Start Your Transformation
At our 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
**REGISTRATION POLICIES AND PROCEDURES!**

**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](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.

**CANCELLATION POLICY**

- 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.

**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) 720-3804

**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, NO refund will be issued.
- No refunds will be given if you do not attend the Workshop/Conference/Institute/Class.

Please send all Youth Program cancellation notifications to: youthprograms@wpunj.edu

**NEW FALL 2019 HIGHLIGHTS!**

**Coming Soon**

- Degree Completion Programs
- NEW Career Transition Programs
- NEW Human Resources Certification
- Exam Preparation
- NEW Non-Profit ‘101

**NEW Fall 2019 Highlights**

- NEW Reach Customers Online with Google
- NEW Create your Business
- NEW Model Canvas
- NEW Administrative Assistant Course
- NEW Digital Marketing Certification

1. Online Registration Policies and Procedures
2. Meet Our Instructors
3. Corporate Customized Training
4. NEW Career Transition Programs
5. Business
6. NEW Career Transition Programs
7. Project Management
8. NEW Career Transition Programs
9. Business
10. NEW Career Transition Programs
11. New Business Development
12. NEW Career Transition Programs
13. Exam Preparation
14. NEW Administrative Assistant Course
15. NEW Non-Profit ‘101
16. NEW Digital Marketing Certification

**Contact Information**

- **Rosa Williams-Hopkins**
  - Registration Information Administrative Assistant
  - Phone: (973) 720-2354
  - Fax: (973) 720-2298
  - Office Hours: 8:30 am – 5 pm Monday – Friday

- **Bernadette Tieman, Ed. D**
  - Executive Director
  -Phone: (973) 720-2364
  - Fax: (973) 720-2298
  - Office Hours: 8:30 am – 5 pm Monday – Friday

- **Iris DiMaio**
  - Pre-college Programs
  - Phone: (973) 720-2491

- **Alma Diaz**
  - Pre-college Programs
  - Phone: (973) 720-3804

- **Johanna Prado**
  - Professional Certification Programs
  - Phone: (973) 720-3035

- **Kevin Goskowski**
  - Workforce Development Programs
  - Phone: (973) 720-2732

- **Barbara Kushner**
  - Accounting/Billing
  - Phone: (973) 720-3024

- **Ross Puglionis**
  - Accounts Receivable/Refunds
  - Phone: (973) 720-3961

- **Dyonne Bennett**
  - Billing
  - Phone: (973) 720-2644
REGISTRATION POLICIES AND PROCEDURES!

All Registrations Will Be Processed Online!

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» 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.

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

NEW FALL 2019 HIGHLIGHTS!

Coming Soon

» Degree Completion Programs
   NEW Career Transition Programs
   NEW Human Resources Certification
   Exam Preparation
   NEW Non-Profit ‘101

NEW 2019 FALL HIGHLIGHTS!

1. Online Registration Policies and Procedures
2. Meet Our Instructors
3. Corporate Customized Training
4. NEW Career Transition Programs
5. Business
   » SHRM Essentials of Human Resources
   » Human Resources Certification Exam Preparation for PHR and SPHR
   » Project Management
   » Online Business Programs
   » Certified Financial Planning® and QuickBooks®
   » Leadership and Management
   » Global Supply Chain Management
   » Non-Profit Management
6. Small Business Development Center
7. Professional Development Workshops
8. Science, Technology and Computers
   » Microsoft® Office 2016
   » Social Media and Marketing
   » Chemical Instrumentation and Method Development
   » NEW Fast-Track Excel Course
   » Mainframe Certifications
   » CompTIA
   » Online Technology and Healthcare Programs
9. Healthcare
   » Online Healthcare Programs
   » Certified Healthcare Technology Professional (CHTP)
   » Legal Nurse Consulting Certification
   » Medical Office Specialist with Transcription Training
   » ICD-10 Reimbursement Specialist Certification Program Online
   » Phlebotomy Technician
   » Patient Care Technician Program
   » Medical Assistant/Medical Office Administration
10. Society & Law
   » Law Enforcement Prep Course Certification
   » Crime Scene Forensic Certificate
   » Emergency Medical Dispatch 911/EMD
11. Professional Writing
12. High School Certifications

PROFESSIONAL CERTIFICATIONS - NEW PROGRAMS!

Leadership and Management
Microsoft® Office 2016
Science and Technology Certifications
Healthcare Certifications

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REGISTRATION www.wpunj.edu/cpe
Please check our website for updates about classes, courses and schedules.

Fal 2019 | School of Continuing and Professional Education
FRANK ASCIUTTO
Instructor for Career Planning and Human Resources Certification Programs
Frank Asciutto is an Instructor for QuickBooks ProAdvisor, an Instructor for Microsoft Office Certification Programs, and an Instructor for Financial Management.

ANNETTE BARON, PA, MBA, PHR
Certification and Specialized Programs
Annette Baron has dedicated her career to building bridges to success for others. She started in medical practice building bridges to health. She then owned and operated an executive search firm for the pharmaceutical and biotechnology industries building bridges between clinical scientists and their care providers. She transferred her educational experience to the corporate world 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.

ROBIN GARCIA
Instructor for Medical Transcription
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 B.S in Pharmacology from Rutgers University College of Pharmacy in 1990, and an additional 2 years of hospital and retail pharmacy experience. Also has taught at Union County College Transcription Technician course. Currently employed by CARDIAL Healthcare full time at North Hudson Community Action Program Clinic Pharmacy in West New York, NJ. serving the underserved/noninsured population and also employed as a per diem pharmacist at Jersey Shore University Medical Center part of the Hackensack Meridian Health team in Neptune, NJ. Bilingual with fluency in both English and Spanish. Passionate about the profession of pharmacy and teaching.

JUDY HALL
Instructor for Fiction, Memoir, and Creative Writing
Judy Hall is a writer and an editor for publishing houses in the New England states, Public Affairs Coordinator, and Director of Learning and Development. Rita has been recognized by New Jersey Monthly as a Rising Star - NJ Leading Women. As a writer and owner of Full Circle Stories, Owner of NJBIZ as one of New Jersey's 2011 Best 50 Women in Business and is a Certified Microsoft Office Master.

LUCIA LIU
Instructor for Business Chinese / Multi Skilled Health Care Technician
Lucia Liu is currently a Business Chinese and Basic Chinese Instructor for WPU. Lucia has been teaching Chinese for 16 years in the Trenta area. She received the “Excellent Teacher” award from the American Chinese Schools Affiliation in 2011 and 2013. Lucia earned a B.S in Economics and BA in Asian Studies. Currently, she is working towards the MA in International Business and is focusing her research on a topic of management roles. She 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 worked in health care industry since 1991 and has great experiences as a Manager and District Manager with employee development, coaching, consulting, and training. He has also experienced great success 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, coaching, and training. He has also served as the President of the Senior HR Group in the Northeast Region for Five Guys Enterprises, Ray has also worked in the telecommunications industry, including Apple and Sprint. He is now pursuing a Doctorate in Business Administration with an anticipated completion date of late 2019.

RAY RAYOCZ
Director of Human Resources
Ray currently works as the Director of Human Resources for The Oakley Devil’s, a SpringField Senior Living Community. Previously prior to the Oakley, he was the Senior HR Generalist for the New England Region for Five Guys Enterprises. Ray has also worked in the telecommunications industry, including Apple and Sprint. He is now pursuing a Doctorate in Business Administration with an anticipated completion date of late 2019.

CHRISTI KOBUS ROKICKI
Regional Development Director
Christi Kobus 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 support and enhance professional development programs to more students. An experienced nonprofit professional and internal development executive, she possesses a passion for the arts and regional organizations including United Way, American Red Cross, Morris Arts, and Huntington’s Disease Society of America. Most recently, Christi was the Communications and Development Director 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 Cure HD, 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 jersey girl at heart, Christi has also earned a BS in Human Resource Management from Seton Hall University and a certificate in Nonprofit Financial Management from Seton Hall University. Christi is a certified Volunteer Professional (CPA) and a past volunteer with the American Cancer Society. Outside of work, you can find Ray on a fishing adventure or enjoying the many cultural events in New Jersey. Christi earned a BA with Highest Honors in Marketing and Business Administration.

YOLANDA EVGENIOU
Instructor for Healthcare Programs
Yolanda Evgeniou, Owner of Para-Professional Health Care Programs, provides curriculum, course materials, and is the Instructor for non-credit programs for individuals entering the health care field. The Health Care Provider Certificates in Registered Medical Assistant / Multi Skilled Health Care Technician / PCT, Health Information Service and more. All courses are recognized by the appropriate agencies of the State of New Jersey. Para-Professional Health Care Programs also provides guidance in Career Track selection and employment services. In the past ten years there has been an unprecedented increase in the demand for training for Health and Nursing Professionals and Paraprofessionals.

JUDITH KELLY
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 industry development work with the Habitat for Humanity where she led her green building and neighborhood revitalization programs including leading the delivery of five LEED Platinum Homes and over $3MM in community development funding. Her passion for sustainable development shines through in her current position as a QuickBooks ProAdvisor Development Program Manager with Valley National Bank on their CPA/Corporate Socially Responsible team. Additionally Jerry teaches project and nonprofit management courses through various Colleges and Universities, community service, volunteers with local planning and utility boards and she’s a Soil Conservation District Supervisor for the HEP District in the North Jersey region.

JENNIFER MAISTRANGELI
Instructor for QuickBooks
Jennifer Maistrangelo has had diverse experience for the past 25 years in teaching Accounting and Business, and Non-Profit Management in Continuing Education Programs. Before that she worked in multiple capacities in the Business Sector. She has a Masters of Education Degree in Curriculum and Instruction from Lesley College in Cambridge, MA, and a B.A. in Business Administration with an Accounting Concentration.

CAROLYN M-COMBS
Instructor for QuickBooks
Carolyn McCombs has been 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 many marketing and strategic planning positions in the pharmaceutical and biotech industries building bridges between clinical scientists and their care providers. 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.

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. Ms. Muldoon has worked in the financial services industry for over 19 years in various capacities, including management, operations, sales and relationship management. Most recently she served as Senior Vice President and Manager of the Bank of America Women Entrepreneurs Program, a leader in New York, New Jersey, Connecticut and Pennsylvania.

LUCIA LIU
Instructor for Business Chinese / Multi Skilled Health Care Technician
Lucia Liu is currently a Business Chinese and Basic Chinese Instructor for WPU. Lucia has been teaching Chinese for 16 years in the Trenta area. She received the “Excellent Teacher” award from the American Chinese Schools Affiliation in 2011 and 2013. Lucia earned a B.S in Economics and BA in Asian Studies. Currently, she is working towards the MA in International Business and is focusing her research on a topic of management roles. She 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, coaching, consulting, and training. She has also served as the President of the Senior HR Group in the Northeast Region for Five Guys Enterprises, Ray has also worked in the telecommunications industry, including Apple and Sprint. He is now pursuing a Doctorate in Business Administration with an anticipated completion date of late 2019.

CHRISTINE SMITH
Instructor for Social Media Marketing and Digital Marketing
Christine 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, Email Marketing and Mobile Advertising and has published several times on PRdaily.com.
FRANK ASCIUTTO  
Instructor  
with the Habitat for Humanity where she led their green building and  
been an unprecedented increase in the demand for training for Health  
Para-Professional Health Careers also provides guidance in Career Track  
Health Care Technician / PCT, Health Information Online. All certificates  
Business Advice.  
implemented a variety of financial applications. Frank earned a Master's  
Class part of the Hackensack Meridian Health team in Neptune, NJ.  
mentored individuals, and achieved strong results.  
writing who has lived in such far flung places as  
MFA is from William Paterson University. She has  
the North East Region for Five Guys Enterprises.  
As Director, Kate offers small business owners  
community for over 25 years. She has an earned  
Continuing Education Programs. Before that she  
development funding. Her passion for sustainable development shines  
through in her current role as QuickBooks Development  
Program Manager with Valley National Bank on their CPA/  
Corporate Socially Responsibly team. Additionally Jerry teaches project and nonprofit  
management through WGU University 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 Lesley College in Cambridge, MA,  
and a Bachelor of Arts in Business Administration with an Accounting  
JUDY HALL  
Instructor for Fiction, Memoir,  
and Creative Writing  
prd a year of leadership, teaching,  
and coaching.  
will gladly build bridges for you.  
ROBIN GARCIA  
Instructor for Respiratory Therapy  
In Quito, Ecuador, for 13 years. She has  
also taught at Henry's College Community Therapy Technician  
course. Currently employed by Cardinal Healthcare full time at North  
Hudson Community Action Center Clinic Pharmacy in West New York, NJ.  
Serving the underserved/noninsured population and also  
employed as a per diem pharmacist at Jersey Shore University Medical  
Center part of the Hackensack Meridian Health team in Neptune, NJ.  
Bilingual with fluency in both English and Spanish. Passionate about the  
professions and teaching pharmacy and teaching.  
JENNIFER MASTRANGELO  
Instructor for QuickBooks  
Jennifer Mastrangelelo has had diverse experience for the past 25 years in teaching Accounting and  
demand for QuickBooks: Advanced Accounting and Continuing Education Programs. Before that she worked in multiple capacities in the Business Sector. She has a Masters of Education Degree  
Instrument and Curriculum from Lesley College in Cambridge, MA,  
and a Bachelor of Arts in Business Administration with an Accounting  
KATE MULDOON  
Executive Director for  
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Kate Muldoon has been working as Executive Director of the Princeton 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, and services in all aspects of small business ownership.  
Ms. Muldoon had worked in the financial services industry for over 19 years in various capacities in management, operations, and  
relationships, and management responsibility. Most recently she served as Senior  
Vice President and Manager of the Bank of America Women Entrepreneurs Network before joining New Jersey, New  
Connecticut and Pennsylvania.  
RAY ROCIRO  
Director of Human Resources  
Ray currently works as the Director of Human Resources for The Oakwood Den, a SpringField Senior Living Community. Immediately prior to the  
role of Social Worker in the Senior RR Gardens of the NorthEast Region for Five Guys Enterprises.  
Ray has also worked in the telecommunications industry, including Apple, and held a management position 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  
years of experience and leadership, teaching, and coaching.  
LUCIA LUI  
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Basic Chinese instructor for WPU. Lucia has been teaching Chinese for 16 years in the tristate area.  
she received the “Excellent Teacher” award from the American Chinese Farms Association in 2011 and 2013. Lucia earned a B.S 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 President of the Champaign Chinese School, president of New York Putnam Chinese Association and trustee of the BAUS board.  
CHRISTI KOBUS ROKKOKI  
Regional Development Director  
Christi Korus Rokokki is delighted to serve as a Regional Development Director, working with the team of chapters in the Northeast, to grow  
and develop resources through our educational and community development programs to more students. An experienced nonprofit professional  
and philanthropist, Christi brings diverse personal and professional skills, including financial management and experience with  
local and regional organizations including United Way, American Red Cross, Morris Arts, and Hurricane’s Disease Society of America. Most recently, Christi is a Certified Volunteer Administrator (CVA), a designation of The  
Instructor for Social Media Marketing and Digital Marketing  
Christine 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, Email Marketing and Mobile Advertising and has published several times on PRDdaily.com  
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Christine 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, Email Marketing and Mobile Advertising and has published several times on PRDdaily.com  
SITARAMAN VANESWAREN  
Instructor for Six Sigma Courses  
Sitra is a change agent in propelling corporations, delivering strong bottom-line impacts through implementation of breakthrough strategies  
and re-engineering Business Processes to drive sustainable competitive advantage, and best-in-class-level performance. He possesses  
in-depth experience and familiarity with the use  
applications of problem-solving tools, including Design of experiments (DOE), Kaizen, Statistical Process Control, Quality Function Deployment,  
Six Sigma Quality, Value Stream Mapping and FMEA. In the classroom, he brings with him several decades in areas of: Total Quality Management Systems; Cost  
Improvement; Information Security (ISO 27001); Kaizen; Value Stream Mapping; Supplier Quality Management; Business Process Design  
and re-engineering; Business Excellence Models (MBNQA / EFQM); and Lean Six Sigma Online Training.  
SCOTT WOODMAN  
Instructor for Professional Writing Courses  
Scott Woodman holds a B.A. in English from Rowan University and an M.F.A. in Creative Writing from William Paterson University. His  
students have received attention from Campus MovieFast, Telly Awards, and College Broadcasters, Inc. His poems have appeared in over twenty national and international journals, including Thisty Poohal Journal, Spire Literary, Forklift / Ohio, Reality Beach, The Puntan, and others. He is an adjunct professor of English at William Paterson University.
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 resumes 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 Yakivuk 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.

Limited Seating - Only 12 Seats per class! Register Soon

Instructor: Annette Baron, PA, MBA, PHR

Fee: $30

CAREER TRANSITION PROGRAMS

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.

STRICTIC INTERVIEW TRAINING AND COACHING

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

Successful interviewees 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 digital 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.

REGISTER FOR YOUR ONE-ON-ONE CONSULTATION AT www.wpunj.edu/cpe
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 wide range 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.

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
- PHR and SPHR 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 focus on 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 your resume and professional profile. We will help you develop a customized plan for career search and networking within your industry.

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.

NEW!

CAREER TRANSITION PROGRAMS

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.

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.

Passaic County Department of Economic Development

Meet the Lenders: October 18, 2019
For details and information, please visit our website www.wpunj.edu/cpe

Job Fair Thursday, January 9th and August 20th, 2020
The School of Continuing and Professional Education is committed to working with the students and graduates of our programs to help them find employment. We expect over 40 companies that are actively-hiring to participate. There will be companies from a variety of industries, including Insurance, Healthcare, Manufacturing, Security, Transportation, and Bio/Sciences.

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 more information, call (973) 720-3035.

Visit our website for details.

Will. Power.

Start in Spring - Finish Your Degree!
Designed for working adults seeking professional career advancement.
 Convenient times and location. Online and hybrid courses available.

Visit our website for details.

Will. Power.
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’re 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.

**IN PARTNERSHIP WITH**

**SHRM**

**SOCIETY FOR HUMAN RESOURCE MANAGEMENT**

**SHRM ESSENTIALS® OF HUMAN RESOURCES**

**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  
**Days:** Saturdays  
**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.

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.

**Instructor:** Ray Rokicki  
**Day:** Mondays  
**Dates:** October 14 – January 13, 2020  
**Time:** 6:00 pm - 9:00 pm  
**Fee:** $1,499  
**Course Number:** B118

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

**NEW! HR MANAGEMENT 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:** 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.
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 provides the knowledge to perform daily tasks. Throughout this course, you will also:

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- 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
Days: Saturdays
Time: 9:00 am - 5:00 pm
Fee: $595
Course Number: B056

Please note this program does not cover the cost of the SHRM CP or SCP exams.

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

NEW! HUMAN RESOURCES CERTIFICATION EXAM PREPARATION | 24 Hours
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- Gain insights into employee recruitment and selection while avoiding legal pitfalls.
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Instructor: Annette Baron, PA, MBA, PHR
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Please note this program does not cover the cost of the SHRM CP or SCP exams.

Instructor: Ray Rokicki
Day: Mondays
Dates: October 14 – January 13, 2020
Time: 6:00 pm - 9:00 pm
Fee: $1,499
Course Number: B118

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

ORGANIZATIONAL BEHAVIOR PROFESSIONAL | 200 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 RESOURCE MANAGEMENT CERTIFICATION
Fee: $2,995
Course Number: B186

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

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: B195

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

SIX SIGMA GREEN BELT | 150 Hours
Fee: $1,999
Course Number: P024

SIX SIGMA BLACK BELT | 60-150 Hours
Fee: $2,499
Course Number: P024

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
Fee: $1,000

Investment Analysis/Planning: B032
Fee: $899

Estate Planning: B033
Fee: $899

Retirement Planning: B034
Fee: $899

Insurance Analysis/Planning: B035
Fee: $899

Financial Planning Capstone: B036
Fee: $1,999

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

QUICKBOOKS®/BOOKKEEPING 2018 PROGRAM | 50 Hours
Introduction to QuickBooks/Bookkeeping 2018 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 software. It also covers balancing the accounting formula, journal entries, 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 know 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: October 8 – December 10, 2019 (50 hours)
Time: 9:00 am - 2:00 pm
Fee: $1,499
Course Number: T012A
Evening Dates Available
Dates: September 12 – December 5, 2019 (40 hours)
Days: Thursdays
Time: 5:30 pm - 9:00 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

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: October 1 – November 26, 2019
Time: 6:00 pm - 9:00 pm
Fee: $399
Course Number: B129

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: October 1 – November 26, 2019
Time: 6:00 pm - 9:00 pm
Fee: $399
Course Number: B129

Please note classes are held different days of the week. Please check individual courses.
### Online Business Programs

**Organizational Behavior Professional | 300 Hours**
- Fee: $1,299
- Course Number: P030

**HR Professional | 300 Hours**
- Fee: $1,299
- Course Number: P031

**401K Training & Certification Program**
- Fee: $599
- Course Number: B188

**ADA Training & Certification Program**
- Fee: $599
- Course Number: B184

**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: 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: B195

**Agile Project Management | 40 Hours**
- Fee: $899
- Course Number: B194

**Project Management Online | 50 Hours**
- Instructor: Sitaraman Vaneswarran
- Fee: $1,999
- Course Number: P023

**Lean Enterprise Certification | 150 Hours**
- Instructor: Sitaraman Vaneswarran
- Fee: $1,999
- Course Number: P025

**Six Sigma Green Belt | 150 Hours**
- Instructor: Sitaraman Vaneswarran
- Fee: $2,999
- Course Number: P026

**Six Sigma Black Belt | 60-150 Hours**
- Instructor: Sitaraman Vaneswarran
- Fee: $2,499
- Course Number: P024

**Certification in Logistics, Supply Chain and Purchasing Management | 250 Hours**
- Fee: $2,499
- Course Number: B096

### Business Programs

**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 Goskowski at (973) 720-2732.

**QuickBooks®/Bookkeeping 2018 Program | 50 Hours**
- Introduction to QuickBooks/Bookkeeping 2018 is a course that covers the fundamentals with newcomers in mind. QuickBooks/Bookkeeping is a completely new way of thinking about finances.

**Leadership & Management**

**Management Track | 21 Hours**
- Management vs. Leadership: The Evolution of Supervision to Leadership
- Multiculturalism: Cultural Diversity in the Workplace
- Conflict Management: Emotional Intelligence for Managers
- Multiculturalism: The Multicultural Manager

**Leadership Track | 21 Hours**
- 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: October 3 – December 17, 2019
Time: 6:00 pm - 9:00 pm
Fee: $399
Course Number: B130

**School of Continuing and Professional Education**

**Contact Goskowski at (973) 720-2732.**

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 your communication style, 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 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 the 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 training, and compliance 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 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 the supply chain operations. This course utilizes a set of operations management skills and tools that students can use to improve the 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: TBA

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 nonprofit? Join us for a fun-filled, interactive workshop and learn what it means to work in the nonprofit 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 Kobus Rockicki

Date: Wednesday, November 20, 2019

Time: 6:00 pm - 9:00 pm

Fee: $79

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. This 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 attendees to grow unrestricted revenue. Students will leave with tools to help organize and produce a successful special event.

Instructor: Christi Kobus Rockicki

Date: Wednesday, December 11 & 18, 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

The certificate 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 day and time details.

Date: October 28 – December 16, 2019

Fee: $499

Course Number: B131

NEW! GUIDE TO WRITING YOUR FIRST SUCCESSFUL GRANT

This course begins with overview of the development field, the fundraising arm of nonprofits. We will then review “prospecting,” the process for identifying grant opportunities from foundations, corporations or the government. The heart of the course is devoted to understanding and constructing all the various pieces of a typical grant proposal, including a letter of inquiry, a mission and organizational history, a project narrative, outcomes and evaluation, and budgets. Students will be given the opportunity to receive instructor and/or peer review of several in-class and one out-of-class writing assignment.

Instructor: Christi Kobus Rockicki

Date: Tuesday, October 22 & 29, 2019

Time: 6:00 pm - 9:00 pm

Fee: $149

Course Number: B116

So you think you want to work for a nonprofit? Join us for a fun-filled, interactive workshop and learn what it means to work in the nonprofit 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.

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

Date: October 28 – December 16, 2019

Fee: $499

Course Number: B131
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.

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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 the way you communicate, so that you can better understand others. You can then adjust your style to provide 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

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 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 conducting 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 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 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 enhance their companies to develop a competitive advantage in commercial environments that encompass global markets and competition.

Course Number: B132

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 planning and creating a run of show, to stewarding your attendees to grow unrestricted revenue. Students will leave with tools to help organize and produce a successful special event.

Instructor: Christi Kobus Rockicki

Date: Wednesday, December 11 & 18, 2019
Time: 6:00 pm - 9:00 pm | Fee: $149 Course Number: B111

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

The certificate 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
• Volunteer Management – November 18, 2019
• Human Resource Issues for Non-Profits – November 25, 2019
• Non-Profit Marketing – December 2, 2019
• Fundraising for Non-Profits – December 9, 2019
• Grant Writing for Non-Profits – December 16, 2019

NOTE: Days and Times vary. Please check at each specific course for day and time details.

Date: October 28 – December 16, 2019
Fee: $499
Course Number: B131

NEW! GUIDE TO WRITING YOUR FIRST SUCCESSFUL GRANT

This course begins with overview of the development field, the fundraising arm of nonprofits. We will then review “prospecting,” the process for identifying grant opportunities from foundations, corporations or the government. The heart of the class is devoted to understanding and constructing all the various pieces of a typical grant proposal, including a letter of inquiry, a mission and organizational history, a project narrative, outcomes and evaluation, and budgets. Students will be given the opportunity to receive instructor and/or peer review of several in-class and one out-of-class writing assignment.

Instructor: Christi Kobus Rockicki

Date: Tuesday, October 22 & 29, 2019
Time: 6:00 pm - 9:00 pm | Fee: $149 Course Number: B116

NON-PROFIT MANAGEMENT

NEW! NON-PROFIT 101

So you think you want to work for a nonprofit? 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 Kobus Rockicki

Date: Wednesday, November 20, 2019
Time: 6:00 pm - 9:00 pm | Fee: $149 Course Number: B028

NEW! GUIDE TO WRITING YOUR FIRST SUCCESSFUL GRANT

This course begins with overview of the development field, the fundraising arm of nonprofits. We will then review “prospecting,” the process for identifying grant opportunities from foundations, corporations or the government. The heart of the class is devoted to understanding and constructing all the various pieces of a typical grant proposal, including a letter of inquiry, a mission and organizational history, a project narrative, outcomes and evaluation, and budgets. Students will be given the opportunity to receive instructor and/or peer review of several in-class and one out-of-class writing assignment.

Instructor: Christi Kobus Rockicki

Date: Tuesday, October 22 & 29, 2019
Time: 6:00 pm - 9:00 pm | Fee: $149 Course Number: B116

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 planning and creating a run of show, to stewarding your attendees to grow unrestricted revenue. Students will leave with tools to help organize and produce a successful special event.

Instructor: Christi Kobus Rockicki

Date: Wednesday, December 11 & 18, 2019
Time: 6:00 pm - 9:00 pm | Fee: $149 Course Number: B111

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

The certificate 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
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• Non-Profit Marketing – December 2, 2019
• Fundraising for Non-Profits – December 9, 2019
• Grant Writing for Non-Profits – December 16, 2019

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

Date: October 28 – December 16, 2019
Fee: $499
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.

Featuring online and in-person training sessions to help businesses navigate this increasingly complex environment.

**SBDC Seminar Series Fall 2019**

**FINANCE ESSENTIALS FOR SMALL BUSINESS - VIDEO**
Free
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 pricing strategies and the dangers of fast growth.

**Dates:** Monday(s), October 14 & 28, 2019
**Time:** 11:00 am
**Location:** WPU SBDC, 131 Ellison Street, Paterson, NJ 07505


**NEW! REACH CUSTOMERS ONLINE WITH GOOGLE (DHRS)**
Fee: $35
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 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:** 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/ReachCustomersOnlinewithGoogle**

**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


**BASICS TO A BUSINESS PLAN**
A business plan is the key tool for all phases of a business from startup to expansion. The components of a business plan are executive summary, cover letter, organization plan, financial and supporting documents which are all necessary for obtaining SBA loans or loans from venture capitalists and angel investors. This seminar will guide participants through the development of a sound and detailed business plan which is necessary for managing a business more effectively.

**Dates:** Tuesday(s), September 24, October 22 & Nov. 19, 2019
**Time:** 11:00 am
**Location:** WPU SBDC, 131 Ellison Street, Paterson, NJ 07505


**STRATEGIC MARKETING PLANNING**
In this course you will learn how to produce the most important mapping tool for your business: The Marketing Plan. It offers an overview of marketing strategies, a review of traditional and digital media, techniques to create a marketing budget and measure results.

**Who this class is for:** This course is for entrepreneurs who want to launch their business and want to learn the basic principles of marketing in today's world.


**NON-PROFIT MARKETING**
Most not-for-profits do not function with large-scale budgets as do any 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 grounded in 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
**Dates:** Monday, December 2, 2019
**Time:** 6:00 pm - 9:00 pm
**Fee:** $70

**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, October 28, 2019
**Time:** 6:30 pm - 9:30 pm
**Fee:** $70

**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, November 4, 2019
**Time:** 6:30 pm - 9:30 pm
**Fee:** $70

**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:** Monday, November 11, 2019
**Time:** 6:00 pm - 9:00 pm
**Fee:** $70

**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:** Monday, December 16, 2019
**Time:** 6:00 pm - 9:00 pm
**Fee:** $70

**PREPARE YOUR BUSINESS PLAN FOR SBA LOANS**
Participants will learn how to prepare a business plan necessary to support any loan application to the Small Business Administration and start-up or expansion. This course will guide participants through the preparation of a loan and startup business plan which is necessary for securing an SBA loan.

**Instructor:** Jerry Flach
**Date:** Monday, December 23, 2019
**Time:** 6:00 pm - 9:00 pm
**Fee:** $70

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

**Instructor:** Yvonne Zuidema
**Date:** Monday, December 9, 2019
**Time:** 6:00 pm - 9:00 pm
**Fee:** $70

**AMERICA’S SBDC NETWORK**
Small Business Development Center, 131 Ellison Street, Paterson, NJ 07505 973-321-1378
www.wpusu.edu/sbdc

**FINANCE ESSENTIALS FOR SMALL BUSINESS**
Fee: $20
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 pricing strategies and the dangers of fast growth.

**Dates:** Monday(s), September 24, October 22 & Nov. 19, 2019
**Time:** 11:00 am
**Location:** WPU SBDC, 131 Ellison Street, Paterson, NJ 07505


**REACH CUSTOMERS ONLINE WITH GOOGLE (DHRS)**
Fee: Free
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 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:** 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/ReachCustomersOnlinewithGoogle**
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, November 18, 2019
Time: 6:30 pm - 9:30 pm
Fee: $70 Course Number: B007

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, November 4, 2019
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: Monday, November 11, 2019
Time: 6:00 pm - 9:00 pm
Fee: $70 Course Number: B021

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: Monday, December 16, 2019
Time: 6:00 pm - 9:00 pm
Fee: $70 Course Number: B009

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 volunteers skills, and many more.

Instructor: Yvonne Zuidema
Date: Monday, November 18, 2019
Time: 6:30 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 experience. 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: Monday, November 25, 2019
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 any 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 grounded in 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: Monday, December 2, 2019
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 mid-sized nonprofit organizations including discussion of annual appeals, special events, memberships and dues, board giving, grant writing, user fees and innovative business approaches to generating income. The workshop emphasizes practical lessons for fundraising success.

Instructor: Yvonne Zuidema
Date: Monday, December 9, 2019
Time: 6:00 pm - 9:00 pm
Fee: $70 Course Number: B008

BASICS TO A BUSINESS PLAN

A business plan is the key tool for all phases of a business from startup to expansion. The components of a business plan are examined. You will cover letter, organization plan, financial and supporting documents which are all necessary for obtaining SBA loans or loans from venture capitalists and angel investors. The seminar will cover the preparation of a solid and detailed business plan which is necessary for managing a business more effectively.

Dates: Tuesday(s), September 24, October 22 & Nov. 19, 2019
Time: 11:00 am
Location: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

STRATEGIC MARKETING PLANNING

In this course you will learn how to produce the most important mapping tool for your business: The Marketing Plan. It offers an overview of marketing strategies, a review of traditional and digital media, how to create a marketing budget and measure return on investment.

Who this class is for: This course is for entrepreneurs who plan to launch their business and want to learn the basic principles of marketing in today’s world.

Instructor: Reina Valenzuela
Dates: Tuesday, September 24, October 22 & Nov. 19, 2019
Time: 1:00 pm - 3:00 pm
Location: 32 Church Street, Paterson, NJ 07505 Room TBA

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 pricing strategies and the dangers of fast growth.

Dates: Monday(s), September 30, October 28 & November 25, 2019
Time: 11:00 am
Location: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

NEW! REACH CUSTOMERS ONLINE WITH GOOGLE (DOHRS)

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 they’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/ReachCustomersOnlinesWithGoogle
SMALL BUSINESS DEVELOPMENT CENTER

NEW! CLAIM YOUR FREE GOOGLE MY BUSINESS LISTING (2HR)
Fee: $35
In this session, we explore Google My Business, a free tool for local businesses who want to connect with customers on Google Search and Maps. Get hands-on help creating or updating your business profile, and take advantage of a free website. This presentation is given by a high impact partner with the Grow with Google program.

Instructor: Reina Valenzuela
Dates: Thursday, October 10, 2019
Time: 10:00 am - 12:00 pm
Location: Hamilton Club, 32 Church Street, Paterson, NJ 07505 Room TBA


NEW! MAXIMIZE YOUR GOOGLE BUSINESS PRESENCE WITHOUT A BUDGET TOOLS
Fee: $35
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, November 14, 2019
Time: 10:00 am - 12:00 pm
Location: Hamilton Club, 32 Church Street, Paterson, NJ 07505 Room TBA


NEW! CREATE YOUR BUSINESS MODEL CANVAS (2HR)
Fee: $35
This session covers things you can do right now to grow your business online. In 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, December 5, 2019
Time: 10:00 am - 12:00 pm
Location: Hamilton Club, 32 Church Street, Paterson, NJ 07505 Room TBA


BEGINNERS SOCIAL MEDIA “BOOT CAMP” FOR THE ENTREPRENEUR
Fee: $30
You know you should be using social media for your business or non-profit. You know you can help it drive more new and repeat business for your organization. But, do you know why? Do you know how to do it? This boot camp will answer all of those questions and more!

• Guide to a simple social marketing campaign
• Set up your social media profiles on Facebook, Twitter, and/or Instagram (hands-on)
• Content creation and scheduling
• Learn how to showcase your products on Facebook (hands-on)
• To make the most of the Hands-on segments you will have the opportunity to work on your own accounts, so come prepared with your log in credentials, a laptop, graphics, logos, photos, video or other materials you want to share online.

Instructor: Valerie Samuel
Date: Wednesday, October 23, 2019
Time: 9:30 am - 11:30 am

• Date: Wednesday, November 6, 2019
Time: 12:30 pm - 2:30 pm

Location: Hamilton Club, 32 Church Street, Paterson, NJ 07505, Room TBA

BEGINNING QUICKBOOKS ESSENTIALS | 9 Hours Fee: $99
This course is designed to help the small business owner understand the basic fundamentals of bookkeeping for their business using QuickBooks Online. Participants will be given a brief overview of basic accounting terminologies and procedures as well as how to set up QuickBooks Online to record these accounting transactions. This section will include setting up the Chart of Accounts, Accounts Receivable & Accounts Payable discussions as well as reviewing the QBO bank feeds and bank reconciliations.

Instructor: Karen Delaparra
Dates: Thursday, October 3, 10, & October 17, 2019
Time: 6:00 pm - 8:00 pm
Location: 1600 Valley Road, Wayne, NJ 07403, Room 1020

ADVANCED QUICKBOOKS | 6 Hours Fee: $69
Prerequisites: QuickBooks and Accounting Essentials or knowledge of basic accounting using QuickBooks Online. This course will touch on some of the more advanced areas of QuickBooks including inventory, Sales Tax, Job Costing and basic Payroll functionality, as well as how to create and understand the basic financial reports available in QuickBooks Online. We will also discuss some supplementary reports that you can customize for your particular needs. Additionally we will discuss cash flow and some accounting practices that can aid business owners in man-aging their cash flow. You may try your own QuickBooks QBO account, however a demo account for QuickBooks Online will be available.

Instructor: Karen Delaparra
Dates: Thursday, October 24 & November 7, 2019
Time: 6:00 pm - 8:00 pm
Location: 1600 Valley Road, Wayne, NJ 07403 Room 1020

NJ DIVISION OF REVENUE & TAXATION SMALL BUSINESS TAX WORKSHOP Fee: Free
Division Personnel will explain proper procedures for collecting and remitting various New Jersey taxes. A focal point of each workshop is the tax responsibilities of small businesses including the description of taxable and exempt sales and services. Discussions will also highlight different types of business owners and the appropriate consequences for each one. Registration is required. Only one section is available through the semester.

Instructor: Abra M. Watson
Dates: Tuesday, October 1, 2019
Time: 11:00 am - 3:30 pm
Location: Cotsakos College of Business
1600 Valley Road, Wayne, NJ 07403, Room 1016 & 1017

ECONOMIC DEVELOPMENT CONFERENCES Fee: Free
Medieval Landlord
Dates: October 18, 2019
Time: 9:00 am - 12:30 pm
Location: Cotsakos College of Business
1600 Valley Road, Wayne, NJ 07407, Room: Auditorium
For details and to register, please call Deborah Hoffman (973) 973-569-4720

Accessing Capital to Grow Your Business Seminar Dates: October 22, 2019
Time: 6:30 pm - 8:00 pm
Location: 11 Ackerman Acre, Clifton NJ
For details and to register, please call Roxanne Cameo (862) 259-4016

SPANISH LANGUAGE CLASSES M U S E U M S ( U N O ) E N P R E N D E R D O ? C o s t o : $ 2 0
Este seminario patrocinado por William Paterson University SBDC, es para ayudar a aquellas personas que están pensando en empezar un pequeño negocio. Este seminario será dado completamente en español para ayudar a los futuros empresarios a definir sus fortalezas y para conocer cuáles son los pasos a seguir para dar comienzo.

Instructor: Reina Valenzuela
Fechas: Martes Oct. 8 & Nov. 12
Horas: 11:00 am - 12:00 pm
Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

CÓMO HACER UN PLAN DE NEGOCIOS Costo: $20
Este seminario te ayudara a desarrollar un plan de trabajo para presentarlo a posibles inversionistas o prestadores. Los temas de esta clase incluyen: mercadeo, finanzas, diseño de organizaciones administrativas, programas de prestamos de la SBA, y como solicitar para prestamos de negocios. Este entrenamiento en bien informativo y se impartira en español.

Instructor: Reina Valenzuela
Fechas: Martes Oct. 29 & Dec. 3
Horas: 3:30 pm - 4:00 pm
Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

ENTRENAMIENTO EN BIBLIOTECA Guía a simple social marketing campaign

NEW SMALL BUSINESS DEVELOPMENT CENTER

VENTA DE BIENES Y SERVICIOS AL GOBIERNO FEDERAL
Costo: Gratis
Introducción a los conceptos básicos de los contratos federales para las pequeñas empresas. Recursos de contratación, metas principales de contratación, programa de reserva y fuente única, registración de la empresa en el sistema de administración de contratos (SAM), promoción de bienes y servicios, identificación de tendencias de contratación en el gobierno federal y las oportunidades potenciales de contratación de la GSA para la compra de bienes y servicios, redes profesionales, beneficios, asistencia técnica de adquisiciones. ** Este entrenamiento es aconsejable para toda persona o empresario que quiera emprender negocios con el gobierno federal.

Instructor: Janetta Peralta
Fecha: October 21, 2019
Horas: 10:00 am - 1:00 pm
Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

PROGRAMAS DE CERTIFICACIÓN Y CATEGORÍAS SOCIO-ECONÓMICAS
Costo: Gratis
Reservas para las pequeñas empresas, certificaciones de programas federales (auto-certificación y forma), requisitos y objetivos, crite-rios de elegibilidad, beneficios, programa 8(a) de desarrollo empresarial, reservas para las empresas históricamente sub-utilizadas (HUBZone), programa federal de contratación con empresas propiedad de mujeres (WOSB & EDWOSB), programas de contratación con veteranos (WOSB & EDWOSB), programas de contratación con empresas de minorías desaparecidas en el servicio militar (SDSB).

Instructor: Janetta Peralta
Fecha: October 21, 2019
Hora: 1:00 pm - 4:00 pm
Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

PROGRAMA FEDERAL DE CONTRATOS CON PEQUEÑAS EMPRESAS PROPIEDAD DE MUJERES (WOSB) Costo: Gratis
Requisitos de elegibilidad, WOSB programa certificación, Auto certificación, Certificación de tercera parte, pasos para participar en el federal WOSB contratación, reservas para este tipo de programa, beneficios, asistencia técnica de adquisiciones.

Instructor: Janetta Peralta
Fecha: November 18, 2019
Hora: 11:00 am - 12:30 pm
Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

PROGRAMA 8(A) DE DESARROLLO EMPRESARIAL Costo: Gratis
Reservas para las pequeñas empresas, tipo de certificación, requisitos y objetivos, elegibilidad para la desventaja social, elegibilidad para la desventaja econó-mica, elegibilidad del programa 8(a) de desarrollo empresarial, reservas para pequeñas empresas, certificación de tercera parte, pasos para participar en este programa.

Instructor: Janetta Peralta
Fecha: December 9, 2019
Horas: 11:30 am - 1:00 pm
Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505
NEW! CLAIM YOUR FREE GOOGLE BUSINESS LISTING (2HRS)

In this session, we explore Google My Business, a free tool for local businesses who want to connect with customers on Google Search and Maps. Get hands-on help creating or updating your business profile, and take advantage of a free website. This presentation is given by a high impact partner with the Grow with Google program.

Instructor: Reina Valenzuela
Dates: Thursday, October 10, 2019
Time: 10:00 am - 12:00 pm
Location: Hamilton Club, 32 Church Street, Paterson, NJ 07505 Room TBA

NEW! MAXIMIZE YOUR GOOGLE BUSINESS PRESENCE WITHOUT A BUDGET TOOLS

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, November 14, 2019
Time: 10:00 am - 12:00 pm
Location: Hamilton Club, 32 Church Street, Paterson, NJ 07505 Room TBA

NEW! CREATE YOUR BUSINESS MODEL CANVAS (3HRS)

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, December 5, 2019
Time: 10:00 am - 12:00 pm
Location: Hamilton Club, 32 Church Street, Paterson, NJ 07505 Room TBA

BEGINNERS SOCIAL MEDIA “BOOT CAMP” FOR THE ENTREPRENEUR

You know you should be using social media for your business or non-profit. You know it can help you drive more new and repeat business for your organization. But, do you know why? Do you know how? How do you do it? This boot camp will answer all of those questions and more!

• Guide to a simple social marketing campaign
• Set up your social media profiles on Facebook, Twitter, and/or Instagram (hands-on)
• Content creation and scheduling
• Learn how to showcase your products on Facebook (hands-on)
To make the best use of this hands-on segment you will need the opportunity to work on your own accounts, so come prepared with your log in credentials, a laptop, graphics, logo, photos, video or other materials you want to share online.

Instructor: Valerie Samuel
Date: Wednesday, October 23, 2019
Time: 9:30 am - 11:30 am
Date: Wednesday, November 6, 2019
Time: 12:30 pm - 2:30 pm

BEGINNING QUICKBOOKS ESSENTIALS | 9 Hours Fee: $99

This course is designed to help the small business owner understand the basic fundamentals of bookkeeping for their business using QuickBooks Online. Participants will be given a brief overview of basic accounting terminology and procedures as well as how to set up QuickBooks Online to record these accounting transactions. This section will include setting up Chart of Accounts, Accounts Receivable & Accounts Payable discussions as well as reviewing the OBO bank feeds and bank reconciliations.

Instructor: Karen Delaparra
Dates: Thursday, October 3, 10, & October 17, 2019
Time: 6:00 pm - 8:00 pm
Location: 1600 Valley Road, Wayne, NJ 07103 Room 1020

ADVANCED QUICKBOOKS | 6 Hours Fee: $69

Prerequisites: QuickBooks and Accounting Essentials or knowledge of basic accounting using QuickBooks Online. This course will touch on some of the more advanced areas of QuickBooks including inventory, Sales Tax, Job Costing and basic Payroll functionality, as well as how to create and understand the basic financial reports available in QuickBooks Online. We will also discuss some supplementary reports that you can customize for your particular needs. Additionally, we will discuss cash flow and some accounting practices that can aid business owners in managing their cash flow. You may bring your own QuickBooks Online account, however a demo account for QuickBooks Online will be available.

Instructor: Karen Delaparra
Dates: Thursday, October 24 & November 7, 2019
Time: 6:00 pm - 8:00 pm
Location: 1600 Valley Road, Wayne, NJ 07103 Room 1020

NJ DIVISION OF REVENUE & TAXATION SMALL BUSINESS TAX WORKSHOP Fee: Free

Division Personnel will explain proper procedures for collecting and remitting various New Jersey taxes. A focal point of each workshop will be the tax responsibilities of small businesses including the description of taxable and exempt sales and services. Discussions will also highlight different types of business ownership, how to determine the type of each one, registration is required. Only one session is available through the semester.

Instructor: Abra M. Watson
Dates: Tuesday, October 1, 2019
Time: 11:00 am - 3:00 pm
Location: Cotsakos College of Business
1600 Valley Road, Wayne, NJ 07103, Room 1016 & 1017

ECONOMIC DEVELOPMENT CONFERENCES Fee: Free

Medford, NJ
Dates: October 18, 2019
Time: 9:00 am - 12:30 pm
Location: Cotsakos College of Business
1600 Valley Road, Wayne, NJ 07470, Room: Auditorium
For details and to register, please call Deborah Hoffman (973) 973-569-4720
Accessing Capital to Grow Your Business Seminar Dates: October 22, 2019
Time: 6:30 pm - 8:00 pm
Location: 11 Ackerman Ave, Clifton NJ
For details and to register, please call Roxanne Cameo (862) 259-4016
Passaic County Non-Profit Summit
Dates: October 25, 2019
Time: 8:00 am - 3:00 pm
Location: 300 Oldham Rd Wayne NJ 07470
http://PassaicCountyNJ.org/NonProfitSummit

SPANISH LANGUAGE CLASSES
¿ES USTED UN (A) EMPRENDEDORA(DO)?

Este seminario patrocinado por William Paterson University SBDC, es para ayudar a todas aquellas personas que están pensando en empezar un pequeño negocio. Este seminario será dado completamente en español para ayudar a los futuros empresarios a definir sus fortalezas y para conocer cuáles son los pasos a seguir para dar comienzo.

Instructor: Reina Valenzuela
Fecha: Martes Oct. 8 & Nov. 12
Horas: 11:00 am - 12:00 pm
Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

COMO HACER UN PLAN DE NEGOCIOS

Este seminario te ayudara a desarrollar un plan de trabajo para presentarlo a posibles inversionistas o prestadores. Los topicos de esta clase incluyen: mercado, finanzas, diseo de organizacion empresarial, planetas de programas de prestamos de la SBA, y como solicitar para prestamos de negocios. Este entrenamiento en bien informativo y se impartira en español.

Instructor: Reina Valenzuela
Fecha: Martes Oct. 29 & Dec. 3
Horas: 3:00 pm - 4:00 pm
Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

PROGRAMA FEDERAL DE CONTRATOS CON PEQUEÑAS EMPRESAS PROPÍDIE DE MUJERES (WOSB) Fee: $20

Este seminario te ayudara a desarrollar un plan de trabajo para presentarlo a posibles inversionistas o prestadores. Los topicos de esta clase incluyen: mercado, finanzas, diseo de organizacion empresarial, planetas de programas de prestamos de la SBA, y como solicitar para prestamos de negocios. Este entrenamiento en bien informativo y se impartira en espanol.

Instructor: Reina Valenzuela
Fecha: Martes Oct. 8 & Nov. 12
Horas: 11:00 am - 12:00 pm
Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

PROGRAMA S/A DE DESARROLLO EMPRESARIAL Fee: Free

Reservas para las pequeas empresas, tipo de certificacin, requisitos y objetivos, elegibilidad para la desventaja social, elegibilidad para la desventaja econmica, elegibilidad para la desventaja social, oportunidades de contratacion de la GSA para la compra de bienes y servicios, redes profesionales, beneficios, asistencia técnica de adquisiciones. ** Este entrenamiento es aconsejable para toda persona o empresario que quiera emprender negocios con el gobierno federal.

Instructor: Janet Peralta
Fecha: October 21, 2019
Horas: 1:00 pm - 4:00 pm
Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

VERBA DE BIENES Y SERVICIOS AL GOBIERNO FEDERAL Fee: Free

Introduccin a los conceptos bsicos de los contratos federales para las pequeas empresas, Recursos de contratacic, metas principales de contratacic, programa de reserva y fuente unica, registracin de la empresa en el sistema de administracin de contratos (SAM), promociin de bienes y servicios, identificacin de tendencias de contratacic en el gobierno federal y las oportunidades potenciales de contrataciones de la GSA para la compra de bienes y servicios, redes profesionales, beneficios, asistencia técnica de adquisiciones. ** Este entrenamiento es aconsejable para toda persona o empresario que quiera emprender negocios con el gobierno federal.

Instructor: Janet Peralta
Fecha: October 21, 2019
Horas: 8:00 am - 3:00 pm
Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505
Professional Development Workshop | Fall 2019
www.wpunj.edu/cpe

• PUTTING FACES ON THE DATA: WHAT GREAT LEADERS DO!

• COLLABORATION: GETTING EVERYONE ONBOARD!

• TOTAL PARTICIPATION TECHNIQUES FOR LEARNER-CENTERED CLASSROOM

• SHARING A SMALL WORLD: ACTIVITIES FOR GLOBAL CITIZENSHIP

• HITTING A GRAND SLAM ON THE NSLSA-M

• MINDSET FOR EDUCATORS

• DEEPENING SOCIAL JUSTICE PRACTICE IN EDUCATION

• RECOGNIZING STEAM IN SENEGAL

• INVENT TO LEARN: INVENTION LITERACY WORKSHOP FOR EDUCATORS

• HOW CAN THEY BE LEARNING IF THEY ARE PLAYING WITH STICKS AND STONES?

• SAVING TIME WITH TECHNOLOGY: HOW TO LIGHTEN YOUR WORKLOAD

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. Whether you are 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, curriculum planning, school processing policies, and pathway to permanent certification.

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.

Microsoft Office 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 provided. Also included in the price is one complete 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 Exam - $150 (two attempts). If you have a voucher $25.00.

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: $800 (includes one certification exam)
Course Number: T030A

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
Course Number: T031A

EXCEL | 45 Hours
This workshop teaches the basics of spreadsheets using Microsoft Excel. Whether you have been using Excel or are just beginning this is where you need to start. You will learn to: work with toolbars, understand rows, columns and cell addresses, create formulas, use multiple worksheets within a workbook, add and create charts, edit margins, link and embed objects, reference cells on other worksheets, sheets to e-mail, and much more.

Instructor: Frank Asciutto
Dates: October 14 – December 18, 2019
Days: Monday & Wednesday
Time: 9:30 am - 2:30 pm
Fee: $899
Course Number: T022
PROFESSIONAL DEVELOPMENT WORKSHOP

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.

PROFESSIONAL DEVELOPMENT WORKSHOP | Fall 2019
www.wpunj.edu/cpe

• PUTTING FACES ON THE DATA: WHAT GREAT LEADERS DO!
• COLLABORATION: GETTING EVERYONE ONBOARD!
• TOTAL PARTICIPATION TECHNIQUES FOR LEARNER-CENTERED CLASSROOM
• SHARING A SMALL WORLD: ACTIVITIES FOR GLOBAL CITIZENSHIP
• HITTING A GRAND SLAM ON THE NSLSA-M
• MINDSET FOR EDUCATORS
• DEEPENING SOCIAL JUSTICE PRACTICE IN EDUCATION
• RECOGNIZING STEAM IN SENEVAL
• INVENT TO LEARN: INVENTION LITERACY WORKSHOP FOR EDUCATORS
• HOW CAN THEY BE LEARNING IF THEY ARE PLAYING WITH STICKS AND STONES?
• SAVING TIME WITH TECHNOLOGY: HOW TO LIGHTEN YOUR WORKLOAD

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. Whether you are 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, curriculum planning, school processing policies, and pathway to permanent certification.

PROFESSIONAL DEVELOPMENT WORKSHOP
Fall 2019
www.wpunj.edu/cpe

TAKE A CLOSER LOOK AT YOUR FOOD CHOICES FOR BETTER HEALTH WITH THE CHEMISTRY OF CUISINE
(High School Workshop)

Dates: Tuesday, November 19, 2019
Time: 10:00 am - 12:00 pm
Location: Main Campus, 300 Pompton Road, Wayne, NJ

SELF-EMPOWEMERT PROFESSIONAL DEVELOPMENT WORKSHOP SERIES
As we experience life’s hurdles, 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. Participants will receive a certificate of two contact hours of Professional Development.

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 care professional, and/or parent.

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 Exam - $150 (two attempts). If you have a voucher $25.00.

MOS 2016 OFFICE PROGRAM | 150 Hours
Instructor: Frank Asciutto
Dates: October 14 – December 23, 2019
Time: 9:30 am - 2:30 pm
Fee: $2,800 (includes one certification exam)
Course Number: T030A

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
Time: Monday, Wednesday, Thursday
Fee: $800
Course Number: T031A

EXCEL | 45 Hours
This workshop teaches the basics of spreadsheets using Microsoft Excel. Whether you have been using Excel or are just beginning this is where you need to start. You will learn to: work with toolbars, understand rows, columns and cell addresses, create formulas, use multiple worksheets within a workbook, add and create charts, edit margins, link and embed objects, reference cells on other worksheets, sheets, e-mail, and much more.

Instructor: Frank Asciutto
Dates: October 14 – December 18, 2019
Time: Monday, Wednesday, Thursday
From: 9:30 pm - 2:30 pm
Fee: $899
Course Number: T032A

POWERPOINT | 45 Hours
Learn to create high quality electronic slide presentations for business, classroom or home. You will create and edit PowerPoint presentations using PowerPoint’s predefined designs, layouts, and templates. Customize and personalize your presentations by using text boxes, drawing tools and color schemes. Learn tips and techniques to help you to incorporate clip art, animation, picture files, charts and more into your slide show.

Instructor: Frank Asciutto
Dates: November 25 – December 16, 2019
Time: Monday, Wednesday & Thursday
Fee: $400
Course Number: T033D

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
Time: Monday, Wednesday & Thursday
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
Time: Monday & Wednesday
From: 9:30 am - 2:30 pm
Fee: $1,000
Course Number: T035A

William Paterson University
MICROSOFT OFFICE CONTENT

MICROSOFT VISIO | 16 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 display 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 designing reports. And then go beyound the basics with data sharing, query building, macros, data importing and connecting Access to other Microsoft products.

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

SOCIAL MEDIA AND MARKETING

SOCIAL MEDIA AND MARKETING CERTIFICATION | 25 Hours
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 Social Media and Marketing

Instructor: Kimberly Casamento
Dates: September 7 - November 7, 2019
Days: Mondays & Thursdays
Time: 6:00 pm - 9:00 pm
Fee: $399
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 hands-on experience with several forms of the most current social media platforms. In this course, students will learn to create and use accounts on these platforms including Facebook & Instagram, Twitter, Blogs and LinkedIn.

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

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 Adwords & Analytics, Social Media Marketing, YouTube Marketing, Email Marketing, Content Marketing, Marketing Automation and Programmatic Buying

Instructor: Christine Smith
Dates: October 3 – December 12, 2019
Days: Thursdays
Time: 7:00 pm - 9:00 pm and Online
Fee: $1,199

SOCIAL MEDIA AND MARKETING CERTIFICATION | Online Course
This 10-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 Social Media and Marketing

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

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 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 aspects of the method validation process.

Requirement: WPU’s CHEM 4010 or upper level Analytical chemistry Course
Instructor: Dr. Bhanu P. S. Chauhan
Fee: $1,400
Course Number: P035
Dates will be Summer 2019. Please check our website for dates. For more information or to register contact Johanna Prado at pradoj2@wpunj.edu.

DIGITAL/WEB FOR BUSINESS

DIGITAL GRAPHIC DESIGN CERTIFICATION | 56 Hours
Updated for Adobe Creative Cloud, this course has been re-designed and enhanced to meet the requirements of today’s digital designer. We cover the fundamental elements of graphic/web design and hand-on experience with 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 both printing and ePUB documents for electronic distribution, and WordPress for generated web pages. Course projects include creating original graphics for a corporate brand and applying it consistently across different media platforms. This is an introductory course and no experience with Adobe Creative Cloud or WordPress is required. However, please be comfortable using Microsoft Windows and Windows File Management prior to enrolling in this course. Open enrollment is available at the start of each session.

Course Overview:
- Photoshop (4 weeks)
- Illustrator (3 weeks)
- InDesign/WordPress (3 weeks)

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

DIGITAL GRAPHIC DESIGN PORTFOLIO BUILDER | 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
Days: Tuesdays and 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 | 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 re-forcen the material. Topics: advanced functions, Tables and PivotTables, presentations, data analysis, 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: Nov. 2 – Nov. 23, 2019
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 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, 2019
Days: Mondays & Wednesdays
Time: 5:30 pm - 8:00 pm
Fee: $299
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 Acciuto
**Dates:** Open Enrollment
**Time:** Online Course
**Fee:** $230
**Course Number:** T038C

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 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 Acciuto
**Dates:** Open Enrollment
**Time:** Online Course
**Fee:** $575
**Course Number:** T038A

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 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. Audiences 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:** October 7 - November 9, 2019
**Days:** Mondays & Thursdays
**Time:** 6:00 pm - 8:30 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 create and use accounts on these platforms including Facebook & Instagram, Twitter, Blogs and LinkedIn.

**Instructor:** Christine Smith
**Dates:** October 1 – October 22, 2019
**Days:** Tuesday
**Time:** 6:00 pm - 9:00 pm
**Fee:** $399

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/Analytics, Social Media Marketing, YouTube Marketing, Email Marketing, Content Marketing, Marketing Automation and Programmatic Buying.

**Instructor:** Christine Smith
**Dates:** October 3 – December 12, 2019
**Days:** Thursdays
**Time:** 7:00 pm - 9:00 pm and Online
**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 individuals who are and will be involved in method 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 4101 or upper level Analytical chemistry Course

**Instructor:** Dr. Bhanu P. S. Chauhan
**Fee:** $1,400
**Course Number:** P035

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 Weeks
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 Acciutto
**Dates:** October 1 – November 14
**Days:** Tuesdays and 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.

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 compliment and re-inforce 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 Acciutto
**Dates:** Nov. 2 – Nov. 23, 2019
**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 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 Acciutto
**Dates:** September 9 – September 19, 2018
**Days:** Mondays & Wednesdays
**Time:** 5:30 pm - 8:00 pm
**Fee:** $289
NEW! ACROBAT FAST TRACK WORKSHOP - ACROBAT FILLABLE FORMS
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! VIDEO EDITING AND STORYTELLING
Digital Storytelling is a fun and exciting way to express your creative power. Learn the basics of both Adobe Premiere - the essential editing tool for video enthusiasts and Shortcut - 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 capture tips, editing interface, understanding the time line, essential editing commands, Transitions, editing a multicamera sequence, and creating titles.

Instructor: Frank Asciutto
Dates: TBA
Days: Monday & Wednesday
Time: 5:30 pm - 8:30 pm
 Fee: $299

MAINFRAME CERTIFICATION PROGRAMS

2/OS ASSOCIATE CERTIFICATE
Intro to 2/OS and Major Subsystems + 2/OS Networking + 2/OS Security + Linux on z/VMM + z/VM
Course Number: P127

2/OS PROFESSIONAL CERTIFICATE
Intro to 2/OS, Advanced Topics + 2/OS Reliability Availability Serviceability and Problem Determination + 2/OS Emerging Technologies
Course Number: P128

2/OS EXPERT CERTIFICATE
2/OS Installation + DB2 Fundamentals
Course Number: P129

2/OS APPLICATION PROGRAMMING CERTIFICATES
COBOL Application Programming + DB2 Application Programming IMS Application Programming + Assembler Language Application Programming
Course Number: P130

Instructors: Cheryl Remes, Vincent Torrare, Angelo Auagula, Pamela Zhechen, Phil Tully
Time: 5:30 pm - 8:30 pm Fee: $2,500 Per Certificate
For questions call Johanna Prado at (973) 720-3035.

NEW! WORD FAST TRACK WORKSHOP - MAIL MERGE
Learn all the features of Word Mail Merge including the creation of form letters, 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, envelopes 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

COMPTIA N+ NETWORK SPECIALIST
Fee: $1,499
Course Number: P027

COMPTIA 5+ SECURITY SPECIALIST
Fee: $1,499
Course Number: P028

PROGRAMMABLE LOGIC CONTROLERS
Fee: $2,000
Course Number: S006

CISCO NETWORK TRAINING SERIES
Fee: $2,499
Course Number: T136

COMPTIA CLOUD+ CV0-001
Fee: $899
Course Number: T137

COMPTIA IT FUNDAMENTALS FC0-U51
Fee: $799
Course Number: T143

COMPTIA LINUX+
Fee: $899
Course Number: T144

COMPTIA 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: T005A

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

ONLINE HEALTHCARE PROGRAMS

CERTIFIED HEALTHCARE TECHNOLOGY PROFESSIONAL (CHTP)
Fee: $799
Course Number: H130

CERTIFIED PORS HEALTHCARE PROFESSIONAL (CHP)
Fee: $899
Course Number: H131

CERTIFIED EH4 OFFICE MANAGER (CEOM)
Fee: $1,499
Course Number: H132

CERTIFIED HIPAA SECURITY PROFESSIONAL (CHSP)
Fee: $899
Course Number: H133

LEGAL NURSE CONSULTING CERTIFICATION
Fee: $1,500
Course Number: H135

MEDICAL OFFICE SPECIALIST WITH TRANSCRIPTION TRAINING
Fee: $2,699
Course Number: H137

EXPERT CERTIFICATE COURSE IN MEDICAL TRANSCRIPTION
Fee: $1,799
Course Number: H140

MEDICAL SCRIBE ONLINE
Fee: $1,999
Course Number: H142

MEDICAL OFFICE SPECIALIST TRAINING WITH MICROSOFT OFFICE
Fee: $2,499
Course Number: H148

COMPREHENSIVE MEDICAL TRANSCRIPTION TRAINING
Fee: $1,599
Course Number: H146

INTRODUCTION TO BLOODBORNE PATHOGENS
Fee: $2,499
Course Number: H149

THE PHARMACY TECHNICIAN PROGRAM - ONLINE
Fee: $1,999
Course Number: P017

THE DENTAL ASSISTANT PROGRAM - ONLINE
Fee: $1,699
Course Number: P018

THE DIALYSIS TECHNICIAN PROGRAM - ONLINE
Fee: $1,999
Course Number: P019

THE EKG TECHNICIAN PROGRAM - ONLINE
Fee: $1,999
Course Number: P021

ICD-10 REIMBURSEMENT SPECIALIST CERTIFICATION PROGRAM - ONLINE
Fee: $3,000
Course Number: H015

ICD-10 Certified Reimbursement Specialist program teaches the upgraded coding system that was updated in October 2015. This system of diagnostic and procedural medical coding is required use in all hospitals, doctor's offices and insurance firms. The new system represents a radical change from the most-recent system. This program offers you the complete and comprehensive training required to accurately apply your knowledge of the system when implementing the program in a healthcare setting. This program includes Medical Billing Certification administered by the American Medical Billing Association.

Instructor: Yolanda Evgeniou
Dates: Open Enrollment
Time: Online Course Fee: $3,000
Course Number: H016
Call Kevin Goskowski at (973) 720-2732 for more information.
NEW! ACROBAT FAST TRACK WORKSHOP - ACROBAT FILLABLE FORMS

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! VIDEO EDITING AND STORYTELLING

Digital Storytelling is a fun and exciting way to express your creative power. Learn the basics of both Adobe Premiere - the essential editing tool for video enthusiasts and Shortcut - 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 capture tips, editing interface, understanding the time line, essential editing commands, Transitions, editing a multiformat sequence, and creating titles.

Instructor: Frank Asciutto  Dates: TBA  Days: Monday & Wednesday  Time: 5:30 pm - 8:00 pm  Fee: $299

MAINFRAME CERTIFICATION PROGRAMS

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INTRO TO /OS AND MAJOR SUBSYSTEMS

Dates: TBA  Days: Mondays, Tuesdays & Wednesdays  Time: 6:00 pm - 9:00 pm (Last class 6 pm - 10 pm)

Microsoft Project Certification with Visio and Access

Instructor: Frank Asciutto  Fee: $1,100 Course Number: T06A

Oracle Certification 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
PHLEBOTOMY TECHNICIAN

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: September 28 – December 7, 2019

Days: Saturdays

Time: 9:00 am - 2:00 pm

Fee: $1,199

Course Number: P005
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, aseptic medical techniques and laboratory specimen Collections. You will also be trained in first aid, CPR, pharmacology and hematology, electrocardiography (EKG), medical data entry and billing, and phlebotomy techniques. This program includes a mandatory 160-hour externship. Students will take the Medical Assistant Certification exam through the American Medical Certification Association upon completion of the program.

Instructor: Yolanda Evgeniou

Dates: February 24 – May 8, 2020
Days: Monday – Wednesday (8:00 am - 1:30 pm)
Thursday & Friday (8:00 am - 3:30 pm)
Fee: $2,999
Course Number: H005B

P005

PHLEBOTOMY TECHNICIAN

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 phlebotomists 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 2028.

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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 - 1:00 am (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 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 CEUs 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: 9:00 am - 11:00 pm ( Saturdays: 8:00 am – 5:00 pm)
Fee: $649
Course: P167

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 will 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

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 secure technology as well as 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 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: December 9, 2019 – January 6, 2020
Days: Mondays
From: 6:00 pm - 9:00 pm
Fee: $299
Course Number: P151B

For more information, visit www.wpunj.edu/cpe
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: W044

CREATING CHARACTER IN FICTION

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 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 workshop 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 explore some of today’s most exciting texts––from voices of protest all the way to voices of the avant-garde. We will also have a chance to read excerpts from work which exemplifies our goals. Come prepared to write!

Instructor: Judy Hall

Dates: Saturday

Time: 9:00 am - 12:00 pm

Fee: $35

Course Number: W044

YOU SAID WHAT?

Instructor: Judy Hall

Dates: Saturdays

Time: 9:00 am - 12:00 pm

Fee: $35

Course Number: W044

Grades 4-8

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

Classes begin Saturday, October 12, 2019

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

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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.

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Fee: $35

Course Number: W047

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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: 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: Saturdays

Time: 9:00 am - 12:00 pm

Fee: $35

Course Number: W044

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 4-8

• 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
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: Judy Hall
Dates: October 19, 2019
Time: 9:00 am - 12:00 pm
Fee: $35
Course Number: W047

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 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

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

PROFESSIONAL WRITING

Judy Hall
Instructor:
the writing process. Prepare to write and read - and listen! together we will read dialogue from great writers, write our own you use vernacular or stick to Standard English? How can you

Fee: $35

Days:

Judy Hall
Instructor:
Come prepared to write!

read examples from some of the great memoirists of our time. We will 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 find out how to take your work to a new level!

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

YOU SAY 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: Saturdays
Time: 9:00 am - 12:00 pm
Fee: $35
Course Number: W045

ONLINE PROFESSIONAL WRITING PROGRAMS

ADVANCED TECHNICAL WRITING
Fee: $399
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Fee: $399
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Fee: $1,299
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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.

Classes begin Saturday, October 12, 2019
Check our website for program details and registration information at www.wpunj.edu/youthprograms.

High school
SAT Math Bootcamp
SAT Verbal Bootcamp
Academic Skills and Career Readiness
Leadership Through Community Service
College Essay Writing
College Major Exploration

Grades 4-8
Scratch for kids
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Web Design
Middle School Study tools
C++
Java
Intro to Game Design

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