

cover

Continuing Education and Workforce Development

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

Continuing Education also hosts a GED Testing Center.

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

**Look what's new this Spring....
Spanish for the Workplace page 6**

JANUARY

S	M	T	W	T	F	S
	1	X	3	4	5	6
7	8					

FEBRUARY

S	M	T	W	T	F	S
14	X					
21	22					
28	29					

MARCH

S	M	T	W	T	F	S
	4	5				
11	12			1	2	3
10	X					
	4	5	6	7	8	9
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	X	X
8	9					
15	16					
22	23					
29	30					

MAY

S	M	T	W	T	F	S

JUNE

S	M	T	W	T	F	S
	6	7				
13	14					1
20	21					2
27	X					
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29

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

**January 2 & 15
February 19
March 24
April 6 & 7
May 28
June 4**

The Hamilton Club Conference Facility

Founded in 1890 by a group of Paterson's top industrialists, the Hamilton Club was intended as a place where members could pursue recreational, social, and intellectual activities amid congenial surroundings. Today Passaic County Community College is continuing that tradition in the Hamilton Club Conference Center. This center, in the original Hamilton Club building, combines the familiar warmth and comfort of the club along with modern meeting facilities. The center has small conference rooms and a large seminar room that can accommodate groups of approximately 100. Looking for a state of the art teleconferencing facility? We have it! The teleconference room can link to others sites or connect you with satellite meetings and conferences. Ample parking now available! Teleconferencing capabilities are also available in Wayne.

The Center, located at 32 Church Street in Paterson, is available for meetings and conferences. Floor plan and pictures are available on the web. To inquire about rental contact the Continuing Education Office at 973-684-6152 or jvanhassel@pccc.edu



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PCCC Locations

Main Campus

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

- **Founders Hall** (rooms with the E prefix), between Ellison St. and College Blvd.
- **Academic Hall** (rooms with the A prefix) between College Blvd. and Broadway
- **Hamilton Hall** (rooms with the H prefix) on Ellison St.
- **Hamilton Club Conference Center** (rooms with the HC prefix) on Church St. at the corner of Ellison St. Continuing Education is located on the third floor.
- **The Broadway Academic Center** (rooms with the B prefix) is located at 126 Broadway next to the PCCC Bookstore
- **Panther Academy** (rooms with the Z prefix) 201 Memorial Drive
- **Community Technology Center (CTC)** (rooms with the CTC prefix) 218 Memorial Drive

Wanaque Academic Center

500 Union Avenue, Wanaque, NJ
The Wanaque Academic Center or WAC is located approximately 1/4 mile from exit 55 of Rt. 287. This location has classrooms, science labs and computer labs. (All rooms have the W prefix.)

Public Safety Academy

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

Continuing Education and Workforce Development

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Allied Health

Whether you are interested in a new career or currently a health care professional, these exciting programs prepare students for various jobs available in health care! We offer Phlebotomy Technician, EKG Technician and Pharmacy Technician Certification Programs in the Spring 2007.

Patient Care Associate (100 hours)

This hospital approved patient care associate course focuses on learning the cognitive, affective and psychomotor skills necessary for the safe, effective and efficient execution of nurse-delegated task in an acute care setting. The course begins with the theoretical aspects of each task. Levels execute tasks with compassion and empathy at return demonstrations and at clinical exposure. Active student participation is expected.

Prerequisite: High School Diploma or GED, physical exam and background check
Coming this Spring. Call 973-684-6153 for a flyer and schedule. Call 973-684-5663 for advising.

Total Hours: 66 classroom hours;
40 Clinical hours

Place: Paterson, and clinical sites, Founders Hall

Phlebotomy Technician Certification Program

This 90 hour Certified Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. After completion of this program and after obtaining the necessary 120 hours of clinical practice, students are eligible to take the American Society of Clinical Pathologist (ASCP) National Phlebotomy Certification Exam as well as other National Certification Exams. Students become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and clinical training in skills and techniques to perform puncture methods.

Prerequisite: High School Diploma or GED
Cost: \$1,599.00

Materials/Book Fee: included in cost

Course#: NET 72 P1

Dates: T & Th, Feb 20 – May 17

Time: 5:30 - 9:30 pm

Total Hours: 90 classroom hours and
120 clinical hours.

Place: Paterson, Medical Assistant Lab,
Founders Hall

Pharmacy Technician Certification Program

This comprehensive 50 hour course prepares students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings - working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students



learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

Prerequisite: High School Diploma or GED

Cost: \$1,099.00

Materials/Book Fee: included in cost

Course #: NET 66 P1

Dates: M & W, March 26 – May 14

Time: 6:00 – 9:30 pm

Place: Paterson, HC 202

EKG/Cardiovascular Technician Certification Program

This comprehensive 50 hour Certified EKG Technician Program prepares students to function as EKG/Cardiovascular Technicians and to take the American Society of Phlebotomy Technician (ASPT) - Electrocardiograph (EKG) Technician exam and other National Certification Exams. This course includes important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of



patient contact, laboratory assisting, respiratory therapy assisting, electrocardiography and echocardiography. Students practice with equipment and perform hands on labs including introduction to the function and proper use of the EKG machine and the Holter Monitor, the normal anatomy of the chest wall for proper lead placement, echocardiography, 12-lead placement and other clinical practices.

Prerequisite: High School Diploma or GED

Cost: \$1,099.00

Materials/Book Fee: included in cost

Course #: NET 68 P1

Dates: M & W, May 2 – June 25

Time: 6:00 - 9:30 pm

Place: Paterson, Medical Assistant Lab, Founders Hall

Online Courses

Certificate in Gerontology (30 contact hours)

Earn a certificate proving you have the skills required to meet the health care needs of the rapidly aging population. \$209.00

Certificate in Complementary and Alternative Medicine (27 contact hours)

Enhance your professional marketability by gaining broad understanding of alternative health care options. \$229.00

Certificate in Spirituality, Health, and Healing (22 contact hours)

Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing. \$169.00

Certificate in Legal and Ethical Nursing (23 contact hours)

Mammography

Prepare for the ARRT registry in mammography! This 3 – credit course is designed to provide licensed/ARRT certified radiographers didactic preparation for the practice of mammography. Successful completion of this 3-credit course will be awarded as 48 Category A credits by the ARRT.

Prerequisites: Course participants must be licensed and/or certified by the American Registry of Radiologic Technologist as a diagnostic radiographer.

Cost: \$610.65 (tuition and fees)

Course #: RA-215

Dates: T, January 23 - May 8, 2007

Time: 6:00 - 9:00 pm

Place: PCCC Public Safety Academy
Call 973-684-5280 for additional information and to register.

Examine key legal and ethical issues to improve your practice and provide better patient care. \$149.00

Certificate in Perinatal Issues (14 contact hours)

Stay current with emerging trends affecting childbearing women, newborns, and families. \$99.00

Medical Office Assistant Certificate Program (620 Contact hours)

15 month study time. This 16 course, comprehensive Medical Office Assistant Program is designed for students who have no prior experience in the field and who want to learn the skills they need to enter it. Courses include: Office Procedures, Law and Ethics in Medicine, Medical Terminology, Anatomy and Physiology, Medical Information Management and Office Practice. \$1,198.00

**Call 973-684-6126 for more online
course information.**

Business and Industry

Entrepreneur Certificate Program

The New Jersey Small Business Development Centers (NJSBDC) network and the New Jersey Council of County Colleges (NJCCC) have partnered to provide a 33-hour Entrepreneur Certificate Program (ECP). The ECP gives entrepreneurs and existing small business owners an opportunity to learn about all the necessary steps to successfully start a new business and expand existing operations. The courses familiarize small business owners with business plans, legal issues, marketing strategies, financial statements, small business taxes, and small business record-keeping systems. Entrepreneurs and small business owners who successfully complete this program receive an official certificate issued by Passaic County Community College and the William Paterson Small Business Development Center. Courses may be taken individually.

All Entrepreneur Certificate classes meet:

Day: Tuesdays

Time: 6:00 - 9:00 pm

Place: Paterson, Hamilton Club, HC 202

Prerequisite: N/A

Ample parking available!

Classes will be offered in Wanaque – Fall 2007

The Business Plan (9 hours)

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

business growth) to help entrepreneurs and small business owners get off to a fast start.

Cost: \$119.00

Course #: NBS 160 P1

Dates: T, Mar 27, Apr 3 and 10

Marketing Strategies for Business Success (6 hours)

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

Cost: \$79.00

Course #: NBS 161 P1

Dates: T, Apr 17 and 24

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 undermining your business and more.

Cost: \$39.00

Course #: NBS 163 P1

Dates: T, May 8

Legal I - Start-up Specifics (3 hours)

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

Cost: \$39.00

Course #: NBS 165 P1

Dates: T, May 15

Legal II - Contracts (3 hours)

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

provisions (capital contributions, capital accounts, obligations of parties, termination of partnership, etc.).

Cost: \$39.00

Course #: NBS 166 P1

Dates: T, May 29

Small Business Record Keeping (6 hours)

Learn about the purpose and types of record-keeping systems for use as a management tool and to comply with governmental regulations/requirements. Key topics include: record-keeping systems for finance, personnel, suppliers, customers, and others; ways to establish simple, easily accessible and accurate documentation for information relating to accounting/tax planning, general ledger, balance sheet, financial statements, inventory control, cash flow management, accounts payable, accounts receivable, cash receipts, cash disbursements, profit and loss controls and more; analysis of record-keeping systems to ensure that your small business effectively manages financially significant items that enhance small business opportunities and growth potential.

Cost: \$79.00

Course #: NBS 164 P1

Dates: T, Jun 5 and 12

Small Business Taxes (3 hours)

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

Cost: \$39.00

Course #: NBS 162 P1

Date: T, Jun 19

Spanish for the Workplace (24 hours)

Participate in basic exercises and learn simple conversational phrases you can use at work. Practice in a friendly relaxed atmosphere designed to encourage conversation in Spanish. Learn to speak and understand some general and basic Spanish found in routine interchanges during the workday.

Prerequisite: N/A

Cost: \$189.00

Materials/Book Fee: \$25.00

Course #: NHU 23 P1

Dates: Sa, Mar 3 – Apr 28

Time: 9:00 am - 12:00 pm

Place: Paterson, Panther Academy, Z 118

Course #: NHU 23 PS1

Dates: T, Mar 27 – May 15

Time: 6:00 - 9:00 pm

Place: PSA, TBA

Attention Employers!
Contract Training for Employees.
Call 973-684-6213
for additional information.

Computer Training

Windows XP (6 hours)

Get the most out of Windows. This hands-on introduction to the Windows XP Operating System includes moving, resizing, and minimizing windows, customizing the start menu, using My Computer, viewing and changing taskbar properties, adding items to the taskbar, using the quick launch toolbar, using the Windows Interface to learn software application and switching between applications, and using the system tray icons. Additional topics include using Windows Explorer to view files and folders, create and rename folders, copy and move files, delete files, customize and control toolbars, and using the address bar, and folders.

Prerequisite: N/A

Cost: \$79.00

Materials/Book Fee: \$25.00

Course #: NCC 41 Q1

Dates: Sa, Jan 27 and Feb 3

Time: 9:00 am - 12:00 pm

Place: WAC, W-111

Course #: NCC 41 Q2

Dates: T & Th, Jun 5 and 7

Time: 6:30 - 9:30 pm

Place: WAC

Business Special Computer Package (6 hours)

E-mail, MS PowerPoint and Surfing the Internet. Created for the office professional, this course combines the basics of e-mail, MS PowerPoint and surfing the Internet. Become a well-rounded office staff member. Add to your office skills to upgrade your present position or to secure a new one.

Prerequisite: N/A

Cost: \$79.00

Materials/Book Fee: \$25.00

Course #: NCC 114 Q1

Dates: Sa, Apr 28 and May 5

Time: 9:00 am - 12:00 pm

Place: WAC, W-111

MS Excel (6 hours)

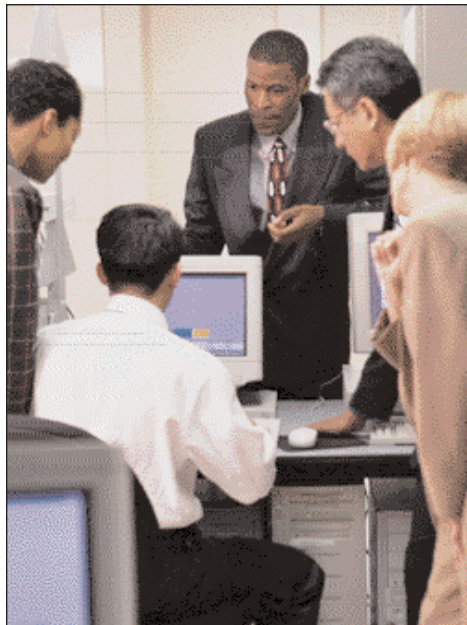
Here is your opportunity to get a strong foundation in Excel. In Part I, learn to create, edit, print, format, and save spreadsheets. Learn to create formulas, charts and graphs, and time saving features that include AutoSum, Autofill, and Comments. Learning these features will help you create interesting spreadsheets to make your reports easy to understand and impressive to your reader.

In Part II, learn how to use more powerful functions, linking spreadsheets, advanced charting features, and creating macros. In addition, participants learn database features that include sorting, filtering, subtotals, and pivot tables and creating macros.

Prerequisite: Proficient use of mouse, keyboard and Windows

Cost: \$79.00 each part

Materials/Book Fee: \$25.00 each part



MS Excel Part I

Course #: NCC 112 P1-A

Dates: Sa, Feb 17 and 24

Time: 9:00 am - 12:00 pm

Place: Paterson, CE Founders Hall Computer Lab

Course #: NCC 112 Q1-A

Dates: Sa, Mar 17 and 31

Time: 9:00 am - 12:00 pm

Place: WAC, W-111

Course #: NCC 112 Q2-A

Dates: T & Th, Jun 12 and 14

Time: 6:30 - 9:30 pm

Place: WAC

MS Excel Part II

Here is your opportunity to strengthen your foundation in Excel.

Course #: NCC 112 P1-B

Dates: Sa, Mar 10 and 17

Time: 9:00 am - 12:00 pm

Place: Paterson, CE Founders Hall Computer Lab

Course #: NCC 112 Q1-B

Dates: Sa, Apr 14 and 21

Time: 9:00 am - 12:00 pm

Place: WAC, W-111

Course #: NCC 112 Q2-B

Dates: T & Th, Jun 19 and 21

Time: 6:30 - 9:30 pm

Place: WAC

MS PowerPoint (6 hours)

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

Prerequisite: Proficient use of mouse, keyboard and Windows

Cost: \$79.00

Materials/Book fee: \$25.00

Course #: NCC 53 P1

Dates: Sa, Apr 21 and 28

Time: 9:00 am - 12:00 pm

Place: Paterson, CE Founders Hall Computer Lab

Course #: NCC 53 Q1

Dates: Sa, Apr 21, 28 and May 5

Time: 12:00 – 2:00 pm

Place: WAC, W-111

Course #: NCC 53 Q1

Dates: M & W, Jul 9 and 11

Time: 6:30 – 9:30 pm

Place: WAC

MS Access Part 1 (6 hours)

This hands-on course introduces participants to relational database design concepts including, table creation, defining a primary key, and customizing data types. Learn to create filters and queries, create and use forms to better control data input and create reports for efficient presentation of your information.

Prerequisite: Proficient use of mouse, keyboard and Windows

Cost: \$79.00

Materials/Book fee: \$25.00

Course #: NCC 131 Q1

Dates: Sa, Mar 17, 31 and Apr 14

Time: 12:00 - 2:00 pm

Place: WAC, W-111

Course #: NCC 131 Q1

Dates: M & W, Jul 16 and 18

Time: 6:30 – 9:30 pm

Place: WAC

MS Word (6 hours)

Get the basics and beyond. Whether you use Microsoft Word for school, home or office, this is the opportunity to get a good command of the program. In Part I, learn to create, edit, save and format documents while you add a professional touch to the printed work that you produce. In Part II, learn the mechanics of creating columns, headers and footers, styles, importing graphics and mail merge features.

Prerequisite: Basic knowledge of typing and computer application

Cost: \$79.00 each part

Materials/Book Fee: \$25.00 each part

MS Word Part I

Course #: NCC 107 Q1-A

Dates: Sa, Feb 10 and 17

Time: 9:00 am - 12:00 pm

Place: WAC, W-111

Course #: NCC 107 Q1-A

Dates: M & W, Jul 23 and 25

Time: 6:30 – 9:30 pm

Place: WAC

MS Word Part II

Course #: NCC 113 Q1-B

Dates: Sa, Feb 24 and Mar 10

Time: 9:00 am - 12:00 pm

Place: WAC, W-111

Course #: NCC 113 Q1-B

Dates: M & W, Jul 30 and Aug 1

Time: 6:30 – 9:30 pm

Place: WAC

Course #: NCC 113 P1-B

Dates: Sa, May 5 and 12

Time: 9:00 am – 12:00 pm

Place: Paterson, CE Founders Hall Computer Lab

Online Courses

Introduction to Microsoft Excel 2003

Discover the secrets to setting up fully formatted worksheets quickly. \$79.00

Intermediate Microsoft Excel 2003

Work faster and more productively by learning to use some of Excel's most powerful tools. \$79.00

Introduction to Microsoft PowerPoint 2003

Create dazzling slide presentations with multimedia, charts, outlines, graphs, clip art, and hypertext links. \$79.00

Intermediate Microsoft PowerPoint

PowerPoint pro shows you how to create presentation that engages your audience and keeps them riveted to the story you need to tell. \$79.00

Introduction to Microsoft Access 2003

Learn how to store, locate, print and automate access to all types of information. \$79.00

Intermediate Microsoft Access 2003

Learn to build a fully automated database management system with forms, graphics and more. \$79.00

Introduction to Microsoft Word 2003

Learn how to create and modify documents with the world's most popular word processor. \$79.00

Intermediate Microsoft Word 2003

Take advantage of Word's publishing capabilities to create eye-catching documents. \$79.00

Advanced Microsoft Word 2003

Learn how to create and use macros, short cuts, form letters, mailing labels, queries and more. \$79.00

PC Repair Career Certificate Program (180 contact hours)

12 month study time. Students of PC Repair learn to understand exactly how computers function and communicate. They learn to troubleshoot, install, and maintain them, add repair peripherals, and how to remove and replace CPUs, motherboards, and memory. \$1,198.00

Community Technology Center (CTC) At PCCC

The Community Technology Center at PCCC is offering the following workshops. For additional information, please call 973-684-6072 or 973-684-6003.

Basic Computers and Financial Literacy

In this innovative workshop, you will learn basic computer concepts as well as how to use the latest technologies to enjoy all the benefits of a well managed budget.

- Do you fight with your spouse because of money issues?
- Is it hard for you to figure out what payments to make each month?
- Do you know what is necessary to establish good credit?
- Do you know how to prepare and maintain a budget?
- Do you want to own a house but don't know where to start
- Do you want to have money to take the vacation of your dreams or pay college loans?

If you answered YES to any of these questions, this workshop is for you.

Note: This is an 11-day workshop

Cost: \$25.00

Course #: NTC 101

Place: CTC

How to Buy your Home Computer

Baffled by all that is available and no idea where to start? Let an expert answer your questions and guide you through the computer selection maze. Some topics covered include: memory speed, modem speed, hard drive capacity, DVD or CD-Rom software compatibility.

(Note: This is a 2-day workshop.)

Cost: \$5.00

Course #: NTC 102

Place: CTC

Repairing and Maintaining your Home Computer

Class will focus on checking for and installing Windows updates, scheduling virus scans, Scandisc, Disk Defragmenter, Safe Mode and System Backup/Recovery.

(Note: This is a 4-day workshop.)

Cost: \$10.00

Course #: NTC 103

We have morning and late afternoon classes. Call for dates.

COMMUNITY TECHNOLOGY CENTER (CTC)
AT PCCC
218 Memorial Drive
Paterson, NJ 07505
973-684-6072 or 6003
ctc@pccc.edu

Centro De Tecnologia Comunitario (CTC) De Passaic County Community College

El Centro De Tecnologia Comunitario De PCCC Esta Ofreciendo Los Siguienes Cursos

Computación y Finanzas: Un curso integrado de computación y finanzas que consiste de 11 clases de 3 horas cada una. En este curso innovador, usted aprenderá de manera integrada como utilizar la tecnología actual para disfrutar de todos los beneficios del buen manejo de su dinero. Estos son algunos de los temas que aprenderá:

- Mecanografía computarizada
- Como crear un documento y como modificarlo con Microsoft Word
- Como agregar tablas, símbolos, fechas, y gráficos
- Como hacer volantes, invitaciones, y propagandas
- Como usar el Internet
- Como mandar correo electrónico (E-mail)
- Preparar su presupuesto
- Obtener una copia de su reporte de crédito
- Obtener un crédito bancario
- Ahorrar e invertir su dinero
- Adquirir un préstamo hipotecario

Costo: \$25.00

(Nota: Este curso dura 11 días)

Como Comprar una Computadora:

¿Le confunden todas las opciones y no sabe por donde empezar? Deje que un experto le conteste todas sus dudas y lo guíe en la selección de su computadora. Algunos de los temas a tratar serán: memoria, velocidad, velocidad del modem, capacidad del disco rígido, DVD o CD-ROM, compatibilidad de programas (software).

Costo: \$5.00

(Nota: Este curso dura dos días)

Reparando y Manteniendo su Computadora:

Esta clase le enseñará como encontrar e instalar actualizaciones para Windows, como revisar y detectar virus en su computadora, como usar el "ScanDisc", defragmentar el disco rígido, usar el "Modo Seguro" y, como grabar y recobrar archivos en su sistema.

Costo: \$10.00

(Nota: Este curso dura 4 días)

Tenemos clases por la mañana y por la tarde. (Llame para averiguar las fechas.)

Culinary Arts Program

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

This course is designed to introduce the basics of the food service industry to prepare students for employment. Successful completion of this hands-on course counts as six months of industry experience. The following topics are covered: sanitation and safety, menu building, stocks, soups & sauces, nutritional awareness, plate presentation, food costing, catering techniques, basic cooking methods, weight & measures, baking techniques and more.

During the Food Service Preparation program students learn and work in a real time commercial kitchen. This program is on an open admissions schedule in which students begin the program on a monthly basis. Hours are individually calculated to reach course completion dates. This program is approved for Pell Grant, financial aid assistance.

Part A

Tuition: \$1,825.00

Materials/Book Fee: \$175.00

Course #: NJS 17 P1A (day)

Dates: M - F

Time: 7:30 am - 3:30 pm

Place: Paterson, Cafeteria

Course #: NJS 18 P1A (evening)

Dates: M - F

Time: 2:30 pm - 8:00 pm

Place: Paterson, Cafeteria

Part B

Tuition: \$1,825.00

Materials/Book Fee: \$175.00

Course #: NJS 17 P1B (day)

Dates: M - F

Time: 7:30 am - 3:30 pm

Place: Paterson, Cafeteria

Course #: NJS 18 P1B (evening)

Dates: M - F

Time: 2:30 pm - 8:00 pm

Place: Paterson, Cafeteria

* Flexible schedule can be arranged

** Spanish instruction available in the evenings

Basic Baking (550 hours)

This course includes the preparation of simple dough to be used for various types of breads and rolls; and dough for cakes and pastries. Students learn the oven preparation for baking each item including time and temperature. Finishing touches are taught with the basics of cake decorating. This clock-hour program is on an open admissions schedule in which students may begin the program on any Monday. Hours are individually calculated to reach course completion dates.

Tuition: \$1,685.00

Materials/Book Fee: \$315.00

Course #: NJS 29 P1

Dates: M - F, by appointment only

Time: Arranged with the Chef

Place: Paterson, Cafeteria

Kitchen Management (30 hours)

Non-chef managers and supervisors join us to learn the back of the house. This course is a combination of classroom basics, kitchen management theory and practical hands-on activities. Gain knowledge and experience in inventory, cash flow, organization, production planning and more.

Cost: \$450.00

Course #: NJS 105 P1

Dates: Arranged by Chef

Time: Arranged by Chef, Evenings

Place: Paterson, Cafeteria



Become a United States Citizen

Civics Education and Naturalization (12 hours)

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

Naturalization Requirements

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

Cost: Free

Course #: NET 185 P1

Dates: Mar 31, Apr 14 – May 12

Time: 10:00 am – noon

Place: Paterson, Panther Academy, Z 125

Cost: Free

Course #: NET 185 P2

Dates: Jun 5-26, Jul 10-17

Time: 6:00 – 8:00 pm

Place: Paterson, CTC

The PCCC Foundation Opens the Door to Opportunity!

Since 1976, the PCCC Foundation has been able to award nearly \$1 million in scholarships to PCCC students through the generous support of individuals and businesses. All contributions to the Foundation are tax deductible to the extent allowed by state and federal law.

Contact information

phone: (973) 684-5656

email: foundation@pccc.edu

fax: (973) 523-6085

Please make checks payable to
the PCCC Foundation

PCCC Child Care Center

Daytime Program

for 2-4 year olds

7:00 a.m. – 5:00 p.m.

Paterson Campus

New After School Program

for 2-8 year olds

Monday – Thursday

3:30 – 10:00 p.m.

Paterson Campus

For details call 973-684-5915



PCCC
Nothing so near can take you so far!

Customized Training

...to meet your organization's needs

Training designed to bring you focused, measurable results.

Classroom instruction reinforces your commitment to your employees.

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

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

Employee participation is documented and is recognized through an approved option or combination of the following:

- Certificate of Completion
- Continuing Education Units
- A specialty program certificate

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

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

And more...

New Jersey Department of Labor and Workforce Development Training Grant

Upgrade Your Workers' Skills with a New Jersey Department of Labor and Workforce Development Training Grant in cooperation with PCCC Continuing Education.

Customized Training Program

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

Recommend skills training programs and customize them to provide maximum benefit to businesses.

Provide training grants for basic literacy skills including English as a second language.

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

DOL Literacy/Basic Skills ESL & Grant:

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

Eligibility

Potential eligible applicants for a Customized Training grant include:

- Individual employers.
- An employer organization, labor organization or community-based organization.
- A consortium comprising one or more educational institutions and one or more individual employers or labor, employer or community-based organizations that seeks to address common training needs in demand occupations within a particular industry.

**Call PCCC Continuing Education for a free Customized Training consultation:
Tel: (973) 684-6153 or email
lhiscano@pccc.edu**

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



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

The Center for Workforce Development

Mock Learning Center (560 hours, 16 weeks)

The PCCC Mock Learning Center has been established to enable Work First New Jersey customers to explore career paths and to connect work-ready participants to employment. Created with the intent of bringing together TANF participants and employers, this program provides companies with trained employees, and at the same time, builds partnerships between employers and prospective employees. Concentrated efforts are being made in the area of food service. Students in the project will participate in an environmental learning process, customized basic skills that strengthen their employability skills and industry knowledge. All referrals to the Mock Learning Center are made through the Passaic County Board of Social Services. Employers have the opportunity to train and motivate the students at their respective worksites. If you would like to participate as an employer, contact Pat Nole at 973-684-5748 for additional information.

Prerequisite: 4.0 in reading and math as provided by the TABE and a definite interest in food service.

Course #: NJS 107 P1

Dates: M - F, Begins every month - Jan- Aug

Time: 8:30 am - 11:30 am

Place: Paterson, Broadway Academic Center, MLC

Have you received public assistance within the last five years? Call us. You may qualify for FREE training!



Project LEARN (630 hours, 18 weeks)

Project LEARN is an innovative distance learning program. Combining computer-based instruction, alternative work experience, and campus learning, this program prepares students for positions in the office environment, namely, clerical and entry-level office positions. In addition to skills acquired through this project, self-motivation is the key to successful completion. Home instruction is provided through the use of laptop computers. Job placement assistance is also provided.

Prerequisite: Participants must be receiving Temporary Assistance for Needy Families. (TANF). Potential students must have a minimum of a fifth grade reading level and have the ability to read, write and converse in English. In addition they must have a working telephone line in their home. All referrals to Project LEARN are made through the Passaic County Board of Social Services. For more information, please contact Pat Nole, Project Learn Coordinator at 973-684-5748 or pnole@pccc.edu.

Course #: NJS 103 P1

Day(s): orientation week and Thursdays

Dates: Begins every month,

September - December

Time: 8:30 am - 1:00 pm

Place: Paterson, Broadway Academic Center,

Patient Care Associate (100 hours)

This hospital approved patient care associate course focuses on learning the cognitive, affective and psychomotor skills necessary for the safe, effective and efficient execution of nurse-delegated task in an acute care setting. The course begins with the theoretical aspects of each task. Levels execute tasks with compassion and empathy at return demonstrations and at clinical exposure. Active student participation is expected.

Coming this Spring.

See Allied Health Section on page 4 for additional information.



The GED Center

GED Test Preparation (36 hours)

Improve your skills and develop a reliable study program in all five areas required to obtain your GED. Participants are required to do work at home as well as in class. Learn strategies to maximize your choices for success. For your convenience, all books and materials are provided. *GED testing and fee NOT included in this course.*

Cost: \$189.00

Materials/Books Fee: \$35.00

Course #: NET 183 P1

Dates: Sa, Feb 17 – May 12

Time: 9:00 am - 12:00 pm

Place: Paterson, Panther Academy, Z 124

Course #: NET 183 P2

Dates: M, Feb 26 – Jun 4

Time: 7:05 - 9:45 pm

Place: Paterson, TBA

Course #: NET 183 P3

Dates: Sa, Mar 10 – Jun 9

Time: 9:00 am - 12:00 pm

Place: Paterson, Panther Academy, Z 112

Course #: NET 183 P4

Dates: T & Th, Jun 12 – Aug 8

Time: 6:00 - 8:00 pm

Place: Paterson, TBA

GED Test Preparation – Math Only! (24 hours)

Improve your math skills and develop a reliable study program in math to obtain your GED. Participants are required to do work at home as well as in class. Learn strategies to maximize your choices for success. For your convenience, all books and materials are provided. *GED testing and fee NOT included in this course.*

Cost: \$126.00

Materials/Book Fee: \$35.00

Course #: NET 187 P1

Dates: Sa, Mar 10 – May 11

Time: 9:00 am - 12:00 pm

Place: Paterson, Panther Academy, Z 116

GED Testing Center

Testing is by advanced registration ONLY!

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

- To register for the GED Test you must bring two forms of identification to 126 Broadway, Monday through Friday between the hours of 9:00 am and 3:00 pm and until 6:00 pm Monday and Thursday. The primary identification must be a New Jersey, government-issued ID with a date of birth, photograph, address, and signature. The secondary identification must be a document such as a social security card, employee ID, valid passport, etc. You must be a resident of the State of New Jersey to take the test.
- Candidates who are 16 or 17 years of age will have to complete a certificate of consent, signed by their parent or legal guardian (court documentation required for signing by a legal guardian), verifying that you are no longer enrolled in school. GED Tests may be taken

two times within six months after your initial testing without additional fees. You can only take the test three times in a calendar year.

- Specific times will be given for each test if you are re-testing. You must submit your blue card or payment for re-tests before your registration will be taken.

Prerequisite: It is recommended that you take a GED prep class prior to taking the GED but not required.

Cost: \$25.00 money order payable to The Treasurer, State of New Jersey

Course #: NET 138 P1

Dates: Jan 23 - 24

Time: 8:30 am - 2:30 pm

Place: Paterson, CTC Room 102

Course #: NET 138 P2

Dates: Feb 27 - 28

Time: 8:30 am - 2:30 pm

Place: Paterson, CTC Room 102

Course #: NET 138 P3

Dates: Mar 27 - 28

Time: 8:30 am - 2:30 pm

Place: Paterson, CTC Room 102

Course #: NET 138 P4

Dates: Apr 17 - 18

Time: 8:30 am - 2:30 pm

Place: Paterson, CTC Room 102

Course #: NET 138 P5

Dates: May 22 - 23

Time: 8:30 am - 2:30 pm

Place: Paterson, CTC Room 102

Course #: NET 138 P6

Dates: June 12 - 13

Time: 8:30 am - 2:30 pm

Place: Paterson, CTC Room 102

Course #: NET 138 P1

Dates: July 24 - 25

Time: 8:30 am - 2:30 pm

Place: Paterson, CTC Room 102

Course #: NET 138 P2

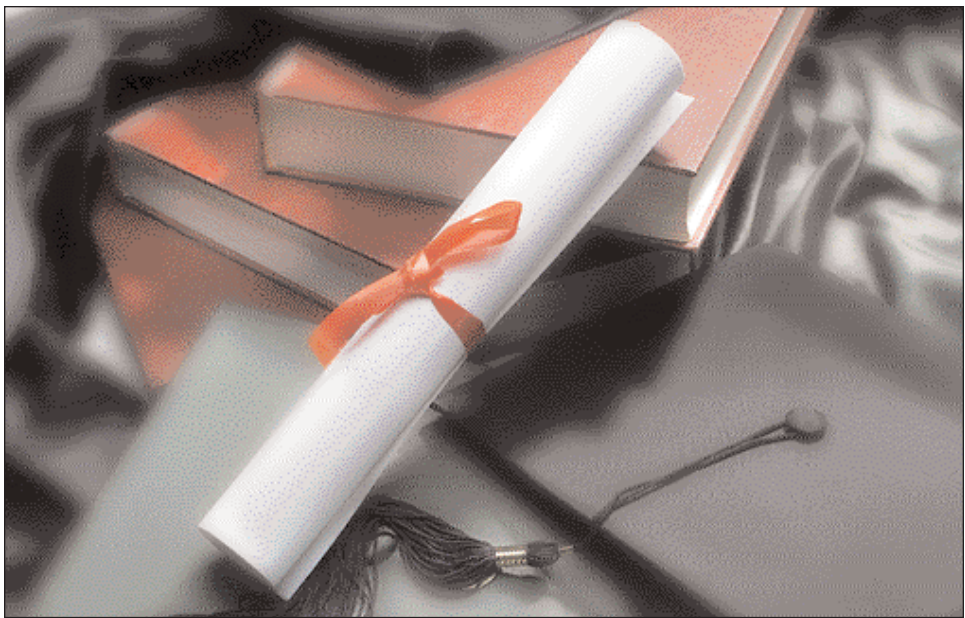
Dates: Aug 28 - 29

Time: 8:30 am - 2:30 pm

Place: Paterson, CTC Room 102

The GED Testing Services have long provided accommodations to candidates with disabilities and is committed to compliance with the requirements of the American Disabilities Act (ADA). In an effort to make GED tests accessible to all applicants, accommodations are made for candidates with diagnosed physical, mental, sensory, or learning disability who can provide appropriate documentation from a qualified professional verifying the impairment and its affect on their ability to take the GED Test under standard conditions.

A form must be secured from the GED Testing office prior to these accommodations being approved. It is the responsibility of the candidate to have this form completed and returned so it can be processed accordingly.



Test Preparation

SAT Preparation! Focused Thinking™ on the SAT

In this 30 hour course, you develop the skills needed to succeed on the SAT Reasoning Test™. You enhance your ability to solve problems creatively, comprehend difficult written, oral, and graphic material quickly, and analyze logical arguments insightfully, thereby achieving top performance on the SAT and beyond. Instruction is given in all three areas of the test – critical reading, math, and writing. The use of SAT preparation test questions and Focused Thinking™, a method which teaches you how to direct thinking to the right issue at each step of every thought process, maximizes your SAT performance while sharpening your thinking skills.

Special Introductory Tuition: \$255.00

Materials/Book fee: \$40.00

Course #: NET 181 Q1

Dates: Sat, Feb 10 – Apr 28

Time: 10:00 am – 1:00 pm

Place: Wanaque Academic Center, W-119

Call 973-684-6126 for additional information.

* Students enrolled in this class must register separately for the SAT Reasoning Test through the College Board.

Do you know a shining Star?

New Jersey high school students who graduate in the top 20% of their class are eligible to receive free tuition at PCCC through the NJ STARS program.

For more information, please contact the Admissions Office at 973-684-6868.

Online Courses

Online GED Test Preparation Prepare for the GED Math Test

Master the skills you'll need to successfully pass Test 5 in the GED test series. \$79.00

GRE Preparation - Part 1 (Verbal and Analytical)

Discover powerful strategies for success in the verbal and analytical sections of the GRE (course 1 of 2). \$79.00

GRE Preparation - Part 2 (Quantitative)

Learn a variety of useful techniques for tackling the math section of the GRE (course 2 of 2). \$79.00

SAT/ACT Part I

So, you've decided you're going to college. Now you just need to take the entrance exams! SAT/ACT Preparation Part I is designed to prepare you for the reading, English, and science sections of the ACT and the critical reading and writing sections of the new SAT 2005. You'll refresh your knowledge of verbal topics and learn techniques that can help you relieve test-taking anxiety. \$79.00

SAT/ACT Part II

This course will prepare you to fly through the math questions on both the ACT and the SAT. You'll refresh your knowledge of math subjects by reviewing arithmetic, algebra, geometry, trigonometry, and statistics as well as the Student Produced Response questions on the SAT. In addition to preparing you for specific question types on both exams, this course will give you pointers on time management, anxiety relief, scoring, and general standardized test-taking. \$79.00

Please see the website (www.ed2go.com/cepccc) for textbook/course requirements.

See page 14 for additional GED prep courses.

Human Resources in Wayne

Essentials of Human Resource Management (18 hours)

This is an introductory-level course offering an overview of the human resource function. This program is designed for people new to HR, those who want to strengthen their employee management skills, or employees looking to increase opportunities for career advancement. Learn how to limit your company's exposures to HR related lawsuits: sexual harassment, age discrimination, or FMLA. This 18-hour program provides participants the opportunity to earn CEU's and a SHRM Certificate of Completion. This program covers many of today's most timely HR issues.

Participants:

- Review key pieces of federal legislation on sexual harassment, age discrimination and the Family and Medical Leave Act (FMLA).
- Explore the role of the Equal Employment Opportunity Commission (EEOC) and understand its investigation process.
- Improve employee recruitment and selection while avoiding legal pitfalls.
- Evaluate the methods of employee compensation and benefits.
- Understand the importance of effectively communicating, base pay, incentive compensation and benefits information to all levels of staff.

Course #: NHR 100 PS1

Cost: \$145.00

Materials/Book Fee: \$150.00

Dates: T, Mar 6, 13, 20, 27, Apr 3, 10

Time: 6:00 - 9:00 pm

Place: PSA, TBA

Course #: NHR 100 P2

Cost: \$145.00

Materials/Book Fee: \$150.00

Dates: M, Jun 4 - Jul 9

Time: 6:00 - 9:00 pm

Place: PSA, TBA

The SHRM Learning System 2007 (39 hours)

Whether you are interested in professional development or pursuing human resource certification, you will find The SHRM Learning System to be a complete, easy-to-use learning and reference tool. You receive a comprehensive training program through a blended format of workbooks, learning software, and Web-based study tools to enhance effectiveness. The six workbook modules cover the HRCI body of knowledge tested in PHR/SPHR Certification Exams. The course strengthens competencies and productivity through effective HR training. You sharpen your test-taking skills and increase your confidence. A Certificate of Completion is awarded for passing the final examination. All material has been reviewed by subject-matter experts and legal counsel. The six separate modules include:

Module One: Strategic Management

Module Two: Workforce Planning and Employment

Module Three: Human Resources Development

Module Four: Compensation and Benefits

Module Five: Employee and Labor Relations

Module Six: Occupational Health, Safety and Security

Please note that in order to earn either the PHR/SPHR designation, candidates must have at least two (2) years of exempt-level experience in the HR field. Testing Certification is not included in this course. If you have any further questions regarding the PHR/SPHR exams, please visit www.hrci.org; call HRCI at 800-283-7476 or e-mail hrci@shrm.org.

Course #: NHR 150 PS1

Cost: \$950.00 includes books and materials

Dates: M, Feb 26 - May 21

Time: 6:30 - 9:30 pm

Place: PSA, TBA

Human Services

For current course schedule, call 973-684-6153. All courses require permission of Professor Michael D'Arcangelo. Call for advisement 201-475-8231 or 973-684-5759.

Human Services Specialist Certificate

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

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

Qualify for entry-level employment in the field of counseling and addictions.

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

- Apply counseling theories and techniques to guide clients in obtaining their goals and to assist in the change process
- Implement the theories and skills necessary to be a successful group facilitator
- Define the functions of a service agency and its delivery of services

The Human Services Specialist Certificate program includes the following courses:

- Introduction to Human Services

- Counseling Techniques
- Group Dynamics
- Drugs, Society and Human Behavior
- Introduction to Psychology
- Psychology of Human Growth & Development
- Psychology of Personality
- Abnormal Psychology
- Behavior Modification

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

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

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

Cost: Each course is \$295.65 plus texts. Texts may be purchased at the bookstore.

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

Licensed Clinical Alcohol and Drug Counselor (LCADC), Certified Alcohol and Drug Counselor (CADC) and Chemical Dependency Associate (CDA)

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

Required educational domains:

- Introduction to Human Services (HS 101)
- Counseling Techniques (HS 203)
- Group Dynamics (HS 204)
- Drugs, Society and Human Behavior (HS 209)
- Abnormal Psychology (PS 203)
- Psychology of Human Growth and Development (PS 102)

To register call 973-684-6153 for additional information and course schedule. January 18 is the last day for regular registration. Classes begin January 19. Last date Late Registration: January 24. Participants must also meet with Professor D’Arcangelo for advisement, by appointment 973-684-5759. Or 201-475-8231.

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

New! Nu-Entry: Crime & Punishment

A Professional Certificate in Case Management for Ex-Offenders is now being offered at Passaic County Community College in cooperation with Pilgrimage Outreach, Inc./NuLeadership Policy Group!

Nu-Entry: An Analysis of Crime and Punishment in Urban America is exclusively designed for students, community or faith-based service providers, law enforcement officers, and others who are interested in:

- Working more effectively with formerly incarcerated people and their families
- Developing and understanding complex criminal justice issues
- Formulating a strategy for impacting and transforming lives

This 24 hour course is designed to:

- Demonstrate knowledge of the historical development of prisons in America and its impact on particular ethnic and racial groups
- Address the disproportionate mass incarceration of black males within the criminal justice system
- Develop a comprehensive understanding of the various systems that interact to create a massive prison industrial complex
- Acquire an understanding of the social, political, economic and spiritual impact that mass incarceration has had on society
- Promote the inclusion and empowerment of formerly incarcerated professionals in the field of study

Now offered in Paterson and Wayne!

Cost: \$350.00

Material/Book Fee: TBD

Course #: NPR 100 P1

Dates: Th, Feb 15 – May 17

Time: 6:00 – 8:00 pm

Place: Paterson, Room TBD

Course #: NPR 100 PS1

Dates: Sa, Mar 3 – Jun 9

Time: 10:00 am – 12:00 pm

Place: Wayne, PSA, Room TBD

Bad Weather?

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

WCBS 880AM Radio
News 12 NJ
WNBC News Channel 4

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

Teacher Education

Substitute Teacher Training

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

Topics covered include

- employing successful classroom management techniques
- cultivating positive first impressions
- gaining and sustaining appropriate rapport with students
- making efficient use of instructional time
- and more

Make your substitute experience a positive one!

PCCC even helps you get through the paperwork and offers assistance in applying for your New Jersey State Substitute License.

Prerequisite: At least 60 college credits
Cost: \$130.00 (plus \$78.00 for fingerprinting & \$100.00 for Substitute License payable to the State)
Materials/Book fee: none

Course #: NET 105 PS 1
Dates: Sat. Feb 24, March 3, 10, 17
Time: 9:00 am – 2:00 pm
Place: PSA, Room TBD

Course #: NET 105 Q1
Dates: Sat. April 14, 21, 28, May 5
Time: 9:00 am – 2:00 pm
Place: WAC, Room TBD

Course #: NET 105 P1
Dates: T & Th, July 10 – Aug 2
Time: 7:00 pm – 9:50 pm
Place: Paterson, Broadway Academic Center, Room TBD

Course #: NET 105 PS2
Dates: T & Th, Aug 7 – 30
Time: 7:00 pm – 9:50 pm
Place: PSA, Room TBD

New Pathways to Teaching in New Jersey – Alternate Route Program in Wayne

- **Thinking of becoming a Teacher?**
- **Already have a college degree?**

You may be eligible to enter PCCC's New Pathways to Teaching Alternate Route program.

Prerequisites:

A Bachelor's degree or higher, a 2.75 GPA, Certificate of Eligibility from New Jersey Department of Education, and an appropriate undergraduate degree in one of the following majors: Elementary (K-8) Subject Areas (K-12)

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

There are two Phases to the **200-hour program**.

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

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

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

- You must have successfully passed the Praxis II exam in the area you wish to teach.
- You must have a valid Certificate of Eligibility (CE) from NJDOE.
- To continue to Stage II you must be employed as a teacher, either full-time or part-time.

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

Stage I

Course #: NET 229 PS1 Credit
Cost: TBA – Credit
or
Course #: NET 227 PS1 Non-credit
Cost: TBA - Non-credit

Materials/Book Fee: Books to be purchased from PCCC bookstore
Dates: M & W; start date TBA in June
Time: 6:00 – 9:20 pm
Place: PSA, Room 127

Stage II

Prerequisite: Completion of Stage I & full-time employment as a teacher is required (part-time is also allowed for 2 years)
Course #: NET 230 PS1 Credit
Cost: TBA – Credit
or
Course #: NET 228 PS1 Non-credit
Cost: TBA – Non-credit

Dates: Sept, 2007 – May, 2008
Time: 6:00 – 9:20 pm
Place: PSA

NPTNJ Open House Dates - June 2007

Monday, January 8, 2007 – 6:30 pm	PSA
Monday, February 12, 2007 – 6:30 pm	PSA
Wednesday, March 14, 2007 – 6:30 pm	PSA

Professional Development for Educators

Continuing & Professional Development for Educators

*"Who dares to teach must never cease to learn."
- John Cotton Dana*

Creating a Student-Centered School Schedule

Renowned school scheduling expert, Dr. Robert Lynn Canady will challenge participants to think of middle and high school schedules as a resource. Sharing many models and methods, Canady will demonstrate how to develop and customize a school schedule to build in supports such as tutorials and extended class time. This event is designed for central office and middle and high school administrators. Breakfast, lunch, and materials are included in the registration fee.

Course #: NTE 102 PS1
Cost: \$95.00
Dates: W, Jan 24
Time: 9:00 am - 3:00 pm
Place: PSA, Auditorium

To the Moon: Launching Academic Expectations

National achievement gap expert, Dr. Belinda Williams will present a full-day workshop focusing on boosting academic expectations for all students. Participants will learn about current achievement gap advances and will participate in many hands-on activities designed to reveal the conscious and unconscious ways we broadcast expectations to students. Registration fee includes breakfast, lunch, and materials.

Course #: NTE 103 PS1
Cost: \$99.00
Dates: T, Feb 13
Time: 9:00 am - 3:00 pm
Place: PSA, Auditorium

In the Crosshairs: Collecting, Analyzing, and Using Data to Target Instruction

In this highly interactive 3-day workshop, participants will learn what data to collect, what data resources are available, how to assess year to year growth on standardized tests, how to objectively analyze student work, and ultimately, how to use data to improve and customize instruction to meet the identified needs of students. Registration fee includes breakfast, lunch, and materials for all three days.

Course #: NTE 104 PS1
Cost: \$145.00
Dates: T, May 2, 16, 30
Time: 9:00 am - 3:00 pm
Place: PSA, Auditorium

Passaic County Community College is a registered provider with the New Jersey Department of Education. Professional development hours are available for the courses above. For program details, call 973-684-6126.

**Coming Soon:
Education Lecture Series!
Call 973-684-6126 for more details!**

Online Courses

Integrating Technology in the K-5 Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans. \$79.00

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. \$79.00

Big Ideas in Little Books

Increase student performance and earn extra income by converting your ideas for instructional aids into reality. \$79.00

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

Did you know...

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

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

The PCCC Public Safety Academy

This state-of-the-art complex located in Wayne, is home to Passaic County Community College's Fire Training and Emergency Medical Technician programs as well as general college programs. In addition to classrooms, labs and computer rooms, this complex includes the latest technology in fire training including a Fire Training Facility and Simulator. For additional information, call 973-304-6020.

Fire Safety

PCCC offers the Division of Fire Safety Fire Inspector and Fire Official courses required by the Division of Fire Safety to work as a Fire Inspector or Fire Official in the State of New Jersey.

Fire Inspector (90 hours)

In accordance with the new regulations, the Fire Inspector course gives 90 hours of instruction in the New Jersey Uniform Fire Code and the Uniform Construction Code. The class encompasses plan review and inspection for class II and class III structures in accordance with the NJ Department of Community Affairs, Division of Fire Safety, specifically UFC section N.J.A.C.5:71-4.9 (f).

Cost: \$590.00 (textbooks included)

Course #: NET 50 PS1

Dates: T & Th & three Sa TBA, Jan 23 – Apr 19, Sa: TBA

Time: T & Th 6:30 - 10:00 pm; Sa 8:30 am - 4:00 pm

Place: PSA

(national exam cost not included)

Fire Official (51 hours)

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

Prerequisite: Fire Inspector

Cost: \$210.00 plus books

Course #: NET 51 PS1

Day(s): Tu. & Th

Dates: T & Th, May 1-31

Time: 6:30 pm - 10:00 pm

Place: PSA

Emergency Medical Services

Emergency Medical Technician (EMT Basic) (120 hours)

PCCC is accredited by the New Jersey State Department of Health, Office of Emergency Medical Services as meeting the requirements of N.J.A.C. 8:40A as an approved EMT-B Training Site. Upon successful completion of the program, participants are eligible to take the certification examination for Emergency Medical Technician administered by the New Jersey State Department of Health.

Prerequisite: CPR for the Healthcare Provider.

Fluency in spoken and written English.

Cost: \$550.00 (plus \$85 textbook fee)

Course #: NEM 11 PS1

or

Cost: Free with tuition waiver at registration

Course #: NEM 11 W1

Dates: T & Th & some Sa, Jan 23 – May 1, Sa Feb 17, 24, May 3, 17 & 31

Time: T & Th, 7:00 - 10:15 pm; Sa, 8:30 am - 4:30 pm

Place: PSA

Cost: \$550.00 (plus \$85 textbook fee)

Course #: NEM 11 PS2

or

Cost: Free with tuition waiver at registration

Course #: NEM 11 W2

Dates: Sa. & every other Su, Feb 10 – Apr 29, Su: Feb 11, 25, Mar 11, 25, Apr 15 and 29

Time: 8:30 am - 4:30 pm

Place: PSA

Cost: \$550.00 (plus \$85 textbook fee)

Course #: NEM 11 PS1

or

Cost: Free with tuition waiver at registration

Course #: NEM 11 W1

Dates: M - Th, Jun 11 – Aug 1

Time: 6:00 pm – 10:00 pm

Place: PSA

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

EMT Continuing Education

(All classes held at the PSA in Wayne.)

CPR for the Healthcare Provider (5 hours)

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

Cost: \$70.00 (includes all texts, instructional materials, and CPR certification)

Course #: NPF 42 PS1

Dates: Sa, Jan 20

Time: 9:00 am – 2:00 pm

Course #: NPF 42 PS2

Dates: Sa, Feb 3

Time: 9:00 am – 2:00 pm

Course #: NPF 42 PS3

Dates: M & W, Mar 26 & 28

Time: 7:00 – 9:30 pm

Course #: NPF 42 PS4

Dates: Sa, Apr 28
Time: 9:00 am – 2:00 pm

Course #: NPF 42 PS5
Dates: Sa, May 19
Time: 9:00 am – 2:00 pm

Course #: NPF 42 PS6
Dates: Sa, Jun 19
Time: 9:00 am – 2:00 pm

Core 13 Program (24 hours)

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

Cost: \$120.00

Course #: NEM 62 PS1
Dates: M & W & Sa, Mar 12 – Mar 21
Time: M & W 6:00 pm – 10:00 pm,
Sa 8:30 am – 4:30 pm
EMT CEU Credit: 24 Core Credits

Course #: NEM 62 PS2
Dates: Sa, Apr 14, 21, 28
Time: 8:30 am – 4:30 pm
EMT CEU Credit: 24 Core Credits

Course #: NEM 62 PS3
Dates: M & W & Sa, May 14 – May 23
Time: M & W 6:00 pm – 10:00 pm,
Sa 8:30 am – 4:30 pm
EMT CEU Credit: 24 Core Credits

Hazardous Material Awareness Level 1 (4 hours)

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

Cost: \$20.00
Course #: NEM 17 PS1
Dates: M, Mar 5
Time: 6:00 – 10:00 pm
EMT CEU Credit: 4 Elective Credits

Incident Command Level I-100, I-200, and IMS 700 (14 hours)

This 2-day course provides the Emergency Medical Technician, Paramedic, First Responder, Police Officer, Firefighter, or hospital employee with the knowledge to function with the incident command system 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: \$90.00
Course #: NEM 204 PS1
Dates: Sa & Su, Mar 10 & 11
Time: 9:00 am – 4:30 pm
EMT CEU Credit: 14 Elective Credits
Course #: NEM 204 PS2
Dates: Sa & Su, May 12 & 13
Time: 9:00 am – 4:30 pm
EMT CEU Credit: 14 Elective Credits

Weapons of Mass Destruction-Awareness (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: \$20.00
Course #: NEM 82 PS1
Dates: W, Mar 14
Time: 6:00 – 10:00 pm
EMT CEU Credit: 4 Elective Credits

Hazardous Material Operations Level 2 (8 hours)

This course provides training for those personnel who have some protective equipment and other resources that would enable them to take further defensive actions at a Hazardous Materials scene. This class meets OSHA, NJ-PEOSHA and NFPA regulations and standards.

Prerequisite: Hazardous Material Operations Level I
Cost: \$40.00
Course #: NEM 35 PS1
Dates: M & W, Apr 16 & 18
Time: 6:00 – 10:00 pm
EMT CEU Credit: 8 Elective Credits

Weapons of Mass Destruction-Operations (4 hours)

For Public Safety Personnel only. At the conclusion of this course, students will be able to demonstrate knowledge of the role of Level II trained responders in dealing with a Chemical, Biologic, Radiological, Nuclear, or Explosive (CBRNE) attack. Participants are trained at the Domestic Preparedness Operations Level. Responders increase their depth of knowledge if confronted with the challenges created by a terrorist incident involving the employment of Chemical, Biological, radiological, Nuclear or Explosive (CBRNE) attack. Identify the correct operations level defensive actions to be taken in the event of a terrorist deploying a CBRNE agent. Identify appropriate personal protective equipment. Select appropriate detection and identification equipment that might be employed in response to deployment of a CBRNE agent. Understand emergency decontamination procedures that can be employed at the Operations Level.

Prerequisite: Weapons of Mass Destruction-Awareness
Cost: \$20.00
Course #: NEM 182 PS1
Dates: M, Apr 23
Time: 6:00 – 10:00 pm
EMT CEU Credit: 4 Elective Credits

Hazardous Material Awareness-Refresher (4 hours)

This course is designed to review the roles and responsibilities of the First Responder at a Hazardous Materials incident. This course meets the requirements for mandated annual refresher training set forth in OSHA and PEOSHA regulations.

Prerequisite: Hazardous Material Awareness Level 1
Cost: \$15.00
Course #: NEM 93 PS1

Dates: M, Apr 30
Time: 6:00 – 10:00 pm
Place: PSA
EMT CEU Credit: 3 Elective Credits

Basic Automobile Extrication (8 hours)

Designed for the First Responder, this 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. Students are required to complete two scenarios using a variety of hand and power tools.

Cost: \$50.00
Course #: NEM 81 PS1
Dates: F & Sa, May 4 & 5
Time: F 7:00 – 10:00 pm, Sa 9:00 am – 3:00 pm
EMT CEU Credit: 8 Elective Credits

Trauma, Triage & Transport (3 hours)

This course introduces the student to the New Jersey State guidelines to determine the most appropriate medical facility when servicing the trauma patient in the field.

Cost: \$15.00
Course #: NEM 251 PS1
Dates: M, May 7
Time: 7:00 – 10:00 pm
EMT CEU Credit: 3 Elective Credits

Court Room Testimony – Prepare Yourself (3 hours)

Because As EMTs, Paramedics, First Responders are called as witnesses in criminal or civil actions; this course covers courtroom operations as well as procedures of evidence. The program prepares the EMS professional with an acceptable level of comfort while testifying in civil or criminal court.

Cost: \$25.00
Course #: NEM 76 PS1
Dates: M, Apr 2
Time: 7:00 – 10:00 pm
EMT CEU Credit: 3 Elective Credits

Watercraft & Boating Certification

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

Prerequisite: None
Cost: \$75.00

Course #: NLE 63 PS1
Day(s): M & T
Dates: Mar 12 & 13
Time: 6:30 pm – 9:30 pm

Course #: NLE 63 PS2
Day(s): W & Th
Dates: Apr 18 - 19
Time: 6:30 pm – 9:30 pm

Course #: NLE 63 PS3
Day(s): M & T
Dates: May 14 & 15
Time: 6:30 pm – 9:30 pm

Course #: NLE 63 PS4
Day(s): T & Th
Dates: May 29 & 31
Time: 6:30 pm – 9:30 pm

Course #: NLE 63 PS5
Day(s): W & Th
Dates: June 6 & 7
Time: 6:30 pm – 9:30 pm

Course #: NLE 63 PS6
Day(s): M & W
Dates: Jun 25 & 27
Time: 6:30 pm – 9:30 pm

Course #: NLE 63 PS1
Day(s): W & Th
Dates: Jul 25 & 26
Time: 6:30 pm – 9:30 pm

Course #: NLE 63 PS2
Day(s): M & T
Dates: Aug 27 & 28
Time: 6:30 pm – 9:30 pm

Course #: NLE 63 PS3
Day(s): W & Th
Dates: Sept 26 & 27
Time: 6:30 pm – 9:30 pm

For Groups By Request

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

Basic Trauma Life Support (16 hours)

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

EMT CEU Credit: 16 Elective Credits

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.

Confined Space Awareness (4 hours)

This course enables emergency responders to identify a confined space and recognize its potential hazards. This course also covers the legal standards that require training, confined space programs and the duties of emergency personnel.

Confined Space Operations (12 hours)

This 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 sim-

ulated 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 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

Public Safety Tele-Communicator I (40 hours)

The Public Safety Tele-communicator addresses course addresses basic information necessary to understand a Public Safety Tele-communicator's job. This includes all segments of public safety: law enforcement, fire, EMS, and combined center operations. Specific call guidelines are reviewed so that students have the opportunity to fully understand the nature of public safety communications. Topics include roles and responsibilities, interpersonal communication, technology, stress management, call classification, telephone communication techniques, radio communication techniques, legal aspects and telematics, which is the use of cellular and satellite technology in the industry. Upon successful completion of this course, students will be eligible for employment in the public safety communications field.

Did you know...

Community Colleges enroll nearly 250,000 credit and noncredit students each semester, making community colleges the largest provider of higher education in New Jersey.



Online Courses

Whether you are a busy professional or have personal obligations, online courses allow you to complete studies when it is most convenient to you. PCCC Continuing Education offers over 100 courses online in areas such as accounting, computers, and health services. Classes start each month and run for six weeks. All online classes require: Internet access, email and Netscape or Internet Web browser. Please check the individual course descriptions on the website for additional requirements. Contact hours represent the average time spent on a course. Time varies for each individual.

For more information, call 973-684-6126 or go to www.pccc.edu/ce and click on the CE Online Courses link. Find out how YOU can decide when and where your learning should take place!

Accounting

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. \$79

Computers

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market. \$79

Introduction to Windows XP

Learn how Windows XP makes it easy to work with text, pictures, audio, video and more. \$79

Introduction to Microsoft Excel 2003

Discover the secrets to setting up fully formatted worksheets quickly. \$79

Intermediate Microsoft Excel 2003

Work faster and more productively by learning to use some of Excel's most powerful tools. \$79

Introduction to Microsoft PowerPoint 2003

Create dazzling slide presentations with multimedia, charts, outlines, graphs, clip art, and hypertext links. \$79

Intermediate Microsoft PowerPoint

PowerPoint pro shows you how to create presentation that engages your audience and keeps them riveted to the story you need to tell. \$79

Introduction to Microsoft Access 2003

Learn how to store, locate, print and automate access to all types of information. \$79

Intermediate Microsoft Access 2003

Learn to build a fully automated database management system with forms, graphics and more. \$79

Introduction to Microsoft Word 2003

Learn how to create and modify documents

with the world's most popular word processor. \$79

Intermediate Microsoft Word 2003

Take advantage of Word's publishing capabilities to create eye-catching documents. \$79

Advanced Microsoft Word 2003

Learn how to create and use macros, short cuts, form letters, mailing labels, queries and more. \$79

PC Repair Career Certificate Program (180 contact hours)

12 month study time. Students of PC Repair learn to understand exactly how computers function and communicate. They learn to troubleshoot, install, and maintain them, add repair peripherals, and how to remove and replace CPUs, motherboards, and memory. \$1,198.00

Continuing Education for Health Care Professionals

Certificate in Gerontology (30 contact hours)

Earn a certificate proving you have the skills required to meet the health care needs of the rapidly aging population. \$209

Certificate in Complementary and Alternative Medicine (27 contact hours)

Enhance your professional marketability by gaining broad understanding of alternative health care options. \$229

Certificate in Spirituality, Health, and Healing (36 contact hours)

Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing. \$169

Certificate in Legal and Ethical Nursing (23 contact hours)

Examine key legal and ethical issues to improve your practice and provide better patient care. \$149

Certificate in Perinatal Issues (14 contact hours)

Stay current with emerging trends affecting childbearing women, newborns, and families. \$99

Health Care, Nutrition, and Fitness

Assisting Aging Parents

Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition. \$79

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. \$79

Medical Office Assistant Certificate Program (620 Contact hours)

15 month study time. This 16 course, comprehensive Medical Office Assistant Program is

designed for students who have no prior experience in the field and who want to learn the skills they need to enter it. Courses include: Office Procedures, Law and Ethics in Medicine, Medical Terminology, Anatomy and Physiology, Medical Information Management and Office Practice. \$1,198.00

Desktop Publishing & Imaging

Introduction to Photoshop 7

An in-depth look at the most practical features of Photoshop 7. \$79

Photoshop 7 for the Absolute Beginner

Learn how to get started with Photoshop 7. \$79

Digital Photography

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment. \$79

Personal Enrichment

Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots. \$79

Learn to Buy and Sell On eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. \$79

Resume Writing Workshop

Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews. \$79

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives. \$79

Test Preparation

Prepare for the GED Math Test

Master the skills you'll need to successfully pass Test 5 in the GED test series. \$79

GRE Preparation - Part 1 (Verbal and Analytical)

Discover powerful strategies for success in the verbal and analytical sections of the GRE (course 1 of 2). \$79

GRE Preparation - Part 2 (Quantitative)

Learn a variety of useful techniques for tackling the math section of the GRE (course 2 of 2). \$79

SAT/ACT Part I

So, you've decided you're going to college. Now you just need to take the entrance exams! SAT/ACT Preparation Part I is designed to prepare you for the reading, English, and science sections of the ACT and the critical reading and writing sections of the new SAT 2005. You'll refresh your knowledge of verbal topics and learn techniques that can help you relieve test-taking anxiety. \$79

SAT/ACT Part II

This course will prepare you to fly through the math questions on both the ACT and the SAT. You'll refresh your knowledge of math subjects by reviewing arithmetic, algebra, geometry, trigonometry, and statistics as well as the Student Produced Response questions on the SAT. In addition to preparing you for specific question types on both exams, this course will give you pointers on time management, anxiety relief, scoring, and general standardized test-taking. \$79

Please go to www.ed2go.com/cepccc for textbook/course requirements.

Childcare and Parenting

Guiding Kids on the Internet

Gain confidence and experience so you can help your children discover all the Internet has to offer. \$79

Enhancing Language Development in Childhood

Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers. \$79

Teaching Professionals

Integrating Technology in the K-5 Classroom

Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans. \$79

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. \$79

Big Ideas in Little Books

Increase student performance and earn extra income by converting your ideas for instructional aids into reality. \$79

Grant Writing

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. \$79

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. \$79

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals. \$79

Web Page Design and Web Graphics

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web. \$79

Designing Effective Websites

Learn powerful graphic design techniques and build websites that are both attractive and wickedly effective. \$79

What you need to know about Continuing Education Registration

(subject to change)

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

Call 973-684-6153 or 973-684-5782 Monday through Friday 8:30 am – 4:30 pm

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. Please fill in your credit card information (Visa, MasterCard, Discover or American Express) on the registration form.

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, money order or credit card (Visa, MasterCard, Discover or American Express) Do not send cash!

By phone: Call the PCCC Continuing Education Office 973-684-6153 during business hours and a CE representative will register you. Please have your credit card ready (Visa, MasterCard, Discover or American Express).

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, or credit card (Visa, MasterCard, Discover or American Express). Cash payments will be taken by the Bursar.

Once your registration and payment are received, you are automatically enrolled. Confirmation will be sent. Attend your class as scheduled! You will be notified if a class is cancelled, a schedule is changed or if a class is full and we cannot accept your registration.

Tuition

Tuition is listed with each course. Tuition includes a Non-Refundable \$5.00 Registration and Processing Fee per course. Tuition Payment: All tuition fees are due prior to the first class.

Career vouchers are available for some programs. Visit the One Stop at 52 Church Street, Paterson (973-340-3400).

PCCC Deferred Payment Plan:

For courses that run for 4 months or longer, the deferred payment plan allows you to make an initial payment of \$500.00. The initial payment is due 7 days prior to the first session. The remaining balance will then be paid in three monthly installments. The last payment must be made at least two weeks prior to the ending of the class.

Withdrawals and refunds

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

If you wish to withdraw from a short course or seminar, you must notify the Continuing Education Office in writing or in person immediately to complete a Withdrawal Form. Refunds, (minus the \$5.00 processing fee) will be made as follows:

- With written notification received prior to the first class session – 100%
- With written notification received after the first class meeting – 50%
- No refunds after the second class meeting.

For classes that meet for 4 months or more you must notify the Continuing Education Office in writing or in person immediately to complete a Withdrawal Form. Refunds, (minus the \$5.00 processing fee) will be made as follows:

- Up to the second week - 100%
- During the 3rd & 4th week - 50%
- After the 4th week - None

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

We regret that there can be no exceptions to the policy due to an individual's personal or professional circumstances.

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.

The Hamilton Club Conference Center is located at 32 Church Street in Paterson. This historic building has several meeting rooms that can be used for seminars, training or meetings by businesses or agencies. In addition, the teleconference room can link to other sites or connect you with satellite meetings and conferences. For additional information regarding room rental rates and guidelines, please call 973-684-6152 or email jvanhassel@pccc.edu.

Passaic County Community College Registration Form For Continuing Education Courses

Social Security _____ Date of Birth _____

Male Female

New Returning Fall Spring Summer

Last Name _____ First Name _____ MI _____

Preferred Tel. # _____ Business Tel. # _____

Street _____ City _____

County _____ State _____ Zip _____

Emergency Contact _____ E-mail _____

Employer _____ Employer's Address _____

Course #	Course Title	Place	Start Date	Cost

Credit Card Only – Please Charge My:

Visa Mastercard Discover Amex

Acct. # _____ Expr. Date _____

Signature _____

Please indicate start date: _____

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

Student Signature _____ Date _____

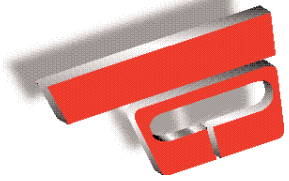
For Official Use Only _____

_____ Initial Accepting of Person

Cash Check Charge M.O.

Staff Third Party

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



**Passaic County Community College
Office of Continuing Education - 2600
One College Boulevard
Paterson, NJ 07505-1179**