Passaic County Community College

Continuing Education

Nothing so near can take you so far!

life’s a journey

In Paterson, Passaic, Wanaque and Wayne

Spring 2010
Continuing Education
Schedule of Courses

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

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

Check out our online course offerings through the brochure and on page 24!

Look what’s new this Spring.... on page 4

NPTNJ New Pathways to Teaching
Open House Dates

College Closed (No CE Classes) On The Following Dates:
January 18, March 18-20, May 31, July 5

<table>
<thead>
<tr>
<th>PCCC Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Campus</strong></td>
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<tr>
<td>One College Boulevard, Paterson, NJ</td>
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<tr>
<td>For specific directions go to the PCCC website <a href="http://www.pccc.edu">www.pccc.edu</a>.</td>
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<tr>
<td>• <strong>Founders Hall</strong> (rooms with the E prefix), between Ellison St. and College Blvd.</td>
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<tr>
<td>• <strong>Academic Hall</strong> (rooms with the A prefix) between College Blvd. and Broadway</td>
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<tr>
<td>• <strong>Hamilton Hall</strong> (rooms with the H prefix) on Ellison St.</td>
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<tr>
<td>• <strong>Hamilton Club Conference Center</strong> (rooms with the HC prefix) on Church St. at the corner of Ellison St. Continuing Education is located on the third floor.</td>
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<tr>
<td>• <strong>The Broadway Academic Center</strong> (rooms with the B prefix) is located at 126 Broadway next to the PCCC Bookstore</td>
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</tbody>
</table>

• **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**
2 Paulison Ave., Passaic, NJ

**Wanaque Academic Center**
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**
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.)
Contents
 Accent Reduction .......................................................... 4
 Business and Industry ................................................. 4-5
 Center for Workforce Development ................................. 13
 Citizenship .................................................................. 12
 Computer Training ....................................................... 8
 Culinary Arts ............................................................... 9
 Customer Service ......................................................... 7
 Customized Training ...................................................... 11
 Emergency Medical Services ........................................ 20
 Employee Training ....................................................... 12
 EMT ............................................................................. 20
 English as a Second Language ....................................... 12
 Entrepreneur Certificate Program ................................. 4-5
 Fire Safety ..................................................................... 20
 GED Testing Center and Test Preparation ....................... 14
 Human Resources ......................................................... 16
 Human Services ........................................................... 17
 Industry Center Training Project .................................... 13
 Job Hunting on the Internet ............................................ 7
 NJDOLWD Training Grant ............................................ 10
 New Pathways to Teaching in New Jersey ....................... 18-19
 Notary Public ............................................................... 4
 Online Courses ........................................................... 24-25
 Placement Test Preparation .......................................... 15
 Professional Development for Educators ......................... 19
 Project LEARN ............................................................ 13
 Public Safety Academy ............................................... 20-24
 Registration Information/Forms ..................................... 26-27
 Retail and Customer Service ......................................... 6
 ServSafe Training Course ............................................. 9
 Substitute Teacher Training .......................................... 18
 Teacher Education ......................................................... 18-19
 Watercraft & Boating Cert ............................................ 24

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. Looking for a state of the art teleconferencing facility? We have it! The teleconference room can link to others sites or connect you with satellite meetings and conferences. Ample parking is now available! Teleconferencing capabilities are also available in Wayne. The Center, located at 32 Church Street in Paterson, is available for meetings and conferences. Floor plan and pictures are available on the web. To inquire about rental, contact the Continuing Education Office at 973-684-6152 or jvanhassel@pccc.edu

Continuing Education and Workforce Development

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Secretary
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To register call 973-684-6153. Visit our website at www.pccc.edu/ce
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 P1
Date: W, Mar 24
Time: 5:30 – 9:30 pm
Place: Paterson, Panther Academy, TBA

Course #: NBS 601 PC1
Date: W, Apr 21
Time: 5:30 – 9:30 pm
Place: Passaic, 217

Accent Reduction (18 hours) NEW!
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: $149.00
Material/book fee: $40

Course #: NET 91 PC1
Dates: Tu & Th, Mar 30 – May 6
Time: 6:30 – 8:00 pm
Place: Passaic, Passaic Room

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 PC1
Dates: W, Mar 3 -17
Place: Passaic, Passaic Room

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 PC1
Dates: W, Mar 24 & 31
Place: Passaic, Passaic Room

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 PC1
Date: W, Apr 7
Place: Passaic, Passaic Room

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: Wednesday
Time: 6:00 - 9:00 pm
Place: Passaic, Passaic Room
Prerequisite: N/A
Ample parking available!

To register call 973-684-6153 or 973-684-5782. Visit our website at www.pccc.edu/ce
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 PC1
Date: W, Apr 14 & 21
Place: Passaic, Passaic Room

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 PC1
Date: W, Apr 28
Place: Passaic, Passaic Room

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

Cost: $39
Course #: NBS 166 PC1
Date: W, May 5
Place: Passaic, Passaic Room

Small Business Taxes (3 hours)
Learn about the differences between local, state and federal taxes and gain a broad overview of small business tax responsibilities including employment, social security, income and sales taxes as well as understand tax obligations as they relate to the particular business structure. This course acquaints business owners with the various tax forms and governmental reporting requirements, allowable expense deductions and depreciation, annual payroll reporting, the tax consequences of doing business in other states, and answers frequently raised tax questions pertaining to small businesses.

Cost: $39
Course #: NBS 162 PC1
Date: W, May 12
Place: Passaic, Passaic Room

Attention Employers: We can conduct training at your place of business. Call (973) 684-6213 for more information.
Dealing with Difficult People
(2.5 hours)
Dealing with difficult people is something many people face as part of their everyday work life. The stress of handling difficult people and difficult situations can create a lack of productivity, poor attitude, and reluctance to come to work. Through hands-on activities and practice exercises, you learn how to deal with all levels of difficult situations and difficult people. Reduce stress in the workplace, and be a more productive team player.

Cost: $39
Materials/Book Fee: $10

Course #: NPD 301 P1
Date: Tu, Feb. 9
Time: 6:00 – 8:30 pm
Place: Paterson, Panther Academy, Z124

Course #: NPD 301 PC1
Date: W, Mar 10
Time: 6:00 – 8:30 pm
Place: Passaic, 217

Communication and Listening Skills
(2.5 hours)
Whether you are a group leader, sales associate or the store manager, you can always enhance your communications skills. The need for solid communication tools and techniques has become more evident. Listening to the customer is one of the best ways to build the sale. Let us give you the solid listening and communication skills training you need with a curriculum that is geared toward the retail professional. Our program is unique because you gain leadership skills, benefit from critical hands-on learning, and discuss case studies and role play real life scenarios.

Cost: $39
Materials/Book Fee: $10

Course #: NPD 302 PC1
Date: W, Mar 17
Time: 6:00 – 8:30 pm
Place: Passaic, 217

Course #: NPD 302 P1
Date: Tu, Apr 6
Time: 6:00 – 8:30 pm
Place: Paterson, Panther Academy, Z124

Overcoming Math Anxiety for Retail Employment (5 hours)
Become a better sales professional with this introductory retail math course designed to teach the skills needed to solve problems in retail settings. Topics include: Break-Even, Contribution Margin, Cost of Goods Sold, Gross Margin, Quick Ratio, Markup and Markdown.

Cost: $69
Materials/Book Fee: $25

Course #: NPD 303 P1
Dates: Tu, Mar 16 & 23
Time: 6:00 – 8:30 pm
Place: Paterson, Panther Academy, Z124
Providing Personalized Customer Service (5 hours)
Become certified by the National Retail Federation by developing the specialized knowledge and skills you need to serve people well. Sales associates who can create a positive impression for the company in which they work are in high demand. Learn how to become a leader in any aspect of the retail industry from sales associates to managers by learning the skills in performing outstanding customer service.

The skill standards defined in this course have been developed by a team of retailers and educators under the leadership of the National Retail Federation. The lessons of “Providing Personalized Customer Service” apply equally well to retailers of large or small stores. Completing this course prepares you for the National Certification in Customer Service exam.

Certification Information
Tuition for this course does not include the examination fee for the National Certification in Customer Service. For more information on exam fee and testing location, please contact Nina Hernandez at 973-684-6210.

Cost: $69
Materials/Book Fee: $55

Course #: NPD 304 PC1
Dates: Th, Feb 4 & 11
Time: 6:00 – 8:30 pm
Place: Passaic, Passaic Room

Course #: NPD 304 P1
Dates: Tu, Apr 20 & 27
Time: 6:00 – 8:30 pm
Place: Paterson, Panther Academy, Z124

Leadership Skills for Managers (5 hours)
Become a better manager and team leader with these skills designed for those in charge. Whether you manage 2 or 200, you need skills to keep your team challenged, motivated, and doing what you want them to do.

Cost: $69
Materials/Book Fee: $29

Course #: NPD 307 PC1
Dates: M, Mar 22 & 29
Time: 6:00 – 8:30 pm
Place: Passaic, Passaic Room

Course #: NPD 307 P1
Dates: W, Apr 7 & 14
Time: 6:00 – 8:30 pm
Place: Paterson, Panther Academy, Z 124

Customer Service and Retail Training Program
This 6-week, 140 hour training program is designed to prepare you 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. This program will prepare you for entering the world of work, returning to work after an absence or simply learning new skills. Learn what it takes to achieve the best customer service skills and get the tools you need to get the job you want. In just 6 weeks, you will:

- Identify your personal skills
- Communicate effectively
- Recognize great customer service
- Learn how to deal with difficult people
- Set career goals
- Improve your resume
- Apply for jobs online
- Be eligible for the Nation Retail Foundation Certification in Customer Service
- And so much more!

Enroll today!

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

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 will explain the importance of these electronic networks, and how to use them in your employment search. For example, Facebook alone has over 200 million users with the number growing every day.

Topics will 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 (includes materials provide by the instructor)

Course #: NBS 41 P1
Date: Tu, Apr. 6
Time: 6:00 - 7:15 pm
Place: Paterson, Hamilton Club, HC205

Course #: NBS 41 P2
Date: Tu, Apr. 13
Time: 6:00 - 7:15 pm
Place: Paterson, Hamilton Club, HC205

For more information, Call Sharon Ibrahim at (973) 684-5728.
Business Special Computer Package (6 hours)
Created for the office professional, this course combines the basics of email, MS PowerPoint and surfing the Internet. Become a well-rounded office staff member. Add to your office skills and upgrade your present position or secure a new one.

Cost: $79
Materials/Book Fee: $25
Course #: NCC 114 Q1
Date: Sa, Feb 27
Time: 9:00 am – 3:30 pm
Place: WAC, W111

MS Excel (6 hours each part)
Here is your opportunity to get a strong foundation in Excel. In Part 1, learn to create, edit, print, format, and save spreadsheets. Learn to create formulas, charts and graphs, and time saving features that include AutoSum, AutoFill, and Comments. Learning these features helps you create productive spreadsheets to make your reports easy to understand and impressive to your reader.

In Part 2, learn how to use more powerful functions, linking spreadsheets, and advanced charting features. In addition, learn more advanced features that include sorting, filtering, logical functions and inserting pictures and diagrams into an Excel worksheet.

In Part 3, advanced data entry and formatting techniques such as restricting cell entries, defining a range name, creating custom workbook templates and auditing worksheets are covered. Learn how to analyze worksheet data using pivot tables, how to import data into an Excel file and how to protect a shared workbook.

Prerequisite: Proficient use of mouse, keyboard and Windows.

Cost: $79 each part
Materials/Book Fee: $25 each part

MS Access (6 hours)
In Part 1, this hands-on course introduces you to relational database design concepts including, table creation, defining a primary key, and customizing data types. Learn to create filters and queries, create and use forms to better control data input and create reports for efficient presentation of your information.

In Part 2, increase your knowledge of Access by learning how to modify the design of a table, work with multiple tables, relating tables and working with custom forms. In addition, learn intermediate query and report techniques.

Prerequisite: Proficient use of mouse, keyboard and Windows.

Course #: NCC 131 Q1
Dates: Sa, Apr 10
Time: 9:00 am – 3:30 pm
Place: WAC, W111

Computer Training

MS PowerPoint (6 hours)
In this hands-on class, you learn how to easily create, edit and print slides using slide layout designs, content and design templates, master and title slides, and utilize clip art. Produce slide shows that incorporate transition, animation and sound effect features.

Prerequisite: Proficient use of mouse, keyboard and Windows.

Cost: $79
Materials/Book fee: $25
Course #: NCC 53 Q1
Dates: Sa, Apr 17
Time: 9:00 am – 3:30 pm
Place: WAC, W111

MS Word (6 hours)
Get the basics and beyond. Whether you use Microsoft Word for school, home or office, this is the opportunity to get a good command of the program. In Part 1, learn to create, edit, save and format documents while you add a professional touch to the printed work that you produce.

In Part 2, learn the mechanics of creating columns, headers and footers, styles, importing graphics and mail merge features.

Prerequisite: Basic knowledge of typing and computer application.

Cost: $79 each part
Materials/Book Fee: $25 each part

MS Word Part I
Course #: NCC 107 Q1
Dates: Sa, Apr 24
Time: 9:00 am – 3:30 pm
Place: WAC, W111

MS Word Part II
Course #: NCC 113 Q1
Dates: Sa, May 1
Time: 9:00 am – 3:30 pm
Place: WAC, W111

To register call 973-684-6153. Visit our website at www.pccc.edu/ce
ServSafe® Training Course
Maximize your efficiency while learning the industry's standard in safety training. Our 8-hour training course features instructor led training including your 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 will provide you with the tools needed to identify and prevent food borne illnesses. It will help you identify problem areas in the flow of food throughout your operation and provide you with the tools 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.

Cost: $90.00 (includes materials and book fees)
Course #: NPD 401 P1
Dates: M, Feb. 1, 8, 15, 22
Time: 6:30 - 9:30 pm
Place: Paterson, Hamilton Club, HC202

Course #: NPD 401 Q1
Dates: SA, Feb 27, Mar 6, 13, 27
Time: 10 am - 1 pm
Place: WAC, W104

Cost: $90.00 (includes materials and book fees)
Course #: NPD 401 PC1
Dates: M, Apr. 5, 12, 19, 26
Time: 6:30 - 9:30 pm
Place: Passaic, Passaic Room

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

Food Service and ServSafe® Certification Program
This course is designed to introduce 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. Students with a test score of 75% or above also receive certification in ServSafe® Training with the National Restaurant Association Education Foundation.

The following topics are covered: sanitation and safety, ability to identify and prevent food-borne illnesses, menu building, stocks, soups & sauces, nutritional awareness, plate presentation, food costing, catering techniques, basic cooking methods, weight & measures, baking techniques and more.

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. A flexible schedule can be arranged. Hours are individually calculated to reach course completion dates. This program is approved for Pell Grant and Financial Aid Assistance.

Part A
Cost: $1,825.00
Materials/Book Fee: $175.00
Course #: NJS 17 P1A (day)
Dates: M – F
Time: 7:30 am – 3:30 pm
Place: Paterson, Cafeteria

Course #: NJS 18 P1A (evening)
Dates: M - F
Time: 1:30 pm – 8:00 pm
Place: Paterson, Cafeteria

Part B
Cost: $1,825.00
Materials/Book Fee: $175.00
Course #: NJS 17 P1B (day)
Dates: M – F
Time: 7:30 am – 3:30 pm
Place: Paterson, Cafeteria

Course #: NJS 18 P1B (evening)
Dates: M – F
Time: 1:30 – 8:00 pm
Place: Paterson, Cafeteria

Basic Baking
Prepare for entry-level positions at a commercial bakery. The 550 hours include the preparation of simple dough to be used for various types of breads and rolls, and dough for cakes and pastries. Students learn oven preparation for baking each item including time and temperature. Finishing touches are taught with the basics of cake decorating. This is an open admission program in which students may start any Monday. Hours are calculated individually to reach course completion dates.

Cost: $1,685.00
Materials/Book Fee: $315.00
Course #: NJS 29 P1
Time: 1:30 – 8:00 pm
Dates: M – Th & S (Scheduling subject to change)
Place: Paterson, Cafeteria

Kitchen Management (30 hours)
Non-chef managers and supervisors join us to learn the “back of the house.” This course is a combination of classroom basics, kitchen management theory and experience in inventory, cash flow, organization production planning and more.

Cost: $450.00
Course: NJS 105 P1
Time: Arranged with Chef
Date: M - Th
Place: Paterson, Cafeteria
**Customized Training**

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

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

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

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

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

**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) 684-6213 or email: lhiscano@pccc.edu.**

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

Do you want to improve the writing skills of your employees? Call 973-684-6213 for details.

Spring 2010 Opportunity

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:

- Basic communications skills
- English as a Second Language
- Basic computer skills, an
- Basic mathematics skills

Best of all, Passaic County Community College will organize the training at no charge to your company. To take advantage of this program for your employees, contact Lisa Hiscano at lhiscano@pccc.edu.

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

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.

MS Excel Part 1 (8 hours)
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.

Course #: NCC 112 CT1 A  
Date: F, Jan 15  
Time: 8:30 am – 5:00 pm  
Place: Paterson, CE Founder’s Hall Basement Computer Lab

Course #: NCC 112 CT2 A  
Date: F, Jan 29  
Time: 8:30 am – 5:00 pm  
Place: Passaic, 219,

Course #: NCC 112 CT3 A  
Date: F, Mar 5  
Time: 8:30 am – 5:00 pm  
Place: Passaic, 219

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.

Course #: NCC 112 CT1 B  
Date: F, Jan 22

Windows/Operating Systems (8 hours)
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 and switching between applications, and using the system tray icons.

Course #: NCC 41 CT1  
Date: Fri, Feb 12  
Time: 8:30 am – 5:00 pm  
Place: Paterson, CE Founder’s Hall Basement Computer Lab

MS Word Part 1 (8 hours)
Learn to create, edit, save and format documents while you add a professional touch to the printed work that you produce.

Course #: NCC 107 CT1 A  
Date: F, Feb 19  
Time: 8:30 am – 5:00 pm  
Place: Passaic, 219

MS Word Part 2 (8 hours)
Learn the mechanics of creating columns, headers and footers, styles, importing graphics and mail merge features.

Course #: NCC 107 CT1 B  
Date: F, Feb 26  
Time: 8:30 am – 5:00 pm  
Place: Passaic, 219

MS Outlook (8 hours)
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.

Course #: NCC 135 CT1  
Date: F, Mar 26  
Time: 8:30 am – 5:00 pm  
Place: Paterson, CE Founder’s Hall Basement Computer Lab

Attention Employers!  
Do you want to improve the writing skills of your employees?  
Call 973-684-6213 for details.

To register call 973-684-6153. Visit our website at www.pccc.edu/ce
English for the Workplace (50 hours)
This course is for non-native English speakers who want to improve their already acquired skills to speak, read, and write English. Workplace communication will be the focus of this program. Through a grant from the New Jersey Department of Labor and Workforce Development, Passaic County Community College offers a limited number of seats for intermediate and advanced level ESL students.

Prerequisite: Potential students are required to be tested for ESL level. Social Security numbers are required. Those obtaining the required score will be permitted to enroll in the class.

Cost: FREE

Course #: NET 8 P1, Intermediate/Advanced Levels
Dates: Sa, Jan 23-Jun 5
Time: 9:00 am – 12:00 pm
Place: Paterson, Panther Academy, Z118

English for the Workplace-(35 hours)
Cost: FREE
Course#: NET 8 P2, Beginner, Intermediate, Advanced Levels
Dates: Tu & Th, Jul 6 - Aug 19
Time: 6:30 – 9:00 pm
Place: Paterson, Hamilton Club, HC202

PCCC
Nothing so near can take you so far!

Become a United States Citizen
Now in Passaic and Paterson

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.

Cost: FREE

Course #: NET 185 P1
Dates: Sa, Feb 20 – Mar 27 (no class Mar 20)
Time: 10:00 am – 12:20 pm
Place: Paterson, Panther Academy, Z124

Course #: NET 185 PC1
Dates: Sa, Apr 10 – May 8
Time: 10:00 am – 12:20 pm
Place: Passaic, 224

Course #: NET 185 P2
Dates: M, Jun 21 – Jul 19
Time: 6:00 pm – 8:00 pm
Place: Paterson, Hamilton Club, HC202
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.
The project includes the National Retail Federation curriculum to prepare customers for the national certification in customer service. (NRF Exam) Training for the food service industry is included in this project as well as skills training in the hotel industry. Customer service skills are also included. 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 program is also provided.

Prerequisites: Customers must be receiving Temporary Assistance for Needy Families (TANF). A 5th grade reading level is required as well as the ability to read, write and converse in English. For additional information, please contact Pat Nole at 973-684-5748.

Begins each Monday, January-August

Days: M - F
Course #: NJS 203
Times: 8:30 am – 4:00 pm

Project LEARN (630 hours, 18 weeks)
Project LEARN is 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 also provided. There is free access from any computer to Internet based basic skills and workplace readiness program.

Prerequisite: Participants must be receiving Temporary Assistance for Needy Families (TANF) or a referral from the One – Stop. Potential students must have a minimum of a 5th grade reading level and have the ability to read, write and converse in English. 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.

Course #: NJS 103 P1
Day(s): Orientation every Monday
Dates: Jan - Aug
Time: Campus Day, Th, 8:30 am - 3:00 pm (9 hours per week at home);
20 Hours Community Work Experience
Place: Paterson, Broadway Academic Center, MLC Room

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

To register call 973-684-6153. Visit our website at www.pccc.edu/ce
GED Test Preparation (36 hours)
Improves your skills and develops 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. For your convenience, all books and materials are provided. The GED test and testing fee are NOT included in this course.

Cost: $189
Materials/Book Fee: $35
Course #: NET 183 PC1
Dates: M, Mar 1 – May 17
(no class Mar 20 or May 24)
Time: 6:00 – 9:00 pm
Place: Passaic, Passaic Room

Course #: NET 183 P1
Dates: Sa, Mar 6 – May 8 (no class Mar 20)
Time: 9:00 am – 1:00 pm
Place: Paterson, Panther Academy, Z116

Course #: NET 183 P2
Dates: M & W, Mar 22 to Apr 28
Time: 6:00 – 9:00 pm
Place: Paterson, Panther Academy Z124

Course #: NET 183 P3
Dates: M & W, Jun 7 – Jul 21
Time: 6:00 – 9:00 pm
Place: Paterson, TBA

Course #: NET 183 PC2
Dates: M, May 31 - Aug 23 (no class July 5)
Time: 6:00 – 9:00 pm
Place: Passaic, TBA

GED Test Preparation – Math Only!
(24 hours)
Improves your math skills and develops a reliable study program in math 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. For your convenience, all books and materials are provided. The GED test and fee are NOT included in this course. Enrollment in class does not guarantee a passing score on math section of the GED.

Cost: $126
Materials/Book Fee: $35
Course #: NET 187 P1
Dates: Th, Mar 25 - May 13
Time: 6:00 – 9:00 pm
Place: Paterson, Panther Academy, Z124

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 3:00 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. Again, 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 take a GED prep class 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 P1
Dates: Jan 26 & 27
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 P2
Dates: Feb 23 & 24
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 P3
Dates: Mar 23 & 24
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 P4
Dates: Apr 13 & 14
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 P5
Dates: May 4 & 5
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 P6
Dates: Jun 22 & 23
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 P7
Dates: Jul 20 & 21
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 P8
Dates: Aug 17 & 18
Time: 8:30 am - 2:30 pm
To register call 973-684-6153. Visit our website at www.pccc.edu/ce

College Placement Test - Refresher Courses

Math Refresher Course
Have you been out of school for a while? Need help remembering algebra and arithmetic?

Once you've applied to Passaic County Community College, you take the College's placement test, Accuplacer. This twenty (20) hour course helps prepare you for the math sections of the placement test.

Cost: $59
Course #: NET 188 P1
Dates: M, Mar 8 – Apr 20
Time: 5:30 – 8:30 pm
Place: Paterson, Hamilton Club, HC202
Test Administration Date: TBA

Course #: NET 188 P2
Dates: M & W, Mar 22 – Apr 7
Time: 5:30 pm – 8:30 pm
Place: Paterson, Panther Academy, Z125
Test Administration Date: TBA

Course #: NET 188 P3
Dates: M & W, Jun 14 - Jul 7 (no class July 5)
Time: 5:30 pm – 8:30 pm
Place: Paterson, Hamilton Club, HC202
Test Administration Date: TBA

Course #: NET 188 P4
Dates: M & W, Jul 26 - Aug 16
Time: 10:00 am – 12:00 pm
Place: Paterson, TBA
Test Administration Date: TBA

Intensive Math Refresher Course
Cost: $69
Course #: NET 188I P1
Dates: M - Th, Jul 12 - 22
Time: 5:30 – 8:00 pm
Place: Paterson, Hamilton Club, HC202
Test Administration Date: TBA

Course #: NET 188I P2
Dates: M - Th, Aug 9 - 19
Time: 8:30 am – 11:00 am
Place: Paterson, TBA
Test Administration Date: TBA

A+dvancer College Readiness Online Tutorial
A comprehensive online approach for anyone who needs help preparing for the college entrance exam, the Accuplacer. This program provides prescriptive refresher coursework for all four sections of the Accuplacer, such as arithmetic, elementary and college algebra, pre-calculus, sentence skills and reading comprehension. There is nothing to install, and the A+dvancer can be accessed from any internet location. Saves you valuable time and money without ever having to leave your home and all while working at your own pace, on a program designed specifically for your needs.

Cost: $55.00 per section
Available for 90 days from the date you sign up

English Refresher Course
Have you been out of school for a while? Need help remembering grammar rules? Once you've applied to Passaic County Community College, you take the College’s placement test, Accuplacer. This twenty (20) hour course helps prepare you for the reading, writing, and comprehension sections of the placement test.

Cost: $59
Course #: NET 189 P1
Dates: M, Mar 8 – Apr 20
Time: 5:30 – 8:30 pm
Place: Paterson, Hamilton Club, HC202

Course #: NET 189 P2
Dates: Sa, Apr 17 – May 15
Time: 9:00 am – 1:00 pm
Place: Paterson, Panther Academy, Z125

Course #: NET 189 P3
Dates: Sa, May 3 – May 26
Time: 5:30 – 8:30 pm
Place: Paterson, TBA

Course #: NET 189 P4
Dates: Sa, Jul 12 – Aug 23
Time: 10:00 am – 12:00 pm
Place: Paterson, TBA

Test Preparation

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, sensor-
Human Resources in Wayne

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

**Fundamentals of Human Resource Management (18 hours)**
The Fundamentals of Human Resource Management program is an introductory-level course offering an overview of the human resource function. This program is designed for people new to HR, those who want to strengthen their employee management skills, or employees looking to increase opportunities for career advancement. Learn how to limit your company’s exposure to HR related lawsuit: sexual harassment, age discrimination, or the Family and Medical Leave Act (FMLA). This 18-hour program provides participants the opportunity to earn CEU’s and a Certificate of Completion. This program covers some of today’s most timely HR issues.

Participants:
- Review key pieces of federal legislation on sexual harassment, age discrimination and FMLA.
- Explore the role of the Equal Employment Opportunity Commission (EEOC) and understand its investigation process.
- Improve employee recruitment and selection while avoiding legal pitfalls.
- Evaluate the methods of employee compensation and benefits.
- Understand the importance of effective communication, adverse impact calculations and performance appraisals.

**Cost:** $195  
**Materials/Book Fee:** $20

**Course #:** NHR 100 PS1  
**Dates:** M, Jun 7 - Jul 12 (no class Jul 5)  
**Time:** 6:00 – 9:00 pm  
**Place:** PSA, 125

**The SHRM Learning System 2010 (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:** $1,050 includes books and materials

**Course #:** NHR 150 PS1  
**Dates:** M, Feb 22 - May 17  
**Time:** 6:00 pm – 9:00 pm  
**Place:** PSA, 125

**Coming Soon…**

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

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Attention Employers!  
Do you want to improve the writing skills of your employees?  
Call 973-684-6213 for details.

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

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**Did you know…**
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.
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

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.

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. for the Certified Alcohol and Drug Counselor (CADC) certification.

Required educational domains:

Introduction to Human Services (HS 101)

Counseling Techniques (HS 203)
Group Dynamics (HS 204)
Drugs, Society and Human Behavior (HS 209)
Introduction to Psychology
Human Growth & Development (PS 102)
and Abnormal Psychology (PS 203)

To register, please call 973-684-6153 for additional information and course schedule. Classes begin on January 20. Participants must also meet with Professor D’Arcangelo for advisement, call 201-475-8231 or 973-684-5759.

For more information on Human Services at Passaic County Community College, please visit:

http://www.pccc.cc.nj.us/prospective/academics/academic-departments/human-services
**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.

**Prerequisite:** at least 60 college credits  
**Cost:** $130.00  
**Materials/Book Fee:** $15.00

**Course #:** NET 105 P1  
**Dates:** Sa, Mar 27 – Apr 24  
**Time:** 9:00 am – 1:00 pm  
**Place:** Paterson, CE Basement Founder’s Hall Computer Lab

**Course #:** NET 105 P2  
**Dates:** Tu, May 25 – Jul 6  
**Time:** 6:00 pm – 9:00 pm  
**Place:** Paterson, Panther Academy Z125

*The cost for fingerprinting will be paid directly to the company that does the fingerprinting and the cost for the license itself will be paid directly to the New Jersey Department of Education. These fees are not included in the cost of the class.*

**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  
- Physics  
- Social Studies  
- Math  
- Biology  
- Modern Language  
- Chemistry  
- Earth Science  

Prior to receiving your Certification of Eligibility you must take a 24-hour pre service component, which is an overview of teaching. Following 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.  
- 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:** $2,567 for credit (subject to change), $1,200 for non-credit (subject to change)  
**Materials/Book Fee:** Books to be purchased from PCCC bookstore

**Course #:** NET 227 PS1 non-credit  
**Course #:** NET 229 PS1 credit  
**Dates:** Tu, Mar 23 – Jun 8  
**Time:** 6:00 – 9:30 pm  
**Place:** PSA, 129

**Course #:** NET 227 PS2 non-credit  
**Course #:** NET 229 PS2 credit  
**Dates:** T & Th, Jun 22 - Jul 29  
**Time:** 6:00 – 9:30 pm  
**Place:** PSA, 127

**NPTNJ Open House Dates**

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

Wednesday, Jan 13  
Wednesday, Feb 10  
Wednesday, Mar 10  
Wednesday, Apr 14

To register call 973-684-6153. Visit our website at www.pccc.edu/ce
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 Collection. 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, 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 PS1
Dates: Sa, Jan 30 – Feb 13
Time: 8:30 am – 4:00 pm
Place: PSA, 125

Course #: NET 240 PS2
Dates: Tu & Th, Apr 6 - 27
Time: 6:00 – 9:00 pm
Place: PSA, 125

Course #: NET 240 PS3
Dates: Sa, May 1 - 15
Time: 8:30 am – 4:00 pm
Place: PSA, 125

Course #: NET 240 PS4
Dates: Tu & Th, Jun 1 - 22
Time: 6:00 – 9:00 pm
Place: PSA, 125

Professional Development for Educators

“Who dares to teach must never cease to learn.”
- John Cotton Dana

Passaic County Community College is a registered provider with the New Jersey Department of Education. Professional development hours are available for the conferences below.

Tourette Syndrome and Associated Disorders
Learn Practical Strategies, Interventions and Modifications..............

Presented by Dr. Robert Zambrano (from the NJ Center for Tourette Syndrome & Associated Disorders Inc.)

Presenter Rob Zambrano, Psy.D. received his Bachelors of Science from East Stroudsburg University of Pennsylvania. He graduated Magna Cum Laude with academic and community honors such as induction into Psi Chi (the National Psychology Honor Society) and Omicron Delta Kappa (The National Leadership Honor Society). Dr. Zambrano received his Master’s of Psychology and Doctorate of Clinical Psychology from the Graduate School of Applied and Professional Psychology of Rutgers University.

Cost: $45
Course #: NTE 113 PS1
Date: Th, Apr 29
Time: 9:00 am – 12:00 pm
Place: PSA, TBA

Using Differentiation in the Inclusion Classroom: Strategies to Maximize Students’ Success
Toby Karten is an experienced educator who has worked in the field of Special Education since 1976. She has an undergraduate degree in Special Education from Brooklyn College, a Master’s Degree from the College of Staten Island and a supervisor’s degree from Georgian Court University. Ms. Karten has presented at local, state, national and international workshops and conferences. She has been recognized by both the Council for Exceptional Children and the NJ Department of Education as an exemplary educator, receiving two “Teacher of the Year” awards.

Cost: $149.00
Material/book fee: $40
Course #: NET 91 PC1
Dates: T & Th, Mar 30 – May 6
Time: 8:30 – 8:00 pm
Place: Passaic, Passaic Room

We can provide your school with Professional Development Courses.

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

- 2006 International Building Code Product Code: 3000L06
- 2006 International Fire Code Product Code: 3400S06
- Fire Inspection and Code Enforcement Item: 36741

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

Course #: NET 501 PS1
Time: T & Th, 6:30 – 10:00 pm; Sa, 8:30 am – 4:00 pm
Dates: Jan 21 – Apr 20
Place: PSA

Fire Inspection and Code Enforcement Item: 36741

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

Course #: NET 501 PS1
Time: T & Th, 6:30 – 10:00 pm; Sa, 8:30 am – 4:00 pm
Dates: Jan 21 – Apr 20
Place: PSA

Emergency Medical Services

Emergency Medical Technician (EMT Basic) (120 hours)
The EMT course is 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.

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

Cost: $550

Materials: $85

Course #: NEM 11 PS1 or

Cost: Free with tuition waiver at registration

Course #: NEM 11 W1
Dates & Time: T & Th, 7:00 – 10:15 pm Jan 19 – Apr 27; some Sa, 8:00 am - 4:30 pm 1/13, 1/20, 1/27, 3/13, 3/27
Place: PSA

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 #: NEM 11 PS1
Date: Sa, Jan 16
Course #: NEM 11 W1
Time: 9:00 am – 2:00 pm
Place: PSA

Course #: NEM 11 W2
Course #: NEM 11 W3
Date: M, Tu, W, Th, Jun 14 – Aug 3
Time: 6:00 – 10:00 PM
Place: PSA

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

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 PS1 or
Cost: Free with tuition waiver at registration  
Course #: NEM 62 W1  
Dates: Feb 15 - 24  
Time: M & W, 6:00 – 10:00 pm; Sa, 8:30 am – 4:30 pm  
Place: PSA  
EMT CEU Credit 24 Core Credits

Cost: Free with tuition waiver at registration  
Course #: NEM 62 W2  
Dates: Jun 1 - 10  
Time: T & Th, 6:00 – 10:00 pm; Sa, 8:30 am – 4:30 pm  
Place: PSA  
EMT CEU Credit 24 Core Credits

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, NJ-PEOSHA and NFPA regulations and standards.

Cost: $20  
Course #: NEM 17 PS1  
or Cost: Free with tuition waiver at registration  
Course #: NEM 17 W1  
Date: M, Mar 1  
Time: 6:00 – 10:00 pm  
Place: PSA  
EMT CEU Credit: 4 Elective Credits

Course #: NEM 17 PS1  
or Cost: Free with tuition waiver at registration  
Course #: NEM 17 W1  
Date: M, May 24  
Time: 6:30 – 10:30 pm  
Place: PSA  
EMT CEU Credit: 4 Elective Credits

Rope Rescue Technician (40 hours)  
This is the first module in the Heavy Rescue Technician program. This program is intended for persons interested in gaining an in-depth knowledge of special rescue situations. This module is designed to give the student a basic understanding of ropes, knots, rappelling and rigging as well as practical application. Students must be 18 years of age at the start of the program. The program has been broken up in to 4 modules.

Cost: $200  
Course #: NEM 253 PS1  
or Cost: Free with tuition waiver at registration  
Course #: NEM 253 W1  
Dates: May 3, 5, 10, 12, 16, 17, 19, 23  
Times: M & W 6:00 – 10:00 pm, Sun 8:30 am – 4:30 pm

Incident Command Level I-100, I-200, and NIMS 700 (16 hours)  
This 2-day course provides the Emergency Medical Technician, Paramedic, First Responder, Police Officer, Firefighter, or hospital employee with the knowledge to function with the incident command system is in place. The course covers terminology, organizational structure, and span of control, planning and support. Short and long term incidents are covered.

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

Cost: $90  
Course #: NEM 204 PS1  
Dates: Mar 7, 8 & 10  
Time: M & W, 6:00 – 10:00 pm; Su, 8:30 am – 4:30 pm  
EMT CEU Credit: 16 Elective Credits

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 PS2  
or Cost: Free with tuition waiver at registration  
Course #: NEM 82 W2  
Date: Jun 2  
Time: W, 6:00 – 10:00 pm  
Place: PSA  
EMT CEU Credit: 4 Elective Credits

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 PS1  
or Cost: Free with tuition waiver at registration  
Course #: NEM 91 W1  
Dates: M, May 26  
Time: 6:00 – 10:00 pm  
Place: PSA  
EMT CEU Credit: 4 Elective Credits

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 PS1  
or Cost: Free with tuition waiver at registration  
Course #: NEM 74 W1  
Dates: Sa, May 8 & 15  
Time: 8:30 am – 5:00 pm  
Place: PSA
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, two-lane and multi-lane driving, special weather conditions, passing backing up and parking as well as safety at the scene.

**Cost:** $40

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<tr>
<th>Course #</th>
<th>NEM 34 PS1</th>
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<tr>
<td>or Cost</td>
<td>Free with tuition waiver at registration</td>
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<tr>
<td>Dates</td>
<td>Sa, May 22</td>
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<td>Time</td>
<td>8:30 am – 5:00 pm</td>
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<td>Place</td>
<td>PSA</td>
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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

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<tr>
<th>Course #</th>
<th>NEM 203 PS1</th>
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<td>or Cost</td>
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<td>Dates</td>
<td>M, W &amp; Su, Mar 14 - 21</td>
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<td>M &amp; W, 6:30 – 10:30 pm, Su 8:30 am – 4:30 pm</td>
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<td>Free with tuition waiver at registration</td>
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<td>Dates</td>
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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.

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

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

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

Automobile Firefighting (6 hours)
This course is designed to make you aware of the many hazards of automobile fire fighting and to develop and implement procedures to meet those hazards.

Building Construction Principles: Fire Resistant & Non-Combustible (15 hours)
This course is designed by the National Fire Academy for firefighters to gain an understanding of how the construction type, alterations, design and materials will influence a building reaction to fire. The goals are to reduce firefighter injuries in building fire, improve operational effectiveness, improve pre-fire plans and communication with building department officials, designers, builders and the public on building construction and fire.

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

Critical Incident Stress Management (3 hours)
You will 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 will present and discuss options available for effecting rescues from elevators. Elevator equipment, safety devices, and basic design will be displayed and demonstrated through the use of props.
Emergency Response to Terrorism: Tactical Considerations for Company Officers (16 hours)
This National Fire Academy course addresses the special needs of responders to incidents which may have been caused by terrorist action.

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

Basic Trauma Life Support (16 hours)
Basic Trauma Life Support (BTLS) is a 16-hour course 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 4-hour course enables emergency responders to identify a confined space and recognize its potential hazards. This course also covers the legal standards that require training, confined space programs and the duties of emergency personnel.

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

Prerequisite Confined Space Awareness, SCBA training and experience.

EMT CEU Credit: 12 Elective Credits

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

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

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

To register call 973-684-6153. Visit our website at www.pccc.edu/ce
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 PS1  
**Dates:** M & Tu, Mar 8 & 9  
**Time:** 6:30 – 10:00 pm  
**Place:** PSA, 127

**Course #:** NLE 63 PS2  
**Dates:** W & Th, Apr 14 & 15  
**Time:** 6:30 – 10:00 pm  
**Place:** PSA, 127

**Course #:** NLE 63 Q1  
**Dates:** M & Tu, Apr 19 & 20  
**Time:** 6:30 – 10:00 pm  
**Place:** WAC, TBA

**Course #:** NLE 63 PS3  
**Dates:** W & Tu, May 5 & 6  
**Time:** 6:30 – 10:00 pm  
**Place:** PSA, 127

**Course #:** NLE 63 Q2  
**Dates:** Sa, May 8 & 15  
**Time:** 9:00 am – 12:00 pm  
**Place:** WAC, W106

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 973-684-6210 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 Spring 2010 are:**

- January 20  
- February 17  
- March 17  
- April 21  
- May 19  
- June 16  
- July 21

**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

To register call 973-684-6153. Visit our website at www.pccc.edu/ce
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 Microsoft Excel $89
Intermediate Microsoft Excel $89
Advanced Microsoft Excel $89
Introduction to Microsoft Access $89
Intermediate Microsoft Access $89
Introduction to Microsoft Word $89
Intermediate Microsoft Word $89
Advanced Microsoft Word $89

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
The Craft of Magazine Writing $89

Get Paid To Travel $89
Growing Plants for Fun and Profit $89
Merrill Ream Speed Reading $89
Film Literacy $89
Everyday Math $89

Test Preparation
Accuplacer $59
Prepare for the 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

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 Nina Hernandez at 973-684-6210.
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 Elision 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, a schedule is changed or if a class is full and we cannot accept your registration.

Tuition

Tuition is listed with each course. Tuition includes a Non-Refundable $5.00 Registration and Processing Fee per course. Tuition Payment: 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, 8:30am – 4:30pm

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

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

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

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

College Board Connect Loans are available for continuing education students. www.collegeboard.com

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, (minus the $5.00 processing fee) 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 4 months or more you must notify the Continuing Education Office in writing or in person immediately to complete a Withdrawal Form. Refunds, (minus the $5.00 processing fee) 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. # __________________________ Business 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: In compliance with Title VI of the Civil Rights Act of 1964 and Title XI of the Education Amendments of 1972.

☐ US citizen or permanent resident

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

Credit Card payments can be made at the Bursar’s Office, PCCC, One College Blvd., Paterson. We accept Visa, Mastercard or Discover or a check or money order payable to “Passaic County Community College.”

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

Student Signature______________________________________ Date ________________

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. Note refund policy.

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.
Look What's New!

Accent Reduction page 4
Retail Industry page 6
New Online Courses page 25
Food Industry page 9
Customer Service page 6