In Paterson, Passaic, Wanaque and Wayne

Fall 2011 Continuing Education Schedule of Courses

Main Campus
One College Blvd.
Paterson

Wanaque Academic Center
500 Union Ave.
Wanaque

Public Safety Academy
300 Oldham Rd.
Wayne

Passaic Academic Center
2 Paulison Ave.
Passaic

973-684-6153
www.pccc.edu/ce
The mission of PCCC’s Office of Continuing Education and Workforce Development is to provide leadership in developing and delivering educational programs that meet the diverse needs of the residents and businesses of Passaic County. PCCC’s focus on lifelong learning targets the adult learner’s need for professional development and Continuing Education Units; certifications; job retraining and skill development; or, college preparedness. We provide occupational and professional learning opportunities to individuals, businesses, industries, and health and government agencies throughout Passaic County. Courses are given days, evenings, and Saturdays at the main campus in Paterson, the PCCC Public Safety Academy in Wayne, the Wanaque Academic Center, and the Passaic Academic Center. Distance based and online options are also available. Continuing Education also hosts a GED Testing Center.

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

Look What’s New This Fall....
Spanish for Educators on page 18
Workplace Violence on page 2
Techniques to Detect Deception on page 4 & 20

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

College Closed (No CE Classes) On The Following Dates:
September 3, September 5, November 22-26, December 23-31

PCCC Locations

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

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

Passaic Academic Center (P)
2 Paulison Ave., Passaic, NJ

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

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

To register call 973-684-6153. Visit our website at www.pccc.edu/ce
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Continuing Education and Workforce Development

Dr. Jennifer Dudley
Director
(973) 684-6153

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

Norma Cameron
Staff Assistant
(973) 684-6150

Ganelle Colvin
Secretary, BAC
(973) 684-5782

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

Deniese Hicks
Program Coordinator
(973) 684-6126

Sharon Ibrahim
Coordinator, Citizenship Program
(973) 684-5728

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

Samika Jackson
Secretary
(973) 684-6153

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

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

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

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

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

Lydia Soto
Secretary, PSA
(973) 304-6020

The Hamilton Club Conference Facility

Founded in 1890 by a group of Paterson’s top industrialists, the Hamilton Club was intended as a place where members could pursue recreational, social, and intellectual activities amid congenial surroundings. Today Passaic County Community College is continuing that tradition in the Hamilton Club Conference Center. This center, in the original Hamilton Club building, combines the familiar warmth and comfort of the club along with modern meeting facilities. The center has small conference rooms and a large seminar room that can accommodate groups of approximately 100. Ample parking is now available! Teleconferencing capabilities are available in Wayne. To inquire about rental, contact the Continuing Education Office at 973-684-5746 or linnis@pccc.edu.

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 M1
Date: Wed, Oct 12
Time: 5:30 – 9:30 pm
Place: Paterson, Hamilton Club Building, HC202

Course #: NBS 601 M2
Date: Wed, Nov 30
Time: 5:30 – 9:30 pm
Place: Paterson, Hamilton Club Building, HC202

Accent Reduction for Professionals (20 hours)
Do you feel your native accent interferes with your being understood even though you have a good command of English? Through classroom practice, you will learn the correct way to pronounce the sounds of American English while working on correct stress, pitch and intonation as you minimize your native accent. The Accent Reduction course is suitable for the business professional as well as the ESL student.

Cost: $129.00
Material/book fee: TBA

Course #: NET 91 M1
Dates: Tue & Thu, Oct 4 - Oct 25
Time: 6:00 – 9:00 pm
Place: Paterson, Hamilton Club Building, 202

Course #: NET 91 S1
Dates: Sat, Nov 5 - Dec 10 (no class 11/26)
Time: 9:00 – 1:00 pm
Place: Wayne, 125

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

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

Course #: NBS 501 S1-A
Dates: Wed, Sept 21 & Sat, Nov 12
Times: 7:00 – 9:00 pm (W, Sept 21), & 10:00 am – 4:00 pm (Sat, Nov 12)
Place: Wayne, Conf. Room

Techniques to Detect Deception (8 CLE, CPE, CE awarded)
A deceitful employee could cost tens of thousands in lost time and money. An unfounded harassment could wipe out a company. A potential business partner seems trustworthy, but a nagging suspicion about honesty exits. Knowing someone is lying will help you safeguard your company’s or client's assets, intellectual property and reputation. Such skills are essential for successful business contract negotiations, legal dealings, employment interviewing, and sales/purchasing transactions. You learn:

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

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

Fee: $299

Course #: NBS 121 S1
Date: Wednesday, Oct 5
Time: 9:00 am to 5:00 pm
Location: Wayne, 125

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

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

Who Should Attend: business owners and administrators, human resource managers, attorneys, loss...
control managers, safety and health professionals and anyone who wants to learn how to address workplace violence.

**Fee:** $299  
**Course #:** NBS 120 S1  
**Date and Time:** Wednesday, Oct 26  
**Time:** 9:00 am to 5:00 pm  
**Location:** Wayne, 127

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**Entrepreneur Certificate Program in Wayne**

The New Jersey Small Business Development Centers (NJSBDC) network and the New Jersey Council of County Colleges (NJCCC) have partnered to provide a 33-hour Entrepreneur Certificate Program (ECP). The ECP gives entrepreneurs and existing small business owners an opportunity to learn the necessary steps to successfully start a new business and expand existing operations. The courses familiarize small business owners with business plans, legal issues, marketing strategies, financial statements, small business taxes, and small business record-keeping systems.

Entrepreneurs and small business owners who successfully complete this program receive an official certificate issued by Passaic County Community College and the William Paterson Small Business Development Center. Courses may be taken individually.

**All Entrepreneur Certificate classes meet:**
- **Day:** Wednesdays  
- **Time:** 6:00 - 9:00 pm  
- **Place:** Wayne  
- **Prerequisite:** N/A

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**The Business Plan (9 hours)**

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

**Cost:** $119  
**Course #:** NBS 160 S1  
**Dates:** Wed, Sept 28 – Oct 12  
**Place:** Wayne, 127

**Marketing Strategies for Business Success (6 hours)**

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

**Cost:** $79  
**Course #:** NBS 161 S1  
**Dates:** Wed, Oct 19 – Oct 26  
**Place:** Wayne, 127

**Understanding Financial Statements (3 hours)**

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

**Cost:** $39  
**Course #:** NBS 163 S1  
**Date:** Wed, Nov 2  
**Place:** Wayne, 125

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To register call 973-684-6153. 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 S1
Date: Wed, Nov 9 – Nov 16
Place: Wayne, 125

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

Cost: $39
Course #: NBS 165 S1
Date: Wed, Nov 30
Place: Wayne, 125

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

The SHRM Learning System 2011 (39 hours)
Whether you are interested in professional development or pursuing human resource certification, you will find The SHRM Learning System to be a complete, easy-to-use learning and reference tool. You receive a comprehensive training program through a blended format of workbooks, learning software, and Web-based study tools to enhance effectiveness. The six workbook modules cover the HRCI body of knowledge tested in PHR/SPHR Certification Exams. The course strengthens competencies and productivity through effective HR training. You sharpen your test-taking skills and increase your confidence. A Certificate of Completion is awarded for passing the final examination. All material has been reviewed by subject-matter experts and legal counsel. The six separate modules include:
Module One: Strategic Management
Module Two: Workforce Planning and Employment
Module Three: Human Resources Development
Module Four: Compensation and Benefits
Module Five: Employee and Labor Relations
Module Six: Occupational Health, Safety and Security
Please note that in order to earn either the PHR/SPHR designation, candidates must have at least two (2) years of exempt-level experience in the HR field. Certification testing is not included in this course. If you have any further questions regarding the PHR/SPHR exams, please visit www.hrci.org; call HRCI at 800-283-7476 or e-mail hrci@shrm.org.

Cost: $750
Material/Book Fee: $400
Course #: NHR 150 S1
Dates: Mon, Sept 19 – Dec 12
Time: 6:00 – 9:00 pm
Place: Wayne, 127

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

Cost: $39
Course #: NBS 166 S1
Date: Wed, Dec 7
Place: Wayne, 125

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

Cost: $39
Course #: NBS 162 S1
Date: Wed, Dec 14
Place: Wayne, 125
Customized Training

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

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

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

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

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

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

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

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

NJDOLWD Literacy and Basic Skills Grants

New Jersey Department of Labor and Workforce Development Training Grant

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

Customized Training Program

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

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

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

NJDOLWD Literacy and Basic Skills Grants:

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

Eligibility

Potential eligible applicants for grants include:

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

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

Customer Service and Retail Training Program

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

Identify your personal skills
- Communicate effectively
- Recognize great customer service
- Learn how to deal with difficult people
- Be eligible for the National Retail Foundation Certification in Customer Service
- And so much more!

For additional information, please call 973-684-7742
Do you have employees that lack basic skills in core competency areas?
The Department of Labor and Workforce Development has training fund monies available to NJBIA members and NJ Businesses. Yes, it is true!
These funds are available to help your employees get the training they need in:
• Communications skills / Business writing
• English as a Second Language
• Computer skills
• Mathematics skills

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

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

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

MS Excel Part 1
Learn to create, edit, print, format and save spreadsheets. Also learn to create formulas and graphs and to save time by learning AutoSum, Autofill and Comments.

MS Excel Part 2
Learn to use more powerful functions, linking spreadsheets, and features that include sorting, filtering, logical functions and inserting pictures and diagrams in an Excel worksheet.

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

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

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

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

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

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All Classes 8:30 am - 5:00 pm

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

To register call 973-684-6153. Visit our website at www.pccc.edu/ce
Beginning English as a Second Language

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

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

Course #: ESLC 000 MOW1
Dates: Mon/Wed, Sept 19th – Dec 14th - H111
Time: 11:45 am - 1:00 pm
Lab: Wed, 1:05 - 2:05pm, A221
Place: Paterson, H111

Course #: ESLC 000 MOW2
Dates: Tue/Thu, Sept 20 – Dec 15
Time: 10:20 - 11:35 am
Lab: Wed, 11:45 am - 12:45 pm, A212
Place: Paterson, T - H111, Th - H209
No class Nov. 24th

Course #: ESLC 000 MOW3
Dates: Mon/Thu, Sept 19 - Dec 15 TH - A210B
Time: 5:40 - 6:55 pm
Lab: M 4:30-5:30 pm, A224
Place: Paterson, M - A203, Th - A210B
No class Nov. 24th

Course #: ESLC 000 MOW4
Dates: Tue/Fri, Sept 20 – Dec 16
Time: 4:15 - 5:30 pm
Lab: Fri, 3:05 - 4:05 pm, A212
Place: Paterson, A206A
No class Nov. 25th

Required Texts:
- All About the USA ISBN: 9780136138921
- Stand Out 1 ISBN: 9780132253376
Books can be purchased at the bookstore.

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

Tuition: $185
Course #: ESLC 000 M1
Dates: Mon/Thu, Sept 19 - Dec 15 - A301
Time: 8:30 - 9:45 pm
Lab: A221, 7:00 - 8:00 pm, A221
Place: Paterson, H206
No class Nov. 24th

Tuition: $185
Course #: ESLC 000 M2
Dates: Tue/Thu, Sept 20 – Dec 15
Time: 5:40 - 6:55 pm
Lab: Thu, 3:05 - 4:05 pm, A212
Place: Paterson, H201
No class Nov. 24th

Required Texts:
- All About the USA ISBN: 9780136138921
- Stand Out 1 ISBN: 9780132253376
Books can be purchased at the bookstore.

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

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

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

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

Tuition: $160.00
Books/Materials: $60.00

Course #: NPD 401 M1
Dates: Sat, Oct 1 - 22
Time: 10:00 am – 1:00 pm
Place: Paterson, Hamilton Club Building, HC 202

Course #: NPD 401 M2
Dates: Mon, Nov 7 - 28
Time: 6:30 - 9:30 pm
Place: Paterson, Hamilton Club Building, HC 202

Course #: NPD 401 W1
Dates: Sat, Nov 19 – Dec 17 (No class 11/26)
Time: 10:00 am – 1:00 pm
Place: Wanaque, W119

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

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

During the Food Service Preparation program students learn to work in a real-time commercial kitchen. This program is on an open admissions schedule in which students start the program on the first Monday of every month. Hours are individually calculated to reach course completion. This program is approved for Pell Grant and Financial Aid Assistance.

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

Part A
Cost: $2,000.00
Materials/Book Fee: $400.00
Course #: NJS 17 M1A (day)
Dates: M – F
Time: 7:30 am – 3:30 pm
Place: Paterson, Cafeteria

Course #: NJS 18 M1A (evening)
Dates: M – Th.
Time: 1:30 – 8:00 pm
Place: Paterson, Cafeteria

Part B
Cost: $2,000.00
Materials Fee: $250.00
Course #: NJS 17 M1B (day)
Dates: M - F
Time: 7:30 am – 3:30 pm
Place: Paterson, Cafeteria

Course #: NJS 18 M1B (evening)
Dates: M – Th.
Time: 1:30 – 8:00 pm
Place: Paterson, Cafeteria

NEW......Culinary Arts Program is now in Wanaque (No class for the month of August!)

Part A
Tuition: $2,000.00
Materials/Book Fee: $400.00
Course #: NJS 17 W1A
Dates: M – F
Time: 7:30 am – 2:00 pm
Place: Wanaque, Cafeteria

Part B
Tuition: $2,000.00
Materials/Book Fee: $250.00
Course #: NJS 17 W1B
Dates: M – F
Time: 7:30 am – 2:00 pm
Place: Wanaque, Cafeteria

For additional information, call Sharon Ibrahim at 973-684-5728.
Civics Education and Naturalization (12 hours)

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

Naturalization Requirements:

- Must be at least 18 years of age
- Must produce an I-551, Alien Registration Card as proof of status
- Must have resided continuously as a lawful, permanent resident in the U.S for 5 years prior to filing, with absences totaling no more than one year.
- Must have resided within the State of New Jersey for at least 3 months
  - Must be of good moral character
  - Must be able to read, write, speak and understand words in ordinary usage of the English Language.

Must register in advance.

Cost: FREE
Course #: NET 185 M1
Dates: Sat, Sept 10 – Oct 8
Time: 10:00 am – 12:30 pm
Place: Paterson, A218

Cost: FREE
Course #: NET 185 P1
Dates: Sat, Oct 22 – Nov 19
Time: 10:00 am – 12:30 pm
Place: Passaic, 221
GED Test Preparation Course (36 hours)

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

Cost: $189
Materials/Book Fee: $35

Course #: NET 183 M1
Dates: Sat, Sept 10 – Nov 5
Time: 9:00 am – 1:00 pm
Place: Paterson, B103

Course #: NET 183 M2
Dates: Mon & Wed, Sept 19 – Oct 26
Time: 6:00 – 9:00 pm
Place: Paterson, Panther Academy, M - Z116 / W - Z118

Course #: NET 183 P1
Dates: Sat, Oct 8 – Dec 10 (No class 11/26)
Time: 9:00 am – 1:00 pm
Place: Passaic, 224

Course #: NET 183 M3
Dates: Tue & Thu, Nov 1 – Dec 13 (No class 11/24)
Time: 6:00 – 9:00 pm
Place: Paterson, Panther Academy, Z115

GED Testing Center

Testing is by advance registration ONLY!

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

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

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

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

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

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.

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

Cost: $50.00 money order payable to Passaic County Community College for the complete test.
$10.00 money order payable to Passaic County Community College for EACH individual re-test.

All testing days are Tuesday and Wednesday.

Course #: NET 138 M2
Dates: August 2 - 3, 2011
Time: 8:30 am – 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 M2A
Dates: August 23 - 24, 2011
Time: 8:30 am – 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 M3A (Re-test Only)
Dates: September 6 - 7, 2011
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 M3
Dates: September 20 - 21, 2011
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 M4
Dates: October 11 - 12, 2011
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 M5
Dates: November 1 - 2, 2011
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

Course #: NET 138 M6
Dates: December 6 - 7, 2011
Time: 8:30 am - 2:30 pm
Place: Paterson, CTC Room 102

The GED Center
College Placement Test Refresher Courses

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

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

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

- Had trouble with math or English
- Been out of school for a while
- Are planning to take the college placement test, or
- Have taken the placement test and were disappointed with your results

Math Refresher Course

Cost: $89
Course #: NET 188 M1
Dates: Tue & Thu, Sept 13 – Oct 6
Time: 5:30 - 8:30 pm
Place: Paterson, Panther Academy, Z124

Course #: NET 188 M2
Dates: Tue & Thu, Oct 18 – Nov 10
Time: 5:30 - 8:30 pm
Place: Paterson, Panther Academy, Z124

Course #: NET 188 P1
Dates: Sat, Sept 10 – Oct 29
Time: 9:00 am – 12:00 pm
Place: Passaic, 116

English Refresher Course

Cost: $89
Course #: NET 189 M1
Dates: Mon & Wed, Sept 19 – Oct 12
Time: 5:30 - 8:30 pm
Place: Paterson, Hamilton Club Building, H205

Course #: NET 189 M2
Dates: Mon & Wed, Oct 24 – Nov 16
Time: 5:30 - 8:30 pm
Place: Paterson, Hamilton Club Building, H205
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:

1. Apply counseling theories and techniques to guide clients in obtaining their goals and to assist in the change process,
2. Implement the theories and skills necessary to be a successful group facilitator,
3. Define the functions of a service agency and its delivery of services The Human Services Specialist Certificate program includes the following courses:
   - Introduction to Human Services
   - Counseling Techniques
   - Group Dynamics
   - Drugs, Society and Human Behavior
   - Introduction to Psychology
   - Human Growth & Development
   - Theories of Personality
   - Abnormal Psychology
   - Behavior Modification

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

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

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

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

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

Licensed Clinical Alcohol and Drug Counselor (LCADC), Certified Alcohol and Drug Counselor (CADC) and Chemical Dependency Associate (CDA)
For those wanting to complete the 270 hours of course work as required by the Addiction Professionals Certification Board of New Jersey, Inc. Flexible classes are offered days, evenings and Saturdays.

Required educational domains:
Introduction to Human Services (HS 101)
Counseling Techniques (HS 203)
Group Dynamics (HS 204)
Drugs, Society and Human Behavior (HS 209)
Counseling & Treatment of Addictions (HS 210)

Participants must also meet with Professor D’Arcangelo for advisement, call 201-475-8231.
Phlebotomy Technician Certification Program (210 hours)
This 210 hour Certified Phlebotomy Technician Program prepares professional to collect blood specimens from clients for the purpose of laboratory analysis. After completion of this program and after obtaining the necessary hours of clinical practice, you are eligible to take one or more National Certification Exams. You become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and clinical training in skills and techniques to perform puncture methods.

Pre-requisites: HS Diploma/GED; Must be fluent in English and able to pass required background checks and TABE Testing at the Workforce One-Stop Career Center.
Cost: Free
Materials/Book Fee: N/A
Course #: NET 72
Time: TBA
Place: TBA

Pharmacy Technician Certification Program (90 hours)
This comprehensive 50 hour course prepares you to enter the pharmacy field and to take the Pharmacy Technician Certification Boards PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings, working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescription defining drugs by generic and brand names. You will learn dosage calculation, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing reimbursement among other things.

Pre-requisites: HS Diploma/GED; Must be fluent in English and able to pass required background checks and TABE Testing at the Workforce One-Stop Career Center.
Cost: Free
Materials/Book Fee: N/A
Course #: NET 66
Time: TBA
Place: TBA

For additional information, call 973-684-5663.
Substitute Teacher Training

Have you been thinking about teaching as a career?
Have you been looking for a part time job while you finish your studies?
Become a Certified Substitute Teacher.

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

PCCC even helps you get through the paperwork!

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

**Prerequisite:** at least 60 college credits

**Cost:** $130.00

**Materials/Book Fee:** $15.00

**Course #:** NET 105 M1

**Dates:** Sat, Oct 1-29

**Time:** 9:00 am – 1:00 pm

**Place:** Paterson, A225

**Course #:** NET 105 M2

**Dates:** Mon, Nov 7- Dec 19

**Time:** 6:00 – 9:00 pm

**Place:** Paterson, Panther Academy, Z112

New Pathways to Teaching in New Jersey – Alternate Route Program

Thinking of becoming a teacher?
Already have a college degree?
You may be eligible to enter PCCC’s New Pathways to Teaching in New Jersey (NPTNJ) Alternate Route program.

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

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

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

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

For Subject Area licensure which allows you to teach that subject K-12 you need a major in the area that you wish to teach, or at least 30 credits in the subject area that covers a sequence of courses from 100-400 level, with a minimum of 12 credits at the 300-400 level and...
at least one at the 400 level. For Middle School you must have two CEs, one in elementary education AND one in Middle School with Specialization in math, science, social studies, English/language arts, or a world language. Your transcript must show 15 credits in the subject you plan to teach at the middle school area. No credits above the 200 level are required. The credits must appear on a 4-year school transcript.

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

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

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

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

Stage I
Cost: $2968 for credit, $1,300 for non-credit

Materials/Book Fee: Books to be purchased from PCCC bookstore

Course #: NET 229 S1 credit
Course #: NET 227 S1 non-credit
Dates: Tue & Thu, Apr 3, 2012 – May 10, 2012
Time: 6:00 pm – 9:30 pm
Place: Wayne – Room TBA

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

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

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

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

Cost: $200.00
Textbook: The Introduction to Teaching by Levin and McCullough – available at the college bookstore.

Course #: NET 240 S1
Dates: Tue & Thu, Sept 20 – Oct 11
Time: 6:00 pm – 9:00 pm
Place: Wayne, 129

Course #: NET 240 S2
Dates: Mon & Wed, Oct 24 – Nov 14
Time: 6:00 pm – 9:00 pm
Place: Wayne, 124B

Course #: NET 240 S3
Dates: Sat, Nov 5, 12, & 19
Time: 8:30 am – 4:00 pm
Place: Wayne, 127

Course #: NET 240 S1
Dates: Tue & Thu, Jan 17 – Feb 7, 2012
Time: 6:00 – 9:00 pm
Place: Wayne, TBA

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

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

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

WCBS 880AM Radio
News 12 NJ
WNBC News Channel 4
Passaic County Community College is a registered provider with the New Jersey Department of Education. Our workshops are NJEA endorsed.

Professional development hours are available for the conferences below.

**Spanish for Educators**

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

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

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

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**Inclusion Strategies and Interventions for Literacy and Math**

**Presented By Toby Karten**

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

- Integrate, spiral, and document literacy and math skills throughout the year.
- Develop 21st century learners who are able to problem solve, critically think, collaborate as peers, and communicate information, skills, and knowledge.
- Apply appropriate modifications, accommodations and challenges for all learners across the curriculum.

Experience how to infuse literacy and numeracy objectives in inclusion classrooms to sharpen students’ acu-mens. Literacy and math strategies infuse all genres, grades, and interdisciplinary lessons. Identifying sight words, contextual clues and vocabulary, reading or writing a short story, novel, or poem, creating dynamic sentences, paragraphs, and essays, or figuring out the degrees of missing angles in triangles or parallelograms and the greatest common factor of two numbers all require good teaching practices that connect the 3Rs of Reading, Writing, and Arithmetic to the students in motivating ways. The workshop will correlate the core English Language Arts and Mathematics standards to match and strengthen the diverse abilities of students within inclusive environments.
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. LinkedIn, Twitter and Facebook are now the new networking tools used by professionals in their job search. This workshop explains the importance of these electronic networks, and how to use them in your employment search.

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

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

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

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

We can provide your school with Professional Development Courses.
Call 973-684-6226 for details.

Need training for faculty and staff on-site?
Call 973-684-6226 to schedule a training program or professional development workshop during an in-service day. Trainings and workshops are tailored to meet the specific needs of your district/school.
Techniques to Detect Deception
(8 CLE, CPE, CE awarded)
A deceitful employee could cost tens of thousands in lost time and money. An unfounded harassment could wipe out a company. A potential business partner seems trustworthy, but a nagging suspicion about honesty exists. Knowing someone is lying will help you safeguard your company's or client's assets, intellectual property and reputation. Such skills are essential for successful business contract negotiations, legal dealings, employment interviewing, and sales/purchasing transactions. You learn:
• Active listening – what clues are present when deception occurs
• Elements of the Cognitive Interview
• How to read and understand both verbal and non-verbal responses
• Elements of Neurolinguistics
• Common signs that show that a person is hiding something
• Verbal and nonverbal indicators of truth evasion
• How to structure an interview to get to the truth
• How to interpret what someone is really saying through Statement Analysis

Who Should Attend: business owners, banking and insurance professionals, human resource managers, attorneys, loss control managers and anyone who wants to learn how to tell if they are being deceived.
Fee: $299
Course #: NBS 121 S1
Date: Wednesday, Oct 5
Time: 9:00 am to 5:00 pm
Location: Wayne, 125

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

Who Should Attend: business owners and administrators, human resource managers, attorneys, loss control managers, safety and health professionals and anyone who wants to learn how to address workplace violence.
Fee: $299
Course #: NBS 120 S1
Date and Time: Wednesday, Oct 26
Time: 9:00 am to 5:00 pm
Location: Wayne, 127

Fire Safety
PCCC offers the Division of Fire Safety Fire Inspector and Fire Official courses as required by the Division of Fire Safety to work as a Fire Inspector or Fire Official in the State of New Jersey.
Call for schedule of classes (973) 304-6020.

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

Textbooks required for this course:
• 2009 International Building Code Product Code: 3000L09
• 2009 International Fire Code Product Code: 3400S09
• Fire Inspection and Code Enforcement, 7th Edition: 941253

Cost: $575 (text books and national exam are not included)
Course #: NET 501 S1

Fire Official (30 hours)
Approved by the NJ Division of Fire Safety, The Fire Official course provides participants with technical competence in interpreting and implementing the fire code administrative and legal methods of code enforcement.

Textbook required: Current NJ State Uniform Fire Code (Red Book)
Prerequisite: Fire Inspector
Cost: $255 (plus book)
Course #: NET 51 S1
Date: Tue/Thu, Sept 29 – Nov 1
Time: 6:30pm- 9:30pm
Place: Wayne, 127

Emergency Medical Services

Emergency Medical Technician
(EMT Basic) (120 hours)
The EMT course is designed for those interested in the field of Emergency Medical Services. This course is required for individuals volunteering on an ambulance squad or seeking a career in the Emergency Medical Services. PCCC is accredited by the New Jersey State Department of Health, Office of Emergency Medical Services as meeting the requirements of N.J.A.C. 8:40A as an approved EMT-B Training Site. Upon successful completion of the program, participants are eligible to take the certification examination for Emergency Medical Technician administered by the New Jersey
State Department of Health. Students must register for a class as well as on the state sites.

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

**Cost:** $550.00

**Materials/Book fees:** $129.50

**Course #:** NEM 11 S1

or

**Cost:** Free with tuition waiver at registration

**Course #:** NEM 11 GF1

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

**Time:** Tue/Thu 7:00 – 10:15 pm

**Place:** Wayne, 122A&B

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

**Course #:** NEM 11 S2

or

**Cost:** Free with tuition waiver at registration

**Course #:** NEM 11 GF2

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

**Time:** 8:30 am – 5:00 pm

**Place:** Wayne, Auditorium

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

**Course #:** NPF 42 S1

**Course #:** NPF 42 GF1

**Date:** Sat, Sep 10

**Time:** 9:00 am – 3:00 pm

**Place:** Wayne, Auditorium

**Course #:** NPF 42 S2

**Course #:** NPF 42 GF2

**Date:** Sun, Oct 9

**Time:** 9:00 am – 3:00 pm

**Place:** Wayne, 122

**Course #:** NPF 42 S3

**Course #:** NPF 42 GF3

**Date:** Sun, Nov 13

**Time:** 9:00 am – 3:00 pm

**Place:** Wayne, 122

**Core 13 Program (24 hours)**

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

**Cost:** $120

**Course #:** NEM 62 S2 or

**Course #:** NEM 62 GF2

**Dates:** Oct 14, 15, 16 & 17

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

**Place:** Wayne, 122

**Course #:** NEM 62 S3 or

**Course #:** NEM 62 GF3

**Dates:** Dec 11, 12, 14, 18

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

**Place:** Wayne, 122

**EMT CEU Credit:** 24 Core Credits

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

**Hazardous Material Awareness (4 hours)**

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

**Cost:** $20

**Course #:** NEM 17 S1

**Date:** Mon, Sep 19

**Time:** 6:00 – 10:00 pm

**Place:** Wayne, 122

**EMT CEU Credit:** 4 Elective Credits

**Course #:** NEM 17 S2

**Date:** Wed, Oct 26

**Time:** 6:00 – 10:00 pm

**Place:** Wayne, 122

**EMT CEU Credit:** 4 Elective Credits

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

**Rope Rescue Technician (40 hours)**

(To be determined)

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

**Cost:** $200

**Course #:** NEM 253 S1

or

**Cost:** Free with tuition waiver at registration

**Course #:** NEM 253 GF1

**Dates:** TO BE DETERMINED

**Times:** Mon/Wed, 6:00 – 10:00 pm; Sun, 8:00 am – 5:00 pm

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

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*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.*

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**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:** $550.00

**Materials/Book fees:** $129.50

**Course #:** NEM 11 S1

or

**Cost:** Free with tuition waiver at registration

**Course #:** NEM 11 GF1

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

**Time:** Tue/Thu 7:00 – 10:15 pm

**Place:** Wayne, 122A&B

**Cost:** Free with tuition waiver at registration

**Course #:** NEM 11 GF2

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

**Time:** 8:30 am – 5:00 pm

**Place:** Wayne, Auditorium

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

**Course #:** NEM 11 S2

or

**Cost:** Free with tuition waiver at registration

**Course #:** NEM 11 GF2

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

**Time:** 8:30 am – 5:00 pm

**Place:** Wayne, Auditorium

**EMT CEU Credit:** 24 Core Credits

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

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

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

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

Cost: $90
Course #: NEM 204 S1
Dates: Sep 12, 14 & 17
Time: Mon/Wed, 6:00 – 10:00 pm
Sat, 8:00 am – 5:00 pm
EMT CEU Credit: 16 Elective Credits
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Confined Space Operations (16 hours)

Cost: $40
Course #: NEM 252 S1 or
Cost: Free with tuition waiver at registration
Course #: NEM 252 GF1
Dates: Oct 17, 19, 22
Time: Mon/Wed, 6:00 – 10:00 pm; Sat, 8:00 am – 5:00 pm
Place: Wayne, 131
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

International Trauma Life Support (16 hours)

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

Cost: $80
Course #: NEM 74 S1 or
Cost: Free with tuition waiver at registration
Course #: NEM 74 GF1
Dates: Sat, Dec 10 & 17
Time: 8:00 am – 5:00 pm
Place: Wayne, 125
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Coaching Emergency Vehicle Operators (CEVO) (8 hours)

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

Cost: $40
Course #: NEM 34 S1
Dates: Dec 5 & 7
Time: Mon/Wed, 6:00 – 10:00 pm
Place: Wayne, 125
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Cost: $120  
Course #: NEM 203 S3 or  
Cost: Free with tuition waiver at registration  
Course #: NEM 203 GF3  
Dates: Nov 2, 9, 16, 30, Dec 7  
(no Class Nov 23)  
Time: Wed, 6:00 – 10:00 pm  
Place: Wayne, TBA

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

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

Firefighter I (135 hours)
This course is designed around the NFPA Standard 1001 and the New Jersey Division of Fire Safety Standard. You will acquire sufficient skill and knowledge of the course material to allow you to function as an effective fire ground participant after 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 up 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)
Learn about stress in the fire service and how to apply sound stress managing principles.

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

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

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

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

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

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

To register call 973-684-6153. Visit our website at www.pccc.edu/ce
Confined Space Operations (12 hours)
This course is designed to make hazmat team members and emergency responders aware of the special hazard of confined space entry and rescue. Participants become familiar with OSHA regulations, air monitoring techniques, case histories of confined space accidents. Participants experience confined space entries and simulated rescues using specialized rescue equipment.

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

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

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

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

EMT CEU Credit: 4
To register call 973-684-6153. Visit our website at www.pccc.edu/ce

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.

Coaching the Emergency Vehicle Operator – Ambulance (8 hours)

Coaching the Emergency Vehicle Operator – Ambulance (8 hours)

Coaching the Emergency Vehicle Operator – Ambulance (8 hours)

Coaching the Emergency Vehicle Operator – Ambulance (8 hours)

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

Cost: $75
Course #: NLE 63 S5
Dates: Mon & Tues, July 18 & 19
Time: 6:30 – 10:00 pm
Place: Wayne, 129

Course #: NLE 63 S6
Date: Wed & Thu, Aug 17 & 18
Time: 6:30 – 10:00 pm
Place: Wayne, 129

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

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

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

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

**www.ed2go.com/cepccc**

Now YOU can decide where and when!

Whether you are a busy professional or have personal obligations, online courses allow you to learn when it is most convenient to you. PCCC Continuing Education offers over 100 courses online in areas such as health services, computers, test and certification preparation, accounting, and grant writing. Classes start each month and run for six weeks. General class requirements are: Internet access, email and Netscape or Internet Web browser. Please check the individual course descriptions on the website for additional requirements. Contact hours represent the average time spent on a course. Time varies for each individual. Certificate of Completion will be issued with passing score.

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

Course start dates for Fall 2011 are:

- Sept. 21
- Oct. 19
- Nov. 09
- Dec. 14

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<th>Category</th>
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<td>Accounting Fundamentals $89</td>
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<td>Accounting Fundamentals II $89</td>
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<td>Creating a Successful Business Plan $89</td>
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<td>Introduction to QuickBooks 2007 $89</td>
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<td><strong>Business Administration</strong></td>
<td>Fundamentals of Supervision and Management $89</td>
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<td>Administrative Assistant Applications $89</td>
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<td>Managing Customer Service $89</td>
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<td>Principals of Sales Management $89</td>
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<td><strong>Computers</strong></td>
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<td>Making Movies with Windows XP $89</td>
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<td>Secrets of Better Photography $89</td>
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<td>Photographing People with Your Digital Camera $89</td>
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<td>Introduction to Photoshop CS2 $89</td>
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<td><strong>Personal Development &amp; Enrichment</strong></td>
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<td>GRE Preparation - Course 1 (Verbal and Analytical) $89</td>
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<td><strong>Childcare and Parenting</strong></td>
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<td>Enhancing Language Development in Childhood $89</td>
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<td>Advanced Grant Proposal Writing $89</td>
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<td>Introduction to Microsoft FrontPage 2003 $89</td>
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<td><strong>Career Development Courses</strong></td>
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<td>Certificate in Bioenergy and Spiritual Healing $189</td>
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<td>Certificate in Spirituality, Health, and Healing $169</td>
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<td>Certificate in End of Life Care $189</td>
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<td>Certificate in Gerontology $209</td>
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<td>Certificate in Growth and Development Through the Lifespan $199</td>
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<td>Certificate in Oxygenation Issues $199</td>
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<td>Paralegal Preparation $149</td>
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To register call 973-684-6153. Visit our website at www.pccc.edu/ce 25
Many employers and most unions have
what is available for students with disabilities.
Continuing Education Registration
What you need to know about
Registration
Upgrades. Talk with your employer or union rep. We can provide
Continuing Education Registration
a class is full and we cannot accept your registr-
Continuing Education Department is located
will hold your registration for three days until we receive your
To register call 973-684-6153. Visit our website at www.pccc.edu/ce
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 register at least 1 week prior to the first class.

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

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

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

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

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

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

Once your registration and payment are received, you are automatically enrolled. Confirmation will be sent. Attend your class as scheduled! You will be notified if a class is cancelled or changed or if a class is full and we cannot accept your registration without a current telephone number.

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

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

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

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

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

52 Church St., Paterson, NJ 07505
(973) 340-3400 x7200
Hours: M – F, 8:30 am – 4:30 pm
370 Broadway, Paterson, NJ 0750
(973) 977-4350
Hours: M – F, 8:30 am – 4:30 pm
25 Howe Ave., Passaic, NJ 07055
(973) 916 - 2645
Hours: M – F, 8:30 am – 4:30 pm

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

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

TEFEL Continuing Education Loans are available for students
enrolled on a part-time basis. This loan allows flexible repay-
ment options and generous borrowing limits. www.teli.org

Some longer programs qualify for Financial Aid.
Phone: (973) 684-6868 E-mail: FA@pccc.edu

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

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

If you wish to withdraw from a short course or seminar, you
must notify the Continuing Education Office in writing or in
person (immediately) to complete a Withdrawal Form. Refunds
will be made as follows:
• With written notification received prior to the first class
  meeting – 100%
• With written notification received after the first class
  meeting – 50%
• No refunds after the second class meeting.

For classes that meet for 120 hours or more you must notify the
Continuing Education Office in writing or in person immediately to
complete a Withdrawal Form. Refunds will be made as follows:
• Up to the second week - 100%
• During the 3rd & 4th week - 50%
• After the 4th week - None

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

We regret that there can be no exceptions to the policy due to
an individual's personal or professional circumstances.
Passaic County Community College  
Registration Form For  
Continuing Education Courses

Student ID or Social Security ____________________________ Date of Birth ________

- [ ] Male  - [ ] Female
- [ ] New  - [ ] Returning  - [ ] Fall  - [ ] Spring  - [ ] Summer

Last Name______________________________ First Name ________________ MI ____

Preferred Tel. # __________________________ Secondary Tel. # ____________________

Street __________________________________ City ______________________________

County ________________________________ State ______________ Zip __________

Emergency Contact______________________ E-mail ____________________________

Employer ______________________________ Employer’s Address ________________

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<th>Course #</th>
<th>Course Title</th>
<th>Place</th>
<th>Start Date</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 Hawaiian/Other Pacific Islander  - [ ] White

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

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

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

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

Student Signature______________________________________ Date ________________

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!

- Food Industry in Wanaque
- Spanish for Educators
- Techniques to Detect Deception
- Workplace Violence
- New Online Courses
- Wedding Planners