



# Passaic County Community College Continuing Education

new for Spring 2010 in Paterson

## Professional Development Workshops

The Professional Development Workshops are designed to assist help job seekers in transition to use current technology in your job search, and to create an effective resume to be used as a powerful resource for your next career.

### LinkedIn Basics for Your Job Search (2 hrs)

LinkedIn soaring success can be attributed to the sites ability to grow business. LinkedIn is a professional networking site with 43 million members from around the world, representing 170 industries and 200 countries. Learn how to find a job, be introduced to recruiters and reach colleagues on every level. LinkedIn can be utilized through various opportunities to successfully land you next job.

**Cost:** \$29  
**Course #:** NBS 420 P1  
**Date:** Th, Mar 4  
**Time:** 6:00 – 8:00 pm  
**Place:** Hamilton Club, 32 Church St.

### Create a LinkedIn Profile for Your Job Search (2 hrs)

Do you have a LinkedIn profile but you're not sure of how to use it for you job search? You created a profile because you wanted to grow your advance in your profession. How would you like to gain more clarity and insight on the benefits of LinkedIn? Learn how to transfer the techniques learned in LinkedIn Basics to your LinkedIn profile.

*Pre-requisite:* LinkedIn Basics recommended.

**Cost:** \$29  
**Course #:** NBS 421 P1  
**Date:** Th, Mar 11  
**Time:** 6:00 – 8:00 pm  
**Place:** Hamilton Club, 32 Church St.

### Resume Tips to Land an Interview (4 hrs)

Learn how to create an effective resume or improve the one you already have. Transform your resume into a powerful resource that will get you interviews. Learn different formats of a resume and the advantages and disadvantages of each. Know what to reveal in a resume and what to keep to yourself. This workshop will ensure employers will want to read your resume and will be an asset to anyone who wants to develop success for their next career.

**Cost:** \$49  
**Course #:** NBS 422 P1  
**Date:** Th, Mar 25 & Apr 1  
**Time:** 6:00 – 8:00 pm  
**Place:** Hamilton Club, 32 Church St.

**Meet the Trainer:** Cathy C. Smith has over 15 years of diverse management experience empowering individuals and organizations to achieve their goals. She is recognized for her exceptional management, organizational, and leadership skills. Ms. Smith has earned a Masters degree in Management from New York University and received a Bachelor of Arts in Sociology from William Paterson University.



**Passaic County Community College**  
**Continuing Education**  
**One College Boulevard, Paterson, NJ 07505-1179**  
**(973) 684-6153**

**Continuing Education Registration**

Registration for classes is easy. You may register for continuing education classes by phone (973) 684-6153, by mail (Continuing Education, Passaic County Community College, One College Boulevard, Paterson, NJ 07505-1179), or in person at the Hamilton Club Building, 32 Church Street, Paterson. If making credit card payments in person at the Paterson campus you may use VISA, MasterCard, or Discover. The college reserves the right to cancel courses or to change dates if necessary. All attempts will be made to notify students. Any request for cancellation by a student must be received by mail or by phone at least 24 hours before the class is scheduled to begin. No late requests will be honored, only credit toward another class upon approval. Refunds may take up to several weeks.

**No Refunds After First Class**

**PCCC STUDENT REGISTRATION FORM FOR CONTINUING EDUCATION COURSES**

Social Security # \_\_\_\_\_  **New** **Credit Card and Cash payments must be done in person.**  
 Male  Female  **Fall**  
 Date of Birth \_\_\_\_\_  **Returning**

LAST NAME FIRST NAME MI HOME TEL. # BUS. TEL. #  
 STREET CITY COUNTY STATE ZIP CODE

EMERGENCY # \_\_\_\_\_ E-MAIL \_\_\_\_\_

Course Code	Course Title	Location	Fee
<b>Total</b>			

**FOR OFFICIAL USE ONLY**  
 CIRCLE: CASH, CHECK, CHARGE, M.O.  
 STAFF  THIRD PARTY  
 \_\_\_\_\_

**PERSON ACCEPTING REGISTRATION**  
  
**CHECK STATEMENT WHICH APPLY:**  
 US citizen or permanent resident  
 Non-resident alien  
 Other

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND AGREE TO THE TERMS OF THE COURSE

\_\_\_\_\_  
 SIGNATURE

**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)**  
 Amer. Indian/Alaskan Native Asian  
 Black/African American  
 Native Hawaiian/Other Pacific Islander  
 White

**Enclose a check or money order payable to Passaic County Community College for the above courses.**  
**No refund after 1<sup>st</sup> class meeting.**  
**Mail this form and payment (check or money order) to:**  
**Continuing Education**  
**Passaic County Community College**  
**One College Boulevard, Paterson, NJ 07505-1179**  
**Telephone # (973) 684-6153**