

PASSAIC COUNTY
TECHNICAL-VOCATIONAL SCHOOLS

CAREER & CONTINUING EDUCATION



**CLASSES BEGIN WEEK OF
SEPTEMBER 30, 2024**

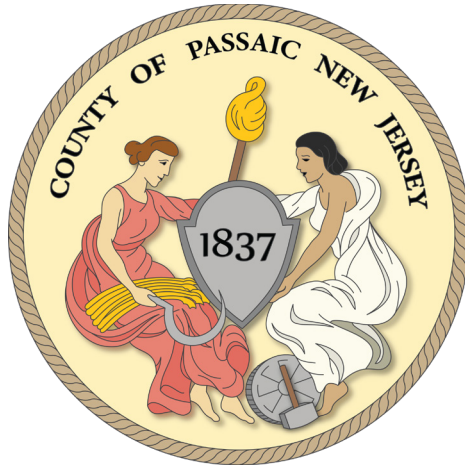


**FOR YOUR EDUCATION
AND TRAINING NEEDS!**



Adult Division 2024-2025

Register online: www.ssreg.com/passaic



Pat Lepore, Commissioner Director • **John W. Bartlett**, Commissioner Deputy Director
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YOUR FUTURE BEGINS AT PCTVS!

Whether you're 17 or 70, the Adult Division, Career and Continuing Education classes of Passaic County Technical-Vocational Schools can help you achieve your dreams.

You can:

- Learn a trade
- Upgrade your job skills
- Improve your English language
- Develop a hobby or special interest for your own enjoyment and satisfaction
- Take an online course...250+ courses available each month. Visit www.ed2go.com/pcti.

**DON'T PUT IT OFF
ANOTHER MINUTE!**

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CHOOSE A CAREER!

Career and Continuing Education

Career and Continuing Education Courses are designed for adults who want to learn a trade or supplement the skills and technical knowledge they use in their present jobs. Serious hobbyists are welcome too.

Students in the Career and Continuing Education Program learn by doing. Classes are held in the Passaic County Technical Institute's fully equipped shops and classrooms using modern tools, equipment and techniques. Shop work is supplemented by the instruction in theory and principles of the trade.

Instructors are teachers in the Passaic County Technical Institute Day Program and other highly skilled, experienced tradespeople. No course credits are given in the Career and Continuing Education Program; however, each student with good attendance is given a certificate which indicates the number of hours attended.

Classes are held from 6:30 to 9:30 P.M. One or two evenings a week, for ten (10) weeks (un-less otherwise noted).

REGISTER

BY WEBSITE - ONLINE REGISTERING MADE EASY!

Use our online system to register at your convenience and to save you time!

Visit our district's website or go to www.ssreg.com/passaic

This site will bring you to our online catalog where you can view course descriptions by categories. Select the course you want to take and pay online by credit card. Print your receipt and bring it with you to the first night of class.

BY MAIL - You may register for a Career and Continuing Education course by mail NO LATER THAN one week prior to in-person registration. Just complete the mail-in registration form inside and mail with your check or money order (no cash, please) to the address on the mail registration form to the attention of John DePalma.

Full tuition fees are payable upon registration whether by mail or in person. No receipts are mailed. Cost of books are not included in class tuition fee (unless stated).

\$50.00 Charge for returned checks or rejected credit cards

Payment may be made by Visa and Mastercard

CANCELLATION OF COURSES

Any class is subject to cancellation if registration is not sufficient. (Minimum 10-12 students per class to run most courses). It is imperative that we have a valid email address when registering because this will be the means of communication between the office and student.

ACCEPTANCE

Your registration is accepted unless you are notified to the contrary. Students should check their email address for any changes to the class. Every effort will be made to communicate to the student by email. Students registered by mail should go to their first scheduled class on their order summary.

LICENSED PRACTICAL NURSE LPN PROGRAM

2 Paulison Ave, Passaic NJ 07055
Office: 973.389.2020
Fax: 973.389.7208

DAY & EVENING CLASSES AVAILABLE

Our Licensed Practical Nursing Program has graduated 69 consecutive classes of LPNs since 1954. It is available to qualified adult men and women. The Day Program is a full time, one year program and the Evening Program is a part-time, 2 year program preparing the student for the Practical Nurse License Examination. In addition, students may be eligible for 19 college credits through the curriculum and testing. These credits are transferable to other college programs.

The program meets the requirements for accreditation by the NJ Board of Nursing and the State Department of Education. The Evening Program allows students to continue working while pursuing a new and exciting career.

SCHOOL CLOSINGS

Classes will not be held if the day program at PCTI is closed due to a holiday, vacation, or inclement weather. If inclement weather develops during the day, the closing of the evening school will be announced on our website, www.pctvs.org

REFUNDS

Fees are not refunded for any reason after class begins, unless the class is cancelled. Prior to the beginning of class, a refund request must be made in writing to the office of adult education.

SAFETY

Due to shop safety measures, students should have a working knowledge of the English language and wear shoes and clothing appropriate to that trade area.

The classes are located at 2 Paulison Ave, Passaic, New Jersey. The full-time and part-time program begins in August. Clinical experiences increase as the student progresses from simple to more complex learning. Satisfactory completion of both academic and clinical skills is required to complete the program.

The Day Program runs Monday through Friday, classroom hours are 7:45 a.m. to 3:15 p.m. "Clinical" days are 7:30 a.m. to 3:00 p.m for 1 year. The Part-Time Evening Program runs Mondays - Thursdays for 2 years from 5:45 p.m. to 10:00 p.m.

The curriculum includes areas of study in: *Anatomy and Physiology, Fundamentals of Nursing, Growth and Developments, *Medical Terminology, Medical/Surgical Nursing, Community Health Care, Transcultural Nursing, *Nutrition, Microbiology, Pharmacology, Geriatrics, *Emergency and Clinical Care, Pediatrics, Obstetrics

LICENSED PRACTICAL NURSE

Mental Health Nursing, Nursing Informatics and Dynamics of Health Care. The University of Medicine & Dentistry of New Jersey offers college credits, at a nominal fee, for courses indicated with an asterisk and in bold. The LPN Program offers the student a profession that supports advancement potential, economic security and personal

satisfaction. Graduates of this Program have served the community as nurses in area hospitals, nursing homes and home care. Many of our graduates continue their education at a college in order to become a Registered Nurse or Advanced Practical Nurse.

For an informative application packet, please visit our website at www.pctiLPN.org

ENGLISH AS A SECOND LANGUAGE/ CIVICS EDUCATION

PCTI will be offering free instruction to adults who want to learn to speak, read and write English. (September - June) Conversational English for beginners and intermediate students.

Classes are Monday and Wednesday or Tuesday and Thursday in the evenings. Cost is FREE. Please visit us during office hours only; Mondays thru Thursdays from 6:30 pm to 8:30 pm at 200 Memorial Drive, Paterson, NJ 07505.

PCTVS MEDICAL CAREER ACADEMY

Pharmacy Technician

Prerequisite: Must be 18 years of age, possess a high school diploma or its equivalent and be language proficient.

Become a Pharmacy Technician in New Jersey and it can become a great career. This course will prepare the student as a technician to work in the pharmacy industry assisting pharmacists in all areas of managing and filling prescriptions. The student will learn about regulations and pharmacy duties, controlled substances, preparing/dispensing prescriptions, the effects of medications and drug classifications. Tuition does not include cost of books, application fees and/or criminal history background check. Please be aware that Criminal Background Investigation (CBI) Application is required to be completed prior to taking your Certification Test.

6:30 PM – 9:30 PM (60 Hours)
Mondays and Wednesdays - \$600.00

Phlebotomy Technician

Prerequisite: You MUST be 18 years of age and possess a high school diploma or its equivalent to enroll in this course; as well as basic science courses are helpful.

Student will be able to perform basic point of care testing, such as:

- Blood glucose levels on patients
- Perform basic phlebotomy procedures
- Evaluate patients for ability to withstand venipuncture procedure
- Prepare blood, urine and other body fluid specimens for testing according to established standards

This course will help prepare the student for the Phlebotomy Technician Certification (CPT) through the National Health Career Association. Areas to be covered in this course include Patient Preparation, Collection Techniques, Processing, Safety and Compliance Consideration. Price does not include books or exam fees.

6:30 PM – 9:30 PM
Tuesdays and Thursdays - \$800.00

Intro to Medical Billing, Coding, and Health Insurance

This course provides students with the fundamentals necessary for working in a healthcare office setting, such as coding medical supplies and procedures (CPT, HCPCS, modifiers, and ICD-10-PCS); coding diagnoses (ICD-10CM); proper compliance, government, and various managed care.

6:30 PM – 9:30 PM
Mondays - \$400.00

PCTVS CONSTRUCTION CAREER TRAINING

APPRENTICESHIP

What is a Registered Apprenticeship program?

For apprentices, Registered Apprenticeship is a job! For employers, an Apprenticeship program is a workforce development strategy to prepare employees for an occupation with the skills to meet the employer's specific business needs. The training is hands-on experience and classroom-focused learning. The training typically brings together employers, labor organizations, vocational/secondary schools, nonprofit and government agencies to address shared goals.

What are the benefits of Apprenticeship?

For Apprentices, the program provides:

- Knowledge, skills, and competencies to meet the specific needs required for their occupation.
- Incremental wage increases commensurate with advances in skills.
- On-the-job training coupled with classroom learning – while getting paid.
- Opportunity to obtain occupation-related licenses and credentials.
- Training under the direction of experienced workers.

For Employers, the program provides:

- An opportunity to align specialized occupations with business needs, resulting in highly skilled employees trained to employer specifications.
- A means for employers to set benchmarks and structure that can help determine return on its investment.
- Reduced turnover rates, increased productivity, lower cost of recruitment and increased safety in the workplace.
- A strategic plan to ensure a pipeline of qualified workers to meet the future business needs.

Specifics to be Mindful of:

- Registered apprenticeship programs typically span one to four years, depending on the occupation. Training guides are available to the employer that identify the length of the apprenticeship, the tasks that need to occur on the job, and a sample of related instruction courses.
- At the end of a registered apprenticeship program, apprentices earn a nationally recognized certificate of completion, signifying that a prescribed number of technical instruction hours has been completed in addition to actual job experience.
- In fiscal year 2016, U.S. Department of Labor counted about 500,000 active apprentices in more than 21,000 registered apprenticeship programs across the country.

The New Jersey Office of Apprenticeship is available to assist you at no extra cost and can be reached at apprenticeships@dol.nj.gov.

- New Jersey's participation accounted for about 1.2% of the active apprentices in more than 577 registered apprenticeship programs.
- Apprenticeships many benefits to businesses include:
 - Improved productivity, profitability, efficiency and proficiency, which increases the company's bottom line. (USDOL)
 - Reduced turnover and liability cost. (USDOL)
 - Development of a highly skilled workforce. (USDOL)
 - Standardized training so all workers receive the same national, industry-endorsed training at all facilities. (USDOL)

APPRENTICESHIP CLASSES

Electricity IA – Apprenticeship

This course is designed to enable students to gain an understanding of the electrical industry, while strengthening skills within the jobsite. This is the initial year of a four-year course of instruction and field study to produce technically competent professional electricians with Journeyman status (or its equivalency).

6:30 PM – 9:30 PM

Mondays and Wednesdays - \$525.00

Electricity IIA – Apprenticeship

Prerequisite: Electricity I A & B

This course is designed to gain an understanding of electrical grounding and bonding, AC theory, different transformers and electrical motors. This is the second year of a four-year course of instruction.

6:30 PM – 9:30 PM

Tuesdays and Thursdays - \$525.00

Electricity IIIA – Apprenticeship

Prerequisite: Electricity 1 A & B, Electricity II A & B

This course is designed to gain a deeper understanding of grounding and bonding, interpreting blue prints and construction drawings, as well as the first stage of installing motor controls. This is the third year of a four-year course of instruction.

6:30 PM – 9:30 PM

Mondays and Wednesdays- \$525.00

Electricity IVA – Apprenticeship

Prerequisite: Electricity I A & B, Electricity II A & B, Electricity III A & B (New Class)

Electrical, Level 4, is the culmination of a four-part training program. Over the course of the series, you will gain a comprehensive understanding of the structure of electrical systems, while learning how to follow blueprints, install wiring and navigate electrical components.

6:30 PM – 9:30 PM

Mondays and Wednesdays- \$525.00

HVAC I & II – Apprenticeship

This 72-hour course is for HVAC Apprentices who have completed less than 288 hours of the required 576 hours of HVAC related technical instruction. It covers

the fundamentals of refrigeration including definitions and descriptions of terms, methods of heat transfer and refrigerants. Also covered are temperature and pressure relationship, gauge techniques, descriptions and function of the component parts of a system, motor and controls, system construction, piping techniques, charging, evacuation and leak testing system.

6:30 PM – 9:30 PM

Tuesday and Thursday - \$525.00

HVAC III & IV – Apprenticeship

This course is for HVAC Apprentices who have completed more than 288 hours of the required 576 hours of related technical instruction. It will cover the theory of all types of systems in commercial and industrial use. Low Voltage control systems, residential heating and cooling systems and commercial HVAC systems. Ice machines, recovery, reclaim, recycling, troubleshooting, control systems for commercial refrigeration systems and maintenance, basic heating controls for forced warm air systems. Including setting up and dipping components, electrical components and their installation, testing, and troubleshooting air conditioning and refrigeration equipment.

6:30 PM – 9:30 PM

Mondays and Wednesdays - \$525.00

Plumbing I – Apprenticeship

This 72-hour course is for Plumbing Apprentices who have completed less than 144 hours of the required 576 hours of plumbing and related technical instruction. Related class instruction for all plumbing apprentices. This class is for new Plumbing 1A and Plumbing 1B students

6:30 PM – 9:30 PM

Mondays and Wednesdays - \$525.00

Plumbing II – Apprenticeship

Prerequisite: Plumbing IA & IB

This 72-hour course is for Plumbing Apprentices who have completed more than 144 hours and less than 288 hours of the required 576 hours of plumbing related technical instruction. Related class instruction for all plumbing apprentices. This class is for year 2A and 2B students.

6:30 PM – 9:30 PM

Tuesdays and Thursdays - \$525.00

Plumbing III – Apprenticeship

This course is for Plumbing Apprentices who have completed more than 288 hours of the required 576 hours of related technical instruction. Related class instruction for all plumbing apprentices. This class is for third- and fourth-year students.

6:00 PM – 9:30 PM

Tuesdays and Wednesdays - \$525.00

Plumbing IV – Apprenticeship (New Class)

This course is for Plumbing Apprentices who have completed at least 432 hours of the required 576 hours of related technical instruction. Related class instruction for all plumbing apprentices. This class is for third- and fourth year students.

6:00 PM – 9:30 PM

Tuesdays and Wednesdays - \$525.00

PCTVS CONSTRUCTION CAREER TRAINING

TRADE EXTENSION CLASSES:

Welding – Basic

This introduction class will give students instruction through lecture and demonstration of a practical application in M.I.G (Metallic Inert Gas). welding, as well as oxy and plasma cutting.

6:30 PM – 9:30 PM

Two nights per week - \$750.00

Cost does not include supply fee if needed. Cost does not include Certification Fee from AWS.

Welding – Advanced

Students who have completed Basic Welding or have demonstrated proficiency in welding will learn T.I.G. (Heli arc), SMAW (Stick Welding) and consumable arc welding operations in this course on both ferrous and non-ferrous metals.

6:30 PM – 9:30 PM

Two nights per week - \$750.00

Cost does not include supply fee if needed. Cost does not include Certification Fee from AWS.

Home Improvement

This course will help you learn the skills needed to operate carpentry and power tools that would be used in areas of construction. Step-by-step instruction and money saving tips. Learn to deal with household emergencies and fix-it issues and general maintenance including electrical, plumbing, tile and drywall repairs.

6:00 PM – 9:00 PM

Tuesdays - \$450.00



CAREER AND CONTINUING EDUCATION COURSES

Computer Aided Drafting, Drawing and Modeling (New Class)

This course will introduce students to Computer-Aided Drafting (CAD) utilizing the latest industry standard software. Topics covered will provide the student with the necessary skills to create and edit shapes in preparation of various architectural and engineering drawings. CAD fundamentals will be taught through instructional lessons and CAD lab experiences.

6:00 PM - 9:00 PM
TBD - \$525.00

3D Printing and Laser Cutting (New Class)

This course provides a basic overview of 3D printing and laser cutting equipment, including types of printers, cutters, and materials used. It provides a basic principle for creating simple shapes and understanding dimensions and scaling.

6:00 PM - 9:00 PM
TBD - \$525.00

Adult Basic Swimming (New Class)

Our Adult Beginner group class is designed for students with no swim experience to those working towards independent swimming. Swimmers start with learning basic safety skills (breath control through mouth and nose, front and back float, as well as beginning arm and kicking movements for freestyle) and progress to independent freestyle and back stroke.

10 SESSIONS: 6:30 PM - 8:00 PM
Tuesday and Thursday \$200.00

Auto Body

This course covers all initial phases of body work including theory of body repair and hands-on use of basic hand and power tools. Repair of small dents, rust work, basic welding principles, and light assembly of parts will be included. There is actual body work on class vehicles.

6:30 PM - 9:30 PM
Mondays and Wednesdays - \$525.00

A5 - Auto Brakes

This course will cover the theory operation, diagnosis, and service of modern brake systems. This course will provide a thorough explanation of the service, parking and ABS Brake Systems. The information that will be instructed hands-on will include the following:

- Performing visual inspections and checking for proper brake operation
- Disassembly and inspection of disc brake systems
- Performing micrometer and dial indicator gauge testing for rotor runout/thickness
- Inspecting and adjusting the parking brake system
- Proper procedure for bleeding brakes
- Checking front end components that would affect the brake system
- Tools needed to perform various brake services

This course will also include the proper procedure for using a bench brake lathe and how to use a scanner to diagnose ABS brake problems. Upon completion of this course there will be an optional AYES A5 Auto Brakes Student Certification test.

6:00 PM - 9:30 PM
Tuesdays and Thursdays - \$700.00

Fireman's Black Seal

Low Pressure and High Pressure. This fireman's course will prepare students for the New Jersey State Examination for the fireman's license. "PROOF OF EXPERIENCE REQUIRED TO TAKE THE STATE EXAMINATION."

6:15 PM - 9:15PM
Tuesday - \$400.00

Small Engine Repair

Did it start when you put it away, but it won't start now? YOU CAN FIX IT...Ladies don't be shy! Take control of your small engines. Learn how to maintain and do basic troubleshooting on your mowers, snow mobiles, chain saws and generators along with other toys. Get the full life expectancy with simple hands-on maintenance for your small engine. Materials cover operation principals, ignition, carburetors, troubleshooting, tune-ups, reconditioning and more.
6:30 PM – 9:30 PM
Mondays - \$400.00

Microsoft Computer Class

This course is geared towards the novice user. Basic computer skills and terminology will be introduced along with Microsoft Office. Participants will be exposed to basic Word operations as well as spreadsheets utilizing Excel. This course is ideal as a starting point for individuals who wish to update their skills.

6:00 PM – 9:00 PM
Wednesdays for ten weeks - \$275.00

Pickleball

If you're looking for some great exercise for your mind and body, pickleball can't be beat! Playing pickleball allows you to work on your balance, agility, reflexes, and hand-eye coordination without putting excessive strains on your body. A fun sport that combines many elements of tennis, badminton and ping-pong! This paddle sport created for all ages and skill levels is played on a badminton size court using wiffle balls and composite paddles. The rules are simple! The game is easy! It's easy for beginners to learn and can develop into competitive play for experienced players. Gym shoes required.
SORRY, NO DROP-INS.

For more information, view online brochure. All sales are final

Real Estate Salesperson

This course is a prerequisite for the NJ Real Estate Salesperson's licensing exam as required by the NJ Real Estate Commission.

Education will include sales contracts, listing agreements, options, art of negotiating a transaction, leases, deeds, ownership interest and rights, financing and mortgages. Appraising and valuation of properties, NJ Real Estate licensing laws and regulations, law of agency, property management, liens, eminent domain and condemnation.

Please Note: The student must first complete the 75-hour education course, be 18 or older and must have a high school diploma or equivalency to satisfy the prerequisite requirement of the NJ Real Estate Commission

Upon satisfying all requirements necessary by the NJ Commission, the student will then be eligible to take the NJ State Licensing Exam and successfully pass the exam in order to qualify for licensure. The state exam is not included in this course.

6:00 PM – 9:30 PM
Two nights a week for twelve weeks - \$500.00

Plant Based Meals = A Lifestyle Change

Chef Pagano is here to help you learn a hands-on lesson on how to cook a Plant-based meal. This is not a quick fix or a two-week crash diet, this is a lifestyle change. He shows you step-by-step how to create healthy whole food meals with accessible ingredients that you probably already have in your kitchen and local supermarket. Students are encouraged to participate, ask questions, and taste what you've made!

6:00 PM – 8:30 PM
Wednesdays for twelve weeks. - \$275.00

Become Certified! Then Take a Tour!

This Culinary Arts class will include two parts:

The first part will be to become a Certified SERV Safe Food Handler! This Certification program, which is developed by the National Restaurant Association will educate you on how to handle, prepare and store food safely in a commercial kitchen. This course will prepare you to handle food sanitation hazards. Students will receive a SERV Safe Food Handler Certification upon passing the exam.

In the second part of the class, students will learn proper knife skills and take a culinary arts tour along the Mediterranean. We will be creating recipes for entrees and side dishes to countries such as Spain, France, Italy, Greece and Northern Africa. We will be using key ingredients from these regions.

6:00 PM – 8:30PM

Tuesdays and Thursdays - \$475.00

Yoga for Beginners (New Class)

Yoga is for Every Body! Learn the foundations of yoga so you can begin to experience its transformational effects. Explore body alignment and deep breathing while developing strength, flexibility, and balance in a supportive environment. This class is designed for the brand-new student, yet experienced student may attend to reinforce the basics.

6:30 PM - 7:30 PM

Tuesdays and Thursdays - \$200.00

Make check or money order payable to
 Passaic County Technical Institute • 45 Reinhardt Road, Wayne, NJ 07470
 Attn: John DePalma

REGISTRATION FORM

ADULT DIVISION - CAREER AND CONTINUING EDUCATION	
Name: (Please print) _____	
Last	First
	Middle Initial
Street:	
City:	
Tel: (daytime)	Date of Birth:
Tel: (cell or evening)	Email:
Gender (opt.):	Ethnicity (opt.):



ONLINE COURSES

**Learn from the
comfort of home!**

- 24 Hour Access
- 6 Week Format
- Affordable
- Instructor-Led

WELCOME!

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Over 300 online courses available!
www.ed2g0.com/pcti

You can take all of our courses from the comfort of your home or office at the times that are most convenient to you. A new section of each course starts monthly. All courses run for six to eight weeks and are composed of 12 lessons, representing 24 or more hours of instruction. You can ask questions and give or receive advice at any time during the course.

How to Get Started:

1. Visit our Online Instruction Center:
www.ed2g0.com/pcti
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your email and choose a password that will grant you access to the classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your email and the password you selected during enrollment.

Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Requirements:

All courses require internet access, email, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

INSTRUCTOR FACILITATED ONLINE LEARNING

BUSINESS COURSES

Accounting Fundamentals

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

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

Principles of Sales Management

Master the art of managing sales teams from a sales pro.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Distribution and Logistics Management

Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction.

Introduction to Business Analysis

Master powerful techniques to improve your decision-making skills at work.

Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

Introduction to Peachtree Accounting

Get the training you need to perform every-day accounting tasks using Peachtree Accounting software.

Performing Payroll in Quickbooks 2009

Learn to use Quickbooks 2009 to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

Intermediate Microsoft Access 2007

Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

Understanding the Human Resources Function

Learn to handle human resource functions to ensure the best possible results.

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Total Quality Fundamentals

Give yourself a strong foundation in total quality management.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

High Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing

Business and Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired

or promoted.

Intermediate Microsoft Word 2008

Learn more about advanced features of Microsoft Word 2007, which enables you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use time saving macros.

COMPUTER PROGRAMMING

Introduction to C++ Programming

Learn to program in C++, even if you have no prior programming experience!

Introduction to C# Programming

(Intermediate course available)

Learn the fundamentals of computer programming with the new C# programming language.

Intermediate C# Programming

Learn to write Graphical User Interface programs in the C# Programming Language.

Introduction to Visual Basic 2008

Discover how to write VB programs that can access and modify a database.

Introduction to Alice 2.0 Programming

Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development.

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable web developer or system administrator.

NEW ONLINE COURSE OFFERINGS

Teaching ESI/EFL Reading

Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

What's New in Microsoft Office 2007

Learn the most important new features of Microsoft Office Word, Excel, PowerPoint, and Access 2007, including the totally new ribbon and tab user interface that replaces menus and toolbars from earlier versions.

Homeschool with Success

Discover how to home school your children in a way that ensures they get what they need both academically and socially.

Easy Classroom Podcasting

In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students.

Making Age an Asset In Your Job Search

This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired.

Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

Photoshop Elements 7 for the Digital Photographer

In this Adobe Photoshop Elements 7 class, you'll learn the secrets to successfully editing photos and bringing out the best in your images!

CAREER & CONTINUING EDUCATION 2024 - 2025 SCHOOL YEAR - FALL SEMESTER

SEPT. / OCTOBER 2024

MON	TUES	WED	THURS	FRI
Sept. 30	Oct. 1	2	Back to School Night 3 No Class	-----
7	8	9	10	-----
Columbus Day 14 No Class	15	16	17	-----
21	22	23	24	-----
28	29	30	31	

NOVEMBER 2024

MON	TUES	WED	THURS	FRI
			1	-----
4	5	6	NJEA Convention 7 No Class	-----
11	12	13	14	-----
18	19	20	21	-----
25	26	27 28 Thanksgiving- No Classes		

DECEMBER 2024

MON	TUES	WED	THURS	FRI
2	3	4	5	-----
9	10	11	12	-----
16	17	18	19	-----
23	24	25	27	-----
-----No School - Holiday Recess-----				
30	31			

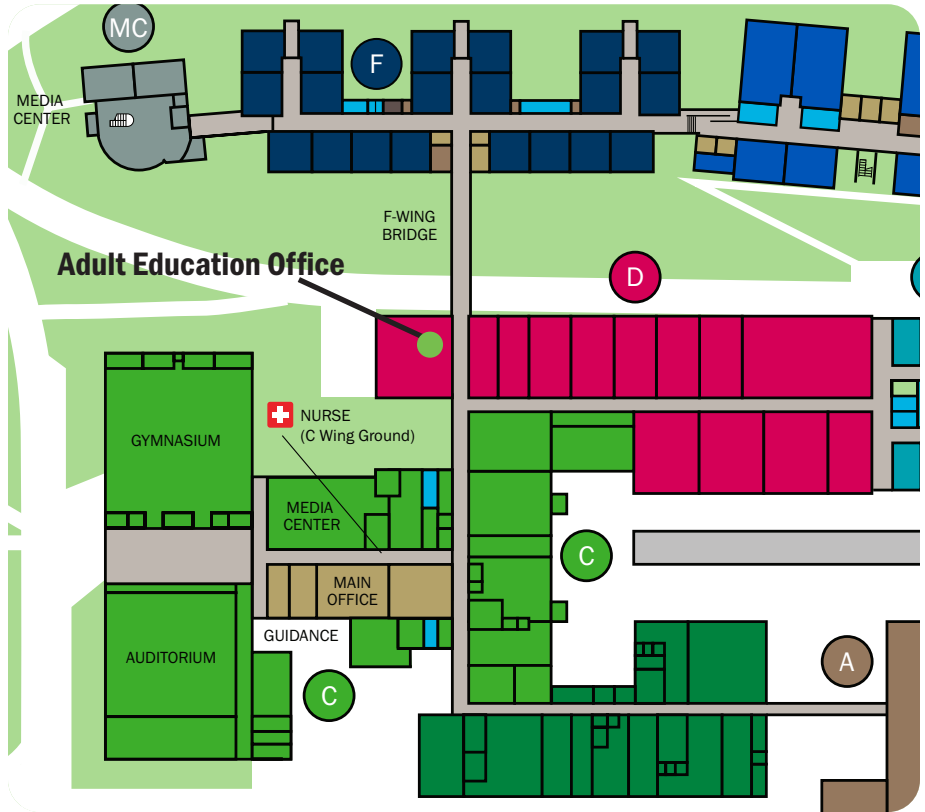
JANUARY 2025

MON	TUES	WED	THURS	FRI
		No School Holiday Recess JAN. 1	2	-----
Registration Opens for Spring Semester 6	7	8	9	-----
13	14	15	16	-----
Martin Luther King Day No Class 20	21	22	23	-----
27	28	29	30	

The semester may be extended if necessary, due to unforeseen circumstances.

Note: Classes are held from 6:30 to 9:30 pm, one or two evenings a week, for 10 weeks (unless otherwise noted in the brochure). Apprentice classes run for 10-12 weeks and/or 24 sessions.

WHERE IS THE ADULT EDUCATION OFFICE?



Benefits of Apprenticeships



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Adult Division 2024–2025

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