Passaic County Community College
Center for Continuing Education & Workforce Development

Fall / Winter 2014 Schedule of Courses
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.

Office Locations & Hours:

32 Church Street (Hamilton Club) & 126 Broadway, downtown Paterson, NJ.

Office hours are M – F, 8:30am to 4:30pm (Late nights on Mondays & Thursdays until 6pm).

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
President’s Message

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](http://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 back cover for more details on registration.*
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Visit our website at www.pccc.edu/ce To register call 973-684-6153.
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.

LOOK WHAT’S NEW THIS FALL

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New Pathways to Teaching Open House Dates

TUESDAYS:
September 23
October 21
November 18
December 9
Basic Skills & Test Preparation

The Office of Continuing Education offers a number of adult skills courses in non-vocational programs designed to suit the needs and interests of the greater community through targeted adult learning courses, and available adult skills educational opportunities.

→ High School Equivalency (GED)
→ TEAS Test Prep

Adult Basic Skills

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

- Earn a high school equivalency through GED® test preparation
- Improve or learn basic reading, writing and math skills
- Gain skills needed for college or job entry
- Make a difference in your child’s education

Instruction is provided in basic reading, writing and math (Pre-reading skills through pre-GED® skills) to prepare you for GED® level work.

For more information about ABE classes, please call 973-684-6153


Cost: $250.00

Course #: NET 250 M1
Dates: Sat, Sept 13 – Dec 13 (No class 11/29)
Time: 9:00 am – 2:30 pm
Place: Paterson, Memorial Hall, M230

Course #: NET 250 P2
Dates: M, T, W, Oct 6 – Nov 25
Time: 5:40 pm – 8:40 pm
Place: Passaic, Room 217

TEAS® Test Preparation

This 24-hour class helps students sharpen their skills and develop a reliable study program to address the following content areas in the TEAS exam: Reading, Mathematics, and English and Language Arts Usage. This course increases your chances for success, but does not guarantee passing the test. The Test of Essential Academic Skills (TEAS) is designed to measure essential skills and academic readiness for entry level satisfactory performance in nursing education programs.

Cost: $115

Course #: NET 206 P1
Dates: Sat, Oct 4 – Nov 8
Time: 9:00 am to 1:00 pm
Place: Passaic, Room 223
The Center for Education and Workforce Development is structured to serve our business community and workforce by providing quality training opportunities. We offer affordable contract training, customer service and computer training programs targeted to serve your individual needs. Several grant funding options may be available to help your business attain affordable training.

We currently offer industry training in the following areas:

- **Computer & Basic Skills Training for Employees**
- **Contract / Customized Training**
- **Customer Service Training**
- **Leadership / Management Training**
- **Spanish for the Landscapers**
- **Spanish for the Workplace**

### 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:

- **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 ljohnson@pccc.edu or at (973) 684-7742.
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 well-being 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.**

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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

**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 ljjohnson@pccc.edu or at (973) 684-7742 for additional information.**
Spanish for the Workplace
NEW!

Spanish for the Workforce assists managers who don’t speak Spanish to communicate with their Spanish-speaking employees through the use of special techniques. No prior knowledge of Spanish is required, and no grammar will be taught. You’ll start using what you’ve learned after the first class meeting. This new program teaches managers to use Spanish phrases to give directions, ask yes/no questions and to use other strategies to break down the communication barrier. Here is a new approach unlike traditional language training.

Programs are tailored to specific occupations/professions such as Spanish for Firefighters, Spanish for Medical Personnel, Spanish for Bankers and Tellers, Spanish for Landscapers, Spanish for Hotels and Hospitality, Spanish for City and County Government plus many more occupations/professions. In most cases, the training can be provided free (see next section).

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

Spanish for Landscapers – Workplace Spanish NEW!
(24 Hours)

Using an innovative method to teach one-way communication, you can learn how to communicate with your Spanish-speaking employees. You will learn sufficient Spanish to teach new hires how to operate equipment such as mowers, trimmers, leaf blowers, and small tractors and to follow correct safety procedures. Vocabulary in this course will teach you to give directions to and communicate with Spanish-speaking employees. No prior knowledge of Spanish is required and NO GRAMMAR will be taught.

Learning Objectives:
• Meeting & Greeting
• Common Terms/Directions
• Safety Expressions
• Job Rules / Commands
• Directions & Orders

Cost: $155.00

Course #: NET 248 S1
Dates: T / Th, Nov 4 - 20
Time: 4:00 – 8:00 pm
Place: Wayne, PSA, Room 129

Contact Linda Johnson at ljohnson@pccc.edu or at (973) 684-7742 for additional information.
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
→ Human Services Specialist Certificate

Accounting & QuickBooks Certificate (NEW)

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.

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)

Materials: Please purchase the book prior to the first class: Available at the PCCC Bookstore.

Cost: $55.00
Course #: NBS 200 S1
Dates: Thu, Oct 2
Time: 5:30 – 8:30 pm
Place: Wayne, PSA, Conf Rm

QuickBooks for Small Businesses (4 sessions)

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.

Materials: Please purchase the book prior to the first class: Available at the PCCC Bookstore.

Cost: $95.00
Course #: NBS 201 S1
Dates: T/Thu, Oct. 7-16
Time: 5:30 – 7:00 pm
Place: Wayne, PSA, Room 129

QuickBooks A/R & A/P (4 sessions)

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. Accounts Receivable transactions include creating customer and job lists, setting up item (product) lists, creating quotes, tracking employee time for customer jobs, applying customer payments, journal entries, and accounts receivable reporting.
Accounts Payable transactions include setting up vendors, preferences, processing vendor invoices, credit card statement payments, applying invoices to customer jobs, batch and single check process, voiding checks, journal entries, and Account Payable reporting. QuickBooks for Small Businesses or good working knowledge of navigating QuickBooks is a prerequisite.

**Cost:** $95.00  
**Course #:** NBS 202 S1  
**Dates:** T/Thu, Oct. 21-30  
**Time:** 5:30 – 7:00 pm  
**Place:** Wayne, PSA, Room 129

(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, or Thomas Yip, 973-684-5852, tyip@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. Students learn how to properly handle system components, use hardware and software diagnostics tools to troubleshoot problems, and fix or replace the failed components. Proper techniques to assemble and disassemble a microcomputer system are also covered. 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:** $702.00  
**Materials/Book Fee:** Book to be purchased at PCCC College Bookstore  
**Prerequisite:** Permission of CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587,

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### 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. An in-depth understanding of how information systems support business requirements in today’s intensely competitive environment is also studied. Several real-world projects are assigned to students on an individual basis and as a member of a systems development team, which allows students to apply their knowledge and skills to act as a systems analyst and develop an information system for various realistic problems in a typical business organization. (lecture and laboratory)

**Cost:** $560.00  
**Materials/Book Fee:** Book to be purchased at PCCC College Bookstore  
**Prerequisite:** Permission of CIS and Engineering Department. Contact Thomas Yip, 973-684-5852, tyip@pccc.edu

**Course #:** NCC-150-M1  
**Date:** Mon & Wed, Sep 03 – Dec 19  
**Time:** 8:30 – 10:10 am  
**Place:** Paterson, Hamilton Hall, H311

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Visit our website at [www.pccc.edu/ce](http://www.pccc.edu/ce) To register call 973-684-6153.
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). Students learn to perform day-to-day administration tasks such as managing user accounts, groups, and policies, as well as printing services. Students also learn how to use the desktop interface and tools necessary for implementing and configuring an industrial-strength Client OS, which administers small or large networks. 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: $560.00
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-152-M1
Date: Mon & Wed, Sep 03 – Dec 19
Time: 11:45am – 1:00 pm
Place: Paterson, Hamilton Hall, H311

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). It enhances students’ ability to implement, administer, and troubleshoot server-based networks. The server environment may include multiple servers in one or more domains, and may have file-sharing or print-sharing capabilities. Students gain knowledge to perform day-to-day administrative tasks in a server-based environment, using a server operating system. Successful completion of this course prepares students to take the MCTP (Microsoft Certified IT Professional) certification 70-646 exam and Microsoft Technology Associate (MTA) exam. (lecture and laboratory)

Cost: $560.00
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-153-M1
Date: Thu, Sep 03 – Dec 19
Time: 7:05 – 9:35 pm
Place: Paterson, Hamilton Hall, H311

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 are exposed to the major objects such as tables, indexes, views and database design topics such as data normalization. Students will learn how to create and maintain a database as well as perform simple queries using Structured Query Language (SQL). 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: $560.00
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Prerequisite: Permission of CIS and Engineering Department. Contact
Thomas Yip, 973-684-5852, tyip@pccc.edu

Course #: NCC-155-M1
Date: Tue, Sep 03 – Dec 19
Time: 12:05 – 1:20 pm

Date: Fri, Sep 03 – Dec 19
Time: 11:45 am – 1:00 pm
Place: Paterson, Hamilton Hall, H307

Introduction to Programmable Logic Controller (48 hours)
This course is designed to provide students with skills and knowledge associated with PLC’s. It includes mastery of instructions and formats used most frequently in PLC program development. This prepares students to write/troubleshoot control programs for varieties of engineering application. The primary controller used is Allen Bradley SLC x00. (lecture and laboratory)

Cost: $920.00
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Prerequisite: Permission of CIS and Engineering Department. Contact
Thomas Yip, 973-684-5852, tyip@pccc.edu

Course #: NCC-141-M1
Date: Thu, Sep 03 – Dec 19
Time: 4:15 – 5:55 pm
Place: Paterson, Academic Hall, A320

AutoCAD 3D Modeling and Rapid Prototyping (48 hours)
This course provides students with hands-on training using the AutoDesk’s AutoCAD / Inventor software suite of tools in combination with a 3D Printer to generate working prototypes. Students utilize conventional 3D modeling and parametric design techniques to build their AutoCAD projects. Students work individually and in a team to experience taking a project from design to prototyping.

Cost: $920.00
Materials/Book Fee: Book to be purchased at College Bookstore

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

Course #: NCC 140 - M1
Date: Mon, Sep 03 – Dec 19
Time: 7:05 – 9:35 pm
Place: Paterson, Hamilton Hall, H201

Coming in the Spring 2015 Semester: Advance Programmable Logic Controller Course

Entrepreneur Certificate Program (Wayne)
For individuals who are:

• Thinking about starting their own business.
• Seeking additional background on key aspects of starting or running a business.

The New Jersey Small Business Development Centers (NJSBDC) network and the New Jersey Council of County Colleges (NJCCC) have partnered to provide a 33-hour Entrepreneur Certificate Program (ECP). The ECP gives entrepreneurs and existing small business owners an opportunity to learn the necessary steps to successfully start a new business and expand existing operations. The courses familiarize small business owners with business plans, legal issues, marketing strategies, financial statements, small business taxes, and small business record-keeping systems. Entrepreneurs and small business owners who successfully complete this program receive an official certificate issued by Passaic County Community College and the William Paterson Small Business Development Center. Courses may be taken individually and there are no prerequisites.
Marketing Strategies for Business Success (6 hours)
This workshop shows you how to define and target the markets where your services or products will be most successful as well as develop an action plan for your marketing efforts in order to reach your target markets. Topics include conducting market research, making strategic marketing decisions, wisely allocating budget funds to implement marketing goals, selecting the proper tools for advertising/sales and public relations to capture your market, building customer loyalty, measuring business promotional efforts to effectively enhance your marketing strategy in response to new circumstances and conditions, and more.

Cost: $89
Course #: NBS 164 S1
Dates: Wed, Sep 10, 17
Time: 6:00 to 9:00 pm
Place: Wayne, PSA, Room 129

Understanding Financial Statements (6 hours)
Learn about financial statements to improve your bottom line. This course helps you understand the various types of financial statements to allow for further review and analysis of your business operations and enhance your ability to design a profit improvement planning strategy to grow and expand your business. Topics include: understanding spreadsheets, revenue and expenses, structure and relationships, meaningful forecasts and projections, break-even analysis, balance sheets, and learning how to manage trends affecting your business and more.

Cost: $89
Course #: NBS 163 S1
Date: Wed, Oct 1, 8
Time: 6:00 to 9:00 pm
Place: Wayne, PSA, Room 125

Small Business Record Keeping (3 hours)
Learn about the purpose and types of record-keeping systems for use as a management tool and to comply with governmental regulations/requirements. Key topics include: record-keeping systems for finance, personnel, suppliers, customers, and others; ways to establish simple, easily accessible and accurate documentation for information relating to accounting/tax planning, general ledger, balance sheet, financial statements, inventory control, cash flow management, accounts payable, accounts receivable, cash receipts, cash disbursements, profit and loss controls and more; analysis of record-keeping systems to ensure that your small business effectively manages financially significant items that enhance small business opportunities and growth potential.

Cost: $45
Course #: NBS 164 S1
Date: Wed, Oct 15
Time: 6:00 to 9:00 pm
Place: Wayne, PSA, Conf Rm

Legal I - Start-up Specifics (3 hours)
This workshop provides basic knowledge of the laws affecting business. Business owners learn how to choose the appropriate business structure, assess business risks, provide adequate protection for business ideas (patents, copyright, trademarks) and business operations (leases, contracts, agreements) as well as learn about local zoning/regulations/permits/licensing, business trade name registration and incorporation procedures as well as other state, county, federal and international requirements.

Cost: $45
Course #: NBS 165 S1
Date: Mon, Oct 20
Time: 6:00 to 9:00 pm
Place: Wayne, PSA, Conf Rm

Legal II – Contracts (3 hours)
This course provides a basic understanding of business contract law with an overview of the basic elements of contracts, the different types of contracts (employment, suppliers, customers), what particular situations warrant attorney consultation, legal ownership of a business, consideration of the major factors in business structure selection, the primary features of a partnership, examination of key areas of stockholder (shareholder) agreements such as management of the corporation and transfer of shares as well as various agreement provisions (restrictions on sale of stock, stock certificates, administrative obligation of parties, etc.) and partnership agreement provisions (capital contributions, capital accounts, obligations of parties, termination of partnership, etc.).

Cost: $45
Course #: NBS 166 S1
Date: Mon, Oct 27
Time: 6:00 to 9:00 pm
Place: Wayne, PSA, Conf Rm
Small Business Taxes (3 hours)
Learn about the differences between local, state and federal taxes and gain a broad overview of small business tax responsibilities including employment, social security, income and sales taxes as well as understand tax obligations as they relate to the particular business structure. This course acquaints business owners with the various tax forms and governmental reporting requirements, allowable expense deductions and depreciation, annual payroll reporting, the tax consequences of doing business in other states, and answers frequently raised tax questions pertaining to small businesses.

Cost: $45
Course #: NBS 162 S1
Date: Wed, Nov 5
Time: 6:00 to 9:00 pm
Place: Wayne, PSA, Conf Rm

The Business Plan (9 hours)
Business plans are a necessary tool for every phase of business operations, from start-up to expansion. A sound business plan helps you manage your business more effectively and serves as a tool for planning, marketing, and financing your business. Using a business plan to chart your course improves your chances for success. This workshop covers all the components of a business plan (business description and focus, location selection, knowledge of the competition, marketing strategy, financial plan, personnel/management needs, strategic plan for business growth) to help entrepreneurs and small business owners get off to a fast start.

Cost: $134
Course #: NBS 160 S1

Dates: Wed, Nov 19; Dec 3, 10
Time: 6:00 to 9:00 pm
Place: Wayne, PSA, Room 125

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

Requirements for CDA credential:
• 72 educational hours in one of the specialty areas
• 2000 hours of supervised work experience
• 200 hours of supervised practicum

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.

Students completing the Certificate of Achievement in Mental Health will be able to:
• Identify community services and the population they serve.
• Coordinate services, agencies, resources, and people within a planned framework of action toward the achievement of established goals.
• Define current methods of intervention and treatment.

• Facilitate a counseling session.
• Present oral and written case studies.

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.

Students completing the Human Services Specialist Certificate program 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).
• Facilitate a counseling session.

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. For advisement call 973-684-5759 or 201-475-8231. Classes start September 3, 2014.

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**Bad Weather?**

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

**WCBS 880AM Radio**
**News 12 NJ**
**WNBC News Channel 4**

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**Did you know…**

**Passaic County Community College** received $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 advanced manufacturing, transportation, information, 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 Hudson community colleges in Connecticut and Kingsborough and LaGuardia community colleges in New York City.
Culinary Arts 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.

A Certificate in Culinary Arts prepares students for the beginnings of a rewarding career in the culinary world. Students learn about food preparation, nutrition, and sanitation principles in a real time commercial kitchen. Classes are offered both in Paterson and Wanaque.

Financial Aid and Job Placement assistance is also available.

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

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

Tuition: $125.00
Books/Materials: $70.00

Course #: NPD 401 M1
Dates: Mon, Sep 8 - 29
Time: 5:00 – 8:00 pm
Place: Paterson, Hamilton Hall, H107

Course #: NPD 401 M2
Dates: Mon, Nov 3 - 24
Time: 5:00 – 8:00 pm
Place: Paterson, Hamilton Hall, H107

ServSafe® Proctoring Services
For those who have already studied at home by ServSafe® Manager Online course or by independent study. When ready to take the test, Passaic County Community College offers both on campus and private proctoring services.

(Please note that this is for the exam/proctoring only. This does not include the textbook or training course).

Pre-registration is required.
Please call 973-684-5728 or 684-6153 for more information.

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.

Note: 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 Sharon Ibrahim at 973-684-5728.
Education & Teacher Training

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

➔ Introduction to Teaching
➔ New Pathways to Teaching – Alternate Route Program (NPTNJ)
  ➔ NPTNJ Stage I
  ➔ NPTNJ Stage II
➔ Professional Development Workshops for Educators
  • Autism Spectrum Disorder
  • Intro to Applied Behavior Analysis
➔ Spanish for Educators
➔ Substitute Teacher Training

See below for more detailed course descriptions, and visit the college’s website at www.pccc.edu/ce or call 973-684-6202.

Introduction to Teaching (24 hours)

This is a 24-hour course, 20 classroom hours and 4 observation hours, that all alternate route teacher candidates must take in order to obtain a Certificate of Eligibility (CE), the first step towards Standard Certification.

Course content includes: An Overview of the Teaching Profession, Classroom Management, Assessment Tools, Lesson Plans, Learning Strategies, and Job Search Strategies for Teachers, Diversity in the Classroom, The Implementation of Technology, and Classroom Observations. [PLEASE NOTE: This course is not for those individuals who are applying for a CE in P-3.]

In order to participate in this program you must

• Hold a bachelor’s or master’s degree from an accredited four year college or university or
• A degree (associate or higher) in a vocational area or 4 years of relevant work experience within the last 10 years for Career and Technical Education (CTE) certification
• Hold a 2.50 GPA for degrees conferred 8/31/04 or earlier; or

• Hold a 2.75 GPA for degrees conferred 9/1/04 or later
• Additional requirements for issuance of a Certificate of Eligibility can be found at www.nj.gov/education/educators/license.htm

Cost: $200.00
Textbook: The Introduction to Teaching 2nd edition by Levin – available only at the college bookstore.

Course #: NET 240 S2
Dates: Mon/Wed, Sep 15 – Sep 29
Times: 5:30 – 9:30 pm
Place: Wayne, PSA, Room 129

Course #: NET 240 S3
Dates: Tue/Thu, Oct 14 – Oct 28
Time: 5:30 – 9:30 pm
Place: Wayne, PSA, Room 129

Course #: NET 240 S4
Dates: Sat, Nov 22, Dec 6, & Dec 13
Times: 8:30 am to 4:00 pm (12/13: 8:30 am to 3:00 pm)
Place: Wayne, PSA, Room 129
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. There are two Stages to this 200-hour program.

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:

• A copy of your Certificate of Eligibility
• Three sealed Transcripts from all schools from which you received a degree
• A copy of your Praxis scores
• A completed NPTNJ Application

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

Cost: $3,227.00 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, Sep 8 – Dec 8 (No class 11/24)
Time: 6:00 – 9:30 pm
Place: Wayne, Room TBD

No class on Monday, November 24th

Stage II (140 Classroom hours)
Stage II is a 140-hour program. To continue to Stage II you must have completed Stage I and be employed as a contracted teacher in the area on your CE, either full-time or part-time. Employment may be in either a public or private school.

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

Requirements to Apply to Begin the NPTNJ Program, Stage II
You must have completed NPTNJ Stage I
You must provide a copy of your contract from the school/school district where you have been hired

Cost: $6,406.00 for credit (11 Master’s credits); $2,500.00 for non-credit (both subject to change)
Materials/Book Fee: Books to be purchased from the PCCC bookstore

Course #: NET 228 S1 non-credit
Course #: NET 230 S1 credit
Time: 6:00 – 9:30 pm
Place: Wayne, PSA, Room 129

For more information please visit our website at www.pccc.edu/ce, or call 973-684-6202.

Information Sessions for the New Pathways to Teaching in New Jersey Alternate Route Program will be held:
Tuesdays
September 23, October 21, November 18, December 9
6:00 pm at the Public Safety Academy Conference Room
No pre-registration or payment. Just come one and all!
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.

Great teachers help create great students!

Call 973-684-6202 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.

Professional Development hours are available for the workshops below:

Autism Spectrum Disorder
(An Overview)

This workshop will provide an overview of Autism Spectrum Disorder. Diagnostic criteria for ASD, history, statistics, and current trends in regards to treatment options will be reviewed. There will be a focus on early childhood, adolescence, and adult life, discussing what one can expect in each stage of life.

Course #: NTE 302 S1
Date: Mon, Nov 24
Time: 5:30 – 8:30 pm
Place: Wayne, PSA, Room 129
Cost: $99.00

Introduction to Applied Behavior Analysis

With growing numbers of cases being reported and an increase in the number of individuals being diagnosed each year with Applied Behavior Disorders, the question of what to do comes next. This workshop will cover an introduction to Applied Behavior Analysis. Topics such as reinforcement, punishment, data collections, functions of behavior, and practical applications will all be discussed. A combination of discussion, practice with the audience, and a video will all be utilized.

Course #: NTE 303 S1
Date: Mon, Dec 15
Time: 5:30 – 8:30 pm
Place: Wayne, PSA, Conf Rm
Cost: $99.00

Did you know...

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

Bad Weather?

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

WCBS 880AM Radio
News 12 NJ
WNBC News Channel 4
Spanish for Educators
This 20 hour course aids educators in their ability to communicate with Spanish Speaking parents. The emphasis will be on basic communication skills associated with real life situation, the classroom, and school terminology. Students learn vocabulary that covers every aspect of a student’s school career. Course is designed to build stronger relationships with Spanish speaking students and families. 20 Professional Development hours will be awarded.

Costs: $150.00  
Course #: NET 180 M1  
Dates: Mon/Wed, Sep 22 – Oct 22  
Times: 4:00 – 6:00 pm  
Place: Paterson, Hamilton Club, HC 205

Cost: $150.00  
Course #: NET 180 P1  
Dates: Tue/Thu, Nov 4 – Dec 11 (No class 11/25 or 11/27)  
Times: 4:00 – 6:00 pm  
Place: Passaic, Room 219  
Can be purchased online

Substitute Teacher Training
This course teaches way 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: $130.00  
Materials/Book Fee: $25.00

Course #: NET 105 M1  
Dates: Sat, Sept 13 – Oct 11  
Times: 9:00 am – 1:00 pm  
Place: Paterson, Hamilton Club, HC 205 (10/11 class meets in E109)

Cost: $130.00  
Materials/Book Fee: $25.00  
Course #: NET 105 P1  
Dates: Sat, Oct 25 – Nov 22  
Times: 9:00 am – 1:00 pm  
Place: Passaic, Room 116
Public Safety Academy in Wayne

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:

- **CPR for the Healthcare Provider**
- **Emergency Medical Technician**
- **EMT Integrated Refresher**
- **Fire Official**

See below for more offerings

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) 304-6020.**

### CPR for the Healthcare Provider (6 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 tests, instructional materials, and CPR certification)
- **Course #:** NPF 42 S1
- **Date:** Sun, Sep 14
- **Time:** 9:00 am – 4:00 pm
- **Place:** Wayne, PSA, 122

### Emergency Medical Services

**Emergency Medical Technician (EMT Basic) (210 hours)**

The EMT course is designed for those interested in the field of Emergency Medical Services. This course is required for individuals volunteering on an ambulance squad or seeking a career in the Emergency Medical Services. PCCC is accredited by the New Jersey State Department of Health, Office of Emergency Medical Services as meeting the requirements of N.J.A.C. 8:40A as an approved EMT Training Site. Upon successful completion of the program, participants are eligible to take the certification examination for Emergency Medical Technician administered by the New Jersey State Department of Health. Students must register for a class as well as on the state site.

**Prior to the start of class, students must purchase a stethoscope. Students must also obtain a local criminal background check and proof of Tuberculosis (PPD) Testing within the first 14 days of class.**

### WEEKNIGHT CLASS

- **Prerequisite:** Fluency in spoken and written English.
- **Cost:** $1200.00
- **Materials/Book fee:** Books must be purchased at the College Bookstore
- **Course #:** NEM 211 S2
  - or
- **Course #:** NEM 211 GF2

- **Dates:** Tue, Wed, Thu and 7 Saturdays, Sept 6 – Dec 20

**PLEASE NOTE COURSE BEGINS ON A SATURDAY**

- **Time:** Weekdays 7:00 – 10:30 pm; Sat 8:00 am – 4:30 pm; Saturdays 9/6, 9/20, 10/18, 10/25, 11/8, 11/15, 11/22, 12/6, 12/13 & 12/20
- **Place:** Wayne, Auditorium

Visit our website at www.pccc.edu/ce To register call 973-684-6153.
WEEKEND CLASS with Every Saturday and Sunday

Prerequisite: Fluency in spoken and written English.
Cost: $1200.00
Materials/Book fee: Books must be purchased at the College Bookstore
Course #: NEM 211 S3
or
Cost: Free with EMT Training Fund Certificate of Eligibility Form waiver
Book must be purchased
Course #: NEM 211 GF3
Dates: Every Saturday and Sunday,
Sept 6 – Dec 20

PLEASE NOTE COURSE BEGINS ON A SATURDAY
Time: Sat and Sun 8:00 am – 4:30 pm
Place: Wayne, Auditorium

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

EMT Continuing Education

EMT Integrated Refresher Program (24 hours)

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

Cost: $120 or free with volunteer First Aid Squad certificate of eligibility
Course #: NEM 62 S1 or
Course #: NEM 62 GF1
Dates: Oct 24, 25, 26 & 27
Time: Fri & Mon, 6:00 – 10:00 pm;
Sat & Sun, 8:00 am – 5:00 pm

Place: Wayne, PSA, Room 125

Cost: $120
Course #: NEM 62 S3 or
Course #: NEM 62 GF3
Dates: Dec 7, 8, 14 & 15
Time: Sun 8:00 am – 5:00 pm; Mon, 6:00 – 10:00 pm
Place: Wayne, PSA, Room 122

EMT CEU Credit: 24 Core Credits
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Fire Safety

PCCC offers the Division of Fire Safety Fire Official course as required by the Division of Fire Safety to work as a Fire Official in the State of New Jersey.

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

Fire Inspector (102 hours)

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

Textbooks required:
2009 International Building Code (Product Code: 3000L09)
2009 International Fire Code (Product Code: 3400S09)
Fire Inspection and Code Enforcement (7th Edition: 941253)
Fire Official (30 hours)

In accordance with New Jersey regulations, the Fire Official course reflects 30 hours of instruction in the New Jersey Uniform Fire Code and related Codes. The class will encompass administrative, legal, and organizational issues relevant in dealing with fire code administration in accordance with the NJ Department of Community Affairs, Division of Fire Safety, specifically UFC section N.J. A.C. 5:71-4.9 (g). DATES FOR FALL 2014 ARE AS FOLLOWS:

Textbook required: Current NJ State Uniform Fire Code (Red Book)
Prerequisite: Fire Inspector
Cost: $255 (plus book)
Course #: NET 51 S1
Date: Tue/ Thu, Sept 30 - Oct 30
Time: 6:30 - 9:30 pm
Place: Wayne, PSA, 129

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: Oct 6 - Oct 18
Time: Mon, Tue and Wed, 6:00 pm–10:00 pm; Saturdays 8:00 am – 5:00 pm
Place: Wayne PSA, Room 122

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

Cost: $200
Course #: NEM 253 S1
Dates: TBA
Times: Mon/Wed, 6:00 – 10:00 pm; Sat, 8:00 am – 5:00 pm
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Rope Rescue Technician (40 hours)
(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: $575 (text books and national exam are not included)
Course #: NET 501 S1
Date: Tue/ Thu - TBA
4 Saturdays: TBA
Time: 6:30pm- 10:00pm
Place: Wayne Public Safety Academy

Visit our website at www.pccc.edu/ce To register call 973-684-6153.
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
Date: Oct, 20 - 29
Time: Mon, Tue, Wed, 6:00 – 10:00 pm; Sat, 8:00 am – 5:00 pm
Place: Wayne, Room 122
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 course meets OSHA, NJPEOSHA and NFPA regulations and standards.

Cost: $20
Course #: NEM 17 S1
Date: Mon, Sep 22
Time: 6:00 – 10:00 pm
Place: Wayne, Room 125
EMT CEU Credit: 4 Elective Credits
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

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

This 2-day course provides the Emergency Medical Technician, Paramedic, First Responder, Police Officer, Firefighter, or hospital employee with the knowledge to function with the incident command system 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: $90
Course #: NEM 204 S1
Dates: Oct 18 & 19
Time: Sat & Sun, 8:00 am – 5:00 pm
Place: Wayne, Room 122
EMT CEU Credit: 16 Elective Credits
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

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

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

Cost: $20
Course #: NEM 82 S1
Date: Mon, Sept 29
Time: 6:00 – 10:00 pm
Place: Wayne, PSA, Room 125
EMT CEU Credit: 4 Elective Credits
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Confined Space Awareness (4 hours)

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

Cost: $20
Course #: NEM 91 S1
Dates: TBD
Time: 6:00 – 10:00 pm
Place: Wayne, Room, TBD
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Confined Space Operations (16 hours)

Cost: $40
Course #: NEM 252 S1
Dates: TBD
Time: Mon/Wed, 6:00 – 10:00 pm
Place: Wayne, Room, TBD
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.
EMS Safety (8 hours)
NAEMT’s EMS Safety course aims to promote a culture of EMS safety and help reduce the number and intensity of injuries incurred by EMS practitioners in carrying out their work. EMS Safety is the first national and most comprehensive education program of its kind that teaches techniques on how to best achieve safety on the job. The eight-hour, one day course curriculum covers crew resource management, emergency vehicle safety, responsibilities in scene operations, patient handling, patient, practitioner and bystander safety, and personal health.

Cost: $80
Course #: NEM 218 S1
Dates: Sat, Oct 18
Time: Sat, 8:00am – 5:00 pm
Place: Wayne, Room 125

Cost: $80
Course #: NEM 218 S2
Dates: Sat, Dec 13
Time: Sat, 8:00 am – 5:00 pm
Place: Wayne, Room 125
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Pre-hospital Trauma Life Support
(PHTLS) (16 hours)
NAEMT’s PHTLS is a sixteen-hour, two-day program course that improve the quality of trauma care in your area and decrease mortality. The program is based on a pre-hospital trauma care philosophy, stressing the treatment of the multi-system trauma patient as a unique entity with specific needs. This may require an approach to the trauma patient that varies from traditional treatment modalities. PHTLS promotes critical thinking as the foundation for providing quality care. It is based on the belief that, given a good fund of knowledge and key principles, EMS practitioners are capable of making reasoned decisions regarding patient care. The PHTLS course is continuously updated and revised to keep up with the advances in the field, ATLS Guidelines and feedback from PHTLS participants.

Cost: $160
Course #: NEM 217 S1
Dates: Nov 1 & 2
Time: Sat & Sun, 8:00 am – 5:00 pm
Place: Wayne, Room 125

Advanced Medical Life Support
(AMLS) (16 hours)
NAEMT’s Advanced Medical Life Support (AMLS) that fully addresses how to best assess and manage the most common medical crises in patients, offering a “think outside the box” methodology. The course emphasizes the use of scene size-up, history, interactive group discussion on potential treatment strategies, and physical exam to systematically rule out and consider possibilities and probabilities in treating patients.
patients’ medical crises. The course offers an initial assessment-based approach that progresses to a diagnostic-based approach to quickly develop the best treatment plan.

AMLS is a sixteen-hour, two-day program that consists of interactive lectures, teaching and evaluation stations. The interactive/case based lectures include the following topics: altered mental status and neurologic disorders, respiratory dysfunction, shock, Chest discomfort, Endocrine, metabolic and environmental disorders, abdominal discomfort, Infectious disease, and toxicological emergencies, hazardous materials and weapons of mass destruction. Teaching stations follow the associated lectures each day.

Cost: $160
Course #: NEM 216 S1
Dates: Nov 16 & 23
Time: Sun, 8:00 am – 5:00 pm
Place: Wayne, Room 122

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

Coaching Emergency Vehicle Operators (CEVO) (8 hours)
This course teaches defensive driving techniques focusing on the driver’s ability to read traffic conditions, act accordingly and prevent collisions in both emergency and non-emergency situations. The program includes vehicle inspection, handling and characteristics, cushion of safety, negotiating intersections, blind spots, and two-lane and multi-lane driving, special weather conditions, passing backing up and parking as well as safety at the scene.

Cost: $40
Course #: NEM 34 S1
Dates: Nov, 3 & 10
Time: Mon, 6:00 – 10:00 pm
Place: Wayne, Room, 125

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

Incident Command System (ICS) 300 (24 hours)
This intermediate command-level course is intended for command and general staff who may assume a supervisory or command role at an evolving or complex multi-agency/multi-jurisdiction event or incident.

Prerequisite: ICS 100, 200, NIMS 700 & 800 – copies of certificates must be presented at first class.
Cost: $120
Course #: NEM 203 S1

Dates: Mon & Tue, Dec 1, 2, 8, 9, 15 & 16
Time: 6:00 – 10:00 pm
Place: Wayne, Room 122

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

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

Firefighter I (135 hours)
This course is designed around the NFPA Standard 1001 and the New Jersey Division of Fire Safety Standard. You will acquire sufficient skill and knowledge of the course material to allow you to function as an effective fire ground participant under direct supervision of departmental officers.

Firefighter II (84 hours)
This course is designed around the NFPA Standard 1001 and the New Jersey Division of Fire Safety Standard. You will acquire sufficient skill and knowledge of the course material to allow you to function as an effective fire ground participant to the extent that direct supervision is not required. This course builds on the Firefighter I curriculum while introducing new material and rolling responses giving you command experience.

Company Officer Course (80 hours)
This course focuses on operational awareness, firefighting and life safety considerations, along with strategic and tactical issues during command and officer level fire ground operations. This course is critical to both the firefighter seeking to ascend to the officer level and to the current officer to sharpen your fire ground and command knowledge portfolio.

Arson Detection for the First Responder (15 hours)
This course will provide fire and police personnel much of the information required to assist a trained investigator in making on-scene fire cause determinations.

Automobile Firefighting (6 hours)
This course is designed to make you aware of the many hazards of automobile fire fighting and to develop and implement procedures to meet those hazards.
Building Construction Principles: Fire Resistive & Non-Combustible (15 hours)
This course is designed by the National Fire Academy for firefighters to gain an understanding of how the construction type, alterations, design and materials will influence a building reaction to fire. The goals are to reduce firefighter injuries in building fire, improve operational effectiveness, improve pre-fire plans and communication with building department officials, designers, builders and the public on building construction and fire.

Building Construction Wood & Ordinary (21 hours)
This course is designed by the National Fire Academy for firefighters to gain an understanding of how the construction type, alterations, design and materials will influence a building reaction to fire. The goals are to reduce firefighter injuries in building fire, improve operational effectiveness, improve pre-fire plans and communication with building department officials, designers, builders and the public on building construction and fire.

Critical Incident Stress Management (3 hours)
Learn about stress in the fire service and how to apply sound stress managing principles.

Electrical Emergency Response (PSE&G) (3 hours)
This program discusses a variety of types of electrical equipment on utility poles and structures. Potential hazards during ground operations as well as possible dangers during ladder operations will also be discussed.

Elevator Rescue Lecture (3 hours)
This program presents options available for effecting rescues from elevators. Elevator equipment, safety devices, and basic design will be displayed and demonstrated through the use of props.

Emergency Response to Terrorism: Tactical Considerations for Company Officers (16 hours)
This National Fire Academy course addresses the special needs of responders to incidents which may have been caused by terrorist action.

First Responder (50 hours)
This program is designed for the first professional who arrives at the scene of a medical emergency or accident. The training emphasizes activating the EMS system, performing CPR, and providing immediate care for life threatening injuries and illnesses prior to the arrival of an ambulance.
American Heart Association Cardiopulmonary Resuscitation Certification for the Healthcare Provider is included in this course.

Basic Trauma Life Support (16 hours)
Basic Trauma Life Support (BTLS) is designed to teach the skills necessary to recognize symptoms of injuries and how to perform critical interventions. Packaging of the trauma patient and criteria for trauma center transport are covered. A major focus of the course is the identification of conditions that require immediate transport and treatment while en route to the hospital.

EMT CEU Credit: 16 Elective Credits

Confined Space Awareness (4 hours)
This course enables emergency responders to identify a confined space and recognize its potential hazards. This course covers the legal standards that require training, confined space programs and the duties of emergency personnel.

Confined Space Operations (12 hours)
This course is designed to make hazmat team members and emergency responders aware of the special hazard of confined space entry and rescue. Participants become familiar with OSHA regulations, air monitoring techniques, case histories of confined space accidents. Participants experience confined space entries and simulated rescues using specialized rescue equipment.

Prerequisite: Confined Space Awareness, SCBA training and experience.
EMT CEU Credit: 12 Elective Credits

Emergency Response to Terrorism- Basic Concepts (16 hours)
For Public Safety Personnel only, this program prepares first responders with an appropriate defensive course of action at the
scene of a potential terrorist incident. Participants gain a general understanding of terrorism incidents and agents, crime scene considerations and specialized incident command issues. Attendees learn to recognize indicators of suspicious incidents, implement self-protective measures, define scene security, and make appropriate notifications.

- **Prerequisite:** Weapons of Mass Destruction – Awareness
- **EMT CEU Credit:** 16 Elective Credits

**Coaching the Emergency Vehicle Operator – Ambulance Maneuvers (4 hours)**
This 4-hour course details how to set up a driving course and conduct a low-speed maneuvering skills session – especially valuable to organizations without access to a permanent driving range.

- **EMT CEU Credit:** 4

**Elective Credits Request**

**Coaching the Emergency Vehicle Operator – Ambulance (8 hours)**
This course teaches practical defensive driving techniques focusing on the driver’s ability to read traffic conditions, so that they may act accordingly to prevent collisions in both emergency and non-emergency situations. The program covers: vehicle handling and design characteristics, the cushion of safety, city, two lane and multilane driving, driving with lights and siren, night driving, adverse conditions, hydroplaning, backing up and vehicle inspection.

- **EMT CEU Credit:** 8 Elective Credits

**Paramedic Assistant (14 hours)**
This 2-day course is open to currently certified NJ EMT’s. This course allows EMT’s to better understand the job of a paramedic and teaches the EMT how he/she can assist the paramedic in accomplishing different objectives. The course reviews the following: Anatomy/Physiology, patient assessment, medical emergencies, pharmacology, EKG recognition, IV therapy, and airway management.

- **EMT CEU Credit:** 14 Elective Credits

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

**Additional Fire Program Courses Include:**
- FAST Team Response
- Firefighting Foam
- Fire Instructor – General Safety Course
- Fire Instructor – Live Burn Course
- Fire Instructor – SCBA Smokehouse Course
- Fire Police Basic Training Program
- Initial Company Tactical Operations
- Live Burn Training
- Mask Confidence
- Mass Decontamination
- Natural Gas Emergencies
- Propane Firefighting
- Pump Operator
- Trench Rescue
- Operations – Awareness
- Truck Company Operations

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.
GRANT FUNDED PROGRAMS

Program funding for the following programs are available through the Passaic County One-Stop Career Center (200 Memorial Drive) and the Passaic County Board of Social Services (in Wanaque), for Healthcare, Industry Center Training for occupational skills in customer service and Microsoft Office Certification. All applicants must meet specific requirements in order to qualify.

→ Health Professions Opportunity Grant (HPOG)
→ Industry Center Training Project
→ Northeast Resiliency Consortium Grant
→ Occupational Computer Skills – Wanaque Campus

The Health Profession Opportunity Grant (HPOG)

This grant funded opportunity is available to eligible participants who qualify for training in available allied health professions. Funding is also available to eligible participants to support educational expenses such as tutoring, textbooks and certification exams.

Current offerings for the Fall 2014 semester are for Emergency Medical Technician (EMT) and Administrative Medical Assistant.

Program requirements include, but are not limited to
- U.S. citizenship or permanent residency
- The ability to pass a criminal background check
- A high school diploma or GED
- Qualifying scores on the TABE test or Accuplacer test
- Participants must be recipients of Temporary Assistance to Needy Families (TANF) or General Assistance (GA) or low income as determined by federal poverty guidelines.

Referrals to the grant program are made through the Passaic County One-Stop Career Centers. For more information and to see if you qualify, please call 973-684-5541.
The Industry Center Training Project (560 hours, 16 weeks)

Accept the challenge! Start NOW with a new beginning!

The Industry Center Training Project is an occupational skills training program designed to promote and enhance employability skills for TANF and GA clients. An advantage of this program is that it enables a student the flexibility in selecting his/her path to employment. Individuals choose an in-person Industry Center Readiness track or a Computer-based Hybrid Distance Learning track.

Students who would like to participate in this program, but do not qualify for public assistance, may enroll on an individual basis. Financial assistance to qualified customers is available through the Passaic County One-Stop Career Center, 200 Memorial Drive, Paterson 973-340-3400.

Cost: $2,800.00
Lab Fee: $1,000.00
Materials/Book Fee: $200.00

Enrollment Dates:
September 2 & 15   October 1 & 15
November 3 & 17    December 1 & 15

Day(s): Monday - Friday
Course #: NJS 203
Times: 8:30 am – 3:00 pm
Place: Paterson, Broadway Academic Center, TBA

Requirements for participation in this program:
• Must be receiving Temporary Assistance for Needy Families (TANF), or General Assistance (GA).
• A 5th grade reading level
• The ability to read, write and converse in English.
• A 7th grade reading level and the ability to read, write and converse in English is needed for the distance based learning track.

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

For additional information, please contact Pat Nole, Manager, W.I.A. Programs at 973-684-5748 or pnole@pccc.edu.

INDUSTRY READINESS TRACK HIGHLIGHTS

• A National Retail Federation curriculum to prepare students for a professional certification in customer service
• Training in food service, retail, hotel and customer service industry
• Academic assessment
• Literacy and computer-based industry training.
• Career counseling and job placement assistance
(5th grade reading level required)

DISTANCE LEARNING TRACK HIGHLIGHTS

• A self-motivated track which prepares students for clerical and entry level office positions
• A combination of computer-based instruction and in-person learning
• Home instruction provided through the use of laptop computers
• Free access from any computer to our internet based basic skills, workplace readiness program and eLearning
• Career counseling and job placement assistance
(7th grade reading level required)

Did you know…

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

Health Information Technology (HIT 112) (1:0) 1 credit
This course provides an introduction to the medical and healthcare terminology used in health-care settings. Emphasis is placed on building medical terms using prefixes, suffixes, and combining forms. Dates to be announced

Emergency Medical Technician (non-credit certificate)

Emergency Dispatch (non-credit certificate)

Field Service Technician (credit certificate)

Medical Coding Associate (credit certificate)

**Community Health Worker

**not yet available

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 contact:
Robin Wanner, Program Director
973-684-8021

Susan Nadel, Academic Counselor
973-684-6226

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.

Occupational Computer Skills - Wanaque Campus
The Occupational Basic Computer Skills Training Program is a grant funded occupational skills program for TANF and GA clients that is designed to promote and enhance employability skills. The goals for this program are to prepare students for employment in an office setting involving Microsoft Office Software. The program will:

• Teach Microsoft Office computer programs (Word, Excel, PowerPoint & Access)

• Prepare individuals for Microsoft Office Certification

• Educate individuals in latest job search techniques

• Teach work readiness skills

• Coach individuals on ways of becoming financially stable

Requirements for participation in this program:
Receiving Temporary Assistance for Needy Families (TANF) or General Assistance (GA)
6.0 reading level
Able to read, write and speak English
Referrals are made through the Passaic County Board of Social Services
Day(s): Monday – Friday
Times: 8:30 am – 3:00 pm
(910 hours, 26 weeks)
Course #: NJS - 204
Place: Wanaque Academic Center, 500 Union Avenue

For more information please contact:
Linda Johnson at ljohnson@pccc.edu or 973-684-7742 or Sharon Ibrahim at sabraham@pccc.edu or 973-684-5728.
Personal Development & Community Based Programs

The Center for Continuing Education focuses on creating opportunities that empower participants to become lifelong learners and obtain practical skills necessary for work in a dynamic, ever-changing economy.

→ Basic Computer Skills for ESL Students
→ Beginning English as a Second Language (ESL)
→ Become a US Citizen – Civics

Basic Computer Skills for ESL Students (NEW)
This 30 hour class will help ESL students learn more about computers, Word, Excel, Social Media, and other subjects which will help as you move into more advanced English levels. Topics covered will help in gaining experience to advance in jobs, increase the use of computers to continue in college or other training opportunities.

Cost: $150.00
Course #: NCC 75 M1
Dates: Tue/Thur, Oct 7 – Nov 13
Times: 5:40 – 8:10 pm
Place: Paterson, Hamilton Hall, H306 (Tues); H307 (Thurs)

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 a 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.

Prerequisite: Potential students must apply through the Admissions Office at
PCCC, and have a valid Social Security number & High School Diploma. An appointment for testing is required. If the student is accepted, a registration form must be completed. YOU MUST CALL 973-684-3753 to schedule an appointment for testing.

**Ingles Basico Como Segundo Idioma**

Si el ingles no es tu idioma nativo y a usted le gustaría ser mas competentes en la lectura, escritura y conversacion entonces este curso es para usted.

Estas planeando matricularse en la Universidad pero es necesario aprender los conceptos basicos de ingles?

Este curso es para principiantes que quieren aprender a hablar, leer y escribir en ingles y entrar a la Universidad. A traves de una subvencion de Nueva Jersey Department of Labor and Workforce Development, Passaic County Community College ofrece un numero limitado de plazas para aquellos con conocimientos del idioma ingles muy limitado.

**Requisitos:** Los estudiantes potenciales se deben presentar a traves de la oficina de Admisiones en PCCC, y tener un numero de seguro social valido. Una cita para la prueba es necesaria para comenzar el proceso de inscripcion. Si el estudiante es aceptado, un formulario de inscripcion debe ser completado.

**ÚSED DEBE LLAMAR AL 973-684-3753 previamente para poder programar una cita para que usted tome el examen.

**Course #:** ELSC 000 MOW1  
**Dates:** Mon/Wed, Sep 15 – Dec 10  
**Times:** 8:55 – 11:35 am  
**Place:** Paterson, Hamilton Hall, H107

**Course #:** ELSC 000 MOW2  
**Dates:** Mon/Wed, Sep 15 – Dec 10  
**Times:** 11:45 am – 2:25 pm  
**Place:** Paterson, Hamilton Hall, H107

**Course #:** ELSC 000 P1  
**Dates:** Tue/Thu, Sep 16 – Dec 16  
**No classes Nov 27th**  
**Times:** 5:40 – 8:20 pm  
**Place:** Passaic, Room 223

Books can be purchased at the bookstore.

**Paid ESL Classes (60 hours)**

**Community-Based ESL**

**Cost:** $200.00  
**Course #:** NET 710 M1  
**Dates:** Tue/Thu, Sep 23 – Dec 11  
**No classes Nov 25th and 27th**  
**Times:** 5:40 – 8:40 pm  
**Place:** Paterson, Tucos: Memorial Hall, M335; Thur: M330

Books can be purchased at the bookstore.

**Basic ESL**

**Cost:** $200.00  
**Course #:** NET 711 M1  
**Dates:** Mon/Wed, Sep 29 – Dec 3  
**Times:** 5:40 – 8:40 pm  
**Place:** Paterson, Panther Academy, Z115

**Required Text:** *Side by Side Book 1, 3rd Edition* (ISBN# 978-0-13-026744-3)  
Books can be purchased at the bookstore.

Visit our website at [www.pccc.edu/ce](http://www.pccc.edu/ce) To register call 973-684-6153.
Become a United States Citizen

Civics Education and Naturalization (60 hours)
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: Potential students must have a valid Social Security number. An appointment for testing is required. If the student is accepted, a registration form must be completed. Call 973-684-6153 or 973-684-6224 for an appointment.

Cost: FREE
Course #: NET 185 M1
Dates: Sat, Sep 13 – Dec 6
Times: 9:00 am to 2:00 pm
Place: Paterson, Founder’s Hall, E110
No class on November 29, 2014

Cost: FREE
Course #: NET 185 P1
Dates: Sat, Sep 13 – Dec 6
Times: 9:00 am - 2:00 pm
Place: Passaic, Room 22

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

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

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

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

Our programs are designed by a team of professionals from each respective field, who work to provide you with an effective web-based learning experience. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

ONLINE SHORT COURSES

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

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 973-684-5728 or go to our Online Instruction Center at www.ed2go.com/cepecc. Find out how YOU can decide when and where your learning should take place!

Course start dates for Spring 2014

July 16, Aug 20, Sept 17, Oct 15, Nov 12, Dec 10

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

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

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

ONLINE CAREER TRAINING PROGRAMS
www.gatlineducation.com/pccc

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

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

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

→ Cultural Affairs
→ Poetry Center
→ Theater & Poetry Project (TAPP)
→ Passaic County Cultural & Heritage Council
→ The Art Galleries at PCCC
→ The Art Galleries at PCCC Urban Consortium
→ College Bound/GEAR UP
→ Upward Bound

Cultural Affairs at Passaic County Community College (PCCCD)
Located in the historic Hamilton Club Building in downtown Paterson, The Cultural Affairs Department is home to the Poetry Center, the Theater & 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 Mazzietti 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, multi-ethnic community gives it a vibrancy, 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.

For more information visit pccc.edu/poetry. For Maria Mazzietti Gillan’s webpage/blog visit www.mariagillan.com

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
Established in 1980 by Maria Mazzietti 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 the diversity and preserve the ethnic traditions and cultures of its communities.
Visit pccc.edu/pchc for more information.
The Art Galleries at PCCC

The 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.

Visit http://www.pccc.edu/home/cultural-affairs/art-galleries for more details.

The Poetry Center, TAPP and PCCHC have been awarded many Citations of Excellence and are 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 by funds from the National Endowment for the Arts.

DISTINGUISHED POETS SERIES

OCTOBER 11, 2014 – Jericho Brown & Penny Perry
NOVEMBER 8, 2014 – Paterson Literary Review Celebration Reading
DECEMBER 6, 2014 – Steve Kowit & Jack Ridl
FEBRUARY 7, 2015 - Allen Ginsberg Award Winners

Free poetry readings begin at 1pm
The Hamilton Club Building
32 Church St., 2nd Fl., Paterson, NJ
(Open readings follow the featured poets.)

Poetry Workshops:

A poetry workshop precedes each poetry reading.
Workshops, 10 am – noon, with one featured poet
Fee: $20; pre-registration required.

Download a registration form and get more details at: http://www.pccc.edu/poetry

Mail form and fee to:
The Poetry Center at PCCC
One College Blvd.
Paterson, NJ 07505-1179
973-684-6555
www.pccc.edu/poetry

For more information, call 973-684-6555 or visit http://www.pccc.edu/poetry.

POETRY WORKSHOPS FOR MATURE ADULTS
(50 AND OVER)

Wanaque Academic Center, 500 Union Avenue, Wanaque, NJ
$60 for 4 classes / October 2, 9, 16, and 30.

Registration required: call 973-684-6555 or email sdesai@pccc.edu.

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.

Download a registration form and get more details at:
http://www.pccc.edu/poetry
### THE POETRY CENTER AT PCCC

**Allen Ginsberg Poetry Awards**

- 1st Prize: $1,000  
- 2nd Prize: $200  
- 3rd Prize: $100  
- April 1, 2015 (postmark) - Deadline  
- Unpublished poems only — $18.00 entry fee

**THE PATERNSON POETRY PRIZE**

- $1,000 Award — February 1, 2015 Deadline  
- Book of poems, 48 pages or more, published in 2014.

**PATERSON PRIZE FOR BOOKS FOR YOUNG PEOPLE**

- $500 Award in each category in 2014 — March 15, 2015 Deadline  
  - Pre-K - Grade 3  
  - Grades 4 – 6  
  - Grades 7 – 12

### THE PATERNSON FICTION PRIZE

- $1,000 Award — March 15, 2015 Deadline  
- Award for a novel or collection of short fiction published in 2014.

**PLEASE NOTE BOOKS CANNOT BE RETURNED**

- For further information, call The Poetry Center at (973) 684-6555  
- or visit our website for entry forms at www.pccc.edu/poetry
**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 (pre-school) to high school.

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

**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.

**For More Information about the Upward Bound 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 select 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.

The Community Technology Center at PCCC is a newly renovated state-of-the-art facility that provides access to technology and technology training to local residents and community organizations. The following programs are free or low-cost and are also available in Spanish.

- Language, literacy, technology, and job building skills
- Resources, staff and space to support local non-profit organizations
- Targeted programs for community segments: Youth, After-school, Seniors
- Entrepreneurship workshops
- ESL Career bridge and college prep classes
- Interactive Resource Center
- Business Seminar Resources

The CTC is located at 218 Memorial Drive, Paterson, NJ, adjacent to PCCC’s main campus.

For more information, please visit our website at http://www.pccc.edu/home/petc/, or call 973-684-6003.

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

Call (973) 684-6153 or (973) 684-5782 Monday through Friday 8:30 am – 4:30 pm for information. Extended hours Monday and Thursday. Call first to confirm.

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

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

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

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:

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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____________________

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Check Statements which apply:
☐ US citizen or permanent resident
☐ Non-resident alien
☐ Other

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

Ethnicity: Please check one.
☐ Hispanic/Latino  ☐ Non-Hispanic/Latino
☐ American Indian/Alaskan  ☐ Native Asian
☐ Black/African American
☐ Native Hawaiian/Other Pacific Islander  ☐ White

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

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

Or enclose a check or money order payable to: “Passaic County Community College” for the above courses. Write student name, course # and last four digits of the student’s SS# or student ID on the check. Mail this form and payment to: Passaic County Community College - 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.

Visit our website at www.pccc.edu/ce To register call 973-684-6153.
CENTER FOR CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Look what’s new this Fall:

➔ Community Based ESL
➔ Basic Computer Skills for ESL Students
➔ Professional Development for Educators
  ➔ Pre-hospital Trauma Life Support
  ➔ Advanced Medical Life Support
➔ Spanish for Landscapers