CANCELLATION POLICY

Three Hour Workshops/Conferences/Institutes
- Notification must be received in writing at least 5 business days prior to the workshop to receive a full refund minus a $25 processing fee.
- If we receive less than 5 business days’ notice, NO refund will be issued.
- No refunds will be given if you do not attend the Workshop/Conference/Institute/Class

Semester Classes (Classes that meet for 5 or more days)
- Notification must be received in writing at least 5 business days prior to the course to receive a full refund minus a $25 processing fee.
- If you cancel after the first class, 50% of your fee will be refunded minus the cost of materials and a $25 processing fee.
- No refunds will be given after the second class.

Courses Canceled By WPU
- If a course, workshop or conference is canceled due to inclement weather, insufficient enrollment or any other reason you will receive a full refund.

For all refunds requests, please notify us in writing;
By Email: puglionisir@wpunj.edu
By Fax: (973) 720-2298
Or call for more information regarding refunds (973) 720-2354 or (973) 720-3961.

Pre-College & Summer Youth Programs
- Notification must be received in writing at least 5 business days prior to the course to receive a full refund minus a $25 processing fee.
- If we receive less than 5 business days’ notice, you will receive a credit towards another youth program during the current summer session less a $25 processing fee.
- NO refunds or credits will be given after the first day of the camp/program.

Please send all Youth Program cancellation notifications to: youthprograms@wpunj.edu
F R A N K A S C I T T O
Instructor for Digital Graphic Design and Microsoft Office Certification Programs
Frank Asciutto is an Instructional Designer, Digital Technology Instructor and Educational Technologist specializing in Microsoft Office and Adobe Creative Suite. He has 12 years of classroom experience supplemented with online course development and delivery using Blackboard. Before joining William Paterson University, Frank was an accomplished IT systems manager with over 20 years of experience designing and implementing a variety of financial applications. Frank earned a Master’s Degree in Educational Technology in 2012 from Boise State University and is a Certified Microsoft Office Master.

Y O L A N D A E V E N G E N O U
Instructor for Healthcare Programs
Yolanda Evengenou, Owner of Para-Professional Health Careers, provides curriculum, course materials, and is the Instructor for non-credit programs for individuals striving to enter Allied Health Fields. The curriculum awards certificates in Registered Medical Assistant / Multi-Skill Health Care Technician / PCT, Health Information Online. All certificates are recognized by the appropriate agencies of the State of New Jersey. Para-Professional Health Careers also provides guidance in Career Track selection and employment services. Over the past ten years there has been an unprecedented increase in the demand for training in Health and Nursing Professionals and Paraprofessionals.

E L I Z A B E T H B E O U G H E R
Instructor for Social Media Marketing and Digital Marketing
Elizabeth has spent the last 13 years strategizing, executing, and optimizing digital campaigns. She is certified in a variety of digital tactics including SEO, SEM, Social Media, Display Advertising, and Adobe Creative Suite. He has 12 years of experience designing and delivering academic programs covering emerging technology and social media marketing and has been published several times on PRDaily.com.

R I T A W I L L I A M S - B O G A R
Instructor for Business Management Program
Rita’s corporate experience includes a 25-year robust career for a national insurance company where she transformed operating divisions, mentored individuals, and achieved strong results. Her corporate experience includes a director of underwriting operations for PA, NJ, NY and the New England states, Public Affairs Coordinator, and Director of Learning and Development. Rita has been recognized by New Jersey Monthly as a 2013 Finalist – NJ Leading Women Entrepreneurs and Business Owners, by NJBIZ as one of New Jersey’s 2011 Best 50 Women in Business and by the U.S. SBA as the 2011 Region II Minority Small Business Champion of the Year. She is a contributing author to the 2012 book – Big Bold Business Advice.

J E R R Y F L A C H
Instructor for Project Management and Non-Profit Management
Jerry Flach MBA, PMP is a Project Management Leadership Professional based in the New York metropolitan area. Her career spans financial services and community development work with for profit and nonprofit organizations including the Habitat for Humanity where she led their green building and neighborhood revitalization programs including leading the delivery of five LEED Platinum Homes and obtaining over $3MM in community development funding. Her passion for sustainable development shines through in her current role as Vice-President, Community Development with Manager Valley National Bank on their CRA/Corporate Social Responsibility team. Additionally Jerry teaches project and non-profit management courses at the New Jersey School of Professional Studies at William Paterson University. Jerry is dedicated to community service; she volunteers with local planning and utility boards and she’s a Soil Conservation District Supervisor for the HIP District in the North Jersey region.

S T. C L A R E G E R A L D
Instructor for CSCP & APICS
Mr. St. Clare Gerald has more than 20 years of leadership experience guiding organizations in supply chain management, logistics, transportation, operations, inventory, e-commerce, process improvement, and project management. He has led businesses in strategies to improve processes, systems, and materials management across global and domestic supply chains. Mr. Gerald is a Certified Supply Chain Professional (CSCP) and Master Instructor with APICS as well as an adjunct professor at St. John’s University. He enjoys the opportunity to teach others the intricacies of supply chain and material management. Mr. Gerald has worked at Large CPG companies and Supply Chain Operations with RTG Solutions Group. Mr. Gerald assists business leaders with improving efficiencies that meet KPIs to reduce costs and increase revenue. Mr. Gerald received his B.A. in Business and Economics from the College of Wooster. He is a board member for the APICS New York City - Long Island Chapter and serves as the VP of Education.

L U C I A L I U
Instructor for Business Chinese
Lucia Liu is currently a Business Chinese and Basic Chinese instructor for WPU. Lucia has been teaching Chinese for 10 years in the Tri-state area. She received the “Excellent Teacher” award from the American Chinese Schools Association in 2011 and 2015. Lucia earned a BS in Economics and BA in Asian Studies. Currently, she is in the process of obtaining MSET. In her spare time, she serves in the community with her enthusiasm. Lucia is the principal of Chuangyueh Chinese School, president of New York Putnam Chinese Association and trustee of the BAUS board.

J E N N I F E R M A S T R A N G E L O
Instructor for QuickBooks
Jennifer Mastangelo has had diverse experience for the past 10 years involving Accounting and Computer Courses at various Colleges and Continuing Education Programs. Before that she worked in multiple capacities in the Business Sector. She has a Masters of Education Degree in Instruction and Curriculum from Lehigh University at Cambridge, MA, and a Bachelor of Science in Business Administration with an Accounting Concentration.

C A R O L Y N M C C O M B S
Instructor for Healthcare Programs
Carolyn McCombs has served in the Patterson community for over 25 years. She has an earned Masters in Business Administration and a B.A. degree in Spanish and Communications both from Rutgers University. During her early career she served in marketing and strategic planning capacities at Chubb & Son, AT&T and Sony. Carolyn has also served in various ministerial capacities over the past 18 years including Pastor of Oberlin Church Door Ministries, volunteer Chaplain for the Passaic County Jail, President of the Board of Directors of Paterson Alliance, and Chairperson of the Passaic County Workforce Development Board Faith Based Committee.

K A T E M U L D O O N
Executive Director for Small Business Development Center
Kate Muldown has been working as Executive Director of William Paterson University Small Business Development Center since June 2004. As Director, Kate offers small business owners the assistance they need to plan and develop successful and profitable ventures by offering training, individual counseling and hands-on workshops in all aspects of entrepreneurship. Ms. Muldown has worked in the financial services industry for over 19 years in various capacities including management, operations, sales, and leadership management. Kate most recently served Senior Vice President and Manager of the Bank of America Women Entrepreneurs’ Connection covering New Jersey, New York, Connecticut and Pennsylvania.

R A Y R O K C I K
Director of Human Resources
Ray Currently works as the Director of Human Resources for The Oaks at Devon, a SpringPoint Senior Living Community. Immediately prior to The Oaks, Ray was the Senior HR Generalist for the Northeast Region for Five Guys Enterprises. Ray has also worked in the telecommunications industry, including Apple, Flextronics, and Sprint Nextel in a variety of management roles. Ray has experience in the startup world having worked during the creation of Enhanced Wireless. It was after some great experiences as a Manager and District Manager with employee development, he made the decision to focus his career in Human Resources, obtaining his MBA with a focus in HR Management, Professional in Human Resources (PHR) certification and the SHRM Senior Certified Professional (SHRM-SCP) credential. Ray has served as a SHRM Learning System item Writer creating test preparation questions for the SHRM certification exam.

C H R I S T I K O B U S R O K C I K
Regional Development Director
Christi Koubus Rokicki is delighted to serve as a Regional Development Director, working with the team of chapters in the Northeast, to grow and develop resources to bring After-School All-Stars transformative programs to more students. An experienced nonprofit professional and eternal volunteer, Christi has worked with a wide variety of national and regional organizations including United Way, American Red Cross, Morris Arts, and Huntington's Disease Society of America. Most recently, Christi was the Vice President of Development and Communications for The Land Conservancy of New Jersey, an award-winning, nationally accredited land trust working to protect New Jersey’s open space and drinking water.

S I T I A M A N V A N E S W A R E N
Instructor for Six Sigma Courses
Stitaman (Sitar) is a key change agent in propelling corporations, delivering strong, bottom-line impacts through implementation of breakthrough strategies and re-engineering Business Processes to drive best-in-class level performance. He possesses in-depth experience and familiarity with the use and application of problem-solving tools, including Design of experiments (DOE), Kaizen, Statistical Process Control, Quality Function Deployment, Six Sigma Quality, Value stream maps and FMEA. To the classroom, he brings with him several decades in areas of: Total Quality; Quality Management Systems; Cost of Quality; Information Security (ISO 27001); Kaizen; Value Stream Mapping; Supplier Quality Management; Business Process Design / Re-engineering; Business Excellence Models (MBNQA / EFQM); Corporate Social Responsibility (Sustainability / SA 8000); and Lean Six Sigma Online Training.
Creating Your New Career in Education

1. Using Social Media in Your Job Search

You will also have the opportunity to participate in three free workshops:

- Thursday, January 9 and August 20, 2020
- JOB FAIR
- DEGREE COMPLETION

William Paterson University has a long history of assisting businesses interested in planning, designing and implementing a wide array of training programs to address critical skill sets and core competencies. The School of Continuing and Professional Education can assist in executing a well-integrated corporate training that meets unique organizational needs. Growing and optimizing a business means ensuring that employees have the knowledge, skills, and resources necessary to support a company’s strategic objectives. As you plan for the development of your organization’s talent, our capabilities can round out the expertise of your in-house training and development of a team of professionals. Our customized training programs can be completely unique to your business. Corporate training and performance improvement are the cornerstones for creating organizational excellence.

DEGREE COMPLETION

All certificates and workshops in this catalog can be offered as corporate training.


For more information, please call (973) 720-3035.

CAREER TRANSITION PROGRAMS

NEW!

BEAST MODE SERIES

This series of three 2-hour sessions is designed to provide you with the tools you need to advance your career and/or get back to work.

Get noticed = Have your resume rise above the crowd to reach human and computer eyes
• Get hired = Have interviewing skills that set you apart by articulating your value
• Get connected = Have networking skills that put you in front of the right people at the right time

We encourage you to take all three sessions.

Limited seating — only 12 seats per class! Register Soon!

BEAST MODE YOUR INTERVIEW

Your interview needs to get you an interview. The average opening attracts an avalanche of resumes from which only a small percentage transition to interview. Only one will result in an offer. Getting noticed means you need to rise above the crowd to reach human and computer eyes. In this session, you will learn how to use action and accomplishment driven language, as well as key words to ensure that potential employers know what they are getting and why they should interview YOU.

Instructor: Annette Baron, PA, MBA, PHR

Fee: $30

Dates: Saturday, January 11 & February 29, 2020

BEAST MODE YOUR CAREER

Your network will advance your career! Once you’ve mastered (or nearly mastered) your role, it’s time to move upward. Managing a career starts with understanding the role you are in and projecting and propelling yourself to the next level. In this session, you will learn how to define your next role and develop a robust network of helpers, ready to aid you in taking that next step. To ensure that your resume and interviewing skills are up to the task, the session will include a review of Beast Mode your Resume and Beast Mode your Interview.

Instructor: Annette Baron, PA, MBA, PHR

Fee: $30

Dates: Saturday, January 25 & March 14, 2020

BEAST MODE YOUR CAREER

Your network will advance your career! Once you’ve mastered (or nearly mastered) your role, it’s time to move upward. Managing a career starts with understanding the role you are in and projecting and propelling yourself to the next level. In this session, you will learn how to define your next role and develop a robust network of helpers, ready to aid you in taking that next step. To ensure that your resume and interviewing skills are up to the task, the session will include a review of Beast Mode your Resume and Beast Mode your Interview.

Instructor: Annette Baron, PA, MBA, PHR

Fee: $30

Dates: Saturday, January 25 & March 14, 2020

NETWORKING AND ADVANCED JOB SEARCH TOOLS

OPTIMIZATION OF YOUR DIGITAL CAREER TOOLS

LinkedIn, Visual CV, Xing, Facebook and More

One of the best ways to connect with industry professionals and develop your overall presence in the career space you wish to work in is to have a LinkedIn and social media profile that works for you. Digital networking, connections and ability to have employers find you and your skills as crucial to their needs are essentials in the success of your career. We will help you customize and optimize your social media profiles to best advocate for your skills and abilities.

NEW!

CAREER TRANSITION PROGRAMS

Our experts can help provide you affordable options for increasing your chances of landing your next career path. We provide a series of advanced services that will help develop your interview skills, professional portfolio and career tools. Our resident professional will work with you hand in hand to optimize your experience and highlight your best professional traits to make you stand out to prospective employers. We encourage you to sign up today for one of the open sessions.

Location: 1600 Valley Road, Wayne, NJ 07470

TARGETED RESUME AND COVER LETTER DEVELOPMENT

Entry Level, Mid-Career, and Executive Level

Professionals who get callbacks for interviews are those who can best relate their experience and skills to the targeted employment opportunity they are seeing. We will help you streamline and adapt your resume to the industry of your interest.

STRATEGIC INTERVIEW TRAINING AND COACHING

(Mock Interviews, Market Valuation, Interview Prep and more)

Successful interviewers understand the value of repetitive training and how it translates to outcomes. Our professionals will provide you a customized interview experience focused on the psychology of interviewing, body language, proper question and answer exchange and how to best relay your abilities and fit to the culture of the employment opportunity.

Register for your one-on-one consultation at www.wpunj.edu/cpe
**SHRM ESSENTIALS® OF HUMAN RESOURCES**

Human resource issues impact every company in some way. That’s why it’s important to understand the fundamental issues surrounding HR today. SHRM, the leading global HR professional organization, has developed the SHRM Essentials® of Human Resources course, which provides an introductory overview of the human resource function. Whether you are new to HR or HR is one of many roles you fulfill at your company, this program, offered in partnership with SHRM through William Paterson University, covers the key HR topics you need to know. Developed by leading HR experts, HR practitioners, and legal counsel, the SHRM Essentials® of Human Resources course covers introductory HR topics in a condensed, easy-to-understand format. The straightforward format ensures that HR concepts can be mastered and applied to real-life situations. Along with classroom interaction with peers and the instructor, case study exercises threaded throughout the program provide opportunities to practice applying newly acquired HR skills during training prior to using them on the job.

**BUILD A SOLID FOUNDATION IN HR MANAGEMENT SKILLS | 24 Hours**

By covering a breadth of practical HR topics, the SHRM Essentials® of Human Resources course provides the knowledge to perform daily tasks. Throughout this course, you will also:

- Review key pieces of federal legislation on sexual harassment, age discrimination, and the Family and Medical Leave Act (FMLA)
- Gain insights into employee recruitment and selection while avoiding legal pitfalls
- Enhance your skills related to total compensation systems, pay increases and incentives, and employee benefits
- Increase your knowledge of employee orientation, onboarding, professional development, and training

**Instructor:** Ray Rokicki  
**Dates:** February 22 – March 14, 2020  
**Time:** 9:00 am - 5:00 pm  
**Fee:** $695  
**Course Number:** B056

**HR MANAGEMENT**

**NEW! HUMAN RESOURCES CERTIFICATION EXAM PREPARATION | 24 Hours**

The Human Resources Certification Exam Preparation gives HR professionals the confidence to take a certification exam. HR certification demonstrates relevance, competence, experience, dedication and credibility to your employers, clients, staff members and professional peers. Certified HR professionals tend to advance to senior roles more quickly.

**Instructor:** Annette Baron, PA, MBA, PHR  
**Dates:** March 4 – April 29, 2020  
**Days:** Saturdays  
**Time:** 6:00 pm - 9:00 pm  
**Fee:** $1,499  
**Course Number:** B115

This course is being held online in real time using video and audio technology.

For more information or to register, please contact Kevin Goskowski at (973) 720-2732.

**NEW! SHRM CP/SCP EXAM PREPARATION | 36 Hours**

To meet business needs, SHRM has established two behavioral competency-based certifications, the SHRM Certified Professional (SHRM-CP®) for early- and mid-career professionals and the SHRM Senior Certified Professional (SHRM-SCP®) for senior-level practitioners. SHRM regards the SHRM-CP and SHRM-SCP as the new global standard in certification for the HR profession.

The SHRM-CP and SHRM-SCP exams contain two types of multiple choice questions: stand-alone knowledge-based items that assess a candidate’s knowledge and understanding of factual information, and scenario-based situational judgment items that assess a candidate’s judgment, application and decision-making skills.

Please note this program does not cover the cost of the SHRM CP or SCP exams. The course also provides: case studies describing real world versus concept project management analogies, management organizational structures, successful versus unsuccessful leadership traits, management versus leadership distinctions, project management application templates, over 400 PMP exam prep questions, instructions on how to apply for the PMP or CAPM exam, and several tips to help you prepare for the exam. Online projects and chats will be included as needed.

**Instructor:** Jerry Flach  
**Days:** Tuesdays & Wednesdays  
**Dates:** March 3 – May 6, 2020  
**Time:** 6:30 pm - 9:00 pm  
**Fee:** $2,849  
**Course Number:** B0020

Please call Kevin Goskowski for details (973) 720-2732. Also available for customized training.

**PROJECT MANAGEMENT**

**NEW! PROJECT MANAGEMENT CERTIFICATION PROGRAM | 50 Hours**

This introductory program covers the fundamental methodologies and applications of Project Management and prepares participants for the Project Management Professional (PMP) or the Certified Associate in Project Management (CAPM) exam. The course material covers the key project management topics recognized by the Project Management Institute including: thorough review of the project management bodies of knowledge, processes, and several in-depth tools/techniques to master the concepts that are covered in the PMP exam as well as the CAPM exam. The required study-aid material to pass the PMP exam and the CAPM exam is the textbook: A Guide to the Project Management Body, Sixth Edition. The key topics for the course include the bodies of management knowledge (integration, scope, time, cost, quality, human resources, communications, risk, and procurement) and the phases of the project life cycle (initiation, planning, and execution, controlling, monitoring, and closing). The course also provides: case studies describing real world versus concept project management analogies, management organizational structures, successful versus unsuccessful leadership traits, management versus leadership distinctions, project management application templates, over 400 PMP exam prep questions, instructions on how to apply for the PMP or CAPM exam, and several tips to help you prepare for the exam, online projects and chats will be included as needed.

**Instructor:** Ray Rokicki  
**Day:** Saturdays  
**Dates:** March 28 – May 2, 2020  
**Time:** 6:00 pm - 9:00 pm  
**Fee:** $1,499  
**Course Number:** B0020

For more information or to register, please contact Kevin Goskowski at (973) 720-2732.
ONLINE BUSINESS PROGRAMS

ORGANIZATIONAL BEHAVIOR PROFESSIONAL | 300 Hours
Fee: $1,299
Course Number: P030

HR PROFESSIONAL | 200 Hours
Fee: $1,299
Course Number: P031

401(K) TRAINING & CERTIFICATION PROGRAM
Fee: $599
Course Number: B180

ADA TRAINING & CERTIFICATION PROGRAM
Fee: $599
Course Number: B181

COBRA TRAINING & CERTIFICATION PROGRAM
Fee: $599
Course Number: B182

COMPENSATION TRAINING & CERTIFICATION PROGRAM
Fee: $599
Course Number: B183

HIPAA PORTABILITY TRAINING & CERTIFICATION PROGRAM
Fee: $599
Course Number: B184

HIPAA PRIVACY TRAINING & CERTIFICATION PROGRAM
Fee: $599
Course Number: B185

HUMAN RESOURCES AS A STRATEGIC PARTNER
Fee: $499
Course Number: B191

INTRO TO THE PENSION BENEFIT GUARANTY CORPORATION
Fee: $399
Course Number: B192

CERTIFIED SCRUM MASTER | 40 Hours
Fee: $899
Course Number: B193

AGILE PROJECT MANAGEMENT | 40 Hours
Fee: $899
Course Number: B194

PROJECT MANAGEMENT ONLINE | 50 Hours
Fee: $2,849
Course Number: B004

LEAN ENTERPRISE CERTIFICATION | 150 Hours
Fee: $1,999
Course Number: P023

SIX SIGMA GREEN BELT | 150 Hours
Fee: $1,999
Course Number: B024

SIX SIGMA BLACK BELT | 60-150 Hours
Fee: $2,499
Course Number: P025

CERTIFICATION IN LOGISTICS, SUPPLY CHAIN AND PURCHASING MANAGEMENT | 250 Hours
Fee: $2,499
Course Number: B096

FINANCIAL PLANNING & QUICKBOOKS®

CERTIFIED FINANCIAL PLANNING® PROGRAM
Financial planning jobs have grown and are expected to continue to grow in the upcoming years. The retirement of baby boomers, growing entitlements, longer life spans, and lower yields have created a need for CERTIFIED FINANCIAL PLANNING®. The core personal financial courses are required by the CFP® exam – an important step in establishing your professional credentials.

Taxation I: B031
Investment Analysis/Planning: B032
Estate Planning: B033
Retirement Planning: B034
Insurance Analysis/Planning: B035
Financial Planning Capstone: B036
Fee: $949 per course (textbooks are not included)
For more information or to register, please contact Kevin Gloskowski at (973) 720-2732.

QUICKBOOKS®/BOOKKEEPING 2016 PROGRAM | 50 Hours
Introduction to QuickBooks/Bookkeeping 2016 is a course that covers the fundamentals with newcomers in mind. QuickBooks/Bookkeeping is a completely new way of thinking about finances. Specifically, this class addresses accounting equations, debits and credits, how to prepare and interpret important financial reports and balancing the accounting formula using QuickBooks Premier Pro 2016 software. It also covers balancing the accounting formula, journals, ledgers, trial balance, bookkeeping terminology, revenue, expenses, net income, debits and credits. Students will learn how to read financial statements properly and how to grab meaningful information from the balance sheet, income statement and cash flow statements. After completing this course, you will have a solid understanding of QuickBooks. By applying the concepts learned in this course you will understand the process behind accounts payable and accounts receivable. Students will learn what cash flow is and how to improve it, what profit is, how it is interpreted and what influences its growth. Learn QuickBooks/Bookkeeping now and achieve a skill that is an invaluable asset to your professional career development. The Certified User Examination is included and will be given at the completion of the program.

Instructor: Jennifer Mastrangelo
Dates: February 18 – April 28, 2020 (50 hours)
Days: Tuesdays
Time: 9:00 am - 2:00 pm
Fee: $1,499
Course Number: T012A
Saturday Class Available
Dates: March 7 – March 28, 2020 (12 Hours)
Days: Saturdays
Time: 9:00 am - 12:00 pm
Last Class is from 5:00 - 9:00 pm
Fee: $1,000
Course Number: T012B
Cost of 2 exams included with course.
QuickBooks Certified User Exam - $50 - with voucher $25

Please note classes are held different days of the week. Please check individual courses.

LEADERSHIP TRACK | 21 Hours
Students will strengthen their communication skills, learn effective motivational drivers, become better public speakers and explore their personal strengths as a leader. This certificate is awarded to students who successfully complete 7 courses:

• Effective Leadership Principles
• Strategic Planning for Leaders: Decisions and Dynamics
• Communication & Work Styles: Understanding Behavior
• Team Building & Maximum Productivity Strategies
• Conflict Management
• Multiculturalism
• Presentation Skills

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Carolyn McCombs
Days: Tuesdays and Thursdays
Dates: TBA
Time: 6:00 pm - 9:00 pm
Fee: $399
Course Number: B130

MANAGEMENT TRACK | 21 Hours

• Management vs. Leadership: Team Building
• How to ask the RIGHT Questions
• Performance Evaluation & Feedback
• Manager as Coach
• Ethical Issues in the Workplace
• Multiculturalism
• Presentation Skills

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Carolyn McCombs
Days: Tuesdays
Dates: TBA
Time: 6:00 pm - 9:00 pm
Fee: $399
Course Number: B129

For more information or to register, please contact Kevin Gloskowski at (973) 720-2732.
LEADERSHIP TRACK

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Carolyn McCombs

Course Number: B025

MULTICULTURALISM

Our culture defines many aspects of how we think, feel, and act. It can be challenging to bridge cultural differences and bring employees together into a functioning team. This course will provide easy-to-use techniques for communicating across cultures, building teams, and promoting multiculturalism in the organization.

Course Number: B025

Effective Leadership Principles

This course is designed so that at its completion participants will have an identifiable leadership style that will assist them in identifying their leadership strengths and opportunities for development. We will look at how effective leadership skills can address the current issue of employee engagement.

Course Number: B005

Strategic Planning for Leaders: Decisions and Dynamics

Leadership plays a critical role in any organization. Having a plan in place provides management with a process for identifying strengths and weaknesses while taking advantage of opportunities and preparing for threats.

Course Number: B023

COMMUNICATION & WORK STYLES: UNDERSTANDING BEHAVIOR

The Communication and Work Styles course gives you the opportunity to understand how you communicate, so that you can better understand others. You can then adjust your style to build more cohesive teams, deal with conflict, and build strategic relationships.

Course Number: B011

Team Building & Productivity Strategies

Great teams don’t just happen; they’re built. This workshop focuses on team building strategies, conflict management, and accountability. Participants will learn to structure teams for optimal performance, how to set the right goals, and understand how to foster collaboration.

Course Number: B012

Conflict Management

Conflict arises when values, perspectives and opinions are contradictory in an organization. This course addresses the impact of conflict on team morale, types of managerial actions that contribute to or cause conflict, and specific actions that can be taken to reduce or eliminate conflict.

Course Number: B024

MANAGEMENT TRACK

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Carolyn McCombs

Time: 6:00 pm - 9:00 pm | Fee: $65 each course

Global Supply Chain Certification | 45 Hours

Today’s enterprises have multi-tiered networks of suppliers, trading partners, and customers, all of them playing a pivotal role in how business brings their products to market. Companies now need inter-enterprise processes and visibility, and they need access to information that is not necessarily within their company. A supply chain is a global network used to deliver products and services from raw materials to end customers, through an engineered flow of information, physical distribution, and cash. Supply Chain Management is the design, planning, execution, control, and monitoring of supply chain activities with the objective of creating net value, building a competitive infrastructure, leveraging logistics, synchronizing supply with demand, and measuring performance globally. This course will help students advance their careers while giving them valuable foundational knowledge to assist in improving their company’s competitiveness and sustainability.

Course Number: B132

 Disabilities

How to Ask the Right Questions

Asking skillful questions is an art. In this course, participants will hack the code of posing legally compliant questions to reveal interviewee’s knowledge, skills, and abilities as related to desired outcomes. In addition to crafting questions, participants will engage in real-time mock interviews to hone their skills.

Course Number: B133

Performance Evaluation & Feedback

Performance evaluations provide feedback to staff members on their job effectiveness. This course covers the guidelines for a fair and balanced assessment and the responsibilities of the immediate supervisor. Learn how to structure an evaluation and manage performance review meetings with subordinates.

Course Number: B016

Manager as Coach

The first step is defining the role of the manager as opposed to the role of the supervisor. County employees define leader as a two-way process of ongoing feedback, to reinforce positive actions and outcomes. The focus is on developing knowledge and skills. Participants will learn these skills as well as how to counsel when coaching does not work.

Course Number: B013

Ethical Issues in the Workplace

Resolve your organizations vulnerabilities and strengthen your team. This class will focus on ethical climate assessments, code creation, program evaluations, compliance linking, and communication tactics. Results will include enhanced productivity, improved efficiency and retain a quality workforce.

Course Number: B134

Presentation Skills

The ability to present one’s thoughts in a professional manner is a critical skill in today’s business environment. This course will provide strategies and tactics to increase one’s confidence whether presenting to a small group or larger audience. Though not required, it would be best to have everyone prepare a 5-6 minute presentation on which they are working or have recently completed.

Course Number: B027

SUPPLY CHAIN MANAGEMENT

NEW! NON-PROFIT 101

So you think you want to work for a non-profit? Join us for a fun-filled day where you will learn what it means to work in the non-profit sector, what types of jobs exist in the sector and where to find them. Learn how to apply, interview and network and how to develop a resume that will get you hired in the sector. Come prepared with all of your questions about the world of nonprofits.

Instructor: Christi Kubos Rockckiki

Date: Spring TBD

Time: 6:00 pm - 9:00 pm | Fee: $70

Course Number: B028

NEW! Creating Special Events That Raise Funds and Friends

Special events are a great way for nonprofits to recognize and recruit new supporters to their organizations while raising funds to support their mission. The course covers the fundamentals from identifying the right event for your organization to developing event plan and creating a run of show, to stewarding your attendess to grow unrestricted revenue. Students will leave with tools to help organize and produce a successful special event.

Instructor: Christi Kubos Rockckiki

Date: Spring TBD

Time: 6:00 pm - 9:00 pm | Fee: $149

Course Number: B117

Non-Profit Management

For more information about the Certificate in Non-Profit Management, please contact Johanna Prado at (973) 720-3035.

Certification in Non-Profit Management | 24 Hours

This course is designed to meet the needs of the non-profit professionals who seek a broader role within their organization. Upon completion of the program, participants will have attained an overview of the various operational divisions of an organization and a focused view of themselves as a contributor.

The certificate is awarded to students who successfully complete the following eight core courses:

- Project Management Best Practices – March 16, 2020
- Ethical Issues for Non-Profits – March 23, 2020
- Non-Profit Management – March 30, 2020
- Volunteer Management – April 6, 2020
- Human Resource Issues for Non-Profits – April 13, 2020
- Non-Profit Marketing – April 20, 2020
- Fundraising for Non-Profits – April 27, 2020
- Grant Writing for Non-Profits – May 4, 2020

NOTE: Days and Times vary. Please look at each specific class for day and time details.

Date: March 16 – May 4, 2020

Fee: $499

Course Number: B133
NON-PROFIT MANAGEMENT CONT.

PROJECT MANAGEMENT BEST PRACTICES FOR NON-PROFITS

This course will provide participants with an understanding of project management principles to facilitate the initiation, planning, execution, monitoring, controlling, and closing of projects and programs that meet specific organizational goals and objectives. Learn the nature of projects, unique, temporary endeavors constrained by resources such as time and cost and the application of knowledge, tools and techniques to meet stakeholder expectations. Discover the nuances of managing, influencing and communicating for project success.

Instructor: Jerry Flach
Date: Monday, March 16, 2020
Time: 6:30 pm - 9:30 pm
Fee: $70
Course Number: B081

ETHICAL ISSUES FOR NON-PROFITS

Non-profits are held to the highest standards with regards to conflict of interest, sound governance and truth in fundraising. This workshop will highlight current “hot topics” affecting charitable non-profit organizations. You will learn about the effect Sarbanes-Oxley legislation has had on non-profits, ways that your non-profit can become more accountable, and more.

Instructor: Jerry Flach
Date: Monday, March 23, 2020
Time: 6:30 pm - 9:30 pm
Fee: $70
Course Number: B020

NON-PROFIT MANAGEMENT

Learn to maximize results in your nonprofit organization through effective management strategies. This workshop covers reducing costs and controlling resources, as well as how to select management tools to survive in an uncertain and changing environment.

Instructor: Yvonne Zuidema
Date: March 30, 2020
Time: 6:00 pm - 9:00 pm
Fee: $70
Course Number: B021

VOLUNTEER MANAGEMENT

The volunteer is such an integral part of all non-profits, that a thorough understanding of how best to manage this valuable human resource is critical. Managers have a certain amount of control over employees. This is not the case with volunteers. This program will cover areas such as recruiting volunteers, putting the right volunteer with the right tasks, how to uncover volunteer skills, and many more.

Instructor: Yvonne Zuidema
Date: April 6, 2020
Time: 6:00 pm - 9:00 pm
Fee: $70
Course Number: B070

HUMAN RESOURCE ISSUES FOR NON-PROFITS

This course will cover the most common human resource issues non-profits face. These include wage and hours issues for non-profit employers, the art of hiring and firing, risk management in hiring, an overview of employment law and a discussion of best practices in safe hiring and employment issues. You will also design an employee handbook related to your non-profit.

Instructor: Yvonne Zuidema
Date: April 13, 2020
Time: 6:00 pm - 9:00 pm
Fee: $70
Course Number: B018

NON-PROFIT MARKETING

Most not-for-profits do not function with large-scale budgets as do private corporations and for-profit organizations. In fact, tight budgets and restrictions on the use of income, along with the absence of dedicated communications professionals, often result in reticence for adopting new ideas and expansion into new areas. This program provides a sound understanding of the benefits of a carefully orchestrated marketing and public relations campaign. A look into a Marketing mindset. Topics include: researching and reaching your target market, comprehensive use of technology partnering with the public, as well as with businesses in innovative, low cost, no cost ‘cause’ marketing campaigns, and generating positive media coverage.

Instructor: Yvonne Zuidema
Date: April 20, 2020
Time: 6:00 pm - 9:00 pm
Fee: $70
Course Number: B026

FUNDRAISING FOR NON-PROFITS

This workshop will cover key elements of a fundraising plan for small to medium sized nonprofit organizations including discussion of annual appeals, special events, memberships and dues, board giving, grant writing, user fees and innovative business approaches to generate income. The workshop emphasizes practical lessons for fundraising success.

Instructor: Yvonne Zuidema
Date: April 27, 2020
Time: 6:00 pm - 9:00 pm
Fee: $70
Course Number: B008

GRANT WRITING FOR NON-PROFITS

This workshop is focused on techniques for finding and writing successful grant applications to foundations, government and corporate funders. Participants are invited to come prepared with a funding idea for class discussion.

Instructor: Yvonne Zuidema
Date: May 4, 2020
Time: 6:00 pm - 9:00 pm
Fee: $70
Course Number: B009

The School of Continuing and Professional Education is collaborating with the College of Education’s Office of Professional Development and School Community Partnerships to offer Professional Development Workshop for school district teachers to enhance their teaching techniques using innovative practices. Below please find a list of the upcoming fall PD workshops, please visit our website for workshop details, additional topics, and the most up-to-date information at www.wpunj.edu/cpe.

SUBSTITUTE TEACHER WORKSHOP

Learn the essential skills needed to be a substitute teacher in New Jersey public schools. The workshop is open for individuals who have earned a minimum of 60 college credits. The program is designed for participants to become effective substitute teachers by providing a “toolbox” of ideas and materials for individuals to gain critical classroom skills and manage any grade-level classroom. Participants will learn the following effective classroom management strategies, relevant legal issues, current classroom planning, school processing policies, and pathway to permanent certification.

Instructor: Yvonne Zuidema
Date: May 12, 2020
Time: 6:00 pm - 9:00 pm
Fee: $90
Course Number: B004

MICROSOFT OFFICE

NEW! OFFICE MANAGEMENT / ADMINISTRATIVE ASSISTANT / EXCEL CERTIFICATION | 320 Hours

New for 2020, the Office Management/Administrative course is a comprehensive program designed to give you the key competencies required to function as an Administrative Assistant or Office Manager. Using office management best practices, this course seamlessly blends office supervision, communication, operations, efficiency and financial reporting with core information technology and Microsoft Office skills. Learn the Microsoft Office Suite with an emphasis on Excel - the most in-demand and widely used business analysis tool today. You will learn to integrate these programs into your professional career by effectively collaborating in teams, planning, managing, and reporting your work. The course is instructed in a computer lab and includes preparation for the Certification Exams in Office Management and Microsoft Excel.

Key Objectives:
- Prepare students for administrative tasks in both large and small businesses
- Manage people and projects
- Learn Microsoft Office planning and reporting tools
- Learn the basic financial features of QuickBooks
- Create and maintain databases
- Prepare for the Microsoft Office Excel Certification Exam
- Prepare for the Office Management Certification Exam
- Software Programs: Microsoft Office: Excel, Word, PowerPoint, Outlook, Project, Visio
- QuickBooks online

Instructor: Frank Asciutto
Date: February 24 – April 30 & May 11 – July 16, 2020 & August 3 – October 12, 2020
Days: Monday, Wednesday & Thursday
Time: 9:00 am - 4:00 pm
Fee: $4,000
Course Number: E317

BIRTH THROUGH ADULTHOOD: AN INTRODUCTION TO THE BEGINNING STAGES OF HUMAN DEVELOPMENT

This workshop will cover the basics of human growth from birth to adulthood. Topics will include social, cognitive, and emotional development during the beginning stages of growth. Participants will learn how to apply these concepts to understand the needs of, and optimally interact with, babies, children, adolescents, and young adults. This workshop is a great fit for anyone who wants to be a teacher, day care worker, health career professional, and/or parent.

Date: April 2020
Time: 2:00 pm - 4:00 pm
Fee: $25
Course Number: E318

Professional Development Workshop | Spring 2020
www.wpunj.edu/cpe

www.wpunj.edu/cpe

www.wpunj.edu/cpe
MICROSOFT VISIO | 10 Hours
Microsoft Visio is the diagramming software used to create and develop business-oriented drawings. It uses vector graphics to create multiple types of diagrams, including process, flow charts, organizational charts and space planning. Visio has unique integration features to other Microsoft Office products that connect their diagrams to data sources and displays their data graphically.

Instructor: Frank Asciutto
Dates: Open Enrollment
Time: Online Course
Fee: $230
Course Number: T036C

ACCESS | 25 Hours
Learn to build complete business applications with Microsoft Access. Access provides many database features for the management of information and data reporting. Learn the basic concepts of structuring data using tables, creating input forms and/or access information for targeted audiences; ranging from one single person, to millions of viewers.

Instructor: Frank Asciutto
Dates: Open Enrollment
Time: $575
Fee: $575
Course Number: T036A

MICROSOFT OFFICE CONT.

SOCIAL MEDIA AND MARKETING

SOCIAL MEDIA AND MARKETING CERTIFICATION – ONLINE | 100 Hours
“This 10-week course is designed to provide students with an insight to the background history, technology, the impact, and strategic uses of social media, as well as a basic hands-on experience with several forms of the most current social media technology. In this course, students gain a broad understanding about Web 2.0 Tools used for Social Media which are all relatively inexpensive but accessible technologies that provide individuals with an instant means/online medium to create, publish, edit, and/or access information for targeted audiences. These social media platforms are inexpensive and provide individuals with an instant means/online medium to create, publish, edit, and/or access information for targeted audiences. Audience range from one single person, to millions of users. Students will also learn ways of exploring possibilities and limitations of various social media platforms and will learn how to apply and adapt basic marketing strategies to construct and evaluate social media texts, their impact, and their practical use as a marketing tool. Basic strategic uses of social media for advertising, marketing, public relations, journalism, and civic and political participation are also explored in this course.

Instructor: Kimberly Casamento
Dates: Open Enrollment
Time: Online Course
Fee: $2,000
Course Number: B089

SOCIAL MEDIA AND MARKETING CERTIFICATION | 25 Hours
5 Week Program
This 5-week course is designed to provide students with an insight to the background history, technology, impact, and strategic uses of social media, as well as a basic hands-on experience with several forms of the most current social media technology. In this course, students gain a broad understanding about Web 2.0 Tools used for Social Media including:

• Facebook
• Twitter
• Blogs
• LinkedIn

These social media platforms are inexpensive and provide individuals with an instant means/online medium to create, publish, edit, and/or access information for targeted audiences. Audience range from one single person, to millions of users. Students will also learn ways of exploring possibilities and limitations of various social media platforms and will learn how to apply and adapt basic marketing strategies to construct and evaluate social media texts, their impact, and their practical use as a marketing tool. Basic strategic uses of social media for advertising, marketing, public relations, journalism, and civic and political participation are also explored in this course.

Instructor: Kimberly Casamento
Dates: February 10 – March 12, 2020
Days: Mondays & Thursdays
Time: 6:00 pm - 8:30 pm
Fee: $699
Course Number: B095

NEW! DIGITAL MARKETING CERTIFICATION | 50 Hours
The Digital Marketing Certification course is a 10-week online hybrid course designed to provide students with industry-ready skills as a Digital Marketer. Students will learn digital marketing tools and concepts to facilitate campaigns. In this course, students will learn how to utilize the latest digital marketing programs including Google Adswords & Analytics, Social Media Marketing, YouTube Marketing, Email Marketing, Content Marketing, Marketing Automation and Programmatic Buying.

Instructor: Elizabeth Beougher
Dates: Summer 2020
Time: 7:00 pm - 9:00 pm and Online
Days: Thursdays
Fee: $1,199

CHEMICAL INSTRUMENTATION

CERTIFICATION IN CHEMICAL INSTRUMENTATION AND METHOD DEVELOPMENT
It is well-established that in developing and marketing new materials and pharmaceutical drug substances it is highly important to confirm that the new substances, drugs, materials and polymers are adequately analyzed and validated before making the business and regulatory decisions. This certification is meant for individual involved in development, validation, verification and/or method transfer for new and existing products. This course will afford “hands-on” knowledge for acquiring the data with chemical equipment’s NMR, IR, UV-vis, GC, GC-MS, HPLC and UPLC. The participant will learn the data interpretation with various examples of method development and industrial examples of the method validation process.

Requirement: WPU’s CHEM 4010 or upper level Analytical chemistry Course

Instructor: Dr. Bhavan P. S. Chauhan
Dates: June 1 – June 26, 2020
Days: Monday – Friday
Time: 9:30 am - 12:30 pm
Fee: $1,400
Course Number: P035
For more information or to register contact Johanna Prado at pradoj2@wpunj.edu.

DIGITAL/WEB FOR BUSINESS

DIGITAL GRAPHIC DESIGN | 50 Hours
Course Overview:

• Photoshop – 4 weeks
• Illustrator – 4 weeks
• InDesign/WordPress – 2 weeks

Updated for Adobe Creative Cloud, this course has been redesigned and enhanced to meet the requirements of today’s digital designer. We cover the fundamental elements of graphic/ web design using the latest versions of the most in-demand software programs in the digital design industry today – Photoshop, Illustrator and InDesign. In addition, the course now includes WordPress for the rapid development of web pages. Students will learn to use Photoshop for image preparation and Illustrator to create original graphics and stylized text for both print and digital media. We then bring these visual elements together using InDesign to structure page content/layout for printing and electronic distribution. This is an introductory course and no experience with Adobe Creative Cloud is required.

Instructor: Frank Asciutto
Dates: January 14 – March 19 & May 26 – July 30, 2020
Days: Tuesdays & Thursdays
Time: 5:30 pm - 8:00 pm
Fee: $1,125
Course Number: T015A

PORTFOLIO BUILDER - GRAPHIC DESIGN
This is a new course that expands upon the topics in our core Digital Graphics Design course. Students complete a series of projects and build a personal portfolio of work. Each project incorporates a variety of features from Adobe Creative Suite with an emphasis on Photoshop and Illustrator and highlights how these tools seamlessly work together. Course Projects: Composite Artwork, Advertising and Identity Packaging, Digital Painting, Drawing Complex Vector Artwork, Working in 3D, and Designing With Symbols. Experience with Photoshop and Illustrator is required.

Instructor: Frank Asciutto
Dates: March 31 – May 7, 2020
Days: Tuesdays & Thursdays
Time: 5:30 pm - 8:00 pm
Fee: $599
Course Number: T015B
Digital Portfolio Builder is available online for personalized curriculum catered to your project needs. $699 for 8 weeks.

FAST-TRACK EXCEL COURSE

EXCEL FAST TRACK - BEGINNER | 10 Hours
Start from the beginning and learn the fundamentals of Excel. Course topics include:

• Excel features and options, Cell formats, Styles and conditional formatting, Views, printing and page set up options, Writing basic formulas, Popular and useful functions, Using and customizing Excel templates.

Instructor: Frank Asciutto
Dates: February 3 – February 12 & March 11 – March 20, 2020
Time: 5:30 pm - 8:30 pm
Days: Monday & Wednesday
Fee: $450

EXCEL FAST TRACK - INTERMEDIATE | 10 Hours
Learn more advanced Excel functions and how the Function Library and Data Tab can help you with data analysis, financial analysis and making business decisions. Topics: Popular and useful formulas, advanced functions, Tables and PivotTables, presenting data visually, working with external data, productivity and customization.

Instructor: Frank Asciutto
Dates: May 11 – May 20, 2020
Days: Mondays & Wednesdays
Time: 5:30 pm - 8:00 pm
Fee: $299
FAST TRACK EXCEL COURSE CONT.

EXCEL FAST TRACK - ADVANCED, CREATING DASHBOARDS | 10 Hours

Excel is the most powerful and widely used spreadsheet application in business today. Learn advanced functions and how features in the Data Tab can help you with data analysis, financial analysis and making business decisions. Our Hybrid course integrates the best features of classroom instruction with online (BlackBoard) activities that complement and re-inforce the material. Topics include advanced functions, Tables and PivotTables, presenting data visually, conditional formatting, Charts, PivotCharts, SmartArt, Data Tools, working with external data, productivity and customization.

Total course time: 20 hours
- 5 hours/week for 4 weeks split evenly between classroom and online learning
- 2.5 hours classroom Saturday morning
- 2.5 hours online using Blackboard

Instructor: Frank Asciutto
Dates: January 25 – February 15 & March 7 – 28, 2020
Days: Saturdays 9:00 am - 12:00 pm
Fee: $299

NEW! ADOBE PREMIERE - VIDEO EDITING AND DIGITAL STORYTELLING | 10 Hours

Digital Storytelling is a fun and exciting way to express your creative power. Learn the basics of Adobe Premiere - the essential editing tool for video enthusiasts and Shotcut - a free, open source, cross-platform video editor. This course is designed for anyone who wants to learn the basics of video composition and sequencing. Topics: Storyboarding, Video capturing tips, editing interface, understanding the Timeline, essential editing commands, Transitions, editing a multicamera sequence, and creating titles.

Instructor: Frank Asciutto
Dates: April 13 – 22 & July 13 – 22, 2020
Days: Monday & Wednesday Times: 5:30 pm - 8:00 pm
Fee: $299
HEALTH & MEDICAL CONT.

MEDICAL ASSISTANT/MULTI-SKILLED

HEALTHCARE PROFESSIONAL/PCT | 330 Hours

This course encompasses topics such as interpersonal relationships, legal aspects of Allied Health, the language of medicine, clinical office procedures, anatomy and physiology, as well as medical and laboratory specimens. You will also be trained in first aid, CPR, the language of pharmacy, and medical terminology. Medical Assistant Certification exam is offered through the American Medical Certification Association upon completion of the program.

Instructor: Yolanda Evgeniou
Dates: February 24 – May 6, 2020
Days: Monday – Wednesday (8:00 am - 1:30 pm)
Thursday & Friday (8:00 am - 3:30 pm)
Fee: $2,499
Course Number: H005B

(Please note: books, materials, and ARMA fees, payment plan available) * (Additional fees: $75 is required for the CPR certification, $19.95 for Stethoscope, $29.95 for malpractice insurance and $30 for blood pressure machine)

PATIENT CARE TECHNICIAN CERTIFICATION TRAINING PROGRAM | 165 Hours

The patient care technician (PCT) performs routine tasks under the supervision of a doctor or nurse in monitoring the patient’s condition and providing basic patient care. Our PCT training curriculum will demonstrate knowledge of medical terminology, anatomy and physiology, clinical skills, vital signs, electrocardiography (EKG), phlebotomy, infection control, nursing aids in long term care, and medical records. This PCT program is a great way to start a career in the healthcare industry.

Instructor: Yolanda Evgeniou
Dates: February 24 – May 6, 2020
Days: Mondays, Tuesdays & Wednesdays
Time: 8:00 am - 1:30 pm
Fee: $2,499
Course Number: H112

THE PHLEBOTOMY TECHNICIAN PROGRAM | 50 Hours

The phlebotomist is a vital member of the clinical laboratory team, whose main function is to obtain patient’s blood specimens by venipuncture and micro collection for testing purposes. The demand for phlebotomy technicians has increased substantially with the overall complexity of healthcare services and the risks of infectious disease. Current healthcare industry experts predict a 15% increase in phlebotomy jobs by 2018.

The Phlebotomy Technician Program prepares professionals to collect blood and other specimens from clients for the purpose of laboratory analysis. This course covers the following key areas and topics:

- Process and procedures for collecting blood specimens for laboratory analysis
- All aspects of blood collection and related procedures
- The order of draw
- Universal precautions
- Skills to perform venipunctures completely and safely
- Terminology and related anatomy and physiology

Several state and national certification exams exist to test the competency of aspiring phlebotomy technicians. Aspiring students should have, or be pursuing, a high school diploma or GED.

Instructor: Yolanda Evgeniou
Dates: February 22 – April 11, 2020
Days: Saturdays
Time: 9:00 am - 4:00 pm
Fee: $1,199
Course Number: P005

PHLEBOTOMY TECHNICIAN

SOCIETY & LAW

LAW ENFORCEMENT PREP COURSE CERTIFICATION

10 Weeks | PARTNERSHIP WITH FIT-4-BASIC

Students will complete a grueling 10-week program designed to prepare them for the demanding physical, mental and instructional experience commonly associated with basic training at the respective academies. FAB will provide each student with all the tools needed to successfully complete the demanding requirements mandated by the NJ Police Training Commission (PTC). This certificate includes EMD/911 Dispatch and CPR Certification.

Instructor: Robert Gromb, Fit-4-Basic
Dates: January 11 – March 28, 2020
Days: Monday – Friday and every other Saturday
(Schedules are subject to Change)
From: 6:00 pm - 10:00 pm (Saturdays – 8:00 am - 9:30 am)
(Schedules are subject to Change)
Fee: $1,599
Course: P165

CRIME SCENE FORENSIC CERTIFICATE | 12 Hours

Crime Scene Forensics Course is designed for students who wish to develop knowledge and skills in the field of forensics and become law-enforcement professionals at the Local, State or Federal levels. Crime scene management is an extremely significant component and one of the most important phases of investigation. Crime scene professionals must be able to uncover and recognize physical evidence to provide a picture that will be composed and used in a court of law.

Instructor: Robert Gromb, Fit-4-Basic
Dates: March 23 – April 13, 2020
Days: Mondays
From: 6:00 pm - 9:00 pm
Fee: $299
Course: P166

EMERGENCY MEDICAL DISPATCH 911/EMD | 40 Hours

This 40-hour approved NECI course provides the basic level of certification required by the State of New Jersey for any personnel working for a police department or other dispatch agency where 9-1-1 calls are answered. Topics covered will include an overview of dispatch procedures, legal and liability issues, techniques for answering 9-1-1 calls, handling the caller with “special” needs, and the history of New Jersey’s 9-1-1 system. This course includes a full day of role playing involving simulated 9-1-1 calls. Students who successfully complete this course will possess the fundamental skills required to begin working as a 9-1-1 call taker. There are no prerequisites for this course and no dispatch experience is required. This program offers (21) elective CEU’s to qualify as Emergency Medical Technicians.

Instructor: Robert Gromb, Fit-4-Basic
Dates: 911: February 18 – February 22, 2020
EMD: February 25 – February 29, 2020
Days: Monday – Saturday
From: 6:00 pm - 11:00 pm
(Saturdays: 8:00 am - 5:00 pm)
Fee: $649
Course: P167

HOMELAND SECURITY AND TERRORISM CERTIFICATE | 12 Hours

Homeland Security and Terrorism Course certificate provides an introduction to the ideology, policies, procedures, and practices of a terrorist or a terrorist group, including methods utilized for training, funding and gathering intelligence, the operational phase of a terrorist attack, and the process of target selection. This course provides historical context for understanding international and domestic terrorism, the emerging trends and the institutional and behavioral responses to terrorism.

Instructor: Robert Gromb, Fit-4-Basic
Dates: April 20 – May 11, 2020
Days: Mondays
From: 6:00 pm - 9:00 pm
Fee: $299
Course Number: P151A

CYBERSECURITY CERTIFICATE | 12 Hours

Gain a critical understanding of the technological needs, threats, and weaknesses in cybersecurity. This course will enhance your knowledge and provide you with tools and protocols needed to navigate, use, and manage security technologies, as well as, gain insight into the legal, social, and political dynamics of the cyber universe.

Instructor: Robert Gromb, Fit-4-Basic
Dates: February 24 – March 16, 2020
Days: Mondays
From: 6:00 pm - 9:00 pm
Fee: $299
Course Number: E317

EMERGENCY MANAGEMENT | 12 Hours

The Emergency Management course will provide a well-rounded set of fundamentals for those in the emergency management profession. Many students build on this foundation to develop their careers. After successful completion of this 3 hour four day course you will receive a certificate of completion.

Instructor: Robert Gromb, Fit-4-Basic
Dates: May 18 – June 15, 2020
Days: Mondays
From: 6:00 pm - 9:00 pm
Fee: $299
Course Number: P151B
ONLINE PROFESSIONAL WRITING PROGRAMS

ADVANCED TECHNICAL WRITING
Fee: $399  Course Number: W050

INTERMEDIATE TECHNICAL WRITING
Fee: $399  Course Number: W051

INTRODUCTION TO TECHNICAL WRITING FOR INDUSTRY
Fee: $399  Course Number: W052

TECHNICAL COMMUNICATION, AN INTRODUCTION FOR CURRENT TECHNICAL WRITERS, EDITORS AND DESIGNERS
Fee: $399  Course Number: W053

TECHNICAL COMMUNICATION TECHNIQUES & PRINCIPLES FOR PROJECT MANAGERS
Fee: $299  Course Number: W055

TOOLS OF THE TRADE FOR TECHNICAL WRITERS
Fee: $199  Course Number: W056

WRITING PROFESSIONAL
Fee: $1,299  Course Number: P034B

YOUTH PROGRAMS: WP SATURDAY UNIVERSITY

William Paterson University is proud to offer weekend educational/enrichment programs for grades 4 – 8 and high school students. We are pleased to offer some of our most popular enrichment courses:

GRADERS 4-6
- Scratch for kids • Intro to Python • Web Design
- Middle School Study tools • C++ • Java
- Intro to Game Design

HIGH SCHOOL
- SAT Math Bootcamp • SAT Verbal Bootcamp
- Academic Skills and Career Readiness
- Leadership Through Community Service
- College Essay Writing • College Major Exploration

Check our website for program details and registration information at www.wpunj.edu/youthprograms.