Center for Continuing Education & Workforce Development

Fall / Winter 2016 Schedule of Courses & Career Development Programs

Your Pathway To Opportunity

Paterson, Passaic, Wanaque and Wayne

Main Campus
1 College Boulevard
Paterson, NJ

Public Safety Academy
300 Oldham Road
Wayne, NJ

Wanaque Academic Center
500 Union Avenue

Passaic Academic Center
2 Paulison Avenue
Passaic, NJ

973-684-6153
www.pccc.edu/ce
The Center for Continuing Education and Workforce Development

The Center for Continuing Education and Workforce Development focuses on creating opportunities that empower participants to become lifelong learners and obtain practical skills necessary for work in a dynamic, ever-changing economy. The Center provides innovative and diverse educational programs that meet the various needs of Passaic County communities and residents. We offer occupational and professional development courses as well as non-credit certificate programs to businesses, government agencies, non-profit organizations, healthcare institutions, and individuals throughout the county. Courses are offered days, evenings, and Saturdays at the main campus in Paterson, the Public Safety Academy in Wayne, the Wanaque Academic Center, and the Passaic Academic Center. Distance-based and online options are also available.

NEW Office Locations & Hours:

Main Office: 200 Memorial Drive, Paterson, NJ
(Entrance on Ellison Street, Room, 3rd floor M341)

Alternate office: 126 Broadway, Paterson, NJ

Office Hours: Monday – Friday, 8:30am – 4:30 pm

For more information, please visit our website at www.pccc.edu/ce or call 973-684-6153

Didn’t find what you are looking for?
Do you have any suggestions/comments?

Email us at: ce@pccc.edu

Passaic County Community College
Your Pathway to Opportunity!
Dear Friend,

Passaic County Community College opened in 1971 with a few hundred students and the goal of providing the residents of Passaic County with quality and affordable educational programs. Today, forty years later, PCCC enrolls over 13,000 students a year in over 60 associate degree and certificate programs, plus an extensive program of English as a Second Language, continuing education, and workforce development training.

Instruction is offered on our four campuses in Paterson, Wanaque, Passaic and Wayne and also offered online.

At PCCC, you will enter a learning environment that is intimate and nurturing, where small class size encourages meaningful dialogue with instructors and where friendships develop and grow. PCCC is a richly diverse College where every student is respected for his or her potential. Our faculty and staff are highly committed to helping you achieve your goals. On behalf of the entire College family, I welcome you to explore the host of Continuing Education and Workforce Development opportunities that we offer, and I look forward to you building a successful pathway towards achieving your individual goals.

Sincerely,

Steven M. Rose, Ed.D
President
Dear Colleague,

Welcome to Passaic’s Center for Continuing Education & Workforce Development. Our goal is to provide you with the tools and skills necessary to become more productive in your current profession or to develop new skills for gainful employment in fields and professions of promise. We offer a host of affordable programs and courses designed to help businesses, non-profits, and governmental institutions develop their workforce in an increasingly competitive global marketplace.

In this brochure you will find a host of courses, certificates, credentials, and career pathways designed to help you achieve your individual goals. Whether you want to develop the skills necessary to enter the healthcare field, want to become a teacher, or are hoping to develop additional technical skills in future growth sectors, we can help. We are also interested in hearing from you, so if you don’t see something listed here, please contact us directly and we will explore how to develop additional programs and services relevant for ensuring lifelong success.

Here at Passaic County Community College, we believe there is a strong connection between education and prosperity. Accordingly, we aim to serve our region by offering the very best in educational programming and workforce development services—both in the classroom and at the workplace.

Yours in learning,

Mike Powell
Executive Director
Registration

PARKING POLICY
All students must park in the parking garage at 125 Broadway, 3rd floor and above (red zones). A temporary parking permit is provided, however, students wishing to purchase a parking tag may do so at the security office for $40 ($20 refunded at the end of class).

REGISTER EARLY-TIMING IS IMPORTANT!
Please make sure to register early, many courses fill quickly and some have size limits, while others may be cancelled if the enrollment is not sufficient.

CLASS LOCATIONS
Classes are held at all four campuses. Please check the individual course descriptions for each location/site. See below for classroom abbreviations and for specific directions to the PCCC website. www.pccc.edu/locations.

Main Campus (M)
One College Boulevard, Paterson, NJ.
Founders Hall (rooms with the E prefix), College Blvd. & Memorial Drive
Academic Hall (rooms with the A prefix) between College Blvd. and Broadway
Hamilton Hall (rooms with the H prefix) 188 Ellison Street
Hamilton Club Conference Center (rooms with the HC prefix), 32 Church Street on the corner of Ellison Street. Continuing Education is located on the third floor.
The Broadway Academic Center (rooms with the B prefix), 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
Memorial Building (200 Memorial Drive, rooms with the MEM prefix). Entrance on Ellison 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 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 in Wayne between Preakness and Central Ave.

SEE INSIDE BACK COVER FOR MORE DETAILS ON REGISTRATION.
<table>
<thead>
<tr>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Skills &amp; Test Preparation</strong></td>
</tr>
<tr>
<td>High School Equivalency (GED Test Prep) ........................................... 8</td>
</tr>
<tr>
<td>GED en Espanol ................................................. 9</td>
</tr>
<tr>
<td>Praxis Core Test Preparation .... 9</td>
</tr>
<tr>
<td>TEAS Test Preparation ........ 9</td>
</tr>
<tr>
<td><strong>Business &amp; Industry</strong></td>
</tr>
<tr>
<td>Computer &amp; Basic Skills Training for Employees ........ 10</td>
</tr>
<tr>
<td>Contract/Customized Training ...... 11</td>
</tr>
<tr>
<td>Customer Service Training ..... 11</td>
</tr>
<tr>
<td>Leadership/Management Training .................................. 12</td>
</tr>
<tr>
<td><strong>Certificate Programs</strong></td>
</tr>
<tr>
<td>Accounting &amp; QuickBooks Certificate .......................................... 12</td>
</tr>
<tr>
<td>Applied Technology Entrepreneur Certificate Program ......................... 13</td>
</tr>
<tr>
<td>Entrepreneur ............................................. 15</td>
</tr>
<tr>
<td>Grant Writing ............................................ 16</td>
</tr>
<tr>
<td>Health &amp; Human Services Certificate ........................................ 20</td>
</tr>
<tr>
<td>Plumbing Certificate ................. 22</td>
</tr>
<tr>
<td>Project Management ................. 16-18</td>
</tr>
<tr>
<td>Public Speaking ......................... 16</td>
</tr>
<tr>
<td>Real Estate Salesperson Training 18</td>
</tr>
<tr>
<td>Social Media for Small Business 16</td>
</tr>
<tr>
<td>Uniform Construction Code ........ 19</td>
</tr>
<tr>
<td>Welding Certificate ................... 22</td>
</tr>
<tr>
<td><strong>Food Services Program</strong></td>
</tr>
<tr>
<td>Introduction to Food Service Preparation and ServSafe Certification Program .......... 23</td>
</tr>
<tr>
<td><strong>Education &amp; Teacher Training</strong></td>
</tr>
<tr>
<td>Parent Liaison Certificate Training ........................................... 25</td>
</tr>
<tr>
<td>New Pathways to Teaching – Alternate Route Program - Stage 1 ........ 24</td>
</tr>
<tr>
<td>Professional Development for Educators ....................... 24</td>
</tr>
<tr>
<td>Substitute Teacher Training .......... 25</td>
</tr>
<tr>
<td><strong>Emergency Medical Services (EMS) &amp; Fire Safety Training</strong></td>
</tr>
<tr>
<td>Emergency Medical Services .... 26</td>
</tr>
<tr>
<td>CPR for the Healthcare Provider 26</td>
</tr>
<tr>
<td>Emergency Medical Technician (EMT) ....................................... 26</td>
</tr>
<tr>
<td>EMT Refresher ............... 28</td>
</tr>
<tr>
<td>Dispatcher Training ............ 29</td>
</tr>
<tr>
<td>Dispatcher Trainer Basic 911 Officer Course .................................. 29</td>
</tr>
<tr>
<td>Emergency Medical Dispatch (EMD) ........................................ 29</td>
</tr>
<tr>
<td>EMD Refresher ............... 29</td>
</tr>
<tr>
<td>Hazardous Material Awareness ........ 30</td>
</tr>
<tr>
<td>Fire Safety ....................... 28</td>
</tr>
<tr>
<td>Fire Inspector .................. 29</td>
</tr>
<tr>
<td>Fire Official ..................... 28</td>
</tr>
<tr>
<td>Rope Rescue ...................... 30</td>
</tr>
<tr>
<td>For Groups by Request ........ 30</td>
</tr>
<tr>
<td><strong>Grant Funded Programs</strong></td>
</tr>
<tr>
<td>Customer Service Training Hub .......... 34</td>
</tr>
<tr>
<td>High School Equivalency Program ........................................... 33</td>
</tr>
<tr>
<td>Industry Centered Training Project .......... 33</td>
</tr>
<tr>
<td>Intensive Math for Vocational &amp; Technical Trades .................................. 34</td>
</tr>
<tr>
<td>NJ Health Professions Consortium Grant (HPC) ................................ 35</td>
</tr>
<tr>
<td>Northeast Resiliency Consortium Grant (NRC) ................................ 36</td>
</tr>
<tr>
<td>Pharmacy Technician Certification .......... 35</td>
</tr>
<tr>
<td><strong>Online Courses</strong></td>
</tr>
<tr>
<td>Online Career Programs ........ 41</td>
</tr>
<tr>
<td>Online Short Courses ............ 40</td>
</tr>
<tr>
<td><strong>Partner Organizations &amp; Programs</strong></td>
</tr>
<tr>
<td>Cultural Affairs Department .......... 42</td>
</tr>
<tr>
<td>College Bound/GEAR UP ........ 45</td>
</tr>
<tr>
<td>Upward Bound ...................... 45</td>
</tr>
<tr>
<td>Urban Consortium ................. 45</td>
</tr>
<tr>
<td>William Paterson Small Business Development Center (SBDC) .......... 45</td>
</tr>
<tr>
<td><strong>Skills Enhancement &amp; Community Based Courses</strong></td>
</tr>
<tr>
<td>Basic Computer &amp; Literacy Skills .................................. 40</td>
</tr>
<tr>
<td>Become a US Citizen – Civics .......... 40</td>
</tr>
<tr>
<td>Beginning English as a Second Language (ESL) .................................. 37</td>
</tr>
<tr>
<td>Horizons Workshop ............... 41</td>
</tr>
<tr>
<td>Small Group ESL Tutoring .......... 39</td>
</tr>
<tr>
<td>Workplace/Literacy Skills for ESL students .......... 39</td>
</tr>
</tbody>
</table>
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 50.

Teleconferencing capabilities are available in Wayne.
To inquire about rental services, contact the Continuing Education Office at 973-684-6126 or dhicks@pccc.edu.
Basic Skills & Test Preparation

The Office of Continuing Education & Workforce Development offers a number of courses designed to suit the needs and interests of the greater community.

- High School Equivalency (GED)
- High School Equivalency (GED) – in Spanish
- Praxis Core Test Prep
- TEAS Test Prep

If you wish to enroll in an adult education class in order to prepare for the High School Equivalency Tests, we offer several options.

Pre-GED Classes (Refresher Class for the GED) *(NEW)*

For adults who speak English and need to improve their reading and math skills and to prepare for the High School Equivalency classes. In this class, pre-GED students will learn basic arithmetic, science, reading and writing skills. 24 hours

**Books/Materials:** Basic Skills for the GED Test, McGraw Hill ISBN #9780071838467 Please purchase the book prior to the first class.

**Cost:** $95.00

**Course #:** NET 252 M1  
**Dates:** M-Th, Sept 6-16  
**Time:** 5:30-8:30pm  
**Place:** Paterson, Founder’s Hall, E001

**High School Equivalency (GED)**

The High School Equivalency program provides academic instruction for adults to be able to:

- Improve or learn basic reading, writing and math skills
- Gain skills needed for college or job entry
- Instruction is provided in basic reading, writing and math

*For more information about Adult Basic Education classes, please call 973-684-6153*

**Books/Materials:** New GED Test Strategies, Practice, and Review, by Kaplan….Available at the college bookstore. Please purchase the book prior to the first class.
Programa de preparación para obtener el diploma de secundaria (GED)—en español
Este es un curso de preparación para adultos para tomar el examen (GED) y obtener el diploma de secundaria. Este programa le ayudara a:
- Prepararse para tomar el examen de GED y obtener el diploma de secundaria.
- Mejorar y/o aprender habilidades básicas de lectura, escritura y matemáticas.
- Adquirir las capacidades necesarias para entrar en la universidad o para conseguir empleo.
- Apoyar y ayudar apropiadamente en la preparación académica de sus hijos.

Ofrecemos instrucción básica en lectura, escritura y matemáticas para prepararse para el examen de GED en español

¡Ofrecemos instrucción básica para conseguir exitosamente el diploma de secundaria!

Cost: $270.00
Course #: NET 251 P2
Time: 5:30 – 8:30 pm
Place: Passaic, Room: TBA

Books/Materials: McGraw Hill Education – Preparacion para el examen de GED
ISBN is 978-0-07-184570-0.
Para más información sobre este programa, por favor llamar al 973-684-6153. (Hablamos español)
Computer & Basic Skills Training for Employers

If you have at least ten employees lacking basic skills in core competency areas, we can help you improve their skills by providing free training under a grant program from the Department of Labor and Workforce Development that supports training for NJBIA members and NJ businesses (note that public employees are ineligible for training under this grant).

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

- Communications skills / Business writing
- English as a Second Language
- Computer skills (Windows, Word, Excel, Outlook, PowerPoint)
- Mathematics skills
- Blueprint reading
- Customer Service Training
- Spanish for the Workplace (tailored to specific occupations/professions)

Best of all, we will organize the training at no charge at your company’s location or at our campus. Companies must provide an FEIN and DUNS number, and employees must be employed at least 20 hours per week and “on the clock” during training. To take advantage of this program for your employees, contact Linda Johnson at ljohanson@pccc.edu or at (973) 684-7742.

MS Word Part 2
Learn the mechanics of creating columns, headers and footers, styles, importing graphics and mail merge features.

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.

Location: 200 Memorial Drive, Room, M341

<table>
<thead>
<tr>
<th>Course</th>
<th>Time: 8:30 am to 5:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Word Part 2</td>
<td>Wednesday, October 5</td>
</tr>
<tr>
<td>MS Excel Part 1</td>
<td>Wednesday, Oct 12</td>
</tr>
<tr>
<td>MS Excel Part 2</td>
<td>Wednesday, Oct 19</td>
</tr>
<tr>
<td>MS PowerPoint</td>
<td>Wednesday, Oct 26</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Tues/Thu. Nov. 8 &amp; 10</td>
</tr>
<tr>
<td>Leadership Skills</td>
<td>Tues/Wed. Dec. 6 &amp; 7</td>
</tr>
</tbody>
</table>
Contract / Customized Training

We offer customized training options to educate, train and support new, expanding and existing firms as well as non-profit organizations. Our goal is to foster and support key aspects of your organization’s wellbeing such as job growth, technology and productivity by providing training with your company’s needs in mind.

Topics available cover a wide range of subjects and are customized to meet your specific training goals from introductory level to mastery. Training is done at your convenience at your location or, if you prefer, on our campus. Our contract training consultant, Linda Johnson, can discuss available courses, options, fees, and a delivery schedule with you. We also offer assistance in applying for and managing a Customized Training grant through the New Jersey Department of Labor and Workforce Development (NJDOLWD) when your training needs are extensive.

If you are looking for training for your company, contact Linda Johnson at ljjohnson@pccc.edu or at (973) 684-7742 for additional information.

Customer Service Training

Employers always value employees who have good soft skills and are able to interact effectively with consumers. Improve your customer service skills and improve your growth potential by signing up for one or more of our customer service courses. Participants may register for one, two, three or any combination of sessions. Call for dates.

- Excellence and Communication Skills
- Diversity
- Managing Difficult Customers, Difficult Situations and Stress
- Problem Solving, Service Recovery and Professional Image
- Time Management

If you are looking for training for your company, contact Linda Johnson at ljjohnson@pccc.edu or at (973) 684-7742 for additional information.
Communications Training for Managers
Within a very interactive venue, you will have the opportunity to cover current topics to help you to strengthen your management and leadership capability in a number of critical competencies.

Participants may register for one, two, three or any combination of sessions. Call for dates.

• Problem Solving & Decision Making
• Performance Management
• Goal Setting and Time Management
• Change and Stress Management
• Leadership Styles and

Communication
• Motivating Employees
• Team Building and Conflict Resolution

If you are looking for training for your company, contact Linda Johnson at ljohnson@pccc.edu or at (973) 684-7742 for additional information.

HAVE BUSINESS OFFICES THROUGHOUT THE STATE?

Certificate Programs
A Certificate from the Center for Continuing Education is a professional credential that is recognized by all practitioners in various industries. Coursework ensures that those entering or already in the field have the necessary education and appropriate skills to meet the requirements of practice in a variety of service settings.

✦ Accounting & QuickBooks Certificate
✦ Applied Technology Certificate
✦ Entrepreneur Certificate Program
✦ Grant Writing
✦ Human Services Specialist Certificate
✦ Plumbing Certificate
✦ Public Speaking
✦ Social Media for Small Businesses
✦ Project Management Certificate
✦ Welding Certificate

Accounting & QuickBooks Certificate
This certificate program offers an overview of the key concepts, tools, and techniques required to succeed in today’s challenging business environment from a hands-on perspective. Offered in partnership with the New Jersey Small Business Development Center (NJSBDC) this program will cover the basics of accounting fundamentals and then apply those fundamentals to QuickBooks to enable business owners to take better control of their business finances.

To earn a certificate in this program, the following three courses are required.
1) Accounting Fundamentals (3 hours)
2) QuickBooks for Small Businesses (6 hours)
3) QuickBooks A/R & A/P (6 hours)

Or take any one of the topics listed below to improve your knowledge by enhancing your skills in one area.

Required Textbook: TBA
Accounting Fundamentals
This course is designed to establish students with fundamental knowledge of accounting procedures and is a complement to QuickBooks for Small Businesses. Master concepts needed for bookkeeping and become knowledgeable with accounting terminology used to operate financial software. 1 session (3 hours)
Cost: $55.00
Course #: NBS 200 M1
Dates: Wed, Oct 5
Time: 5:30 – 8:30 pm
Place: Paterson, Memorial Hall, M341

QuickBooks for Small Businesses (6 hours)
This introductory course explains how QuickBooks can simplify the accounting process for a small business. Students learn about the set-up for a small business. Learn how to record transactions, understand the reports generated from QuickBooks and the components of financial statements. (Participants should have knowledge of basic keyboarding.) 2 sessions.
Cost: $95.00
Course #: NBS 201 M1
Dates: Wed / Thu, Oct 12 & 13
Time: 5:30 – 8:30 pm
Place: Paterson, Memorial Hall, M341

QuickBooks A/R & A/P (6 hours)
This intermediate course is designed to put the student in a simulated real business environment managing both the Customers/ Sales and Vendors/Expenses capabilities in QuickBooks. 2 sessions.
Cost: $95.00
Course #: NBS 202 M1
Dates: Wed / Thu, Oct 19 & 20
Time: 5:30 – 8:30 pm
Place: Paterson, Memorial Hall, M341

For more information on the Accounting & QuickBooks Certificate program please call Deniese Hicks at 973-684-6126 or email dhicks@pccc.edu.

Applied Technology Technology Program
The following courses are offered through the Computer Information System and Engineering Department. This program is for those students seeking additional technical computer training.
Pre-Requisites: All classes require the permission of the CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587; Cbamkole@pccc.edu

Software/Hardware Maintenance & Diagnostics (64 hours)
This course provides students with the knowledge and skills necessary to install, troubleshoot, and upgrade software and hardware components, and to maintain and replace parts for PCs. Successful completion of this course prepares students to take the COMPTIA (Computing Technology Industry Association’s) A+ certification exam and Microsoft Technology Associate (MTA) exam. (Lecture and laboratory)
Cost: $728 (price subject to change)
Course #: NCC-150-MO1
Date: Mon & Wed, Aug 31 – Dec 19
Time: 8:30 – 10:10 am
Place: Paterson, Hamilton Hall, H308
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Prerequisite: Permission of CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587, Cbamkole@pccc.edu

Passaic County Community College
Your Pathway to Opportunity!
**Systems Analysis and Design (48 hours)**

This course details the study of the five phases of System Development Life Cycle (SDLC) and the systems analysis toolkit that shows the importance of communications, economic analysis, project planning skills with current technologies across all phases of the SDLC. (lecture and laboratory)

**Cost:** $581 (price subject to change)  
**Course #:** NCC-151-ME1  
**Date:** Thu, Aug 31 – Dec 19  
**Time:** 7:05pm – 9:35pm  
**Place:** Paterson, Hamilton Hall, H112

**Materials/Book Fee:** Book to be purchased at PCCC College Bookstore  
**Prerequisite:** Permission of CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587, Cbamkole@pccc.edu

---

**Network Administration I (48 hours)**

This course provides students with the knowledge and skills necessary to plan, install, and configure a Client Operating System (Windows 7) Successful completion of this course prepares students to take the MCTS (Microsoft Certified Technology Specialist) certification 70-680 exam and Microsoft Technology Associate (MTA) exam. (lecture and laboratory)

**Cost:** $581 (price subject to change)  
**Course #:** NCC-152-MO1  
**Date:** Mon & Wed, Aug 31 – Dec 19  
**Time:** 10:20am – 11:35am  
**Place:** Paterson, Hamilton Hall, H308

**Materials/Book Fee:** Book to be purchased at PCCC College Bookstore  
**Prerequisite:** Permission of CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587, Cbamkole@pccc.edu

---

**Network Administration II (48 hours)**

This course provides students with the knowledge and skills necessary to plan, install, and configure a server operating system (Windows 2008 Server) Successful completion of this course prepares students to take the MCITP (Microsoft Certified IT Professional) certification 70-646 exam and Microsoft Technology Associate (MTA) exam. (lecture and laboratory)

**Cost:** $581 (price subject to change)  
**Course #:** NCC-153-ME1  
**Date:** Tue & Thu, Aug 31 – Dec 19  
**Time:** 5:40 pm – 6:55 pm  
**Place:** Paterson, Hamilton Hall, H308
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Prerequisite: Permission of CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587, Cbamkole@pccc.edu

Database Fundamentals (48 hours)
This course is a study of relational database design concepts using the entity-relationship model and database management using SQL Server or Oracle. Students will be able to run Access, SQL Server or Oracle to complete several database projects during the open lab hours. (lecture and laboratory)

Cost: $581 (price subject to change)
Course #: NCC-155-MO1
Date: Tue, & Thu Aug 31 – Dec 19
Time: 11:45 – 1:00 pm
Place: Paterson, Memorial Hall, M336

Course #: NCC-155-ME1
Date: Fri, Aug 31 – Dec 19
Time: 7:05pm – 9:35 pm
Place: Paterson, Hamilton Hall, H308

Networking Essentials (48 hours)
This course provides students with the background necessary in order to master vendor-independent networking concepts. Successful completion of this course prepares students to take the COMPTIA (Computing Technology Industry Association’s) Network+ certification exam and Microsoft Technology Associate (MTA) exam.

Cost: $581 (price subject to change)
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Prerequisite: Permission of CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587, Cbamkole@pccc.edu

Course #: NCC-158-MO1
Date: Mon & Wed, Aug 31 – Dec 19
Time: 11:45am – 1:00 pm
Place: Paterson, Hamilton Hall, H308

Course #: NCC-158-ME1
Date: Tue, Aug 31 – Dec 19
Time: 7:05pm – 9:35 pm
Place: Paterson, Hamilton Hall, H308

Entrepreneur Certificate Program
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.

Call for dates.

<table>
<thead>
<tr>
<th>Title</th>
<th># of Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal 1 – Startup Specifics (3 hrs)</td>
<td>1</td>
</tr>
<tr>
<td>Legal 2 – Contracts (3 hrs)</td>
<td>1</td>
</tr>
<tr>
<td>Marketing Strategies for Business Success (6 hrs)</td>
<td>2</td>
</tr>
<tr>
<td>Small Business Recordkeeping</td>
<td>1</td>
</tr>
<tr>
<td>Understanding Financial Statements</td>
<td>1</td>
</tr>
<tr>
<td>The Business Plan (9 hrs)</td>
<td>3</td>
</tr>
<tr>
<td>Getting Your Business Registered</td>
<td>1</td>
</tr>
</tbody>
</table>

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

WCBS 880AM Radio
News 12 NJ
WNBC News Channel 4
Social Media for Small Business (NEW)
Build and protect your brand! Expand your business and social network.
Learn strategies on how to effectively navigate social media channels and promote your business through social media. Learn how to engage and attract new customers and grow your net worth.

Cost: $55.00  
Course #: NTE 700  
Dates: xxx  
Time: 5:30 – 8:30 pm  
Place: Paterson, Memorial Hall, M341

Public Speaking (NEW)
For business professionals who want to learn how to stand up and deliver a winning presentation and convey ideas without stumbling. Learn how to grab your audience’s attention and how to inspire them to act!
This comprehensive workshop will help you to:
• Connect with your audience
• Get your point across clearly
• Remain calm, cool, and collected
• Breeze through the toughest question-and-answer periods

Cost: $55.00  
Course #: NTE 701  
Dates:  
Time: 5:30 – 8:30 pm  
Place: Paterson, Memorial Hall, M341

Introduction to Grant Writing (NEW)
Increase the confidence and skills needed to develop a successful grant proposal for nonprofit organizations and tax-exempt institutions. This course gives a general overview of the grant writing process and allows writers to go through a step by step process to create a grant application. Learn how to identify funding resources, develop an attractive program, meet tough deadlines, and much more.

Learn how to write more effective proposals for:
• Federal government grants  
• State governments grants  
• Non-profit organization grants  
• Education grants

Cost: $95.00  
Course #: NTE 702  
Date: Tue / Thu, Nov 8 & 10  
Time: 6:00 – 9:00 pm  
Location: Paterson, M341

Project Management Professional (PMP) – 1 Day Certification Training (New)
Go Farther in Your Field. Become a Leader Today.

Turn challenging projects into your most important and rewarding successes and gain critical skills to lead successful projects, build your expertise in key cross-functional areas and prove yourself as a leader in Project Management.
Project management is one of the business world’s most in-demand skill sets. It’s also among the fastest growing professional disciplines in North America. That’s because even the smallest projects can benefit from project management processes such as planning, time and cost management, scope management, human resource management and communications management.

Take the following 1 day certification courses and you can apply what you’ve learned immediately on the job.

**Dynamic Strategic Planning (NEW)**

This class is a must attend for business owners, leaders, managers, anyone pursuing a management position or anyone that wants to start their own business. Participants will learn about the usefulness of a dynamic strategic planning process; to include clarifying their vision and mission, growth/innovation and cost saving strategies, means to sustain their efforts as well as how to measure plan effectiveness.

**Cost:** $95.00  
**Course #:** NTE 703  
**Date:** Fri, Sept 23  
**Time:** 8:30am – 4:30 pm  
**Location:** Paterson, Memorial Hall, M341

**Lean Basics (NEW)**

This class provides participants with a basic knowledge of the “Lean” continuous improvement and quality philosophy, model and methodology.

After taking this class participants will be familiar with the various lean tools which they can start to use immediately.

Lean, like Six Sigma has become a sort after competency in today’s workplace, this class will enable participants and the organizations they work for or want to work for to be more competitive. This class will provide them with tools to reduce unnecessary stress, mistakes and waste over the course of performing their work and overall empower them to work more efficiently and effectively and be more competitive in the market place.

**Cost:** $95.00  
**Course #:** NTE 704  
**Date:** Thu, Oct 6  
**Time:** 8:30am – 4:30pm  
**Location:** Paterson, Memorial Hall, M341
Project Management Essentials (NEW)

This class provides employees with waterfall project management methodology practices and tools using the project management body of knowledge, PMBOK. After taking this class employees will be familiar with PMBOK terms and foundational project management practices and tools that they can apply to any size project.

Cost: $95.00
Course # NTE 705
Date: Fri, Nov 11
Time: 8:30am – 4:30pm
Location: Paterson, Memorial Hall, M341

Project Management Essentials (NEW)

Monitoring and Controlling (An easy to use template will be provided)

• Reporting on project progress
• Timeline / Costs / Quality
• Developing a project reporting protocol
• Developing easy to use monitoring and control tools
• Finding the root cause for any variances and getting back on track
• Project change and scope control tools
• Maintaining team performance

Cost: $95.00
Course # NTE 706
Date: Fri, Dec 2
Time: 8:30am – 4:30pm
Location: Paterson, Memorial Hall, M341

Scientific Problem Solving and Using the Root Cause Analysis Tool (NEW)

This course is designed to help participants solve problems through first being able to identify the origin of the problem and as such having a basis from which to generate appropriate solutions in a more efficient, effective, objective and collaborative way.

• What exactly is a problem?
• The 13 steps involved in scientific problem solving
• Prioritizing problems/improvement opportunities
• Prioritization and Decision making tools
• Implementing and sustaining solutions

Cost: $149.00
Course # NTE 707
Date: Fri, Dec 9
Time: 8:30am – 4:30pm
Location: Paterson, Memorial Hall, M341

Real Estate Salesperson Training

This 75 hour class prepares you to take the New Jersey Real Estate Salespersons License. Recommended for anyone interested in pursuing a rewarding career (full-time or part-time), as a salesperson, referral agent or investor. Learn all about real estate purchasing, selling, investing and leasing.

Pre-Requisites to obtaining a Real Estate Salespersons License:

• Must be 18 years of age or older
• Have a High School Diploma or equivalent
• Must be a legal resident of the United States
• Must pass the New Jersey Real Estate Salesperson Licensing Exam

Required Textbook (Available at College Bookstore): Essentials of New Jersey Real Estate
ISBN-10: 1475422679 Publisher: Dearborn (12th edition)

Tuition: $395.00
Course Code: NBS 800 M1
Date: Mon/Wed, Sept 7 – Dec 21 (No Class 11/23)
Time: 7:00 – 9:30 pm
Location: Paterson, Memorial Hall, M341

For more details, call 973-684-6126, or email dhicks@pccc.edu.
Real Estate Broker License
(Coming Soon)

Expand your career options and become a Real Estate Broker. Learn to manage an office, oversee real estate operations, and/or work for a developer. Training for this program consists of three (3) parts:

Real Estate Broker course (90 hrs)
Agency & Ethics (30 hrs)
Office Management (30 hrs).

Students must complete all three courses.

Prerequisite: Students need to have been licensed and employed on a full-time basis as a NJ salesperson for a minimum of 3 years. Proof of license will be required.

For more details, call 973-684-6126, or email dhicks@pccc.edu.

Uniform Construction Code Education Program (New)

Are you a general contractor and looking to advance your career by becoming New Jersey State Inspector for local municipalities? The community colleges listed below are offering a regional schedule of classes for Uniform Construction Code training:

• Brookdale Community College: call 732-224-2813 or visit their website at www.brookdalecc.edu
• Mercer County College: call 609-570-3311 or visit their website at www.mccc.edu
• Middlesex County College: call 732-906-2556 or visit their website at www.middlesexcc.edu
• Union County College: call 908-709-7600 or visit their website at www.ucc.edu

These classes are for general contractors that are looking to advance their careers and become New Jersey State Inspectors for local municipalities. The New Jersey State Department of Community Affairs (NJSDCA) offers a 75% tuition reimbursement for qualified applicants. The courses focus on technical needs for contractors, estimators, architects, engineers, and government officials, as they relate to the design, construction and maintenance of building structures. For more information and the fall 2016 schedule, contact one of the colleges above or go to the NJSDCA website at http://www.state.nj.us/dca/divisions/codes/offices/ucc_college_resources.html

Passaic County Community College
Your Pathway to Opportunity!
Human Services Certificate Programs

Certificate of Achievement---Alcohol & Drug Certification Domains

Special-purpose training program for immediate employment in the field of addictions; and for those wanting to complete 270 hours of coursework required by The Certification Board, Inc. for the Certified Alcohol and Drug Counselor (CADC) certification and the Licensed Clinical Alcohol and Drug Counselor (LCADC) licensure, and, 72 hours of course work for the Chemical Dependency Associate (CDA) credential.

Students completing the Certificate of Achievement---Alcohol & Drug Certification Domains will be able to:

• Counsel individuals specific to the problems associated with addiction.
• Identify ethical, professional, and legal standards necessary to work in the human services profession.
• Complete a Psychosocial Assessment and diagnose using the criteria in the current Diagnostic and Statistical Manual of Mental Disorders (DSM).

The Certificate of Achievement---Alcohol & Drug Certification Domains 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)

Please note: Introduction to Human Services (HS 101) is a prerequisite for Counseling Techniques (HS 203) and Counseling Techniques (HS 203) is a prerequisite for Group Dynamics (HS 204).

A grade of “C” or higher is required in all courses in order to earn a Certificate of Achievement---Alcohol & Drug Certification Domains.

Requirements for CADC/LCADC Certification:

• 270 educational hours in alcohol and drug domains
• 300 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

Requirements for CDA credential:

• 72 educational hours in one of the specialty areas
• 2000 hours of supervised work experience
• 200 hours of supervised practicum

Bad Weather?

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

WCBS 880AM Radio
News 12 NJ
WNBC News Channel 4
Certificate of Achievement in Mental Health

This certificate program is designed for the entry level mental health service worker and for those wanting to complete the ninety (90) hours of coursework required by The Certification Board, Inc. for the Community Mental Health Associate (CMHA) credential. This certificate is focused on activities that bring services, resources, and people together within a planned framework of action toward the achievement of established goals.

The Certificate of Achievement in Mental Health includes the following courses:

- **Introduction to Human Services (HS 101)**
- **Intro to Mental Health (HS 111)**
- **Counseling Techniques (HS 203)**
- **Drugs, Society, & Human Behavior (HS 209)**

**Mental Health Counseling (HS 212)**

Please note: Introduction to Human Services (HS 101) is a prerequisite for Counseling Techniques (HS 203) and Intro to Mental Health (HS 111) is a prerequisite for Mental Health Counseling (HS 212).

A grade of “C” or higher is required in all courses in order to earn a Certificate of Achievement in Mental Health.

Requirements for CMHA credential:
- 90 educational hours in mental health domains
- 2000 hours of supervised work experience
- 110 hours of supervised practicum

Human Services Specialist Certificate

This Certificate is for students interested in securing an entry-level position in the counseling and addictions profession and for those wanting to complete the 270 hours of course work as required by The Certification Board, Inc. for the Certified Alcohol and Drug Counselor (CADC) certification, and the Licensed Clinical Alcohol and Drug Counselor (LCADC) licensure; and, the 72 hours of course work for the Chemical Dependency Associate credential.

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 (PS 202)**
- **Abnormal Psychology (PS 203)**
- **Behavior Modification (PS 206)**

Please note: Introduction to Human Services (HS 101) is a prerequisite for Counseling Techniques (HS 203); Counseling Techniques (HS 203) is a prerequisite for Group Dynamics (HS 204); Introduction to Psychology (PS 101) is a prerequisite for Theories of Personality (PS 202), Abnormal Psychology (PS 203), and Behavior Modification (PS 206).

A grade of “C” or higher is required in all courses in order to earn a Human Services Specialist Certificate.

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

For more information regarding Work Experience, Practicum, and Certification, visit The Certification Board, Inc. website at www.certbd.org.

**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.

**Prerequisite:** All courses require permission of Professor Michael D’Arcangelo. Classes start August 31, 2016. For advisement call 973-684-5759 or 201-475-8231.
Plumbing Technology Certificate of Achievement (NEW)

This program provides entry-level skills and knowledge for students preparing to enter the plumbing industry as an apprentice to a master plumber. It is offered in partnership with Passaic County Technical School. Instruction includes the basic skills to assist with the installation and repairs of residential and light commercial plumbing systems. Course work includes sketching diagrams, interpretation of blueprints and practices in plumbing assembly. Students will gain knowledge of State and National Codes and requirements.

This program fulfills 13 credits of the Applied Science Degree in Technical Studies.

Graduates of the program will be able to:
• Demonstrate accepted safety standards.
• Interpret blueprints, specifications, and codes as they apply to residential and commercial plumbing.
• Identify appropriate piping materials for various systems and installations.
• Demonstrate installations for residential and commercial plumbing systems.
• Identify the basic principles of the State and National Plumbing Codes as applied in each installation.

Required Courses
PLB 110 Plumbing I 4 credits
PLB 115 Plumbing II 4 credits
PLB 120 Plumbing III 4 credits
PLB 150 Plumbing Capstone 1 credit

For more information contact PCCC’s Admission’s Department at Phone: (973) 684-6868 E-mail: admissions@pccc.edu

Welding Certificate of Achievement (NEW)

This Certificate of Achievement is offered in partnership with Passaic County Technical School, provides students with a basic understanding of the science, technology, and the application skills essential for successful employment in the welding and metal industry. Instruction includes consumable and non-consumable electrode welding and cutting processes. It is a three semester, 15 credit, evening program.

Graduates of the three semester program may be employed as entry-level technicians in welding and metal working industries. Career opportunities exist in construction, manufacturing, fabrication, drilling, and pipeline companies, and welding related self-employment.

This program fulfills 15 credits of the Applied Science Degree in Technical Studies.

Graduates of the program will be able to:
• Identify the types of welding power sources and their characteristics, uses, and limitations.
• Perform entry level skills in gas metal arc welding, shielded metal arc welding, and gas tungsten welding.
• Construct weldments from sketches, blueprints, or verbal instructions.
• Demonstrate the importance of safety precautions and practices in gas and shielded arc metal welding.

REQUIRED COURSES
WLD 105 Interpreting Blueprints and Layout 2 credits
WLD 110 Introduction to Welding Fundamentals 4 credits
WLD 115 Intermediate Welding 4 credits
WLD 120 Advanced Welding 4 credits
WLD 150 Welding Capstone 1 credit
Food Services Program

The perfect recipe for a career is available at the Center for Continuing Education! Whether you want to work in the kitchen, design your own restaurant, or run a catering business, a culinary arts career is a great choice for anyone who loves to work with food.

Financial Aid and Job Placement assistance is also available.

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 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: Mon – Fri
Time: 7:30 am – 3:30 pm
Place: Paterson, Cafeteria

Course #: NJS 18 M1A (evening)
Dates: Mon – Thu
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: Mon - Fri
Time: 7:30 am – 3:30 pm
Place: Paterson, Cafeteria

Course #: NJS 18 M1B (evening)
Dates: Mon – Thu
Time: 1:30 – 8:00 pm
Place: Paterson, Cafeteria

For additional information, call 973-684-6153.
Education & Teacher Training

The following Teacher Education programs will help you get started on the right path to a career in teaching.

★ New Pathways to Teaching – Alternate Route Program (NPTNJ) - NPTNJ Stage 1
★ Professional Development Workshops for Educators
★ Parent Liaison Certificate Training
★ Substitute Teacher Training

Registration may be completed once this paperwork has been received and approved. You will register at the Continuing Education office.

Cost: $3,299.00 for credit (4 Master’s credits); $1,300.00 for non-credit (both subject to change)

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

Course #: NET 227 S1 non-credit
Course #: NET 229 S1 credit
Dates: Mon/Wed, Sept 7 – Dec 5
Time: 6:00 – 8:30 pm
Place: PSA Wayne
For more information, please visit our website at www.pccc.edu/ce.

New Pathways to Teaching in New Jersey (NPTNJ) – Alternate Route Program

Become a Certified Teacher
Approved by the New Jersey Department of Education

Program Overview
The New Pathways to Teaching in New Jersey (NPTNJ) is an alternate route program that is designed to allow individuals that already have a bachelor’s degree, but did not complete a traditional teacher training program, to become a licensed teacher. This program can be taken as credit or non-credit and provides you the requirements to get your Standard Teaching Certificate in New Jersey.

STAGE I (60 hours – 45 classroom and 15 observation)

Stage I is a 60-hour pre-service program with guided in-class observations. You must have a valid Certificate of Eligibility (CE) from NJDOE to enroll in Stage I. Topics include basic instructional strategies, curriculum, theory, thinking skills, diversity issues, special needs of students, record keeping, and more.

Requirements to Apply for the NPTNJ Program, Stage I
You must provide the following items to the Program Coordinator prior to registering for Stage I

1. A copy of your Certificate of Eligibility
2. Three sealed Transcripts for all schools from which you received a degree
3. A copy of your Praxis scores
4. A completed NPTNJ Application

Professional Development for Educators
Professional Development workshops keep teaching professionals up-to-date on new research on how children, learn, emerging technology tools for the classroom, new curriculum resources, and more. The best professional development is ongoing, experiential, collaborative, and connected to and derived from working with students and understanding their culture.

Passaic County Community College
Your Pathway to Opportunity!
Parent Liaison Certificate Training (NEW)
The Parent Liaison program is designed to prepare individuals to coordinate their existing parent involvement programs and to build effective new strategies to increase academic achievement for students. Participants will learn effective communication and presentation skills as well as useful vocabulary building tools.

Topics available cover a wide range of subjects and can be customized to meet your school or district's professional development plan. Training is done at your convenience at your location or, if you prefer, on our campus.

Sample Topics Include: total hours: 60
- Communications Skills (how to deal with various issues such as domestic violence, drug abuse and helping families with special needs children)
- Helping parents to develop critical thinking skills in children
- How to engage parents and students (Using the Six Types of Involvement)
- Customer Service (related to how to effectively engage parents and deal with difficult situations)
- Time Management (how to prioritize assignments)
- Networking with other agencies
- Effective Public Speaking and how to give presentations

Cost: $275.00

Course #: NTE 118
Dates: Tue / Thur, Sept 27 – Dec 8
(No class Nov 22)

Time: 5:00 – 8:00 pm
Place: Paterson, TBA
For more information call 973-684-6126
or email dhicks@pccc.edu

Substitute Teaching Training
This course teaches ways to make your substitute teaching 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, it will better prepare you for success as a substitute teacher.

Prerequisite: At least 60 college credits

Cost: $140.00

Course #: NET 105 M1
Dates: Sat, Sept 24 – Oct 22
Times: 9:00 am – 1:00 pm
Place: Paterson, TBA

Great Teachers help create Great Students!
Email: CE@pccc.edu to schedule a training program or professional development workshop during an in-service day. Trainings and workshops are tailored to meet the specific needs of your district/school at all levels.

Passaic County Community College is a registered provider with the New Jersey Department of Education. Our workshops are NJEA endorsed.
Emergency Medical Services (EMS) & Fire Safety Training

The mission of the Emergency Response Training Programs are to provide first responders with high-quality training that enhances their skills for responding to and recovery from manmade and natural events.

Located at the Public Safety Academy in Wayne, NJ, the following classes are hands-on, interactive classes with real-life simulation situations:

### Emergency Medical Services

- **CPR for the Healthcare Provider**
- **Emergency Medical Technician (EMT)**
- **Hazardous Material Awareness**
- **EMT Refresher**

### Dispatcher Training

- **Dispatcher Trainer Basic 911 Officer Course**
- **Emergency Medical Dispatch (EMD)**
- **EMD Refresher**

### Fire Safety

- **Fire Inspector**
- **Fire Official**
- **Rope Rescue**
- **For Groups by Request**

Classes can be taken as non-credit certificate courses or with college credit. Other restrictions apply, see course descriptions for more detail.

Please call for more details
(973) 304-6022
Or Email ems@pccc.edu

---

**CPR for the Healthcare Provider (4 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 100
- **Date:** Sun, Sept 18 (Please call for more dates)
- **Time:** 8:00am – 12:00pm
- **Place:** Wayne

---

**Emergency Medical Technician (EMT Basic) (200+ hours) (HYBRID COURSE)**

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 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. This course is a Hybrid / practical skills based program. All students must have easy access to a computer and will be required to participate in on-line assignments. All skills and exams will be done at the Public Safety Academy. Both sessions will be required to attend some Saturdays or Saturdays throughout the course.
WEEKNIGHT CLASS

**Prerequisite:** Fluency in spoken and written English. Must have easy access to the internet. This course will require that you participate in online assignments

**Cost:** $1,200.00

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

**Course #:** NEM 190 S1/GF1

**Dates:** Mon / Wed, Aug 31 – Dec 12

**Time:** 6:00 – 10:00 pm

**Place:** Wayne

---

**Course #:** NEM 190 S2/GF2

**Dates:** Tue / Thu, Sept 1 – Dec 13

**Time:** 6:00 – 10:00 pm

**Place:** Wayne

---

One of the following Saturdays or Sundays for each weekend listed.

**Time:** 8:00am-5:00pm

**Dates:** 9/17, 9/18, 10/1, 10/2, 10/15, 10/16, 10/29, 10/30, 11/5, 11/6, 11/19, 11/20, 12/3, 12/4

*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.

---

**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:** $40.00

---

**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:** $40.00

---

**Confined Space Operations (16 hours)**

**Cost:** $40.00
Coaching Emergency Vehicle Operators (CEVO) (6 CEU)
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: $60.00

Incident Command System (ICS) 300 (16 CEU)
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

EMT Continuing Education

EMT Refresher Program
Designed to provide continuing education units for EMTs, this program covers the core topics of the Emergency Medical Technician-Basic Program National Curriculum. Tuition Waiver is accepted for the following classes.

Refresher A
Cost: $80.00
Course #: NEM 161 S1/GF1
Date: TBA
Time: 6:00 - 10:00 pm
Place: Wayne

Refresher B
Cost: $80.00
Course #: NEM 162 S1/GF1
Date: TBA
Time: 6:00 - 10:00 pm
Place: Wayne

Refresher C
Cost: $80.00
Course #: NEM 163 S1/GF1
Date: TBA
Time: 6:00 - 10:00 pm
Place: Wayne

Incident Command Level I-100, I-200, and NIMS 700 (16.5 CEU’s)
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 is 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: $120.00
EMT CEU Credit: 16.5

Basic Trauma Life Support (16 CEU’s)
Basic Trauma Life Support (BTLS) is designed to teach the skills necessary to recognize symptoms of injuries and how to perform critical interventions.

EMT CEU Credit: 16
Cost: TBD
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Fire Safety

Fire Official (30 hours)
In accordance with New Jersey regulations, the Fire Official course reflects instruction in the New Jersey Uniform Fire Code as well as other 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 (Administrative Red Book)
Prerequisite: Fire Inspector
Cost: $255 (plus book)
Course #: NET 51 S1
Date: Tue/Thu, Oct 4 - Nov 3
Time: 6:30 - 9:30 pm
Place: Wayne Public Safety Academy, 129
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).

DATES FOR SPRING 2017 ARE AS FOLLOWS:

Textbooks required:
2009 International Fire Code (ICC Product Code: 3400S09)
Fire Inspection and Code Enforcement (IFSTA 7th Edition: 941253)

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

Course #: NET 501 S1
Date: Tue / Thu – Jan 24 to Apr 4, 2017
5 Saturdays: TBA
Time: 6:30 - 10:00 pm
Place: Wayne Public Safety Academy

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

Dispatcher Trainer Basic 9-1-1 Officer Course (40 hours)

This 40-hour 9-1-1 Basic Communications course provides students with the basic knowledge, skills, and experience to understand the functional operation of an emergency communications system, and their role and responsibilities within the emergency communications system.

Pre-Req: CPR Certification

Cost: $350

Course #: NEM 213 S1
Date: Sept 6, 7, 8, 10, 12, 13, 14, 17
Time: Mon – Thu, 6:00 - 10:00pm (Weeknights)
Time: Sat, 8:00am – 5:00pm (Weekends)
Place: Wayne

IF EMD AND 9-1-1 Courses are taken together cost is $600 for both and the # is NEM 215 S1

Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.
Emergency Medical Dispatch (EMD) (32 hours)
This 24 hour Emergency Medical Dispatch course (EMD) will certify the Basic 9-1-1 officer with the NHTSA EMD National Standard Curriculum. This will ensure that the student possesses the baseline knowledge and skills to function in the role of an Emergency Medical Dispatcher.

Pre-Req: CPR Certification
Cost: $350
Course #: NEM 214 S1
Dates: Sept 19, 20, 21, 24, 26, 27, 28
Time: 6:00 – 10:00 pm (M/T/W); 8am – 5pm (Sat)
Place: Wayne, TBA
EMT CEU Credit: 21 Elective 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: $40.00

Rope Rescue Technician (40 hours) (Ropes Knots and Rappelling)
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: $200.00

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

Trainings 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)
- Firefighter II (84 hours)
- Company Officer Course (80 hours)
- Arson Detection for the First Responder (15 hours)
• Automobile Firefighting (6 hours)
• Building Construction Principles: Fire Resistive & Non-Combustible (15 hours)
• Building Construction Wood & Ordinary (21 hours)
• Critical Incident Stress Management (3 hours)
• Electrical Emergency Response (PSE&G) (3 hours)
• Elevator Rescue Lecture (3 hours)
• Emergency Response to Terrorism: Tactical Considerations for Company Officers (16 hours)

• First Responder (50 hours)
  Any First Aid Squad desiring in house training is encouraged to contact the Public Safety Academy and courses can be set up to accommodate your needs with training at your facility.

**Coming Soon:**
Summer Emergencies – drowning, heat related, diving, bicycle/skateboard, animal, bites, fireworks, allergy issues
Opiate Overdose Narcan program
Stroke Awareness Time is Brain
Diabetic Emergencies
EMT Pharmacology
Call for further details, 973-304-6022, or email: ems@pccc.edu

**Did you know...**
Passaic County Community College received a $9M federal grant to lead multi-state job training program - The money is being awarded through the Trade Adjustment Assistance Community College and Career Training grant program, a multiyear, nearly $2 billion initiative to expand targeted training programs for unemployed workers, especially those whose jobs have been affected by foreign trade, the Labor Department said.

The grant is geared toward expanding programs in growing industries, such as information technology, environmental and energy technologies and health care.

The other schools in the group are Atlantic Cape Community College in New Jersey, Bunker Hill Community College in Boston, Capital and Housatonic community colleges in Connecticut and Kingsborough and LaGuardia community colleges in New York City.

**Bad Weather?**
Information on PCCC closing due to inclement weather will be available on:

**WCBS 880AM Radio**
News 12 NJ
WNBC News Channel 4
Grant Funded Programs

Free education and career training programs for eligible New Jersey residents are available. All applicants must meet specific requirements in order to qualify.

- High School Equivalency Program
- Industry Centered Training Project
- Intensive Math for Vocational & Technical Trades
- NJ Health Professions Consortium (TAACCCT4)
- Northeast Resiliency Consortium Grant (NRC)
- Customer Service Training Hub
- Trade Adjustment Assistance Career Training (TAACCCT3)

The following Free Training Opportunities are available at the college for TANF or GA clients. For more details and program information call the Board of Social Services at 973-881-0100

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Equivalency Adult Basic Education</td>
<td>Designed to prepare participants to sit for the high school equivalency exam as well as to enhance life, study, and work skills while preparing and encouraging students to obtain employment and/or further education.</td>
</tr>
<tr>
<td>Industry Centered Training Project</td>
<td>Designed to prepare customers to be ready to work in the retail and hospitality industry cluster, a major employer in our region. Customers will participate in a 16-week program that provides 30 to 35 hours of basic skills, work readiness, All reading, math and language activities are industry specific. Customers are offered group and individualized training as well as basic computer instruction to reinforce skills.</td>
</tr>
<tr>
<td>Math for Vocational and Technical Purposes</td>
<td>Directly related to preparing customers to be ready to work in various trades. The goal is to contextualize the below topical areas by illustrating how they will be used in the actual workplace. Clients will participate in a 26-week program that provides 25-35 hours of educational training classes per week organized as follows:</td>
</tr>
<tr>
<td>Customer Service Training Hub</td>
<td>This program is structured to help participants gain the necessary skills and practical knowledge to work in a retail or related service-sector. Participants in the year-long program will obtain 25-35 hours/week of experiential, hands-on training per week to prepare each participant to take full-time employment in the sector. Individuals will choose one of the two tracks mentioned above: 1) Sales &amp; Retail Operations, or 2) Warehousing &amp; Logistics.</td>
</tr>
</tbody>
</table>

Customer must be receiving Temporary Assistance for Needy Families (TANF) or General Assistance (GA). Must have the ability to read, write and converse in English. Referrals are made through the Passaic County Board of Social Services.

Accept the challenge and start NOW with a new beginning!
HIGH SCHOOL EQUIVALENCY PROGRAM

The NEW high school equivalency grant-funded program provides academic instruction for the General Assistance (GA) population. Students will improve their reading, writing, math, social studies and science skills in preparation for the HISET or TASC exam.

### PROGRAM HIGHLIGHTS

- Instruction in reading, math, writing skills, social studies and science
- Academic assessment
- Literacy and computer-based training
- Career counseling and job placement assistance

**TABE requirements:** 8.0 in reading, math and language

**Day(s):** Monday – Friday  
**Times:** 8:30 am – 2:30 pm  
**Course #:** NJS  
**Place:** Paterson, Broadway Academic Center, TBA

**Prerequisites:** Customer must be receiving General Assistance (GA). Must have the ability to read, write and converse in English.

**Referrals are made through the Passaic County Board of Social Services.**

**For additional information, please contact:** Pat Nole, Manager, W.I.A. Programs  
Tel # 973-684-5748 • Email: pnole@pccc.edu

---

### INDUSTRY FOCUSED HIGHLIGHTS

- A National Retail Federation curriculum to prepare students for a National Professional Certification in Customer Service & Sales
- Training in retail, hotel and customer service industry
- Academic assessment
- Job readiness skills
- Literacy and computer-based industry training
- Career counseling and job placement assistance

(6th grade reading and math level required)

**Day(s):** Monday – Friday  
**Times:** 8:30 am – 2:30 pm  
**Course #:** NJS 203  
**Place:** Paterson, Broadway Academic Center, TBA

**Prerequisites:** Customer must be receiving Temporary Assistance for Needy Families (TANF) or General Assistance (GA). Must have the ability to read, write and converse in English.

**Referral Dates**

* *TBA*

**Referrals are made through the Passaic County Board of Social Services.**

**For additional information, please contact:** Pat Nole, Manager, W.I.A. Programs  
Tel # 973-684-5748 • Email: pnole@pccc.edu
Intensive Math for Vocational & Technical Trades

The NEW Intensive Math for Vocational and Technical Trades grant-funded program provides academic instruction for the Temporary Assistance to Needy Families (TANF) and General Assistance (GA) recipients. The program is designed to help students acquire marketable math and computer skills for entrance into the vocational and technical trades.

**PROGRAM HIGHLIGHTS**

- Instruction in basic math, algebra, geometry, technical math, probability, and basic statistics
- Academic assessment
- Literacy and computer-based training
- Basic computer skills including Excel
- Job readiness skills
- Career counseling and job placement assistance

**TABE requirements:** 5.0 in math; 8.0 in reading and language

**Day(s):** Monday – Friday  
**Times:** 8:30 am – 2:30 pm

**Course #:** NJS  
**Place:** Paterson, Broadway Academic Center, TBA

**Prerequisites:** Customer must be receiving Temporary Assistance for Needy Families (TANF) or General Assistance (GA). Must have the ability to read, write and converse in English.

Referral Dates

**TBA**

Referrals are made through the Passaic County Board of Social Services.

For additional information, please contact: Pat Nole, Manager, W.I.A. Programs  
Tel # 973-684-5748 • Email: pnole@pccc.edu

CUSTOMER SERVICE TRAINING HUB

The NEW Retail Industry Career Training grant-funded program for Temporary Assistance to Needy Families (TANF) and General Assistance (GA) recipients provides academic instruction and the opportunity to explore hands-on career paths in the retail/hospitality sector while learning on-the-job skills for customer service, inventory, sales, management, marketing, inventory, warehousing, logistics, and basic finance.

**PROGRAM HIGHLIGHTS**

- Instruction in customer service, inventory, sales, management, marketing, inventory, warehousing, logistics, and basic finance
- Hands-on experience in the retail/hospitality sector
- Academic assessment
- Job readiness skills
- Literacy and computer-based training
- Career counseling and job placement assistance

**Day(s):** Monday – Friday  
**Times:** 8:30 am – 2:30 pm

**Course #:** NJS  
**Place:** Paterson Campus

**Prerequisites:** Customer must be receiving Temporary Assistance for Needy Families (TANF) or General Assistance (GA). Must have the ability to read, write and converse in English.

Referral Dates

**TBA**

Referrals are made through the Passaic County Board of Social Services.

For additional information, please contact: Continuing Education, Tel # 973-684-6153
Interested in a career in health care? The New Jersey Health Professions Consortium (HPC) has grant funding sponsored by the United States Department of Labor (DOL) for eligible participants to train and obtain the skills and certification needed to start a career in the growing field of health care.

What’s offered?
Eligible participants will receive training and certification in Allied Health programs in the healthcare sector and to build career pathways.

Current Offerings:
- Administrative Medical Assistant (AMA)
- Emergency Medical Technician (EMT)
- Emergency Medical Dispatch (EMD)
- Pharmacy Technician
- Smart Start: An Intro to Healthcare

The opportunity to register for HPC classes is dependent on availability and continued funding of the grant and can be withdrawn at any time.

Program requirements include, but are not limited to:
- U.S. Citizenship, permanent residency, or eligibility to work
- High School diploma or GED
- Qualifying scores on the TABE or Accuplacer tests
- TAA-impacted
- Veterans
- Unemployed
- Underemployed

* Additional eligibility criteria may apply based on individual program.

This program is funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. This program was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantee, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timelines, usefulness, adequacy, continued availability, or ownership. This program is an equal opportunity program as such, auxiliary aids and services are available upon request to individuals with disabilities.

For more information about the grant program and to see if you qualify, visit our website at www.pccc.edu/hpc, call 973-684-5541, or email healthpath@pccc.edu.
The Northeast Resiliency Consortium Grant (NRC)
The NRC is a grant sponsored by the United States Department of Labor. The consortium involves seven community colleges in the Northeast region. These colleges will provide non-credit and credit training to qualified Veterans, TAA-eligible; unemployed and underemployed individuals who are interested in advancing their careers and returning to the work-force with industry recognized credentials. These high demand employment areas are: Healthcare, Information and Energy Technology.

Passaic County Community College will be offering the following training opportunities for individuals who qualify.

- Energy Industry Fundamental Certificate
- Community Health Worker Training (non-credit certificate)
- Institutional Food Service
- 911 Basic EM Med Dispatch

Eligibility includes:
- High School graduate or GED
- Desire to attend college
- U.S Citizenship or permanent residency
- Veterans, TAA eligible, unemployed or underemployed

*Additional eligibility criteria may apply based on individual program.

For further information please call the NRC inquiry line 973-684-5605, or email at www.pccc.edu/nrc. Also follow us on twitter @pccnrc

This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.
Beginning English as a Second Language

If English is not your native language and you would like to become more proficient in reading, writing, and speaking, then this course is for you.

Are you planning on enrolling in college but need to learn the basics of English? This course is for beginning English speakers who want to learn how to speak, read, and write in English and enter college. Through a grant from the New Jersey Department of Labor and Workforce Development, PCCC offers a limited number of seats for those with very limited English language skills.

Pre-requisite: Potential students must apply through the Admissions Office at PCCC.

An appointment for testing is required. If the student is accepted, a registration form must be completed.

YOU MUST CALL 973-684-5582 to schedule an appointment for testing.

Inglés básico como segundo idioma

Si el inglés no es su lengua materna y a usted le gustaría ser más competente en la lectura, escritura y conversación entonces este curso es para usted.

¿Está planeando matricularse en la Universidad pero tiene que aprender los conceptos básicos del inglés?

Este curso es para principiantes que quieren aprender a hablar, leer y escribir en inglés y entrar a la Universidad. A través de una subvención del Departamento de Labor and Workforce Development de Nueva Jersey, Passaic County Community College (PCCC) ofrece un número limitado de espacios que están disponibles para personas que desean aprender inglés.

Requisitos: Los estudiantes interesados tienen que ir a la oficina de Admisiones en PCCC, tener un número válido de seguro social y un diploma de secundaria. Se requiere una cita para tomar un examen de inglés. Si el estudiante es aprobado, tendrá que llenar un formulario de admisión.

POR FAVOR LLAMAR AL 973-684-5582 para hacer una cita y tomar el examen de inglés.
Basic ESL Workshop
(Pre-Foundations) (24 hrs.)

- **Required Text:** None
- **Cost:** $110
- **Course #:** NET 711 M1
- **Dates:** Sept 12 – Oct 3
- **Times:** 8:55 – 11:35 am – M/T/TH
- **Place:** Paterson, TBA
- **Course #:** NET 711 M2
- **Dates:** Sept 12 – Oct 3
- **Times:** 5:40 – 8:20 pm – M/T/TH
- **Place:** Paterson, TBA

Grant-funded Basic ESL Classes
(60 hours) Foundations

- **Required Text:** English in Action 1, 2nd Edition (ISBN # 978-1-4240-4990-1) Books can be purchased at the college bookstore.
- **Cost:** FREE
- **Course #:** ELSC 000 M1
- **Dates:** Mon/Wed, Sept 12 – Nov 30
- **Times:** 8:55 – 11:35am
- **Place:** Paterson, TBA
- **Course #:** ELSC 000 P1
- **Dates:** Tue/Thu, Sept 13 – Dec 1
- **Times:** 5:40 – 8:20 pm
- **Place:** Passaic, PAC 223

Paid Basic ESL Classes (60 hours) Foundations

- **Required Text:** English in Action 1, 2nd Edition (ISBN# 978-1-4240-4990-1) Books can be purchased at the college bookstore.
- **Cost:** $210.00
- **Course #:** NET 710 M1
- **Dates:** Mon/Wed, Sept 12 – Nov 30
- **Times:** 8:55 – 11:35am
- **Place:** Paterson, TBA
- **Course #:** NET 710 M2
- **Dates:** Mon/Wed, Sept 12 – Nov 30
- **Times:** 5:40 – 8:20 pm
- **Place:** Paterson, TBA
- **Course #:** NET 710 P1
- **Dates:** Mon/Wed, Sept 12 – Nov 30
- **Times:** 5:40 – 8:20 pm
- **Place:** Passaic, PAC 223

Foundations Express

- **Required Text:** English in Action 1, 2nd Edition (ISBN# 978-1-4240-4990-5) Books can be purchased at the college bookstore.
- **Cost:** $210.00 (60 hrs.)
- **Course #:** NET 710 MEX1
- **Dates:** M/T/TH, Oct 10 – Dec 1
- **Times:** 8:55 – 11:35am
- **Place:** Paterson, TBA
- **Course #:** NET 710 MEX2
- **Dates:** M/T/TH, Oct 10 – Dec 1
- **Times:** 5:40 – 8:20 pm
- **Place:** Paterson, TBA

Academic ELSC-PREP (48 Hours)

- **Required Texts:** Solomon the Superintendent (0-13-235531-0), Effective Academic Writing Intro (978-0-19-43245-1) Books can be purchased at the college bookstore.
- **Cost:** $170.00
- **Course #:** ELSC-PREP MO1/ME1
- **Dates:** Mon/Tues/Wed/Thu, June 13 – July 11
- **Time:** 9:30am – 12:30pm or 5:30 – 8:30pm
- **Place:** Paterson, Memorial Hall, M333
- **Course #:** ELSC-PREP MO2/ME2/PE1
- **Dates:** Mon/Tues/Wed/Thu, July 18 – Aug 18
- **Time:** 9:30am – 12:30pm or 5:30 – 8:30pm
- **Place:** Paterson, Memorial Hall, M333 – PAC 223
- **Course #:** ELSC-PREP MO3/ME3
- **Dates:** Mon/Tues/Wed/Thu, Aug 24 – Sept 16
- **Time:** 9:30am – 12:30pm or 5:30 – 8:30pm
- **Place:** Paterson, Memorial Hall, M333
- **Course #:** ELSC-PREP MO4/ME4
- **Dates:** Mon/Tues/Wed/Thu, Oct 3 – Oct 27
- **Time:** 9:30am – 12:30pm or 5:30 – 8:30pm
- **Place:** Paterson, Memorial Hall, M333
Course #: ELSC-PREP MO5/ME5  
Dates: Mon/Tues/Wed/Thu, Nov 7 – Dec 8  
Time: 9:30am – 12:30pm or 5:30 – 8:30pm  
Place: Paterson, Memorial Hall, M333

**Workplace Literacy Skills for ESL Students**  
This 8-week workshop will help ESL students master skills necessary to obtain jobs and perform well in various employment environments. Topics covered will help students gain practical knowledge in order to advance in the workplace and increase their aptitude and literacy skills at work.

**Horizons Workshop (24 hours)**  
**Required Texts:** Workplace Skills Builder OPD – (ISBN# 978-0-19-474075-3)  
**Cost:** $110.00  
**Course #:** NET 802 M1  
**Dates:** Fridays, Sept 30 – Nov 18  
**Times:** 9:30 am – 12:30 pm  
**Place:** Paterson, Memorial Hall, M333

**ESL Small Group Tutoring**  
This is a year-round supplemental offering for Adult Ed ESL students who wish to improve their reading, writing, speaking, listening skills in a small group setting.

**ESL Tutoring (11 One-hour Sessions)**  
**Cost:** $60.00  
**Course #:** NET 801 M1  
**Dates:** Mon - Sat, July 1 – Dec 22  
**Times:** By Appointment  
**Place:** Paterson, M243

**Bad Weather?**  
Information on PCCC closing due to inclement weather will be available on:  
WCBS 880AM Radio  
News 12 NJ  
WNBC News Channel 4
**Become a United States Citizen**

**Integrated English Literacy and Civics Class**
Our citizenship preparation classes help students to become United States citizens by developing their knowledge of civics, the citizenship application, and the English language skills they need to successfully pass the naturalization interview.

**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

**Prerequisite:** An appointment for testing is required. If the student is accepted, a registration form must be completed. **Call 973-684-3753**

**Civics Education and Naturalization (60 hours)**

**Required Texts:** Voices of Freedom (978-0-13-236628), Voices of Freedom Activity & Test Prep Workbok (978-0-13-286 206-6)

**Cost:** FREE

**Course #:** NET 185 GFM1

**Dates:** Sat, Sept 10 – Dec 3

**Times:** 9:00 am - 2:00 pm

**Place:** Paterson, NJ Community Development Corporation

---

**Online Courses**

(Available through our Online Instruction Center at: www.ed2go.com/cepccc)

Get an online degree or certificate from the comfort of your own home.

The Center for Continuing Education and Workforce Development, in partnership with ed2go (formerly Gatlin Education Services), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

- Start anytime (Courses start each month)
- Set your own pace
- 24 hour access
- Affordable rates starting at just $100

**ONLINE SHORT COURSES**

(Available through our Online Instruction Center at: 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 courses online in areas such as health services, computers, test and certification preparation, accounting, and grant writing. 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 973-684-6153 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!

Course start dates for Fall 2016:
9/14/2016, 10/12/2016, 11/09/2016, 12/14/2016

Over 700 courses are available in the following areas:

Online Short Courses:
- Accounting & Finance
- Business
- College Readiness
- Computer Applications
- Design & Composition
- Health Care & Medical
- Language & Arts
- Law & Legal
- Personal Development
- Teaching & Education
- Technology
- Writing & Publishing

Ten Hot Online Short Courses:
- Accounting Fundamentals
- Introduction to Microsoft Excel 2010
- Medical Terminology: A Word Association Approach
- Creating Web Pages
- Speed Spanish
- Grammar Refresher
- Introduction to SQL A to Z Grant Writing
- Introduction to QuickBooks 2012
- Secrets to Better Photography
- Project Management Fundamentals

ONLINE CAREER TRAINING PROGRAMS
www.gatlineducation.com/pccc

Develop new in-demand skills through online career training programs. Start any-time 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:

Online Career Programs:
- Healthcare & Fitness
- Business & Professional
- IT & Software Development
- Management and Corporate
- Media & Design
- Hospitality & Service Industry
- Skilled Trades & Industrial
- Sustainable Energy & Going Green
- Online High School

Passaic County Community College
Your Pathway to Opportunity!
Partner Organizations

Cultural Affairs
- Poetry Center
- Theater and Poetry Project (TAPP)
- Passaic County Cultural & Heritage Council (PCHC)
- The Art Galleries at PCCC

Small Business Development Center (SBDC)

Urban Consortium
- College Bound/GEAR UP
- Upward Bound

Cultural Affairs at Passaic County Community College (PCCC)
Located in the historic Hamilton Club Building in downtown Paterson, The Cultural Affairs Department is home to the Poetry Center, the Theater and Poetry Project, the Passaic County Cultural & Heritage Council (PCCHC), and the PCCC Art Galleries.

Poetry Center
The Poetry Center, founded in 1980 by award-winning poet Maria Mazziotti Gillan, its Executive Director, has hosted thousands of poets over the years at its readings, workshops and conferences. These include Poet Laureates, Pulitzer Prize winners, Inaugural poets and others of national and international reputation. The Poetry Center’s connection with an urban multi-cultural community gives it a vibrancy and a unique flavor that influences its programming, which includes:

The Distinguished Poets Series, featuring readings and workshops with well-known poets and open readings.
Four literary contests—the Allen Ginsberg Poetry Award, The Paterson Poetry Prize, The Paterson Fiction Prize and the Paterson Prize for Books for Young People.

The publishing of the annual Paterson Literary Review and the monthly New Jersey Poetry Calendar.

The Theater and Poetry Project (TAPP)
TAPP presents an aesthetically exciting and comprehensive program including theater, music and dance performances, poetry writing workshops, and Meet-the-Author sessions for students of the Paterson Public Schools. In the spring, TAPP hosts an annual award ceremony and poetry reading for the winners of a student poetry contest with the Paterson Public Schools.

The Passaic County Cultural & Heritage Council (PCCHC)
Established in 1980 by Maria Mazziotti Gillan, its executive director, the PCCHC is the officially designated county arts, cultural and heritage agency, granting state funds annually to approximately 50 Passaic County non-profit organizations. Through its local arts and history programming, the PCCHC strives to reflect diversity, and to preserve the ethnic traditions and cultures of its communities.
The Art Galleries at PCCC

The PCCC Art Galleries present changing exhibits of contemporary art by regional, national and international artists in the Passaic County Community College’s Broadway, LRC and Hamilton Club Galleries. Guided tours are available to schools, community groups and the general public. Free artist talks and workshops are also offered to the community.

Please visit: www.pccc.edu/cultural-affairs for more information on all PCCC Cultural Affairs programs. For Maria Mazziotti Gillan’s webpage/blog visit www.mariagillan.com.

DISTINGUISHED POETS SERIES

October 1, 2016 – TBA

November 12, 2016 – Publication Celebration of the Paterson Literary Review #44

December 3, 2016 – Martin Espada

Free poetry readings begin at 1pm and take place at The Hamilton Club Building, 32 Church St., 2nd Fl., Paterson, NJ. Open readings follow the featured poets. For featured poets, visit www.poetrycenterpccc.com/readings.

Poetry Workshops in Paterson:

A workshop precedes each reading from 10 am – noon. Fee: $20 (registration required). Download a form at www.poetrycenterpccc.com/workshops and mail with fee to: The Poetry Center at PCCC, One College Blvd., Paterson, NJ 07505-1179. For more information, call 973-684-6555, or email: sdesai@pccc.edu.

POETRY WORKSHOPS FOR MATURE ADULTS (50 AND OVER) AT WANAKE

Wanaque Academic Center, 500 Union Avenue, Wanaque, NJ

$60 for fall session (4 classes)/workshop dates TBA

For dates and registration info, visit www.poetrycenterpccc.com/workshops

The Poetry Center strives to maintain a barrier-free facility including complete access for patrons using wheelchairs, large print materials, and FM listening systems. Please contact 973-684-6555 for availability.

Cultural Affairs Programming is funded, in part, by a grant from the New Jersey State Council on the Arts/Department of State, a partner agency of the National Endowment for the Arts, and through a general operating support grant from the NJ Historical Commission, a Department of State.

Passaic County Community College
Your Pathway to Opportunity!
### THE POETRY CENTER AT PCCC

<table>
<thead>
<tr>
<th>Allen Ginsberg Poetry Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Prize: $1,000</td>
</tr>
<tr>
<td>2nd Prize: $200</td>
</tr>
<tr>
<td>3rd Prize: $100</td>
</tr>
<tr>
<td>Unpublished poems only — $18.00 entry fee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THE PATERNSON POETRY PRIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000 Award</td>
</tr>
<tr>
<td>Book of poems, 48 pages or more, published in 2016.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PATERNSON PRIZE FOR BOOKS FOR YOUNG PEOPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500 Award in each category for books published in 2016</td>
</tr>
<tr>
<td>Pre-K - Grade 3   Grades 4 – 6   Grades 7 – 12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THE PATERNSON FICTION PRIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000 Award</td>
</tr>
<tr>
<td>Award for a novel or collection of short fiction published in 2016.</td>
</tr>
</tbody>
</table>

For poetry awards and book contests, the deadline is **February 1, 2017** (postmarked).

**PLEASE NOTE BOOKS CANNOT BE RETURNED**

For guidelines and entry forms, visit [www.poetrycenterpccc.com/awards](http://www.poetrycenterpccc.com/awards).
Urban Consortium

Through the Urban Consortium, a variety of programs are offered to provide academic enrichment and support for students ranging in age from middle school to high school.

▲ College Bound/GEAR UP (SMT, Science, Math Technology)
▲ Upward Bound

William Paterson Small Business Development Center (SBDC)

Whether you’re a small business looking for ways to expand your business, or are in need of advice to get past some rough spots, or you are just starting out, the William Paterson Small Business Development Center can help.

If you are already in business, our seasoned consultants can analyze your business situation and help you develop tools for growth; a good business plan, financial analysis, and a marketing strategy that’s right on target.

We can also help you identify sources of financing and develop a financing proposal.

And, we offer a variety of short, practical seminars to help you stay current and strengthen your management skills.

Contact Information: 973-321-1378
William Paterson University
Small Business Development Center
131 Ellison Street
Paterson, NJ 07505
http://www.njsbdc.com/consulting/request.php
sbdc@wpunj.edu

College Bound / Gear – Up

The SMT (Science, Math, Technology) College Bound/GEAR-UP Program is designed to provide academic enrichment and support for 6th - 12th grade students who currently attend target schools in the Paterson School District.

The SMT program seeks to provide learning opportunities that parallel college prep curriculum, incorporates the Common Core Curriculum Content standards (CCCS), expands opportunities for hands-on activities, and supports students to select and pursue college majors and careers in the areas of Science, Math or Technology.

Who is eligible? To be eligible students must:
1. Attend PS# 2, PS #6, PS# 10, and/or one of the Paterson High School.
2. Be eligible for free or reduced lunch.
3. Be motivated and committed to preparing for college.
4. Be in the 6th-12 grades.

For More Information about the College Bound / Gear – Up Program please call 973-684-5910

Upward Bound

The Upward Bound program is designed to provide academic enrichment and support for 9th - 12th grade students who attend Passaic High School.

Who is eligible?

Eligible Passaic High School students who demonstrate academic potential, and are in need of academic and motivational support to complete secondary school and pursue education beyond high school.

All Upward Bound services (including classes, transportation, textbooks, meals, and field trips) are provided free of charge to all eligible students. The cost is underwritten by a federally funded grant from the U.S. Department of Education and Passaic County Community College.

For More Information about the Upward Bound Program please call 973-684-5910
Registration

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) 341-1629
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.

Online Courses: Registration
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.

Cost
Cost is listed with each course and may include fees if not listed separately. Payment must be made 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, underemployed 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 07505
(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

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.

continued on next page
Passaic County Community College
Registration Form For
Center for Continuing Education and Workforce Development

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 __________________________

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Place</th>
<th>Start Date</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 social security # or student ID on the check. Mail this form and payment to: Passaic County Community College - Center for 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.
CENTER FOR CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

JOIN US
OPEN HOUSE INFORMATION SESSIONS
Thursday, September 8, 2016
Thursday, December 1, 2016
Time: 1:00 pm
Location: M341