中心继续教育和劳动力发展中心

秋季2017课程表

职业发展项目
你的路径到机会
帕特森、帕塞伊克、瓦内克和韦恩

主校区
College Boulevard
帕特森, NJ

公共安全学院
Oldham Road
Wayne, NJ

瓦内克学术中心
Union Avenue

帕塞伊克学术中心
Paulison Avenue
帕塞伊克, NJ

973-684-6153
www.pccc.edu/ce
The Center for Continuing Education and Workforce Development

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

Office Locations & Hours:

Main Office: 200 Memorial Drive, Paterson, NJ
(Entrance on Ellison Street, 3rd Floor, Room M341)

Alternate office: 126 Broadway, Paterson, NJ

Office Hours: Monday – Friday, 8:30am – 4:30pm

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

Didn’t find what you are looking for?

Do you have any suggestions/comments?

Email us at: ce@pccc.edu

Passaic County Community College
Your Pathway to Opportunity!
Dear Friend,

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

Instruction is offered on our four campuses in Paterson, Wanaque, Passaic and Wayne and also offered online.

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

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

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

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

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

Yours in learning,
Mike Powell
Executive Director
Registration

PARKING POLICY
All students must park in the parking garage at 125 Broadway, 3rd floor and above (red zones). A temporary parking permit is provided, however, students wishing to purchase a parking tag may do so at the security office for $50.

REGISTER EARLY-TIMING IS IMPORTANT!
Please make sure to register early Many courses fill quickly and some have size limits, while others may be cancelled if the enrollment is not sufficient.

CLASS LOCATIONS
Classes are held at all four campuses. Please check the individual course descriptions for each location/site. See below for classroom abbreviations. For specific directions to the PCCC campuses, visit our website. www.pccc.edu/locations.

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

College Bookstore
125 Broadway, Suite 104, Paterson, NJ 07505
973-247-9406

Passaic Academic Center (P)
2 Paulison Ave., Passaic, NJ 07055

Wanaque Academic Center (W)
500 Union Avenue, Wanaque, NJ 07420
The Wanaque Academic Center is located approximately 1/4 mile from exit 55 on Union Avenue.

Wayne - Public Safety Academy (S)
300 Oldham Road, Wayne, NJ 07470
The PSA is located in Wayne between Preakness and Central Ave.

SEE INSIDE BACK COVER FOR MORE DETAILS ON REGISTRATION.
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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 50.

To inquire about rental services, contact the Continuing Education Office at 973-684-6126 or dhicks@pccc.edu.

LOOK WHAT’S NEW THIS FALL

Electro-Mechanical Maintenance Technician Certificate
Free Training Opportunities for TANF or GA clients
North Jersey Imaging Academy
Pharmacy Technician Certification
Intro to Photo Shop
Virtual Assistant: Social Media Training

Passaic County Community College
Your Pathway to Opportunity!

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

* WCBS 880AM Radio
* News 12 NJ
* WNBC News Channel 4
Basic Skills & Test Preparation

The Office of Continuing Education offers a number of adult skills courses in non-vocational programs designed to suit the needs and interests of the greater community through targeted adult learning courses and available adult skills educational opportunities.

➤ High School Equivalency (GED)
➤ High School Equivalency (GED) – Español
➤ TEAS Test Prep

Intense High School Equivalency Test Preparation (GED)

Cost: $299.00
Course #: NET 250 M1
Dates: Sat, Sept 9 – Dec 16
Time: 9:00 am – 2:00 pm
Place: Paterson, Founder’s Hall, E001
(No class Nov 25)

Course #: NET 250 P1
Dates: Tue / Wed, Sept 19 – Dec 13
Time: 6:00 – 9:00 pm
Place: Passaic, Room: 217
(No class Nov 22)

Programa de preparación para obtener el diploma de secundaria (GED)—en español
¡Ofrecemos instrucción básica para conseguir exitosamente el diploma de secundaria!
Cost: $299.00
Course #: NET 251 M2
Dates: Tue / Thur, Sept 12 – Dec 5
(no class Nov 22)
Time: 5:30 – 8:30 pm
Place: Paterson, Founder’s Hall, E001

TEAS® Test Preparation

This 24-hour class helps students sharpen their skills and develop a reliable study program to address the following content areas in the TEAS® exam: Reading, Mathematics, and English and Language Arts Usage. This course increases your chances for success, but does not guarantee passing the test.

Cost: $115

Course #: NET 206 P1
Dates: Sat, Sept 9 – Oct 7
Time: 9:00am to 2:00 pm
Place: Passaic, Rm: 120

Course #: NET 206 M2
Dates: Mon / Wed, Oct 16 – Nov 8
Time: 5:30 to 8:30 pm
Place: Paterson, M341

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

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

We currently offer industry training in the following areas:

- **Computer & Basic Skills Training**
- **Contract / Customized Training**
- **Customer Service Training**
- **Leadership / Management Training**
- **Public Speaking**
- **Social Media for Small Businesses**
- **Grant Writing**

**Computer & Basic Skills Training for Employers**

If you have at least ten employees lacking basic skills in core competency areas, we can help you improve their skills by providing free training under a grant program from the Department of Labor and Workforce Development that supports training for (NJ Business & Industry Association) NJBIA members and NJ businesses (note that public employees are ineligible for training under this grant).

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

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

Best of all, we will organize the training at **no charge** at your company’s location or at our campus. Companies must provide an FEIN and DUNS number, and employees must be employed at least 20 hours per week and “on the clock” during training. To take advantage of this program for your employees, contact Linda Johnson at ljohnson@pccc.edu or at (973) 684-7742.

**OPEN ENROLLMENT GRANT-FUNDED TRAINING**

**Computer & Basic Skills Training for Employed Individuals**

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>MS Word 1</td>
<td>Friday, Sept 8</td>
<td>9:00 am to 5:00 pm</td>
<td>Memorial Hall, M315</td>
</tr>
<tr>
<td>MS Word 2</td>
<td>Friday, Sept 15</td>
<td>9:00 am to 5:00 pm</td>
<td>Memorial Hall, M315</td>
</tr>
<tr>
<td>MS Excel 1</td>
<td>Friday, Sept 22</td>
<td>9:00 am to 5:00 pm</td>
<td>Memorial Hall, M315</td>
</tr>
<tr>
<td>MS Excel 2</td>
<td>Friday, Sept 29</td>
<td>9:00 am to 5:00 pm</td>
<td>Memorial Hall, M315</td>
</tr>
<tr>
<td>MS Excel 2</td>
<td>Friday, Oct 6</td>
<td>9:00 am to 5:00 pm</td>
<td>Memorial Hall, M315</td>
</tr>
<tr>
<td>Customer Service</td>
<td>Wed/Fri, Oct 11 &amp; 13</td>
<td>10:00 am to 4:00 pm</td>
<td>Hamilton Club Building, 2nd Floor</td>
</tr>
<tr>
<td>Leadership Skills</td>
<td>Tue/Thu, Nov 14 &amp; 16</td>
<td>10:00 am to 4:00 pm</td>
<td>Hamilton Club Building, 2nd Floor</td>
</tr>
<tr>
<td>Team Building</td>
<td>Tue/Thu, Nov 28 &amp; 30</td>
<td>10:00 am to 4:00 pm</td>
<td>Hamilton Club Building, 2nd Floor</td>
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<tr>
<td>Team Leadership</td>
<td>Friday, Dec 1</td>
<td>9:00 am to 5:00 pm</td>
<td>Hamilton Club Building, 2nd Floor</td>
</tr>
</tbody>
</table>

To Register for any of these classes, enter the URL in your browser or click on the link below: [https://form.jotform.us/61025409282147](https://form.jotform.us/61025409282147)

For more details, call Deniese Hicks at 973-684-6126, or email dhicks@pccc.edu
Contract / Customized Training
We offer customized training options to educate, train and support new, expanding and existing firms as well as non-profit organizations. Our goal is to foster and support key aspects of your organization’s wellbeing such as job growth, technology and productivity by providing training with your company’s needs in mind. Topics available cover a wide range of subjects and are customized to meet your specific training goals from introductory level to mastery. Training is done at your convenience at your location or, if you prefer, on our campus. Our contract training consultant, Linda Johnson, can discuss available courses, options, fees, and a delivery schedule with you. We also offer assistance in applying for and managing a Customized Training grant through the New Jersey Department of Labor and Workforce Development (NJDOLWD) when your training needs are extensive.

If you are looking for training for your company, contact Linda Johnson at ljohnson@pccc.edu or at (973) 684-7742 for additional information.

Customer Service Training
Employers always value employees who have good soft skills and are able to interact effectively with consumers. Improve your customer service skills and improve your growth potential by signing up for one or more of our customer service courses. Participants may register for one, two, three or any combination of sessions. Call for dates.

Excellence and Communication Skills
Diversity
Managing Difficult Customers, Difficult Situations and Stress
Problem Solving, Service Recovery and Professional Image
Time Management

If you are looking for training for your company, contact Linda Johnson at ljohnson@pccc.edu or at (973) 684-7742 for additional information.

Communications Training for Managers
Within a very interactive venue, you will have the opportunity to cover current topics to help you to strengthen your management and leadership capability in a number of critical competencies. Participants may register for one, two, three or any combination of sessions. Call for dates.

Problem Solving & Decision Making
Performance Management
Goal Setting and Time Management
Change and Stress Management
Leadership Styles and Communication
Motivating Employees
Team Building and Conflict Resolution

If you are looking for training for your company, contact Andre Sayegh at Asayegh@pccc.edu at (973) 684-6202 for additional information.

Social Media for Small Business
(NEW)

Build and protect your brand! Expand your business and social network. Learn strategies on how to effectively navigate social media channels and promote your business through social media. Learn how to engage and attract new customers and grow your net worth.

Cost: $55.00
Course #: NTE 700 M1
Dates: TBA

Public Speaking (NEW)

For business professionals who want to learn how to stand up and deliver a winning presentation and convey ideas without stumbling. Learn how to grab your audience’s attention and how to inspire them to act! This comprehensive workshop will help you to

Connect with your audience
Get your point across clearly
Remain calm, cool, and collected
Breeze through the toughest question-and-answer periods

Cost: $55.00
Course #: NTE 700 M1
Dates: TBA

Introduction to Grant Writing
(NEW)

Increase the confidence and skills needed to develop a successful grant proposal for nonprofit organizations and tax-exempt institutions. This course gives a general overview of the grant writing process and allows writers to go through a step by step process to create a grant application. Learn how to identify funding resources, develop an attractive program, meet tough deadlines, and much more. Learn how to write more effective proposals for:

Federal government grants
State governments grants
Non-profit organization grants
Education grants

Cost: $95.00
Course #: NTE 702 M1
Date: TBA
Certificate Programs

A Certificate from the Center for Continuing Education is a professional credential that is recognized by all practitioners in various industries. Coursework ensures that those entering or already in the field have the necessary education and appropriate skills to meet the requirements of practice in a variety of service settings.

- Accounting & QuickBooks Certificate
- Applied Technology Certificate
- Entrepreneur Certificate Program
- Human Services Specialist Certificate
- Plumbing Certificate
- Welding Certificate

Accounting & QuickBooks Certificate

This certificate program offers an overview of the key concepts, tools, and techniques required to succeed in today’s challenging business environment from a hands-on perspective. Offered in partnership with the New Jersey Small Business Development Center (NJSBDC) this program will cover the basics of accounting fundamentals and then apply those fundamentals to QuickBooks to enable business owners to take better control of their business finances.

Cost: $345.00
Course #: NBS 203 M1
Dates: Mon/Wed, Oct 2 - 25
Time: 5:30 – 8:30 pm
Place: Paterson, Memorial Hall, M315

Cost: $345.00
Course #: NBS 203 M2
Dates: Mon/Wed, Nov 1 – Dec 4 (No class Nov 22)
Time: 5:30 – 8:30 pm
Place: Paterson, Memorial Hall, M315

For more information on the Accounting & QuickBooks Certificate program please call Deniese Hicks at 973-684-6126 or email dhicks@pccc.edu.

Applied Technology

Technology Program

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

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

Software/Hardware Maintenance & Diagnostics (64 hours)

This course provides students with the knowledge and skills necessary to install, troubleshoot, and upgrade software and hardware components, and to maintain and replace parts for PCs. Successful completion of this course prepares students to take the COMPTIA (Computing Technology Industry Association’s) A+ certification exam and Microsoft Technology Associate (MTA) exam.

(Lecture and laboratory)

Cost: $816.00
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Prerequisite: Permission of CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587, Cbamkole@pccc.edu
Course #: NCC 150 ME1
Date: Mon & Wed, Aug 30 – Dec 18
Time: 8:30 am – 10:10 am
Place: Paterson, Hamilton Hall, H308
Systems Analysis and Design (48 hours)

This course details the study of the five phases of System Development Life Cycle (SDLC) and the systems analysis toolkit that shows the importance of communications, economic analysis, project planning skills with current technologies across all phases of the SDLC. (Lecture and laboratory)

Cost: $652.00
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Prerequisite: Permission of CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587, Cbamkole@pccc.edu
Course #: NCC 151 M01
Date: Wed / Fri, Aug 30 – Dec 15
Time: 11:45 am – 1:00 pm
Place: Paterson, Memorial Hall, M336

Network Administration I (48 hours)

This course provides students with the knowledge and skills necessary to plan, install, and configure a client operating system (Windows 7). Successful completion of this course prepares students to take the MCTS (Microsoft Certified Technology Specialist) certification 70-680 exam and Microsoft Technology Associate (MTA) exam. (lecture and laboratory)

Cost: $652.00
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Prerequisite: Permission of CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587, Cbamkole@pccc.edu
Course #: NCC 152 ME1
Date: Mon & Wed, Aug 30 – Dec 18
Time: 10:20 am – 11:35 am
Place: Paterson, Hamilton Hall, H308

Network Administration II (48 hours)

This course provides students with the knowledge and skills necessary to plan, install, and configure a server operating system (Windows 2012/R2). Successful completion of this course prepares students to take the MCITP (Microsoft Certified IT Professional) certification 70-646 exam and Microsoft Technology Associate (MTA) exam.

Cost: $652.00
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Prerequisite: Permission of CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587, Cbamkole@pccc.edu
Course #: NCC 153 M01
Date: Tue, Sep 05 – Dec 12
Time: 07:05 pm – 09:35 pm
Place: Paterson, Hamilton Hall, H112

Database Fundamentals (48 hours)

This course is a study of relational database design concepts using the entity-relationship model and database management using SQL Server or Oracle. Students will be able to run Access, SQL Server or Oracle to complete several database projects during the open lab hours. (lecture and laboratory)

Cost: $652.00
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Prerequisite: Permission of CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587, Cbamkole@pccc.edu
Course #: NCC 155 ME1
Date: Fri, Sep 01 – Dec 15
Time: 7:05pm – 9:35pm
Place: Paterson, Hamilton Hall, H112
Networking Essentials (48 hours)

This course provides students with the background necessary in order to master vendor-independent networking concepts. Successful completion of this course prepares students to take the COMPTIA (Computing Technology Industry Association’s) Network+ certification exam and Microsoft Technology Associate (MTA) exam.

Cost: $652.00
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Prerequisite: Permission of CIS and Engineering Department. Contact Adeleye Bamkole, 973-684-4587, Cbamkole@pccc.edu
Course #: NCC 158 M01
Date: Mon & Wed, Aug 30 – Dec 18
Time: 11:45am – 01:00 pm
Place: Paterson, Hamilton Hall, H308

Course #: NCC 158 ME1
Date: Tue & Thu, Aug 31 – Dec 14
Time: 05:40 pm – 06:55 pm
Place: Paterson, Hamilton Hall, H308

Electro-Mechanical Maintenance Technician Training

A New Career Path Starts Here!
Interested in the technical field?

Train for a career as an Electro-Mechanical Maintenance Technician and learn to repair home appliances, various equipment and electrical devices. This short-term training is grant-funded and carried out in partnership with employers in the field to prepare you to enter the workforce as a fully-trained and certified maintenance technician.

Program requirements include, but are not limited to:
• Must be unemployed or underemployed for 6 months or more
• 18+ years old with a High School Diploma/GED or higher
• Mechanically Inclined
• Must be ready to work
• Must successfully pass employer screening

Take the next step and get the training you need to get hired!

Our next class is scheduled to start in fall 2017. For more information, call us at 973-684-6153.
Entrepreneur Certificate Program

For individuals who are:

• Thinking about starting their own business
• Seeking additional background on key aspects of starting or running a business.

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

Course #: NBS 167 M1
Dates: Wed, Sept 13 – Nov 29
(no class 11/22)
Time: 5:30 – 8:30 pm
Place: Paterson, Memorial Hall, M341

Human Services Certificate Programs

Certificate of Achievement—Alcohol & Drug Certification Domains

Special-purpose training program for immediate employment in the field of addictions; and for those wanting to complete 270 hours of coursework required by The Certification Board, Inc. for the Certified Alcohol and Drug Counselor (CADC) certification and the Licensed Clinical Alcohol and Drug Counselor (LCADC) licensure, and, 72 hours of coursework for the Chemical Dependency Associate (CDA) credential.

Students completing the Certificate of Achievement—Alcohol & Drug Certification Domains will be able to:

• Counsel individuals specific to the problems associated with addiction.
• Identify ethical, professional, and legal standards necessary to work in the human services profession.
• Complete a Psychosocial Assessment and diagnose using the criteria in the current Diagnostic and Statistical Manual of Mental Disorders (DSM).

The Certificate of Achievement—Alcohol & Drug Certification Domains includes the following courses:

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

Please note: Introduction to Human Services (HS 101) is a prerequisite for Counseling Techniques (HS 203) and Counseling Techniques (HS 203) is a prerequisite for Group Dynamics (HS 204).

A grade of “C” or higher is required in all courses in order to earn a Certificate of Achievement—Alcohol & Drug Certification Domains.

Requirements for CADC/LCADC Certification:
• 270 educational hours in alcohol and drug domains
• 300 hours of supervised work experience
• 300 hours of supervised practical training
• Participation in alcohol and drug abuse self-help meetings
• Successful completion of an oral and written examination

Requirements for CDA credential:
• 72 educational hours in one of the specialty areas
• 2000 hours of supervised work experience
• 200 hours of supervised practicum

Certificate of Achievement in Mental Health

This certificate program is designed for the entry level mental health service worker and for those wanting to complete the ninety (90) hours of coursework required by The Certification Board, Inc. for the Community Mental Health Associate (CMHA) credential. This certificate is focused on activities that bring services, resources, and people together within a planned framework of action toward the achievement of established goals.

The Certificate of Achievement in Mental Health includes the following courses:
• Introduction to Human Services (HS 101)
• Intro to Mental Health (HS 111)
• Counseling Techniques (HS 203)
• Drugs, Society, & Human Behavior (HS 209)
• Mental Health Counseling (HS 212)

Please note: Introduction to Human Services (HS 101) is a prerequisite for Counseling Techniques (HS 203) and Intro to Mental Health (HS 111) is a prerequisite for Mental Health Counseling (HS 212).

A grade of “C” or higher is required in all courses in order to earn a Certificate of Achievement in Mental Health.

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

**Human Services Specialist Certificate**

This Certificate is for students interested in securing an entry-level position in the counseling and addictions profession and for those wanting to complete the 270 hours of course work as required by The Certification Board, Inc. for the Certified Alcohol and Drug Counselor (CADC) certification, and the Licensed Clinical Alcohol and Drug Counselor (LCADC) licensure; and, the 72 hours of course work for the Chemical Dependency Associate credential.

The Human Services Specialist Certificate program includes the following courses:

- Introduction to Human Services (HS 101)
- Counseling Techniques (HS 203)
- Group Dynamics (HS 204)
- Drugs, Society, and Human Behavior (HS 209)
- Counseling and Treatment of Addictions (HS 210)
- Introduction to Psychology (PS 101)
- Theories of Personality (PS 202)
- Abnormal Psychology (PS 203)
- Behavior Modification (PS 206)

**Please note:** Introduction to Human Services (HS 101) is a prerequisite for Counseling Techniques (HS 203); Counseling Techniques (HS 203) is a prerequisite for Group Dynamics (HS 204); Introduction to Psychology (PS 101) is a prerequisite for Theories of Personality (PS 202), Abnormal Psychology (PS 203), and Behavior Modification (PS 206).

A grade of “C” or higher is required in all courses in order to earn a Human Services Specialist Certificate.

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

For more information regarding Work Experience, Practicum, and Certification, visit The Certification Board, Inc. website at www.certbd.org.

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

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

**Prerequisite:** All courses require permission of Professor Michael D’Arcangelo. Classes start August 30, 2017. For advisement call 973-684-5759 or 201-475-8231.

**Plumbing Technology Certificate of Achievement (NEW)**

This program provides entry-level skills and knowledge for students preparing to enter the plumbing industry as an apprentice to a master plumber. It is offered in partnership with Passaic County Technical School.

Instruction includes the basic skills to assist with the installation and repairs of residential and light commercial plumbing systems. Course work includes sketching diagrams, interpretation of blueprints and practices in plumbing assembly. Students will gain knowledge of State and National Codes and requirements.

This program fulfills 13 credits of the Applied Science Degree in Technical Studies.

**Graduates of the program will be able to:**

- Demonstrate accepted safety standards.
- Interpret blueprints, specifications, and codes as they apply to residential and commercial plumbing.
- Identify appropriate piping materials for various systems and installations.
- Demonstrate installations for residential and commercial plumbing systems.
- Identify the basic principles of the State and National Plumbing Codes as applied in each installation.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLB 110</td>
<td>Plumbing I</td>
<td>4 credits</td>
</tr>
<tr>
<td>PLB 115</td>
<td>Plumbing II</td>
<td>4 credits</td>
</tr>
<tr>
<td>PLB 120</td>
<td>Plumbing III</td>
<td>4 credits</td>
</tr>
<tr>
<td>PLB 150</td>
<td>Plumbing Capstone I</td>
<td>1 credit</td>
</tr>
</tbody>
</table>

For more information contact PCCC’s Admission’s Department at Phone: (973) 684-6868 E-mail: admissions@pccc.edu

Dates: To be announced
Welding Certificate of Achievement (NEW)

This Certificate of Achievement is offered in partnership with Passaic County Technical School, provides students with a basic understanding of the science, technology, and the application skills essential for successful employment in the welding and metal industry. Instruction includes consumable and non-consumable electrode welding and cutting processes. It is a three semester, 15 credit, evening program.

Graduates of the three semester program may be employed as entry-level technicians in welding and metal working industries. Career opportunities exist in construction, manufacturing, fabrication, drilling, and pipeline companies, and welding related self-employment.

This program fulfills 15 credits of the Applied Science Degree in Technical Studies.

Graduates of the program will be able to:

- Identify the types of welding power sources and their characteristics, uses, and limitations.
- Perform entry level skills in gas metal arc welding, shielded metal arc welding, and gas tungsten welding.
- Construct weldments from sketches, blueprints, or verbal instructions.
- Demonstrate the importance of safety precautions and practices in gas and shielded arc metal welding.

REQUIRED COURSES

WLD 105 Interpreting Blueprints and Layout 2 credits
WLD 110 Introduction to Welding Fundamentals 4 credits
WLD115 Intermediate Welding 4 credits
WLD 120 Advanced Welding 4 credits
WLD 150 Welding Capstone 1 credit

For more information contact PCCC’s Admission’s Department at Phone: (973) 684-6868 E-mail: admissions@pccc.edu

Dates: To be announced

Real Estate Salesperson Training

This 75 hour class prepares you to take the New Jersey Real Estate Salespersons License. Recommended for anyone interested in pursuing a rewarding career (full-time or part-time), as a salesperson, referral agent or investor. Learn all about real estate purchasing, selling, investing and leasing.

Pre-Requisites to obtaining a Real Estate Salespersons License:

- Must be 18 years of age or older
- Have a High School Diploma or equivalent
- Must be a legal resident of the United States
- Must pass the New Jersey Real Estate Salesperson Licensing Exam

Required Textbook (Available at College Bookstore): Essentials of New Jersey Real Estate
ISBN-10: 1475422679 Publisher: Dearborn (12th edition)
Tuition: $395.00
Course Code: NBS 800 M1
Date: Tue / Thu, Sept 7 – Dec 14
(No class 11/23)
Time: 6:00 – 9:00 pm
Location: Paterson, M341

For more details, call 973-684-6126, or email dhicks@pccc.edu.

Bad Weather?

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

18 Visit our website at www.pccc.edu/ce To register call 973-684-6153.
North Jersey Imaging Academy

The North Jersey Imaging Academy will offer certificate courses in Computed Tomography, Magnetic Resonance Imaging, and Cross-Sectional Anatomy, with classes starting in the spring of 2017. The courses provide didactic preparation for the ARRT Certification Examination in CT and MRI. Didactic courses will be approved for continuing education credit by the American Society of Radiologic Technologists (ASRT). In addition, we will offer the opportunity for participants to complete the clinical requirements. Applicants must meet the requirements of our clinical partners.

Lecture (didactic) classes will initially be held during the evening, at the PCCC Public Safety Academy (PSA) located at 300 Oldham Road, Wayne, NJ 07470. Clinical education will be offered during the day, evening and weekend hours, and scheduled by program coordinators with the approval of the clinical education center.

Courses
• Cross Sectional Anatomy - 30 lecture hours
• Computed Tomography - 60 lecture hours, up to 600 clinical hours
• Magnetic Resonance Imaging - 75 lecture hours, up to 1200 clinical hours
• Mammography - 45 hours

Applicants must be ARRT certified in one of the primary imaging modalities and hold a current NJ Department of Environmental Protection license. Candidates will be accepted into program on a first-come, first-served basis.

All interested candidates must complete the application process and submit the documents specified in the attached checklist to one of the program coordinators listed below:

Professor Parsha Hobson
Passaic County Community College
One College Boulevard
Paterson, NJ 07505
phobson@pccc.edu

Professor Denise Vill’Neuve
County College of Morris
214 Center Grove Road
Randolph, NJ 07869
dvillneuve@ccm.edu

UNIFORM CONSTRUCTION CODE EDUCATION PROGRAM

Are you a general contractor and looking to advance your career by becoming New Jersey State Inspector for local municipalities? The community colleges listed below are offering a regional schedule of classes for Uniform Construction Code training:

• Brookdale Community College: call 732-224-2813 or visit their website at www.brookdalecc.edu
• Mercer County College: call 609-570-3311 or visit their website at www.mccc.edu
• Middlesex County College: call 732-906-2556 or visit their website at www.middlesexcc.edu
• Union County College: call 908-709-7600 or visit their website at www.ucc.edu

These classes are for general contractors that are looking to advance their careers and become New Jersey State Inspectors for local municipalities. The New Jersey State Department of Community Affairs (NJSDCA) offers a 75% tuition reimbursement for qualified applicants. The courses focus on technical needs for contractors, estimators, architects, engineers, and government officials, as they relate to the design, construction and maintenance of building structures. For more information and the fall 2017 schedule, contact one of the colleges above or go to the NJSDCA website at http://www.state.nj.us/dca/divisions/codes/offices/ucc_college_resources.html
Education & Teacher Training

The following Teacher Education programs will help you get started on the right path to a career in teaching.

- **Introduction to Teaching**
- **New Pathways to Teaching – Alternate Route Program (NPTNJ)**
- **Professional Development Workshops for Educators**
- **Parent Liaison Certificate Training**
- **Substitute Teacher Training**

See below for more detailed course descriptions, and visit the college’s website at www.pccc.edu/ce

New Pathways to Teaching in New Jersey (NPTNJ) – Alternate Route Program

Become a Certified Teacher

Approved by the New Jersey Department of Education

Program Overview

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

All classes are held through Bergen County Community College in Paramus, NJ. For more info please call our Office of Continuing Education and Workforce development at 973-684-6224 (6153).

Professional Development for Educators

Professional Development workshops keep teaching professionals up-to-date on new research on how children, learn, emerging technology tools for the classroom, new curriculum resources, and more. The best professional development is ongoing, experiential, collaborative, and connected to and derived from working with students and understanding their culture.
The Parent Liaison program is designed to prepare individuals to coordinate their existing parent involvement programs and to build effective new strategies to increase academic achievement for students. Participants will learn effective communication and presentation skills as well as useful vocabulary building tools.

**Sample Topics Include:** total hours: 60
- Communications Skills (how to deal with various issues such as domestic violence, drug abuse and helping families with special needs children)
- Helping parents to develop critical thinking skills in children
- How to engage parents and students (Using the Six Types of Involvement)

**Great Teachers help create Great Students!**

Email: CE@pccc.edu to schedule a training program or professional development workshop during an in-service day. Trainings and workshops are tailored to meet the specific needs of your district/school at all levels.

Passaic County Community College is a registered provider with the New Jersey Department of Education. Our workshops are NJEA endorsed.

**Substitute Teaching Training**

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

**Prerequisite:** At least 60 college credits

**Book:** Substitute Teaching from A to Z

(In PCCC Bookstore)

**Cost:** $160.00

**Course #:** NET 105 M1

**Dates:** Sat, Sep 23 – Oct 28

**Times:** 9:00am – 1:00pm

**Place:** TBD

**Cost:** $160.00

**Course #:** NET 105 M2

**Dates:** Sat, Nov 4 – Dec 16

(No class Nov 25)

**Times:** 9:00am – 1:00pm

**Place:** TBD
Emergency Medical Services (ES) & Fire Safety Training

The mission of the Emergency Response Training Programs are to provide first responders with high-quality training that enhances their skills for responding to and recovery from manmade and natural events.

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

**Emergency Medical Services**

- CPR for the Healthcare Provider
- Emergency Medical Technician (EMT)
- Hazardous Material Awareness
- EMT Refresher

**Dispatcher Training**

- Dispatcher Trainer Basic 911 Officer Course
- Emergency Medical Dispatch (EMD)
- EMD Refresher

**Fire Safety**

- Fire
- Fire Official
- Rope Rescue
- For Groups by Request

Some classes can be taken as non-credit certificate courses or with college credit. Other restrictions apply, see course descriptions for more detail.

Please call for more details (973) 304-6020, or email ems@pccc.edu

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**Emergency Medical Services**

CPR for the Healthcare Provider (4 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 100 S1

**Date:** TBA

**Time:** 8:00am – 12:00pm

**Place:** Wayne

**Emergency Medical Technician (EMT Basic) (200+ hours)**

(HYBRID COURSE)

The EMT course is designed for those interested in the field of Emergency Medical Services. This course is required for individuals volunteering on an ambulance squad or seeking a career in the Emergency Medical Services. PCCC is accredited by the New Jersey State Department of Health, Office of Emergency Medical Services as meeting the requirements of N.J.A.C. 8:40A as an approved EMT Training Site. Upon successful completion of the program, participants are eligible to take the certification examination for Emergency Medical Technician administered by the New Jersey State Department of Health. Students must register for a class as well as on the state site. Prior to the start of class, students must purchase a stethoscope. This course is a Hybrid / practical skills based program. All students must have easy access to a computer and will be required to participate in on-line assignments. All skills and exams will be
done at the Public Safety Academy. Both sessions will be required to attend some Saturdays throughout the course.

**WEEKNIGHT CLASS**
**Prerequisite:** Fluency in spoken and written English. Must have easy access to the internet. This course will require that you participate in online assignments
**Cost:** $1,200.00
**Materials/Book fee:** Books may be purchased at the College Bookstore

**Course #:** NEM 190 S1/GF1  
**Course #:** NEM 190  
**Dates:** Mon / Wed, Aug 30 – Dec 20  
**Time:** 6:45 – 10:00 pm  
**Place:** Wayne

**Course #:** NEM 190 S2/GF2  
**Course #:** NEM 190  
**Dates:** Tue / Thu, Aug 31 – Dec 21  
**Time:** 6:45 – 10:00 pm  
**Place:** Wayne

One of the following Saturdays for each weekend listed.
**Time:** 8:00am-5:00pm
**Dates:** Sept 9, 16, 30, Nov 4, 18, Dec 2, and 16
This course is a Hybrid / practical skills based program. All students must have easy access to a computer and will be required to participate in on-line assignments. All skills and exams will be done at the 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.

**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:** $40.00

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

**Cost:** $40.00
Confined Space Operations
(16 hours)
Cost: $40.00

Coaching Emergency Vehicle Operators (CEVO) (6 CEU)
This course teaches defensive driving techniques focusing on the driver’s ability to read traffic conditions, act accordingly and prevent collisions in both emergency and non-emergency situations. The program includes vehicle inspection, handling and characteristics, cushion of safety, negotiating intersections, blind spots, and two-lane and multi-lane driving, special weather conditions, passing backing up and parking as well as safety at the scene.
Cost: $60.00

Incident Command System (ICS) 300 (16 CEU)
This intermediate command-level course is intended for command and general staff who may assume a supervisory or command role at an evolving or complex multi-agency/multi-jurisdiction event or incident.
Prerequisite: ICS 100, 200, NIMS 700 & 800 – copies of certificates must be presented at first class.
Cost: $120

EMT Continuing Education

EMT Refresher Program
Designed to provide continuing education units for EMTs, this program covers the core topics of the Emergency Medical Technician-Basic Program National Curriculum. Tuition Waiver is accepted for the following classes.

Refresher A
Cost: $80.00
Course #: NEM 161 S1/GF1

Refresher B
Cost: $80.00
Course #: NEM 162 S1/GF1

Refresher C
Cost: $80.00
Course #: NEM 163 S1/GF1

Incident Command Level I-100, I-200, and NIMS 700 (16.5 CEU’s)
This 2-day course provides the Emergency Medical Technician, Paramedic, First Responder, Police Officer, Firefighter, or hospital employee with the knowledge to function with the incident command system is in place. The course covers terminology, organizational structure, and span of control, planning and support. Short and long term
incidents are covered. In addition, the National Incident Management System (NIMS), An Intro to IMS-700 will be covered.

**Cost:** $120.00  
**EMT CEU Credit:** 16.5 CEU

### Basic Trauma Life Support (16 CEU’s)

Basic Trauma Life Support (BTLS) is designed to teach the skills necessary to recognize symptoms of injuries and how to perform critical interventions.

**EMT CEU Credit:** 16

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

### Fire Safety

PCCC offers the Division of Fire Safety Fire Official course as required by the Division of Fire Safety to work as a Fire Official in the State of New Jersey.

### Fire Inspector

In accordance with the New Jersey regulations, the Fire Inspector course reflects instruction in the New Jersey Uniform Fire Code and the Uniform Construction Code. The class encompasses plan review and inspection for all commercial structures in accordance with the NJ Department of Community Affairs, Division of Fire Safety, specifically UFC section

**Textbooks required:**  
**NJ Uniform Fire Code**  
**International Fire Code 2006 New Jersey Edition**  
**FSTA Fire Inspection & Code Enforcement (7th edition)**  
**IFSTA Fire Inspection & Code Enforcement, Student Workbook for 7th edition**  
**NJ Fire Inspector curriculum Student Manual (provided)**  
NJ Uniform Construction Code (selected sections, provided)

**Cost:** $575 (text books are not included)  
**Course #:** NET 501 S1  
**Dates:** Tue / Thu, Jan 16 – Apr 19, 2018  
**Times:** 6:30 – 8:30 pm  
**Place:** Wayne Public Safety Academy (Includes 5 Saturdays. Dates: TBA)

### Fire Official (30 hours)

In accordance with New Jersey regulations, the Fire Official course reflects instruction in the New Jersey Uniform Fire Code as well as other related Codes. The class will encompass administrative, legal, and organizational issues relevant in dealing with fire code administration in accordance with the NJ Department of Community Affairs, Division of Fire Safety, specifically UFC section N.J. A.C. 5:71-4.9 (g).

**Textbook required:** Current NJ State Uniform Fire Code (Administrative Red Book)

**Prerequisite:** Fire Inspector  
**Cost:** $255 (plus book)  
**Course #:** NET 51 S1  
**Date:** September 26, 2017 to early November 2017  
**Time:** 6:30 - 9:30 pm  
**Place:** Wayne Public Safety Academy
Dispatcher Trainer Basic 9-1-1 Officer Course (40 hours)
This 40-hour 9-1-1 Basic Communications course provides students with the basic knowledge, skills, and experience to understand the functional operation of an emergency communications system, and their role and responsibilities within the emergency communications system.

Pre-Req: CPR Certification
Cost: $350
Course #: NEM 213 S1
Date: Jan 10, 11, 12, 14, 17, 18, 19, 21
Time: Tue – Thu, 6:00 - 10:00pm
(Weeknights)
Time: Sat, 8:00am – 5:00pm
(Weekends)
Place: Wayne

IF EMD AND 9-1-1 Courses are taken together cost is $600 for both and the # is NEM 215 S1

Emergency Medical Dispatch (EMD) (32 hours)
This 24 hour Emergency Medical Dispatch course (EMD) will certify the Basic 9-1-1 officer with the NHTSA EMD National Standard Curriculum. This will ensure that the student possesses the baseline knowledge and skills to function in the role of an Emergency Medical Dispatcher.

Pre-Req: CPR Certification
Cost: $350
Course #: NEM 214 S1
Dates: Jan 24, 25, 26, 28, 31, Feb 1, 2
Time: 6:00 – 10:00 pm (T/W/Th);
8am – 5pm (Sat)
Place: Wayne, TBA

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

Hazardous Material Awareness (4 hours)
This course explains what hazardous materials incidents are, and gives the students skills to detect the presence of hazardous materials. Learn how incidents are classified into levels. Get an introduction to the Incident Command System. Also covered are the roles and notification requirements of municipal, county and state organizations. This class meets OSHA, NJPEOSH and NFPA regulations and standards.

Cost: $40.00

Rope Rescue Technician (40 hours)
(Ropes Knots and Rappelling)
This is the first module in the Heavy Rescue Technician program. This program is
intended for persons interested in gaining an in-depth knowledge of special rescue situations. This module is designed to give the student a basic understanding of ropes, knots, rappelling and rigging as well as practical application. Students must be 18 years of age at the start of the program.

Cost: $200.00
Register Early. If class size minimum is not met 7 days before start of class then the class will be cancelled.

Trainings for Groups (By Request)

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

Firefighter I (135 hours)
Firefighter II (84 hours)
Company Officer Course (80 hours)
Arson Detection for the First Responder (15 hours)
Automobile Firefighting (6 hours)
Building Construction Principles: Fire Resistive & Non-Combustible (15 hours)
Building Construction Wood & Ordinary (21 hours)
Critical Incident Stress Management (3 hours)
Electrical Emergency Response (PSE&G) (3 hours)
Elevator Rescue Lecture (3 hours)
Emergency Response to Terrorism: Tactical Considerations for Company Officers (16 hours)
First Responder (50 hours)

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

Coming Soon:

• Summer Emergencies – drowning, heat related, diving, bicycle/skateboard, animal, bites, fireworks, allergy issues
  • Opiate Overdose Narcan program
  • Stroke Awareness Time is Brain
  • Diabetic Emergencies
  • EMT Pharmacology

Call for further details, 973-304-6022, or email: ems@pccc.edu
Beginning English as a Second Language (ESL)

The Adult Education ESL Program creates opportunities that empower participants to become lifelong learners and obtain the English skills necessary for college or work.

El Programa de ESL que ofrece Educación Adulta crea oportunidades que capacitan a los participantes para convertirse en aprendices de por vida y obtener las habilidades de inglés necesarias para la universidad o el trabajo.

- **Beginning English as a Second Language (ESL)/ Clases Básicas de Inglés como Segunda Lengua**
- **Job Literacy Skills / Entrenamiento laboral**
- **Small Group ESL Tutoring / Tutorías de ESL para grupos pequeños**

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**Beginning English as a Second Language**

Are you planning on enrolling in college but need to learn the basics of English? Are you looking for a job but need to speak better English?

If English is not your native language and you would like to become more proficient in reading, writing, and speaking; our program is for you.

Potential students must apply through the Admissions Office at 225 Market St.

**CALL 973-684-3753**

for more information.

**Clases Básicas de Inglés como Segunda Lengua**

¿Está planeando entrar a la Universidad pero tiene que aprender inglés? ¿Está usted buscando un trabajo pero necesita mejorar su inglés?

Si el inglés no es su primer idioma y le gustaría ser más competente en la lectura, escritura y conversación, entonces nuestro programa es para usted.

Los estudiantes interesados deben aplicar en la oficina de Admisiones en la calle 225 Market St.

**LLAMAR AL 973-684-3753**

para más información.
Basic ESL Workshop (25 hrs.) – Cost: $115.00
For students with little or no English. Para estudiantes que saben poco o nada de inglés.

Course #: NET 711 M2
Dates: Sep 5 – 26
Times: M/T/TH, 8:55 – 11:35 am
Place: Paterson, Main Campus

Course #: NET 711 ME2
Dates: Sep 5 – 26
Times: M/T/TH, 5:40 – 8:20 pm
Place: Paterson, Main Campus

Course #: NET 711 M3
Dates: Oct 9 – 30
Times: M/T/TH, 8:55 – 11:35 am
Place: Paterson, Main Campus

Course #: NET 711 ME3
Dates: Oct 9 – 30
Times: M/T/TH, 5:40 – 8:20 pm
Place: Paterson, Main Campus

Grant-funded Beginner ESL Workforce Class (60 Hours)
For students who need to improve their English to get a good job.
Para estudiantes que necesitan mejorar su inglés para obtener un buen trabajo.

Cost: FREE
Course #: ELSC 000 GF1
Dates: Sep 9 – Dec 2
Times: Sat, 9:00am – 2:00pm
Place: Paterson, New Jersey Community Development Corporation

Grant-funded Foundations ESL Workforce Classes (60 Hours)
For students who need to improve their English to get a good job.
Para estudiantes que necesitan mejorar su inglés para obtener un buen trabajo.

Cost: FREE
Course #: ELSC 000 M1
Dates: Sep 12 – Nov 3
Times: T/TH/F, 8:55 – 11:35 am
Place: Paterson, Main Campus

Cost: FREE
Course #: ELSC 000 ME1
Dates: Sep 11 – Nov 2
Times: M/T/TH, 5:40 – 8:20pm
Place: Paterson, Main Campus
Paid Foundations ESL Classes (60 Hours)

For students with limited English skills.
Para estudiantes con habilidades limitadas en el inglés.

Cost: $215.00

Morning
Course #: NET 710 M1
Dates: Sep 11 – Nov 2
Times: M/T/TH, 8:55 – 11:35am
Place: Paterson, Main Campus

Course #: NET 710 M2
Dates: Nov 7 – Dec 19
Times: M/T/W/TH, 8:55 – 11:35am
Place: Paterson, Main Campus

Course #: NET 710 ME1
Dates: Sep 12 – Nov 3
Times: T/TH/F, 5:40 – 8:20 pm
Place: Paterson, Main Campus

Course #: NET 710 ME2
Dates: Oct 9 – Nov 16
Times: M/T/W/TH, 5:40 – 8:20 pm
Place: Paterson, Main Campus

Course #: NET 710 ME3
Dates: Nov 7 – Dec 19
Times: M/T/W/TH, 5:40 – 8:20 pm
Place: Paterson, Main Campus

Course #: NET 710 P1
Dates: Sep 11 – Nov 2
Times: M/T/TH, 5:40 – 8:20 pm
Place: Passaic Academic Center

Weekend
Course #: NET 710 MW1
Dates: Sep 9 – Nov 18
Times: 9:00am – 2:25pm – Saturday
Place: Paterson, Main Campus

Academic ELSC-PREP (48 Hours)
– Cost: $175.00

Intensive academic skills workshop to prepare students for college level ESL.
Taller académico intensivo que prepara
estudiantes para nivel universitario de Inglés como Segunda Lengua.

Morning

Course #: ELSC-PREP MO2
Dates: M/T/W/Th/F, Aug 30 – Sep 18
Time: 9:00am – 12:40pm
Place: Paterson, M333

Course #: ELSC-PREP MO3
Dates: M/T/W/Th, Oct 9 – Nov 2
Time: 9:30am – 12:30pm
Place: Paterson, M333

Course #: ELSC-PREP MO4/MO5
Dates: M/T/W/Th/F, Nov 27 - Dec 18
Time: 9:30am – 12:30pm
Place: Paterson, Main Campus

Evening

Course #: ELSC-PREP ME2
Dates: M/T/W/Th/F, Aug 30 – Sept 18
Time: 5:30 – 9:10pm
Place: Paterson, M333

Course #: ELSC-PREP ME3
Dates: M/T/W/Th, Oct 9 – Nov 2
Time: 5:30 – 8:30pm
Place: Paterson, M333

Course #: ELSC-PREP ME4/ME5
Dates: M/T/W/Th/F, Nov 27 - Dec 18
Time: 5:30 – 8:30pm
Place: Paterson, Main Campus

ESL Small Group Tutoring

Offered to Adult Ed ESL students who wish to improve their reading, writing, speaking, and listening skills in a small-group setting.

Las tutorías están diseñadas para estudiantes de Educación Adulta que desean mejorar su habilidad para leer, escribir, hablar y escuchar en inglés en grupos pequeños.

ESL Tutoring (11 One-hour Sessions) – Cost: $65.00

Course #: NET 801 M1, M2, M3, M4, M5
Dates: Mon - Fri, July 1 – Dec 23
Times: By Appointment
Place: Paterson, Memorial Hall, M341
Food Services Career Program

The perfect recipe for a career is available at the Center for Continuing Education!

Whether you want to work in the kitchen, design your own restaurant, or run a catering business, a culinary arts career is a great choice for anyone who loves to work with food.

Funding Options available: Pell Grant / Financial Aid / Trade Adjustment Assistance / Veterans Benefits

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

Food Service and ServSafe® Certification Program

This course introduces the basics of the food service industry and standards in food safety. Students will learn about various cooking methods and sauce making. Students will be instructed in food safety according to ServSafe® and will be prepared to take the ServSafe® exam. ServSafe® is the industry’s strongest food safety educational tool and it is administered by the National Restaurant Association.

The final module a student will participate in is a work place learning (WPL) experience as an intern with an employer partner. The duration of the WPL will be 120 hours over the course of four weeks. Successful completion of this hands-on and lecture based course counts as six months of industry experience.

This program is on an open admission schedule in which students start the program on the first Monday of every month. Hours are individually calculated to reach course completion. This program is listed on the ETPL (Workforce Training Website) and is approved for Pell Grant, Financial Aid Assistance and Veterans Benefits.

Uniform cost is non-refundable. Classes start the 1st Monday of every month.

<table>
<thead>
<tr>
<th>Part A</th>
<th>Part B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost: $2,000.00</td>
<td>Cost: $2,000.00</td>
</tr>
<tr>
<td>Materials/Book Fee: $400.00</td>
<td>Materials/Book Fee: $250.00</td>
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</tbody>
</table>

Course #: NJS 17 M1A (day)
Dates: Mon – Fri
Time: 7:30 am – 3:30 pm
Place: Paterson, Cafeteria

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

Course #: NJS 17 M1B (day)
Dates: Mon - Fri
Time: 7:30 am – 3:30 pm
Place: Paterson, Cafeteria

Course #: NJS 18 M1B (evening)
Dates: Mon – Thu
Time: 1:30 – 8:00 pm
Place: Paterson, Cafeteria
SERVSAFE® FOOD SAFETY
MANAGEMENT TRAINING & Exam

The ServSafe program helps prepare you for the ServSafe Food Protection Manager Certification exam. Training covers these concepts:

- The Importance of Food Safety
- Good Personal Hygiene
- Time and Temperature Control
- Preventing Cross-Contamination
- Cleaning and Sanitizing
- Safe Food Preparation
- Receiving and Storing Food
- Methods of Thawing, Cooking, Cooling and Reheating Food
- HACCP (Hazard Analysis and Critical Control Points)
- Food Safety Regulations
- And more . . .

The program blends the latest FDA Food Code, food safety research and years of food sanitation training experience. Managers learn to implement essential food safety practices and create a culture of food safety. All content and materials are based on actual job tasks identified by foodservice industry experts.

Trust the only food safety program with roots in the foodservice industry to help you protect customer health, improve employee performance and preserve business reputation.

*Servsafe® is created and administered by the National Restaurant Association.

Chef/Instructor/Proctor: Robert Eckert
Course Schedule: TBD
1. Exam Only: $100.00
Materials: $38.00 & Registration $62.00
2. Course & Exam: $199.00
Materials: Book w/Online Voucher $68.00
Registration Fee: $131.00
GRANT FUNDED PROGRAMS

Free education and career training programs for eligible New Jersey residents are available. All applicants must meet specific requirements in order to qualify.

Accept the challenge and start NOW with a new beginning!

➔ Virtual Assistant: Social Media Training
➔ High School Equivalency Program
➔ Industry Centered Training Project
➔ Intensive Math for Vocational & Technical Trades
➔ NJ Health Professions Consortium Grant (TAACCCT4)
➔ Retail & Service Industry Training Hub
➔ Trade Adjustment Assistance Career Training (TAACCCT3)

Virtual Assistant: Social Media Marketing Specialist (NEW)

Learn how to leverage the power of the internet

Learn how to prepare for in-demand internet based jobs. Gain valuable knowledge and skills necessary to be a successful Social Media Marketing professional. Topics covered include: Marketing fundamentals, operating system navigation, software overview, internet research, and computer components. In addition, as part of the Virtual Assistant Training, students will be provided with occupational skills in customer service as well as instruction on the key elements necessary to market yourself.

This training program is project based and is designed to prepare students to be successful social media marketers who can work remotely for employers and clients.

Prerequisite: Unemployed or underemployed for at least 6 months and qualify under the Ready to Work guidelines.

Call 973-684-6153 for more details
The following Free Training Opportunities are available at the college for TANF or GA clients. For more details and program information call the Board of Social Services at 973-881-0100

| High School Equivalency Adult Basic Education | Designed to prepare participants to sit for the high school equivalency exam as well as to enhance life, study, and work skills while preparing and encouraging students to obtain employment and/or further education. |
| Industry Centered Training Project | Our revised Industry Centered Training Project now provides additional training opportunities with targeted modules. See below for further details. |
| Math for Vocational and Technical Purposes | Clients will participate in a 26-week program that provides 30-35 hours of educational training classes per week organized as follows: |
| Retail & Service Training Hub | This 30-35 hours/week of experiential, hands-on training per week to prepare each participant to take full-time employment in the sector. Individuals will choose one of the two tracks mentioned above: 1) Sales & Retail Operations, or 2) Warehousing & Logistics. |

Customer must be receiving Temporary Assistance for Needy Families (TANF) or General Assistance (GA). Must have the ability to read, write and converse in English. Referrals are made through the Passaic County Board of Social Services.

High School Equivalency Program

The NEW high school equivalency grant-funded program provides academic instruction for the Temporary Assistance for Needy Families (TANF) and General Assistance (GA) population.

Prerequisites: Customers must be receiving Temporary Assistance for Needy Families (TANF) or General Assistance (GA) population. Students will improve their reading, writing, math, social studies and science skills in preparation for the HISET or TASC exam.

Program Highlights

- Instruction in reading, math, writing skills, social studies and science
- Academic assessment
- Basic computer skills
- Literacy and computer-based training
- Job readiness skills
- Career counseling and job placement assistance

**TABE requirements:** 7.0 in reading and language

**Day(s):** Monday – Friday  
**Times:** 8:30 am – 4:00 pm

**Course #:** NJS  
**Place:** Paterson, Broadway Academic Center, TBA

**Referrals:** Every Monday

**Prerequisites:** Customer must be receiving General Assistance (GA). Must have the ability to read, write and converse in English.

Referrals are made through the Passaic County Board of Social Services.

For additional information, please contact: Pat Nole, Manager, W.I.A. Programs
Tel # 973-684-5748 • Email: pnole@pccc.edu
Industry Centered Training Project

Designed to stimulate active learning for individuals seeking long-term employment and explore gateways leading to employment through a comprehensive and structured curriculum that combines the employability skills and the core set of fundamental skills that employers require in the workplace.

We now introduce the “The Bridge to Future Success” which are four new modules that give individuals marketable career paths at a glance. This innovative and diverse concept offer the pathways that lead to endless possibilities for the individual striving for the next plateau of life. Within this framework, we now offer the following options and program highlights:

INDUSTRY FOCUSED HIGHLIGHTS

- An introduction to the healthcare industry; defining healthcare systems; customer service and the healthcare industry
- An introduction to the hospitality industry providing and an overview of the industry, career opportunities, to acquire knowledge & experience in customer service, communications, and hospitality operations
- An introduction to digital logistics through social media competencies in the areas of communication through digital technology, and computer skills for the workplace
- Job readiness skills to enhance employment marketability; creating great networking systems; using proper language when writing a resume; mock interviews; the proper attire for an interview
- Career counseling and job placement assistance

(6th grade reading and math level required)

Day(s): Monday – Friday  Time: 8:30 am – 4:00 pm
Course #: NJS 203  Place: Paterson, Broadway Academic Center, TBA

Prerequisites: Customer must be receiving Temporary Assistance for Needy Families (TANF) or General Assistance (GA). Must have the ability to read, write and converse in English.

Referrals are made every Monday through Passaic County Board of Social Services

For additional information, please contact:
Pat Nole, Manager, Workforce NJ Programs
Tel # 973-684-5748 • Email: pnole@pccc.edu

Didn’t find what you are looking for?  Do you have any suggestions/comments?  Email us at: ce@pccc.edu
Intensive Math for Vocational & Technical Trades

The NEW Intensive Math for Vocational and Technical Trades grant-funded program provides academic instruction for the Temporary Assistance to Needy Families (TANF) and General Assistance (GA) recipients. The program is designed to help students acquire marketable math and computer skills for entrance into the vocational and technical trades.

**PROGRAM HIGHLIGHTS**

- Instruction in basic math, algebra, geometry, technical math, probability, and basic statistics
- Academic assessment
- Basic computer skills including Excel
- Literacy and computer-based training
- Job readiness skills
- Career counseling and job placement assistance

**TABE requirements:** 5.0 in math; 7.0 in reading and language

**Day(s):** Monday – Friday  
**Times:** 8:30 am – 4:00 pm

**Course #:** NJS  
**Place:** Paterson, Broadway Academic Center, TBA

**Referrals:** Every Monday

**Prerequisites:** Customer must be receiving Temporary Assistance for Needy Families (TANF) or General Assistance (GA). Must have the ability to read, write and converse in English.

Referrals are made through the Passaic County Board of Social Services.

For additional information, please contact: Pat Nole, Manager, W.I.A. Programs  
Tel # 973-684-5748  • Email: pnole@pccc.edu

RETAIL & SERVICE TRAINING HUB

The NEW Customer Service Training Hub grant-funded program for Temporary Assistance for Needy Families (TANF) and General Assistance (GA) recipients provides academic instruction and the opportunity to explore hands-on career paths in the retail/hospitality sector while learning on-the-job skills for customer service, inventory, sales, management, marketing, inventory, warehousing, logistics, and basic finance at the Revivo Community Thrift Store—a collaborative effort between Continuing Education and United Way of Passaic County.

**PROGRAM HIGHLIGHTS**

- Instruction in customer service, inventory, sales, management, marketing, inventory, warehousing, logistics, and basic finance
- Hands-on experience in the retail/hospitality sector
- Academic assessment
- Literacy and computer-based training
- Job readiness skills
- Career counseling and job placement assistance

**TABE requirements:** 7.0 in reading & language & math

**Day(s):** Monday – Friday  
**Times:** 8:30 am – 2:30 pm

**Course #:** NJS  
**Place:** Paterson Campus

**Referrals:** Every Monday

**Prerequisites:** Customer must be receiving Temporary Assistance for Needy Families (TANF) or General Assistance (GA). Must have the ability to read, write and converse in English.

Referrals are made through the Passaic County Board of Social Services.

For additional information, please contact:  
Continuing Education, Tel # 973-684-6153

Visit our website at www.pccc.edu/ce To register call 973-684-6153.
New Jersey Health Professions Consortium (HPC)

Interested in a career in health care? The New Jersey Health Professions Consortium (HPC) has grant funding sponsored by the United States Department of Labor (DOL) for eligible participants to train and obtain the skills and certification needed to start a career in the growing field of health care.

What’s offered?

Eligible participants will receive training and certification in Allied Health programs in the healthcare sector and to build career pathways.

COURSES:

- Emergency Medical Technician (EMT)
- Certified Home Health Aide (CHHA)
- Smart Start: An Intro to Healthcare
- Pharmacy Technician
- EKG
- Phlebotomy

The opportunity to register for HPC classes is dependent on availability and continued funding of the grant and can be withdrawn at any time.

Program requirements include, but are not limited to:

- U.S. Citizenship, permanent residency, or eligibility to work
- High School diploma or GED
- Qualifying scores on the TABE or Accuplacer tests
- TAA-impacted
- Veterans
- Unemployed
- Underemployed

*Additional eligibility criteria may apply based on individual program.

The above listed courses are funded by a $15,000,000 grant from the U.S. Department of Labor (DOL) Employment and Training Administration.

For more information about the grant program and to see if you qualify, visit our website at www.pccc.edu/hpc, call 973-684-5541, or email healthpath@pccc.edu.
Online Courses

(Available through our Online Instruction Center at: www.ed2go.com/cepccc)

Get an online degree or certificate from the comfort of your own home.
The Center for Continuing Education and Workforce Development, in partnership with ed2go (formerly Gatlin Education Services), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.
• Start anytime (Courses start each month)
  • Set your own pace
  • 24 hour access
  • Affordable rates starting at just $100

Our programs are designed by a team of professionals from each respective field, who work to provide you with an effective web-based learning experience. Over 700 courses are available in the following areas:

ONLINE SHORT COURSES

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

For more information, call 973-684-6153 or go to our Online Instruction Center at www.ed2go.com/cepccc.

Find out how YOU can decide when and where your learning should take place!

Course start dates for Fall 2017
9/13/17, 10/18/17
11/8/17, 12/13/17

Ten Hot Online Short Courses

Accounting Fundamentals
Introduction to Microsoft Excel 2010
Medical Terminology: A Word Association Approach
Creating Web Pages
Speed Spanish
Grammar Refresher
Introduction to SQL A to Z
Grant Writing
Introduction to QuickBooks 2012
Secrets to Better Photography
Project Management Fundamentals

ONLINE CAREER TRAINING PROGRAMS

www.gatlineducation.com/pccc

Develop new in-demand skills through online career training programs. Start anytime in one of the many programs being offered and work at your own pace. Interact online with instructors and mentors. The following are examples of some of the programs:

Online Career Programs:
• Healthcare & Fitness
• Business & Professional
• IT & Software Development
• Management and Corporate
  • Media & Design
• Hospitality & Service Industry
• Skilled Trades & Industrial
• Sustainable Energy & Going Green
• Online High School

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 973-684-6153.
Note: Prices are subject to change.
Cultural Affairs at Passaic County Community College (PCCC)
Located in the historic Hamilton Club Building in downtown Paterson, the Cultural Affairs Department is home to the Poetry Center, the Theater and Poetry Project (TAPP), the Passaic County Cultural & Heritage Council (PCCHC), and the PCCC Art Galleries.

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

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

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

The Passaic County Cultural & Heritage Council (PCCHC)
Established in 1980 by Maria Mazziotti Gillan, its executive director, the PCCHC is the officially designated county arts, cultural and heritage agency, granting state funds annually to approximately 50 Passaic County non-profit organizations. Through its local arts and history programming, the PCCHC strives to reflect diversity, and to preserve the ethnic traditions and cultures of its communities.
The Art Galleries at PCCC

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

Please visit: www.pccc.edu/cultural-affairs for more information on all PCCC Cultural Affairs programs.

For Maria Mazziotti Gillan’s webpage/blog, visit www.mariagillan.com

DISTINGUISHED POETS SERIES

NOVEMBER 4, 2017 – Paterson Literary Review/Celebrating Issue #45
DECEMBER 2, 2017 – Patricia Spears Jones & Diane Wakowski
FEBRUARY 3, 2018 – Allen Ginsberg Award Winners

Free poetry readings begin at 1pm and take place at
The Hamilton Club Building
32 Church St., 2nd Fl., Paterson, NJ
Open readings follow the featured poets.
For featured poets, visit www.poetrycenterpccc.com/readings

Poetry Workshops in Paterson:

A workshop precedes each reading from 10 am – noon. Fee: $20 (registration required).
Download form at www.poetrycenterpccc.com/workshops and mail with fee to: The Poetry Center at PCCC, One College Blvd., Paterson, NJ 07505-1179

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

POETRY WORKSHOPS FOR MATURE ADULTS (50 AND OVER)

Wanaque Academic Center, 500 Union Avenue, Wanaque, NJ
$90 for fall 2017 sessions (6 classes)
Oct. 5, 12, 19 and 26; Nov. 2 and 9

For registration info, visit www.poetrycenterpccc.com/workshops
Registration required: call 973-684-6555 or email sdesai@pccc.edu.

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

Download a registration form and get more details at: www.poetrycenterpccc.com

Cultural Affairs Programming is funded, in part, by a grant from the New Jersey State Council on the Arts/Department of State, a partner agency of the National Endowment for the Arts, and through a general operating support grant from the NJ Historical Commission, a Department of State.
### THE POETRY CENTER AT PCCC

**Allen Ginsberg Poetry Awards**

- **1st Prize:** $1,000
- **2nd Prize:** $200
- **3rd Prize:** $100

Unpublished poems only — $18.00 entry fee

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**THE PATERNSON POETRY PRIZE**

**$1,000 Award**


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**PATERSON PRIZE FOR BOOKS FOR YOUNG PEOPLE**

**$500 Award in each category for books published in 2017**

- Pre-K - Grade 3
- Grades 4 – 6
- Grades 7 – 12

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**PLEASE NOTE:** BOOKS CANNOT BE RETURNED

For poetry awards and book contests, the deadline is **February 1, 2018** (postmarked).

For guidelines and entry forms, visit [www.poetrycenterpccc.com/awards](http://www.poetrycenterpccc.com/awards)
Urban Consortium

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

▲ College Bound/GEAR UP (SMT, Science, Math Technology)
▲ Upward Bound

College Bound / Gear – Up

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

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

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

For More Information about the Upward Bound Program, please call 973-684-5910.

Upward Bound

The Upward Bound program is designed to provide academic enrichment and support for 9th - 12th grade students who attend Passaic High School.

Who is eligible?
1. Eligible Passaic High School students who demonstrate academic potential, and are in need of academic and motivational support to complete secondary school and pursue education beyond high school.
2. All Upward Bound services (including classes, transportation, textbooks, meals, and field trips) are provided free of charge to all eligible students. The cost is underwritten by a federally funded grant from the U.S. Department of Education and Passaic County Community College.

For More Information about the Upward Bound Program please call 973-684-5910.
Whether you’re a small business looking for ways to expand your business, or are in need of advice to get past some rough spots, or you are just starting out, the William Paterson Small Business Development Center can help.

If you are already in business, our seasoned consultants can analyze your business situation and help you develop tools for growth; a good business plan, financial analysis, and a marketing strategy that’s right on target.

We can also help you identify sources of financing and develop a financing proposal. And, we offer a variety of short, practical seminars to help you stay current and strengthen your management skills.

Contact Information: 973-321-1378
William Paterson University Small Business Development Center
131 Ellison Street,
Paterson, NJ 07505

http://www.njsbdc.com/consulting/request.php
sbdc@wpunj.edu
Intro to Acting & Theater (New)

Why bother with acting classes and acting technique? Because acting training begins with the following question, “Is this acting thing just a passing fancy or is it truly my life’s work?” Whatever the answer to this question, you have to know it before you pursue acting.

In this Beginner Acting class, students will participate in techniques for freeing spontaneous personal feelings, memorizations, and scenes in addition to participating in exercises that focus on the fundamentals of the craft of acting. Students will learn how to use physical and vocal attributes to create a character, improvise short scenes and work on rehearsing, memorizing and performing a short scene or monologue.

Course Fee: $125.00
Dates: M/W, Oct 18 – Nov 15
Times: 5:30 – 8:30 pm
Place: WAQ, W107

Introduction to Photo Shop Techniques (New)

Discover the key elements of basic Photo Shop techniques and learn how to manipulate digital photographs. Students will study elements and principles of design, and how to use Photo Shop tools to enhance personal photographs. Students will be able to create pleasing images and typography to make their own cards and invitations. This is a hands-on project oriented course that will allow you to express yourself using the most exciting graphics program ever developed.

Supplies Needed:
- Personal photographs
- Digital Camera or cell phone camera
- Flash Drive Storage
- Photo Portfolio Notebook

Course Fee: $125.00
Dates: M/W, Sept 11 – Oct 11
Times: 5:30 – 8:30 pm
Place: WAQ, TBD
Registration

Call (973) 684-6153 or (973) 684-5782 Monday through Friday 8:30 am – 4:30 pm for information. Extended hours Monday and Thursday. Call first to confirm.

Register early! Advanced Registration is required for all Continuing Education Classes. Classes may be filled or cancelled if you do not register at least 1 week prior to the first class.

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

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

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

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

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

In person: The Continuing Education Office is located at 200 Memorial Drive, Room: M341 (Corner of Memorial Drive & Ellison Street) Paterson, N.J. You may pay by check or money order. Credit Cards (Visa, MasterCard, or Discover), and cash payments must be taken by the Bursar on the same day or you will be dropped from the class.

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

Cost
Cost is listed with each course and may include fees if not listed separately. Payment must be made prior to the first class.

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

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

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

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

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

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

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

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

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

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

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

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

For classes that meet for 120 hours or more you must notify the Continuing Education Office in writing to complete a Withdrawal Form. Refunds will be made as follows:

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

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

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

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

Student ID or Social Security ___________________________ Date of Birth ___________________________

☐ Male ☐ Female
☐ New ☐ Returning ☐ Fall ☐ Spring ☐ Summer

Last Name ___________________________ First Name ___________________________ MI ______

Preferred Tel. # ___________________________ Secondary Tel. # ___________________________

Street ___________________________ City ___________________________

County ___________________________ State ___________________________ Zip ___________________________

Emergency Contact ___________________________ E-mail ___________________________

Employer ___________________________ Employer’s Address ___________________________

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<th>Course #</th>
<th>Course Title</th>
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We accept Visa, Mastercard or Discover Credit Card. Payments can be made at the Bursar’s Office, PCCC, One College Blvd., Paterson.

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

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

Student Signature ___________________________ Date ____________

For Official Use Only

Initial Person Accepting Registration Initial of Person Accepting Payment

☐ Cash ☐ Check ☐ Charge ☐ M.O.
☐ Staff ☐ Third Party

Cancellation Policy

- The college reserves the right to cancel courses or to change dates if necessary.
- Attempts will be made to notify students.
- Refunds take 4-6 weeks.

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

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Look What’s New This Fall:

- Electro-Mechanical Maintenance Technician Certificate
- Free Training Opportunities for TANF or GA clients
- North Jersey Imaging Academy
- Pharmacy Technician Certification
- Intro to Photo Shop
- Virtual Assistant: Social Media Training