Spring/Summer 2020 Schedule of Classes
Your Pathway to Opportunity

Main Campus
1 College Boulevard
Paterson, NJ

Public Safety Academy
300 Oldham Road
Wayne, NJ

Wanaque Academic Center
500 Union Avenue
Wanaque, NJ

Passaic Academic Center
2 Paulison Avenue
Passaic, 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. Online options are also available.

Office Locations & Hours:

Main Office: 200 Memorial Drive, Paterson, NJ
(Entrance on Ellison Street, 3rd Floor, Room M341)
Office Hours: Monday – Friday, 8:30am – 4:30pm

For more information, visit our website at www.pccc.edu/ce, or call 973-684-6153/6224.

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!
President’s Message

Dear Friend,

Passaic County Community College opened in 1971 with a few hundred students and the goal of providing the residents of Passaic County with quality and affordable educational programs. Today, 50 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 County Community College’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,
The Continuing Education & Workforce Development Team
Registration

PARKING POLICY
All students must park in the parking garage at 125 Broadway, 3rd floor and above (red zones). Students wishing to purchase a parking tag may do so at the CE offices or Bursar’s. The fee is $30 per semester.

REGISTER EARLY — TIMING IS IMPORTANT!
Please make sure to register early as 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.

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
973-341-1600

Wanaque Academic Center (W)
500 Union Avenue, Wanaque, NJ 07420
973-248-3000

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
973-304-6020

The PSA is located in Wayne between Preakness and Central Ave.

SEE INSIDE BACK COVER FOR MORE DETAILS ON REGISTRATION.
## Table of Contents

### Allied Health Programs
- Community Health Worker Certificate . 8
- EKG Certificate Program . 8
- Phlebotomy Certificate Program . 8

### Basic Skills & Test Preparation
- High School Equivalency
  - Test Preparation . 9
  - Test of Essential Academics Skills (TEAS) Test Prep . 9

### Business & Industry
- Computer & Basic Skills Training for Employees . 11
- Contract / Customized Training . 10
- Customer Service Training . 10
- Leadership/Management Training . 11

### Certificate Programs
- Accounting & QuickBooks Certificate . 12
- Health & Human Services Certificate . 13
- Imaging Academy . 13
- Real Estate Salesperson Training . 14
- Uniform Construction Code . 14

### Computer & Technology Programs
- Applied Technology . 12
- Microsoft (MS) Office Suite - Online . 11

### Education & Teacher Training
- Praxis Core Preparation . 24
- Substitute Teacher Training . 24

### Emergency Medical Services (EMS) & Fire Safety Training
- CPR for the Healthcare Provider . 15
- Emergency Medical Technician (EMT) . 15
- EMT Refresher . 17
- Hazardous Material Awareness . 18

### Dispatcher Training
- Basic 911 Officer Course . 17
- Emergency Medical Dispatch (EMD) . 17
- EMD Refresher . 17

### Fire Safety
- Fire Inspector . 18
- Fire Official . 18
- Rope Rescue . 18
- For Groups by Request . 19

### English as a Second Language (ESL)
- Beginning English as a Second Language (ESL) . 20
- ESL for Business . 22

### Food Services Program
- Dietary Manager Certification . 23
- Introduction to Food Service Preparation and ServSafe Certification Program . 23

### Grant Funded Programs
- WorkFirst NJ . 25
- Career Pathways Program . 25
- Computer Skills & Professional Development . 25
- High School Equivalency Program . 25
- Intensive Math . 25
- Youth Rise Academic Readiness and Career Pathways . 26

### Online Courses
- Online Short Courses . 27
- Online Career Programs . 27

### Partner Organizations & Programs
- Cultural Affairs Department . 28
- Urban Consortium . 29
- College Bound/GEAR UP . 29
- Upward Bound . 29

### Registration
- . 30

---

Passaic County Community College
Your Pathway to Opportunity!
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 SPRING

Allied Health Certificates
Free Training Opportunities for TANF or GA Clients
Youth Rise Academic Readiness & Career Pathways

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

WCBS 880AM Radio News 12 NJ
WNBC News Channel 4
www.pccc.edu
Allied Health Programs

- Community Health Worker Certificate
- Certified EKG Technician
- Certified Phlebotomy Technician
- Certified EKG and Phlebotomy Bundle

Interested in a career in health care? These courses will get you started.

**Community Health Worker Training**
This program trains those who are interested in health education and community outreach. CHWs are frontline public health workers who have a close understanding of the community they serve; they help advocate for the health needs of individuals and sometimes, for the entire community. The CHW training focuses on health education, health promotion, as well as specific skills needed to assist underserved, low income and/or non-English speaking communities.

**Tuition:** $4,000.00
**Course Schedule:**
https://catalog.pccc.edu/ce

**EKG Technician Course**
This course prepares students to work as Certified EKG (electrocardiograph) technicians (CET) in the rapidly growing field of health care. Students who successfully complete the course will be eligible to take the Certified EKG Technician national certification exam. As a Certified EKG Technician (CET), students will have the credentials nearly all healthcare employers require to perform critical tasks of administering EKGs, as well as Holter monitoring and stress testing.

**Tuition:** $950.00
**Course Schedule:**
https://catalog.pccc.edu/ce

**Phlebotomy Technician Course**
This course prepares students to work as Certified Phlebotomy Technicians (CPT), an in-demand occupation. Students who successfully complete the course will be eligible to take the Certified Phlebotomy Technician (CPT) national certification exam. Certified Phlebotomy Technicians work in a variety of health care settings such as hospitals, laboratories and blood donor centers.

**Tuition:** $2,100.00
**Course Schedule:**
https://catalog.pccc.edu/ce

**EKG & Phlebotomy Bundle (SAVE $50.00)**
**Tuition:** $3,000.00
**Course Schedule:**
https://catalog.pccc.edu/ce

For more details, email ce@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
- www.pccc.edu
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 Preparation (GED)
- High School Equivalency – en Español
- Test of Essential Academic Skills (TEAS®) Test Preparation

Intense High School Equivalency Test Preparation

The High School Equivalency test preparation program provides academic instruction for adults to be able to earn a high school equivalency diploma and gain skills needed for college or certain jobs. Instruction is provided in basic reading, writing, math, science and social studies.


Cost: $325.00
Course #: NET 250 M1
Dates: Tues/Thurs Feb 11 – Apr 23
(Time: 6:00 pm – 9:00 pm
Place: Paterson, TBA

Cost: $325.00
Course #: NET 251 M1
Dates: Mon / Wed Mar 2 – May 13
(Time: 6:00 – 9:00 pm
Place: Paterson, TBA

Para más información sobre este programa, favor de llamar al 973-684-6153.
(Hablamos español)

Test of Essential Academic Skills (TEAS®) Test Preparation

This 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: $135.00
Course #: NET 206 M1
Dates: Mon / Wed, Jan 6 – 29
(Time: 5:30 – 8:30 pm
Place: Paterson, Academic Hall, A201

Cost: $135.00
Course #: NET 206 M1
Dates: Mon / Wed, July 20 – Aug 12
(Time: 5:30 – 8:30 pm
Place: Paterson, Academic Hall, A201

TEAS Testing Dates:
September & February

Deadline for the Application:
Oct 1st & March 1st.

Visit our website at www.pccc.edu/ce To register call 973-684-6153.
The Center for Continuing 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 and grant funding is available if qualifications are met.

- Computer & Basic Skills Training for Employees
- Contract / Customized Training
- Customer Service Training
- Leadership / Management Training

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 team, 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 Renee Griggs at rgriggs@pccc.edu or call (973) 684-6202.

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 no-cost 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 Renee Griggs at rgriggs@pccc.edu or at (973) 684-6202.

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 and Time Management
- Managing Difficult Customers
- Difficult Situations and Stress
- Problem Solving, Service Recovery
- Professional Image

If you are looking for training for your company, contact Renee Griggs at rgriggs@pccc.edu or at (973) 684-6202 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
Goal Setting and Time Management
Change and Stress Management
Leadership Styles and Communication

If you are looking for training for your company, or for more details, email Renee Griggs at rgriggs@pccc.edu or call (973) 684-6202.

OPEN ENROLLMENT GRANT-FUNDED TRAINING

Computer & Basic Skills Training for Employed Individuals

The Center for Continuing Education and Workforce Development at PCCC offers grant-funded training for employees on campus in the areas of Business and Technology skills. If you work for a New Jersey non-governmental business, these classes are grant-funded, and therefore, at no cost to you. See your Human Resources department for an EIN/Tax ID number.

(Please note: Grant funded training is not available to public/government entity employees. If you are a government employee, or if you are currently unemployed but would like to take one of these classes, a fee will apply. See below for applicable fees.

MS Excel (Beginners) – 8 hours
This introduction course will help you and your employees learn the basics of excel, which includes creating spreadsheets, formulas, functions, formatting, and charts. Learn how to perform basic Excel skills such as modifying an existing worksheet, building worksheets, copying and moving cells and much more.
Friday, March 6, 9am to 5pm; Memorial Hall, M315

MS Excel (Intermediate) (8 hours)
Expand upon concepts from Excel Beginner to include using advanced functions and working with various tools to analyze data in spreadsheets. Create tables, filter data and organize table data, present data as charts and enhance the look and appeal of workbooks by adding graphical objects.
Friday, March 13, 9am to 5pm; Memorial Hall, M315

MS Excel (Advanced) (8 hours)
Master advanced formulas and functions. Create sophisticated outputs for financial analysis including beautiful tables and charts and enhance the look and appeal of workbooks by adding graphical objects.
Friday, March 20, 9am to 5pm; Memorial Hall, M315

Public Speaking (6 hours)
Confidence comes from knowing what you want to say and being comfortable with your communication skills. In this workshop, you will master the skills that will make you a better speaker and presenter. Learn how to establish rapport and implement techniques to reduce nervousness and fear.
Friday, March 27; 10am to 4pm; Location: TBA

Grant Writing for Profit & Non-Profit (6 hours)
Learn how a grant may benefit your professional development and your organization and discuss grant opportunities available. Prepare to use a needs assessment, collaborate with partners, and write effective grant objectives. Explore common mistakes of grant writing and identify ways to avoid them.
Friday, April 24; 10am to 4pm; Location: TBA

ESL (Customer Service) (6 hours)
Focus will be on communication skills for the workplace. Students will learn how to interact and exchange information with other colleagues as well as clients.
Tuesdays, April 7 - May 19; 6-9pm; Location: TBA

Social Media for Business (6 Hours)
Conduct market research to define your business market and increase sales by using various social media platforms such as FB, Instagram and LinkedIn.
Friday, TBA

Project Management Fundamentals
This one day workshop is not intended to take participants from a supervisory or administrative position to that of a project manager, however, these topics will familiarize them with the most common terms and practices in terms of working on projects.
Friday, April 24; 10am to 4pm; Location: TBA

To Register for any of these classes, enter the URL in your browser:
https://form.jotform.com

For more details, call Deniese Hicks at (973) 684-6126, or email dhicks@pccc.edu

Visit our website at www.pccc.edu/ce To register call 973-684-6153.
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
- Human Services Specialist Certificate
- North Jersey Imaging Academy
- Real Estate Salesperson Certificate
- Uniform Construction Code Education Program

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.

Intro/Intermediate

Cost: $160.00
Course #: NBS 203 M1
Dates: Tue/Thur, March 24 - Apr 7
Time: 6:00 – 9:00 pm
Place: Paterson, Memorial Hall, M315

Intermediate/Advanced

Cost: $160.00
Course #: NBS 204 M1
Dates: Tue/Thur, Apr 14 - 28
Time: 6:00 – 9:00 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)

Cost: $890.00
Materials/Book Fee: Book can be purchased at PCCC College Bookstore
Course #: NCC 150 ME1
Date: Mon/Wed, Jan 23 - May 13
Time: 5:15 pm – 6:55 am
Place: Paterson, Hamilton Hall, H308

Systems Analysis and Design (48 hours)

Cost: $710.00
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Course #: NCC 151 ME1
Date: Thurs, Jan 23 - May 13
Time: 7:05 pm – 9:35 pm
Place: Paterson, Hamilton Hall, H336

Network Administration I (48 hours)

Cost: $710.00

Software/Hardware Maintenance & Diagnostics (64 hours)

Cost: $890.00
Materials/Book Fee: Book can be purchased at PCCC College Bookstore
Course #: NCC 150 ME1
Date: Mon/Wed, Jan 23 - May 13
Time: 5:15 pm – 6:55 am
Place: Paterson, Hamilton Hall, H308

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

Passaic County Community College
Your Pathway to Opportunity!
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Course #: NCC 152 ME1
Date: Tues/Th, Jan 23 - May 13
Time: 5:40 pm – 6:55 pm
Place: Paterson, Hamilton Hall, H308

Network Administration II
(48 hours)
Cost: $710.00
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Course #: NCC 153 M01
Date: Mon., Jan 23 - May 13
Time: 10:20 pm – 12:50 pm
Place: Paterson, Hamilton Hall, H308

Database Fundamentals (48 hours)
Cost: $710.00
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Course #: NCC 155 ME1
Date: Fri., Jan 23 - May 13
Time: 7:00 pm – 9:35 pm
Place: Paterson, Hamilton Hall, H112

Networking Essentials (48 hours)
Cost: $710.00
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Course #: NCC 158 M01
Date: Mon & Wed, Jan 23 – May 13
Time: 8:55 am – 10:10 am
Place: Paterson, Hamilton Hall, H308

Networking Essentials (48 hours)
Cost: $710.00
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Course #: NCC 158 ME1
Date: Tue & Thu, Jan 23 – May 13
Time: 4:15 pm – 5:30 pm
Place: Paterson, Hamilton Hall, H308

Networking Security Fundamentals
(48 hours)
Cost: $710.00
Materials/Book Fee: Book to be purchased at PCCC College Bookstore
Course #: NCC-157-M01
Date: Wed., Jan 23 - May 13
Time: 10:20 am – 12:50 pm
Place: Paterson, Hamilton Hall, H308

Human Services
Drug & Alcohol Certificate Programs
For those 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 Addiction Professionals Certification Board of New Jersey, Inc., for the Certified Alcohol and Drug Counselor (CADC) Certification.

Certificate of Achievement—
Alcohol & Drug Certification Domains

Human Services Specialist Certificate
Course Schedule: Flexible classes are offered days, evenings, and Saturdays. For current course schedule, call (973) 684-6153.
Prerequisite: All courses require permission of Prof. D’Arcangelo. Call 973-684-5759 or email: Mdarcangelo@pccc.edu.

North Jersey Imaging Academy
The North Jersey Imaging Academy offers certificate courses in Mammography, Computed Tomography, Magnetic Resonance Imaging, and Cross-Sectional Anatomy. 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.
Updated information about classes, cost, and
Didactic Courses

- Magnetic Resonance Imaging is scheduled for Feb. 17 through Apr. 29
- Mammography is scheduled for Feb 4 through May 19
- Cross Sectional Anatomy is scheduled for Fall 2020
- Computed Tomography (CT) is scheduled for Fall 2020

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.

For more details, please contact 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

Real Estate Salesperson Training

This 75-hour class prepares you to take the New Jersey Real Estate Salespersons License as required by the Real Estate Commission of NJ. Recommended for anyone interested in pursuing a rewarding career (full-time or part-time), as a salesperson, referral agent or investor.

Students must pass the final exam in class in order to receive a certificate of completion and to move on to take the state exam. Students will be able to re-take the final exam up to two (2) times. The fee will be $30 for each re-take and failure to pass the exam after the second time will require the student to retake the course.

Required Textbook (Available at College Bookstore): Essentials of New Jersey Real Estate
ISBN-10: 1475422679 Publisher: Dearborn (13th edition)

Tuition: $325.00

Course Code: NBS 800 S1
Date: Tue / Thu, Feb 11 - May 14
Time: 6:00 – 9:00 pm
Location: Public Safety Academy, Wayne
Room: TBA
(No class March 17 & 19)

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

Community colleges offer a regional schedule of classes for Uniform Code training.

For more information, the list of colleges, and course schedules, visit the New Jersey State Department of Community Affairs (NJSDCA) website at: http://www.state.nj.us/dca/divisions/codes/offices/ucc_college_resources.html

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 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.

Visit our website at www.pccc.edu/ce To register call 973-684-6153.
Emergency Medical Services (EMS) & 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)
- EMT Refresher
- Hazardous Material Awareness

**Dispatcher Training**
- Dispatcher Training Basic 911 Officer Course

---

**Emergency Medical Services**

**CPR for the Healthcare Provider** (4 hours)
- **Cost:** $70 (includes all texts, instructional materials, and CPR certification)
- **Course #:** NPF 100 S1
- **Date:** Sat, Jan. 25
- **Time:** 7:45am – 4:00pm
- **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 the National Registry of Emergency Medical Technicians.

Prior to the start of class, students must purchase a stethoscope and a uniform t-shirt.

*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.*

---

**WEEKNDAY 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 PCCC Bookstore
- **Course #:** 20/CESP NEM 190 S1
- **Course #:** NEM 190
- **Dates:** Mon / Wed, Jan 22 - Apr 29
- **Time:** 6:45 – 10:00 pm
- **Place:** Wayne

**Saturdays:** Jan 25; Feb 1, 8, 15; Mar 14; Apr 4, 11, 25
**Time:** 7:45am-4:00pm

---

**Fire Safety**
- Fire Inspector
- Fire Official
- Rope Rescue

**Trainings for Groups by Request**

Restrictions may apply; see course descriptions for more detail.

---

**Contact Information:**
- Emergency Medical Services Training (EMT and Dispatcher): EMS Training Center at (973) 304-6022 or email ems@pccc.edu
- Firefighter Training: Fire Academy at (973) 304-6025 or (973) 304-6024 or email fire@pccc.edu

---

Visit our website at www.pccc.edu/ce To register call 973-684-6153.
The MANDATORY orientation is on Wednesday, January 8 at 7pm at the EMS Training Center, which is located at the Public Safety Academy.

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. Cost: $1,200, or a signed NJ State Tuition Eligibility Form.

NJ EMS website indicates that these courses are “Private Registration”. You can ONLY register at the Public Safety Academy 300 Oldham Road Wayne or at the Main Campus of PCCC at 200 Memorial Drive Paterson in the Continuing Education Office, Room M-341 in Memorial Hall.

**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 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. Student must pass a written and practical test for each course.

- **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 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.

**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:** TBD
- **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:** TBD
- **Time:** 6:00 – 10:00 pm (T/W/Th); 8am – 5pm (Sat)
- **Place:** Wayne, TBA

**IF EMD AND 9-1-1 Courses are taken together, the cost is $600 for both.**

**Course Code for bundle: NEM 215 S1**

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.

For more information, call (973) 304-6022 or email ems@pccc.edu
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 (102 Hours)

(Please check website for updates www.pccc.edu/ce)

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 N.J.A.C. 5:71-4.9 (f)

Textbooks required:
- Current NJ State Uniform Fire Code (Administrative Red Book)
- International Fire Code 2006 New Jersey Edition (subject to update)
- 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-subject to update)

Cost: $575 (textbooks are not included)
Course #: NET 501 S1
Date: TBA
Time: 6:30 - 9:30 pm
Place: Wayne Public Safety Academy

Fire Official (30 hours)

(Please check website for updates www.pccc.edu/ce)

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: TBA
Time: 6:30 - 9:30 pm
Place: Wayne Public Safety Academy

Hazardous Material Awareness
(4 hours)

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

Cost: $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

Did you know…

Community Colleges enroll nearly 250,000 credit and noncredit students each semester, making community colleges the largest provider of higher education in New Jersey.
**Trainings for Groups (By Request)**

In addition to courses listed previously, the following classes are available for delivery at our facility, upon your request. For more information, please call (973) 304-6025 or (973) 304-6024 or email fire@pccc.edu.

- Firefighter I (180 hours)
- Fire Officer 1 (40 hours)
- NFA Safety Officer (16 hours)
- NFA Fire Ground Tactics (24 hours)
- Fire Instructor 2 (40 hours)
- Engine Company Ops (12 hours)
- Bailout Training (4 hours)
- Confined Space Awareness (4 hours)
- RIC Operations (40 hours)
- Basic Vehicle Extrications (12 hours)
- ICS 100 (3 hours)
- ICS 300 (24 hours)
- Right to Know (2 hours)
- Pump Operations (12 hours)

- Firefighter II (100 hours)
- Fire Officer 2 (40 hours)
- NFA Bldg, Construction (12 hours)
- Fire Instructor 1 (40 hours)
- Drill Ground Instructor (8 hours)
- Ladder Company Ops (12 hours)
- CEVO (6 hours)
- Confined Space Operations (16 hours)
- Ropes (16 hours)
- Mask Confidence (8 hours)
- ICS 200 (12 hours)
- ICS 400 (16 hours)
- Blood Borne Pathogens (2 hours)
- Fire Police (8 hours)

**Live Burn Building and Props**

- Burn Bldg, Fire and Smoke (4 hours)
- Burn Bldg, no fire or smoke (4 hours)
- Confined Space Manhole (4 hours)
- Forcible Entry Doors (4 hours)
- Fire Extinguisher Simulator (4 hours)
- Tank Fire Simulator (4 hours)
- BBQ Grill Fire Simulator (4 hours)
- Class B Fire Simulator (4 hours)

- Burn Bldg, Smoke only (4 hours)
- Vent Bldg, (4 hours)
- Drafting Pit (4 hours)
- Natural Gas Meter Pit (4 hours)
- Car Fire Simulator (4 hours)
- Split Flange (4 hours)
- Christmas Tree Simulator (4 hours)
- Additional Instructors (4 hours)
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 Ingles como Segunda Lengua**
- **English for a Food Handler Certificate**
- **ESL for Business Certificate**
- **ESL Tutoring / Tutorías de ESL**

**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., Paterson, NJ or 2 Paulison Ave., Passaic, NJ.

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:

225 Market St., Paterson, NJ o 2 Paulison Ave., Passaic, NJ.

LLAMAR AL 973-684-3753 para más información.
Basic ESL Workshop (48 hrs.) – Cost: $185.00
For students with limited English skills.
Para estudiantes con habilidades limitadas en el inglés.

• Morning
  Course #: NET 711 MO1
  Dates: Jan 23 – Feb 27
  Times: T/TH/F, 9:00 am – 12:00 pm
  Place: Paterson, Main Campus

  Course #: NET 711 MO2
  Dates: Mar 10 – Apr 21
  Times: T/TH/F, 9:00 am – 12:00 pm
  Place: Paterson, Main Campus

  Course #: NET 711 MO3
  Dates: May 5 – June 30
  Times: T/TH, 9:00 am – 12:00 pm
  Place: Paterson, Main Campus

• Evening
  Course #: NET 711 ME1
  Dates: Jan 23 – Feb 27
  Times: T/TH/F, 6:00 – 9:00 pm
  Place: Paterson, Main Campus

  Course #: NET 711 ME2
  Dates: Mar 10 – Apr 21
  Times: T/TH/F, 6:00 – 9:00 pm
  Place: Paterson, Main Campus

  Course #: NET 711 ME3
  Dates: May 5 – June 30
  Times: T/TH, 6:00 – 9:00 pm
  Place: Paterson, Main Campus

Grant-funded Foundations ESL Class (60 Hours) – Cost Free
For students with limited English skills.
Para estudiantes con habilidades limitadas en el inglés.

Course #: ELSC 000 M01
Dates: Feb 10 – Apr 22
Times: M/W, 9:00 am – 12:00 pm
Place: Paterson, Main Campus

Course #: ELSC 000 ME1
Dates: Feb 10 – Apr 22
Times: M/W, 6:00 pm – 9:00 pm
Place: Paterson, Main Campus

Paid Foundations ESL Classes (60 Hours) – Cost: $225.00
For students with limited English skills.
Para estudiantes con habilidades limitadas en el inglés.

• Morning
  Course #: NET 710 MO1
  Dates: Feb 3 – Apr 29
  Times: M/W, 9:00 am-11:30 am
  Place: Paterson, Main Campus

  Course #: NET 710 MO2
  Dates: Mar 10 – Apr 30
  Times: T/TH/F, 9:00 am-12:00 pm
  Place: Paterson, Main Campus

  Course #: NET 710 MO3
  Dates: May 11 – June 29
  Times: M/W/TH, 9:00 am-12:00 pm
  Place: Paterson, Main Campus

• Evening
  Course #: NET 710 ME1
  Dates: Feb 3 – Apr 29
  Times: M/W, 6:00 – 8:30 pm
  Place: Paterson, Main Campus

  Course #: NET 710 PE1
  Dates: Feb 3 – April 2
  Times: M/W/TH, 6:30 – 9:00 pm
  Place: Passaic Academic Center

  Course #: NET 710 ME2
  Dates: March 10 – April 30
  Times: T/TH/F, 6:00 – 9:00 pm
  Place: Paterson, Main Campus

  Course #: NET 710 ME3
  Dates: May 11 – June 29
  Times: M/W/TH, 6:00 – 9:00 pm
  Place: Paterson, Main Campus

• Weekend
  Course #: NET 710 MW1
  Dates: Feb 1 – Apr 25
  Times: Sat., 9:00 am – 2:00 pm
  Place: Paterson, Main Campus
Academic ELSC-PREP & Food Safety Course (60 Hours)*
Intensive academic skills workshop to prepare students for college level ESL and help them earn a Food Handler Certificate.

Taller académico intensivo que prepara estudiantes para nivel universitario de inglés como Segunda Lengua y los ayuda a obtener un Certificado de Manejo Seguro de Alimentos.

Course #: ELSC PREP GFE1
Dates: May 6 – June 4
Times: M/T/W/TH/F, 6:00 – 9:00 pm
Place: Paterson, Main Campus

* Minimum oral test score required to qualify for this class.

Academic ELSC-PREP
(48 Hours) – Cost: $185.00

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 MO1/MO2
Dates: Jan 15 – Feb 6
Time: M/T/W/TH/F, 9:30 am – 12:30 pm
Place: Paterson, Main Campus

Course #: ELSC PREP MO3
Dates: March 25 – April 21
Time: M/T/W/TH, 9:30 am – 12:30 pm
Place: Paterson, Main Campus

Course #: ELSC PREP MO4/MO5/MO6
Dates: May 11 – June 3
Time: M/T/W/TH/F, 9:30 am – 12:30 pm
Place: Paterson, Main Campus

• Evening

Course #: ELSC PREP ME1/ME2
Dates: Jan 15 – Feb 6
Time: M/T/W/TH/F, 6:00 am – 9:00 pm
Place: Paterson, Main Campus

Course #: ELSC PREP ME3
Dates: March 25 – April 21
Time: M/T/W/TH, 6:00 – 9:00 pm
Place: Paterson, Main Campus

Course #: ELSC PREP ME4/ME5
Dates: May 11 – June 3
Time: M/T/W/TH/F, 6:00 – 9:00 pm
Place: Paterson, Main Campus

Course #: ELSC PREP ME6
Dates: June 10 – July 7
Time: M/T/W/TH, 6:00 – 9:00 pm
Place: Paterson, Main Campus

Grant-Funded ESL for Business Class (60 Hours) – Cost: Free

For Intermediate ESL Students

* Minimum oral test score required to qualify for this class

Tired of a bad job with low pay? Would you like to be a manager, marker or supervisor? Earn a Retail Fundamentals Certificate from the National Retail Federation and improve your English for resumes and interviews. Your job applications to major retailers (Macys, Home Depot, The Container Store, and more) will receive priority.

Course #: NET 714 RT
Dates: Jan 24 – April 17
Time: Fridays, 9:00 am - 2:00 pm
Place: Paterson, Main Campus

To apply, call Leo Kazan at 973-684-4828

ESL Tutoring
Offered to Adult Ed ESL students who wish to improve their reading, writing, speaking and listening skills.

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

ESL Tutoring – Cost: $20

Course #: NET 801 M1 – M6
Dates: By Appointment
Times: By Appointment
Place: Paterson, Main Campus
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>Cost: See website</th>
<th>Materials/Book Fee: TBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #: NJS 17 M1A (day)</td>
<td>Dates: Mon – Fri</td>
<td>Time: 7:30 am – 3:30 pm</td>
</tr>
<tr>
<td>Place: Paterson, Cafeteria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course #: NJS 18 M1A (evening)</td>
<td>Dates: Mon – Thu</td>
<td>Time: 1:30 – 8:00 pm</td>
</tr>
<tr>
<td>Part B</td>
<td>Cost: See website</td>
<td>Materials/Book Fee: TBA</td>
</tr>
<tr>
<td>Course #: NJS 17 M1B (day)</td>
<td>Dates: Mon - Fri</td>
<td>Time: 7:30 am – 3:30 pm</td>
</tr>
<tr>
<td>Place: Paterson, Cafeteria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course #: NJS 18 M1B (evening)</td>
<td>Dates: Mon – Thu</td>
<td>Time: 1:30 – 8:00 pm</td>
</tr>
<tr>
<td>Place: Paterson, Cafeteria</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dietary Manager Certificate Program

This Certificate program will train students who are already employed in the healthcare food industry. Topics will cover several aspects of nutritional care and food service administration.

Students commonly work with a Registered Dietitian Nutritionist or a Licensed Dietitian in hospitals, nursing homes, correctional facilities, school systems, and large childcare centers. Upon successful completion, students are eligible to sit for the credentialing exam through ANFP (Association of Nutrition and Foodservice Professionals for dietary managers).

The class consists of 120 classroom contact hours and 150 supervised field experience (at work site).

Topics covered will be: • Medical Nutrition and Therapy • Safety and Sanitation • Quality Food Production and Management

Class Schedule:

See Website
Location: Wanaque
Fees: $1,255.00 per module
Books/Materials: Estimated $350.00

For more details, call James Hornes at 973-684-5757, or email: jhornes@pccc.edu
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

Course & Exam: $199.00
   Materials: Book w/Online Voucher $70-81
   Registration Fee: $131.00

Praxis Test Preparation

Are you a prospective teacher who needs to pass the Praxis Core Exam?

Become familiar with the types of questions found on the Praxis Core Exam, prepare for essays, master math reasoning, learn useful test taking strategies, and do it all in a fun and interesting way. This course will help you get ready to pass the Praxis Core Exam.

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

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.

Prerequisite: At least 60 college credits

Book: Substitute Teaching from A to Z
   Available at the PCCC Bookstore.

Cost: $175.00

Course #: NET 105 M1

Dates: Sat, Apr 4 - May 9 (No class Apr. 11)

Time: Sat, 9:00am – 1:00pm

Place: Paterson, Room TBA

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

The following Training Opportunities are available at the college for customers receiving Temporary Assistance for Needy Families (TANF), General Assistance (GA) or Supplemental Nutrition Assistance Program (SNAP). Participants must have the ability to read, write and converse in English and have qualifying test scores.

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Pathways Program</td>
<td>Our revised Career Pathways Program now provides additional training opportunities with targeted career modules in Healthcare, Hospitality and Business.</td>
</tr>
<tr>
<td>Computer Skills &amp; Professional Development</td>
<td>This program will introduce students to the necessary skills of employability through computer skills, job readiness and social media marketing.</td>
</tr>
<tr>
<td>High School Equivalency</td>
<td>This course prepares students to successfully complete their High School Equivalency exam (HISET) while preparing students to obtain employment and/or further education.</td>
</tr>
<tr>
<td>Intensive Math</td>
<td>This course benefits any student who requires help in understanding basic math skills in order to pass placement tests, a course, a specific job or a review on math skills.</td>
</tr>
</tbody>
</table>

Referrals are made through the Passaic County Board of Social Services (973) 881-0100

WorkFirst New Jersey at PCCC (973) 684-5782

These programs are made possible with funds provided under the auspices of the Passaic County Board of Chosen Freeholders, the Workforce Development Board of Passaic County and WorkFirst New Jersey under grants from the State of New Jersey Department of Labor and Workforce Development.

For more details and program information, call the Board of Social Services at (973) 881-0100.
Youth Rise: 
Academic Readiness and Career Pathways

The Youth Rise Program is available for Passaic County residents between the ages 16 - 24 and have qualifying basic skill scores. Qualifying students can receive a stipend.

<table>
<thead>
<tr>
<th>High School Equivalency</th>
<th>This course prepares students to successfully complete their High School Equivalency exam (HISET) while preparing students to obtain employment and/or further education.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Readiness</td>
<td>Career readiness sessions assist students in gaining the necessary skills needed to succeed in the workplace. Students also receive assistance in developing a resume, cover letter, and building an on-line professional portfolio.</td>
</tr>
<tr>
<td>College Readiness</td>
<td>Students looking to pursue a degree at a higher education institution will receive assistance with navigating the college pathway. This can include assisting students to identify a college that is a “good-fit”, identifying a major, assistance with writing the college essay, helping the student with the financial aid process, etc.</td>
</tr>
<tr>
<td>Life Skills</td>
<td>Life skill sessions introduce students to subject matter that will enhance their knowledge on topics such as financial literacy, effective communication and goal setting.</td>
</tr>
</tbody>
</table>

This program is at two convenient locations

**Passaic Academic Center**
2 Paulison Ave.
Passaic, NJ 07055
973-341-1634

**Wanaque Academic Center**
500 Union Ave.
Wanaque, NJ 07420
973-248-3012

**How to Register:**
Students should contact the campus they are interested in attending.

These programs are made possible with funds provided under the auspices of the Passaic County Board of Chosen Freeholders, the Workforce Development Board of Passaic County and a grant from the State of New Jersey Department of Labor and Workforce Development. Only participants referred by the Career One Stop Center and its Partners can attend/enroll in the training provider programs.
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 $115

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 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 & Corporate
• Media & Design
• Hospitality & Service Industry
• Skilled Trades & Industrial
• Sustainable Energy & Going Green
• Online High School

ONLINE SHORT COURSES
Available through our Online Instruction Center at: www.ed2go.com/cepccc

Now YOU can decide where and when!

Whether you are a busy professional or have personal obligations, online courses allow you to learn when it is most convenient to you. We offer 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.

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

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.

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

Course start dates for Spring/Summer 2020
1/15, 2/12, 3/18, 4/15, 5/13, 6/17,

Let us bring the learning to you! Call (973) 684-6153/6224
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), the PCCC Art Galleries, and the Folklife Center of Northern NJ.

Please visit www.pcc.edu/cultural-affairs for more information.

DISTINGUISHED POETS SERIES

CHECK WEBSITE FOR NEW DATES

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

Free poetry readings begin at **1pm** and take place at
The Hamilton Club Building, 32 Church St., 2nd floor, Paterson, NJ 07505-1179
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 a 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 in Wanaque (age 50 and over):
Wanaque Academic Center, 500 Union Avenue, Wanaque, NJ 07420
$60 for fall session (6 classes)
For registration and dates, visit www.poetrycenterpccc.com/workshops

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.

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.
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, Alexander Hamilton Academy, 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.

GEAR-UP Partnership

This program is a partnership with Paterson Public Schools, in particular with Don Bosco Academy. This program follows a cohort model. Beginning in 2018, the program will enroll the entire 7th grade class at Don Bosco Academy and provide enrichment, and support for the student who wants to enter STEM careers. This is a seven year program with continued support through the first year of college.

For more information about the College/GEAR-UP Bound Programs, please call 973-684-5294.

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.
Registration

Information: Call (973) 684-6153 or (973) 684-6224, Monday through Friday, 8:30 am – 4:30 pm, or email CE@pccc.edu

Registration: Advanced registration and payment are required for all Continuing Education classes. Once your registration and payment are received, you are automatically enrolled and a confirmation will be sent. Plan to attend your class as scheduled! You will be notified by telephone or email if a class is cancelled or changed. A current telephone number and email is required on the registration form.

Registration by fax: Fill out the form and fax to (973) 341-1629. Submit payment with form by mail or in person within three (3) days.

Registration by mail: Fill out the form and mail to: Passaic County Community College, Office of Continuing Education, One College Boulevard, Paterson, NJ 07505-1179. Please be sure to enclose payment in the form of check or money order.

Registration in person: The Continuing Education Office is located in the PCCC Memorial Hall Building on the 3rd floor in room M341 at 200 Memorial Drive (entrance under the bridge on Ellison St.), Paterson, NJ. Payment may be made by Visa, MasterCard, or Discover, check, or money order when you register in person. Note: If you don’t have a valid PCCC student ID, please enter at 225 Market Street or any PCCC entrance with a security guard.

Other payment options: You may pay through the mail by check or money order payable to: “Passaic County Community College.” Write the student name, course # and last four digits of the student’s SS# or student ID on the check. Cash payments can only be made in person at the Bursar’s Office on the Main Campus/Paterson at 225 Market Street, Enrollment Services Building, Mezzanine (2nd) Level. The Bursar also accepts Visa, MasterCard, or Discover, checks, and money orders.

Withdrawals and refunds: To withdraw from a short course or seminar, you must notify the Continuing Education Office in writing or in person. 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 for courses or seminars that meet more than once – 50%
• No refunds after the first class meeting.
• For classes that meet for 170 hours or more for a regular semester (Basic EMT), you must notify the Continuing Education Department in writing to complete a Withdrawal Form.

Cancellation Policy: The College reserves the right to cancel courses, change dates, and total hours if necessary. Attempts will be made to notify students in the event of a change. Refunds take 4-6 weeks.
# PCCC CE&WD Registration Form

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred Tel. #</th>
<th>Secondary Tel. #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street:</th>
<th>City:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>County:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact:</th>
<th>E-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student ID or Social Security #:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check all that apply:

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

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

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

Student Signature ___________________________ Date: _____________

For Official Use Only:

_____ Initial of Person Accepting Registration _____ Initial of Person Accepting Payment

- [ ] Cash
- [ ] Check
- [ ] Charge
- [ ] M.O.
- [ ] Staff
- [ ] Third Party
QUALIFIED INSTRUCTORS NEEDED

Applications are being accepted for the following areas:

- Business/Accounting/QuickBooks
- Education
- Technology/Computer
- Specialized Careers
- Basic Test Preparation

Please submit resume/cv to ce@pccc.edu