Start Your Transformation
At our New School of Continuing and Professional Education

Fall 2019 Catalog
Classes Begin in September

1600 Valley Road, Wayne, N.J. • 973.720.2354 • wpunj.edu/cpe
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.
- If you cancel after the first day of the class, NO refund will be given.

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 refund 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.

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: puglioni@wpunj.edu
By Fax: (973) 720-2298
Or call for more information regarding refunds (973) 720-2354 or (973) 720-3961.

CANCELLATION POLICY

You may pay online by credit card or electronic check.

Be sure to include daytime and evening telephone numbers as well as your e-mail address so that we can notify you in case of program cancellation.

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Once your registration and payment is processed, you are automatically enrolled. You will receive two emails: a registration confirmation and a payment confirmation. Plan to attend your workshop or conference as scheduled. You will be notified if the workshop or conference is canceled or if there is a change in the schedule. If you do not receive an email confirmation please call for assistance (973) 720-2354 or (973) 720-3961.

In case of inclement weather, please visit www.wpunj.edu/cpe to be sure the campus is open. When the university is closed due to inclement weather, our programs will be rescheduled.

All Registrations Will Be Processed Online!

- Register early to guarantee your enrollment.
- Registrations are accepted until the classes are full.
- Web Registration: https://www.wpunj.edu/cpe
- If you experience difficulty registering online, please call for assistance (973) 720-2354 or (973) 720-3961.
- Be sure to include daytime and evening telephone numbers as well as your e-mail address so that we can notify you in case of program cancellation.
- You may pay online by credit card or electronic check.

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- 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
and Nursing Professionals and Paraprofessionals. The company provides services and community development work with the Habitat for Humanity where she led a group of neighbors 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 position as the Development Program Manager with Valley National Bank on their CRA/Corporate Socially Responsible team. Additionally Jerry teaches project and nonprofit management through various Community College classes and Continuing Education Programs. Before that she worked in various capacities in the Business Sector. She has a Masters of Education Degree in Instruction and Curriculum from Lesley College in Cambridge, MA, and a Bachelor of Science degree in Business Administration with an Accounting Concentration.

ROBIN GARCIA
Instructor for Respiratory Therapy
Born in Havana, Cuba. Emigrated to the United States at the age of 4 years old. Grew up in Union City, NJ where I attended public school. Graduated with a BS in Pharmacy from Rutgers University College of Pharmacy in 1990. Worked in the pharmaceutical and biotechnology industries building bridges between clinical scientists and their customers. Also transitioned to education where she has been building bridges to success for students of all ages. Annette is a peer-reviewed published author and has years of leadership, teaching, coaching, and mentoring experience. She will gladly build bridges for you.

KATE MULDOON
Executive Director for Small Business Development Center
Kate Muldoon has been working as Executive Director of the 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 coaching in all aspects of starting and growing a business. Ms. Muldoon had worked in the financial services industry for over 19 years in various capacities, with a strong track record of management, operational, and relationship management. She most recently served as Senior Vice President and Manager of the Bank of America Women’s Business Development Center in Hackensack, New Jersey, New York, Connecticut and Pennsylvania.

JUDY HALL
Instructor for Fiction, Memoir, and Creative Writing
Judy Hall is a writer and itinerant teacher of writing who has also served as PA, NLJ - Leading Women Entrepreneurs, with the New Jersey Business Women’s Association. As a long-time career in the teaching, mentoring individuals, and achieving strong results.

YOLANDA EVGENIOU
Instructor for Social Welfare Programs
Yolanda Evgeniou, Owner of Para-Professional Health Careers, provides curricula, course materials, and is the Instructor for noncredit programs for individuals striving to enter the Allied Health fields. The Health Care Technology and Paraprofessionals in Registered Medical Assistant / Multi Skilled Technologist specializing in Microsoft Office and Excel. All certifications 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. The past ten years there has been an unprecedented increase in the demand for training for Health and Nursing Professionals and Paraprofessionals.

LUCIA LIU
Instructor for Business Chinese
Lucia Liu is currently a Business Chinese and Basic Chinese instructor for WPJU. Lucia has been teaching Chinese for 16 years in the tri-state area. She received the “Excellent Teacher” award from the American Chinese Schools Association in 2011 and 2013. Lucia earned a BS in Economics and BA in Asian Studies. Currently, she is a PhD candidate in the field of management of value creation. It was through her work in the startup world having worked as the Senior HR Generalist at Ramapo College of New Jersey, she has 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 served as a SHRM Learning System Item Writer creating test preparation questions for the SHRM certification. He is currently pursuing a Doctorate in Business Administration with an anticipated completion date of late 2019.

JUDY HALL
Instructor for Fiction, Memoir, and Creative Writing
Judy Hall is a writer and itinerant teacher of writing who has also served as President of NJBIZ as one of New Jersey’s 2011 Best 50 Women in Business and 2013 Finalist – NJ Leading Women Entrepreneurs and Business Owners, peer-reviewed published author and has years of leadership, teaching, coaching, and mentoring experience. She will gladly build bridges for you.

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CHRISTI KOBUS ROKICKI
Regional Development Director
Christi Kobilski is delighted to serve as a Regional Development Director, working with the team of chapters in the Northeast, to grow and develop resource and technology teams in creating new programs to support more students. An experienced nonprofit professional and entrepreneur, Christi is solely devoted to empowering women and regional organizations including United Way, American Red Cross, Moms Arts, and Huntington’s Disease Society of America. Most recently, Christi has served as the Director of Business Development for The Land Conservancy of New Jersey, an award-winning, nationally accredited land trust working to preserve New Jersey’s open space and drinking water. She is a member of the Board of the Alumni Association of the College of Saint Elizabeth and NJ Council, serves on her town’s Green Sustainability Team, and the Parent Advisory Board for the Lakeland Hills YMCA. A product of the Garden State’s public education system and Staten Island College BA, with experience from College of Saint Elizabeth, Master of Administrative Science from Fairleigh Dickinson University, and a certificate in Nonprofit Financial Management from Seton Hall University, Christi is a Certified Volunteer Administrator (CVA), Certified Volunteer Professional (CVP) and Certified Project Manager.

JENNIFER MASTRAENO
Instructor for QuickBooks
Jennifer Mastraeno has had diverse experience for the past 25 years in teaching Accounting and Business courses at various Colleges and Continuing Education Programs. Before that she worked in various capacities in the Business Sector. She has a Masters of Education Degree in Instruction and Curriculum from Lesley College in Cambridge, MA, and a Bachelor of Science degree in Business Administration with an Accounting Concentration.

CAROLYN M-COMBS
Instructor for QuickBooks
Carolyn McCombs has worked in the Paterson 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 various marketing and strategic planning roles at AT&T, AECOM, and as an account manager. Carolyn has also served in various ministerial capacities over the past 18 years including Co-Pastor of Open Door Ministries, volunteer Chaplain Passaic County Jail, President of the Board of Directors of Paterson Alliance, and Chairperson of the Passaic County Workforce Development Board Faith Based Committee.

JERRY FLACH
Instructor Project Management and Non-Profit Management
Jerry Flach MBA, SHRM is a Project Management Leadership Professional based in the New York metropolitan area. Her career spans financial, technical, and leadership roles, developing software, working with the Habitat for Humanity where she led a group of neighbors and neighborhood revitalization programs including leading the delivery of five LEED Platinum Homes and obtaining over $3MM in community
CORPORATE TRAINING

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.

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

Corporate Training Available:
- Certificate in Administrative Services and Management
- Customer Service
- Social Media and Marketing
- QuickBooks
- Agile Project Management Training
- Project Management
- Supply Chain Management
- MBA Essentials
- ISO 9001 Training
- ISO 9001 Internal Audits
- Training and Auditing
- SHRM Training and Certification
- PPH and SPPHR Training
- Diversity Training

Business Languages: Mandarin and Spanish
Professional Writing
Cisco CCNA Training
CompTIA A+ Training
Advanced Graphic Design
Everything DISC Workplace
Five Behaviors of a Cohesive Team
First-Time Manager
Situational Leadership (SLII) Concepts
Leading People Through Change
Goal Setting
Self-Leadership
For more information, please call (973) 720-3035.

CAREER TRANSITION PROGRAMS

NEW!

BEAST MODE EDITION

BEAST MODE YOUR RESUME
The average employer’s job posting receives 30 – 50 job applications a day, and many have turned to external technology and outsourced services to sift through the hundreds of resume’s submitted to narrow down their candidate pool. The chances of your resume being considered for a possible interview screening decreases each and every single day you wait or cannot find the right words to match your skills and abilities. Let our expert share the many secrets to writing and creating a compelling resume and cover letter that gets you noticed. During this session we will share an insider’s perspective on what human resource managers seek when looking at a resume, how to get your resume to the top of the list and customize it to fulfill the job description. Optimizing your chances of getting noticed, getting hired and getting paid.

Instructor: Annette Baron, PA, MBA, PHR
Fee: $30

BEAST MODE YOUR INTERVIEW
Interviews can be stressful. They can also be scary if you have not properly prepared yourself. In this career resource event, instructor Michael Yakubov will guide you through the steps to becoming a confident interviewee. Learn the tips and tricks to help you stand out from your competition and ace the interview.

Instructor: Annette Baron, PA, MBA, PHR
Fee: $30

BEAST MODE YOUR CAREER
In the third part of a three part series, we are excited to offer a hands on career training experience through the School of Continuing and Professional Education. This interactive session will feature three key parts of career development (RESUME WRITING / INTERVIEW SKILLS / JOB SEARCH). The session will last 2.5 hours and will consist of two traditional sessions and two interactive training sessions. Participants in the program will be exposed to the best practices in constructing a resume – identifying how to customize a resume, developing key features that appeal to prospective employers, keyword integration and transitional resumes. Part two will consist of a hands on assessment of resumes and development of your own resume (you may bring your resume for critique). The third part of the session will provide key strategies in acing your interview process.

Instructor: Annette Baron, PA, MBA, PHR
Fee: $30

These sessions are scheduled to run every month. Please visit our website www.wpunj.edu/cpe for specific dates and times.

Passaic County Department of Economic Development
Meet the Lenders: October 18, 2019
For details and to register, please call The Passaic County Department of Planning and Economic Development at (973) 569-4725.

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 call backs 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.

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 customize and optimize your social media profiles to best advocate for your skills and abilities.

NETWORKING AND ADVANCED JOB SEARCH TOOLS
(Monster, Indeed, Zip Recruiter, Glassdoor, Dice, Career Builder and More)
The majority of professionals finding gainful employment today are successful because they know how to make connections and network in their circles. They also understand the value of targeting their job search for increasing the visibility of their resume and professional profile. We will help you develop a customized plan for career search and networking within your industry.

For details and to register, please call The Passaic County Department of Planning and Economic Development at (973) 569-4725.

Register for your one-on-one consultation at www.wpunj.edu/cpe
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 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 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: October 23 – January 29, 2020
Days: Wednesdays
Time: 6:00 pm - 9:00 pm
Fee: $1,499
Course Number: B115

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

HR MANAGEMENT

NEW! HUMAN RESOURCES CERTIFICATION EXAM PREPARATION | 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: September 28 – October 19, 2019
Time: 9:00 am - 5:00 pm
Fee: $995
Course Number: B056

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.

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

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: throughout 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: Geraldine Flach
Dates: August 20 – October 23, 2019
Time: 6:30 pm - 9:00 pm
Fee: $2,849
Course Number: B0020

For more information or to register, please call Kevin Goskowski for details (973) 720-2732. Also available for customized training.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Fee</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
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<tr>
<td>P036</td>
<td>$1,000</td>
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<td>Thursdays</td>
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<td>P035</td>
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<td>Jennifer Mastrangelo</td>
<td>Tuesdays</td>
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<td>October 1 – November 26, 2019</td>
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<td>P034</td>
<td>$1,499</td>
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<td>Tuesdays</td>
<td>9:00 am - 2:00 pm</td>
<td>October 3 – December 17, 2019</td>
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<td>P033</td>
<td>$1,499</td>
<td>Rita Williams-Bogar, MBA, CPCU, CHFC</td>
<td>Tuesdays and Thursdays</td>
<td>6:00 pm - 9:00 pm</td>
<td>October 1 – November 26, 2019</td>
</tr>
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**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**
- Fee: $899
- Course Number: B195

**AGILE PROJECT MANAGEMENT**
- Fee: $899
- Course Number: B194

**PROJECT MANAGEMENT ONLINE**
- Fee: $2,849
- Course Number: B004

**LEAN ENTERPRISE CERTIFICATION**
- Fee: $1,999
- Course Number: P023

**SIX SIGMA GREEN BELT**
- Fee: $1,999
- Course Number: P024

**SIX SIGMA BLACK BELT**
- Fee: $2,499
- Course Number: B096

**CERTIFICATION IN LOGISTICS, SUPPLY CHAIN AND PURCHASING MANAGEMENT**
- Fee: $2,499
- Course Number: B096

**CERTIFIED FINANCIAL PLANNING® PROGRAM**
- Fee: $599
- Course Number: P030

**HIPAA PRIVACY TRAINING & CERTIFICATION PROGRAM**
- Fee: $599
- Course Number: B182

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

**HR PROFESSIONAL**
- Fee: $599
- Course Number: B184

**ORGANIZATIONAL BEHAVIOR PROFESSIONAL**
- Fee: $1,299
- Course Number: P030

**COBRA TRAINING & CERTIFICATION PROGRAM**
- Fee: $599
- Course Number: B181

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

**HIPAA PORTABILITY TRAINING & CERTIFICATION PROGRAM**
- Fee: $599
- Course Number: B185

**PAYROLL WAGE & HOUR TRAINING & CERTIFICATION PROGRAM**
- Fee: $599
- Course Number: B187

**THE HSA TRAINING & CERTIFICATION PROGRAM**
- Fee: $599
- Course Number: B188

**THE PAYROLL MANAGEMENT TRAINING & CERTIFICATION PROGRAM**
- Fee: $599
- Course Number: B189

**CERTIFICATION IN ADMINISTRATION, LEADERSHIP AND MANAGEMENT**
- **LEADERSHIP TRACK**
  - Fee: $399
  - Course Number: B130
  - Instructor: Rita Williams-Bogar, MBA, CPCU, CHFC
  - Days: Tuesdays
  - Dates: October 3 – December 17, 2019
  - Time: 6:00 pm - 9:00 pm
  - Please note classes are held different days of the week.

- **MANAGEMENT TRACK**
  - Fee: $399
  - Course Number: B129
  - Instructor: Rita Williams-Bogar, MBA, CPCU, CHFC
  - Days: Tuesdays
  - Dates: October 1 – November 26, 2019
  - Time: 6:00 pm - 9:00 pm
  - Please check individual courses.
LEADERSHIP TRACK

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

Time: 6:00 pm - 9:00 pm  |  Fee: $65 each course
Note: Multiculturalism and Presentation Skills are a part of both certifications.

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 all 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 the way you communicate, so that you can better understand others. You can then adjust your style to better work with your colleagues.

Course Number: B011

TEAM BUILDING & PRODUCTIVITY STRATEGIES
Great teams don’t just happen; they’re built. This workshop focuses on team charters, objectives, processes, and accountability. Participants learn to structure teams for optimal performance, how to set the right goals, and will 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 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
Note: Multiculturalism and Presentation Skills are a part of both certifications.

MANAGEMENT VS. LEADERSHIP: TEAM BUILDING
The ability to work in teams is a critical factor for today’s organizations, whether team members are in the same location or geographically dispersed. This workshop will focus on the strategies managers and leaders employ to have highly functioning teams as well as the stages of team development, and the qualities of effective team members.

Course Number: B132

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 interviewees’ 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 providing 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 leader. Coaching is defined as a two-way process, using 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 organization’s vulnerabilities and strengthen your team. This class will focus on ethical climate assessments, code creation, program evaluations, compliance linking, and compliance linkages. 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 beneficial for participants to come to the class with a current presentation on which they are working or have recently completed.

Course Number: B027

SUPPLY CHAIN MANAGEMENT

GLOBAL SUPPLY CHAIN CERTIFICATION | 42 Hours
Global Supply Chain Management is the integration of the activities that procure materials and services transforming them into intermediate goods and final products, and deliver them to customers. These activities include purchasing and outsourcing activities, plus many other functions that are important to the relationship with suppliers and distributors. The supply chain includes all the interactions between internal operations, marketing, sales, suppliers, manufacturers, distributors, and customers. The chain includes transportation, scheduling information, cash and credit transfers as well as ideas, designs, and material transfers. The intent of the course is to teach students techniques and methods employed by supply chain managers to plan and control the supply chain operating systems. Students will apply quantitative methods, various analytical techniques as well as utilize practical experience in order to understand how to operate, design, plan and control supply chain operations. This course utilizes a set of operations management skills and tools that students can use to enable their companies to develop a competitive advantage in commercial environments that encompass global markets and competition, electronic business (e-business), and supply chain management.

Students are expected to have a solid understanding of production and operations management in order to solve complex supply chain case studies.

Instructor: TBA

Dates: TBA

Days: TBD

From: 6:00 pm - 9:00 pm  |  Fee: $699

Course Number: B097

NON-PROFIT MANAGEMENT

NEW! NON-PROFIT 101
So you think you want to work for a non-profit? Join us for a fun-filled, interactive workshop and 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 Kubus Rockicki

Date: Wednesday, November 20, 2019

Time: 6:00 pm - 9:00 pm  |  Fee: $79

Course Number: B028

NEW! CREATE SPECIAL EVENTS THAT RAISE FUNDS AND FRIENDS
Special events are a great way for nonprofits to raise funds and recruit new supporters to their organizations while raising funds to support their mission. This workshop will focus on identifying the right event for your organization to develop event plan and creating a run of show, to stewarding your attendees to grow unrestricted revenue. Students will use tools to help organize and produce a successful special event.

Instructor: Christi Kubus Rockicki

Date: Tuesday, December 24, 2019

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

Course Number: B117

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 certification 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.

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

- Project Management Best Practices – October 28, 2019
- Ethical Issues for Non-Profits – November 4, 2019
- Non-Profit Management – November 11, 2019
- Volunteer Management – November 18, 2019
- Human Resource Issues for Non-Profits – November 25, 2019
- Non-Profit Marketing – December 2, 2019
- Grantwriting for Non-Profits – December 9, 2019
- Grant Writing for Non-Profits – December 16, 2019

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

Date: October 28 – December 16, 2019  |  Fee: $489

Course Number: B131
SMALL BUSINESS DEVELOPMENT CENTER

WHETHER YOU’RE A SMALL BUSINESS OWNER just starting out or looking for ways to expand your business, the SBDC can help. The SBDC is a partnership with the U.S. Small Business Administration and the State of New Jersey focused on counseling and training for start-ups and established small businesses, which will support sustainable economic development. If you are already in business, seasoned consultants can confidentially analyze your business situation and help you develop tools for growth: a solid business plan, an accurate financial analysis, and an effective marketing strategy. Counseling sessions and workshops are also conducted in Spanish. Early registration is encouraged because class size is limited and spaces fill quickly. To register and to obtain information, please contact WPU SBDC Staff at (973) 321-1378. The University has textbooks available in English and Spanish at $15 to accompany the classes in “Business Startup” and “Creating a Winning Business Plan.”

William Paterson University | SBDC Seminar Series Fall 2019

FAST TRACK BUSINESS START UP

ARE YOU AN ENTREPRENEUR? Are you ready to start a business? Learn what steps you need to take and what to look out for. The business startup seminar helps you to know how to discover your personal strengths and weaknesses and to understand your business needs. This seminar provides the entrepreneur with tools, reference materials, and additional sources for information on starting a business. Dates: Thursday(s), September 26, October 24 & Nov. 14, 2019 Time: 11:00 am Location: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505 • http://bit.ly/AreYouanEntrepreneurOct24 • http://bit.ly/AreYouanEntrepreneurNov14

FINANCE ESSENTIALS FOR SMALL BUSINESS - VIDEO Manage your small business successfully with these finance essentials from accounting professors, who explain the five reasons so many small businesses fail and outline strategies—such as tracking your accounting, managing your operating cycle, and forecasting cash flow—that will help you manage your small business better. They also provide valuable perspective on financing strategies and the dangers of fast growth. Date: Monday(s), September 30, October 28 & November 25, 2019 Time: 11:00 am Location: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505 • http://bit.ly/Finance4SmallBiz • http://bit.ly/Finance4SmallBizOct28 • http://bit.ly/Finance4SmallBizNov25

NEW! REACH CUSTOMERS ONLINE WITH GOOGLE (DRS) This session covers things you can do right now to grow your business online and to close the session, I’ll introduce some bonus tools that business owners can add into the mix, when you’re ready. We’ll show you how to connect with local searchers using Google My Business. This presentation is given by a High Impact Partner with the Grow with Google program.

Instructor: Reina Valenzuela Dates: Thursday, September 26, 2019 Time: 1:00 pm - 3:00 pm Location: Hamilton Club, 32 Church Street, Paterson, NJ 07505 Room TBA • http://bit.ly/ReachCustomerOnlineswithGoogle
To make the most of the Hands-on segments you will have the
• Learn how to showcase your products on Facebook (hands-on)
• Content creation and scheduling

When you’re ready. We’ll show your how to connect with local
searchers using Google My Business. This presentation is given
by a High Impact Partner with the Grow with Google program.

Instructor: Janett Peralta
Date: October 15, 2019
Time: 10:00 am - 12:00 pm
Location: Hamilton Club, 32 Church Street, Paterson, NJ 07505 Room TBA

SMALL BUSINESS DEVELOPMENT CENTER

SMALL BUSINESS DEVELOPMENT CENTER
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 through 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.

**PROFESSIONAL DEVELOPMENT WORKSHOP**

**topics, and the most up-to-date information at www.wpunj.edu/cpe.**

**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 through 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.**

**Science, Technology and Computers**

**MICROSOFT OFFICE**

**MICROSOFT OFFICE CERTIFICATION PROGRAM**

Our Microsoft Office Specialist Certification program offers you more. The sequence begins with an introduction to the PC and Windows, moving from the most basic levels to cutting edge skills and new employment possibilities. Qualified candidates will achieve Microsoft Office Specialist Certification acknowledging that you have the expertise to work with Microsoft Office programs. The MOS Certification program is composed of four separate courses taught over a 10 week period. The program covers Windows/Word, Excel, PowerPoint, and Outlook. All classes are hands-on with each student working on their own PC and all materials are provided. Also included in the price is one MOS exam fee (for qualified candidates) which is given on site at William Paterson University.

The MOS Certification includes Word, Excel, PowerPoint, and Outlook. Open enrollment is available at the start of each course.

**MOS 2016 OFFICE PROGRAM | 150 Hours**

**Instructor:** Frank Asciutto

**Dates:** October 14 – December 23, 2019

**Days:** Monday, Wednesday & Thursday

**Time:** 9:30 am - 2:30 pm

**Fee:** $2,800 (includes one certification exam)

**Course Number:** T031A

**WORD | 45 Hours**

Learn the basics of creating and editing letters and memos with Word. Enter and edit text efficiently, format text, create bulleted and numbered lists and find help when you need it. Understand the tools available to create and manage complex documents, include section breaks, add headers and footers, page numbering and table of contents. Learn to create custom letters and labels with Word’s Mail Merge function by maintaining address data in Word, Excel or Outlook. Word has many shortcuts and hidden features that can help increase productivity and efficiency. You will learn to work smart in Word by customizing program defaults and using productivity-enhancing tools.

**Instructor:** Frank Asciutto

**Dates:** October 14 – October 31, 2019

**Days:** Monday, Wednesday & Thursday

**Time:** 9:30 am - 2:30 pm

**Fee:** $800 (includes one certification exam)

**Course Number:** T032A

**OUTLOOK | 15 Hours**

Become an e-mail expert. Start with e-mail basics by setting up accounts in Outlook, using Outlook folders, sending and receiving e-mail. Expand your knowledge by maintaining an address book, creating distribution lists, using stationery, adding signatures and working with attachments. Learn to effectively manage your time by using Outlook calendaring for scheduling appointments and events.

**Instructor:** Frank Asciutto

**Dates:** December 18 – December 23, 2019

**Days:** Monday, Wednesday & Thursday

**Time:** 9:30 am - 2:30 pm

**Fee:** $400

**Course Number:** T034A

**NEW! ADMINISTRATIVE ASSISTANT FAST TRACK**

Supplement and build on the students existing skills and prepares you for the Microsoft Office Specialist Certification Exam. This course will cover Word, Excel, PowerPoint, Outlook, Project, Visio, and Adobe Acrobat. Learn to create business diagrams, mail merge, create PivotTables and PivotCharts, incorporate video and audio into your presentation, create a project plan and design a flow chart.

**Instructor:** Frank Asciutto

**Dates:** October 14 – December 18, 2019

**Days:** Monday & Wednesday

**Time:** 9:30 am - 2:30 pm

**Fee:** $899

**Course Number:** T022
MICROSOFT OFFICE CONT.

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: Online 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 constructing data using tables, creating input forms and designing reports. And then go beyond the basics with data sharing, query building, macros, data importing and connecting Access to other Microsoft products.

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

SOCIAL MEDIA AND MARKETING
SOCIAL MEDIA AND MARKETING CERTIFICATION | 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 will have an understanding of the basic technology and strategies of social media, as well as a basic understanding and hands-on experience with several forms of the most current social media platforms. This course, students will learn to create and use accounts on these platforms including Facebook, Instagram, Twitter, Blogs, and LinkedIn.

Instructor: Kimberly Casamento
Dates: October 7 - November 1, 2019
Days: Mondays & Thursdays
Time: 6:00 pm - 9:00 pm
Fee: $899
Course Number: B095

NEW! INTRODUCTION TO SOCIAL MEDIA AND MARKETING | 12 Hours
Introduction to Social Media and Marketing 4-week course is designed to provide students with an introductory look into the basic technology and strategic uses of social media, as well as a basic understanding and hands-on experience with several forms of the most current social media platforms. In this course, students 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: October 7 - November 1, 2019
Days: Mondays & Thursdays
Time: 6:00 pm - 9:00 pm
Fee: $899
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 Ads, AdWords, Analytics, Social Media Marketing, YouTube Marketing, Email Marketing, Content Marketing, Marketing Automation and Programmatic Buying.

Instructor: Christi Smith
Dates: October 1 - October 22, 2019
Days: Tuesdays
Time: 6:00 pm - 9:00 pm
Fee: $399

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 individuals who are and will be involved in method development, validation, verification and/or method transfer for new and existing products. This course will cover “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 processes of the method validation process.

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

Instructor: Dr. Bharu P. S. Chauhan
Fee: $1,400
Course Number: PO35
Dates will be Summer 2019. Please check our website for dates.
For more information or to register contact Johanna Prado at pradoj@wpunj.edu.

DIGITAL/WEB FOR BUSINESS
DIGITAL GRAPHIC DESIGN CERTIFICATION | 6 Week Program
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 and showcases how these tools seamlessly work together.

Instructor: Frank Asciutto
Dates: October 1 - November 14
Time: Tuesdays and Thursdays
Fee: $599
Course Number: T015B

NEW! DIGITAL EXCEL COURSE
EXCEL - 20 HOUR FAST TRACK
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 reinforce the material. Topics: advanced functions, Tables and PivotTables, presentations data visualization, 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: November 2 - November 23
Time: 9:30 am - 12:00 pm
Days: Saturdays
Fee: $450

NEW! EXCEL BASICS - 10 HOUR FAST TRACK
Excel is the most widely used spreadsheet application in business today. Build your Excel foundation by first mastering the basic concepts and features. No Excel experience is required and even students with Excel knowledge will benefit from the time saving tips and techniques offered in this course.

Instructor: Frank Asciutto
Dates: September 9 - September 18
Time: Mondays & Wednesdays
Time: 5:30 pm - 8:00 pm
Fee: $299
NEW! ACRIDABF FST TRACK WORKSHOP - ACRIDABF FST TRACK WORKSHOP

Creating fillable PDF forms increases the ease and speed of workflow. Learn how to create and modify PDF fillable forms to improve the efficiency of processes and eliminate unnecessary paper waste. Topics: Form Controls/Fields, form distribution and tracking, creating forms from Word and Excel, Security options and password protection.

Instructor: Frank Asciutto  Dates: December 11, 2019  Days: Wednesdays  Time: 5:30 pm - 8:30 pm  Fee: $75

NEW! WORD FAST TRACK WORKSHOP - MAIL MERGE

Learn all the features of Word Mail Merge including the creation of form letters, labels, envelopes, and customized email messages. We start with the basic Mail merge function of producing multiple customized Word letters by combining an address list from Excel with a Word form letter.  We then work with other data sources, produce address labels, envelops and review best practices for audit control.

Instructor: Frank Asciutto  Dates: December 9, 2019  Days: Mondays  Time: 5:30 pm - 8:00 pm  Fee: $75

ONLINE TECHNOLOGY PROGRAMS

THE COMPTIA A+ SPECIALIST PROGRAM
Fee: $1,499  Course Number: P026
THE COMPTIA N+ NETWORK SPECIALIST
Fee: $1,499  Course Number: P027
THE COMPTIA S+ SECURITY SPECIALIST
Fee: $1,499  Course Number: P028
PROGRAMMABLE LOGIC CONTROLLERS
Fee: $2,000  Course Number: S006
CISCO NETWORK TRAINING SERIES
Fee: $2,499  Course Number: T136
CISCO CLOUD+ CV0-001
Fee: $899  Course Number: T137
CISCO IT FUNDAMENTALS FC0-U01
Fee: $799  Course Number: T143
CISCO LINUX+
Fee: $899  Course Number: T144
CISCO MOBILITY+ MB0-001
Fee: $899  Course Number: T142
CISCO CCNA + CCNP TRAINING SERIES
Fee: $1,500  Course Number: T141
CISCO CCNA COMPLETE SET
Fee: $999  Course Number: T140
COMPLETE IT TRAINING SERIES (COMPTIA, CISCO, MICROSOFT) + LIVE LABS
Fee: $2,499  Course Number: T139
COMPLETE END-USER CYBER SECURITY TRAINING
Fee: $899  Course Number: T145
CYBER SECURITY & FORENSICS CERTIFICATE SERIES
Fee: $1,499  Course Number: T146
IT CYBER SECURITY CERTIFICATE SERIES
Fee: $1,999  Course Number: T147

MICROSOFT PROJECT CERTIFICATION WITH VISIO AND ACCESS
Instructor: Frank Asciutto  Fee: $1,100  Course Number: T006A

ORACLE CERTIFICATE TRAINING SERIES
Fee: $1,299  Course Number: T138

For Course Descriptions Please Visit Our Website at www.wpunj.edu/cpe

Online Courses are Open Enrollment
HEALTH & MEDICAL CONT.

MEDICAL ASSISTANT/ MULTI-SKILLED
PHLEBOTOMY TECHNICIAN

THE PHLEBOTOMY TECHNICIAN PROGRAM | 50 Hours

The phlebotomy technician 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: September 28 – December 7, 2019
Days: Saturdays
Time: 9:00 am - 2:00 pm
Fee: $1,199
Course Number: P005

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. F4B 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: October 5 – December 21, 2019
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: September 16 – October 7, 2019
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 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: November 11 – November 16, 2019 & December 9 – December 14, 2019
Days: From: 6:00 pm - 9:00 pm
Fee: $299
Course: P167

EMERGENCY MEDICAL DISPATCH 911/EMD | 100 Hours

This 100-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 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: December 9 – January 6, 2020
Days: Mondays
From: 6:00 pm - 9:00 pm
Fee: $299
Course: P165

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 in a business environment. It will expose you to the latest trends, gain insight into the legal, social, and political dynamics of the cyber universe.

Instructor: Robert Gromb, Fit-4-Basic
Dates: November 11 – December 2, 2019
Days: Mondays
From: 6:00 pm - 9:00 pm
Fee: $299
Course: E317

CYBERSECURITY CERTIFICATE | 12 Hours

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: December 9 – January 6, 2020
Days: Mondays
From: 6:00 pm - 9:00 pm
Fee: $299
Course: P151B

HOMELAND SECURITY AND TERRORISM CERTIFICATE | 12 Hours

As we experience life’s hardships, we can grow and change in ways that enhance our personal and professional lives. We will share transformational journaling ideas, yoga and meditation practices, as well as positive thinking strategies that will help anyone work through life’s difficult moments with grace and ease. These skills transcend into every part of our lives as a woman/man, friend, mother/father, wife/husband, daughter/son, and in the workplace.

Instructor: Robert Gromb, Fit-4-Basic
Dates: October 14 – November 4, 2019
Days: Mondays
From: 6:00 pm - 9:00 pm
Fee: $299
Course Number: P151A

The EMERGENCY MEDICAL DISPATCH 911/EMD course covers 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 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: November 11 – November 16, 2019 & December 9 – December 14, 2019
Days: Monday - Saturday
From: 6:00 pm - 11:00 pm (Saturdays: 8:00 am – 5:00 pm)
Fee: $649
Course: P167

The LAW ENFORCEMENT PREP COURSE CERTIFICATION program is designed to prepare them for the demanding physical, mental and instructional experience commonly associated with basic training at the respective academies. F4B 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: October 5 – December 21, 2019
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
PROFESSIONAL WRITING

ESSENTIALS OF ESSAY WRITING
The essay is no longer confined to its place in just the classroom. With creative nonfiction becoming a rapidly popular genre, writers now are publishing essays with major magazines and publishing houses. In this course, we will read traditional essays as well as explore aspects of poetry and memoir which utilize the essay form. Ultimately, we will learn how to formulate arguments, workshop our writing, and discover what it means to turn an opinion into a well-organized, original piece of literature.

Instructor: Scott Wordsman
Dates: October 19, 2019
Time: 9:00 am - 12:00 pm
Fee: $35
Course Number: W047

CONTEMPORARY POETRY WRITING WORKSHOP
Thankfully, poetry isn’t dead. In fact—it’s thriving with life! Come explore some of today’s most exciting texts—from voices of protest all the way to voices of the avant-garde. We will also be reading essays on the craft, watching films, and workshopping poems that you will write in class and outside of class. If poetry is your passion, a rainy day hobby, or somewhere in between, come find out how to take your work to a new level!

Instructor: Scott Wordsman
Dates: October 5, 2019
Time: 9:00 am - 12:00 pm
Fee: $35
Course Number: W046

WHAT’S YOUR STORY?
In this intensive workshop we will delve into your memory and start writing true stories. Memoir writing has to be true, but it also has to be compelling and follow the rules of storytelling. We will discuss, therefore, what goes into making a story. Looking at your own flaws, baring the naked truth, and telling an honest story is what makes memoir such a sought after genre. We will explore some of today’s most exciting texts—from voices of the avant-garde to voices of the protest all the way to voices of the avant-garde. We will also be reading essays on the craft, watching films, and workshopping poems that you will write in class and outside of class. If poetry is your passion, a rainy day hobby, or somewhere in between, come find out how to take your work to a new level!

Instructor: Judy Hall
Dates: Spring 2020
Time: 9:00 am - 12:00 pm
Fee: $35
Course Number: W044

YOU SAID WHAT?
In this workshop, we will probe the discourse of dialogue. Should you use vernacular or stick to Standard English? How can you differentiate your characters through dialogue alone? In our time together we will read dialogue from great writers, write our own dialogue from prompts, and read aloud each other’s work. Honest and helpful criticism from your instructor and peers is essential to the writing process. Prepare to write and read - and listen!

Instructor: Judy Hall
Dates: Spring 2020
Time: 9:00 am - 12:00 pm
Fee: $35
Course Number: W045

CREATING CHARACTER IN FICTION
In this workshop, we will explore how to make characters that step off the page and capture your reader’s imagination. Character driven fiction in any genre is what separates the merely good from the great. Learn how to give your characters “warts”-tics, habits, turns of phrase—that make them unique. Learn to avoid cliché and use language that will create the character you want to build. We will read excerpts from work which exemplifies our goals. Come prepared to write!

Instructor: Judy Hall
Dates: Spring 2020
Time: 9:00 am - 12:00 pm
Fee: $35
Course Number: W043

ONLINE PROFESSIONAL WRITING PROGRAMS

ADVANCED TECHNICAL WRITING
Fee: $399
Course Number: W050

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