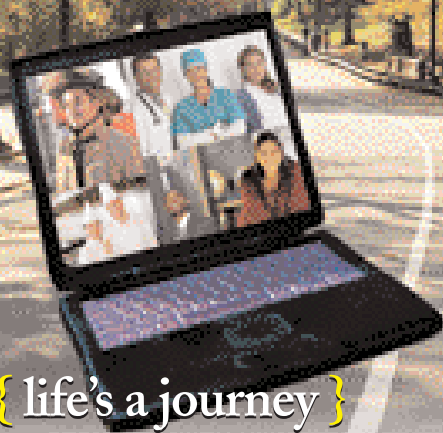




**Passaic County
Community College**
Continuing Education

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



{ life's a journey }

Fall 2011
**Continuing
Education**
**Schedule of
Courses**

*In Paterson, Passaic,
Wanaque and Wayne*

**Main
Campus**
One College Blvd.
Paterson

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

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

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

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

Continuing Education and Workforce Development

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

Look for our online course offerings throughout the brochure and on page 24!

LOOK WHAT'S NEW THIS FALL....
Spanish for Educators on page 18
Workplace Violence on page 2
Techniques to Detect Deception on page 4 & 20

NPTNJ New Pathways to Teaching Information Sessions
6:00 pm at the PSA, Auditorium
Tuesdays: Sept 27, Oct 25, Nov 29

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

September 3, September 5, November 22-26, December 23-31

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

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17					
23	24					
30	31					

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

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	X	X
X	X	X	X	X	X	X

PCCC Locations

Main Campus (M)

One College Boulevard, Paterson, NJ
 For specific directions go to the PCCC website
<http://www.pccc.edu/directions>

- **Founders Hall** (rooms with the E prefix), between Ellison St. and College Blvd.
- **Academic Hall** (rooms with the A prefix) between College Blvd. and Broadway
- **Hamilton Hall** (rooms with the H prefix) on Ellison St.
- **Hamilton Club Conference Center** (rooms with the HC prefix) on Church St. at the corner of Ellison St. Continuing Education is located on the third floor.
- **The Broadway Academic Center** (rooms with the B prefix) is located at 126 Broadway next to the PCCC Bookstore

- **Panther Academy** (rooms with the Z prefix) 201 Memorial Drive
- **Community Technology Center (CTC)** (rooms with the CTC prefix) 218 Memorial Drive

Passaic Academic Center (P)

2 Paulson Ave., Passaic, NJ

Wanaque Academic Center (W)

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

Public Safety Academy (S)

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

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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 100. Ample parking is now available!

Teleconferencing capabilities are available in Wayne. To inquire about rental, contact the Continuing Education Office at 973-684-5746 or linnis@pccc.edu.

Continuing Education and Workforce Development

Dr. Jennifer Dudley
Director
(973) 684-6153

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

Norma Cameron
Staff Assistant
(973) 684-6150

Ganelle Colvin
Secretary, BAC
(973) 684-5782

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

Deniese Hicks
Program Coordinator
(973) 684-6126

Sharon Ibrahim
Program Coordinator
(973) 684-5728

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

Samika Jackson
Secretary
(973) 684-6153

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

Carl Padula
PSA Director of Operations
(973) 304-6021

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

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

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

Lydia Soto
Secretary, PSA
(973) 304-6020

Business and Industry

Notary Public

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

Cost: \$30

Materials/Book Fee: \$25

Course #: NBS 601 M1

Date: Wed, Oct 12

Time: 5:30 – 9:30 pm

Place: Paterson, Hamilton Club Building, HC202

Course #: NBS 601 M2

Date: Wed, Nov 30

Time: 5:30 – 9:30 pm

Place: Paterson, Hamilton Club Building, HC202

Accent Reduction for Professionals (20 hours)

Do you feel your native accent interferes with your being understood even though you have a good command of English? Through classroom practice, you will learn the correct way to pronounce the sounds of American English while working on correct stress, pitch and intonation as you minimize your native accent. The Accent Reduction course is suitable for the business professional as well as the ESL student.

Cost: \$129.00

Material/book fee: TBA

Course #: NET 91 M1

Dates: Tue & Thu, Oct 4 - Oct 25

Time: 6:00 – 9:00 pm

Place: Paterson, Hamilton Club Building, 202

Course #: NET 91 S1

Dates: Sat, Nov 5 - Dec 10 (no class 11/26)

Time: 9:00 – 1:00 pm

Place: Wayne, 125

Train to Become a Wedding Planner

Join ABC Master Bridal Consultant™ Toni DeLisi to learn how to generate extra income designing and managing events in the \$120 Billion wedding industry. Course materials are provided by the Association of Bridal Consultants, which has been training and supporting wedding professionals since 1955. Upon successful completion of all 5 areas of study in the manual, including 5 quizzes and a final exam you will receive a certificate of completion. There will be a 2 hour orientation session on day one of this course followed by a 6 hour seminar on the last day, and the rest is online at your own pace.

Tuition: \$995.00 (includes 2 hour orientation session, comprehensive self paced training manual, a 1 day 6 hour seminar on the Business of Wedding Planning and a 1 year membership to the ABC.)

Course #: NBS 501 S1-A

Dates: Wed, Sept 21 & Sat, Nov 12

Times: 7:00 – 9:00 pm (W, Sept 21), & 10:00 am – 4:00 pm (Sat, Nov 12)

Place: Wayne, Conf. Room

Techniques to Detect Deception (8 CLE, CPE, CE awarded)

A deceitful employee could cost tens of thousands in lost time and money. An unfounded harassment could wipe out a company. A potential business partner seems trustworthy, but a nagging suspicion about honesty exits. Knowing someone is lying will help you safeguard your company's or client's assets, intellectual property and reputation. Such skills are essential for successful business contract negotiations, legal dealings, employment interviewing, and sales/purchasing transactions. You learn:

- Active listening – what clues are present when deception occurs
- Elements of the Cognitive Interview
- How to read and understand both verbal and non-verbal responses
- Elements of Neurolinguistics
- Common signs that show that a person is hiding something
- Verbal and nonverbal indicators of truth evasion
- How to structure an interview to get to the truth
- How to interpret what someone is really saying through Statement Analysis

Who Should Attend: business owners, banking and insurance professionals, human resource managers, attorneys, loss control managers and anyone who wants to learn how to tell if they are being deceived.

Fee: \$299

Course #: NBS 121 S1

Date: Wednesday, Oct 5

Time: 9:00 am to 5:00 pm

Location: Wayne, 125

Workplace Violence Prevention

Assaults and violent acts are the third leading cause of fatal occupational injuries in the United States accounting for 16% of all work-related fatal injuries. Workplace violence costs for lost work time and wages, reduced productivity, medical costs, workers' compensation payments, and legal and security expenses are estimated to be many billions of dollars. In addition, the New Jersey Department of Health and Senior Services has recently proposed regulations for Violence Prevention in Health Care Facilities. This course provides the necessary background for organizations and companies to establish a workplace violence prevention program and take steps to minimize their risk. You learn:

- The definition and types of workplace violence
- Applicable laws • Risk factors • Prevention strategies
- Threat assessment techniques
- Threat response techniques
- Key elements of a workplace prevention program

Who Should Attend: business owners and administrators, human resource managers, attorneys, loss

control managers, safety and health professionals and anyone who wants to learn how to address workplace violence.

Fee: \$299

Course #: NBS 120 S1

Date and Time: Wednesday, Oct 26

Time: 9:00 am to 5:00 pm

Location: Wayne, 127

Attention Employers: We can conduct training at your place of business. Call (973) 684-7742 for more information.



Entrepreneur Certificate Program in Wayne

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.

All Entrepreneur Certificate classes meet:

Day: Wednesdays

Time: 6:00 - 9:00 pm

Place: Wayne

Prerequisite: N/A

The Business Plan (9 hours)

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

Cost: \$119

Course #: NBS 160 S1

Dates: Wed, Sept 28 – Oct 12

Place: Wayne, 127

Marketing Strategies for Business Success (6 hours)

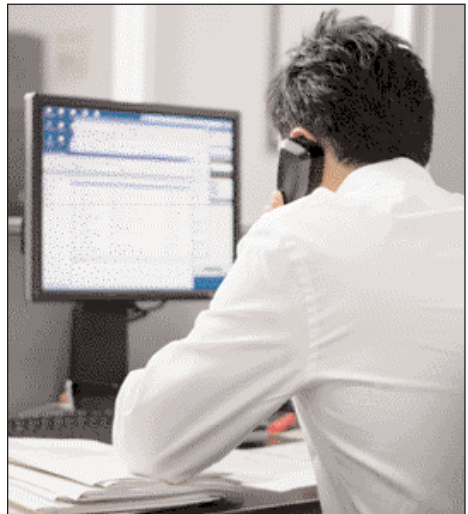
This workshop shows you how to define and target the markets where your services or products will be most successful as well as develop an action plan for your marketing efforts in order to reach your target markets. Topics include conducting market research, making strategic marketing decisions, wisely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

Cost: \$79

Course #: NBS 161 S1

Dates: Wed, Oct 19 – Oct 26

Place: Wayne, 125



Understanding Financial Statements (3 hours)

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

Cost: \$39

Course #: NBS 163 S1

Date: Wed, Nov 2

Place: Wayne, 125

Small Business Record Keeping (6 hours)

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

Cost: \$79

Course #: NBS 164 S1

Date: Wed, Nov 9 – Nov 16

Place: Wayne, 125

Legal I - Start-up Specifics (3 hours)

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

Cost: \$39

Course #: NBS 165 S1

Date: Wed, Nov 30

Place: Wayne, 125

Legal II – Contracts (3 hours)

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

Cost: \$39

Course #: NBS 166 S1

Date: Wed, Dec 7

Place: Wayne, 125

Small Business Taxes (3 hours)

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

Cost: \$39

Course #: NBS 162 S1

Date: Wed, Dec 14

Place: Wayne, 125

Human Resources in Wayne

Human Resources in Wayne

The following programs are offered in cooperation with Fairleigh Dickinson University.

The SHRM Learning System 2011 (39 hours)

Whether you are interested in professional development or pursuing human resource certification, you will find The SHRM Learning System to be a complete, easy-to-use learning and reference tool. You receive a comprehensive training program through a blended format of workbooks, learning software, and Web-based study tools to enhance effectiveness. The six workbook modules cover the HRCI body of knowledge tested in PHR/SPHR Certification Exams. The course strengthens competencies and productivity through effective HR training. You sharpen your test-taking skills and increase your confidence. A Certificate of Completion is awarded for passing the final examination. All material has been reviewed by subject-matter experts and legal counsel. The six separate modules include:

Module One: Strategic Management

Module Two: Workforce Planning and Employment

Module Three: Human Resources Development

Module Four: Compensation and Benefits

Module Five: Employee and Labor Relations

Module Six: Occupational Health, Safety and Security

Please note that in order to earn either the PHR/SPHR designation, candidates must have at least two (2) years of exempt-level experience in the HR field. Certification testing is not included in this course. If you have any further questions regarding the PHR/SPHR exams, please visit www.hrci.org; call HRCI at 800-283-7476 or e-mail hrci@shrm.org.

Cost: \$750

Material/Book Fee: \$400

Course #: NHR 150 S1

Dates: Mon, Sept 19 – Dec 12

Time: 6:00 – 9:00 pm

Place: Wayne, 127

Coming Soon....

Full day recertification seminars.

Call 973-684-6153 for additional information.

Customized Training

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

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

We'll work with your schedule to bring you cutting edge curriculum where and when it works for you.

Instructors are leaders in their fields who understand business problems and solutions.

Courses are tailored for your employees and focused to meet your organization's individual needs.

Employee participation is documented and is recognized with a Certificate of Completion.

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

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

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



NJDOLWD Literacy and Basic Skills Grants

New Jersey Department of Labor and Workforce Development Training Grant

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

Customized Training Program

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

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

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

NJDOLWD Literacy and Basic Skills Grants:

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

Eligibility

Potential eligible applicants for grants include:

Individual employers.

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

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

Customer Service and Retail Training Program

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

Identify your personal skills

Communicate effectively

Recognize great customer service

Learn how to deal with difficult people

Be eligible for the National Retail Foundation Certification in Customer Service

And so much more!

For additional information, please call 973-684-7742

Computer Training for Employers

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

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

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

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

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

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

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

MS Excel Part 1

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

MS Excel Part 2

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



Windows/Operating Systems

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

MS Word Part 1

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

MS Word Part 2

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

MS Outlook

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

MS PowerPoint

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

TITLE	CAMPUS LOCATION	DATE (FRIDAYS)
Windows XP	Paterson	Sept 23
MS Word part 1	Paterson	Sept 30
MS Word part 2	Paterson	Oct 7
MS Excel part 1	Paterson	Oct 14
MS Excel part 2	Paterson	Oct 21
MS Outlook	Paterson	Oct 28
Power Point	Paterson	Nov 4
MS Word part 1	Paterson	Nov 11
MS Word part 2	Paterson	Nov 18
MS Excel part 1	Passaic	Dec 2
MS Excel part 2	Passaic	Dec 9
Power Point	Paterson	Dec 16

All Classes 8:30 am - 5:00 pm

Have business offices throughout the State?

Contact the New Jersey Community College Consortium for Workforce and Economic Development. Dr. Robert Bowman, Executive Director
rbowman@njccc.org (609) 392-3434 or 1-800-821-6683

Beginning English as a Second Language

Grant Funded Opportunity

This 60-hour course is for beginning English speakers who want to learn how to speak, read and write in English. Through a grant from the New Jersey Department of Labor and Workforce Development, Passaic County Community College through the Department of Continuing Education offers a limited number of seats for those with very limited English language skills.

Prerequisite: Potential students must have a valid Social Security numbers & High School Degree. An appointment and testing are required. If the student is accepted, a registration must be completed.

Course #: ESLC 000 MOW1

Dates: Mon/Wed, Sept 19th – Dec 14th - H111

Time: 11:45 am - 1:00 pm

Lab: Wed, 1:05 - 2:05pm, A221

Place: Paterson, H111

Course #: ESLC 000 MOW2

Dates: Tue/Thu, Sept 20 – Dec 15

Time: 10:20 - 11:35 am

Lab: Wed, 11:45 am - 12:45 pm, A212

Place: Paterson, T - H111, Th - H209

No class Nov. 24th

Course #: ESLC 000 MOW3

Dates: Mon/Thu, Sept 19 - Dec 15 TH - A210B

Time: 5:40 - 6:55 pm

Lab: M 4:30-5:30 pm, A224

Place: Paterson, M - A203, Th - A210B

No class Nov. 24th

Course #: ESLC 000 MOW4

Dates: Tue/Fri, Sept 20 – Dec 16

Time: 4:15 - 5:30 pm

Lab: Fri, 3:05 - 4:05 pm, A212

Place: Paterson, A206A

No class Nov. 25th

Required Texts: *Heinle Picture Dictionary*

ISBN: 97808388444009

All About the USA ISBN: 9780136138921

Stand Out 1 ISBN: 9780132253376

Books can be purchased at the bookstore.

Beginning English as a Second Language

Prerequisite: Potential students must have a High School Degree. An appointment and testing are required. If the student is accepted, a registration must be completed.

Tuition: \$185

Course #: ESLC 000 M1

Dates: Mon/Thu, Sept 19 - Dec 15 - A301

Time: 8:30 - 9:45 pm

Lab: A221, 7:00 - 8:00 pm, A221

Place: Paterson, H206

No class Nov. 24th

Tuition: \$185

Course #: ESLC 000 M2

Dates: Tue/Thu, Sept 20 – Dec 15

Time: 5:40 - 6:55 pm

Lab: Thu, 3:05 - 4:05 pm, A212

Place: Paterson, H201

No class Nov. 24th

Required Texts: *Heinle Picture Dictionary*

ISBN: 97808388444009

All About the USA ISBN: 9780136138921

Stand Out 1 ISBN: 9780132253376

Books can be purchased at the bookstore.

You **MUST CALL** to schedule an appointment time available on certain Mondays 2-4:30 or Wednesdays 4-6. 973-684-6153



PCCC
Nothing so near can take you so far!

Culinary Arts Program

ServSafe® Training Course

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

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

Tuition: \$160.00

Books/Materials: \$60.00

Course #: NPD 401 M1

Dates: Sat, Oct 1- 22

Time: 10:00 am – 1:00 pm

Place: Paterson, Hamilton Club Building, HC 202

Course #: NPD 401 M2

Dates: Mon, Nov 7 - 28

Time: 6:30 - 9:30 pm

Place: Paterson, Hamilton Club Building, HC 202

Course #: NPD 401 W1

Dates: Sat, Nov 19 – Dec 17 (No class 11/26)

Time: 10:00 am – 1:00 pm

Place: Wanaque, W119

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

Food Service and ServSafe® Certification Program

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

During the Food Service Preparation program students learn to work in a real-time commercial kitchen. This program is on an open admissions schedule in which

students start the program on the first Monday of every month. Hours are individually calculated to reach course completion. This program is approved for Pell Grant and Financial Aid Assistance.

Acceptance in program requires prior approval from Culinary Arts Program Administrator. Background checks are required.

Part A

Cost: \$2,000.00

Materials/Book Fee: \$400.00

Course #: NJS 17 M1A (day)

Dates: M – F

Time: 7:30 am – 3:30 pm

Place: Paterson, Cafeteria

Course #: NJS 18 M1A (evening)

Dates: M – Th.

Time: 1:30 – 8:00 pm

Place: Paterson, Cafeteria

Part B

Cost: \$2,000.00

Materials Fee: \$250.00

Course #: NJS 17 M1B (day)

Dates: M – F

Time: 7:30 am – 3:30 pm

Place: Paterson, Cafeteria

Course #: NJS 18 M1B (evening)

Dates: M – Th.

Time: 1:30 – 8:00 pm

Place: Paterson, Cafeteria

NEW.....Culinary Arts Program is now in Wanaque

(No class for the month of August)

Part A

Tuition: \$2,000.00

Materials/Book Fee: \$400.00

Course #: NJS 17 W1A

Dates: M – F

Time: 7:30 am – 2:00 pm

Place: Wanaque, Cafeteria

Part B

Tuition: \$2,000.00

Materials/Book Fee: \$250.00

Course #: NJS 17 W1B

Dates: M – F

Time: 7:30 am – 2:00 pm

Place: Wanaque, Cafeteria

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



Become a United States Citizen

Civics Education and Naturalization (12 hours)

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

Naturalization Requirements:

- Must be at least 18 years of age
- Must produce an I-551, Alien Registration Card as proof of status
- Must have resided continuously as a lawful, permanent resident in the U.S for 5 years prior to filing, with absences totaling no more than one year.
- Must have resided within the State of New Jersey for

at least 3 months

- Must be of good moral character
- Must be able to read, write, speak and understand words in ordinary usage of the English Language.

Must register in advance.

Cost: FREE

Course #: NET 185 M1

Dates: Sat, Sept 10 – Oct 8

Time: 10:00 am – 12:30 pm

Place: Paterson, A218

Cost: FREE

Course #: NET 185 P1

Dates: Sat, Oct 22 – Nov 19

Time: 10:00 am – 12:30 pm

Place: Passaic, 221

The Center for Workforce Development

Industry Center Training Project (560 hours, 16 weeks)

Accept the challenge! Start NOW with a new beginning!

The Industry Center Training Project is an on site occupational skills program.

Monthly enrollment: First business day of the month

Sept.1st, Oct.3rd, Nov.1st, Dec.1st, Jan. 3rd, Feb.1st, March 1st, April 2nd, May 1st, June 1st.

Day(s): Monday - Friday

Course #: NJS 203

Times: 8:30 am – 3:00 pm

Place: Paterson, Broadway Academic Center, TBA

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

Alternately, students can elect an innovative distance learning program. Combining computer-based instruction, alternative work experience, and campus learning, this program prepares students for clerical and entry-level office positions. Self-motivation is the key to successful program completion. Home instruction is provided through the use of laptop computers. Job placement assistance is provided. There is free access from any computer to our Internet based basic skills, workplace readiness programs and eLearning.

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

A 7th grade reading level and the ability to read, write and converse in English is needed for the distance based learning track. Referrals to Project LEARN 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.

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

Cost: \$2,800.00

Lab Fee: \$1,000.00

Materials/Book Fee: \$200.00

Attention Employers!
Do you want to improve the writing skills of your employees?
Call 973-684-7742 for details.

Bad Weather?

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

WCBS 880AM Radio
News 12 NJ
WNBC News Channel 4

The GED Center

GED Test Preparation Course (36 hours)

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

Cost: \$189

Materials/Book Fee: \$35

Course #: NET 183 M1

Dates: Sat, Sept 10 – Nov 5

Time: 9:00 am – 1:00 pm

Place: Paterson, B103

Course #: NET 183 M2

Dates: Mon & Wed, Sept 19 – Oct 26

Time: 6:00 – 9:00 pm

Place: Paterson, Panther Academy,
M - Z116 / W - Z118

Course #: NET 183 P1

Dates: Sat, Oct 8 – Dec 10 (No class 11/26)

Time: 9:00 am – 1:00 pm

Place: Passaic, 224

Course #: NET 183 M3

Dates: Tue & Thu, Nov 1 – Dec 13 (No class 11/24)

Time: 6:00 – 9:00 pm

Place: Paterson, Panther Academy, Z115

GED Testing Center

Testing is by advance registration ONLY!

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

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

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

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

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

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

Cost: \$50.00 money order payable to Passaic County Community College for the complete test.

\$10.00 money order payable to Passaic County Community College for EACH individual re-test.

All testing days are Tuesday and Wednesday.

Course #: NET 138 M2

Dates: August 2 - 3, 2011

Time: 8:30 am – 2:30 pm

Place: Paterson, CTC Room 102

Course #: NET 138 M2A

Dates: August 23 - 24, 2011

Time: 8:30 am – 2:30 pm

Place: Paterson, CTC Room 102

Course #: NET 138 M3A (Re-test Only)

Dates: September 6 - 7, 2011

Time: 8:30 am - 2:30 pm

Place: Paterson, CTC Room 102

Course #: NET 138 M3

Dates: September 20 - 21, 2011

Time: 8:30 am - 2:30 pm

Place: Paterson, CTC Room 102

Course #: NET 138 M4

Dates: October 11 - 12, 2011

Time: 8:30 am - 2:30 pm

Place: Paterson, CTC Room 102

Course #: NET 138 M5

Dates: November 1 - 2, 2011

Time: 8:30 am - 2:30 pm

Place: Paterson, CTC Room 102

Course #: NET 138 M6

Dates: December 6 - 7, 2011

Time: 8:30 am - 2:30 pm

Place: Paterson, CTC Room 102

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

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

Test Preparation

College Placement Test Refresher Courses

Once you've applied to Passaic County Community College, you need to take the college's placement test. The results of this test may require you to take basic skills courses that do not count towards academic credit. Taking a 24-hour refresher course may improve your placement and save you a semester or more! Possible benefits include:

- increase your chances of entering directly into academic credit-bearing courses
- increase your likelihood of graduating on time
- reduce the cost of your education
- increase the chances of completing your degree

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

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

Math Refresher Course

Cost: \$89

Course #: NET 188 M1

Dates: Tue & Thu, Sept 13 – Oct 6

Time: 5:30 - 8:30 pm

Place: Paterson, Panther Academy, Z124

Course #: NET 188 M2

Dates: Tue & Thu, Oct 18 – Nov 10

Time: 5:30 - 8:30 pm

Place: Paterson, Panther Academy, Z124

Course #: NET 188 P1

Dates: Sat, Sept 10 – Oct 29

Time: 9:00 am – 12:00 pm

Place: Passaic, 116

English Refresher Course

Cost: \$89

Course #: NET 189 M1

Dates: Mon & Wed, Sept 19 – Oct 12

Time: 5:30 - 8:30 pm

Place: Paterson, Hamilton Club Building, H205

Course #: NET 189 M2

Dates: Mon & Wed, Oct 24 – Nov 16

Time: 5:30 - 8:30pm

Place: Paterson, Hamilton Club Building, H205



Human Services

For current course schedule, call 973-684-6153. All courses require permission of Professor Michael D'Arcangelo. For advisement, call 201-475-8231 or 973-684-5759.

Human Services Specialist Certificate

For those wanting to complete the 270 hours of course work required by the Addiction Professionals Certification Board of New Jersey, Inc. for the Certified Alcohol and Drug Counselor (CADC) certification,

For those wanting to prepare for the National Certification Examination for alcohol and drug counselors,

To qualify for entry-level employment in the field of counseling and addictions. Students completing the Human Services Specialist Certificate program should be able to:

Apply counseling theories and techniques to guide clients in obtaining their goals and to assist in the change process,

Implement the theories and skills necessary to be a successful group facilitator,

Define the functions of a service agency and its delivery of services The Human Services Specialist Certificate program includes the following courses:

- Introduction to Human Services
- Counseling Techniques
- Group Dynamics
- Drugs, Society and Human Behavior
- Introduction to Psychology
- Human Growth & Development
- Theories of Personality
- Abnormal Psychology
- Behavior Modification

All hours in each of the domains have been approved for continuing education toward professional re-certification, as well as first time applicants for LCADC, CADC and CDA certification requirements.

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

Prerequisite: Students must obtain class admittance forms from Professor Michael D'Arcangelo (201-475-8231).

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

PCCC offers courses approved for academic hours by the Addiction Professionals Certification Board of New Jersey, Inc. Certification for LCADC, CADC and CDA is granted by the Certification Board. For more information regarding Work Experience, Practicum, and Certification, please call the Addiction Professionals Certification Board of New Jersey, Inc. 800-325-7979.

Licensed Clinical Alcohol and Drug Counselor (LCADC), Certified Alcohol and Drug Counselor (CADC) and Chemical Dependency Associate (CDA)

For those wanting to complete the 270 hours of course work as required by the Addiction Professionals Certification Board of New Jersey, Inc. Flexible classes are offered days, evenings and Saturdays.

Required educational domains:

Introduction to Human Services (HS 101)

Counseling Techniques (HS 203)

Group Dynamics (HS 204)

Drugs, Society and Human Behavior (HS 209)

Counseling & Treatment of Addictions (HS 210)

Participants must also meet with Professor D'Arcangelo for advisement, call 201-475-8231.

For more information on Human Services at Passaic County Community College, please visit:
<http://www.pccc.edu/ce>



Allied Health Programs



(Funded by a US Department of Labor HGEI Grant through the American Recovery and Reinvestment Act - ARRA)

Phlebotomy Technician Certification Program (210 hours)

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

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

Cost: Free

Materials/Book Fee: N/A

Course #: NET 72

Time: TBA

Place: TBA

Pharmacy Technician Certification Program (90 hours)

This comprehensive 50 hour course prepares you to enter the pharmacy field and to take the Pharmacy Technician Certification Boards PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care set-

tings, working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescription defining drugs by generic and brand names. You will learn dosage calculation, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing reimbursement among other things.

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

Cost: Free

Materials/Book Fee: N/A

Course #: NET 66

Time: TBA

Place: TBA

For additional information, call 973-684-5663.



Teacher Education



Substitute Teacher Training

Have you been thinking about teaching as a career?

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

Become a Certified Substitute Teacher.

Topics covered include: employing successful classroom management techniques, cultivating positive first impressions, gaining and sustaining appropriate rapport with students, making efficient use of instructional time, and more

PCCC even helps you get through the paperwork!

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

Prerequisite: at least 60 college credits

Cost: \$130.00

Materials/Book Fee: \$15.00

Course #: NET 105 M1

Dates: Sat, Oct 1 - 29

Time: 9:00 am – 1:00 pm

Place: Paterson, A225

Course #: NET 105 M2

Dates: Mon, Nov 7 - Dec 19

Time: 6:00 – 9:00 pm

Place: Paterson, Panther Academy, Z112

New Pathways to Teaching in New Jersey – Alternate Route Program

Thinking of becoming a teacher?

Already have a college degree?

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

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

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

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

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

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

at least one at the 400 level. For Middle School you must have two CEs, one in elementary education AND one in Middle School with Specialization in math, science, social studies, English/language arts, or a world language. Your transcript must show 15 credits in the subject you plan to teach at the middle school area. No credits above the 200 level are required. The credits must appear on a 4-year school transcript.

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

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

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

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

Stage I

Cost: \$2968 for credit, \$1,300 for non-credit
Materials/Book Fee: Books to be purchased from PCCC bookstore

Course #: NET 229 S1 credit

Course #: NET 227 S1 non-credit

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

Time: 6:00 pm – 9:30 pm

Place: Wayne – Room TBA

Stage II

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

Cost: \$5,887 for credit, \$2,400 for non-credit

Course #: NET 228 S1 non-credit

Course #: NET 230 S1 credit

Dates: Wed, Sept 21, 2011 – June 6, 2012

Time: 6:00 pm – 9:30 pm

Place: Wayne – 129

Introduction to Teaching (24 hours)

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

Cost: \$200.00

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

Course #: NET 240 S1

Dates: Tue & Thu, Sept 20 – Oct 11

Time: 6:00 pm – 9:00 pm

Place: Wayne, 129

Course #: NET 240 S2

Dates: Mon & Wed, Oct 24 – Nov 14

Time: 6:00 pm – 9:00 pm

Place: Wayne, 124B

Course # NET 240 S3

Dates: Sat, Nov 5, 12, & 19

Time 8:30 am – 4:00 pm

Place: Wayne, 127

Course # NET 240 S1

Dates: Tue & Thu, Jan 17 – Feb 7, 2012

Time: 6:00 – 9:00 pm

Place: Wayne, TBA

Do you know a shining Star?

New Jersey high school students who graduate in the top 20% of their class are eligible to receive free tuition at PCCC through the NJ STARS program. For more information, please contact the Admissions Office at 973-684-6868.

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.

Bad Weather?

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

WCBS 880AM Radio
News 12 NJ
WNBC News Channel 4

NPTNJ Open House Dates

6:00 – 8:00 pm at the PSA Auditorium
(subject to change)

Tuesday, September 27

Tuesday, October 25

Tuesday, November 29



Professional Development for Educators



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

Professional development hours are available for the conferences below.

Spanish for Educators

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

Course #: NET 180 P1
Dates: Mon, Sep 19 – Dec 19
Time: 4:00 - 5:30 pm
Place: Passaic, Room 120
Cost: \$130.00
Material: Book and CD (TBD)

Course #: NET 180 M1
Dates: Sat, Oct 1 - Nov 12
Time: 9:00 am - 12:00 pm
Place: Paterson, E217
Cost: \$130.00
Material: Book and CD (TBD)

Inclusion Strategies and Interventions for Literacy and Math

Presented By Toby Karten

Plan interdisciplinary lessons that honor students' independent and instructional reading, writing, and math levels

Integrate, spiral, and document literacy and math skills throughout the year

Develop 21st century learners who are able to problem solve, critically think, collaborate as peers, and communicate information, skills, and knowledge

Apply appropriate modifications, accommodations and challenges for all learners across the curriculum

Experience how to infuse literacy and numeracy objectives in inclusion classrooms to sharpen students' acumen. Literacy and math strategies infuse all genres, grades, and interdisciplinary lessons. Identifying sight words, contextual clues and vocabulary, reading or writing a short story, novel, or poem, creating dynamic sentences, paragraphs, and essays, or figuring out the degrees of missing angles in triangles or parallelograms and the greatest common factor of two numbers all require good teaching practices that connect the 3Rs of Reading, wRiting, and aRithmetic to the students in motivating ways. The workshop will correlate the core English Language Arts and Mathematics standards to match and strengthen the diverse abilities of students within inclusive environments.

Cost: \$149.00
Course: NTE 115 S1
Date: Tue, Nov 15
Time: 8:30 am - 2:30 pm
Place: PSA, Auditorium
Lunch Included

Workshop – Job-Hunting on the Internet

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

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

Cost: \$29
Course #: NBS 41 M1
Date: Tue, Oct. 11
Time: 6:00 - 7:15 pm
Place: Paterson, Hamilton Club Building, HC205

Course #: NBS 41 M2
Date: Tue, Nov. 15
Time: 6:00 - 7:15 pm
Place: Paterson, Hamilton Club Building, HC202

Course #: NBS 41 W1
Date: Sat, Nov. 19
Time: 9:00 - 10:15 am
Place: Wanaque, W110

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

We can provide your school with Professional Development Courses.

Call 973-684-6226 for details.



Need training for faculty and staff on-site?

Call 973-684-6226 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.



Public Safety Academy in Wayne

Techniques to Detect Deception (8 CLE, CPE, CE awarded)

A deceitful employee could cost tens of thousands in lost time and money. An unfounded harassment could wipe out a company. A potential business partner seems trustworthy, but a nagging suspicion about honesty exits. Knowing someone is lying will help you safeguard your company's or client's assets, intellectual property and reputation. Such skills are essential for successful business contract negotiations, legal dealings, employment interviewing, and sales/purchasing transactions. You learn:

- Active listening – what clues are present when deception occurs
- Elements of the Cognitive Interview
- How to read and understand both verbal and non-verbal responses
- Elements of Neurolinguistics
- Common signs that show that a person is hiding something
- Verbal and nonverbal indicators of truth evasion
- How to structure an interview to get to the truth
- How to interpret what someone is really saying through Statement Analysis

Who Should Attend: business owners, banking and insurance professionals, human resource managers, attorneys, loss control managers and anyone who wants to learn how to tell if they are being deceived.

Fee: \$299

Course #: NBS 121 S1

Date: Wednesday, Oct 5

Time: 9:00 am to 5:00 pm

Location: Wayne, 125

Workplace Violence Prevention

Assaults and violent acts are the third leading cause of fatal occupational injuries in the United States accounting for 16% of all work-related fatal injuries. Workplace violence costs for lost work time and wages, reduced productivity, medical costs, workers' compensation payments, and legal and security expenses are estimated to be many billions of dollars. In addition, the New Jersey Department of Health and Senior Services has recently proposed regulations for Violence Prevention in Health Care Facilities. This course provides the necessary background for organizations and companies to establish a workplace violence prevention program and take steps to minimize their risk. You learn:

- The definition and types of workplace violence
- Applicable laws
- Risk factors
- Prevention strategies
- Threat assessment techniques
- Threat response techniques
- Key elements of a workplace prevention program

Who Should Attend: business owners and administrators, human resource managers, attorneys, loss control managers, safety and

health professionals and anyone who wants to learn how to address workplace violence.

Fee: \$299

Course #: NBS 120 S1

Date and Time: Wednesday, Oct 26

Time: 9:00 am to 5:00 pm

Location: Wayne, 127

Fire Safety

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

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

Fire Inspector (102 hours)

In accordance with the new regulations, the Fire Inspector course gives 102 hours of instruction in the New Jersey Uniform Fire Code and the Uniform Construction Code. The class encompasses plan review and inspection for class II and class III 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 for this course:

- 2009 International Building Code Product Code: 3000L09
- 2009 International Fire Code Product Code: 3400S09
- Fire Inspection and Code Enforcement, 7th Edition: 941253

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

Course #: NET 501 S1

***Please check our Spring 2012 catalogue for class dates*

Fire Official (30 hours)

Approved by the NJ Division of Fire Safety, The Fire Official course provides participants with technical competence in interpreting and implementing the fire code administrative and legal methods of code enforcement.

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 29 – Nov 1

Time: 6:30pm- 9:30pm

Place: Wayne, 127

Emergency Medical Services

Emergency Medical Technician (EMT Basic) (120 hours)

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

State Department of Health. Students must register for a class as well as on the state sites.

Prerequisite: CPR for the Healthcare Provider, fluency in spoken and written English.

Cost: \$550.00

Materials/Book fee: \$129.50

Course #: NEM 11 S1

or

Cost: Free with tuition waiver at registration

Course #: NEM 11 GF1

Dates: Tue & Thu, Sep 6 – Dec 15; some Sat, 8:00am – 4:30pm; Oct 8, 15, 22 Nov .5, 19

(No class 11/24)

Time: Tue/Thu 7:00 – 10:15 pm

Sat 8:30am – 5:00pm

Place: Wayne, 122A&B

Cost: \$550 (material/book fee \$129.50)

Course #: NEM 11 S2

or

Cost: Free with tuition waiver at registration

Course #: NEM 11 GF2

Dates: Sep 24 – Dec 11 (Sat & some Sunday, Sep 25 Oct 9, 23, Nov 6, 20 Dec 11)

Time: 8:30 am – 5:00 pm

(No class 11/29 & 11/30)

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 973304-6022 for further information.*

EMT Continuing Education

CPR for the Healthcare Provider (5 hours)

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

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

Course #: NPF 42 S1

Course #: NPF 42 GF1

Date: Sat, Sep 10

Time: 9:00 am – 3:00 pm

Place: Wayne, Auditorium

Course #: NPF 42 S2

Course #: NPF 42 GF2

Date: Sun, Oct 9

Time: 9:00 am – 3:00 pm

Place: Wayne, 122

Course #: NPF 42 S3

Course #: NPF 42 GF3

Date: Sun, Nov 13

Time: 9:00 am – 3:00 pm

Place: Wayne, 122

Core 13 Program (24 hours)

Designed to provide 24 hours of continuing education units for EMTs, this program covers the core topics of

the Emergency Medical Technician-Basic Program National Curriculum.

Cost: \$120

Course #: NEM 62 S2 or

Cost: Free with tuition waiver at registration

Course #: NEM 62 GF2

Dates: Oct 14, 15, 16 & 17

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

Place: Wayne, 122

Course #: NEM 62 S3 or

Course #: NEM 62 GF3

Dates: Dec 11, 12, 14, 18

Time: Mon/Wed 6:00 – 10:00 pm Sun,

8:00 am – 5:00 pm

Place: Wayne, 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.

Hazardous Material Awareness (4 hours)

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

Cost: \$20

Course #: NEM 17 S1

Date: Mon, Sep 19

Time: 6:00 – 10:00 pm

Place: Wayne, 122

EMT CEU Credit: 4 Elective Credits

Course #: NEM 17 S2

Date: Wed, Oct 26

Time: 6:00 – 10:00 pm

Place: Wayne, 122

EMT CEU Credit: 4 Elective Credits

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

Rope Rescue Technician (40 hours) (To be determined)

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

Cost: \$200

Course #: NEM 253 S1

or

Cost: Free with tuition waiver at registration

Course #: NEM 253 GF1

Dates: TO BE DETERMINED

Times: Mon/Wed, 6:00 – 10:00 pm;

Sun, 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.

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

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

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

Cost: \$90

Course #: NEM 204 S1

Dates: Sep 12, 14 & 17

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

EMT CEU Credit: 16 Elective Credits

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

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

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

Cost: \$20

Course #: NEM 82 S1

Date: Wed, Sep 21

Time: 6:00 – 10:00 pm

Place: Wayne, 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.

Cost: \$20

Course #: NEM 82 S2

Date: Mon, Dec 19

Time: 6:00 – 10:00 pm

Place: Wayne, 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: Wed, Oct 12

Time: 6:00 – 10:00 pm

Place: Wayne, 125

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

Confined Space Operations (16 hours)

Cost: \$40

Course #: NEM 252 S1 or

Cost: Free with tuition waiver at registration

Course #: NEM 252 GF1

Dates: Oct 17, 19, 22

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

Place: Wayne, 131

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

International Trauma Life Support (16 hours)

International Trauma Life Support (ITLS) is a 16-hour course designed to teach the skills necessary to recognize mechanisms of injury and perform critical interventions. Packaging of the trauma patient and criteria for trauma center transport are covered. A major focus of the course is the identification of conditions that require immediate transport and treatment while in route to the hospital.

Cost: \$80

Course #: NEM 74 S1 or

Cost: Free with tuition waiver at registration

Course #: NEM 74 GF1

Dates: Sat, Dec 10 & 17

Time: 8:00 am – 5:00 pm

Place: Wayne, 125

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: Dec 5 & 7

Time: Mon/Wed, 6:00 – 10:00 pm

Place: Wayne, 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 S2 or

Cost: Free with tuition waiver at registration

Course #: NEM 203 GF2

Dates: Oct 3, 10, 17, 24, 31 & Nov 7

Time: Mon, 6:00 – 10:00 pm

Place: Wayne, 129

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

Cost: \$120

Course #: NEM 203 S3 or

Cost: Free with tuition waiver at registration

Course #: NEM 203 GF3

Dates: Nov 2, 9, 16, 30, Dec 7

(no Class Nov 23)

Time: Wed, 6:00 – 10:00 pm

Place: Wayne, TBA

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

For Groups By Request

In addition to the courses listed above, 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 com-

munication 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 (BTLIS) is designed to teach the skills necessary to recognize symptoms of injuries and how to perform critical interventions. Packaging of the trauma patient and criteria for trauma center transport are covered. A major focus of the course is the identification of conditions that require immediate transport and treatment while en route to the hospital. EMT CEU Credit: 16 Elective Credits

Confined Space Awareness (4 hours)

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

Confined Space Operations (12 hours)

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

Prerequisite Confined Space Awareness, SCBA training and experience.

EMT CEU Credit: 12 Elective Credits

Emergency Response to Terrorism-Basic Concepts (16 hours)

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

Prerequisite: Weapons of Mass Destruction – Awareness

EMT CEU Credit: 16 Elective Credits

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

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

EMT CEU Credit: 4

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

Elective Credits

Coaching the Emergency Vehicle Operator – Ambulance (8 hours)

This course teaches practical defensive driving techniques focusing on the driver's ability to read traffic conditions, so that they may act accordingly to prevent collisions in both emergency and non emergency situations. The program covers: vehicle handling and design

Watercraft & Boating Certification

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

Cost: \$75

Course #: NLE 63 S5

Dates: Mon & Tues, July 18 & 19

Time: 6:30 – 10:00 pm

Place: Wayne, 129

Course #: NLE 63 S6

Date: Wed & Thu, Aug 17 & 18

Time: 6:30 – 10:00 pm

Place: Wayne, 129

characteristics, the cushion of safety, city, two lane and multi – lane 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

NEW Online courses in Professional Development and Career Training are now available at: gatlineducation.com/pccc

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.

Online Courses

www.ed2go.com/cepccc

Now YOU can decide where and when!

Whether you are a busy professional or have personal obligations, online courses allow you to learn when it is most convenient to you. PCCC Continuing Education offers over 100 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 Netscape or Internet Web browser. Please check the individual course descriptions on the website for additional requirements. Contact hours represent the average

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

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

Course start dates for Fall 2011 are:p

Sept. 21 Oct. 19

Nov. 09 Dec. 14

Accounting

Accounting Fundamentals \$89
Accounting Fundamentals II \$89
Creating a Successful Business Plan \$89
Introduction to QuickBooks 2007 \$89

Business Administration

Fundamentals of Supervision and Management \$89
Administrative Assistant Applications \$89
Understanding the Human Resource Function \$89
Managing Customer Service \$89
Principals of Sales Management \$89

Computers

Computer Skills for the Workplace \$89
Introduction to Windows XP \$89
Introduction to Microsoft Excel \$89
Intermediate Microsoft Excel \$89
Advanced Microsoft Excel \$89
Introduction to Microsoft Excel \$89
Introduction to Microsoft PowerPoint \$89
Introduction to Microsoft Access \$89
Intermediate Microsoft Access \$89
Introduction to Microsoft Word \$89
Intermediate Microsoft Word \$89
Advanced Microsoft Word \$89

New - Instructor Led - Easy English 3

The Internet

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

Web and Computer Programming

Intermediate C3 Programming \$89
Intermediate Java Programming \$89
Intermediate PHP and MySQL \$89
Introduction to Alice 2.0 Programming \$89
Introduction to ASP.NET \$89
Introduction to C++ Programming \$89
Introduction to Perl Programming \$89
Introduction to Python 2.5 Programming \$89
Introduction to Ruby Programming \$89

Health Care, Nutrition, and Fitness

Medical Terminology \$89
Assisting Aging Parents \$89
Handling Medical Emergencies \$89
Introduction to Natural Health and Healing \$89

Graphic Design

Design Projects for the Adobe Illustrator CS2 \$89
Photoshop 7 for the Absolute Beginner \$89
Digital Photography & Digital Video
Discover Digital Photography \$89

Making Movies with Windows XP \$89
Secrets of Better Photography \$89
Photographing People with Your Digital Camera \$89
Introduction to Photoshop CS2 \$89

Personal Development & Enrichment

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

Test Preparation

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

Childcare and Parenting

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

Teaching Professionals

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

Grant Writing & Nonprofit Management

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

Web Page Design

Creating Web Pages \$89
Designing Effective Websites \$89
Introduction to Microsoft FrontPage 2003 \$89

Career Development Courses

A+ Certification Preparation \$99
Certificate in Bioenergy and Spiritual Healing \$189
Certificate in Spirituality, Health, and Healing \$169
Certificate in End of Life Care \$189
Certificate in Gerontology \$209
Certificate in Growth and Development Through the Lifespan \$199
Certificate in Oxygenation Issues \$199
Paralegal Preparation \$149

What you need to know about Continuing Education Registration

(subject to change)

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

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

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

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

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

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

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

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

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

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 and we cannot accept your registration **without a current telephone number.**

Tuition

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

Paying for Your Continuing Education

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

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

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

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

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

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

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

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

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

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

Some longer programs qualify for Financial Aid.

Phone: (973) 684-6868 E-mail: FA@pccc.edu

Loans: Continuing Education

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

Withdrawals and Refunds

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

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

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

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

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

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

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

Passaic County Community College Registration Form For Continuing Education Courses

Student ID or Social Security _____ Date of Birth _____

Male Female

New Returning Fall Spring Summer

Last Name _____ First Name _____ MI _____

Preferred Tel. # _____ Secondary Tel. # _____

Street _____ City _____

County _____ State _____ Zip _____

Emergency Contact _____ E-mail _____

Employer _____ Employer's Address _____

Course #	Course Title	Place	Start Date	Cost

Check Statements which apply:

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

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

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

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

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

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

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

Student Signature _____ Date _____

For Official Use Only _____

_____ Initial Person Accepting Registration _____ Initial of Person Accepting Payment

Cash Check Charge M.O.

Staff Third Party

Cancellation Policy

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

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



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

Look What's New!

Food Industry in Wanaque

Spanish for Educators

Techniques to Detect Deception

Workplace Violence

New Online Courses

Wedding Planners