairs.gov/hom/

BOILER LICENSING REQUIREMENTS
BUREAU OF BOILER & PRESSURE VESSEL COMPLIANCE: 609-292-2345

HVAC/R LICENSING REQUIREMENTS
STATE BD. OF EXAMINERS OF HEATING, VENTILATING, AIR CONDITIONING & REFRIGERATION (HVAC/R) CONTRACTORS: 973-504-6250
http://www.njconsumeraffairs.gov/hvacr/
The Full-Time Day Program offers the latest specialized, professional training for high-wage, high-demand occupations. Whether you are looking to upgrade your present skills, change your career, or are just starting out, our highly-qualified, industry-certified instructors can provide you with a practical, hands-on approach to training in fields where skilled employees are needed. For a fraction of the cost of a private training institution, the Full-Time Day Program offers career counseling, job placement assistance, and access to state-of-the-art equipment to enable you to master marketable job skills. Financial aid is available for those who qualify (subject to federal regulations). The Bergen County Technical School District’s reputation and connections with local industry enhance our students’ opportunities for excellent job placement.

**Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician**

HVAC/R prepares students to install, maintain and repair equipment ranging from room air conditioners through central split systems to large complex food or drug storage refrigeration systems. Topics include: residential, commercial, institutional and industrial HVAC/R systems. Special skills will include soldering, brazing and piping, use of test equipment, hand and power tools; installation and servicing of electrical, refrigeration, comfort cooling, solar thermal and photovoltaic (PV) equipment. Fundamentals include layout and functional design of components including motors, controls, switches, gauges, wiring, harnesses, valves, pumps, coils, piping, condensers, compressors, and defrosting. Student projects will consist of hands-on installation of heating and cooling systems (including central and solar energy systems) before graduation. Students will have opportunities to sit for industry-based competency (HVAC Excellence/Employment Ready) and EPA-approved universal certification exams. We are also proud to announce that our HVAC/R program is approved for dual enrollment credit with Thomas Edison State College (see below).

**Length:** 1053 Hours (approximately 10 months)**

**Tuition:** $11,385.00*

*Cost of Industry Exams, Certifications, books, appropriate clothing, personal tools and supplies are an additional expense to the student.

*Federal aid and government grants available to those who qualify.

**Program length does not include holidays, school closings, etc.

**Management Information Systems (MIS), General**

Putting the 21st Century Business Essentials Skills to Work

The objective of Management Information Systems (MIS), General: Putting the 21st Century Business Essentials Skills to Work will prepare students for a career in human resources or administrative professional management. The program is designed to expand students’ existing knowledge of Microsoft Office, QuickBooks and Google Fundamentals and, upon completion, will provide Microsoft Office Specialist and QuickBooks certifications. These two certifications are the foundations for success needed in today’s global business environment.

The modular curriculum design provides consistency, interactive activity, critical thinking skills and practical application of the material covered. The successful completion of the five modules of: (1) Career Readiness and Digital Literacy; (2) Computer Applications; (3) Business Fundamentals; (4) Google Fundamentals, and (5) Google Applied Digital Skills, support access to a wide range of gainful employment opportunities.

In addition to the teacher-directed, web-based instruction, students will take part in the Work Based Activity (WBA) internship program up to four days a week. This ideal opportunity has the potential to seamlessly transition students into full-time career placement. The course is offered as a full-time day program and corresponds with the schedule of most traditional school calendars.

**Length:** 600 hours (approximately 6 months)**

**Tuition:** $6,300.00*.

*Federal aid and government grants available to those who qualify.

**Program length does not include holidays, school closings, etc.

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**Here’s your roadmap to finishing your college degree faster with college credits from the Bergen County Technical Schools Adult & Continuing Education’s HVAC/R program:**

Bergen County Technical Schools and Thomas Edison State College have teamed up to provide a dual enrollment, adult education program that enables students to develop technical skills and start their college education at the same time. This dual enrollment agreement has identified up to 4 credit(s) in course equivalencies at Thomas Edison State College for successfully completing the Bergen County Technical Schools Adult & Continuing Education’s HVAC/R program during the effective dates listed below. Students eligible for this credit must have successfully completed the reviewed material during these effective dates and submit the appropriate documentation to the registrar. The program components have been divided into the following coursework:

<table>
<thead>
<tr>
<th>BCTS Program</th>
<th>Credits</th>
<th>TESC Course Equivalent</th>
<th>Effective Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC/R</td>
<td>4</td>
<td>CET-191</td>
<td>09/2013 - 01/2020</td>
</tr>
</tbody>
</table>

These credits can be applied to many TESC degree programs including: AAS in Construction & Facilities Support, AAS in Mechanics and Maintenance, and BSAST degrees in Construction and Technical Studies.

For more information and details on registration, tuition fees, and required documentation, visit http://www2.tesc.edu/oapwl/client.php?client=BCTS

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www.bergen.org or call 201.343.6000 ext. 2288 or 2047/Day School
**Electrician**
Take this first step towards a career in the electrical trades and get a head start in preparing for an Electrical Contracting License. Subjects covered include AC/DC theory, motors and motor controls, metering and test equipment, telecommunications, fire alarms and security systems, wiring materials and techniques, and conduit bending. Students also learn about hand and power tools, safety, blueprint reading and estimating, and construction math. All topics and proficiencies are covered in accordance with the National Electrical Code, and students will learn about new “green” technologies including both solar and wind power systems.

**Length:** 1200 Hours (approximately 12 months)**
**Tuition:** $12,650.00*

*Cost of Industry Exams, Certifications, books, appropriate clothing, personal tools and supplies are an additional expense to the student.

*Federal aid and government grants available to those who qualify.

**Program length does not include holidays, school closings, etc.

**Plumbing Technology/Plumber**
This course is designed to prepare graduates for placement into the plumbing and heating industry, rapidly advancing to highly rewarding careers. Subjects include piping techniques, plumbing code, kitchen and bathroom rough-in, fixture installation, hot water and steam heating systems and various other residential and commercial plumbing applications. Repairs, drain cleaning and trouble-shooting are essential course components. A passing score on the final exam (NOCTI) can give the student up to a one-year Plumbing Apprenticeship credit towards their evening school required training.

**Length:** 819 Hours (approximately 8 months)**
**Tuition:** $8,855.00*

*Cost of Industry Exams, Certifications, books, appropriate clothing, personal tools and supplies are an additional expense to the student.

*Federal aid and government grants available to those who qualify.

**Program length does not include holidays, school closings, etc.

Students in each of the full-time day programs will receive their theory and hands-on training in separate learning environments specific to their individual program. Classroom spaces contain technology such as SMART or Mimio Boards with sound systems, personal computers, whiteboards, teacher and student stations. Lab/Shop spaces contain instructional equipment such as Lab Volt and Hampden trainers, hand and power tools, as well as all necessary consumable supplies for each trade. In addition, students and faculty have access to our computer lab with printers located in our main building. Fax and phone service is also provided to students for the use of school business such as preparing resumes, scheduling interviews, etc. All full-day programs are located on our Hackensack Campus.

**FULL-TIME DAY PROGRAM GENERAL INFORMATION**

**Location:**
Training location is at 190 Hackensack Avenue in Hackensack. Transportation is the responsibility of the student.

**Schedule:**

**Electrical Technology, Plumbing & Heating, and HVAC/R Classes:**
Fall/Winter/Spring - Monday through Friday from 8:00 AM to 3:00 PM
Summer - Monday through Thursday from 8:00 AM to 3:00 PM

**Business Professional/Administrative Assistant Classes:**
Fall/Winter/Spring - Monday through Friday from 9:00 AM to 2:30 PM
Summer - Monday through Thursday from 8:30 AM to 3:00 PM

**Tuition:**
Full-time Adult Day program tuition is billable at $1,265 per month. HVAC payments will be payable over 9 months, Electrician payable over 10 months, and Plumbing payable over 7 months. Textbooks and costs associated with certification testing, state licensing, personal tools and appropriate clothing are not included in most courses. Self-paying, non-agency sponsored students may qualify for a 10% tuition reduction when paid in full by first week of class.

**Financial Aid:**
Grants may be available from the Department of Education and the Department of Labor, with some covering most, if not all of the tuition for qualified students. In addition, the IRS offers the Hope Scholarship tax credit. If a balance remains, then students may apply for loans and/or payment plans.

www.bergen.org or call 201.343.6000 ext. 2288 or 2047/Day School
FULL-TIME DAY PROGRAM INSTRUCTOR CREDENTIALS

We are very proud to say our instructors have years of practical experience as well as professional training and certifications in a wide range of fields. These experiences and trainings are brought to life each day and shared with our students through both academic and hands-on learning activities. Listed below are a some of the credentials our faculty hold.

Robert Aleman (Plumbing & Heating)
- OSHA 10 General Industry Course Training Certification # 12-700728406, 2013
- State of New Jersey Board of Education Teacher Certification of Plumbing and Pipefitting # 804596, 2011
- Ramapo College Alternate Route Teacher Course for Certification, 2011
- State of New Jersey Boiler Operator License B-139716, 2003
- Passaic County Technical and Vocational High School four year Plumbing program Diploma, 1977

Daniel DeSena (Electrical Technology)
- New Jersey Teacher Certification, Teacher of Technical Occupations: Electrical Technology, 2004
- Licensed Electrical Contractor, New Jersey State Board of Electrical Contractors, 1996
- Credits earned in Business Management/Aviation, Private Pilot's License 1983, Daniel Webster College, Nashua, NH
- Credits earned in Aviation/General Studies, 1980, Florida Institute of Technology, Melbourne FL

Christine Coppola (Management Information Systems, General (Business Professional/Administrative Assistant))
- BS, Business Administration, Majors in Marketing and Business Administration - Rutgers University
- NJ COE - Teacher of Marketing and Business Finance/Economics/Law
- Microsoft Office Specialist
- QuickBooks Certified User

Awa Uma (HVAC/R)
- BS, Industrial Technology, Minor in Technology, 1983, Elizabeth City State University, North Carolina
- M.Ed., Career and Technology Education, 1986, Bowling Green State University, Ohio
- EPA Refrigeration Handling Certification, Ferris State University, Michigan
- HVAC Contractor's License – Ohio Construction Industry Licensing Board (OCILB)

FULL-TIME DAY PROGRAM ADMISSIONS PROCESS CHECKLIST*

1. **Attend an Information Session.** Information sessions are scheduled on Wednesdays at 1:00 pm, and include a school/program overview, tour of the shops/classrooms and an opportunity to meet instructors.
   
   Note: Be sure to complete the sign-in sheet, with all necessary information

2. **Submit a Completed Application.** Complete the School’s application and return it to the Admissions Office, with a non-refundable tuition deposit of $100 made by Check or Money Order payable to Bergen County Technical Schools, Adult Day Program. Cash, Visa and MasterCard are also accepted. (If agency sponsored, the $100 deposit does not apply.)

3. **Submit Documentation.** The following documentation **Is Required:**
   - High School, GED/HSE or College Diploma
   - Mantoux (TB) results from Doctor or Local Health Department
   
   May be required:
   - TABE testing results
   - Transcripts
   - New Jersey General Education Statewide High School Assessment results
   - One-Stop Career Center (white) ID Card

4. **Schedule an Appointment with the Financial Aid Office.** A meeting with the district’s Financial Aid Officer is necessary for students who would like to apply for financial aid in a program over 600 hours.
   
   **Prior to meeting with Financial Aid Office:**
   - **Prepare Document.** To complete the FAFSA form, obtain the form labeled “Before Beginning a FAFSA - Documents Needed” from the admissions office.
   - **Complete FAFSA Worksheet.** FAFSA worksheet can be obtained online at www.fafsa.ed.gov or upon enrolling at BCTS.

* If you are enrolling in school through a Government Agency, approval for school funding is required from the Agency’s Counselor.
**ENGLISH FOR EMPLOYMENT AND TRAINING**

Bergen County Technical School offers pre-career and training preparation in language skills, job search techniques, and basic computer literacy skills. Pre-career preparation is necessary for applicants whose skills or credentials do not enable them to be successful in training programs.

**English for Employment and Training**

English for Employment and Training (EET) is an intensive program enabling participants to improve language skills for further educational training and/or better employment preparation. In addition to improving language skills in listening, speaking, reading, and writing, students are exposed to American culture and customs as they relate to employment and training. They become familiar with job search techniques and acquire basic computer literacy skills. An emphasis is also placed on transitioning students to both post-secondary training and employment opportunities. All students have access to our state of the art computer lab. Students are encouraged to continue EET until their skills are at a level that meets their goals.

**Tuition:** $275 per 80 hours (16 days)
**Textbooks:** additional cost
**$15.00 non-refundable registration and testing fee.**
**Schedule:** 9:00 a.m. to 2:30 p.m. Monday/ Tuesday/ Wednesday/ Thursday

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**HIGH SCHOOL EQUIVALENCY (HSE) TEST PREPARATION & ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAMS**

Bergen County Technical Schools offer pre-career and training preparation in English language instruction and HSE preparation. Pre-career preparation is necessary for applicants whose skills or credentials do not enable them to be successful in training programs.

The New Jersey Department of Labor funds part time classes for adults to improve their English language skills or obtain an HSE diploma. Classes are free to participants and times and locations vary as classes are held throughout the county.

**FREE HSE Preparation Classes**

HSE test preparation classes are offered to participants who wish to earn a high school equivalency diploma to enter employment or retain employment, or to enter a post-secondary or training program of study.

**FREE English Literacy and Civics and ESL Classes**

ESL classes are offered to participants who wish to improve their English language and citizenship skills in order to secure unsubsidized employment or retain employment, or to enter post-secondary education or training.

For more detailed information or to register for ESL and HSE programs, call 201-343-6000, extension 4639 or come in person to the ESL / HSE office at 190 Hackensack Avenue in the Adult Education Building.

**Office Location:** 190 Hackensack Avenue
Adult Education Building, Hackensack, NJ 07601

**Office Hours:** 8:00 am - 4:00 pm, Monday - Friday

**Telephone:** 201-343-6000 ext. 4639
HIGH SCHOOL EQUIVALENCY TESTING

HOW TO REGISTER FOR THE HSE TEST:

Call or make an appointment to register at our Testing Center which is located at 355 Main Street, room 217 in Hackensack, NJ. (There is parking in the back).

Registration is from 10:30 am to 2:30 pm every day (Summer hours we are closed on Fridays).

WHAT YOU WILL NEED:

- PHOTO ID (DRIVER’S LICENSE, PASSPORT, OTHER GOV’T ISSUED ID)
- PROOF OF NJ RESIDENCY
- SOCIAL SECURITY CARD (IF YOU HAVE IT)
- $104.00 MONEY ORDER FOR INITIAL TEST

16 OR 17 YEAR OLDS:

- HIGH SCHOOL NON-ENROLLMENT FORM, SIGNED, WITH SEAL
- PARENT MUST ACCOMPANY YOU WITH THEIR ID (MUST MATCH SAME LAST NAME (OR SHOW BIRTH CERTIFICATE))
- IF GUARDIAN, SHOW COURT PAPERS

Office Location: 355 Main Street,
(Ciarco Learning Center, parking in the rear of the building)
Hackensack, NJ 07601

Office Hours: Monday through Friday 10:00 am – 3:00 pm

Telephone: 201-343-6000 ext. 2308

TESTS ARE ON COMPUTER
WHEELCHAIR ACCESSIBLE
ENGLISH AND SPANISH TESTS AVAILABLE
CAMPUS LOCATIONS/ TRAVEL DIRECTIONS

1 Hackensack Campus
(190 Hackensack Avenue, and 11 Carol Court, Hackensack): Route 4 East to Hackensack Avenue South. The campus is located directly south of Route 4 on Hackensack Avenue. 11 Carol Court is on the north side of the main building (the side closer to Route 4)

2 Teterboro Campus
(504 Route 46 West & Central Avenue, Teterboro): Route 46 toward Teterboro Airport. The campus is located directly across the airport on Route 46 West.

3 Paramus Campus
(E. 285 Pascack Road, Paramus): Ridgewood Avenue to Pascack Road. The campus is located on Pascack Road, directly across from Bergen County Regional Hospital.

4 Bergen One-Stop Career Center
(60 State Street): Route 80 East to exit 66. Turn left at the end of exit ramp. At light, turn left onto Hudson Street. Proceed to fork at courthouse - Main Street. Stay on Main to Bergen Street. Make left on Bergen Street.

www.bergen.org or call 201.343.6000 ext. 2289/Evening School
### NJ Transit Buses

The following bus routes stop on Hackensack Avenue near the Bergen County Technical Schools Adult Education building in Hackensack. The list shows weekday stops only and may be different on weekends. This list is meant to be a guide only and is not necessarily accurate. Anyone interested in more specific bus schedules and stops including service to our other campuses should consult the NJ Transit website at [http://www.njtransit.com/](http://www.njtransit.com/) for up-to-date information.

#### BUS ROUTES

<table>
<thead>
<tr>
<th>Route</th>
<th>Stops</th>
</tr>
</thead>
</table>
| 83    | Hackensack - Hackensack Bus Terminal  
Bogota - Palisade Ave. at Fairview Ave.  
Ridgefield Park - Main St. at Mt. Vernon St.  
Bergenfield - Maple Ave. at Broad Ave.  
Fairview - Broad Ave. at Fairview Ave.  
North Bergen - Westside Ave. at 69th St.  
North Bergen (Tonnelle Ave Sta.) - Tonnelle Ave. at 49th St.  
Union City - Summit Ave. at 8th St.  
Jersey City-Path - Journal Square Transportation Center |
| 165   | New York City: Port Authority Bus Terminal  
Weekawken: Blvd. East - N. Marginal  
Weekawken: Blvd. East at 47/48th St.  
West New York: Blvd. East at 60th St.  
North Bergen: Blvd. East at 74th St.  
Fairview: (Nungessers): Fairview Ave. at Grant St.  
Ridgefield: Broad Ave. S. at Pleasantview Terr.  
Little Ferry: Bergen Turnpike at Lakeview Ave.  
Teterboro: North St. at Hollier Rd.  
Hackensack: Main St. at Mercer St.  
Hackensack (Sears): Main St. at Anderson St.  
River Edge: Kinderkemack Rd. at Grand Ave.  
Paramus GSP Exit 165 Park/Ride Lot: Garden State Parkway under Ridgewood Ave.  
Oradell: Kinderkemack Rd. at New Milford Ave.  
Oradell: Kinderkemack Rd. at Oradell Ave.  
Oradell: Oradell Ave. at Prospect Ave.  
Paramus: Soldier Hill Rd. at Gettysburg Pl.  
Emerson: NJT Rrail - Emerson Station  
Westwood: Broadway at Irvington St. |
| 753 (cont’d) | Teaneck: Cedar Ln. at Teaneck Rd.  
Teaneck (Armory): Teaneck Rd. at Liberty Rd.  
Bergenfield: Washington Ave. at Main St.  
Dumont: Washington Ave. at E. Quackenbush Ave.  
Cresskill: Union Ave. at County Rd.  
New Milford: Madison Ave. at Salem St. |
| 756   | Paramus: Bergen Community College Ender Hall  
Paramus: Bergen Community College Student Center  
Paramus: Century Rd. at Essex Rd.  
Paramus: Garden State Plaza  
Paramus (Bergen Town Center): Rt. 4 at Forest Ave.  
Hackensack: The Shops at Riverside  
New Milford (Brookchester): Reichelt Rd. at River Rd.  
Teaneck (Armory): Teaneck Rd. at Liberty Rd.  
Englewood (City Hall): Palisade Ave. at Railroad Crossing  
Englewood: Van Nostrand Ave. at Grand Ave.  
Leonia: Broad Ave. north of Fort Lee Rd.  
Fort Lee: Main St. at Center Ave.  
Fort Lee (Linwood Park): Fairview Ave. at Linwood Ave.  
Englewood Cliffs: Rt. 9W (Sylvan Ave.) at Palisade Ave. |
| 762   | Paramus: Paramus Park Mall  
Paramus (Fashion Center): winters Ave. at Fashion Center entrance  
Paramus: Bergen Regional Medical Center  
Oradell: Oradell Ave. at Kinderkemack Rd.  
New Milford: River Rd. at Madison Ave.  
New Milford (Brookchester): River Rd. at Reichelt Rd.  
Hackensack: The Shops at Riverside  
Hackensack - Hackensack Bus Terminal |
| 772   | East Rutherford (Meadowlands Sports Complex): Stadium Lot G-17  
Carlstadt: Paterson Plank Rd. at Gotham Parkway  
Carlstadt: Central Blvd. at Commerce Blvd.  
Little Ferry: Main St. at Liberty St.  
Teterboro - Rt. 46: Huyler St. at Ruta Ct.  
Hackensack: Main St. at Mercer St.  
Hackensack - Sears: river St. at Anderson St.  
Teaneck: Cedar Ln. at Teaneck Rd.  
Teaneck (Armory): Teaneck Rd. at Liberty Rd.  
Bergenfield: Washington Ave. at Main St.  
Dumont: Washington Ave. at E. Quackenbush Ave.  
New Milford: Madison Ave. at Salem St. |
| 753   | Paramus: Bergen Town Center  
Hackensack: Central St. at State St.  
Hackensack (Sears): Anderson St. at Main St. |

### Notes
- The list includes weekday stops only.
- This list is intended as a guide and is not necessarily accurate.
- For more specific schedules and stops, consult the NJ Transit website.
- The information on NJ Transit website is kept up-to-date.
Part-Time Evening Courses

- Apprenticeship Training
- CAD/CNC
- Carpentry
- Collision Repair
- Computer Training
- Electrical Technology
- Firemen-Stationary Engineering (Black Seal/Blue Seal)
- Home Inspection Program
- HVAC
- Makerspace
- Plumbing
- Programmable Controls
- Water & Wastewater Operations
- Welding, And More...

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- Full-Time Day Program
- Customized Training Services
- English for Employment and Training

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