

**Passaic County
Community College**
Continuing Education

**Nothing so near
can take you so far!**

{ life's a journey }



An Achieving the Dream™ Institution



Spring 2012
**Continuing
Education**
**Schedule of
Courses**

*In Paterson, Passaic,
Wanaque and Wayne*

**Main
Campus**
One College Blvd.
Paterson

**Wanaque
Academic
Center**
500 Union Ave.
Wanaque

**Public
Safety
Academy**
300 Oldham Rd.
Wayne

**Passaic
Academic
Center**
2 Paulison Ave.
Passaic

973-684-6153
www.pccc.edu/ce

Continuing Education and Workforce Development

The mission of PCCC's Office of Continuing Education and Workforce Development is to provide leadership in developing and delivering educational programs that meet the diverse needs of the residents and businesses of Passaic County. PCCC's focus on lifelong learning targets the adult learner's need for professional development and Continuing Education Units; certifications; job retraining and skill development; or, college preparedness. We provide occupational and professional learning opportunities to individuals, businesses, industries, and health and government agencies throughout Passaic County. Courses are given days, evenings, and Saturdays at the main campus in Paterson, the PCCC Public Safety Academy in Wayne, the Wanaque Academic Center, and the Passaic Academic Center. Distance based and online options are also available. Continuing Education also hosts a GED Testing Center.

Check out our online course offerings on page 24!

LOOK WHAT'S NEW THIS SPRING....

AutoCAD 3D Modeling on page 4
Microsoft Office 2010 on page 9
Spanish for Educators - Part 2 on page 18

NPTNJ New Pathways to Teaching Open House Dates

6:00 pm at the PSA, Conference Room
Tuesdays: Jan 24, Feb 28 Mar 27, Apr 24, May 22

College Closed (No CE Classes) On The Following Dates:

Jan 2, 16; Mar 15-17; May 26-28; Jul 4; Every Friday & Saturday, June 15 through Sept 1

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

PCCC Locations

Main Campus (M)

One College Boulevard, Paterson, NJ
 For specific directions go to the PCCC website www.pccc.edu/locations.

- **Founders Hall** (rooms with the E prefix), between Ellison St. and College Blvd.
- **Academic Hall** (rooms with the A prefix) between College Blvd. and Broadway
- **Hamilton Hall** (rooms with the H prefix) on Ellison St.
- **Hamilton Club Conference Center** (rooms with the HC prefix) on Church St. at the corner of Ellison St. Continuing Education is located on the third floor.
- **The Broadway Academic Center** (rooms with the B prefix) is located at 126 Broadway.
- **Panther Academy** (rooms with the Z prefix) 201 Memorial Drive
- **Community Technology Center (CTC)** (rooms with the CTC prefix) 218 Memorial Drive

• Pruden Building

(rooms with the U prefix) 44 Church Street

College Bookstore

125 Broadway, Suite 104, Paterson, NJ
 973-247-9406

Passaic Academic Center (P)

2 Paulison Ave., Passaic, NJ

Wanaque Academic Center (W)

500 Union Avenue, Wanaque, NJ
 The Wanaque Academic Center (WAC) is located approximately 1/4 mile from exit 55 of Rt. 287.

Wayne Public Safety Academy (S)

300 Oldham Road, Wayne, NJ
 The PSA is located on Oldham Rd. in Wayne between Preakness and Central Ave. This location has classrooms and fire training facilities including rescue equipment, fire and rescue vehicles and a modern "Burn Building".

Contents

Allied Health	15
Business and Industry	4
Center for Workforce Development	11
Citizenship	10
Computer Training	9
Culinary Arts	7
Customer Service	8
Customized Training	8
Emergency Medical Services	19
Employee Training	9
EMT	19
English as a Second Language	10
Entrepreneur Certificate Program	4
Fire Safety	19
GED Testing Center and Test Preparation	12
Human Resources	6
Human Services	14
Industry Center Training Project	11
Job Hunting on the Internet	6
NJDOLWD Training Grant	8
New Pathways to Teaching in New Jersey	16
Notary Public	4
Online Courses	24
Placement Test Preparation	13
Professional Development for Educators	18
Public Safety Academy	19
Registration Information/Forms	26
Retail and Customer Service	8
ServSafe Training Course	7
Spanish for Educators	18
Substitute Teacher Training	16
Teacher Education	16
Watercraft & Boating Certification	23

The Hamilton Club Conference Facility

Founded in 1890 by a group of Paterson's top industrialists, the Hamilton Club was intended as a place where members could pursue recreational, social, and intellectual



activities amid congenial surroundings. Today Passaic County Community College is continuing that tradition in the Hamilton Club Conference Center. This center, in the original Hamilton Club building, combines the familiar warmth and comfort of the club along with modern meeting facilities. The center has small conference rooms and a large seminar room that can accommodate groups of approximately 80. Looking for a state of the art teleconferencing facility? We have it! The teleconferencing room can link to others sites or connect you with satellite meetings and conferences. Ample parking is now available! Teleconferencing capabilities are also available in Wayne. The Center, located at 32 Church Street in Paterson, is available for meetings and conferences. To inquire about rental, contact the Continuing Education Office at 973-684-5746 or Linniss@pccc.edu

Continuing Education and Workforce Development

Dr. Jennifer Dudley
Director
(973) 684-6153

Dr. Barry Schlegel
Associate Director
(973) 684-6213

Norma Cameron
Staff Assistant
(973) 684-6150

Ganelle Colvin
Secretary, BAC
(973) 684-5782

Deniese Hicks
Program Coordinator
(973) 684-6126

Sharon Ibrahim
Program Coordinator
(973) 684-5728

Lennard Inniss
Coordinator, Citizenship Program
(973) 684-5746

Julie Hamberlin
Coordinator, Professional Development
(973) 684-6226

Samika Jackson
Secretary, Hamilton Club
(973) 684-6153

Pat Nole
Manager, W.I.A. Programs
(973) 684-5748

Jolynn Haley Parnham
Coordinator/GED Test
Administrator
(973) 684-6202

Joe Van Hassel
Counselor
W.I.A. Programs
(973) 684-6152

Lydia Soto
Secretary, PSA
(973) 304-6020

Linda Vega
Secretary, Hamilton Club
(973) 684-6224

For registration information call 973-684-6153.

Business and Industry

AutoCAD 3D Modeling and Rapid Prototyping

This course provides students with hands-on training using the AutoDesk's AutoCAD / Inventor software suite of tools in combination with a 3D Printer to generate working prototypes. Students utilize conventional 3D modeling and parametric design techniques to build their AutoCAD projects. Students work individually and in a team to experience taking a project from design to prototyping.

Cost: \$381.30

Materials/Book Fee: Book to be purchased at College Bookstore

Prerequisite: Permission of CIS & Engineering Department. Contact Thomas Yip, 973-684-5852, tyip@pccc.edu

Course #: NCC 140 M1

Date: Tue, Jan 24 to May 8

Time: 7:05 – 9:35 pm

Place: Paterson, TBA

No class March 13

Introduction to Programmable Logic Controller

This course is designed to provide students with skills and knowledge associated with PLC's. It includes mastery of instructions and formats used most frequently in PLC-program development. This prepares

students to write/troubleshoot control programs for varieties of engineering application. The primary controller used is Allen Bradley SLC x00.

Cost: \$381.30

Materials/Book Fee: Book to be purchased at College Bookstore

Prerequisite: Permission of CIS & Engineering Department. Contact Thomas Yip, 973-684-5852, tyip@pccc.edu

Course #: NCC 141 M1

Date: Fri, Jan 27 to May 11

Time: 6:00 – 9:35 pm

Place: Paterson, TBA

No class March 16

Notary Public

There is a growing need for Notaries Public. This workshop is designed to clarify New Jersey Notaries Public job duties, responsibilities, obligations and the demonstration of prudent notary practices and skills that, if followed, can protect the notary, the employer and the public in general.

Cost: \$30

Materials/Book Fee: \$25

Course #: NBS 601 M1

Date: Thu, March 8

Time: 5:30 – 9:30 pm

Place: Paterson, HC205

Entrepreneur Certificate Program in Wayne

For individuals who are:

- thinking about starting their own business.
- seeking additional background on key aspects of starting or running a business.

The New Jersey Small Business Development Centers (NJSBDC) network and the New Jersey Council of County Colleges (NJCCC) have partnered to provide a 33-hour Entrepreneur Certificate Program (ECP). The ECP gives entrepreneurs and existing small business owners an opportunity to learn the necessary steps to

successfully start a new business and expand existing operations. The courses familiarize small business owners with business plans, legal issues, marketing strategies, financial statements, small business taxes, and small business record-keeping systems.

Entrepreneurs and small business owners who successfully complete this program receive an official certificate issued by Passaic County Community College and the William Paterson Small Business Development Center. Courses may be taken individually and there are no prerequisites.

The Business Plan (9 hours)

Business plans are a necessary tool for every phase of business operations, from start-up to expansion. A sound business plan helps you manage your business more effectively and serves as a tool for planning, marketing, and financing your business. Using a business plan to chart your course improves your chances for success. This workshop covers all the components of a business plan (business description and focus, location selection, knowledge of the competition, marketing strategy, financial plan, personnel/management needs, strategic plan for business growth) to help entrepreneurs and small business owners get off to a fast start.

Cost: \$119

Course #: NBS 160 S1

Dates: Wed, Feb 22 – Mar 7

Time: 6:00 to 9:00 pm

Place: Wayne, 125

Marketing Strategies for Business Success (6 hours)

This workshop shows you how to define and target the markets where your services or products will be most successful as well as develop an action plan for your marketing efforts in order to reach your target markets. Topics include conducting market research, making strategic marketing decisions, wisely allocating budget funds to implement marketing goals, selecting the proper tools for advertising/sales and public relations to capture your market, building customer loyalty, measuring business promotional efforts to effectively enhance your marketing strategy in response to new circumstances and conditions, and more.

Cost: \$79

Course #: NBS 161 S1

Dates: Wed, Mar 21 – Mar 28

Time: 6:00 to 9:00 pm

Place: Wayne, 125

Understanding Financial Statements (3 hours)

Learn about financial statements to improve your bottom line. This course helps you understand the various types of financial statements to allow for further review and analysis of your business operations and enhance your ability to design a profit improvement planning strategy to grow and expand your business. Topics include: understanding spreadsheets, revenue and expenses, structure and relationships, meaningful forecasts and projections, break-even analysis, balance sheets, and learning how to manage trends affecting your business and more.

Cost: \$39

Course #: NBS 163 S1

Date: Wed, Apr 4

Time: 6:00 to 9:00 pm

Place: Wayne, Conference Room

Small Business Record Keeping (6 hours)

Learn about the purpose and types of record-keeping systems for use as a management tool and to comply with governmental regulations/requirements. Key topics include: record-keeping systems for finance, personnel, suppliers, customers, and others; ways to establish simple, easily accessible and accurate documentation for information relating to accounting/tax planning, general ledger, balance sheet, financial statements, inventory control, cash flow management, accounts payable, accounts receivable, cash receipts, cash disbursements, profit and loss controls and more; analysis of record-keeping systems to ensure that your small business effectively manages financially significant items that enhance small business opportunities and growth potential.

Cost: \$79

Course #: NBS 164 S1

Date: Wed, Apr 11 – Apr 18

Time: 6:00 to 9:00 pm

Place: Wayne, 125

Legal I - Start-up Specifics (3 hours)

This workshop provides basic knowledge of the laws affecting business. Business owners learn how to choose the appropriate business structure, assess business risks, provide adequate protection for business ideas (patents, copyright, trademarks) and business operations (leases, contracts, agreements) as well as learn about local zoning/regulations/permits/licensing, business trade name registration and incorporation procedures as well as other state, county, federal and international requirements.

Cost: \$39

Course #: NBS 165 S1

Date: Wed, Apr 25

Time: 6:00 to 9:00 pm

Place: Wayne, Conference Room



Legal II – Contracts (3 hours)

This course provides a basic understanding of business contract law with an overview of the basic elements of contracts, the different types of contracts (employment, suppliers, customers), what particular situations warrant attorney consultation, legal ownership of a business, consideration of the major factors in business structure selection, the primary features of a partnership, examination of key areas of stockholder (shareholder) agreements such as management of the corporation and transfer of shares as well as various agreement provisions (restrictions on sale of stock, stock certificates, administrative obligation of parties, etc.) and partnership agreement provisions (capital contributions, capital accounts, obligations of parties, termination of partnership, etc.).

Cost: \$39

Course #: NBS 166 S1

Date: Wed, May 2

Time: 6:00 to 9:00 pm

Place: Wayne, Conference Room

Small Business Taxes (3 hours)

Learn about the differences between local, state and federal taxes and gain a broad overview of small business tax responsibilities including employment, social security, income and sales taxes as well as understand tax obligations as they relate to the particular business structure. This course acquaints business owners with the various tax forms and governmental reporting requirements, allowable expense deductions and depreciation, annual payroll reporting, the tax consequences of doing business in other states, and answers frequently raised tax questions pertaining to small businesses.

Cost: \$39

Course #: NBS 162 S1

Date: Wed, May 9

Time: 6:00 to 9:00 pm

Place: Wayne, Conference Room



Human Resources in Wayne

**Offered in cooperation with
Fairleigh Dickinson University.**

The SHRM Learning System® (39 hours)

Whether you are interested in professional development or pursuing human resource certification, the road to success is easier when an experienced guide provides a roadmap and keeps you on track. If your goal is HR certification, we'll lead you to success. Our instructor focuses on critical exam content, and our structured classroom environment accelerates learning and improves retention. This course is offered in partnership with the Society for Human Resource Management (SHRM).

The SHRM Learning System is the #1 ranked certification prep tool. The SHRM Learning System includes innovative SmartStudy tools that help streamline your study time and build confidence for passing the certification exam. Follow these steps to success:

ASSESS: Take our assessments to determine your current knowledge and gaps, with the results weighted against tested areas on the certification exam (PHR or SPHR).

STUDY: Use assessment results to identify your learning priorities, create your personal study plan and estimate study time.

PASS: Complete the post-test and use other testing tools to validate your learning and refine your study plan as you prepare to pass the exam.

The SHRM Learning System includes six modules covering the entire HR Certification Institute body of knowledge so you'll learn everything you need for the PHR or SPHR exam. Modules include:

- **Business Management and Strategy**
- **Workforce Planning and Employment**
- **Human Resource Development**
- **Compensation and Benefits**
- **Employee and Labor Relations**
- **Risk Management**

HR Certification Institute Testing

The HR Certification Institute now requires HR professionals sitting for the PHR or SPHR exams to have a combination of demonstrated work experience and education. Visit www.hrci.org for more details.

All certification testing is computer-based and conducted at the 250 Prometric Test Centers around the country. If you have any further questions regarding the PHR or SPHR exams, visit www.hrci.org, or call 1-866-898-4724 or e-mail info@hrci.org.

Cost: \$750

Material/Book Fee: \$550

Course #: NHR 150 S1

Dates: Mon, Feb 20 – May 14

Time: 6:00 – 9:00 pm

Place: Wayne, Room 125

Coming Soon....

Full day recertification seminars. Call 973-684-6153 for additional information.

Workshop – Job Hunting on the Internet

The word networking is huge in the job hunting arena. Traditionally, job seekers' contacts were through family, friends, school, employment, and community. Statistically, 70% of all hires were by word of mouth. Today, in the job seekers' environment, networking has taken on a whole new meaning because of the Internet. Linked In, Twitter and Facebook are now the new networking tools used by professionals in their job search. As of 2011, 25% of job seekers have found employment through the Internet. This workshop explains the importance of these electronic networks, and how to use them in your employment search.

Topics include creating effective e-résumés, an overview of the growth of online job advertisements, ways to identify reputable online resources, and safety guidelines for job hunting.

Cost: \$29

Course #: NBS 41 M1

Date: Tue, Feb 21

Time: 6:00 - 7:15 pm

Place: Paterson, HC205

Course #: NBS 41 M2

Date: Tue, Mar 20

Time: 6:00 - 7:15 pm

Place: Paterson, HC205

Course #: NBS 41 W1

Date: Sat Mar 24

Time: 9:00 - 10:15 am

Place: Wanaque, TBA

For more information, Call Sharon Ibrahim at (973) 684-5728.

Culinary Arts Program

ServSafe® Training Course

Maximize your efficiency while learning the industry's standard in safety training. Our 12-hour training course features instructor led training including the exam. (A minimum test score of 75% is needed for food safety certification with the National Restaurant Association Education Foundation).

A required course for most managers, our ServSafe® training course provides you with the tools needed to identify and prevent food borne illnesses. Identify problem areas in the flow of food throughout your operation and learn to minimize risk factors. Everyone knows that cleanliness is important. In this class, sanitation is presented in a practical, applicable manner, including pest control issues.

Tuition: \$150.00

Books/Materials: \$60.00

Course #: NPD 401 M1

Dates: Sat, Feb 11- Mar 3

Time: 10:00 am – 1:00 pm

Place: Paterson, HC205

Course #: NPD 401 M2

Dates: Mon, Mar 5 – Apr 2

Time: 6:30 - 9:30 pm

Place: Paterson, HC205

No Class March 12

Course #: NPD 401 W1

Dates: Sat, Apr 21 – May 12

Time: 10:00 am – 1:00 pm

Place: Wanaque, TBA

Introduction to Food Service Preparation (900 hours Part A and B)

Food Service and ServSafe® Certification Program

This course introduces the basics of the food service industry and its standard in safety training. Successful completion of this hands-on and lecture based course counts as six months of industry experience. ServSafe® food safety training is one of the industry's strongest educational tools administered by the national restaurant association educational foundation. Learn the updates in the science of food safety and best practices used in the industry, including but not limited to food safety inside out, the challenges of sanitation, the flow of food through the operation and keeping a sanitary kitchen. Last class includes an online exam. A score of 75% or above is passing.

During the Food Service Preparation program students learn to work in a real-time commercial kitchen. This program is on an open admissions schedule in which students start the program on the first Monday of every month. Hours are individually calculated to reach course completion. This program is approved for Pell Grant and Financial Aid Assistance.

Acceptance in program requires prior approval from Culinary Arts Program Administrator. Background checks are required. **Uniform cost is non-refundable.**

Part A

Cost: \$2,000.00

Materials/Book Fee: \$400.00

Course #: NJS 17 M1A (day)

Dates: M – F

Time: 7:30 am – 3:30 pm

Place: Paterson, Cafeteria

Course #: NJS 18 M1A (evening)

Dates: M – Th

Time: 1:30 – 8:00 pm

Place: Paterson, Cafeteria

Part B

Cost: \$2,000.00

Materials/Book Fee: \$250.00

Course #: NJS 17 M1B (day)

Dates: M - F

Time: 7:30 am – 3:30 pm

Place: Paterson, Cafeteria

Course #: NJS 18 M1B (evening)

Dates: M – Th.

Time: 1:30 – 8:00 pm

Place: Paterson, Cafeteria

NEW.....Culinary Arts Program is now in Wanaque (No class for the month of August)

Part A

Tuition: \$2,000.00

Materials/Book Fee: \$400.00

Course #: NJS 17 W1A

Dates: M – F

Time: 7:30 am – 2:00 pm

Place: Wanaque, Cafeteria

Part B

Tuition: \$2,000.00

Materials/Book Fee: \$250.00

Course #: NJS 17 W1B

Dates: M – F

Time: 7:30 am – 2:00 pm

Place: Wanaque, Cafeteria

For additional information, call Sharon Ibrahim at 973-684-5728.



Customized Training

- **Meet your organization's needs.**
- **Training designed to bring you focused, measurable results.**
- **Classroom instruction reinforces your commitment to your employees.**

Our Customized Training programs provide custom designed training to private, public and non-profit organizations in business, industry, health care, nonprofit organizations, and government agencies. PCCC is one of the best sources for on-site and customized continuing education. Here's why:

- We'll work with your schedule to bring you cutting edge curriculum where and when it works for you.
- Instructors are leaders in their fields who understand business problems and solutions.
- Courses are tailored for your employees and focused to meet your organization's individual needs.
- Employee participation is documented and is recognized with a Certificate of Completion.

PCCC Continuing Education offers a wide spectrum of customized educational training programs. We offer one-day seminars to multi-day certificate programs in the following areas :

- Customer service
- Blueprint reading
- English as a Second Language / Basic Skills Training
- Communication skills
- Computer training
- Emergency management courses
- Fire safety
- Business writing skills
- Management development
- Marketing and sales
- Leadership development
- Project management
- Quality management
- Sales
- Strategic management
- Supervisory training
- Secretary & administrative assistant training

PCCC Continuing Education is a Partner with the Passaic County Workforce Investment Board.



NJDOLWD Literacy and Basic Skills Grants

New Jersey Department of Labor and Workforce Development Training Grant

Upgrade your workers' skills with a New Jersey Department of Labor and Workforce Development Training Grant in cooperation with PCCC Continuing Education.

Customized Training Program

The NJDOLWD Office of Customized Training can help employers tailor training programs that improve their workers' production capabilities and their bottom line. We can:

- Recommend skills training programs and customize them to provide maximum benefit to your business.
- Provide training grants for basic literacy skills including English as a Second Language.

PCCC can be your training provider and provide assistance in grant application preparation and administration.

NJDOLWD Literacy and Basic Skills Grants:

This program provides funding for basic skills training to qualified displaced, disadvantaged, and employed workers. Examples of basic skills are reading comprehension, basic math, basic computer literacy, English proficiency, ESL, and work-readiness skills.

Eligibility

Potential eligible applicants for grants include:

- Individual employers.
- An employer organization, labor organization or community-based organization.

Call PCCC Continuing Education (973) 684-7742 or email: ljohnson@pccc.edu.

Customer Service and Retail Training Program

This 24 hour training program is designed to prepare for entry-level retail sales positions with a concentration in customer service skills and "soft-skills", such as communication development, decision making, resolving conflict, self-reflection and evaluation. Learn what it takes to achieve the best customer service skills.

- Identify your personal skills
- Communicate effectively
- Recognize great customer service
- Learn how to deal with difficult people
- Be eligible for the National Retail Foundation Certification in Customer Service

And so much more!

For additional information, please call 973-684-7742.

Computer Training for Employers

Do you have employees that lack basic skills in core competency areas?

The Department of Labor and Workforce Development has training fund monies available to NJBIA members and NJ Businesses. Yes, it is true!

These funds are available to help your employees get the training they need in:

- Communications skills / Business writing
- English as a Second Language
- Computer skills
- Mathematics skills

Best of all, Passaic County Community College will organize the training at no charge at your company's location. To take advantage of this program for your employees, contact Linda Johnson at ljohnson@pccc.edu.

Or, send just a few employees to the following courses at the Paterson or Passaic campuses. In addition to the programs listed above, the following FREE computer classes will be offered. Those enrolling must have a valid social security number, be employed 20 hours per week and complete a special registration form, which includes the company's FEIN. Contact Linda Johnson at ljohnson@pccc.edu or at (973) 684-7742 for more information and to have the forms emailed or faxed to your company.

Though the computer training is free, a \$50 check payable to Passaic County Community College will be required as a deposit for each registrant for each course. The check will be returned un-cashed to the registrant who attends the class. If the registrant fails to attend or fails to withdraw as per our policy, the student will forfeit the deposit.

MS Excel Part 1

Learn to create, edit, print, format and save spreadsheets. Also learn to create formulas and graphs and to save time by learning AutoSum, Autofill and Comments.

MS Excel Part 2

Learn to use more powerful functions, linking spreadsheets, and features that include sorting, filtering, logical functions and inserting pictures and diagrams in an Excel worksheet.

Windows/Operating Systems

This hands-on introduction to the Windows Operating System includes moving, resizing, and minimizing windows, customizing the start menu, using My Computer, viewing and changing taskbar properties, adding items to the taskbar, using the quick launch toolbar, using the Windows interface to learn software application, switching between applications, and using the system tray icons.

MS Word Part 1

Learn to create, edit, save and format documents while you add a professional touch to the printed work that you produce.

MS Word Part 2

Learn the mechanics of creating columns, headers and footers, styles, importing graphics and mail merge features.

MS Outlook

In this introductory course, learn the basic features and tools including email and managing messages, calendar, scheduling, contact information and using tasks and notes to enhance time and information management.

MS PowerPoint

Learn to identify on-screen features and navigate through a presentation, create and edit bullet slides, use drawing tools to create a slide, incorporate clip art and WordArt objects in a slide, create and enhance organization charts, and create and edit charts by using Microsoft Graph, change the overall appearance of a presentation by using design templates and the Slide Master, run a slide show.

TITLE	CAMPUS LOCATION	DATE (FRIDAYS)
Windows	Paterson	Fri, Jan 27
MS Word part 1*	Paterson	Fri, Feb 3
MS Word part 2*	Paterson	Fri, Feb 10
MS Excel part 1*	Paterson	Fri, Feb 17
MS Excel part 2*	Paterson	Fri, Feb 24
MS Power Point*	Paterson	Fri, Mar 2
MS Outlook*	Paterson	Fri, Mar 9
Windows	Passaic	Fri, Mar 23
MS Power Point**	Passaic	Fri, Mar 30
MS Word part 1**	Passaic	Fri, Apr 13
MS Word part 2**	Passaic	Fri, Apr 20
MS Excel part 1**	Passaic	Fri, Apr 27
MS Excel part 2**	Passaic	Fri, May 4
MS Outlook**	Passaic	Fri, May 11
Windows	Wanaque	Thu, July 12
MS Word part 1*	Paterson	Tue, July 17
MS Excel part 1**	Wanaque	Thu, July 19
MS Word part 2*	Paterson	Tue, July 24
MS Excel part 2**	Wanaque	Thu, July 26
MS Power Point*	Paterson	Tue, July 31
MS Outlook**	Wanaque	Thu, Aug 2
MS Excel part 1*	Paterson	Tue, Aug 7
MS Word part 1**	Wanaque	Thu, Aug 9
MS Excel part 2*	Paterson	Tue, Aug 13
MS Word part 2**	Wanaque	Thu, Aug 15

* 2010 edition ** 2007 edition

All Classes 8:30 am - 5:00 pm

HAVE BUSINESS OFFICES THROUGHOUT THE STATE?

Contact the New Jersey Community College Consortium for Workforce and Economic Development.

Dr. Robert Bowman, Executive Director
rbowman@njccc.org (609) 392-3434
or 1-800-821-6683.

Beginning English as a Second Language College Track

Grant Funded Opportunity

This course is designed for beginning English speakers who want to learn how to speak, read and write in English to pursue a college degree. Through a grant from the New Jersey Department of Labor and Workforce Development, Passaic County Community College offers a limited number of seats for this academically oriented program. Students work on improving oral skills, grammar, reading and writing.

Prerequisite: Valid Social Security number & a High School Degree.

Students must first apply to the College and then be referred from the Testing Department to Continuing Education. Times available for appointments are on certain Mondays 2-4:30 pm or Wednesdays 4-6 pm.

If the student is selected to participate in the program, the student must register and purchase textbooks. Students are expected to attend all sessions or can be dropped from the class.

Required Texts:

Heinle Picture Dictionary ISBN: 9780838444009
All About the USA ISBN: 9780136138921
Stand Out 1 ISBN: 9781424002566

Books must be purchased at the bookstore and students must return to Continuing Education with the receipt to complete registration.

Students can only register for this course one time. If a student registers and does not attend, the person will not be permitted to register again.

Course #: ESLC 000 MOW1

Dates: Feb. 6 - May 10

M & W 11:45 am - 1:00 pm

T & Th 10:20 - 11:35 am

Place: Paterson, Mon E109, Wed E207, Tues & Thu U103

No classes March 12 through March 15

Course #: ESLC 000 MOW2

Dates: Feb. 6 - May 11

M, T & Th 5:40 - 6:55 pm

F 4:15 - 5:30 pm

Place: Paterson, Mon & Thu H107;

Tue A205; Fri A203

No classes March 12 through March 16

Students who completed ESLC 000 in Fall 2011 but did not achieve scores sufficient to enter the ESL 001 levels, can apply for an additional term of study in ESLC 000B.

Course #: ESLC 000B MOW1

Dates: Sat Feb 11 - May 12

Time: 10:45-2:25

Place: Paterson, A203

No class March 17

Become a United States Citizen

Civics Education and Naturalization (12 hours)

Integrated English Literacy and Civics: Through this grant-funded program, Passaic County Community College provides the integrated ESL and civics knowledge required to attain U.S. citizenship!

Naturalization Requirements:

- Must be at least 18 years of age
- Must produce an I-551, Alien Registration Card as proof of status
- Must have resided continuously as a lawful, permanent resident in the U.S for 5 years prior to filing, with absences totaling no more than one year.
- Must have resided within the State of New Jersey for at least 3 months
- Must be of good moral character
- Must be able to read, write, speak and understand words in ordinary usage of the English Language.
- **Must register in advance.**

Cost: FREE

Course #: NET 185 P1

Dates: Sat, Feb 11 - Mar 10

Time: 10:00 am - 12:30 pm

Place: Passaic, 116

Cost: FREE

Course #: NET 185 M1

Dates: Sat, April 14 - May 12

Time: 10:00 am - 12:30 pm

Place: Paterson, E207

Cost: FREE

Course #: NET 185 M1

Dates: Mon, June 25 - July 30

Time: 6:00 pm - 8:00 pm

Place: Paterson, TBA



The Center for Workforce Development

Industry Center Training Project (560 hours, 16 weeks)

Accept the challenge! Start NOW with a new beginning!

The Industry Center Training Project is an onsite occupational skills program.

Monthly enrollment: First business day of the month

**Jan. 3rd, Feb. 1st, March 1st, April 2nd,
May 1st, June 1st, July 9th, August 2nd**

Day(s): Monday - Friday (no Fridays June 15 - August 31)

Course #: NJS 203

Times: 8:30 am - 3:00 pm

Place: Paterson, Broadway Academic Center, TBA

The **Work Readiness Track** includes the National Retail Federation curriculum to prepare students for the national certification in customer service (NRF Exam). Training for the food service industry is included in this project as well as skills training in the hotel industry. Customer service skills are also included. This track provides industry readiness and academic assessment, literacy and computer - based industry training, career counseling and job placement. Internet - Based skills and work readiness are provided.

Alternately, students can elect an innovative **Distance Learning Track**. Combining computer-based instruction, alternative work experience, and campus learning, this program prepares students for clerical and entry-level office positions. Self-motivation is the key to successful program completion. Home instruction

is provided through the use of laptop computers. Job placement assistance is provided. There is free access from any computer to our Internet based basic skills, workplace readiness programs and eLearning.

The appropriate student track will be determined through an intensive two week orientation.

Prerequisites: Customers must be receiving Temporary Assistance for Needy Families (TANF), or General Assistance (GA). A 5th grade reading level is required as well as the ability to read, write and converse in English.

A 7th grade reading level and the ability to read, write and converse in English is needed for the distance based learning track. Referrals are made through the Passaic County One Stop Career Center. For additional information, please contact Pat Nole, Manager, W.I.A. Programs at 973-684-5748 or pnole@pccc.edu.

Students who would like to participate in this program, but do not qualify for public assistance, may enroll on an individual basis. Financial assistance to qualified customers is available through the Passaic County One-Stop Career Center, 52 Church Street, Paterson or 388 Lakeview Avenue, Clifton. 973-340-3400.

Cost: \$2,800.00

Lab Fee: \$1,000.00

Materials/Book Fee: \$200.00



The GED Center

GED Test Preparation Course (36 hours)

Improve your skills and develop a reliable study program in all five areas required to obtain your GED. You are required to do work at home as well as in class. Learn strategies to maximize your chances for success, but enrolling in this class does not guarantee you will pass the GED test. The GED test and testing fee are NOT included in this course.

Materials/Book: *Complete GED Preparation* by Steck Vaughn (ISBN # 978-1-4190-5399-3) available at the PCCC bookstore 125 Broadway, Suite 104, Paterson. Please purchase book prior to the first class.

Cost: \$195

Course #: NET 183 M1
Dates: Sat, Feb 4 – Apr 14
Time: 9:00 am – 1:00 pm
Place: Paterson, A210
No class 3/17 & 4/7

Course #: NET 183 M2
Dates: Mon & Wed, Feb 13 – Mar 28
Time: 6:00 – 9:00 pm
Place: Paterson, E111
No class 3/12 & 3/14

Course #: NET 183 P1
Dates: Sat, Mar 3 – May 12
Time: 9:00 am – 1:00 pm
Place: Passaic, 224
No class 3/17 & 4/7

Course #: NET 183 M3
Dates: Mon & Wed, Apr 2 – May 9
Time: 6:00 – 9:00 pm
Place: Paterson, H201 on Mon, H206 on Wed

Course #: NET 183 M4
Dates: Mon, Tue & Wed, May 21 – Jun 18
Time: 6:00 – 9:00 pm
Place: Paterson, TBA
No class 5/28

Course #: NET 183 M1
Dates: Mon & Wed, Jun 25 – Aug 6
Time: 5:30 – 8:30 pm
Place: Paterson, TBA
No class 7/4

GED Testing Center

Testing is by advance registration ONLY!

To register for the GED you must bring two forms of identification to 126 Broadway or 32 Church Street, Paterson between the hours of 9:00 am and 3:30 pm. The primary identification must be a New Jersey, government-issued ID with a date of birth, photograph, address, and signature. The secondary identification must be a document such as a social security card, employee ID, or valid passport. You must be a resident of the State of New Jersey to take the test.

To register for the complete GED test you need a \$50.00 money order made payable to Passaic County Community College.

To register for a re-test, you must pay \$10.00 for EACH TEST you are taking over. It must be a money order made payable to Passaic County Community College.

If you are a candidate who is 16 or 17 years of age, you must complete a certificate of consent, signed by your parent or legal guardian (court documentation required for signing by a legal guardian), verifying that you are no longer enrolled in school. You may take the test three times in a calendar year. In person registration must be completed for each testing.

For additional information regarding registration call 973-684-5782 or 973-684-6153.

Prerequisite: It is recommended, but not required, that you prepare for the test. We offer GED prep classes prior to taking the GED.

Cost:
\$50.00 money order payable to Passaic County Community College for the complete test.
\$10.00 money order payable to Passaic County Community College for EACH individual re-test.

All testing days are Tuesday and Wednesday.

Course #: NET 138 M1
Dates: January 10-11, 2012
Time: 8:30 am – 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 M2
Dates: February 7-8, 2012
Time: 8:30 am – 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 M3
Dates: March 6-7, 2012
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 M4
Dates: April 3-4, 2012
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 M5
Dates: May 1-2, 2012
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 M6
Dates: June 5-6, 2012
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 M1
Dates: July 10-11, 2012
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 M2
Dates: August 7-8, 2012
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

The GED Testing Services has long provided accommodations to candidates with disabilities and is committed to compliance with the requirements of the American Disabilities Act (ADA). In an effort to make GED tests accessible to all applicants, accommodations are made for candidates with a diagnosed physical, mental, sensory, or learning disability who can provide appropriate documentation from a qualified professional verifying the impairment and its affect on their ability to take the GED Test under standard conditions.



A form must be secured from the GED Testing office prior to these accommodations being approved. It is the responsibility of the candidate to have this form completed and returned, so it can be processed accordingly.

College Test Preparation

College Placement Test Refresher Courses

Once you've applied to Passaic County Community College, you need to take the college's placement test. The results of this test may require you to take basic skills courses that do not count towards academic credit. Taking a refresher course may improve your placement and save you a semester or more! Possible benefits include:

- increase your chances of entering directly into academic credit-bearing courses
- increase your likelihood of graduating on time

- reduce the cost of your education
- increase the chances of completing your degree

If you fit one or more of the following situations, a math or English refresher course may be just what you need to accelerate your learning:

- had trouble with math or English
- been out of school for a while
- are planning to take the college placement test, or
- have taken the placement test and were disappointed with your results

Math Refresher Courses

Cost: \$89

Course #: NET 188 M1
Dates: Tue & Thu, Feb 14 – Mar 8
Time: 5:30 – 8:30 pm
Place: Paterson, HC202

Course #: NET 188 M2
Dates: Tue & Thu, Mar 20 – April 12
Time: 5:30 - 8:30 pm
Place: Paterson, HC202

Course #: NET 188 P1
Dates: Sat, Mar 31 – May 12
Time: 9:00 am – 1:00 pm
Place: Passaic, 116
No class 4/7

Course #: NET 188 M3
Dates: Mon & Wed, June 4 – June 27
Time: 5:30 – 8:30 pm
Place: Paterson, TBA

Course #: NET 188 M1
Dates: Mon - Thu, Jul 9 - 19
Time: 5:30 – 8:30 pm
Place: Paterson, TBA

Course #: NET 188 M2
Dates: Mon - Thu, Aug 6 - 16
Time: 9:00 am – 12:00 pm
Place: Paterson, TBA

English Refresher Courses

Cost: \$89

Course #: NET 189 M1
Dates: Mon & Wed, Feb 13 – Mar 7
Time: 5:30 – 8:30 pm
Place: Paterson, HC202

Course #: NET 189 M2
Dates: Mon & Wed, April 9 – May 9
Time: 5:30 – 8:30 pm
Place: Paterson, HC202
No class 4/23 and 4/25

Course #: NET 189 M3
Dates: Tues & Thu, May 29-June 21
Time: 5:30 – 8:30 pm
Place: Paterson, TBA

Course #: NET 189 M1
Dates: Tue & Thu, July 24 – August 16
Time: 5:30 – 8:30 pm
Place: Paterson, TBA

Did you know...

Community Colleges enroll nearly 250,000 credit and noncredit students each semester, making community colleges the largest provider of higher education in New Jersey.

Human Services

PCCC offers courses approved by the Addiction Professionals Certification Board of New Jersey, Inc. for educational domain hours for continuing education requirements toward professional re-certification, as well as first time applicants, for LCADC, CADC, and CDA. Certification for LCADC, CADC and CDA is granted by The Certification Board.

HUMAN SERVICES SPECIALIST CERTIFICATE

For those wanting to complete the 270 hours of course work as required by the Addiction Professionals Certification Board of New Jersey, Inc. for the Licensed Clinical Alcohol and Drug Counselor (LCADC) licensure, the Certified Alcohol and Drug Counselor (CADC) certification, and the Chemical Dependency Associate (CDA) certification and for those interested in securing an entry-level position in the counseling and addictions profession

Students completing the Human Services Specialist Certificate program should be able to:

- Apply counseling theories and techniques to guide clients in obtaining their goals
- Implement the theories and skills necessary to be a successful group facilitator
- Complete a Psychosocial Assessment and diagnose on 5 Axes of the DSM-IV

The Human Services Specialist Certificate program includes the following courses:

Introduction to Human Services (HS 101)

Counseling Techniques (HS 203)

Group Dynamics (HS 204)

Drugs, Society, and Human Behavior (HS 209)

Counseling and Treatment of Addictions (HS 210)

Introduction to Psychology (PS 101)

Theories of Personality (HS 202)

Abnormal Psychology (PS 203)

Behavior Modification (PS 206)

Please note: Introduction to Psychology is a prerequisite for Theories of Personality, Abnormal Psychology, and Behavior Modification.

Do you know a shining Star?

New Jersey high school students who graduate in the top 15% of their class may be eligible to receive free tuition at PCCC through the NJ STARS program.

For more information, please contact the Admissions Office at 973-684-6868.

CERTIFICATE OF ACHIEVEMENT—ALCOHOL AND DRUG CERTIFICATION DOMAINS

For those wanting to complete the 270 hours of course work as required by the Addiction Professionals Certification Board of New Jersey, Inc. for the Licensed Clinical Alcohol and Drug Counselor (LCADC) licensure, the Certified Alcohol and Drug Counselor (CADC) certification, and the Chemical Dependency Associate (CDA) certification.

Students completing the Certificate of Achievement should be able to:

- Define the historical development and social values related to social services
- Identify the difference between substance abuse and substance dependence as defined in the current Diagnostic and Statistical Manual of Mental Disorders (DSM-IV)
- Identify causes of addiction and treatment approaches
- Facilitate an individual counseling sessions
- Facilitate a group counseling session

The Certificate of Achievement includes the following courses:

Introduction to Human Services (HS 101)

Counseling Techniques (HS 203)

Group Dynamics (HS 204)

Drugs, Society, and Human Behavior (HS 209)

Counseling and Treatment of Addictions (HS 210)

For more information on the Human Services Program at Passaic County Community College, visit the website at www.pccc.edu/ce.

For more information regarding Work Experience, Practicum, and Certification, visit the Addiction Professionals Certification Board of New Jersey, Inc. website at www.certbd.com.

Prerequisite: All courses require permission of Professor Michael D'Arcangelo. For advisement call 973-684-5759 or 201-475-8231.

Course Schedule: Flexible classes are offered days, evenings, and Saturdays. For current course schedule, call 973-684-6153.

Cost: See current college bulletin. Texts may be purchased at the bookstore.

Requirements for CADC/LCADC Certification:

- 270 educational hours in alcohol and drug domains
- 3000 hours of supervised work experience
- 300 hours of supervised practical training
- Participation in alcohol and drug abuse self-help meetings
- Successful completion of an oral and written examination

Allied Health Programs

Phlebotomy Technician Certification Program (210 hours)

This 210 hour Certified Phlebotomy Technician Program prepares professional to collect blood specimens from clients for the purpose of laboratory analysis. After completion of this program and after obtaining the necessary hours of clinical practice, you are eligible to take one or more National Certification Exams. You become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and clinical training in skills and techniques to perform puncture methods.

Pre-requisites: HS Diploma/GED; Must be fluent in English and able to pass required background checks and TABE Testing at the Workforce One-Stop Career Center.

Cost: Free

Materials/Book Fee: N/A

Course #: NET 72

Time: TBA

Place: TBA

Pharmacy Technician Certification Program (90 hours)

This comprehensive 50 hour course prepares you to enter the pharmacy field and to take the Pharmacy Technician Certification Boards PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings, working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescription defining drugs by generic and brand names. You will learn dosage calculation, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing reimbursement among other things.

Pre-requisites: HS Diploma/GED; Must be fluent in English and able to pass required background checks and TABE Testing at the Workforce One-Stop Career Center.

Cost: Free

Materials/Book Fee: N/A

Course #: NET 66

Time: TBA

Place: TBA

For additional information, call 973-684-5663.

The Phlebotomy and Pharmacy Technician Programs are funded by a US Department of Labor HGEI Grant through the American Recovery and Reinvestment Act – ARRA.

The Health Profession Opportunity Grant at Passaic County Community College,

under the U.S. Department of Health and Human Services, Administration for Children and Families, provides funding for those who qualify for the program. Participants must be TANF or GA recipients or meet the grant's low-income guidelines. Participants train for careers in the allied health professions in areas such as Emergency Medical Technician (EMT), which prepares



them to earn certification. The program will be expanding in 2012 to include other healthcare programs.

This program may also provide funding to eligible participant to support educational expenses such as tutoring, textbooks, uniforms, and class-related transportation and childcare.

Requirements for the program include U.S. citizenship or permanent residency, a high school diploma or GED, medical clearance, background check, and financial eligibility (low income, TANF, or GA).

Referrals to the grant program are made through the Passaic County One-Stop Career Centers. For more information and to see if you qualify, please contact: 973 684 5541.

This activity/program has been partially funded by the U.S. Department of Health and Human Services' Administration for Children and Families through the Northern New Jersey Health Professions Consortium (Grant Number 90FX0001). This description was supported by Grant Number 90FX0001 from the Administration for Children and Families, U.S. Department of Health & Human Services (HHS). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of HHS.

Did you know...

Did you know that ninety-seven percent of New Jerseyans say it is important to have community colleges in the state. The most important reason? Community colleges provide educational opportunities to people that otherwise would not be able to afford to go to college.

Teacher Education



Substitute Teacher Training To Become A Certified Substitute Teacher

Have you been thinking about teaching as a career?

Have you been looking for a part time job while you finish your studies?

Topics covered include: employing successful classroom management techniques, cultivating positive first impressions, gaining and sustaining appropriate rapport with students, making efficient use of instructional time, and more
PCCC even helps you get through the paperwork!

This course teaches ways to make your substitute experience a positive one and offers assistance in applying for your NJ State Substitute License. Topics covered include employing successful classroom management techniques, cultivating positive first impressions, gaining and sustaining appropriate rapport with students, making efficient use of instructional time, lesson plans, and more. Although this class is **not required for New Jersey licensure**, this class will better prepare you for success as a substitute teacher.

Prerequisite: at least 60 college credits

Cost: \$130.00

Materials/Book Fee: \$15.00

Course #: NET 105 M1

Dates: Sat, Feb 4-Mar 3

Time: 9:00 am – 1:00 pm

Place: Paterson, E108

Course #: NET 105 P1

Dates: Thu, July 12-August 23

Time: 6:00 – 9:00 pm

Place: Passaic, TBA

New Pathways to Teaching in New Jersey – Alternate Route Program

Thinking of becoming a teacher?

Already have a college degree?

You may be eligible to enter PCCC's New Pathways to Teaching in New Jersey (NPTNJ) Alternate Route program.

Prerequisites: A Bachelor's degree or higher, a 2.75 GPA, Certificate of Eligibility from New Jersey Department of Education, an appropriate undergraduate degree in one of the following majors: Elementary (K-8) Subject Areas (K-12), English • Math • Chemistry • Physics • Biology • Earth Science • Social Studies • Modern Language

Prior to receiving your Certificate of Eligibility you must take a 24-hour pre service component which is an overview of teaching. This is a non-credit, licensing requirement. After that you may apply for your Certificate of Eligibility.

There are two Stages to the 200-hour program. Stage I is a 60-hour pre-service program with guided in-class observations. Topics include basic instructional strategies, curriculum, theory, thinking skills, diversity issues, special needs of students, record keeping and more.

For Elementary Education you need to have a major in an Arts or Sciences field, meaning almost any area except Business, Law, Engineering, or other professional degrees.

For Subject Area licensure which allows you to teach that subject K-12 you need a major in the area that you wish to teach, or at least 30 credits in the subject area that covers a sequence of courses from 100-400 level, with a minimum of 12 credits at the 300-400 level and

at least one at the 400 level. For Middle School you must have two CEs, one in elementary education AND one in Middle School with Specialization in math, science, social studies, English/language arts, or a world language. Your transcript must show 15 credits in the subject you plan to teach at the middle school area. No credits above the 200 level are required.

You must have successfully passed the Praxis II exam in the area(s) you wish to teach.

You must have a valid Certificate of Eligibility (CE) from NJDOE. Effective November 1, 2009, you must take a 24 hour course prior to applying for your CE.

To continue to Stage II you must be employed as a teacher in the area on your CE, either full-time or part-time.

The program is shaped by five interconnected themes. These themes consist of Planning and Preparation, Instructional Delivery, Classroom Environment, School Environment, and Professional Responsibilities.

Stage I

Cost: \$2968 for credit, \$1,300 for non-credit (subject to change)

Materials/Book Fee: Books to be purchased from PCCC bookstore

Course #: NET 229 S1 credit

Course #: NET 227 S1 non-credit

Dates: Tue & Thu, Apr 3, 2012 – May 10, 2012

Time: 6:00 pm – 9:30 pm

Place: Wayne – Room 129

Course #: NET 229 S1 credit

Course #: NET 227 S1 non-credit

Dates: Tue & Thu, June 26, 2012 – August 2, 2012

Time: 6:00 pm – 9:30 pm

Place: Wayne – Room 129

Stage II

Prerequisite: Completion of Stage I & full-time or part-time employment as a teacher in your area of certification is required.

Cost: \$5,887 for credit, \$2,400 for non-credit (subject to change)

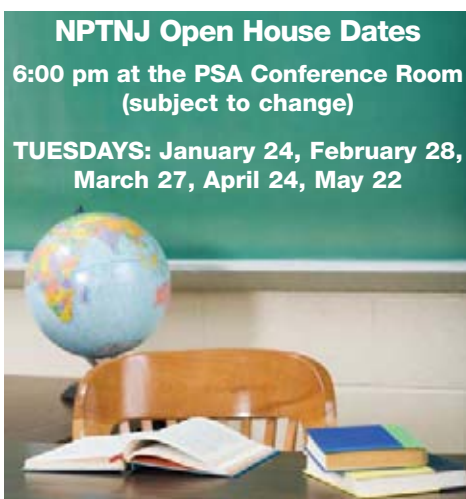
Course #: NET 228 S1 non-credit

Course #: NET 230 S1 credit

Dates: Wed, Sept 19, 2012 – June 4, 2013

Time: 6:00 pm – 9:30 pm

Place: Wayne, TBA



Introduction to Teaching (24 hours)

Effective October 31, 2009, alternate route teacher candidates must take "Introduction to Teaching" in order to obtain a Certificate of Eligibility (CE), the first step towards Standard Certification. This is a 24-hour course, 20 classroom hours and 4 observation hours. Course content includes: An Overview of the Teaching Profession, Classroom Management, Assessment Tools, Lesson Plans, Learning Strategies, and Job Search Strategies for Teachers, Diversity in the Classroom, The Implementation of Technology, and Classroom Observations.

Cost: \$200.00

Textbook: The Introduction to Teaching by Levin and McCullough – available at the college bookstore.

Course #: NET 240 S1

Dates: Tue & Thu, Jan 17 – Feb 7

Time: 6:00 – 9:00 pm

Place: Wayne, Room 129

Course #: NET 240 S2

Dates: Mon & Wed, Feb 13 – Mar 5

Time: 6:00 pm – 9:00 pm

Place: Wayne, Room 127

Course #: NET 240 S3

Dates: Tue & Thu, April 10 – May 1

Time: 6:00 pm – 9:00 pm

Place: Wayne, Room 127

Course #: NET 240 S4

Dates: Mon & Wed, June 4 – June 25

Time: 6:00 – 9:00 pm

Place: Wayne, Room 129

Course #: NET 240 S1

Dates: Tue & Thu, July 17 – Aug 7

Time: 6:00 – 9:00 pm

Place: Wayne, Room 127

Bad Weather?

Information on PCCC closing due to inclement weather will be available on:

WCBS 880AM Radio
News 12 NJ
WNBC News Channel 4

Professional Development for Educators

Passaic County Community College is a registered provider with the New Jersey Department of Education. Our workshops are NJEA endorsed.

Professional development hours are available for the conferences below:

Spanish for Educators Part 1

This 20 hour course aids educators in their ability to communicate with Spanish speaking parents. The emphasis will be on basic communication skills associated with real life situations, the classroom and school terminology. Students learn vocabulary that covers every aspect of a student's school career. Course is designed to build stronger relationships with Spanish speaking students and families. **20 Professional Development Hours will be awarded**

Material: Available at College Bookstore:
McGraw-Hill's Spanish for Educators w/ Audio CD
ISBN-10: 0071464913
ISBN-13: 978-0071464918

Course #: NET 180 P1
Dates: Mon, January 30th – May 7
Time: 4:00 - 5:30 pm
Place: Passaic, Passaic Room
Cost: \$130.00
No Class 3/12

Course #: NET 180 P2
Dates: Wed, February 1- May 9
Time: 4:00 - 5:30 pm
Place: Passaic, Passaic Room
Cost: \$130.00
No Class 3/14

Course #: NET 180 M1
Dates: Thu, February 9- March 29
Time: 5:00pm -8:00pm
Place: Paterson, Z125
Cost: \$130.00
No Class 3/15

Spanish for Educators Part 2

This twenty hour course will serve as a continuation of part one; educators will further develop their ability to communicate with Spanish speaking students and parents. Students will learn vocabulary pertaining to specific school classes, curriculum, and extra-curricular activities. Emphasis will also be placed on communication skills pertaining to student graduation, college preparation, and special needs students. **20 Professional Development Hours will be awarded**

Course #: NET 179 P1
Dates: Tue, January 31- May 8
Time: 4:00 - 5:30 pm
Place: Passaic, PAC-120
Cost: \$130.00
Material: See Part 1
No Class 3/13

Course #: NET 179 M1
Dates: Sat, February 4- March 24
Time: 9:00am- 12:00pm
Place: Paterson, E207
Cost: \$130.00
Material: See Part 1
No Class 3/17

Meeting the ADD/ADHD Challenge: Sharpening Your Intervention Skills

**Presented by Michael J. Asher,
Ph.D., ABPP. Behavior Therapy
Associates, P.A.**

ADD/ADHD has been called a fad by those within educational, mental health, and the media. In spite of its recent attention, ADD/ADHD is not a new disorder. The myths of ADD/ADHD will be addressed as well as the methods used in order to make a diagnosis, school based assessments necessary for intervention, and finally, the components of a multi-modal intervention approach. Participants in this workshop will learn how to assess students' specific problems, identify corresponding strategies, implement programming, and manage successful ADD/ADHD students in many different settings within the school. This workshop is designed to help school staff working with ADD/ADHD students address their academic, behavioral, social and emotional needs of their students.

Educational Objectives:

Participants will learn how the myths of ADD/ADHD have effected perceptions of appropriate treatment.

Participants will learn the most current thoughts on medical, behavioral and educational models.

Participants will learn effective ways to assess the typical problems these students experience.

Participants will learn how to develop and implement interventions in classrooms and less structured schools settings.

Participants will learn what the future holds for the work and effort contributed to their students.

Participants will be able to share their knowledge about these students and better help others who are working with ADD/ADHD students.

Cost: \$79.00
Course #: NTE 202 S1
Date: Tuesday March 20
Time: 9:00am-1:00pm (sign in begins at 8:30)
Place: PSA, Auditorium
Refreshments will be provided

**We can provide your school with
Professional Development Courses.
Call 973-684-6226 for details.**

Public Safety Academy in Wayne



Fire Safety

PCCC offers the Division of Fire Safety Fire Inspector and Fire Official courses as required by the Division of Fire Safety to work as a Fire Inspector or Fire Official in the State of New Jersey.

Call for schedule of classes (973) 304-6020.

Fire Inspector (102 hours)

In accordance with the New Jersey regulations, the Fire Inspector course reflects 102 hours of instruction in the New Jersey Uniform Fire Code and the Uniform Construction Code. The class encompasses plan review and inspection for all commercial structures in accordance with the NJ Department of Community Affairs, Division of Fire Safety, specifically UFC section N.J.A.C. 5:71-4.9 (f).

Textbooks required:

2009 International Building Code
Product Code: 3000L09

2009 International Fire Code Product Code:
3400S09

Fire Inspection and Code Enforcement, 7th Edition Product Code: 941253

Cost: \$575 (text books and national exam are not included)

Course #: NET 501 S1

Date: Tue & Thu, Jan 31 – Apr 12

4 Saturdays: TBA

Time: 6:30pm- 9:30pm

Place: Wayne, Room 125

Fire Official (30 hours)

In accordance with New Jersey regulations, the Fire Official course reflects 30 hours of instruction in the New Jersey Uniform Fire Code and related Codes. The class will encompass administrative, legal, and organizational issues relevant in dealing with fire code administration in accordance with the NJ Department of Community Affairs, Division of Fire Safety, specifically UFC section N.J. A.C. 5:71-4.9 (g).

Textbook required: *Current NJ State Uniform Fire Code (Red Book)*

Prerequisite: Fire Inspector

Cost: \$255 (plus book)

Course #: NET 51 S1

Date: Tue & Thu, Oct 2 – Nov 1

Time: 6:30pm- 9:30pm

Place: Wayne, TBA

Emergency Medical Services

Emergency Medical Technician (EMT Basic) (240 hours)

The EMT course is designed for those interested in the field of Emergency Medical Services. This course is required for individuals volunteering on an ambulance squad or seeking a career in the Emergency Medical Services. PCCC is accredited by the New Jersey State Department of Health, Office of Emergency Medical Services as meeting the requirements of N.J.A.C. 8:40A as an approved EMT-B Training Site. Upon successful completion of the program, participants are eligible to take the certification examination for Emergency Medical Technician administered by the New Jersey State Department of Health. Students must register for a class as well as on the state site. Prior to the start of class, students must purchase a stethoscope. Students must also obtain a local criminal background check and proof of Tuberculosis (PPD) Testing within the first 14 days of class.

Prerequisite: Fluency in spoken and written English.

Cost: TBA

Materials/Book fee: Books must be purchased at the College Bookstore

Course #: NEM 211 S1

or

Cost: Free with tuition waiver at registration

Course #: NEM 211 GF1

(Emergency Medical Technician continued)

Dates: Tue, Wed & Thu, Jan 7 – May 3; Sat 1/7, 1/21/ 1/28, 2/11, 2/25, 3/3, 3/10, 4/1, 4/14, and 4/28

Time: Weekdays 7:00 – 10:30 pm; Sat 8:00 am – 5:00 pm

Place: Wayne, Auditorium

*Please note: Members or prospective members of Volunteer First Aid Squads who submit a signed EMT Training Fund Certificate of Eligibility Form have tuition waived. Call 973-304-6022 for further information.

EMT Continuing Education

CPR for the Healthcare Provider (5 hours)

This course teaches CPR skills for helping victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen); use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction. This training is intended for health care providers in a wide variety of settings, including in-hospital and out-of-hospital. Certification received: American Heart Association, CPR for the Health Care Provider.

Cost: \$70 (includes all texts, instructional materials, and CPR certification)

Course #: NPF 42 S1

Course #: NPF 42 GF1

Date: Sat, Jan 7

Time: 8:00 am – 2:00 pm

Place: Wayne, Auditorium

Course #: NPF 42 S2

Course #: NPF 42 GF2

Date: Sun, Feb 5

Time: 9:00 am – 3:00 pm

Place: Wayne, Auditorium

Course #: NPF 42 S3

Course #: NPF 42 GF3

Date: Sat, Jun 2

Time: 8:00 am – 2:00 pm

Place: Wayne, Auditorium

Core 13 Program (24 hours)

Designed to provide 24 hours of continuing education units for EMTs, this program covers the core topics of the Emergency Medical Technician-Basic Program National Curriculum.

Cost: \$120

Course #: NEM 61 S1 or

Cost: Free with tuition waiver at registration

Course #: NEM 62 GF1

Dates: Feb 20, 22, 27, 29 & Mar 3

Time: Mon/Wed, 6:00 – 10:00 pm; Sat, 8:30 am – 5:00 pm

Place: Wayne, Room 124

Course #: NEM 62 S2 or

Course #: NEM 62 GF2

Dates: May 5, 12, 19

Time: Sat 8:30 am – 5:00 pm

Place: Wayne, Room 124

Course #: NEM 62 S3 or

Course #: NEM 62 GF3

Dates: Jun 18, 19, 20, 25, 26, 27

Time: Mon/Tue/Wed 6:00 pm – 10:00 pm

Place: Wayne, Room 124

EMT CEU Credit: 24 Core Credits

Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Hazardous Material Awareness (4 hours)

This course explains what hazardous materials incidents are, and gives the students skills to detect the presence of hazardous materials. Learn how incidents are classified into levels. Get an introduction to the Incident Command System. Also covered are the roles and notification requirements of municipal, county and state organizations. This class meets OSHA, NJPEOSHA and NFPA regulations and standards.

Cost: \$20

Course #: NEM 17 S1

Date: Mon, Mar 5

Time: 6:00 – 10:00 pm

Place: Wayne, Room 131

EMT CEU Credit: 4 Elective Credits

Course #: NEM 17 S2

Date: Mon, May 21

Time: 6:00 – 10:00 pm

Place: Wayne, Room 131

EMT CEU Credit: 4 Elective Credits

Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Rope Rescue Technician (40 hours)

This is the first module in the Heavy Rescue Technician program. This program is intended for persons interested in gaining an in-depth knowledge of special rescue situations. This module is designed to give the student a basic understanding of ropes, knots, rappelling and rigging as well as practical application. Students must be 18 years of age at the start of the program.

Cost: \$200

Course #: NEM 253 S1

or

Cost: Free with tuition waiver at registration

Course #: NEM 253 GF1

Dates: Apr 30, May 2, 7, 9, 12, 14, 16, 19

Times: Mon/Wed, 6:00 – 10:00 pm; Sat, 8:30 am – 5:00 pm

Place: Wayne, Room 131

Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Incident Command Level I-100, I-200, and NIMS 700 (16 hours)

This 2-day course provides the Emergency Medical Technician, Paramedic, First Responder, Police Officer, Firefighter, or hospital employee with the knowledge to function with the incident command system in place. The course covers terminology, organizational structure, and span of control, planning and support. Short and long term incidents are covered.

In addition, the National Incident Management System (NIMS), An Intro to IMS-700 will be covered.

Cost: \$90

Course #: NEM 204 S1

Dates: Mar 19, 21, 26 & 28

Time: Mon/Wed, 6:00 – 10:00 pm

Place: Wayne, Room 131

EMT CEU Credit: 16 Elective Credits

Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Weapons of Mass Destruction-Awareness (CBRNE) (4 hours)

For Public Safety Personnel only, this course is designed as an introduction to Weapons of Mass Destruction and the threat posed by terrorists. This course emphasizes the recognition of nuclear, biological and chemical agent incidents, recognizing the signs and symptoms of exposure to NBC agents, the importance of decontamination and the actions appropriate to responders trained to the Awareness Level.

Cost: \$20

Course #: NEM 82 S1

Date: Wed, Mar 7

Time: 6:00 – 10:00 pm

Place: Wayne, Room 131

EMT CEU Credit: 4 Elective Credits

Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Cost: \$20

Course #: NEM 82 S2

Date: Fri, Jun 8

Time: 6:00 – 10:00 pm

Place: Wayne, Room 131

EMT CEU Credit: 4 Elective Credits

Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Confined Space Awareness (4 hours)

This course enables emergency responders to identify a confined space and recognize its potential hazards. This 4-hour course also covers the legal standards that require training, confined space programs and the duties of emergency personnel.

Cost: \$20

Course #: NEM 91 S1

Dates: Wed, May 23

Time: 6:00 – 10:00 pm

Place: Wayne, Room 131

Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Confined Space Operations (16 hours)

Cost: \$40

Course #: NEM 252 S1 or

Cost: Free with tuition waiver at registration

Course #: NEM 252 GF1

Dates: Jun 4, 6 & 9

Time: Mon/Wed, 6:00 – 10:00 pm; Sat, 8:00 am – 5:00 pm

Place: Wayne, Room 131

Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

International Trauma Life Support (16 hours)

International Trauma Life Support (ITLS) is a 16-hour

course designed to teach the skills necessary to recognize mechanisms of injury and perform critical interventions. Packaging of the trauma patient and criteria for trauma center transport are covered. A major focus of the course is the identification of conditions that require immediate transport and treatment while in route to the hospital.

Cost: \$80

Course #: NEM 74 S1 or

Cost: Free with tuition waiver at registration

Course #: NEM 74 GF1

Dates: Sat, May 5 & 12

Time: 8:30 am – 5:00 pm

Place: Wayne, Room 127

Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Coaching Emergency Vehicle Operators (CEVO) (8 hours)

This course teaches defensive driving techniques focusing on the driver's ability to read traffic conditions, act accordingly and prevent collisions in both emergency and non-emergency situations. The program includes vehicle inspection, handling and characteristics, cushion of safety, negotiating intersections, blind spots, and two-lane and multi-lane driving, special weather conditions, passing backing up and parking as well as safety at the scene.

Cost: \$40

Course #: NEM 34 S1

Dates: Feb 6 & 8

Time: Mon/Wed, 6:00 – 10:00 pm

Place: Wayne, Room 125

Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Incident Command System (ICS) 300 (24 hours)

This intermediate command-level course is intended for command and general staff who may assume a supervisory or command role at an evolving or complex multi-agency/multi-jurisdiction event or incident.

Prerequisite: ICS 100, 200, NIMS 700 & 800 – copies of certificates must be presented at first class.

Cost: \$120

Course #: NEM 203 S1 or

Cost: Free with tuition waiver at registration

Course #: NEM 203 GF1

Dates: April 1, 2, 4, 9, & 11

Time: Sun 8:30 am – 5:00 pm Mon & Wed, 6:00 – 10:00 pm

Place: Wayne, 131

Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Cost: \$120

Course #: NEM 203 S2 or

Cost: Free with tuition waiver at registration

Course #: NEM 203 GF2

Dates: June 11, 12, 13, 18, 19 & 20

Time: Mon/Tue/Wed, 6:00 – 10:00 pm

Place: Wayne, TBA

Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

For Groups By Request

In addition to the courses listed previously, the following classes are available for delivery at your place of business or at our facilities upon your request. Please call (973) 304-6022 for information.

Firefighter I (135 hours)

This course is designed around the NFPA Standard 1001 and the New Jersey Division of Fire Safety Standard. You will acquire sufficient skill and knowledge of the course material to allow you to function as an effective fire ground participant under direct supervision of departmental officers.

Firefighter II (84 hours)

This course is designed around the NFPA Standard 1001 and the New Jersey Division of Fire Safety Standard. You will acquire sufficient skill and knowledge of the course material to allow you to function as an effective fire ground participant to the extent that direct supervision is not required. This course builds on the Firefighter I curriculum while introducing new material and rolling responses giving you command experience.

Company Officer Course (80 hours)

This course focuses on operational awareness, firefighting and life safety considerations, along with strategic and tactical issues during command and officer level fire ground operations. This course is critical to both the firefighter seeking to ascend to the officer level and to the current officer to sharpen your fire ground and command knowledge portfolio.

Arson Detection for the First Responder (15 hours)

This course will provide fire and police personnel much of the information required to assist a trained investigator in making on-scene fire cause determinations.

Automobile Firefighting (6 hours)

This course is designed to make you aware of the many hazards of automobile fire fighting and to develop and implement procedures to meet those hazards.

Building Construction Principles: Fire Resistant & Non-Combustible (15 hours)

This course is designed by the National Fire Academy for firefighters to gain an understanding of how the construction type, alterations, design and materials will influence a building reaction to fire. The goals are to reduce firefighter injuries in building fire, improve operational effectiveness, improve pre-fire plans and communication with building department officials, designers, builders and the public on building construction and fire.

Building Construction Wood & Ordinary (21 hours)

This course is designed by the National Fire Academy for firefighters to gain an understanding of how the construction type, alterations, design and materials will influence a building reaction to fire. The goals are to reduce firefighter injuries in building fire, improve operational effectiveness, improve pre-fire plans and communication with building department officials, designers, builders and the public on building construction and fire.

Critical Incident Stress Management (3 hours)

Learn about stress in the fire service and how to apply sound stress managing principles.

Electrical Emergency Response (PSE&G) (3 hours)

This program discusses a variety of types of electrical equipment on utility poles and structures. Potential hazards during ground operations as well as possible dangers during ladder operations will also be discussed.

Elevator Rescue Lecture (3 hours)

This program presents options available for effecting rescues from elevators. Elevator equipment, safety devices, and basic design will be displayed and demonstrated through the use of props.

Emergency Response to Terrorism: Tactical Considerations for Company Officers (16 hours)

This National Fire Academy course addresses the special needs of responders to incidents which may have been caused by terrorist action.

First Responder (50 hours)

This program is designed for the first professional who arrives at the scene of a medical emergency or accident. The training emphasizes activating the EMS system, performing CPR, and providing immediate care for life threatening injuries and illnesses prior to the arrival of an ambulance. American Heart Association Cardiopulmonary Resuscitation Certification for the Healthcare Provider is included in this course.

Basic Trauma Life Support (16 hours)

Basic Trauma Life Support (BTL) is designed to teach the skills necessary to recognize symptoms of injuries and how to perform critical interventions. Packaging of the trauma patient and criteria for trauma center transport are covered. A major focus of the course is the identification of conditions that require immediate transport and treatment while en route to the hospital.

EMT CEU Credit: 16 Elective Credits

Confined Space Awareness (4 hours)

This course enables emergency responders to identify a confined space and recognize its potential hazards. This course covers the legal standards that require training, confined space programs and the duties of emergency personnel.

Confined Space Operations (12 hours)

This course is designed to make hazmat team members and emergency responders aware of the special hazard of confined space entry and rescue. Participants become familiar with OSHA regulations, air monitoring techniques, case histories of confined space accidents. Participants experience confined space entries and simulated rescues using specialized rescue equipment.

Prerequisite: Confined Space Awareness, SCBA training and experience.

EMT CEU Credit: 12 Elective Credits

Emergency Response to Terrorism-Basic Concepts (16 hours)

For Public Safety Personnel only, this program prepares

first responders with an appropriate defensive course of action at the scene of a potential terrorist incident. Participants gain a general understanding of terrorism incidents and agents, crime scene considerations and specialized incident command issues. Attendees learn to recognize indicators of suspicious incidents, implement self-protective measures, define scene security, and make appropriate notifications.

Prerequisite: Weapons of Mass Destruction – Awareness

EMT CEU Credit: 16 Elective Credits

Coaching the Emergency Vehicle Operator – Ambulance Maneuvers (4 hours)

This 4-hour course details how to set up a driving course and conduct a low-speed maneuvering skills session – especially valuable to organizations without access to a permanent driving range.

EMT CEU Credit: 4

To register call 973-684-6153. Visit our website at www.pccc.edu/ce

Elective Credits

Coaching the Emergency Vehicle Operator – Ambulance (8 hours)

This course teaches practical defensive driving techniques focusing on the driver's ability to read traffic conditions, so that they may act accordingly to prevent collisions in both emergency and non emergency situations. The program covers: vehicle handling and design characteristics, the cushion of safety, city, two lane and multilane driving, driving with lights and siren, night driving, adverse conditions, hydroplaning, backing up and vehicle inspection.

EMT CEU Credit: 8 Elective Credits

Paramedic Assistant (14 hours)

This 2-day course is open to currently certified NJ EMT's. This course allows EMT's to better understand the job of a paramedic and teaches the EMT how he/she can assist the paramedic in accomplishing different objectives. The course reviews the following: Anatomy/Physiology, patient assessment, medical

emergencies, pharmacology, EKG recognition, IV therapy, and airway management.

EMT CEU Credit: 14 Elective Credits

Basic Automobile Extrication (8 hours)

Designed for the First Responder, this 8-hour course provides the student with knowledge of basic extrication techniques and the tools required for automobile rescue operations. Students learn how to stabilize a vehicle, gain access to a patient, stabilize and disentangle the patient, and properly prepare the patient for removal or transfer. In addition, students are required to complete two scenarios using a variety of hand and power tools.

Additional Fire Program Courses Include:

FAST Team Response

Firefighting Foam

Fire Instructor – General Safety Course

Fire Instructor – Live Burn Course

Fire Instructor – SCBA Smokehouse Course

Fire Police Basic Training Program

Initial Company Tactical Operations

Live Burn Training

Mask Confidence

Mass Decontamination

Natural Gas Emergencies

Propane Firefighting

Pump Operator

Trench Rescue Operations – Awareness

Truck Company Operations

Watercraft & Boating Certification

Enjoy safe boating! Join us in class to learn the rules, laws, and safety measures of the waterways. All materials included. This course is approved for the mandatory certification for all individuals to operate a personal watercraft and powerboat. NASBLA approval for insurance discount.

Cost: \$80

Course #: NLE 63 S1

Dates: Mon & Tue, Apr 16 & 17

Time: 6:30 – 10:00 pm

Place: Wayne, Room 125

Course #: NLE 63 W1

Dates: Sat & Sat, May 5 & 12

Time: 9:00 am – 12:30 pm

Place: Wanaque, Room W107

Course #: NLE 63 S2

Dates: Mon & Tue, May 14 & 15

Time: 6:30 – 10:00 pm

Place: Wayne, Room 125

Course #: NLE 63 W2

Dates: Mon & Tue, Jun 11 & 12

Time: 6:30 – 10:00 pm

Place: Wanaque, Room W104

Course #: NLE 63 S3

Dates: Mon & Tue, Jun 18 & 19

Time: 6:30 – 10:00 pm

Place: Wayne, Room 125

Course #: NLE 63 S1

Dates: Mon & Tue, Jul 16 & 17

Time: 6:30 – 10:00 pm

Place: Wayne, Room 125

Online Short Courses

www.ed2go.com/cepccc

Now YOU can decide where and when!

Whether you are a busy professional or have personal obligations, online courses allow you to learn when it is most convenient to you. PCCC Continuing Education offers over 100 instructor-led courses online in areas such as accounting, finance, business, computer applications, design, health care, language, law, personal development, teacher education, technology, writing and publishing. Classes start each month and run for six weeks. General class requirements are: Internet access, email and Internet Web browser. Please check the individual course descriptions on the website for additional requirements. Contact hours

represent the average time spent on a course. Time varies for each individual. Certificate of Completion will be issued with passing score.

For more information, call 973-684-5728 or go to our Online Instruction Center at www.ed2go.com/cepccc. Find out how YOU can decide when and where your learning should take place! Note: Prices are subject to change.

Course start dates for Spring & Summer 2012 are:

Jan 18	Feb 15	Mar 21
Apr 18	May 16	Jun 20
Jul 18	Aug 15	

Accounting & Finance

Accounting Fundamentals \$89
Introduction to QuickBooks \$89
Personal Finance \$89

Business Administration

Administrative Assistant Applications \$89
Creating a Successful Business Plan \$89
Effective Business Writing \$89
Fundamentals of Supervision and Management \$89
Managing Customer Service \$89
Principals of Sales Management \$89
Project Management Fundamentals \$89
Understanding the Human Resource Function \$89

Childcare and Parenting

Guiding Kids on the Internet \$89
Enhancing Language Development in Childhood \$89
Understanding Adolescents \$89

Computer Applications

Advanced Microsoft Excel \$89
Advanced Microsoft Word \$89
A+ Certification Preparation \$99
Computer Skills for the Workplace \$89
Intermediate Microsoft Access \$89
Intermediate Microsoft Excel \$89
Intermediate Microsoft Word \$89
Introduction to Microsoft Access \$89
Introduction to Microsoft Excel \$89
Introduction to Microsoft PowerPoint \$89
Introduction to Microsoft Word \$89
Introduction to Windows 7 \$89
Introduction to Windows XP \$89

Digital Photography & Digital Video

Discover Digital Photography \$89
Making Movies with Windows XP \$89
Photographing People with Your Digital Camera \$89
Photoshop Elements for the Digital Photographer \$89
Photoshop for the Digital Photographer \$89
Secrets of Better Photography \$89

Grant Writing & Nonprofit Management

Writing Effective Grant Proposals \$89
Advanced Grant Proposal Writing \$89
Marketing Your Nonprofit \$89

Graphic Design

Design Projects for the Adobe Illustrator \$89
Introduction to InDesign \$89

Health Care, Nutrition, and Fitness

Assisting Aging Parents \$89
Certificate in End of Life Care \$189
Certificate in Gerontology \$209
Certificate in Growth and Development Through the Lifespan \$199
Certificate in Spirituality, Health, and Healing \$169
Handling Medical Emergencies \$89
Introduction to Natural Health and Healing \$89
Medical Terminology \$89

Languages

Easy English \$89
Enhancing Language Development in Childhood \$89
Spanish for Law Enforcement \$89
Spanish for Medical Professionals \$89
Speed Spanish \$89

Personal Development & Enrichment

Achieving Success with Difficult People \$89
Everyday Math \$89
Film Literacy \$89
Genealogy Basics \$89
Get Paid To Travel \$89
Grammar Refresher \$89
Grammar Refresher (US) \$89
Growing Plants for Fun and Profit \$89
Keys to Effective Communication \$89
Merrill Ream Speed Reading \$89
Paralegal Preparation \$149
Resume Writing Workshop \$89
The Craft of Magazine Writing \$89

Test Preparation

GED Math Test \$89
GED Preparation \$89
GRE Preparation - Course 1 (Verbal and Analytical) \$89
GRE Preparation - Course 2 (Quantitative) \$89
SAT/ACT Preparation - Part I \$89
SAT/ACT Preparation - Part II \$89

Teaching Professionals

Big Ideas in Little Books \$89
Integrating Technology in the K-5 Classroom \$89
Solving Classroom Discipline Problems \$89
The Creative Classroom \$89

The Internet

Achieving Top Search Engine Positions \$89
Introduction to the Internet \$89
Learn to Buy and Sell on eBay \$89
Start Your Own eBay Drop-Off Store \$89

Web and Computer Programming

Intermediate Java Programming \$89
Intermediate PHP and MySQL \$89
Introduction to ASP.NET \$89
Introduction to C++ Programming \$89
Introduction to Perl Programming \$89
Introduction to Python 2.5 Programming \$89

Web Page Design

Creating Web Pages \$89
Designing Effective Websites \$89
Introduction to Dreamweaver \$89
Intermediate Dreamweaver \$89
Introduction to Flash \$89



Online Career Training Courses

www.gatlineducation.com/pccc

Develop new in-demand skills through online career training programs. Start anytime in one of the many programs being offered and work at your own pace. Interact online with instructors and mentors. Career training programs are offered in the following areas: healthcare and fitness, business and professional, IT and software development, management and corporate, media and design, hospitality and service industry, skilled trades and industrial, sustainable energy and going green, and career online high school. The following are examples of some of the programs:

Administrative Medical Specialist with Medical Billing and Coding (300 hrs, \$1995)
Fitness Business Management (200 hrs, \$2395)
Lean Mastery (60 hrs, \$1695)
Marketing Design Certificate (360 hrs, \$5595)
Personal Fitness Trainer (250 hrs, \$2095)
Project Management with Microsoft Project 2007 (100 hrs, \$1995)
Six Sigma Black Belt (200 hrs, \$2695)
Six Sigma Green Belt (100 hrs, \$1895)
Web Design Certificate (360 hrs, \$5595)
Webmaster (150 hrs, \$1795)
Veterinary Assistant (240 hrs, \$1795)

Don't see what you're looking for? We have more courses than what is advertised, so give us a call, and we'll help you find a course that meets your interests and goals. Let us bring the learning to you! Call Sharon Ibrahim at 973-684-5728. Note: Prices subject to change.

What you need to know about Continuing Education Registration

(subject to change)

PCCC offers a number of ways to register for a course. Choose the method that's best for you.

Call (973) 684-6153 or (973) 684-5782 Monday through Friday 8:30 am – 4:30 pm for information

Register early! Advanced Registration is required for all Continuing Education Classes. Classes may be filled or cancelled if you do not register at least 1 week prior to the first class.

PCCC offers a number of ways to register for courses. Choose the method that's best for you.

By fax: Fill out the form and fax to: (973) 523-6085. Mail your check.

By mail: Fill out the form and mail to:
Office of Continuing Education
Passaic County Community College
One College Boulevard
Paterson, New Jersey 07505-1179

Please be sure to enclose payment in the form of check or money order.

By phone: Call the PCCC Continuing Education Office (973) 684-6153 during business hours and a CE representative will hold your registration for three days until we receive your check or money order.

In person: The Continuing Education Department is located at the PCCC Hamilton Club Building, 32 Church Street (Corner of Church St. and Ellison St.) Paterson, N.J. You may pay by check or money order. Credit cards (Visa, MasterCard, or Discover), and cash payments must be taken by the Bursar on the same day or you will be dropped from the class.

Once your registration and payment are received, you are automatically enrolled. Confirmation will be sent. Attend your class as scheduled! You will be notified if a class is cancelled or changed or if a class is full we consequently cannot accept your registration **without a current telephone number.**

Tuition

Tuition is listed with each course. All fees are due prior to the first class.

Paying for Your Continuing Education

Here's what is available to help you pay for your continuing education. Investigate the eligibility requirements to determine if any of these programs are right for you.

Employers & Unions. Many employers and most unions have funds available to support worker education and skill upgrades. Talk with your employer or union rep. We can provide course registration documentation for you.

Workforce Investment Act (WIA) Vouchers. Training funds are available for individuals who are unemployed, under-employed or displaced. Information is available at the One Stop Career Center Locations:

388 Lakeview Ave., Clifton, NJ 07011
(973) 340-3400 x7129
Hours: M – F, 8:30 am – 4:30 pm

52 Church St., Paterson, NJ 07505
(973) 340-3400 x7200
Hours: M – F, 8:30 am – 4:30 pm

370 Broadway, Paterson, NJ 0750
(973) 977-4350
Hours: M – F, 8:30 am – 4:30 pm

25 Howe Ave., Passaic, NJ 07055
(973) 916 - 2645
Hours: M – F, 8:30 am – 4:30 pm

Vocational and Educational Services for Individuals with Disabilities are available for students with disabilities.
<http://wd.dol.state.nj.us/labor/roles/disable>

Department of Veteran's Affairs—GI Bill vouchers are available for qualified individuals. www.va.gov

TERI Continuing Education Loans are available for students enrolled on a part-time basis. This loan allows flexible repayment options and generous borrowing limits. www.teri.org

Some longer programs qualify for Financial Aid.
Phone: (973) 684-6868 E-mail: FA@pccc.edu

Loans: Continuing Education

Loans greater than \$1,000 are available through the College Board Connect Loan. Visit: loans.collegeboard.com or call (866) 232-9574.

Withdrawals and Refunds

If you change your mind and do not want to attend the course, you must officially withdraw. If you register, we plan on your attendance and order materials for you.

If you wish to withdraw from a short course or seminar, you must notify the Continuing Education Office in writing or in person (immediately) to complete a Withdrawal Form. Refunds will be made as follows:

- With written notification received prior to the first class session – 100%
- With written notification received after the first class meeting – 50%
- No refunds after the second class meeting.

For classes that meet for 120 hours or more you must notify the Continuing Education Office in **writing** to complete a Withdrawal Form. Refunds will be made as follows:

- Up to the second week - 100%
- During the 3rd & 4th week - 50%
- After the 4th week - None

EVEN IF WE ACCEPT A THIRD PARTY PAYMENT, TUITION GRANT OR WAIVER on your behalf, you must follow the WITHDRAWAL procedures. **If you fail to WITHDRAW, YOU will be personally responsible for all tuition, lab and material costs.**

We regret that there can be no exceptions to the policy due to an individual's personal or professional circumstances.

Passaic County Community College Registration Form For Continuing Education Courses

Student ID or Social Security _____ Date of Birth _____

Male Female

New Returning Fall Spring Summer

Last Name _____ First Name _____ MI _____

Preferred Tel. # _____ Secondary Tel. # _____

Street _____ City _____

County _____ State _____ Zip _____

Emergency Contact _____ E-mail _____

Employer _____ Employer's Address _____

Course #	Course Title	Place	Start Date	Cost

Check Statements which apply:

- US citizen or permanent resident
- Non-resident alien
- Other

In compliance with Title VI of the Civil Rights Act of 1964 and Title XI of the Education Amendments of 1972.

Ethnicity: Please check one.
 Hispanic/Latino Non-Hispanic/Latino

Race: Check one or more.
 American Indian/Alaskan Native Asian Black/African American
 Native Hawaiian/Other Pacific Islander White

We accept Visa, Mastercard or Discover. Credit Card payments can be made at the Bursar's Office, PCCC, One College Blvd., Paterson.

Or enclose a check or money order payable to: **“Passaic County Community College”** for the above courses. Write student name, course # and last four digits of the student's SS# or student ID on the check. Mail this form and payment to: **Passaic County Community College - Office of Continuing Education. One College Blvd., Paterson, NJ 07505-1179; Telephone number: 973-684-6153.**

I certify that the above information is correct and agree to the terms of the course. Note refund policy.

Student Signature _____ Date _____

For Official Use Only _____

_____ Initial Person Accepting Registration _____ Initial of Person Accepting Payment

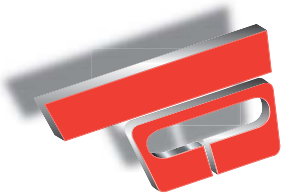
Cash Check Charge M.O.

Staff Third Party

Cancellation Policy

- The college reserves the right to cancel courses or to change dates if necessary.

- Attempts will be made to notify students.
- Refunds take 4-6 weeks.



**Passaic County Community College
Office of Continuing Education – 2600
One College Boulevard
Paterson, NJ 07505-1179**

Look What's New!

**AutoCAD 3D Modeling
and Rapid Prototyping**

**Computer Training on
Microsoft Office 2010**

Food Industry in Wanaque

**Introduction to Programmable
Logic Controller**

Online Courses

**Teacher Professional
Development – ADD/ADHD
Challenge**