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 Fall.... on page 4

NPTNJ New Pathways to Teaching
Open House Dates
6:00 pm at the PSA, Auditorium

Wednesday, Oct 21, 2009       Wednesday, Nov 18, 2009

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

September 1, 5, 7    November 26, 27, 28
December 24, 2009 through January 3, 2009

PCCC Locations

Main Campus
One College Boulevard, Paterson, NJ
For specific directions go to the PCCC website www.pccc.edu.

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

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

Passaic Academic Center
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.)
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
Notary Public
There is a growing need for Notaries Public. This workshop is designed to clarify New Jersey Notaries Public job duties, responsibilities and obligations as well as demonstrate 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
Dates: W, Oct 7
Time: 5:30 – 9:30 pm
Place: Paterson, Z125
Panther Academy

Course #: NBS 601 Q1
Dates: W, Nov 11
Time: 5:30 – 9:30 pm
Place: WAC, Conference Room

Course #: NBS 601 P2
Dates: Sa, Oct 24
Time: 9 am – 1 pm
Place: Paterson, Z125
Panther Academy

Course #: NBS 601 PC1
Dates: Sa, Dec 5
Time: 9 am – 1 pm
Place: Passaic, TBD

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
Materials/Book fee: $40
Course #: NET 91 PC1
Dates: T & Th, Oct 13 – Nov 19
Time: 6:30 – 8:00 pm
Place: Passaic, Passaic Room

Entrepreneur Certificate Program
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 about all 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: W
Time: 6:00 - 9:00 pm
Place: Passaic, 223
Prerequisite: N/A
Ample parking available!

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, Oct 7, 14 & 21
Place: Passaic, 223

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, Nov 11 & 18
Place: Passaic, 223

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, Dec 9
Place: Passaic, 223
The following courses will be offered in Spring 2010:

**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. Feb 3 & 10.

**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. Feb 17.

**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.). Mar 3.

**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 to frequently raised tax questions pertaining to small businesses. Mar 10, 2010.

Attention Employers: We can conduct training at your place of business. Call (973) 684-6213 for more information.

Attention Employers! Do you want to improve the computer skills and 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
The retail industry represents the second-largest industry in the United States both in number of establishments and number of employees - about one in five Americans is employed in retail. Both full and part-time openings abound. As long as people need to buy products or services, there will be retail employment. So, if you crave variety and enjoy working in a fast-paced environment, or if you are already employed in the retail industry and want to improve your job performance, enroll in one or more of our new classes and you will see the benefits!

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 will 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 PC1
Dates: W, Oct. 28
Time: 6:00 – 8:30 pm
Place: Passaic, 223

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 curriculum that is geared toward the retail professional. Our program is unique because you will 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
Dates: W, Nov 4
Time: 6:00 – 8:30 pm
Place: Passaic, 223

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 prepares you for the National Certification in Customer Service exam.

Certification Information:
Tuition for this course does not include 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: T, Nov 3 & 10
Time: 6:00 – 8:30 pm
Place: Passaic, 223

To register call 973-684-6153 or 973-684-5782. Visit our website at www.pccc.edu/ce
Overcoming Math Anxiety for Retail Employment (5 hours)
Become a better sales professional with this introductory retail math course designed to give the mathematics skills needed to solve problems in retail settings. Easy math!

Cost: $69
Materials/Book Fee: $25

Course #: NPD 303 P1
Dates: T, Oct 6 & 13
Time: 6:00 – 8:30 pm
Place: Paterson, Panther Academy, Z124

Customer Service and Retail Training Program (120 hours)
This 6-week, 120-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 National Retail Foundation Certification in Customer Service
- And so much more!

Enroll today!
Call for time, location and cost.

Leadership Skills for Managers (5 hours)
Become a better manager and team leader with these skills designed for those in charge. Whether you are managing 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 P1
Dates: T, Oct 20 & 27
Time: 6:00 – 8:30 pm
Place: Paterson, Panther Academy, Z124

Workshop – Job Hunting on the Internet
The word networking is huge in the job-hunting arena, and 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. LinkedIn, 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.

Tips on how to create effective e-resumes, an overview of the growth of online job advertisements, ways to identify reputable online resources and safety guidelines for job hunting on the Internet will also be covered.

Cost: $29 (includes materials provided by the instructor)

Course #: NBS 41 P1
Dates: T, Nov 3
Time: 7:00 – 8:15 pm
Place: Paterson, Hamilton Hall, 205

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.

Prerequisite: N/A
Cost: $79
Materials/Book Fee: $25

Course #: NCC 114 Q2
Date: Sa, Oct 3
Time: 8:30 am – 2:30 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 Excel Part 1
Course #: NCC 112 Q1A
Dates: Sa, Oct 10 & 17
Time: 9:00 am – 12:00 pm
Place: WAC, W111

Course #: NCC 112 PC1-A
Dates: Sa, Oct 17 & 24
Time: 9:00 am – 12:00 pm
Place: Passaic, 219

MS Excel Part 2
Course #: NCC 112 Q2B
Dates: Sa, Oct 24 & 31
Time: 9:00 am – 12:00 pm
Place: WAC, W111

MS Excel Part 3
Course #: NCC 301 Q1
Dates: Sa, Nov 7 & 14
Time: 9:00 am – 12:00 pm
Place: WAC, W111

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 Q2
Dates: Sa, Nov 7 & 14
Time: 9:00 – 12:00 pm
Place: WAC, W112

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 1
Course #: NCC 107 PC1
Dates: Sa, Oct 3 & 10
Time: 9:00 am – 12:00 pm
Place: Passaic, 219

Course #: NCC 107 Q2
Dates: Sa, Nov 21 & Dec 5
Time: 9:00 am – 12:00 pm
Place: WAC, W112

MS Word Part II
Course #: NCC 113 Q1
Dates: Sa, Dec 12 & 19
Time: 9:00 am – 12:00 pm
Place: WAC, W111

Please see the Spring 2010 offerings later this year for MS Access.
Introduction to Food Service Preparation and ServSafe® Training (900 hours total for Parts A and B)

Food Service Certification Program and ServSafe® Certification
There are jobs in the food industry available now. Designed to introduce the basics of the food service industry to prepare students for entry-level positions, successful completion of this hands-on course counts as six months industry experience. Covered in this 900-hour (approximately 28 weeks) course, are the following topics: Sanitation and Safety, Menu Building, Stocks, Soups and Sauces, Nutritional Awareness, Plate Presentation, Food Coating, Catering Techniques, Basic Cooking Methods, Weight and Measures, Baking Techniques and more. The Food Service Preparation program prepares students to learn and work in a real time commercial kitchen. Upon completion of the program students receive two certifications, Food Service and SafeServe®.

This is an open admission program in which students may begin the program on any Monday. Hours are individually calculated to reach course completion dates. This program is approved for Pell Grant, financial assistance.

Part A
Tuition: $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 & Sat.
Time: 2:30 pm – 8:00 pm
Place: Paterson, Cafeteria

Part B
Tuition: $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 & Sat.
Time: 2:30 pm – 8:00 pm
Place: Paterson, Cafeteria

*Flexible schedule can be arranged.

Basic Baking (550 hours)
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: $1685.00
Materials/Book Fee: $315.00

Course #: NJS 29 P1
Time: 2:30 – 8:00 pm
Dates: M – Th & Sa
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.

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

New Courses for Food Industry

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
Time: M, Oct 5, 12, 19, 26
Time: 6:30 - 9:30 pm
Place: Paterson, HC 202 (Hamilton Club)

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

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

NJDOLWD Literacy and Basic Skills Grants

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

Customized Training Program

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

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

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

NJDOLWD Literacy and Basic Skills Grants:

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

Eligibility

Potential eligible applicants for grants include:

• Individual employers
• An employer organization, labor organization or community-based organization.

Call PCCC Continuing Education
(973) 684-6213 or email: lhiscano@pccc.edu.

Fall 2009 Opportunity – Free Classes for Employers

Do you have employees that lack basic skills in core competency areas?
The Department of Labor and Workforce Development has training fund monies available to NJBIA members and NJ Businesses. Yes, it is true!

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

• English as a Second Language,
• Basic communications skills,
• Basic computer skills, and
• 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.

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

10 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 beginner/intermediate level ESL students.

Prerequisite: Potential candidates 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, Beginners-Intermediate
Dates: Sa, Sept 26 - Dec 19
Time: 9:00 am – 12:00 pm
Place: Paterson, Panther Academy, Z112

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, Sept. 26 – Oct. 31
Time: 10:00 am – 12:00 pm
Place: Paterson, Panther Academy, Z124

Course #: NET 185 PC1
Dates: Sa, Nov 14 – Dec 19
Time: 10:00 am – 12:20 pm
Place: Passaic, TBD
No class Nov. 28

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

Course #: NJS 203
Begins each Monday, Sept - Dec
Days: M - F
Times: 8:30 am – 4:00 pm
Place: Paterson, Broadway Academic Center

Customer Service and Retail Training Program (140 hours)
This 7-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 National Retail Foundation Certification in Customer Service
- And so much more!

Enroll today! Time, location and cost to be determined.

To register call 973-684-6153. Visit our website at www.pccc.edu/ce
The New Jersey Department of Labor and Workforce Development, through the community colleges, is providing programs of instruction in high demand occupational and work preparation areas for adults and dislocated workers throughout New Jersey. The following programs will be offered through Passaic County Community College:

**Computer Support Specialist and Computer Network Administration Specialist Certification Program**

This program will award the successful students at Certificate of Completion in Network Administration and they will be prepared to sit for the following exams: CompTIA A+ Certification; Microsoft Certified Desktop Support Technician Certification; CompTIA Net+ Certification; CompTIA Security + Certification; and Microsoft Certified Systems Administrator Certification. Pre-assessment required.

**Express Semester I**
*(September 3 - October 23)*
- CIS 101: Tues & Thursday 10:20 – 1:00
- CIS 180: Monday & Wednesday 10:20 – 1:00

**Express Semester II**
*(October 29 – December 22)*
- CIS 281: Monday & Wednesday 10:20 – 1:00
- CIS 282: Tuesday & Thursday 10:20 – 1:00
- CIS 106 01: Tuesday 1:10 – 2:25
  (entire Fall Semester: September 3 – December 21)

Please call (973) 684-6153 for additional information or your One Stop counselor.

**Basic Workplace Skills (92 hours)**

This program provides entry level basic skills needed in any NJ office, manufacturing or business setting. The program combines basic computer skills with basic communications, mathematics, and workplace interaction skills. Topics include: MS Word, Excel, and PowerPoint; Communications - Verbal, written customer interaction; Basic Business Mathematics; and Presentation Skills. Pre-assessment required.

- Monday – Friday, 9:00 am - 2:30 pm
- October 5 - 29, 2009

**Basic Entry Level Workplace Skills**
*(108 hours)*

This program provides entry level basic skills needed in any NJ office, manufacturing or business setting. The program combines basic computer skills with basic communications, mathematics, and workplace interaction skills. Topics include: Work readiness; MS Windows, Word, Excel, and Outlook; Introduction to Internet; Communications – verbal, written, and customer interaction; and Basic Business Mathematics. Pre-assessment required.

- Monday – Friday, 9:00 am - 2:30 pm
- November 9 - December 11, 2009

Call for additional information!

Spring 2010 look for Basic Supervisory and Management Skills!

**Did you know...**

Community Colleges enroll nearly 250,000 credit and noncredit students each semester, making community colleges the largest provider of higher education in New Jersey.
GED Test Preparation (36 hours)
Improve your skills and develop a reliable study program in all five areas required to obtain your GED. You are required to do work at home as well as in class. Learn strategies to maximize your chances for success. 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, Sept 28 - Dec 14
Time: 6:00 – 9:00 pm
Place: Paterson, Panther Academy, Z116

Course #: NET 183 P1
Dates: Sa, Oct 3 - Dec 5
Time: 9:00 am – 1:00 pm
Place: Paterson, Panther Academy, Z124

GED Test Preparation – Math Only! (24 hours)
Improve your math skills and develop 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.

Cost: $126
Materials/Book Fee: $35

Course #: NET 187 P1
Dates: Th, Oct 8 - Dec 3
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 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 P2
Dates: Sept 22 - 23, 2009
Time: 8:30 am – 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 P3
Dates: Oct 13 - 14, 2009
Time: 8:30 am – 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 P4 A
Dates: Dec 8 - 9, 2009
Time: 8:30 am – 2:30 pm
Place: Paterson, CTC Room 102

The GED Testing Services has long provided accommodations to candidates with disabilities and is committed to compliance with the requirements of the American Disabilities Act (ADA). In an effort to make GED tests accessible to all applicants, accommodations are made for candidates with a diagnosed physical, mental, sensory or learning disability who can provide appropriate documentation from a qualified professional verifying the impairment and its affect on their ability to take the GED Test under standard conditions. A form must be secured from the GED Testing office prior to these accommodations being approved. It is the responsibility of the candidate to have this form completed and returned, so it can be processed accordingly.

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

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: $49
Course #: NET 188 P1
Dates: W, Oct 15 - Nov 12
Time: 5:30 – 8:30 pm
Place: Paterson, Panther Academy, Z125
Test Administration Date: TBD

A+dvancer College Readiness Online Tutorial
This online course offers a comprehensive 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. It saves you valuable time and money without ever having to leave your home 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 day you sign up
Please call 973-684-6153 for more information.

Human Resources in Wayne

The SHRM Learning System 2009 (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: $1050 includes books and materials
Course #: NHR 150 PS1
Dates: M, Sept 21 – Dec 14
Time: 6:00 pm – 9:00 pm
Place: PSA, 125

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

To register call 973-684-6153. Visit our website at www.pccc.edu/ce
Program for the Criminal Justice Practitioner

The Certified Criminal Justice Practitioner is offered at Passaic County Community College in cooperation with Pilgrimage Outreach, Inc./NuLeadership Policy Group! The certification consists of 6 courses:

1) Nu-Entry: An Analysis of Crime and Punishment in Urban America
2) An Expanding Role for Parole and Probation
3) Community Policing
4) Discharge Planning
5) Pre-Release and Transitional Services
6) Criminal Justice and Urban Planning

In addition to these 6 courses, you are be required to demonstrate core abilities such as knowledge of the entire NJ criminal justice systems, programs and services, eligibility requirements, competency in navigating the administrative and regulatory obstacles in accessing benefits, entitlements, and services and a high level of proficiency in fulfilling stated goals and objectives in a timely fashion while maintaining the integrity of the client, family and community. You must pass a comprehensive written and oral examination, and prepare a case presentation method (CPM) as defined by course instructors. High school diploma or GED required.

The six courses (each 24 hours in duration) and examination requirements have been exclusively designed for students, community or faith-based service providers, law enforcement officers and others who are interested in:

• working more effectively with formerly incarcerated people and their families
• developing and understanding complex criminal justice issues
• formulating a strategy for impacting and transforming lives

**Cost:** $260 each course

**Material/Book Fee:** TBA

For course schedule please call (973) 684-6153.

Attention Employers!

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

Bad Weather?

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

WCBS 880AM Radio
News 12 NJ
WNBC News Channel 4

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. Call for advisement 201-475-8231 or 973-684-5759.

Human Services Specialist Certificate

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

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

• To qualify for entry-level employment in the field of counseling and addictions

Students completing the Human Services Specialist Certificate program should be able to:

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

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

• Define the functions of a service agency and its delivery of services

The Human Services Specialist Certificate program includes the following courses:

• Introduction to Human Services

• Counseling Techniques

• Group Dynamics

• Drugs, Society and Human Behavior

• Introduction to Psychology

• Human Growth & Development

• Theories of Personality

• Abnormal Psychology

• Behavior Modification

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

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

Prerequisite: Students must obtain class admittance forms from Professor Michael D’Arcangelo.

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)

Counseling & Treatment of Addictions (HS 210)

OR

Human Growth and Development (PS 102)

and Abnormal Psychology (PS 203)

To register, please call 973-684-6153 for additional information and course schedule. Classes begin on September 3. 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/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 P3
Dates: T, Oct 6 - Nov 17
Time: 6:00 – 9:00 pm
Place: Paterson, Panther Academy, Z125

Course #: NET 105 P4
Dates: Sa, Nov 7 - Dec 12
Time: 9:00 am – 1:00 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
• Math
• Chemistry
• Physics
• Biology
• Earth Science
• Social Studies
• Modern Language

Prior to receiving your Certification of Eligibility, you must take a 24-hour pre-service component, which is an overview of teaching. This will begin Fall, 2009, and is a non-credit, licensing requirement. After that you, may apply for your Certificate of Eligibility.

There are two stages to the 200-hour program. Stage 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 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 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 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 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 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 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 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 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.

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

Bullying Prevention – A Comprehensive Approach
Learn about the different forms that bullying can take, including cyber bullying. This intensive, hands on workshop will provide a comprehensive approach to the Bullying Prevention Program, outlining the steps to dealing with a bully and a victim as well as identifying the signs of bullying.

Dr. Kenneth Shore, a family, school and child psychologist specializing in school psychology, family psychology and children with special needs presents a Comprehensive School wide Approach to address the needs of the “victim” as well as the behaviors of the “bully.”

In 2001, Dr. Shore was awarded the Peterson Prize by Rutgers University for “outstanding contributions to professional psychology” and in 2004, he was named School Psychologist of the Year in New Jersey. He has written 6 books, including The ABC’s of Bullying Prevention: a Comprehensive School-wide Approach, produced a media program on bullying and been a frequent guest on TV and radio.

Cost: $49

Course #: NET 240 PS1
Dates: Sa, Oct 31 – Nov 14
Time: 8:30 am – 4:00 pm
Place: PSA, Room TBD

Course #: NET 240 PS2
Dates: T & Th, Nov 10 - Dec 8
Time: 6:00 - 9:00 pm
Place: PSA, Room TBD

NPTNJ Open House Dates
6:00 pm at the PSA, Auditorium
(subject to change)
Wednesday, Oct 21, 2009
Wednesday, Nov 18, 2009

Stage I
Cost: $2,745 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: TBD
Time: 6:00 – 9:30 pm
Place: PSA

Stage II
Prerequisite: Completion of Stage I & full-time or part-time employment as a teacher in your area of certification is required.
Cost: $5,440 for credit (subject to change)
$2,350 for non-credit (subject to change)

Course #: NET 228 PS1 non-credit
Course #: NET 230 PS1 credit
Dates: W, Sept 9 - May 26, 2010
Time: 6:00 – 9:30 pm
Place: PSA, 129

Bullying Prevention

We can provide your school with Professional Development Courses. Call 973-684-6126 for details.

Need training for faculty and staff on-site?
Call 973-684-6126 to schedule a training program or professional development workshop during an in-service day. Trainings and workshops are tailored to meet the specific needs of your district/school.

Accent Reduction (18 hours)
Do you feel your native accent interferes with your being understood even though you have a good command of English? Through classroom practice, you will learn the correct way to pronounce the sounds of American English while working on correct stress, pitch and intonation as you minimize your native accent. The Accent Reduction course is suitable for the business professional as well as the ESL student.

Cost: $149.00
Materials/Book fee: $40

Course #: NET 91 PS1
Dates: T & Th, Oct 13 – Nov 19
Time: 6:30 – 8:00 pm
Place: Passaic, Passaic Room
The PCCC Public Safety Academy

Fire Safety Inspector
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. Offered in the Spring. Call for schedule of classes (973) 304-6020.

Emergency Medical Services
CPR for the Healthcare Provider (5 hours)
This course teaches CPR skills for helping victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen); use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction. This training is intended for health care providers in a wide variety of settings, including in-hospital and out-of-hospital. Certification received: American Heart Association, CPR for the Health Care Provider.

Cost: $70 (includes all texts, instructional materials, and CPR certification)
Course #: NPF 42 PS2
Date: Sa, Sept 12
Time: 9:00 am – 2:00 pm
Place: PSA

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: $635 (includes $85 textbook fee)
Course #: NEM 11 PS1
or
Cost: Free with tuition waiver at registration
Course #: NEM 11 W1
Dates: Sept 8 – Dec 15
Time: T & Th, 7:00 – 10:15 pm; some Sa, 8:00 am – 4:30
Place: PSA

Cost: $635 (includes $85 textbook fee)
Course #: NEM 11 PS2
or
Cost: Free with tuition waiver at registration

This state-of-the-art complex located in Wayne, is home to Passaic County Community College’s Fire Training and Emergency Medical Technician programs as well as general college programs. In addition to classrooms, labs and computer rooms, this complex includes the latest technology in fire training including a Fire Training Facility and Simulator. For additional information, please call (973) 304-6020.
Course #: NEM 11 W2  
Dates: Sept 26 – Dec 12  
Time: Sa, & every other Su, 8:30 am – 5:00 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.

EMT Continuing Education  
(All classes held at the PSA in Wayne)

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  
Cost: Free with tuition waiver at registration

Course #: NEM 62 W1  
Dates: T, Th & Sa, Dec 8, 10, 12, 15, 17  
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  
Cost: Free with tuition waiver at registration

Course #: NEM 17 W1  
Date: M, Sept. 21  
Time: 6:00 – 10:00 pm  
Place: PSA  
EMT CEU Credit: 4 Elective Credits

Incident Command Level I-100, I-200, and NIMS 700 (14 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 PS2  
or  
Cost: Free with tuition waiver at registration

Course #: NEM 204 W2  
Dates: Sa & Su, Sept. 12 & 13  
Time: 8:30 am – 4:30 pm  
EMT CEU Credit: 16.5 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 PS1  
or  
Cost: Free with tuition waiver at registration

Course #: NEM 82 W1  
Date: W, Sept 23  
Time: 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, Nov 9  
Time: 6:00 – 10:00 pm  
Place: PSA

Confined Space Operations (8 hours)  
This course is designed to make hazmat team members and emergency responders aware of the special hazard of confined space entry and rescue. Participants become familiar with OSHA regulations, air-monitoring techniques, case histories of confined space accidents. Participants experience confined space entries and simulated rescues using specialized rescue equipment. Prerequisite: Confined Space Awareness, SCBA training and experience.

Cost: $40

Course #: NEM 252 PS1  
or  
Cost: Free with tuition waiver at registration

Course #: NEM 252 W1  
Date: M, W, Sa, Sept 16, 18, & 21  
Time: M & W, 6:00 – 10:00 pm, Sa 8:00 am – 5:00 pm  
Place: PSA  
EMT CEU Credit: 8 Elective Credits
Geriatric Education for Emergency Medical Services (GEMS) (8 hours)
The GEMS course addresses all of the special needs of the older population in the prehospital setting, including the geriatric objectives as identified in the EMT Basic Class. The program will help the EMT give the older adult patient the specialized treatment that they require in the moments when the geriatric patient is most vulnerable. Since 34% of EMS calls are for patients over the age of 60, having this training is critical.

Cost: $40
Course #: NEM 99 PS1
or
Cost: Free with tuition waiver at registration
Course #: NEM 99 W1
Date: Sa, Oct 3
Time: 8:30 am – 4:30 pm
Place: PSA
EMT CEU Credit: 8 Elective Credits

Rope Rescue Team (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 into 4 modules. This is the first module.

Cost: $75
Course #: NEM 102 PS1
or
Cost: Free with tuition waiver at registration
Course #: NEM 102 W1
Date: M, W, Sa, Oct 12, 14, 19, 21, 24, 26, 28 & 31
Time: M & W, 6:00 – 10:00 pm, Sa 8:30 am – 4:30 pm
Place: PSA

Incident Command System (ICS) 300 (24 hours)
This intermediate command-level course is intended for command and general staff who may assume a supervisory or command role at an evolving or complex multi-agency/multi-jurisdiction event or incident. Prerequisite: ICS 100, 200 NIMS 700 & 800 – copies of certificates must be presented at first class.

Cost: $120
Course #: NEM 203 PS2
or
Cost: Free with tuition waiver at registration
Course #: NEM 203 W2
Dates: Su, Oct 18, 25 & Nov 1
Time: 8:30 am – 4:30 pm
Place: PSA

Incident Command System (ICS) 400 (16 hours)
This course provides training for personnel who require advanced application of the Incident Command System (ICS). The target audience for this course is senior personnel who are expected to perform in a management capacity in an area command or multi-agency coordination entity. The course expands upon information covered in ICS-100 through ICS 300. The course will include, but not be limited, to major and/or complex incident/even management, area command and multi-agency coordination.

Cost: $80
Course #: NEM 205 PS1
or
Cost: Free with tuition waiver at registration
Course #: NEM 205 W1
Date: W, Oct 28, Nov 11 & 18
Time: 7:00 - 4:30 pm
Place: PSA

International Trauma Life Support (BTLS) (16 hours)

Cost: $80
Course #: NEM 74 PS1
or
Cost: Free with tuition waiver at registration
Course #: NEM 74 W1
Date: Su, Nov 18 & 15
Time: 8:30 am – 4:30 pm
Place: PSA
EMT CEU Credit: 8 Elective Credits

Getting Ready for the Big One: MCI Response and Planning (4 hours)
“Are you ready for the big one” reviews the basic principles of MCI management and how to prepare for and handle the big call. A review of the basics of ICS, triage and the setting up of a scene from an EMS prospective is included. This course is absolutely essential for anyone that ever plans on responding to an MCI in their community or a neighboring community. This program has been awarded 4.0 CEUS by the NJDOH.

Cost: $20
Course #: NEM 103 PS1
or
Cost: Free with tuition waiver at registration
Course #: NEM 103 W1
Date: Th, Dec 10
Time: 6:00 – 10:00 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, cusion of safety, negotiating intersections, blind sports, two-lane and multi-lane driving, special weather conditions, passing, backing up and parking as well as safety at the scene.

Cost: $40
Course #: NEM 34 PS1
or
Cost: Free with tuition waiver at registration
Course #: NEM 34 W1
Date: Su, Dec 13
Time: 8:30 am – 4:30 pm
Place: PSA

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.

Security Officer Training (24 hours)
The newly enacted New Jersey Security Officer Registration Act (SORA) now requires a person seeking...
to be employed as, or performing functions and activities of a security officer, to complete a 24-hour course of instruction and pass an examination. This course of instruction must be taught by a NJSP certified security officer instructor. The instructors prepare you for the examination by providing a minimum of two hours of instruction in each of the following areas: Homeland Security/Counter Terrorism, communications/emergency response, theft prevention, use of force, detention of suspects, ethics and professional conduct, first aid/CPR/AED. You will be fully prepared to take the mandated certification exam as required by SORA.

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

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

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

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

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

Building Construction Principles: Fire Resistive & Non-Combustible (15 hours)
This course is designed by the National Fire Academy for firefighters to gain an understanding of how the construction type, alterations, design and materials will influence a building reaction to fire. The goals are to reduce firefighter injuries in building fires, 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 fires, 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.

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

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 sirens, 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

Online Courses
Whether you are a busy professional or have personal obligations, online courses allow you to learn when it is most convenient for 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 Fall 2009 are:

| July 15 | August 19 |
| September 16 | October 21 |
| November 11 | December 9 |

Accounting
Accounting Fundamentals $89
Accounting Fundamentals II $89

Creating a Successful Business Plan $89
Introduction to QuickBooks 2007 $89

To register call 973-684-6153. Visit our website at www.pccc.edu/ce
### Business Administration
- Fundamentals of Supervision and Management $89
- Administrative Assistant Applications $89
- Understanding the Human Resource Function $89
- Managing Customer Service $89
- Principles of Sales Management $89

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

### The Internet
- Learn to Buy and Sell on eBay $89
- Start Your Own eBay Drop-Off Store $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
- 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 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 Ellison St.) Paterson, N.J. You may pay by check or money order. Credit cards (Visa, MasterCard, or Discover), and cash payments will be taken by the Bursar.

Once your registration and payment are received, you are automatically enrolled. Confirmation will be sent. Attend your class as scheduled! You will be notified if a class is cancelled, 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

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 meeting – 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.

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

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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 ________________

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Place</th>
<th>Start Date</th>
<th>Cost</th>
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Check Statements which apply:  

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

Ethnicity: Please check one.  

 Hispanic/Latino   Non-Hispanic/Latino

Race: Check one or more.  

 American Indian/Alaskan Native Asian   Black/African American  
 Native Hawaiin/Other Pacific Islander   White

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

 Visa   Mastercard   Discover   check enclosed

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

Student Signature______________________________________ Date ________________

For Official Use Only  

_________ Initial Person Accepting Registration  _________ Initial of Person Accepting Payment

 Cash   Check   Charge   M.O.

 Staff   Third Party

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.

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.

To register call 973-684-6153. Visit our website at www.pccc.edu/ce  27