

# Passaic County Community College

## Continuing Education

**Nothing so near  
can take you so far!**

{ life's a journey }



*In Paterson, Passaic,  
Wanaque and Wayne*

**Fall 2008**  
**Continuing Education**  
**Schedule of Courses**

**Main  
Campus**  
One College Blvd.  
Paterson

**Wanaque  
Academic  
Center**  
500 Union Ave.  
Wanaque

**Public  
Safety  
Academy**  
300 Oldham Rd.,  
Wayne

**Passaic  
Academic  
Center**  
2 Paulison Ave.,  
Passaic

**973-684-6153**  
[www.pccc.edu/ce](http://www.pccc.edu/ce)

# Continuing Education and Workforce Development

The mission of PCCC's Office of Continuing Education and Workforce Development is to provide leadership in developing and delivering educational programs that meet the diverse needs of the residents and businesses of Passaic County. PCCC's focus on lifelong learning targets the adult learner's need for professional development and Continuing Education Units; certifications; job retraining and skill development; or, college preparedness. We provide occupational and professional learning opportunities to individuals, businesses, industries, and health and government agencies throughout Passaic County. Courses are given days, evenings, and Saturdays at the main campus in Paterson, the PCCC Public Safety Academy in Wayne 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 Fall... on page 6**

### NPTNJ Open House Dates

6:00 pm at the PSA, Room 125

Wednesday, Oct 22

Wednesday, Feb 18

Wednesday, Nov 18

Wednesday, Mar 18

Wednesday, Jan 21

### SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### NOVEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### DECEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

**Nov. 27, Nov. 28, Nov. 29, Dec. 24 to Jan. 3**

## PCCC Locations

### Main Campus

One College Boulevard, Paterson, NJ  
For specific directions go to the PCCC website [www.pccc.edu](http://www.pccc.edu).

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

### • Community Technology Center (CTC)

(rooms with the CTC prefix) 218 Memorial Drive

### Passaic Academic Center

2 Paulison Ave., Passaic, NJ

### Wanaque Academic Center

500 Union Avenue, Wanaque, NJ

The Wanaque Academic Center 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.)

## Contents

Business and Industry . . . . .	4
Center for Workforce Development . . . . .	13
Certified Criminal Justice Practitioner . . . . .	17
Citizenship . . . . .	12
Computer Training . . . . .	7
Culinary Arts . . . . .	9
Customized Training . . . . .	10
Emergency Medical Services . . . . .	20
Employee Training . . . . .	10
EMT . . . . .	20
English as a Second Language . . . . .	12
Entrepreneur Certificate Program . . . . .	4
Fire Safety . . . . .	20
GED Testing Center & Test Preparation . . . . .	14
Human Resources . . . . .	16
Human Services . . . . .	16
Industry Center Training Project . . . . .	13
NJDOLWD Training Grant . . . . .	11
New Pathways to Teaching in New Jersey . . . . .	18
Notary Public . . . . .	4
Online Courses . . . . .	24
Patient Care Associate . . . . .	13
Public Safety Academy . . . . .	20
Retail Industry Professional Development . . . . .	6
SAT Preparation . . . . .	15
Security Officer Training . . . . .	22
ServSafe Training Course . . . . .	7
Spanish for the Workplace . . . . .	4
Substitute Teacher Training . . . . .	18
Teacher Education . . . . .	18
Test Preparation . . . . .	15

## 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](mailto:jvanhassel@pccc.edu)

## Continuing Education and Workforce Development

### Jennifer Dudley

Director Continuing Education &  
Workforce Development  
(973) 684-6153

### Norma Cameron

Staff Assistant  
(973) 684-6150

### Ganelle Colvin

Secretary  
(973) 684-5782

### Joe Van Hassel

Project Learn Counselor  
(973) 684-6152

### Nina Hernandez

Program Coordinator  
(973) 684-6210

### Deniese Hicks

Program Coordinator  
(973) 684-6126

### Lisa Hiscano

Associate Director  
(973) 684-6213

### Sharon Ibrahim

Job Developer  
(973) 684-5728

### Rich McCauliffe

EMT Coordinator  
(973) 304-6022

### Pat Nole

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

### Carl Padula

PSA Site Coordinator  
(973) 304-6021

### Jolynn Haley Parnham

GED Test Administrator and  
Teacher Education  
(973) 684-6202

### Lydia Soto

PSA Secretary  
(973) 304-6020

### Linda Vega

Secretary  
(973) 684-6224

# Business and Industry

## Spanish for Office Personnel (16 hours)

Learn Spanish in this special program that gives office workers the skills to speak to customers and employees using specific, functional language without studying grammar. Participants will learn to use Spanish to do the following: greet customers and clients; make appointments; gather basic personal data; receive and make telephone calls; handle payments, returns, and refunds; assist walk-in customers and clients; give directions; deal with disgruntled customers and clients. No prior knowledge of Spanish is needed.

**Prerequisite:** N/A

**Cost:** \$149

**Materials/Book Fee:** \$40

**Course #:** NHU 23 P1

**Dates:** T, Oct 21 – Dec 9

**Time:** 6:30 – 8:30 pm

**Place:** Paterson, Panther Academy Z125

## Online Courses

### Introduction to Business

Explore trends and developments that are revolutionizing business, and gain insights that will help ensure your success. \$189

### Math and Business and Finance

Gain the math skills that are crucial to success in the business world and to effectively manage personal finances. \$189

### Principles of Marketing

Develop an insider's understanding of the purpose of marketing, learning its role in business as well as the process of market analysis and planning. \$189

### Introduction to Macroeconomics

Gain a solid understanding of macroeconomics and why it is important for your studies and career. \$189

## Notary Public Education

There is a growing need for Notaries Public. This workshop is designed to clarify New Jersey Notaries Public job duties, responsibilities and obligations as well as demonstrate prudent notary practices and skills that if followed can protect the notary, the employer and the public in general.

**Prerequisite:** N/A

**Cost:** \$30

**Materials/Book Fee:** \$25

**Course #:** NBS 601 PS1

**Dates:** W, Oct 22

**Time:** 10:00 am – 2:00 pm

**Place:** PSA, 123

**Course #:** NBS 601 PC1

**Dates:** W, Oct 29

**Time:** 4:00 – 8:00 pm

**Place:** Passaic, 206

**Course #:** NBS 601 P1

**Dates:** Sa, Nov 15

**Time:** 10:00 am – 2:00 pm

**Place:** Paterson, Z 125

**Course #:** NBS 601 Q1

**Dates:** W, Nov 19

**Time:** 6:00 – 10:00 pm

**Place:** WAC, W - 109

**Course #:** NBS 601 Q2

**Dates:** Sa, Dec 13

**Time:** 10:00 am – 2:00 pm

**Place:** WAC, W - 119

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

# 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 success-

fully 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:** Tuesday

**Time:** 6:00 - 9:00 pm

**Place:** Wanaque

**Prerequisite:** N/A

*Ample parking available!*

*Classes will be offered in Paterson - Spring 2009*

### **The Business Plan (9 hours)**

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

**Cost:** \$119

**Course #:** NBS 160 Q1

**Dates:** T, Oct 7, 14 & 21

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

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

**Cost:** \$79

**Course #:** NBS 161 Q1

**Dates:** T, Oct 28 & Nov 4

### **Understanding Financial Statements (3 hours)**

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

**Cost:** \$39

**Course #:** NBS 163 Q1

**Date:** T, Nov 11

### **Small Business Record Keeping (6 hours)**

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

record-keeping systems to ensure that your small business effectively manages financially significant items that enhance small business opportunities and growth potential.

**Cost:** \$79

**Course #:** NBS 164 Q1

**Dates:** T, Nov 18 & 25

### **Legal I - Start-up Specifics (3 hours)**

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

**Cost:** \$39

**Course #:** NBS 165 Q1

**Date:** T, Dec 2

### **Legal II - Contracts (3 hours)**

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

**Cost:** \$39

**Course #:** NBS 166 Q1

**Date:** T, Dec 9

### **Small Business Taxes (3 hours)**

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

**Cost:** \$39

**Course #:** NBS 162 Q1

**Date:** T, Dec 16

# New Courses for the Retail Industry!

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

## Dealing with Difficult People (2.5 hours)

Dealing with difficult people is something many people face as part of their everyday work life. The stress of handling difficult people and difficult situations can create a lack of productivity, poor attitude, and reluctance to come to work. Through hands-on activities and practice exercises, you learn how to deal with all levels of difficult situations and difficult people. Reduce stress in the workplace, and be a more productive team player.

**Cost:** \$39

**Materials/Book Fee:** \$10

**Course #:** NPD 301 P1

**Dates:** T, Oct 14

**Time:** 6:00 – 8:30 pm

**Place:** Paterson, Panther Academy, Z 124

**Course #:** NPD 301 PC1

**Dates:** W, Nov 8

**Time:** 6:00 – 8:30 pm

**Place:** Passaic, 206

## Communication and Listening Skills (2.5 hours)

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

**Cost:** \$39

**Materials/Book Fee:** \$10

**Course #:** NPD 302 PC1

**Dates:** W, Oct 8

**Time:** 6:00 – 8:30 pm

**Place:** Passaic, 206

**Course #:** NPD 302 P1

**Dates:** T, Nov 25

**Time:** 6:00 – 8:30 pm

**Place:** Paterson, Panther Academy, Z 124

## Retail Math (5 hours)

Become a better sales professional with this introductory retail math course designed to give the mathematics skills needed to solve problems in retail settings. Topics include: Break-Even, Contribution Margin, Cost of Goods Sold, Gross Margin, Quick Ratio, Markup and Markdown.

**Cost:** \$69

**Materials/Book Fee:** \$25

**Course #:** NPD 303 P1

**Dates:** T, Oct 21 & 28

**Time:** 6:00 – 8:30 pm

**Place:** Paterson, Panther Academy, Z 124

**Course #:** NPD 303 PC1

**Dates:** W, Dec 3 - 10

**Time:** 6:00 – 8:30 pm

**Place:** Passaic, 206

## Providing Personalized Customer Service (5 hours)

Become certified by the National Retail Federation by developing the specialized knowledge and skills you need to serve people well. Sales associates who can create a positive impression for the company in which they work are in high demand. Learn how to become a leader in any aspect of the retail industry from sales associates to managers by learning the skills in performing outstanding customer service.

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

### Certification Information

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

**Cost:** \$69

**Materials/Book Fee:** \$55

**Course #:** NPD 304 PC1

**Dates:** W, Nov 5 & 12

**Time:** 6:00 – 8:30 pm

**Place:** Passaic, 206

**Course #:** NPD 304 P1

**Dates:** T, Nov 11 & 18

**Time:** 6:00 – 8:30 pm

**Place:** Paterson, Panther Academy, Z 124

## Selling and Promoting Products (5 hours)

Gain a solid understanding of the basic parameters and processes of selling. This course is for the seasoned professional as well as the novice. Some of the topics covered are: prospecting, cold calling, features and benefits, and handling objections and disagreements. Sales associates find ways to continually improve their selling techniques.

**Cost:** \$69

**Materials/Book Fee:** \$29

**Course #:** NPD 306 PC1

**Dates:** W, Oct. 15 & 22

**Time:** 6:00 – 8:30 pm

**Place:** Passaic, 206

**Cost:** \$69

**Materials/Book Fee:** \$29

**Course #:** NPD 306 P1

**Dates:** T, Dec. 2 & 9

**Time:** 6:00 – 8:30 pm

**Place:** Paterson, Panther Academy, Z 124

# New Courses for Food Industry

## ServSafe® Training Course

Maximize your efficiency while learning the industry's standard in safety training. Our 8 hour training course features instructor led training including your exam. (A minimum test score of 75% is needed for food safety certification with the National Restaurant Association Education Foundation).

A required course for most managers, our ServSafe® training course will provide you with the tools needed to identify and prevent food borne illnesses. It helps you identify

problem areas in the flow of food throughout your operation and provides you with the tools to minimize risk factors. Everyone knows that cleanliness is important. In this class, sanitation is presented in a practical, applicable manner, including pest control issues.

**Cost:** \$90 (includes materials and book fees)

**Course #:** NPD 401 P1

**Dates:** W, Oct 22 - Nov 12

**Time:** 6:30 - 9:30 pm

**Place:** HC202 - Hamilton Club

## Computer Training

### Business Special

#### Computer Package (6 hours)

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

**Prerequisite:** N/A

**Cost:** \$79

**Materials/Book Fee** \$25

**Course #:** NCC 114 Q1

**Date:** Dec 6, 2008

**Time:** Sa, 8:30 am - 2:30 pm

**Place:** WAC, W-111

#### MS Excel (6 hours each part)

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

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

In Part 3, learn advanced data entry and formatting techniques, linking multiple workbooks, filtering and summarizing worksheet data, and importing and exporting data.

**Prerequisite:** Proficient use of mouse, keyboard and Windows.

**Cost:** \$79 each part

**Materials/Book Fee:** \$25 each part

#### MS Excel Part 1

**Course #:** NCC 112 P1A

**Dates:** Sa, Oct 4 & 11

**Time:** 9:00 am - 12:00 pm

**Place:** Paterson, CE Founders Hall Basement Computer Lab

**Course #:** NCC 112 Q1 - A

**Dates:** T, Oct 7 & 21

**Time:** 7:15 pm - 9:15 pm

**Place:** WAC, W-111

**Course #:** NCC 112 Q2 - A

**Dates:** Sa, Nov 1 & 8

**Time:** 9:00 am - 12:00 pm

**Place:** WAC, W-111

#### MS Excel Part 2

Here is your opportunity to strengthen your foundation in Excel.

**Course #:** NCC 112 Q1 B

**Dates:** Sa, Oct 4 & 18

**Time:** 12:00 - 2:00 pm

**Place:** WAC, W-111

**Course #:** NCC 112 P1 B

**Dates:** Sa, Oct 18 & 25

**Time:** 9:00 am - 12:00 pm

**Place:** Paterson, CE Founders Hall Basement Computer Lab

**Course #:** NCC 112 Q2 B

**Dates:** T, Oct 28 & Nov 18

**Time:** 7:15 pm - 9:15 pm

**Place:** WAC, TBD

**Course #:** NCC 112 Q3 B

**Dates:** Sa, Nov 15 & 22

**Time:** 9:00 am - 12:00 pm

**Place:** WAC, W-111

#### MS Excel Part 3

Continue to strengthen your worksheet skills in Excel.

**Course #:** NCC 301 Q1

**Dates:** Sa, Oct 25 & Nov 8

**Time:** 12:00 - 2:00 pm

**Place:** WAC, W-111

**Course #:** NCC 301 Q2

**Dates:** T, Nov 18 & Dec 2

**Time:** 7:15 pm - 9:15 pm

**Place:** WAC, TBD

## MS Access Part 1 (6 hours)

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

**Prerequisite:** Proficient use of mouse, keyboard and Windows.

**Cost:** \$79

**Materials/Book fee:** \$25

**Course #:** NCC 131 P1

**Dates:** Sa, Nov 1 & 8

**Time:** 9:00 am – 12:00 pm

**Place:** Paterson, CE Founders Hall Basement Computer Lab

## MS PowerPoint (6 hours)

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

**Prerequisite:** Proficient use of mouse, keyboard and Windows.

**Cost:** \$79

**Materials/Book fee:** \$25

**Course #:** NCC 53 P1

**Dates:** Sa, Nov 15 & 22

**Time:** 9:00 am – 12:00 pm

**Place:** Paterson, CE Founders Hall Basement Computer Lab

**Course #:** NCC 53 Q1

**Dates:** Sa, Nov 15 & 22

**Time:** 12:00 – 3:00 pm

**Place:** WAC, W-111

## MS Word (6 hours each part)

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

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

**Prerequisite:** Basic knowledge of typing and computer application.

**Cost:** \$79 each part

**Materials/Book Fee:** \$25 each part

## MS Word Part 1

**Course #:** NCC 107 Q1 A

**Dates:** Sa, Oct 4 & 11

**Time:** 9:00 am – 12:00 pm

**Place:** WAC, W-111

## MS Word Part II

**Course #:** NCC 113 Q2 A

**Dates:** Sa, Oct 18 & 25

**Time:** 9:00 am – 12:00 pm

**Place:** WAC, W-111

## Online Courses

### Introduction to Windows Vista

Learn the important basic skills and concepts you need to take control of your Windows Vista PC. \$79

### Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor. \$79

### Intermediate Microsoft Word

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

### Advanced Microsoft Word

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

### Introduction to Microsoft Excel

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

### Intermediate Microsoft Excel

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

### Introduction to Microsoft PowerPoint

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

### Introduction to Microsoft Access

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

### Intermediate Microsoft Access

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

### Computer and Business Application Online Program (6-12 month study time)

This program is designed for students who want to develop skills in computer and business applications. Course selection includes 24 selections tailored to the student's needs including the operating system, internet, Microsoft Suite (Levels I, II, III), project management, design, and business applications. \$2,160

### PC Career Certificate Program (225 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



# Culinary Arts Program

## New Course for Food Industry!

### ServSafe® Training Course

Maximize your efficiency while learning the industry's standard in safety training. Our 8 hour training course features instructor led training including your exam. (A minimum test score of 75% is needed for food safety certification with the National Restaurant Association Education Foundation).

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

**Cost:** \$90 (includes materials and book fees)  
**Course #:** NPD 401 P1  
**Dates:** W, Oct 22 - Nov 12  
**Time:** 6:30 - 9:30 pm  
**Place:** HC202 – Hamilton Club

### 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 you 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, you learn and work in a real time commercial kitchen. Students begin the program on a monthly basis. Hours are individually calculated to reach course completion hours. This program is approved for Pell Grant, financial aid assistance.

#### Part A

**Tuition:** \$1,825  
**Materials/Book Fee:** \$175

**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

\* Flexible schedule can be arranged  
\*\* Spanish instruction available in the evenings

#### Part B

**Tuition:** \$1,825  
**Materials/Book Fee:** \$175

**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. You learn the oven preparation for baking each item including time and temperature. Finishing touches are taught with the basics of cake decorating. You may begin the program on any Monday. Hours are individually calculated to reach course completion dates.

**Tuition:** \$1,685  
**Materials/Book Fee:** \$315  
**Course #:** NJS 29 P1  
**Dates:** M - Th, 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  
**Course #:** NJS 105 P1  
**Dates:** Arranged by Chef  
**Time:** Arranged by Chef, Evenings  
**Place:** Paterson, Cafeteria



# Customized Training

## Meet your organization's needs!

Training designed to bring you focused, measurable results.

Classroom instruction reinforces your commitment to your employees.

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

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

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

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

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

## Bad Weather?

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

**WCBS 880AM Radio**  
**News 12 NJ**  
**WNBC News Channel 4**

## New Jersey Department of Labor and Workforce Development Training Grant

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

### Customized Training Program

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

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

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



**Attention Employers!**  
**Interested in ESL training for your employees?**  
**Call 973-684-6213 for more information.**



# NJDOLWD Literacy and Basic Skills Grants

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

## Eligibility

Potential eligible applicants for grants include:

Individual employers.

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

**Call PCCC Continuing Education (973) 684-6153 or email [lhiscano@pccc.edu](mailto:lhiscano@pccc.edu)**

## Fall 2008 Opportunity

Do you have employees that lack basic skills in core competency areas?

The Department of Labor and Workforce Development is making \$1.3 million in training funds available to NJBIA members and NJ Businesses. Yes, it is true!

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

- English as a second language,
- Basic communications skills,
- Basic computer skills, and
- Basic mathematics skills.

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

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

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



## FREE Computer Classes For Your Employees!

**Current computer classes available on Fridays in Fall 2008!**

Course	Dates	Times	Location	Course Code
PC Skills – Windows	Oct 10	8:30 am - 5:00 pm	Paterson	NCC 41 CT4
PC Skills - MS Word Part 1	Oct 17	8:30 am - 5:00 pm	Paterson	NCC 107 CT4 A
PC Skills - MS Word Part 2	Oct 24	8:30 am - 5:00 pm	Paterson	NCC 113 CT4 B
PC Skills – MS Excel Part 1	Oct 31	8:30 am - 5:00 pm	Paterson	NCC 112 CT4 A
PC Skills – MS Excel Part 2	Nov 7	8:30 am - 5:00 pm	Paterson	NCC 112 CT4 B
PC Skills – MS Excel Part 1	Nov 14	8:30 am - 5:00 pm	Paterson	NCC 112 CT6 A
PC Skills – MS Excel Part 2	Dec 5	8:30 am - 5:00 pm	Paterson	NCC 112 CT6 B
PC Skills - MS Outlook	Dec 12	8:30 am - 5:00 pm	Paterson	NCC 135 CT4
PC Skills - MS Word Part 1	Oct 24	8:30 am - 5:00 pm	Passaic	NCC 107 CT5 A
PC Skills - MS Word Part 2	Oct 31	8:30 am - 5:00 pm	Passaic	NCC 113 CT5 B
PC Skills – MS Excel Part 1	Nov 14	8:30 am - 5:00 pm	Passaic	NCC 112 CT5 A
PC Skills – MS Excel Part 2	Nov 21	8:30 am - 5:00 pm	Passaic	NCC 112 CT5 B

*For additional information on ESL, Communication and Mathematics classes, or to register for the above PC classes please contact us!*

# 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:** W, Sept 17 – Oct 22

**Time:** 6:00 pm – 8:00 pm

**Place:** Paterson, CTC

**Course #:** NET 185 P2

**Dates:** Sa, Oct 18 – Nov 22

**Time:** 10:00 am – 12:00 pm

**Place:** Paterson, Panther Academy, Z 124

# English for the Workplace

## **English for the Workplace (50 hours)**

This course is for the non-native English speaker who wants to improve their already acquired skills to speak, read, and write English. Workplace communication will be the focus of this program. Through a grant from the New Jersey Department of Labor and Workforce Development, Passaic County Community College offers a limited number of seats for advanced beginner level ESL students.

**Prerequisite:** Potential students must be employed 20 hours per week or more, are required to be tested for ESL level. Social Security numbers, employers name and address are required. Those obtaining the required score will be permitted to enroll in the class.

**Cost:** FREE

**Course #:** NET 8 P1, Advanced beginners

**Dates:** Sa, Sept 20 – Dec 20

**Time:** 9:00 am – 12:00 pm

**Place:** Paterson, Panther Academy, Z 112

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



**PCCC**  
Nothing so near can take you so far!

# The Center for Workforce Development

## Industry Center Training Project (560 hours, 16 weeks)

Accept the challenge! Start NOW with a new beginning!

The Industry Center Training Project is an on site occupational skills program.

The project includes the National Retail Federation curriculum to prepare customers for the national certification in customer service. (NRF Exam) Training for the food service industry is included in this project as well as skills training in the hotel industry. Customer service skills are also included. The project provides industry readiness and academic assessment, literacy and computer - based industry training, career counseling and job placement. Internet - based skills and work readiness program is also provided.

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

**Day(s):** M - F, 8:30 - 4:00

Begins every Monday, July - December

**Course #:** NJS 203

**Times:** 8:30 am - 4:00 pm, M - F

## Project LEARN (630 hours, 18 weeks)

Project LEARN is an innovative distance learning program. Combining computer-based instruction, alternative work experience, and campus learning, this program prepares students for clerical and entry-level office positions. Self-motivation is the key to successful program completion. Home instruction is provided through the use of laptop computers. Job placement assistance is also provided. There is free access from any computer to Internet based basic skills and workplace readiness program.

Prerequisite: Participants must be receiving Temporary Assistance for Needy Families (TANF) or a referral from the One - Stop. Potential students must have a minimum of a 5th grade reading level and have the ability to read, write and converse in English. In addition they must have a working telephone line in their home. Referrals to Project LEARN are made through the Passaic County Board of Social Services. For additional information, please contact Pat Nole, Manager, W.I.A Programs at 973-684-5748 or pnole@pccc.edu.

**Course #:** NJS 103 P1

**Day(s):** Orientation week and Thursdays

**Dates:** Begins every Monday,  
September - December

**Time:** Campus Day, Thursday, 8:30 am - 3:00 pm (9 hours per week at home);  
20 Hours Community Work Experience

**Place:** Paterson, Broadway Academic Center, MLC Room

Students who would like to participate in this

program, but do not qualify for public assistance, may enroll on an individual basis. Financial assistance to qualified customers is available through the Passaic County One-Stop Career Center, 52 Church Street, Paterson or 388 Lakeview Avenue, Clifton. 973-340-3400.

**Cost:** \$2,000.00

**Lab Fee:** \$1,000.00

**Materials/Book Fee:** \$200.00

## Patient Care Associate

This is a 6 week, 170 hour training program, which includes:

- Comprehensive lectures
- Lab and clinical practice, which will prepare the student to seek employment in a hospital setting as a trained multi-skilled Patient Care Associate

Learn how to give direct patient care, operate and run an electrocardiography machine, take vital signs and more under the supervision of a licensed nurse.

Clinical sites are possible future employers and provide the opportunity to practice and perfect all activities of a multi-skilled patient care assistant.

Prerequisite: High School Diploma or GED, TABE Test, physical exam and background check required.

Upon successful completion of the program, you will receive:

1. Acute Patient Care Associate Certificate recognized by hospitals
2. Basic Life Support (BLS) and First Aid certificate

This Patient Care Associate Training Program is provided to meet the new and ever changing challenges of the entire Health Care System.

**\*Registration:** Open Enrollment

**Cost:** \$2,000.00

### **CLASS SCHEDULE:**

Monday thru Friday  
from 8AM - 1PM weeks 1 thru 4  
from 7AM - 3PM weeks 5 thru 6

### **Tentative Dates:**

November 3 - December 16, 2008  
January 26 - March 6, 2009  
April 29 - May 29, 2009  
July 6 - August 14, 2009

*For information contact: Lynn Wood/Nursing Dept. (973) 684-5663  
PCCC Main Campus: Rm/324A*

This project was funded in part, by a grant awarded under the President's Community-Based Job Training Grants, as implemented by the U.S. Department of Labor's Employment and Training Administration.

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

# 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. You are required to do work at home as well as in class. Learn strategies to maximize your chances for success. For your convenience, all books and materials are provided. *The GED test and testing fee NOT included in this course.*

**Cost:** \$189

**Materials/Book Fee:** \$35

**Course #:** NET 183 P2

**Dates:** Sa, Oct 4 – Dec 6

**Time:** 9:00 am – 1:00 pm

**Place:** Paterson, Panther Academy, Z 116

**Course #:** NET 183 P3

**Dates:** M, Oct 6 – Dec 15

**Time:** 6:00 – 9:30 pm

**Place:** Paterson, Panther Academy, Z 124

## GED Test Preparation – Math Only! (24 hours)

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

**Cost:** \$126

**Materials/Book Fee:** \$35

**Course #:** NET 187 PC1

**Dates:** Th, Oct 2 – Dec 4

**Time:** 5:30 – 8:15 pm

**Place:** Passaic, 206

**Course #:** NET 187 P1

**Dates:** W, Oct 15 – Dec 3

**Time:** 6:00 – 9:00 pm

**Place:** Paterson, Panther Academy, Z 125

## GED Testing Center

Testing is by advanced registration ONLY!

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

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

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

- 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 may only take the test three times in a calendar year.

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

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

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

All testing days are Tuesday and Wednesday.

**Course #:** NET 138 P9

**Dates:** Sept 16 & 17

**Time:** 8:30 am – 2:30 pm

**Place:** Paterson, CTC Room 102

**Course #:** NET 138 P10

**Dates:** Oct 7 & 8

**Time:** 8:30 am – 2:30 pm

**Place:** Paterson, CTC Room 102

**Course #:** NET 138 P11

**Dates:** Nov 4 & 5

**Time:** 8:30 am – 2:30 pm

**Place:** Paterson, CTC Room 102

**Course #:** NET 138 P12

**Dates:** Dec 2 & 3

**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.

## 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.



# Test Preparation

## Online Courses

### Prepare for the GED Language Arts, Writing Test

Obtain the skills and knowledge to successfully prepare for the GED Language Arts, Writing test. \$79

### 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 - Course 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 - Course 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! This course will prepare you to take the verbal question types on both the SAT and the ACT. 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 SAT. 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 complete the math questions on both the SAT and the ACT. 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

## College Placement Test - Refresher Courses

### Math Refresher Course

Have you been out of school for awhile? Need help remembering algebra and arithmetic?

Once you've applied to Passaic County Community College, you take the College's Placement test, Accuplacer. This fifteen (15) hour course helps prepare you for the math sections of the placement test.

**Cost:** \$49

**Course #:** NET 188 P1

**Dates:** Wed, Oct 15 – Nov 12

**Time:** 5:30 – 8:30 pm

**Place:** Paterson, Panther Academy, Z 124

**Test Administration Date:** TBD

**Course #:** NET 188 P2

**Dates:** Sat, Oct 18 – Nov 15

**Time:** 12:30 – 3:30 pm

**Place:** Paterson

**Test Administration Date:** TBD

### English Refresher Course

Have you been out of school for a while? Need help remembering grammar rules? Once you've applied to Passaic County Community College, you take the College's Placement test, Accuplacer. This fifteen (15) hour course helps prepare you for the reading, writing, and comprehension sections of the placement test.

**Cost:** \$49

**Course #:** NET 189 P1

**Dates:** Sat, Oct 18 – Nov 15

**Time:** 9:00 am – 12:00 pm

**Place:** Paterson, Panther Academy, Z 118

**Test Administration Date:** TBD

**Course #:** NET 189 P2

**Dates:** Mon, Oct 20 – Nov 17

**Time:** 5:30 – 8:30 pm

**Place:** Paterson, Panther Academy, Z 125

**Test Administration Date:** TBD

# Human Resources in Wayne

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

## Essentials of Human Resource Management (18 hours)

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

Participants:

- Review key pieces of federal legislation on sexual harassment, age discrimination and 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 communication, adverse impact calculations and performance appraisals.

**Course #:** NHR 100 PS1

**Cost:** \$195

**Materials/Book Fee:** \$150

**Dates:** T, Oct 7 – Nov 11

**Time:** 6:30 – 9:30 pm

**Place:** PSA , 123

## The SHRM Learning System 2008 (36 hours)

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

Module One: Strategic Management

Module Two: Workforce Planning and Employment

Module Three: Human Resources Development

Module Four: Compensation and Benefits

Module Five: Employee and Labor Relations

Module Six: Occupational Health, Safety and Security

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

**Course #:** NHR 150 PS1

**Cost:** \$975 includes books and materials

**Dates:** M, Sept 15 – Dec 8

**Time:** 6:30 – 9:30 pm

**Place:** PSA, 123

*Coming Soon....*

*Full day recertification seminars.*

*Call 973-684-6153 for additional information.*

# 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
- Human Growth & Development
- Theories of Personality
- Abnormal Psychology
- Behavior Modification

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

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

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

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

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

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

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

Required educational domains:

Introduction to Human Services (HS 101)

Counseling Techniques (HS 203)

Group Dynamics (HS 204)

Drugs, Society and Human Behavior (HS 209)

Counseling & Treatment of Addictions (HS 210)

OR

Human Growth and Development (PS 102)

and Abnormal Psychology (PS 203)

To register, please call 973-684-6153 for additional information and course schedule. Classes begin on September 4th. Participants must also meet with Professor D'Arcangelo for advisement, call 201-475-8231 or 973-684-5759.

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

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

# Criminal Justice Practitioner

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

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

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

The six courses (each 24 hours in duration) and examina-

tion requirements have been exclusively designed for students, community or faith-based service providers, law enforcement officers, and others who are interested in:

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

**Cost:** \$260 each course

**Material/Book Fee:** TBA

## Nu-Entry: An Analysis of Crime and Punishment in Urban America

**Course #:** NPR 100 P1

**Dates:** W, Oct 1 - Nov 19

**Time:** 6:00 – 9:00 pm

**Place:** Paterson, Hamilton Club

## Pre-Release and Transitional Services

**Course #:** NPR 104 P1

**Dates:** Th, Oct 2 – Nov 20

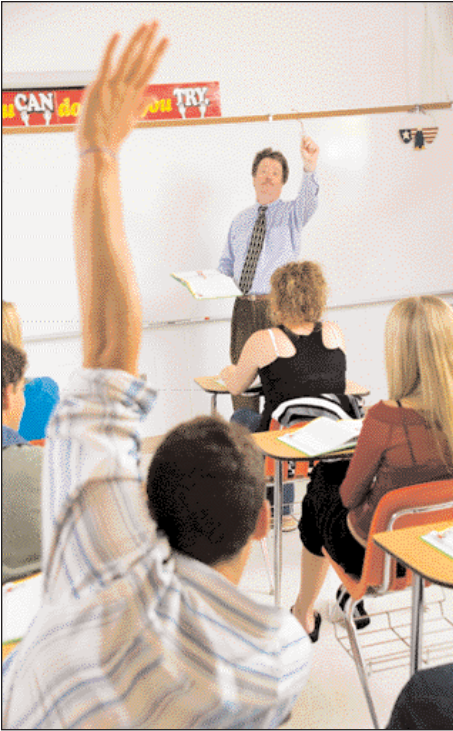
**Time:** 6:00 – 9:00 pm

**Place:** Paterson, Hamilton Club

*Call for additional scheduled courses at (973) 684-6153.*

# 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

PCCC even helps you get through the paperwork!

This course teaches ways to make your substitute experience a positive one and offers assistance in applying for your NJ State Substitute License. Topics covered include employing successful classroom management techniques, cultivating positive first impressions, gaining and sustaining appropriate rapport with students, making efficient use of instructional time, lesson plans, and more.

**Prerequisite:** At least 60 college credits

**Cost:** \$130.00\*

**Lab fee:** none

**Materials/Book Fee:** none

**Course #:** NET 105 P1

**Dates:** Sa, Oct 4 – Nov 1

**Time:** 9:00 am – 1:00 pm

**Place:** Paterson, Panther Academy, Z 125

**Course #:** NET 105 PC1

**Dates:** M, Oct 6 – Dec 8

**Time:** 6:15 – 8:15 pm

**Place:** Passaic, 206

\*The cost for fingerprinting will be paid directly to the company that does the fingerprinting as well as cost for the license itself which will be paid directly to the New Jersey Department of Education. This is not included in the cost of the class.

## 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, An appropriate undergraduate degree in one of the following majors:

- Elementary (K-8) Subject Areas (K-12),
- English
- Physics
- Social Studies
- Math
- Biology
- Chemistry
- Earth Science
- 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 Middle School with Specialization in math, science, social studies, English/language arts, or a world language. Your transcript must show 15 credits in the subject you plan to teach at the middle school area. 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(s) you wish to teach.

You **must** have a valid Certificate of Eligibility (CE) from NJDOE.

To continue to Stage II you must be employed as a teacher, either full-time or part-time.

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

## Stage I

**Cost:** \$Old price subject to change for -

Credit; \$TBA Non-Credit

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

**Course #:** NET 227 PS1 non-credit

**Course #:** NET 229 PS1 credit

**Dates:** T & Th; start date TBA in June, 2009 possible start date for Stage I may be in January, 2009 or April, 2009.

**Time:** TBD

**Place:** PSA, Room TBD

## Stage II

**Prerequisite:** Completion of Stage I & full-time employment as a teacher in your area of certification is required. Part-time employment is accepted, but you must work two years prior to a Standard certificate being issued by the State of NJ.

**Cost:** \$5,085 – Credit; \$2,100 – Non-Credit

**Course #:** NET 228 PS1 non-credit

**Course #:** NET 230 PS1 credit

**Dates:** W, Sept. 10, 2008 – June 3, 2009

**Time:** 6:00 pm – 9:30 pm

**Place:** PSA, Wayne – Room TBA

## How to Write the Right Resume Designed Specifically For Teachers!

Are you seeking a new career as a teacher? Are you looking to change districts? All you need to know is how

to present yourself in a way that makes you stand out from other applicants. During this course, you learn how to write a resume and cover letter as well as convey the personality and proficiencies during an interview to make YOU the candidate of choice. You gain insight into the decision-making process from a school administrator with in depth of hiring experience.

**Cost:** \$55

**Course #:** NTE 106 PS1

**Date:** W, Nov 12 & 19

**Time:** 6:00 – 8:00 pm

**Place:** PSA – Conference Room

## NPTNJ Open House Dates - June 2007

6:00 pm at the PSA, Room 125

Wednesday, Oct. 22, 2008

Wednesday, Nov. 19, 2008

Wednesday, Jan 21, 2009

Wednesday, Feb 18, 2009

Wednesday, Mar 18, 2009

## 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.

# Professional Development for Educators

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

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

Call for our Fall 2008 and Spring 2009 selections!

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

**Need training for faculty and staff on-site?**

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

**Online Courses**  
(Professional Development Hours awarded)

### 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

### The Creative Classroom

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom. \$79

For more information, you can contact Nina Hernandez at 973-684-6210.

# 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, please call 973-304-6020.



## Fire Safety

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

Call for schedule of classes (973)304-6020.

## Emergency Medical Services

### Emergency Medical Technician (EMT Basic) (120 hours)

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

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

**Cost:** \$550 (plus \$85 textbook fee)

**Course #:** NEM 11 PS1

or

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

**Course #:** NEM 11 W1

**Dates:** Sept 9 – Dec 11

**Time:** T & Th, 9:00 am – 1:15 pm; some Sa, 8:30 am - 4:30 pm

**Place:** PSA

**Cost:** \$550 (plus \$85 textbook fee)

**Course #:** NEM 11 PS2

or

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

**Course #:** NEM 11 W2

**Dates:** Sept 9 – Dec 11

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

**Place:** PSA

**Cost:** \$550 (plus \$85 textbook fee)

**Course #:** NEM 11 PS3

or

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

**Course #:** NEM 11 W3

**Dates:** Sa, & every other Su, Sept 27 – Dec 14

**Time:** 8:30 am – 5:00 pm

**Place:** PSA

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

## EMT Continuing Education

(All classes held at the PSA in Wayne)

### CPR for the Healthcare Provider (5 hours)

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

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

**Course #:** NPF 42 PS2

**Date:** Sa, Sept 20

**Time:** 9:00 am – 2:00 pm

**Place:** PSA

**Course #:** NPF 42 PS3

**Date:** Sa, Oct 4

**Time:** 9:00 am – 2:00 pm

**Place:** PSA

### Core 13 Program (24 hours)

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

**Cost:** \$120

**Course #:** NEM 62 PS1

or

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

**Course #:** NEM 62 W1  
**Dates:** Nov 4, 6, 8, 11 & 13  
**Time:** T & Th, 6:00 pm – 10:00 pm;  
Sa, 8:30 am – 4:30 pm  
**Place:** PSA  
**EMT CEU Credit:** 24 Core Credits

**Course #:** NEM 62 PS2  
or  
**Cost:** Free with tuition waiver at registration  
**Course #:** NEM 62 W2  
**Dates:** Dec 1, 4, 6, 8 & 10  
**Time:** M & W, 6:00 pm – 10:00 pm;  
Sa, 8:30 am – 4:30 pm  
**Place:** PSA  
**EMT CEU Credit:** 24 Core Credits

### **Hazardous Material Awareness (4 hours)**

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

**Cost:** \$20  
**Course #:** NEM 17 PS1  
or  
**Cost:** Free with tuition waiver at registration  
**Course #:** NEM 17 W1  
**Date:** M, Sept 22  
**Time:** 6:30 pm – 10:30 pm  
**Place:** PSA  
**EMT CEU Credit:** 4 Elective Credits

**Course #:** NEM 17 PS2  
or  
**Cost:** Free with tuition waiver at registration  
**Course #:** NEM 17 W2  
**Date:** T, Dec 9  
**Time:** 6:30 pm – 10:30 pm  
**Place:** PSA  
**EMT CEU Credit:** 4 Elective Credits

### **Hazardous Material Operations (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 Awareness  
**Cost:** \$40  
**Course #:** NEM 35 PS1  
or  
**Cost:** Free with tuition waiver at registration  
**Course #:** NEM 35 W1  
**Dates:** M & W, Sept 29 & Oct 1  
**Time:** 6:30 pm – 10:30 pm  
**Place:** PSA  
**EMT CEU Credit:** 8 Elective Credits

### **Incident Command Level I-100, I-200, and NIMS 700 (14 hours)**

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

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

**Cost:** \$90

**Course #:** NEM 204 PS1  
**Dates:** M, W & Sa, Dec 8, 10 & 13  
**Time:** M/W, 6:00 pm – 10:00 pm; Sa, 8:30 am – 4:30 pm  
**EMT CEU Credit:** 16.5 Elective Credits

### **Weapons of Mass Destruction-Awareness (CBRNE) (4 hours)**

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

**Cost:** \$20  
**Course #:** NEM 82 PS1  
or  
**Cost:** Free with tuition waiver at registration  
**Course #:** NEM 82 W1  
**Date:** W, Oct 29  
**Time:** 6:30 pm – 10:30 pm  
**Place:** PSA  
**EMT CEU Credit:** 4 Elective Credits

**Course #:** NEM 82 PS2  
or  
**Cost:** Free with tuition waiver at registration  
**Course #:** NEM 82 W2  
**Date:** Th, Dec 11  
**Time:** 6:30 pm – 10:30 pm  
**Place:** PSA  
**EMT CEU Credit:** 4 Elective Credits

### **Incident Command – 300 (24 hours)**

This intermediate command level course is intended for command and general staff who may assume a supervisory or command role at a evolving or complex multi agency / multi jurisdictional event or incident.

**Prerequisite:** ICS 100, 200 NIMS 700 & 800 – Copies of certificates must be presented at first class

**Cost:** \$120  
**Course #:** NEM 203 PS1  
**Dates:** Su, M, W & Sa, Dec 14 - 20  
**Time:** M & W, 6:00 pm – 10:00 pm; Su & Sa, 8:30 pm – 4:30 pm  
**Place:** PSA  
**EMT CEU Credit:** 24 Elective Credits

## ICS Refresher

**Cost:** \$20

**Course #:** NEM 206 PS1

or

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

**Course #:** NEM 206 W1

**Dates:** Th, Dec 16

**Time:** 6:30 – 10:30 pm

**Place:** PSA

## Basic Trauma Life Support

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

**Cost:** \$80

**Course #:** NEM 74 PS1

**Dates:** Su, Nov 9 & 16

**Time:** 8:30 am – 4:30 pm

**Place:** PSA

**EMT CEU Credit:** 16 Electives

## 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.

**Cost:** \$20

**Course #:** NEM 91 PS1

or

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

**Course #:** NEM 91 W1

**Dates:** M, Oct 13

**Time:** 6:30 pm – 10:30 pm

**Place:** PSA

## Confined Space Operations (12 hours)

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

**EMT CEU Credit:** 12 Elective Credits

**Cost:** \$40

**Course #:** NEM 252 PS1

or

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

**Course #:** NEM 252 W1

**Dates:** W & Su, Oct 15 & 19

**Time:** W, 6:30 pm – 10:30 pm; Su 8:00 am – 5:00 pm

**Place:** PSA

## Heavy Rescue Technician

**Cost:** \$175

**Course #:** NEM 253 PS1

or

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

**Course #:** NEM 253 W1

**Dates:** M, W & Su, Sept 8 – Dec 3

**Time:** M & W, 6:30 – 10:30 pm; Su, 8:30 am – 4:30 pm

**Place:** PSA

## Basic and Advanced Extrication

**Cost:** \$55

**Course #:** NEM 811 PS1

or

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

**Course #:** NEM 811 W1

**Dates:** T, Th & Su, Oct 20, 22 & 26

**Time:** T & Th, 6:30 – 10:30 pm; Su, 8:00 am – 5:00 pm

**Place:** PSA

## Gas & Electrical Emergencies

**Cost:** \$20

**Course #:** NEM 116 PS1

or

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

**Course #:** NEM 116 W1

**Dates:** M, Oct 27

**Time:** 6:30 – 10:30 pm

**Place:** PSA

## For Groups By Request

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

## Security Officer Training (24 hours)

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

## Firefighter I (135 hours)

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

## Firefighter II (84 hours)

This course is designed around the NFPA Standard 1001 and the New Jersey Division of Fire Safety Standard. You will acquire sufficient skill and knowledge of the course

material to allow you to function as an effective fire ground participant to the extent that direct supervision is not required. This course builds on the Firefighter I curriculum while introducing new material and rolling responses giving you command experience.

### **Company Officer Course (80 hours)**

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

### **Arson Detection for the First Responder (15 hours)**

This course will provide fire and police personnel much of the information required to assist a trained investigator in making on-scene fire cause determinations.

### **Automobile Firefighting (6 hours)**

This course is designed to make you aware of the many hazards of automobile fire fighting and to develop and implement procedures to meet those hazards.

### **Building Construction Principles: Fire Resistive & Non-Combustible (15 hours)**

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

### **Building Construction Wood & Ordinary (21 hours)**

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

### **Critical Incident Stress Management (3 hours)**

You will learn about stress in the fire service and how to apply sound stress managing principles.

### **Electrical Emergency Response (PSE&G) (3 hours)**

This program discusses a variety of types of electrical equipment on utility poles and structures. Potential hazards during ground operations as well as possible dangers during ladder operations will also be discussed.

### **Elevator Rescue Lecture (3 hours)**

This program will present and discuss options available for effecting rescues from elevators. Elevator equipment, safety devices, and basic design will be displayed and demonstrated through the use of props.

### **Emergency Response to Terrorism: Tactical Considerations for Company Officers (16 hours)**

This National Fire Academy course addresses the special needs of responders to incidents which may have been caused by terrorist action.

### **Additional Fire Program Courses Include:**

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

### **First Responder (50 hours)**

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

### **Basic Trauma Life Support (16 hours)**

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

### **Confined Space Awareness (4 hours)**

This 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 simulated rescues using specialized rescue equipment. Prerequisite Confined Space Awareness, SCBA training and experience. EMT CEU Credit: 12 Elective Credits

## **Emergency Response to Terrorism- Basic Concepts (16 hours)**

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

EMT CEU Credit: 16 Elective Credits

## **Coaching the Emergency Vehicle Operator – Ambulance Maneuvers (4 hours)**

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

## **Basic Automobile Extrication (8 hours)**

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. In addition, students are required to complete two scenarios using a variety of hand and power tools.

---

# 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](http://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!

Course start dates for Fall 2008 are:

August 20	November 12
September 17	December 10
October 15	

## **Accounting**

**Accounting Fundamentals \$79**

**Accounting Fundamentals II \$79**

**Creating a Successful Business Plan \$79**

**Introduction to QuickBooks 2007 \$79**

## **Business Administration**

**Fundamentals of Supervision and Management \$79**

**Administrative Assistant Applications \$79**

**Understanding the Human Resource Function \$79**

**Managing Customer Service \$79**

**Principals of Sales Management \$79**

## **Computers**

**Computer Skills for the Workplace \$79**

**Introduction to Windows XP \$79**

**Introduction to Microsoft Excel 2003 \$79**

**Intermediate Microsoft Excel 2003 \$79**

**Advanced Microsoft Excel 2003 \$79**

**Introduction to Microsoft Excel 2007 \$79**

**Introduction to Microsoft PowerPoint 2003 \$79**

**Introduction to Microsoft Access 2003 \$79**

**Intermediate Microsoft Access 2003 \$79**

**Introduction to Microsoft Word 2003 \$79**

**Intermediate Microsoft Word 2003 \$79**

**Advanced Microsoft Word 2003 \$79**

## **Continuing Education for Health Care Professionals**

**Certificate in Gerontology (30 contact hours)  
\$189**

**Certificate in Complementary and**



**Alternative Medicine (27 contact hours)**  
**\$199**

**Certificate in Spirituality, Health, and Healing (36 contact hours) \$149**

**Certificate in Legal and Ethical Nursing (23 contact hours) \$149**

**Certificate in Perinatal Issues (14 contact hours) \$99**

**Certificate in Growth and Development Through the Lifespan (31 contact hours) \$199**

Currently, CEU's are not being awarded for the courses above. Upon successful completion of the class, you will get a certificate of completion from ALLEGRA Learning Solutions, LLC, an accredited provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation. Accreditation refers to recognition of continuing nursing education only and does not imply Commission on Accreditation approval or endorsement of any commercial product. Provider approved by the California Board of Registered Nursing, Provider #CEP 14693, for the stated number of contact hours. This course meets the qualifications for the stated hours of continuing education credit for MFTs and/or LCSWs as required by the California Board of Behavioral Sciences.

### **Health Care, Nutrition, and Fitness**

**Assisting Aging Parents \$79**

**Handling Medical Emergencies \$79**

**Introduction to Natural Health and Healing \$79**

### **Graphic Design**

**Design Projects for the Adobe Illustrator CS2 \$79**

**Photoshop 7 for the Absolute Beginner \$79**

### **Digital Photography & Digital Video**

**Discover Digital Photography \$79**

**Making Movies with Windows XP \$79**

**Secrets of Better Photography \$79**

**Photographing People with Your Digital Camera \$79**

**Introduction to Photoshop CS2 \$79**

### **Personal Development & Enrichment**

**Grammar Refresher (US) \$79**

**Genealogy Basics \$79**

**Learn to Buy and Sell On eBay \$79**

**Resume Writing Workshop \$79**

**Achieving Success with Difficult People \$79**

**Keys to Effective Communication \$79**

**Grammar Refresher \$79**

**The Craft of Magazine Writing \$79**

**Get Paid To Travel \$79**

**Growing Plants for Fun and Profit \$79**

**Merrill Ream Speed Reading \$79**

**Film Literacy \$79**

**Everyday Math \$79**

### **Test Preparation**

**Prepare for the GED Math Test \$79**

**GED Preparation \$79**

**SAT/ACT Preparation - Part I \$79**

**SAT/ACT Preparation - Part II \$79**

**GRE Preparation - Course 1 (Verbal and Analytical) \$79**

**GRE Preparation - Course 2 (Quantitative) \$79**

### **Childcare and Parenting**

**Guiding Kids on the Internet \$79**

**Enhancing Language Development in Childhood \$79**

**Understanding Adolescents \$79**

### **Teaching Professionals**

**Integrating Technology in the K-5 Classroom \$79**

**Solving Classroom Discipline Problems \$79**

**Big Ideas in Little Books \$79**

**The Creative Classroom \$79**

### **Grant Writing & Nonprofit Management**

**Writing Effective Grant Proposals \$79**

**Advanced Grant Proposal Writing \$79**

**Marketing Your Nonprofit \$79**

### **Web Page Design**

**Creating Web Pages \$79**

**Designing Effective Websites \$79**

**Introduction to Microsoft**

**FrontPage 2003 \$79**

### **Career Certificate Programs**

**PC Career Certificate Program (180 Contact Hours) \$1198**

### **New!**

**Career Development Courses (you can enroll and begin these courses at any time!)**

**Confidentiality of Health Information \$189**

**English Composition \$189**

**Introduction to Biology \$189**

**Introduction to Business \$189**

**Introduction to Macroeconomics \$189**

**Managerial Accounting \$189**

**Math for Business and Finance \$189**

**Medical Information Management & Office Practice \$189**

**Medical Mathematics \$189**

**Principles of Marketing \$189**

Don't see what you're looking for? We have more courses than what is advertised, so give us a call and we'll help you find a course that meets your interests and goals. Let us bring the learning to you! Call 973-684-6126.

# 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.

## Paying For Your Continuing Education

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

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

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

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

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

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

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

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

**Department of Veteran's Affairs--GI Bill vouchers** are available for qualified individuals. [www.va.gov](http://www.va.gov)

**TERI Continuing Education Loans** are available for students enrolled on a part-time basis. This loan allows flexible repayment options and generous borrowing limits. [www.teri.org](http://www.teri.org)

**College Board Connect Loans** are available for continuing education students. [www.collegeboard.com](http://www.collegeboard.com)

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

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

## Loans: Continuing Education

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

## Withdrawals and refunds

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

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

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

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

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

EVEN IF WE ACCEPT A THIRD PARTY PAYMENT, TUITION GRANT OR WAIVER on your behalf, you must follow the WITHDRAWAL

# 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

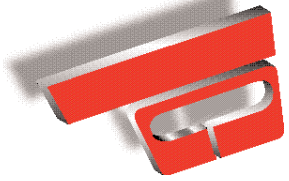
Enclose a check or money payable to: **“Passaic County Community College”** for the above courses. Write student name, course # and last four digits of the student’s SS# or student ID on the check. Mail this form and payment: **Passaic County Community College - Office of Continuing Education, One College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

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.



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