973-684-6153

www.pccc.edu/ce

Passaic County Community College
Center for Continuing Education & Workforce Development

Nothing So Near Can Take You So Far!

Fall 2013 Schedule of Courses

Paterson, Passaic, Wanaque and Wayne

Main Campus
1 College Boulevard
Paterson, NJ

Public
Safety Academy
300 Oldham Road
Wayne, NJ

Wanaque
Academic Center
500 Union Avenue

Passaic
Academic Center
2 Paulison Avenue
Passaic, NJ
The Center for Continuing Education and Workforce Development

The Center for Continuing Education and Workforce Development focuses on creating opportunities that empower participants to become lifelong learners and obtain practical skills necessary for work in a dynamic, ever-changing economy. The Center provides innovative and diverse educational programs that meet the various needs of Passaic County communities and residents. We offer occupational and professional development courses as well as non-credit certificate programs to businesses, government agencies, non-profit organizations, healthcare institutions, and individuals throughout the county. Courses are offered days, evenings, and Saturdays at the main campus in Paterson, the Public Safety Academy in Wayne, the Wanaque Academic Center, and the Passaic Academic Center. Distance-based and online options are also available.

Office Locations & Hours:
32 Church Street (Hamilton Club Building) & 126 Broadway, downtown Paterson, NJ.
Office hours are M – F, 8:30am to 4:30pm
(Late nights on Mondays & Thursdays until 6pm).

For more information, please visit our website at www.pccc.edu/ce.
Or call 973-684-6153.

Didn’t find what you are looking for?
Do you have any suggestions/comments?
Email us at: ce@pccc.edu
President’s Message:

Dear Friend,

Passaic County Community College opened in 1971 with a few hundred students and the goal of providing the residents of Passaic County with quality and affordable educational programs. Today, forty years later, PCCC enrolls over 13,000 students a year in over 60 associate degree and certificate programs, plus an extensive program of English as a Second Language, continuing education, and workforce development training. Instruction is offered on our four campuses in Paterson, Wanaque, Passaic and Wayne and also offered online.

At PCCC, you will enter a learning environment that is intimate and nurturing, where small class size encourages meaningful dialogue with instructors and where friendships develop and grow. PCCC is a richly diverse College where every student is respected for his or her potential. Our faculty and staff are highly committed to helping you achieve your goals. On behalf of the entire College family, I welcome you to explore the host of Continuing Education and Workforce Development opportunities that we offer, and I look forward to you building a successful pathway towards achieving your individual goals.

Sincerely,
Steven M. Rose, Ed.D
President
Dear Colleague,

Welcome to Passaic’s Center for Continuing Education & Workforce Development. Our goal is to provide you with the tools and skills necessary to become more productive in your current profession or to develop new skills for gainful employment in fields and professions of promise. We offer a host of affordable programs and courses designed to help businesses, non-profits, and governmental institutions develop their workforce in an increasingly competitive global marketplace.

In this brochure you will find a host of courses, certificates, credentials, and career pathways designed to help you achieve your individual goals. Whether you want to develop the skills necessary to enter the healthcare field, want to become a teacher, or are hoping to develop additional technical skills in future growth sectors, we can help. We are also interested in hearing from you, so if you don’t see something listed here, please contact us directly and we will explore how to develop additional programs and services relevant for ensuring lifelong success.

Here at Passaic County Community College, we believe there is a strong connection between education and prosperity. Accordingly, we aim to serve our region by offering the very best in educational programming and workforce development services—both in the classroom and at the workplace.

Yours in learning,

Mike Powell
Executive Director
Registration

Parking Policy
All students must park in the parking garage at 125 Broadway, 4th floor and above (red zones). A temporary parking permit is provided, however, students wishing to purchase a parking tag may do so at the security office for $40 ($20 refunded at the end of class).

Register Early-Timing Is Important!
Please make sure to register early, many courses fill quickly and some have size limits, while others may be cancelled if the enrollment is not sufficient.

Class Locations
Classes are held at all four campuses. Please check the individual course descriptions for each location/site. See below for classroom abbreviations and for specific directions to the PCCC website. www.pccc.edu/locations.

Main Campus (M)
One College Boulevard, Paterson, NJ.
• Founders Hall (rooms with the E prefix), 188 Ellison Street and College Blvd.
• Academic Hall (rooms with the A prefix) between College Blvd. and Broadway
• Hamilton Hall (rooms with the H prefix) on Ellison Street
• Hamilton Club Conference Center (rooms with the HC prefix), 32 Church Street on the corner of Ellison Street. Continuing Education is located on the third floor.
• The Broadway Academic Center (rooms with the B prefix), 126 Broadway.
• Panther Academy (rooms with the Z prefix), 201 Memorial Drive
• Community Technology Center (CTC) (rooms with the CTC prefix), 218 Memorial Drive
• Pruden Building (rooms with the U prefix), 44 Church Street
• Memorial Building (200 Memorial Drive, rooms with the MEM prefix)

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

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

Wayne - Public Safety Academy (S)
300 Oldham Road, Wayne, NJ.
The PSA is located on Oldham Rd. in Wayne between Preakness and Central Ave.

College Bookstore
125 Broadway, Suite 104, Paterson, NJ
973-247-9406

See back cover for more details on registration
<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business &amp; Industry</strong></td>
<td>9</td>
</tr>
<tr>
<td>• Customized Training</td>
<td>9</td>
</tr>
<tr>
<td>• Spanish for the Workplace</td>
<td>9</td>
</tr>
<tr>
<td>• Consortium of Community Colleges</td>
<td>10</td>
</tr>
<tr>
<td>• Microsoft Office Excel Training</td>
<td>10</td>
</tr>
<tr>
<td>• Customer Service Training</td>
<td>10-11</td>
</tr>
<tr>
<td><strong>Training &amp; Career Development</strong></td>
<td>12-19</td>
</tr>
<tr>
<td>• Applied Technology</td>
<td>12-14</td>
</tr>
<tr>
<td>• Entrepreneur Certificate Program</td>
<td>15-16</td>
</tr>
<tr>
<td>• Industry Center Training Project</td>
<td>17</td>
</tr>
<tr>
<td>• Job Seeker Workshop</td>
<td>18</td>
</tr>
<tr>
<td>• Notary Public</td>
<td>18</td>
</tr>
<tr>
<td>• Occupational Computer Skills Training</td>
<td>19</td>
</tr>
<tr>
<td><strong>Culinary Arts Program</strong></td>
<td>19-20</td>
</tr>
<tr>
<td>• Introduction to Food Services</td>
<td>20</td>
</tr>
<tr>
<td>• ServSafe Training Course</td>
<td>19</td>
</tr>
<tr>
<td>• Proctoring Services</td>
<td>20</td>
</tr>
<tr>
<td><strong>Language &amp; Citizenship</strong></td>
<td>21</td>
</tr>
<tr>
<td>• Beginning English as a Second Language (ESL)</td>
<td>21</td>
</tr>
<tr>
<td>• Become a US Citizen - Civics</td>
<td>21-22</td>
</tr>
<tr>
<td><strong>Health &amp; Human Services Programs</strong></td>
<td>23</td>
</tr>
<tr>
<td>• Alcohol &amp; Drug Certification</td>
<td>23</td>
</tr>
<tr>
<td>• Certificate of Achievement in Mental Health</td>
<td>24</td>
</tr>
<tr>
<td>• Human Services Specialist Certificate</td>
<td>24</td>
</tr>
<tr>
<td>• Health Professions Opportunity Grant (HPOG)</td>
<td>25</td>
</tr>
<tr>
<td><strong>Education &amp; Test Preparation</strong></td>
<td>27-31</td>
</tr>
<tr>
<td>• Substitute Teacher</td>
<td>27</td>
</tr>
<tr>
<td><strong>New Pathways to Teaching – Alternate Route Program</strong></td>
<td>28</td>
</tr>
<tr>
<td>• Stage 1</td>
<td></td>
</tr>
<tr>
<td>• Stage 2</td>
<td></td>
</tr>
<tr>
<td>• Introduction to Teaching</td>
<td></td>
</tr>
<tr>
<td><strong>Professional Development for Educators</strong></td>
<td>28-29</td>
</tr>
<tr>
<td>• Spanish for Educators</td>
<td>29</td>
</tr>
<tr>
<td>• Tourette Syndrome Workshop</td>
<td>29</td>
</tr>
<tr>
<td>• Best Practices for Special Education Paraprofessionals</td>
<td>29</td>
</tr>
</tbody>
</table>
Table of Contents

Test Preparation
- General Education Development (GED) Test Preparation 30
- General Education Development (GED) Math Only 30
- Test of Essential Academic Skills (TEAS) Preparation 31

College Test Preparation
- Math Refresher Course 30
- English Refresher Course 31

Emergency Response & Public Safety 35-41
- Fire Inspector 35
- Fire Official 36
- Emergency Medical Technician (EMT) 36
- CPR for the Healthcare Provider 37
- EMT Integrated Refresher Training 37
- Hazardous Material Awareness 37
- Incident Command 37
- Weapons of Mass Destruction 38
- Coaching Emergency Vehicle Operators 38
- International Trauma Life Support 38

Arts & Cultural Programming 32-34
- Poetry Center 32
- Theater & Poetry Project (TAPP) 32
- Passaic County Cultural & Heritage Council 32
- The Art Galleries at PCCC 32
- Distinguished Poet Series 33

Online Courses 42-43
- Online Short Courses 42
- Online Career Programs 42

Urban Consortium
- Paterson Community Technology Center 26
- Upward Bound 43-44

Registration Information 5, 45-46

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

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

Check out our online course offerings on page 42

Look What’s New This Fall
Customer service Training pg 10
Best Practices for Paraprofessionals pg 29
Spanish for the Workplace pg9

New Pathways to Teaching
Open House Dates
6:00 pm at the PSA, Conference Room
Tuesdays: 9/24; 10/22; 11/19; 12/10
Business And Industry

The Center for Education and Workforce Development is structured to serve our business community and workforce by providing quality training opportunities. We offer affordable contract training, customer service and computer training programs targeted to serve your individual needs. Several grant funding options may be available to help your business attain affordable training.

The Center also works with local businesses and firms throughout Passaic County in training employees for the workplace by offering customized courses designed to fit individual company needs on a request-for-service basis. Courses are flexibly scheduled and are available days, evenings, weekends, on-site, or at the main campus in Paterson. Our talented staff can also assist with the application process for Customized Training Grants from the New Jersey Department of Labor and Workforce Development.

We currently offer industry training in the following areas:
- Customized Training
- Spanish for the Workplace
- Microsoft Office Excel Training
- Customer Service Training

Customized Training

We offer customized training options to educate, train and support new, expanding and existing firms as well as non-profit organizations. Our goal is to foster and support key aspects of your organization’s wellbeing such as job growth, technology and productivity by providing training with your company’s needs in mind.

Topics available cover a wide range of subjects and are customized to meet your specific training goals from introductory level to mastery. Training is done at your convenience at your location or, if you prefer, on our campus. Our contract training consultant, Linda Johnson, can discuss available courses, options, fees, and a delivery schedule with you. We also offer assistance in applying for and managing a Customized Training grant through the New Jersey Department of Labor and Workforce Development (NJDOLWD) when your training needs are extensive.

Contact Linda Johnson at ljohson@pccc.edu or at (973) 684-7742 for additional information.

Spanish for the Workplace

NEW!

Spanish for the Workforce assists managers who don’t speak Spanish to communicate with their Spanish-speaking employees through the use of special techniques. No prior knowledge of Spanish is required, and no grammar will be taught. You’ll start using what you’ve learned after the first class meeting. This new program teaches managers to use Spanish phrases to give directions, ask yes/no questions and to use other strategies to break down the communication barrier. Here is a new approach unlike traditional language training.

Programs are tailored to specific occupations/professions such as Spanish for Firefighters, Spanish for Medical Personnel, Spanish for Bankers and Tellers, Spanish for Landscapers, Spanish for Hotels and Hospitality, Spanish for City and County Government plus many more occupations/professions. In most cases, the training can be provided free (see next section)!

Contact Linda Johnson at ljohson@pccc.edu or at (973) 684-7742 for additional information.
If you have at least ten employees lacking basic skills in core competency areas, we can help you improve their skills by providing **FREE** training under a grant program from the Department of Labor and Workforce Development that supports training for NJBIA members and NJ Businesses (note that public employees are ineligible for training under this grant).

**Funds are available to help your employees get the training they need in:**

- Communications skills / Business writing
- English as a Second Language
- Computer skills (Windows, Word, Excel, Outlook, PowerPoint)
- Mathematics skills
- Blueprint reading
- Customer Service Training
- Spanish for the Workplace (tailored to specific occupations/professions)

Best of all, we will organize the training at no charge, at your company’s location or at our campus. Companies must provide an FEIN and DUNS number, and employees must be employed at least 20 hours per week and “on the clock” during training. To take advantage of this program for your employees.

Contact Linda Johnson at ljohnson@pccc.edu or at (973) 684-7742 for additional information.

**Microsoft Office Excel Training**

Improve your Microsoft Office Excel skills. Increase your growth opportunities at work. Sign up for one of the following Excel courses:

**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.

Cost: $99  
Course #: NCC 112 CT2 A  
Date: Fri, Oct 4  
Time: 8:30 am – 5:00 pm  
Place: Paterson, Mem 234

**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.

Cost: $99  
Course #: NCC 112 CT2 B  
Date: Fri, Oct 11  
Time: 8:30 am – 5:00 pm  
Place: Paterson, Mem 234

**MS Excel Part 3**
Learn to use advanced data entry and formatting techniques such as restricting cell entries, defining a range name, creating custom workbook templates and auditing worksheets. Also learn how to analyze worksheet data using pivot tables, import data and share workbooks.

Cost: $99  
Course #: NCC 301 CT2 C  
Date: Fri, Oct 18  
Time: 8:30 am – 5:00 pm  
Place: Paterson, Mem 234

**Customer Service Training**

Employers always value employees who have good soft skills and are able to interact effectively with consumers. Improve your customer service skills and improve your growth potential by signing up for one or more of our customer service courses.

This Customer Service Excellence program is comprised of four separate sessions. In an interactive instructor-led program, participants will acquire tools and develop strategies to provide excellent customer ser-
vice. They will be engaged in discussions, role play, individual and group activities to reinforce the learning outcomes. Field assignments will be used to apply the topics to their real-world environments. Participants may register for one, two, three or four sessions.

Excellence and Communication Skills
Learn the basic rules of customer service such as knowing your customer and determining their needs. Also, learn about how to communicate with customers through verbal and non-verbal styles, how to overcome the barriers to communication and how best to use social media.

Cost: $99
Course #: NJS 250 CT1
Date: Fri, Oct 25
Time: 9:30 am – 4:00 pm
Place: Paterson, Mem 234

Diversity
Learn how cultural, generational and gender differences impact interaction with customers.

Cost: $99
Course #: NJS 251 CT1
Date: Fri, Nov 1
Time: 9:30 am – 4:00 pm
Place: Paterson, Mem 234

Managing Difficult Customers, Difficult Situations and Stress
Learn to identify the reasons which cause customers to be upset, recognize the unspoken problems, and identify strategies to calm customer reactions.

Cost: $99
Course #: NJS 252 CT1
Date: Fri, Nov 8
Time: 9:30 am – 4:00 pm
Place: Paterson, Mem 234

Problem Solving, Service Recovery and Professional Image
Learn about the processes which will enhance the flow of information to create positive experiences for customers through problem solving and service recovery. In addition, learn how to take the extra step to improve customer satisfaction and enhance your professional image.

Cost: $99
Course #: NJS 253 CT1
Date: Fri, Nov 15
Time: 9:30 am – 4:00 pm
Place: Paterson, Mem 234

Have business offices throughout the State?
Training & Career Development

Career Development Training is designed to help students take responsibility for their careers by offering innovative and diverse educational programs that meet the various needs of Passaic County communities and residents. Courses are offered days, evenings, and Saturdays at the main campus in Paterson, Wayne, Wanaque and Passaic. Distance-based and online options are also available.

• Applied Technology
• Entrepreneur Certificate Program
• Industry Center Training Project
• Job Seeker Workshop
• Notary Public
• Occupational Computer Skills Training

Our career development courses will help you develop the skills you need to effectively deal with changes in your career, whether they be unexpected or planned. Taught by professionals with a wealth of experience, our career development courses will help you maximize personal and professional outcomes.

Applied Technology

Technology Program
The following courses are offered through the Computer Information System and Engineering Department. This program is for those students seeking additional technical computer training.

Pre-Requisites: All classes require the permission of the CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587, Cbamkole@pccc.edu, or Thomas Yip, 973-684-5852, tyip@pccc.edu.

Software/Hardware Maintenance & Diagnostics (64 hours)
This course provides students with the knowledge and skills necessary to install, troubleshoot, and upgrade software and hardware components, and to maintain and replace parts for PCs. Students learn how to properly handle system components, use hardware and software diagnostics tools to troubleshoot problems, and fix or replace the failed components. Proper techniques to assemble and disassemble a microcomputer system are also covered. Successful completion of this course prepares students to take the COMPTIA (Computing Technology Industry Association’s) Network+ certification exam and Microsoft Technology Associate (MTA) exam. (Lecture and laboratory)

Cost: TBA
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Prerequisite: Permission of CIS and Engineering Department.
Contact Adeleye Bamkole, 973-684-4587, Cbamkole@pccc.edu

Course #: NCC-150-M1
Date: Mon & Wed, Sep 4 – Dec 20
Time: 8:30 – 10:10 am
Place: Paterson, Room H311

Systems Analysis and Design (48 hours)
This course details the study of the five phases of System Development Life Cycle (SDLC) and the systems analysis toolkit that shows the importance of communications, economic analysis, project planning skills with current technologies across all phases of the SDLC. An in-depth understanding of how information systems support business requirements in today’s intensely competitive environment is also studied. Several real-world projects are assigned to students on an individual basis and as a member of a systems development team, which allows students to apply their knowledge and skills to act as a systems analyst and develop an information system for various realistic problems in a typical business organization. (lecture and laboratory)

Course #: NCC-151-M1
Date: Tue, Sep 10 – Dec 17
Network Administration I (48 hours)
This course provides students with the knowledge and skills necessary to plan, install, and configure a Client Operating System (Windows 7). Students learn to perform day-to-day administration tasks such as managing user accounts, groups, and policies, as well as printing services. Students also learn how to use the desktop interface and tools necessary for implementing and configuring an industrial-strength Client OS, which administers small or large networks. Successful completion of this course prepares students to take the MCTS (Microsoft Certified Technology Specialist) certification 70-680 exam and Microsoft Technology Associate (MTA) exam. (lecture and laboratory)

Course #: NCC-152-M1
Date: Mon & Wed, Sep 4 – Dec 18
Time: 11:45 am – 1:00 pm
Place: Paterson, Room H311

Cost: TBA
Materials/Book Fee: Book to be purchased at PCCC College Bookstore

Prerequisite: Permission of CIS and Engineering Department. Contact Thomas Yip, 973-684-5852, tyip@pccc.edu

Network Administration II (48 hours)
This course provides students with the knowledge and skills necessary to plan, install, and configure a server operating system (Windows 2008 Server). It enhances students’ ability to implement, administer, and troubleshoot server-based networks. The server environment may include multiple servers in one or more domains, and may have file-sharing or print-sharing capabilities. Students gain knowledge to perform day-to-day administrative tasks in a server-based environment, using a server operating system. Successful completion of this course prepares students to take the MCITP (Microsoft Certified IT Professional) certification 70-646 exam and Microsoft Technology Associate (MTA) exam. (lecture and laboratory)

Course #: NCC-153-M1
Date: Tue, Sep 4 – Dec 20
Time: 7:05 – 9:35 pm
Place: Paterson, Room H311

Cost: TBA
Materials/Book Fee: Book to be purchased at PCCC College Bookstore

Prerequisite: Permission of CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587, Cbamkole@pccc.edu

Computer Forensics and Investigations (64 hours)
This course introduces the field of Computer Forensics with a comprehensive study of computer forensics and investigation tools and techniques. It also introduces students to computer forensics and investigations and how they relate to corporate, civil and criminal investigations. Students are introduced to the overall investigative process, digital evidence preservation, image recovery; email investigations, network defense and countermeasures techniques. Students will use several computer forensic tools. This course provides a range of laboratory and hands-on assignments that teach students about theory as well as the practical application of computer forensic investigation. The course is mapped to the objectives of the International Association of Computer Investigative Specialists (ACIS) certification. (lecture and laboratory)
Course #: NCC-154-M1  
Date: Thu, Sep 4 – Dec 20  
Time: 7:05 PM – 9:35 PM  
Place: Paterson, Room H311  
Cost: TBA  
Materials/Book Fee:  
Book to be purchased at PCCC College Bookstore  
Prerequisite: Permission of CIS and Engineering Department. Contact Thomas Yip, 973-684-5852, tyip@pccc.edu

Database Fundamentals (48 hours)  
This course is a study of relational database design concepts using the entity-relationship model and database management using SQL Server or Oracle. Students are exposed to the major objects such as tables, indexes, views and database design topics such as data normalization. Students will learn how to create and maintain a database as well as perform simple queries using Structured Query Language (SQL). Students will be able to run Access, SQL Server or Oracle to complete several database projects during the open lab hours. (lecture and laboratory)

Course #: NCC-155-M1  
Date: Tue & Thu, Sep 5 – Dec 19  
Time: 10:20 AM – 11:35 AM  
Place: Paterson, Room H304  
Cost: TBA  
Materials/Book Fee:  
Book to be purchased at PCCC College Bookstore  
Prerequisite: Permission of CIS and Engineering Department. Contact Thomas Yip, 973-684-5852, tyip@pccc.edu

Introduction to Programmable Logic Controller (48 hours)  
This course is designed to provide students with skills and knowledge associated with PLC’s. It includes mastery of instructions and formats used most frequently in PLC program development. This prepares students to write/troubleshoot control programs for varieties of engineering application. The primary controller used is Allen Bradley SLC x00. (lecture and laboratory)

Course #: NCC-141-M1  
Date: Fri, Sep 4 – Dec 20  
Time: 6:15 PM – 9:35 PM  
Place: Paterson, Room A320  
Cost: TBA

Materials/Book Fee:  
Book to be purchased at PCCC College Bookstore  
Prerequisite: Permission of CIS and Engineering Department. Contact Thomas Yip, 973-684-5852, tyip@pccc.edu

AutoCAD 3D Modeling and Rapid Prototyping (48 hours)  
This course provides students with hands-on training using the AutoDesk’s AutoCAD / Inventor software suite of tools in combination with a 3D Printer to generate working prototypes. Students utilize conventional 3D modeling and parametric design techniques to build their AutoCAD projects. Students work individually and in a team to experience taking a project from design to prototyping.

Course #: NCC 140 M1  
Date: Tue, Sep 10 – Dec 17  
Time: 7:05 – 9:35 pm  
Place: Paterson, H201  
Cost: TBA  
Materials/Book Fee:  
Book to be purchased at College Bookstore  
Prerequisite: Permission of CIS & Engineering Department. Contact Thomas Yip, 973-684-5852, tyip@pccc.edu

Networking Infrastructure (48 hours)  
Networking Security Fundamentals (48 hours)  

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

Visit Our website at www.pccc.edu/ce To register call 973-684-6153
Entrepreneur Certificate Program In Wayne

For individuals who are:
• Thinking about starting their own business.
• Seeking additional background on key aspects of starting or running a business.

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 and there are no prerequisites.

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: $134
Course #: NBS 160 S1
Time: 6:00 to 9:00 pm
Place: Wayne, 125

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: $89
Course #: NBS 161 S1
Dates: Wed, Oct 16 – 23
Time: 6:00 to 9:00 pm
Place: Wayne, 125

Understanding Financial Statements (3 hours)

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

Cost: $45
Course #: NBS 163 S1
Date: Wed, Oct 30
Time: 6:00 to 9:00 pm
Place: Wayne, 125
Small Business Record Keeping (6 hours)
Learn about the purpose and types of record-keeping systems for use as a management tool and to comply with governmental regulations/requirements. Key topics include: record-keeping systems for finance, personnel, suppliers, customers, and others; ways to establish simple, easily accessible and accurate documentation for information relating to accounting/tax planning, general ledger, balance sheet, financial statements, inventory con-trol, 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: $89
Course #: NBS 164 S1
Date: Wed, Nov 6 - 13
Time: 6:00 to 9:00 pm
Place: Wayne, 125

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

Cost: $45
Course #: NBS 165 S1
Date: Mon, Nov 18
Time: 6:00 to 9:00 pm
Place: Wayne, 125

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

Cost: $45
Course #: NBS 166 S1
Date: Mon, Dec 2
Time: 6:00 to 9:00 pm
Place: Wayne, 125

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

Cost: $45
Course #: NBS 162 S1
Date: Wed, Dec 11
Time: 6:00 to 9:00 pm
Place: Wayne, 125

Did you know….
Did you know that 90% 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.
The Industry Center Training Project

Industry Center Training Project
(560 hours, 16 weeks)
Accept the challenge! Start NOW with a new beginning!

The Industry Center Training Project is an occupational skills training program designed to promote and enhance employability skills for TANF and GA clients. An advantage of this program is that it enables a student the flexibility in selecting his/her path to employment. Individuals choose an in-person Industry Center Readiness track or a Computer-based Hybrid Distance Learning track.

<table>
<thead>
<tr>
<th>Industry Readiness Track Highlights</th>
<th>Distance Learning Track Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>A National Retail Federation curriculum to prepare students for a professional certification in customer service</td>
<td>A self-motivated track which prepares students for clerical and entry level office positions</td>
</tr>
<tr>
<td>Training in food service, retail, hotel and customer service industry</td>
<td>A combination of computer-based instruction and in-person learning</td>
</tr>
<tr>
<td>Academic assessment</td>
<td>Home instruction provided through the use of laptop computers</td>
</tr>
<tr>
<td>Literacy and computer-based industry training.</td>
<td>Free access from any computer to our internet based basic skills, workplace readiness program and eLearning</td>
</tr>
<tr>
<td>Career counseling and job placement assistance (5th grade reading level required)</td>
<td>Career counseling and job placement assistance (7th grade reading level required)</td>
</tr>
</tbody>
</table>

Students who would like to participate in this program, but do not qualify for public assistance, may enroll on an individual basis. Financial assistance to qualified customers is available through the Passaic County One-Stop Career Center, 200 Memorial Drive, Paterson 973-340-3400.

Cost: $2,800.00
Lab Fee: $1,000.00
Materials/Book Fee: $200.00
Enrollment Dates:
Sept. 3, 16; Oct. 1, 15; Nov. 1, 18;
Dec. 2, 16th

Day(s): Monday - Friday
Course #: NJS 203
Times: 8:30 am – 3:00 pm

For additional information, please contact Pat Nole, Manager, W.I.A. Programs at 973-684-5748 or pnole@pccc.edu.
Job Seeker Workshop (New)
Need A Job - Let Us Help You Find One

Today, in the job seekers environment, networking has taken on a whole new meaning because of the internet. This workshop will teach you how to take advantage of online networking resources such as LinkedIn, Twitter, FaceBook, and other online job sites. Join us for this one session workshop and get tips for preparing for a sudden job loss and learning about where the jobs are.

As of 2012, 40% of job seekers have found employment through the Internet. This workshop explains the importance of these electronic networks, and how to use them in your employment search.

Topics include creating effective e-resumes, online job advertisements, ways to identify reputable online resources, and safety guideline for job hunting.

Cost: $29
Course #: NBS 41 M
Date: Tue, Oct 22
Time: 6:00 – 7:30 pm
Place: Paterson, HC 205

For more information on this class call Sharon Ibrahim at 973-684-5728, or email at sibrahim@pccc.edu.

Notary Public

This course is designed to clarify New Jersey Notary 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. This course will teach you how to perform your duties as a Notary Public with ease and confidence.

The objective of this 3 hour New Jersey Notary Public training course is designed to educate individuals with the legal terminology, concepts and clauses contained in the framework of the New Jersey State Notary booklet.

Cost: $40
Materials/Book Fee: $25

Course #: NBS 601 M1
Date: Thur, Oct 3
Time: 5:30 – 9:30 pm
Place: Paterson, Hamilton Club, HC 205

Course #: NBS 601 W1
Date: Thur, Nov 14
Time: 5:30 – 9:30 pm
Place: Wanaque, W119
Occupational Computer Skills - Wanaque Campus
The Occupational Basic Computer Skills Training Program is a grant funded occupational skills program for TANF and GA clients that is designed to promote and enhance employability skills. The goals for this program are to prepare students for employment in an office setting involving Microsoft Office Software. The program will:

- Teach Microsoft Office computer programs (Word, Excel, PowerPoint, Access)
- Prepare individuals for Microsoft Office Certification
- Educate individuals in latest job search techniques
- Teach work readiness skills
- Coach individuals on ways of becoming financially stable

Requirements for participation in this program:
- Receiving Temporary Assistance for Needy Families (TANF) or General Assistance (GA)
- 6.0 reading level
- Able to read, write and speak English
- Referrals are made through the Passaic County Board of Social Services

Day(s): Monday – Friday
Times: 8:30 am – 3:00 pm
(910 hours, 26 weeks)
Course #: NJS - 204
Place: Wanaque Academic Center, 500 Union Avenue

Referral Dates in 2013:
8/5, 8/19, 9/3, 9/16, 10/7, 10/21, 11/4, 11/18, 12/2, 12/16

For more information please contact: Julie Hamberlin at 973-684-6226 or Linda Johnson 973-684-7742

Culinary Arts Program
At the Center for Continuing Education, the perfect recipe for a career is available! Whether you want to work in the kitchen, design your own restaurant, or run a catering business, a Culinary Arts career is a great choice for anyone who loves to work with food.

A Certificate in Culinary Arts prepares students for the beginnings of a rewarding career in the culinary world. Students learn about food preparation, nutrition, and sanitation principles in a real time commercial kitchen. Classes are offered both in Paterson and Wanaque.

Financial Aid and Job Placement assistance is also available.

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: $125.00  
Books/Materials: $60.00

Course #: NPD 401 M1  
Dates: Mon, Oct 7 – 28  
Time: 6:30 – 9:30 pm  
Place: Paterson, Panther, Z118

Course #: NPD 401 M2  
Dates: Mon, Nov 4 - 25  
Time: 6:30 – 9:30 pm  
Place: Paterson, Panther, Z118

ServSafe® Proctoring Services
For those who have already studied at home by ServSafe® Manager Online course or by independent study. When ready to take the test, Passaic County Community College offers both on campus and private proctoring services. (Please note that this is for the exam/proctoring only. This does not include the textbook or training course).

Pre-registration is required.

Please call 973-684-5728 or 684-6153 for more information and/or registration.

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. Uniform cost is non-refundable.

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

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

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

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

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

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

For additional information, call Sharon Ibrahim at 973-684-5728 or email at sibrahim@pccc.edu.
Language & Citizenship

The Center for Continuing Education focuses on creating opportunities that empower participants to become lifelong learners and obtain practical skills necessary for work in a dynamic, ever-changing economy.

The following programs are free of charge for those who qualify and who wish to expand their language skills.

- Beginning English as a Second Language (ESL)
- Civics Education & Naturalization

Both of these programs have specific requirements in order to qualify. You MUST call ahead.

Beginning English as a Second Language

If English is not your native language, and you would like to become more proficient in reading, writing, and speaking, then this course is for you.

Are you a planning on enrolling in college but need to learn the basics of English?

This course is for beginning English speakers who want to learn how to speak, read, and write in English and enter college. Through a grant from the New Jersey Department of Labor and Workforce Development, PCCC offers a limited number of seats for those with very limited English language skills.

Prerequisite: Potential students must apply through the Admissions Office at PCCC, and have a valid Social Security number & High School Diploma. An appointment for testing is required. If the student is accepted, a registration form must be completed. Call 973-684-6224 to schedule an appointment.

YOU MUST CALL 973-684-6224/6153 to schedule an appointment for testing.

Course #: ELSC 000 MOW1
Dates: Mon - Thu, Sep 16 – Dec 12
Time: 9:00 am – 10:15 am
Place: Paterson, Mem 309
No class Thursday, November 28th

Course #: ELSC 000 MOW2
Dates: Mon - Thu, Sep 16 – Dec 12
Time: 11:45 am – 1:00 pm
Place: Paterson, Mem 309
No class Thursday, November 28th

Course #: ELSC 000 MOW3
Dates: Mon - Thu, Sep 16 – Dec 12
Time: 5:45 pm – 7:00 pm
Place: Paterson, Mem, 309
No class Thursday, November 28th

Course #: ELSC 000 P1
Dates: Mon - Thu, Sep 16 – Dec 12
Time: 7:30 pm – 8:45 pm
Place: Passaic Academic Center, 223
No class Thursday, November 28th

Required Texts:


Books can be purchased at the bookstore.

Become a United States Citizen

Civics Education and Naturalization (60 hours)

Integrated English Literacy and Civics Class

Our citizenship preparation classes help students to become United States citizens by developing their knowledge of civics, the citizenship application, and the English language skills they need to successfully pass the naturalization interview.
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

Prerequisite: Potential students must have a valid Social Security number. An appointment for testing is required. If the student is accepted, a registration form must be completed. Call 973-684-6153 or 973-684-6224 for an appointment.

Cost: FREE
Course #: NET 185 P2
Dates: Sat, Sept 21 - Dec 14
Times: 9:00 am to 2:00 pm
Place: Passaic, 221
No class Saturday, November 30th

Cost: FREE
Course #: NET 185 M3
Dates: Tue/Thur, Sept 10 - Nov 14
Times: 5:30 pm – 8:30 pm
Place: Paterson, Panther Academy, Z118
No class Thursday, November 28th

Cost: FREE
Course #: NET 185 M2
Dates: Sat, Sept 21 – Dec 14
Times: 9:00 am - 2:00 pm
Place: Paterson, Founders Hall, E110
No class Saturday, November 30th
Health & Human Services Programs

Do you have a desire to help others, are a natural leader, is good at decision-making, conflict resolution, psychology and communication?

The human service field is looking for people who want to help others help themselves.

The Human Service professional is a generalist who empowers people through a variety of therapeutic, teaching, counseling, supportive and preventive methods.

The following health & human services programs are currently available:

- Alcohol & Drug Certification
- Certificate of Achievement in Mental Health
- Human Services Specialist Certificate
- Health Professions Opportunity Grant (HPOG)

Alcohol & Drug Certificate of Achievement
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 Licensed Clinical Alcohol and Drug Counselor (LCADC) licensure, the Certified Alcohol and Drug Counselor (CADC) certification, and the Chemical Dependency Associate (CDA) certification.

Students completing the Certificate of Achievement should be able to:
- Define the historical development and social values related to social services
- Identify the difference between substance abuse and substance dependence as defined in the current Diagnostic and Statistical Manual of Mental Disorders (DSM)
- Identify causes of addiction and treatment approaches
- Facilitate an individual counseling session
- Facilitate a group counseling session

The Certificate of Achievement includes the following courses:
- Introduction to Human Services (HS 101)
- Counseling Techniques (HS 203)
- Group Dynamics (HS 204)
- Drugs, Society, and Human Behavior (HS 209)
- Counseling and Treatment of Addictions (HS 210)

For more information on the Human Services Program at Passaic County Community College, visit the website at www.pccc.edu.

For more information regarding Work Experience, Practicum, and Certification, visit the Addiction Professionals Certification Board of New Jersey, Inc. website at www.certbd.com.

Requirements for CADC/LCADC Certification:
- 270 educational hours in alcohol and drug domains
- 3000 hours of supervised work experience
- 300 hours of supervised practical training
- Participation in alcohol and drug abuse self-help meetings
- Successful completion of an oral and written examination
Certificate of Achievement in Mental Health
This certificate program is designed for the entry level mental health service worker and for those wanting to complete the ninety (90) hours of coursework required by The Certification Board for the Community Mental Health Associate (CMHA) certification. This certificate is focused on activities that bring services, resources, and people together within a planned framework of action toward the achievement of established goals.

Students completing the Certificate of Achievement in Mental Health should be able to:
- Identify community services and the population they serve.
- Coordinate services, agencies, resources, and people with a planned framework of action toward the achievement of established goals.
- Facilitate a counseling session.
- Present oral and written case studies.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Human Services (HS 101)</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Mental Health (HS 111)</td>
<td>3</td>
</tr>
<tr>
<td>Counseling Techniques (HS 203)</td>
<td>3</td>
</tr>
<tr>
<td>Drugs, Society, &amp; Human Behavior (HS 209)</td>
<td>3</td>
</tr>
<tr>
<td>Mental Health Counseling (HS 212)</td>
<td>3</td>
</tr>
</tbody>
</table>

A grade of “C” or higher is required in HS 101, HS 111, HS 203, HS 209, and HS 212 in order to earn a Certificate of Achievement in Mental Health.

Requirements for CMHA certification:
- 90 educational hours in mental health domains
- 2000 hours of supervised work experience
- 110 hours of supervised practicum

Human Services Specialist Certificate
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 Licensed Clinical Alcohol and Drug Counselor (LCADC) licensure, the Certified Alcohol and Drug Counselor (CADC) certification, and the Chemical Dependency Associate (CDA) certification and for those interested in securing an entry-level position in the counseling and addictions profession

Students completing the Human Services Specialist Certificate program should be able to:
- Apply counseling theories and techniques to guide clients in obtaining their goals
- Implement the theories and skills necessary to be a successful group facilitator
- Complete a Psychosocial Assessment and diagnose on 5 Axes of the DSM

The Human Services Specialist Certificate program includes the following courses:
- Introduction to Human Services (HS 101)
- Counseling Techniques (HS 203)
- Group Dynamics (HS 204)
- Drugs, Society, and Human Behavior (HS 209)
- Counseling and Treatment of Addictions (HS 210)
- Introduction to Psychology (PS 101)
- Theories of Personality (PS 202)
- Abnormal Psychology (PS 203)
- Behavior Modification (PS 206)

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

Course Schedule: Flexible classes are offered days, evenings, and Saturdays. For current course schedule, call 973-684-6153.

Cost: See current college bulletin. Texts may be purchased at the bookstore.
Prerequisite: All courses require permission of Professor Michael D’Arcangelo. For advisement call 973-684-5759 or 201-475-8231. Classes start September 4, 2013.
The Health Profession Opportunity Grant (HPOG)
This grant funded opportunity is available to eligible participants who qualify for training in available allied health professions. Funding is also available to eligible participants to support educational expenses such as tutoring, textbooks and certification exams.
Current offerings for the Fall 2013 semester are for EMT and Pharmacy Technician Training.

Program requirements include, but are not limited to
- U.S. citizenship or permanent residency
- The ability to pass a criminal background check
- A high school diploma or GED
- Qualifying scores on the TABE test or Accuplacer test
- Participants must be recipients of Temporary Assistance to Needy Families (TANF) or General Assistance (GA) or low income as determined by federal poverty guidelines.

Referrals to the grant program are made through the Passaic County One-Stop Career Centers.
For more information and to see if you qualify, please call 973-684-5541.

Did you know….
Did you know that 90% 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
Located at 218 Memorial Drive, Paterson, the Community Technology Center (CTC) at Passaic County Community College has been involved in a wide range of activities designed to bridge the digital divide in our surrounding urban community. These activities include providing professional and staff development for local educators and non-profit organizations in how to integrate technology into their educational (after school, regular school, ESL, job training) programs; facilitating technology training for businesses in Passaic County and providing access to technology and technology training to local residents. Here are some of our new and exciting courses and short degree programs:

**Administrative Medical Assistant**

Are you well-organized? are you interested in working in the growing field of medicine? Being an administrative medical assistant may be for you. Administrative Medical Assistants support physicians and nurses in maintaining patient’s medical and financial records. An administrative assistant’s tasks consist of keeping medical records, greeting patients, billing and clerical duties, scheduling appointments, arranging for admission to the hospital and laboratory services, checking supplies, assisting physicians during patient exams, and explaining treatment, medications, diet schedules, and procedures to the patient. Students can obtain a certification in less than 6 months. **FREE** class for qualified applicants. This class is for English as a Second Language (ESL) students only.

**Child Development Associate**

Are you well-organized? are you interested in working in the growing field of medicine? Being an administrative medical assistant may be for you. Administrative Medical Assistants support physicians and nurses in maintaining patient’s medical and financial records. An administrative assistant’s tasks consist of keeping medical records, greeting patients, billing and clerical duties, scheduling appointments, arranging for admission to the hospital and laboratory services, checking supplies, assisting physicians during patient exams, and explaining treatment, medications, diet schedules, and procedures to the patient. Students can obtain a certification in less than 6 months. **FREE** class for qualified applicants. This class is for English as a Second Language (ESL) students only.

**Computers**

Learn Microsoft Applications: Word, Excel, PowerPoint, the Internet, Email, and Social Networking: Facebook, Twitter, and Messengers in a supporting environment. **ONLY** in Spanish.

**Citizenship**

The purpose of this course is to prepare students to take the U.S. Naturalization Test. This course will provide practice for the written exam and for the oral interview.

For class dates and times Contact us by phone (973) 684-6072 / 6003  
email ctc@pccc.edu  On the web: www.pccc.edu/ctc  
Visite nuestra pagina!

Visit Our website at www.pccc.edu/ce To register call 973-684-6153
Education & Test Preparation

Are you thinking of becoming a Teacher? Or do you already have a college degree? The following Teacher Education programs will help you get started on the right path to a career in teaching.

- Substitute Teacher Training
- New Pathways to Teaching
  - Stage 1
  - Stage 2
  - Introduction to Teaching
- Professional Development Workshops for Educators
  - Spanish for Educators
  - Tourette’s Syndrome
  - Best Practices for Special Ed Paraprofessionals

See below for more detailed course descriptions, and visit the college’s website at www.pccc.edu/ce or call 973-684-6153.

Test Preparation

The following test preparation courses will explain the nature and format of the exam and teach the skills needed to master it in order to help you attain the highest possible score.

- Accuplacer Math/English Refresher
- GED Test Preparation
- GED Math
- TEAS Test Preparation

Substitute Teacher Training

This course teaches ways to make your substitute teaching 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: $20.00

Course #: NET 105 M1
Dates: Sat, Oct 5 - Nov 2
Time: 9:00 am – 1:00 pm
Place: Paterson, HC 205

Course #: NET 105 P1
Dates: Mon/Wed, Nov 4 - Nov 25
Time: 6:00 pm – 9:00 pm
Place: Passaic, TBA
**New Pathways to Teaching in New Jersey – Alternate Route Program**

**Become a Certified Teacher (Approved by the New Jersey Department of Education)**

**Program Overview**

The New Pathways to Teaching in New Jersey (NPTNJ) is an alternate route program that is designed to allow individuals that already have a bachelor’s degree, but did not complete a traditional teacher training program, to become a licensed teacher. This program can be taken as credit or non-credit and provides you the requirements to get your Standard Teaching Certificate in New Jersey. There are two Stages to this 200-hour program.

**Requirements to Apply to the Program**

- A Bachelor’s degree or higher, a 2.75 GPA,
- Certificate of Eligibility (CE) from New Jersey Department of Education
- Must have a major in an Arts or Sciences field, meaning almost any area except Business, Law, Engineering, or other professional degrees.

**STAGE I**

(60 hours – 45 classroom and 15 observation)

Stage I is a 60-hour pre-service program with guided in-class observations. You must have a valid Certificate of Eligibility (CE) from NJDOE to enroll in Stage I. Topics include basic instructional strategies, curriculum, theory, thinking skills, diversity issues, special needs of students, record keeping and more.

Cost: $3,086.00 for credit, $1,300.00 for non-credit (subject to change)

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

**Stage I classes will be available in Wayne in January, 2014.**

**Stage II**

(140 Classroom hours)

Stage II is a 140-hour program. To continue to Stage II you must be employed as a contracted teacher in the area on your CE, either full-time or part-time. The Stage II program is shaped by five interconnected themes. These themes consist of Planning and Preparation, Instructional Delivery, Classroom Environment, School Environment, and Professional Responsibilities.

Cost: $6,122 for credit, $2,400 for non-credit (subject to change)

Course #: NET 228 S1 non-credit
Course #: NET 230 S1 credit
Time: 6:00 pm – 9:30 pm
Place: Wayne, 125

For more information please visit our website at [www.pccc.edu/ce](http://www.pccc.edu/ce), or call 973-684-6202.

**Information Sessions for the New Pathways to Teaching in New Jersey Alternate Route Program will be held:**

- Tuesdays at 6pm
  - September 24, 2013
  - October 22, 2013
  - November 19, 2013
  - December 10, 2013
  at the PSA, Conference Room
  Wayne, NJ

**Introduction to Teaching (24 hours)**

This is a 24-hour course, (20 classroom hours and 4 observation hours) that all alternate route teacher candidates must take in order to obtain a Certificate of Eligibility (CE), the first step towards Standard Certification. 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 2nd edition by Levin – available only at the college bookstore.

Course #: NET 240 S2
Dates: Mon/Wed, Sep 16 – Oct 7
Time: 6:00 – 9:00 pm
Place: Wayne, 127

Course #: NET 240 S3
Dates: Tue/Thu, Oct 22 – Nov 12
Time: 6:00 pm – 9:00 pm
Place: Wayne, 125

Course #: NET 240 S4
Dates: Sat, Nov 2, 9, & 16
Time: 8:30 am to 4:00 pm
Place: Wayne, 125
Professional Development for Educators

Professional development workshops keeps teaching professionals up-to-date on new research on how children learn, emerging technology tools for the classroom, new curriculum resources, and more. The best professional development is ongoing, experiential, collaborative, and connected to and derived from working with students and understanding their culture.

*Great teachers help create great students!*

- 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 at all levels.
- 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.

20 Professional Development Hours will be awarded

**Material:** Available at College Bookstore Spanish for Educators Second Edition
William C. Harvey, M.S.
ISBN: 978-0-7641-3551-4

**Course #:** NET 180 M1
**Dates:** Tue/Thur October 29 - Dec 5
**Time:** 4:00-6:00 pm
**Place:** Paterson, Hamilton Club, HC 202

Cost: $130.00
**Course #:** NET 180 P1
**Dates:** Mon/Wed, Sept 30 - Nov 13
**Time:** 4:00 - 5:30 pm
**Place:** Passaic, 223

Tourette Syndrome Workshop: An Educator Inservice

Recognizing and Accommodating the Student with Tourette Syndrome, OCD, ADHD, and Related Disorders.
This course reviews the symptoms and characteristics of Tourette Syndrome (TS), Obsessive Compulsive Disorder (OCD), Attention Deficit Hyperactivity Disorder (ADHD), and related disorders. Diagnosis and clinical assessment are addressed, and detailed strategies and accommodations are provided in order to foster the emotional, social, and intellectual growth of the student. Implications for classroom management, IEP, and 504 plans are also discussed.

Cost: $89.00
**Course Code:** NTE 110 S1
**Date:** Mon, October 21
**Time:** 9:00 am - 12:00 pm
**Location:** Public Safety Academy, Wayne, Conference Room

Best Practices For Special Education Paraprofessionals

Special education paraprofessionals are an integral part of special education services within a school district. Their roles are multifaceted and can range from providing individualized assistance to a specific student to working with an entire classroom.

This workshop will help to define the role of the special education paraprofessional. It will provide training in line with best practices in positive behavioral supports in order to increase the skill set of paraprofessionals to better manage challenging behaviors and increase students’ independence.

**Program Objectives**

Participants attending this workshop will gain specific knowledge and skills in:
- Defining the roles of special education paraprofessionals within the classroom.
- Identifying and assessing specific challenging behaviors that are
interfering with students’ classroom functioning.

- Utilizing appropriate antecedent and consequence interventions based on the functions of specific challenging behaviors.
- Implementing positive behavioral supports to reduce challenging behaviors and promote pro-social behaviors.

Cost: $89.00  
Course Code: NTE 203 S1  
Date: Tue, December 3  
Time: 10:00 am - 1:00 pm  
Location: Public Safety Academy, Wayne, NJ Conference Room

**General Education Development (GED) Preparation Classes (36 hours)**

Any individual who has not graduated from high school and who wants the opportunity to earn the equivalent of the High School Diploma may take the GED. Passing the GED tests earns you a high school equivalency diploma. Having a GED can assist you by providing access to important educational and career opportunities. The GED Test Preparation classes cover the five sections that are on the test, language arts, reading and writing, mathematics, science and social studies. Instruction will include review and practice of those skills necessary for passing the GED exam.

The GED is changing in January 2014! Pass your test before the changes take place.

The GED test and testing fee are **NOT** included in this course.

Materials/Book: Complete GED Preparation by Steck Vaughn  

Cost: $195  
Course #: NET 183 M1  
Dates: Sat, Sep 21 – Nov 16  
Time: 9:00 am – 1:00 pm  
Place: Paterson, Broadway, B103

Course #: NET 183 P1  
Dates: Mon/Wed Oct 7 – Nov 13  
Time: 6:00 – 9:00 pm  
Place: Paterson, Hamilton Club  
HC 205

**GED Math (24 hours)**

This intensive math class is designed for anyone who took the GED test and failed the math portion, or anyone who needs help with just the math section. Topics include arithmetic operations, fractions, decimals, and the same types of math problems commonly found on the GED test.


Instructor: Professor Howard Schwartzberg  
Cost: $95  
Course #: NET 187  
Dates: Tue/Thu Sep 10 – Oct 3  
Time: 6:00 – 9:00 pm  
Place: Paterson, Founders Hall, E107

**College Test Preparation**

Prepare for ACCUPLACER  
Accuplacer is a suite of tests that determines your knowledge in math, reading and writing and computer skills as you prepare to enroll in college-level courses. Accuplacer is used to identify your strengths and weaknesses in each subject area and to help you improve your skills. The results of the assessment are used by academic advisors and counselors to place you in the appropriate college courses that meet your skill level.

Our **Math & English Refresher** courses may improve your placement scores and save you a semester or more! Review basic concepts for arithmetic, and college math, reading and writing. 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

Math Refresher Course
This course will review the basic concepts on the Accuplacer test such as college math, arithmetic and algebra.

Cost: $125
Course #: NET 188 M2
Dates: Tue/Thur, Oct 15 – Nov 7
Time: 6:00 – 9:00 pm
Place: Paterson, Founders Hall, E107

Course #: NET 188 M3
Dates: Tue/Thur, Nov 12- Dec 10
Time: 6:00 – 9:00 pm
Place: Paterson, Founders Hall, E107 (NO CLASS NOV 28)

English Refresher Course
This course will review the basic concepts on the Accuplacer test such as reading comprehension, sentence skills and meaning, and essay writing.

Cost: $125
Course #: NET 189 P1
Dates: Sat, Oct 19 – Nov 16
Time: 9 am – 1 pm
Place: Passaic, 224

TEAS® Test Preparation
This 20-hour class helps students sharpen their skills and develop a reliable study program to address the following content areas in the TEAS exam: Reading, Mathematics, and English and Language Arts Usage. This course increases your chances for success, but does not guarantee passing the test. The Test of Essential Academic Skills (TEAS) is designed to measure essential skills and academic readiness for entry level satisfactory performance in nursing education programs.


Cost: $115
Course #: NET-206-P2
Dates: Sat, Oct 12 – Nov 9
Time: 9:00 am to 1:00 pm
Place: Passaic, 223
The Poetry Center at Passaic County Community College

Cultural Affairs at Passaic County Community College

Located in the historic Hamilton Club Building in downtown Paterson, The Cultural Affairs Department is home to the Poetry Center, the Theater & Poetry Project, the Passaic County Cultural & Heritage Council (PCCHC), and the PCCC Art Galleries.

Poetry Center

Founded in 1980 by award-winning poet Maria Mazziotti Gillan, its executive director, has hosted thousands of poets over the years at its readings, workshops and conferences. These include poet laureates, Pulitzer Prize winners, Inaugural poets and others of national and international reputation. The Poetry Center’s connection with an urban multi-cultural, multi-ethnic community gives it a vibrancy, a unique flavor that influences its programming, which includes:

- The Distinguished Poets Series, featuring readings and workshops with well-known poets and open readings.
- Four literary contests—the Allen Ginsberg Poetry Award, The Paterson Poetry Prize, The Paterson Fiction Prize and the Paterson Prize for Books for Young People.
- The publishing of the annual Paterson Literary Review, and the monthly New Jersey Poetry Calendar.

For more information visit pccc.edu/poetry. For Maria Mazziotti Gillan’s webpage/blog visit www.mariagillan.com

The Theater and Poetry Project (TAPP)

TAPP presents an aesthetically exciting and comprehensive program including theater, music and dance performances, poetry writing workshops, and Meet-the-Author sessions to students of the Paterson Public Schools. In the spring, TAPP hosts an annual award ceremony and poetry reading for the winners of a student poetry contest with the Paterson Public Schools.


The Passaic County Cultural & Heritage Council (PCCHC)

Established in 1980 by Maria Mazziotti Gillan, its executive director, the PCCHC is the officially designated county arts, cultural and heritage agency, granting state funds annually to more than 50 Passaic County organizations. Through its local arts and history programming, the PCCHC strives to reflect the diversity and preserve the ethnic traditions and cultures of its communities.

Visit pccc.edu/pcchc for more information.

The Art Galleries at PCCC

The PCC Art Galleries present changing exhibits of contemporary art by regional, national and international artists in the Passaic County Community College’s Broadway, LRC and Hamilton Club Galleries. Guided tours are available to schools, community groups and the general public. Free Artist Talks and workshops are also offered to the community.

Visit http://www.pccc.edu/home/cultural-affairs/art-galleries for more details.
DISTINGUISHED POETS SERIES 2013-14

OCTOBER 12, 2013 - Paterson Literary Review (PLR)
NOVEMBER 2, 2013 - Jan Beatty & Robert Sward
DECEMBER 7, 2013 - Pablo Medina & Jackie Sheeler

FEBRUARY 1, 2014 - Allen Ginsberg Award Winners
MARCH 8, 2014 - Michael O’Siadhail & Maria Fama
APRIL 5, 2014 - Paterson Poetry Prize
MAY 3, 2014 - Great Falls Literary Festival

Free poetry readings begin at 1pm
Distinguished Poet Series
The Hamilton Club Building
32 Church St., 2nd Fl., Paterson, NJ
(Open readings follow the featured poets.)

Poetry Workshops:
A poetry workshop precedes each poetry reading.
Workshops, 10 am – noon, with one featured poet
Fee: $15 and pre-registration is required.

For more information, call 973-684-5444 or visit http://www.pccc.edu/poetry

POETRY WORKSHOPS FOR MATURE ADULTS (50 AND OVER)
Fall Poetry Workshop, @ Wanaque Academic Center
500 Union Avenue, Wanaque, NJ 07420
Thursdays: Sept. 26, Oct. 3, 10 & 17 from 1 – 3 pm.
$40 for 4 classes

For more information, contact: 973-684-6555 or sdesai@pccc.edu

The Poetry Center strives to maintain a barrier-free facility including complete access for patrons using wheelchairs, large print materials, and FM listening systems. Please contact 973-684-6555 for availability.

Mail registration form and fee to:
The Poetry Center at PCCC
One College Blvd.
Paterson, NJ 07505-1179
973-684-6555
www.pccc.edu/poetry

Download a registration form and get more details at:
http://www.pccc.edu/poetry

The Poetry Center was awarded a Citation of Excellence and is funded, in part, by a grant from the New Jersey State Council on the Arts/Department of State, a partner agency of the National Endowment for the Arts, and by funds from the National Endowment for the Arts.

The Poetry Center strives to maintain a barrier-free facility including complete access for patrons using wheelchairs, large print materials, sign-interpreted programs, and FM listening systems. Please contact 684-6555 for availability.
| THE POETRY CENTER AT PCCC |  
|--------------------------|---|
| **Allen Ginsberg Poetry Awards 2014** |  
| 1st Prize: $1,000  | 2nd Prize: $200  | 3rd Prize: $100  |  
| Deadline: April 1, 2014 (postmark). |  
| Unpublished poems only -- $18.00 entry fee |  
| **THE PATERS ON POETRY PRIZE** |  
| $1,000 Award -- February 1, 2014 Deadline |  
| Book of poems, 48 pages or more, published in 2013. |  
| **PATERSON PRIZE FOR BOOKS FOR YOUNG PEOPLE** |  
| $500 Award in each category in 2013 -- March 15, 2014 |  
| Pre-K - Grade 3  | Grades 4 – 6  | Grades 7 – 12 |  
| **THE PATERSON FICTION PRIZE** |  
| $1,000 Award -- March 15, 2014 Deadline |  
| Award for a novel or collection of short fiction published in 2013. |  

**PLEASE NOTE BOOKS CANNOT BE RETURNED.**  
For further information, call The Poetry Center at (973) 684-6555  
or visit our website for entry forms at [www.pccc.edu/poetry](http://www.pccc.edu/poetry)
The mission of the Emergency Response Training Programs are to provide first responders with high quality training that enhances their skills for responding to and recovery from manmade and natural events.

Located at the Public Safety Academy in Wayne, NJ, the following classes are hands-on, interactive classes with real-life simulation situations:

- Fire Official
- Emergency Medical Technician (EMT Basic)
- CPR for the Healthcare Provider
- EMT Integrated Refresher
- See below for more offerings

Classes can be taken as non-credit certificate courses or with college credit.

Other restrictions apply, see course descriptions for more detail.

Please call for more details (973) 304-6020.

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 Jersey regulations, the Fire Inspector course reflects 102 hours of instruction in the New Jersey Uniform Fire Code and the Uniform Construction Code. The class encompasses plan review and inspection for all commercial 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:

- 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
Date: Tues/ Thurs - Jan 28, 2014- Apr 17, 2014
(4 Saturdays: TBA)
Time: 6:30pm- 9:30pm
Place: Wayne Public Safety Academy
Fire Official (30 hours)
In accordance with New Jersey regulations, the Fire Official course reflects 30 hours of instruction in the New Jersey Uniform Fire Code and related Codes. The class will encompass administrative, legal, and organizational issues relevant in dealing with fire code administration in accordance with the NJ Department of Community Affairs, Division of Fire Safety, specifically UFC section N.J. A.C. 5:71-4.9 (g).

Textbook required: Current NJ State Uniform Fire Code (Red Book) *Textbook not included
Book available from the New Jersey Division of Fire Safety (609) 633-6134
Prerequisite: Fire Inspector

Cost: $255 (plus book)

Course #: NET 51 S1
Date: Tues/Thurs, Sept 26 - Oct 31
Time: 6:30pm- 9:30pm
Place: Wayne Public Safety Academy

Emergency Medical Services

Emergency Medical Technician (EMT Basic) (240 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 site.

Prior to the start of class, students must purchase a stethoscope. Students must also obtain a local criminal background check and proof of Tuberculosis (PPD) Testing within the first 14 days of class.

Prerequisite: Fluency in spoken and written English.
Cost: $1200.00
Materials/Book fee: Books must be purchased at the College Bookstore

Course #: NEM 211 S2
Dates: Tue, Wed, Thu every Saturday, Sept 7 – Dec 19
Time: Weekdays 7:00 – 10:30 pm; Sat 8:00 am – 5:00 pm;
Place: Wayne, Auditorium

PLEASE NOTE COURSE BEGINS ON A SATURDAY AT 8 AM
CPR for the Healthcare Provider (6 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 S1A
Date: Sat, Sep 7
Time: 9:00 am – 4:00 pm
Place: Wayne, Auditorium

Course #: NPF 42 S1
Date: Sun, Sep 15
Time: 9:00 am – 4:00 pm
Place: Wayne, Auditorium

Course #: NPF 42 S2
Date: Sun, Oct 6
Time: 9:00 am – 4:00 pm
Place: Wayne, Auditorium

Course #: NPF 42 S3
Date: Sun, Nov 3
Time: 9:00 am – 4:00 pm
Place: Wayne, Auditorium

Course #: NPF 42 S4
Date: Sun, Dec 1
Time: 9:00 am – 4:00 pm
Place: Wayne, Auditorium

Emt Refresher Training

EMT Integrated Refresher 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 S1 / GF1
Dates: Sep 27, 28, 29 & 30
Time: Fri & Mon, 6:00 – 10:00 pm; Sat & Sun, 8:00 am – 5:00 pm
Place: Wayne, 124

Course #: NEM 62 S2 / GF2
Dates: Oct 25, 26, 27 & 28
Time: Fri & Mon, 6:00 – 10:00 pm; Sat & Sun, 8:00 am – 5:00 pm
Place: Wayne, 124

Course #: NEM 62 S3 / GF3
Dates: Dec 1, 8 & 15
Time: Sun 8:00 am – 5:00 pm
Place: Wayne, 124

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, NJPEOSH and NFPA regulations and standards.

Cost: $20
Course #: NEM 17 S1
Date: Mon, Sep 16
Time: 6:00 – 10:00 pm
Place: Wayne, 131

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.

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

In addition, the National Incident Management System (NIMS), An Intro to IMS-700 will be covered.
Cost: $90  
Course #: NEM 204 S1  
Dates: Oct 5 & 6  
Time: Sat & Sun, 8:00 am – 5:00 pm  
Place: Wayne, 131

EMT CEU Credit: 16.5 Elective Credits

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

Weapons of Mass Destruction-Awareness (CBRNE) (4 hours)  
For Public Safety Personnel only, this course is designed as an introduction to Weapons of Mass Destruction and the threat posed by terrorists. This course emphasizes the recognition of nuclear, biological and chemical agent incidents, recognizing the signs and symptoms of exposure to NBC agents, the importance of decontamination and the actions appropriate to responders trained to the Awareness Level.

Cost: $20  
Course #: NEM 82 S1  
Date: Mon, Sep 23  
Time: 6:00 – 10:00 pm  
Place: Wayne, 131

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.

International Trauma Life Support (ITLS) (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  
Dates: Sun, Nov 10 & 17  
Time: 8:00 am – 5:00 pm  
Place: Wayne, 127

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: Nov 4 & 11  
Time: Mon, 6:00 – 10:00 pm  
Place: Wayne, 125

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 S1  
Dates: Oct 20, 27 & Nov 3  
Time: Sun 8:00 am – 5:00 pm  
Place: Wayne, 131

Cost: $120  
Course #: NEM 203 S2  
Dates: Dec 2, 3, 9, 10, 16 & 17  
Time: Mon & Tue 6:00 pm – 10:00 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.

For Groups By Request

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

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

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

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

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

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

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

EMT CEU Credit: 4 Elective Credits

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

Elective Credits

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

EMT CEU Credit: 8 Elective Credits
Paramedic Assistant (14 hours)
This 2-day course is open to currently certified NJ EMT’s. This course allows EMT’s to better understand the job of a paramedic and teaches the EMT how he/she can assist the paramedic in accomplishing different objectives. The course reviews the following: Anatomy/Physiology, patient assessment, medical emergencies, pharmacology, EKG recognition, IV therapy, and airway management.

EMT CEU Credit: 14 Elective Credits

Basic Automobile Extrication (8 hours)
Designed for the First Responder, this 8-hour course provides the student with knowledge of basic extrication techniques and the tools required for automobile rescue operations. Students learn how to stabilize a vehicle, gain access to a patient, stabilize and disentangle the patient, and properly prepare the patient for removal or transfer. In addition, students are required to complete two scenarios using a variety of hand and power tools.

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

Any First Aid Squad desiring in house training is encouraged to contact the Public Safety Academy and courses can be set up to accommodate your needs with training at your facility.

Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.
Online Courses
(Available through our Online Instruction Center at: www.ed2go.com/cepccc)

Get an online degree or certificate from the comfort of your own home. The Center for Continuing Education and Workforce Development, in partnership with ed2go (formerly Gatlin Education Services), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

• Start anytime (Courses start monthly)
• Set your own pace
• 24 hour access
• Affordable rates starting at just $95

Our programs are designed by a team of professionals from each respective field, who work to provide you with an effective web-based learning experience. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

Over 700 courses are available in the following areas:

Please check the individual course descriptions on the website for additional information.

Online Short Courses:
• Accounting & Finance
• Business
• College Readiness
• Computer Applications
• Design & Composition
• Health Care & Medical
• Language & Arts
• Law & Legal
• Personal Development
• Teaching & Education
• Technology
• Writing & Publishing

Now YOU can decide where and when!
General class requirements are: Internet access, email and 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.

Online Career Programs:
• Healthcare & Fitness
• Business & Professional
• IT & Software Development
• Management and Corporate
• Media & Design
• Hospitality & Service Industry
• Skilled Trades & Industrial
• Sustainable Energy & Going Green
• Online High School
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 2013
Sept. 18
Oct. 16
Nov. 13
Dec. 11

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

ONLINE CAREER TRAINING PROGRAMS
www.ed2go.com/cepccc

Develop new in-demand skills through online career training programs.

Start anytime in one of the many programs being offered and work at your own pace. Interact online with instructors and mentors. Career training programs are offered in the following areas: healthcare and fitness, business and professional, IT and software development, management and corporate, media and design, hospitality and service industry, skilled trades and industrial, sustainable energy and going green, and career online high school. The following are examples of some of the programs:

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.

Note: Prices are subject to change.

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

Urban Consortium

Through the Urban Consortium, a variety of programs are offered to provide academic enrichment and support for students ranging in age from pre-school to high school.

The office of Urban Consortium currently manages and administers Passaic County Community College’s Pre-College Programs.

- College Bound/GEAR UP (SMT, Science, Math Technology)
- Upward Bound
- Paterson Community Technology Center

Upward Bound

The Upward Bound program is designed to provide academic enrichment and support for 9th - 12th grade students who attend Passaic High School. This program provides instruction in a variety of academic subjects as well as necessary academic skills needed for success in secondary education. Students also receive assistance in gaining admission to post-secondary institutions.

Who is eligible?

1. Eligible Passaic High School students who demonstrate academic potential, and are in need of academic and motivational support to complete secondary school and pursue education beyond high school.

2. All Upward Bound services (including classes, transportation, textbooks, meals, and field trips) are provided free of charge to all eligible students. The cost is underwritten by a federally funded grant from the U.S. Department of Education and Passaic County Community College.
College Bound / GEAR – Up

The SMT (Science, Math, Technology) College Bound/GEAR-UP Program is designed to provide academic enrichment and support for 6th - 12th grade students who currently attend a target school in the Paterson School District.

The SMT program seeks to provide learning opportunities that parallel college prep curriculum, incorporates the Common Core Curriculum Content standards (CCCS), expands opportunities for hands-on activities, and supports students to select and pursue college majors and careers in the areas of Science, Math or Technology.

Who is eligible? To be eligible students must:
1. Attend PS# 2, PS #6, PS# 10, and/or one of the Paterson High School.
2. Be eligible for free or reduced lunch.
3. Be motivated and committed to preparing for college.

For More Information about the SMT College Bound/GEAR – UP Program please call 973-684-5294.

The Community Technology Center at PCCC is a newly renovated state-of-the-art facility that provides access to technology and technology training to local residents and community organizations. The following programs are free or low-cost and are also available in Spanish.

- Language, literacy, technology, and job building skills
- Resources, staff and space to support local non-profit organizations
- Targeted programs for community segments: Youth, After-school, Seniors
- Entrepreneurship workshops
- ESL Career bridge and college prep classes
- Interactive Resource Center
- Business Seminar Resources

The CTC is located at 218 Memorial Drive, Paterson, NJ, adjacent to PCCC’s main campus.

For more information, please visit our website at [http://www.pccc.edu/home/pctc/](http://www.pccc.edu/home/pctc/) or call 973-684-6003.
Call (973) 684-6153 or (973) 684-5782 Monday through Friday 8:30 am – 4:30 pm for information. Extended hours Monday and Thursday. Call first to confirm.

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 must be taken by the Bursar on the same day or you will be dropped from the class.

Online Courses: Registration
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 we consequently cannot accept your registration without a current telephone number.

Cost
Cost is listed with each course and may include fees if not listed separately. Payment must be made 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 skill 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, underemployed or displaced. 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

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

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

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

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

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

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

For classes that meet for 120 hours or more you must notify the Continuing Education Office 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.

continued on next page
Passaic County Community College
Registration Form For
Center for Continuing Education and Workforce Development

Student ID or Social Security Number __________________________ 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 __________________________

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Place</th>
<th>Start Date</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check Statements which apply:
☐ US citizen or permanent resident
☐ Non-resident alien
☐ Other

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

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

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

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

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

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

Student Signature __________________________ Date __________________________

For Official Use Only

Initial of Person Accepting Registration __________________________ Initial of Person Accepting Payment __________________________
☐ Cash ☐ Check ☐ Charge ☐ M.O.
☐ Staff ☐ Third Party

Cancellation Policy
• The college reserves the right to cancel courses or to change dates if necessary.
• Attempts will be made to notify students.
• Refunds take 4-6 weeks.
Look What's New

Health Science Track in Industry Center Training Project
Customer Service Training
Jobseeker Workshop
Spanish for the Workplace
Tourette’s Syndrome PD Workshop Vest
Practices for Special Ed Para Professionals