Start Your Transformation

Spring 2019 Catalog
Classes Begin in January

1600 Valley Road, Wayne, N.J. • 973.720.2354 • wpunj.edu/cpe
Registration Policy and Procedures

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
   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.

» 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 cancelled 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.

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 cancelled 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: CPERefunds@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 SPRING 2019 HIGHLIGHTS!

## Coming Soon

- Addiction Professionals Certification
- NEW Career Transition Programs
- NEW Human Resources Certification Exam Preparation

## NEW Word Fast Track Workshop
- 20

## NEW Acrobat Fast Track Workshop
- 20

## NEW Fast Track Excel Course
- 19-20

## NEW Mainframe Certifications
- 20

## NEW Law Enforcement Prep Course
- 25

## NEW Professional Certification for High Schoolers
- 28-29

## NEW Entrepreneurship Certificate
- 29

## Six Sigma Black Belt Certification
- 9

## CompTIA Certification Programs
- 21

### Table of Contents

1. Online Registration Policies and Procedures ........................................... 1
2. Meet Our Instructors .............................................................................. 3-4
3. Corporate Customized Training ............................................................. 5-7
   - MBA Essentials .................................................................................. 7
4. Business .................................................................................................. 8-14
   - NEW Career Transition Programs ...................................................... 6
   - SHRM Essentials® of Human Resources ............................................. 8
   - Human Resources Certification Exam Preparation for PHR and SPHR ... 8
   - Project Management .......................................................................... 8-9
   - Agile Project Management Training ................................................... 9
   - Certified Financial Planning® and QuickBooks® ................................. 10
   - Administration, Leadership and Management .................................... 10-11
   - Global Supply Chain Management .................................................... 12
   - Non-Profit Management .................................................................... 12-13
5. Small Business Development Center ..................................................... 14-16
   - Microsoft® Office 2016 ...................................................................... 17-18
   - Social Media and Marketing .............................................................. 18
   - Chemical Instrumentation and Method Development ......................... 19
   - Digital/Web for Business .................................................................. 19
   - NEW Fast-Track Excel Course ........................................................... 19-20
   - Mainframe Certifications ................................................................. 20
   - CompTIA ......................................................................................... 21
   - Programming .................................................................................... 22
   - Online Technology Programs ......................................................... 22

   - Medical Assistant/Medical Office Administration .................................. 23
   - Patient Care Technician Program ....................................................... 23
   - ICD-10 Reimbursement Specialist Certification Program ....................... 23
   - Pharmacy Technician ......................................................................... 24
   - Phlebotomy Technician ...................................................................... 24
   - Online Healthcare Programs ........................................................... 24-25
   - Certified HIT Security Manager (CHSM) ............................................ 24
   - Legal Nurse Consulting Certification ................................................ 24
   - Medical Administration Certification ................................................. 24

8. Society & Law .......................................................................................... 25-26
   - NEW Law Enforcement Prep Course Certification ................................ 25
   - Crime Scene Forensic Certificate ....................................................... 25
   - Emergency Medical Dispatch 911/EMD ............................................. 26

9. Professional Writing ................................................................................ 27
10. High School Certifications .................................................................. 28-29
    - NEW Entrepreneurship Certificate ................................................... 28
    - Crime Scene Forensic Certificate ....................................................... 29

## PROFESSIONAL CERTIFICATIONS - NEW PROGRAMS!

### Advanced Project Management
- 8

### Six Sigma Black Belt
- 9

### Administration, Leadership and Management
- 10

### Microsoft® Office 2016
- 17-18

### Science and Technology Certifications
- 17-23

### Healthcare Certifications
- 23-25

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**REGISTRATION** [www.wpunj.edu/cpe](http://www.wpunj.edu/cpe)

Please check our website for updates about classes, courses and schedules.

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### CONTACT INFORMATION

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**SMALL BUSINESS DEVELOPMENT CENTER**

Online: [www.wpunj.edu/sbdc](http://www.wpunj.edu/sbdc)

Phone: (973) 321-1378

Kathleen Muldoon/Regional Director

Sonia Musa/Project Manager
FRANK ASCIUTTO
Instructor for Digital Graphic Design and Microsoft Office Certification Programs
Frank Asciutto is an Instructional Designer, Digital Technology Instructor and Educational Technologist specializing in Microsoft Office and Adobe Creative Suite. He has 12 years of classroom teaching experience supplemented with online course development and delivery using Blackboard. Before joining William Paterson University, Frank was an accomplished corporate IT systems manager with over 20 years of experience designing and implementing a variety of financial applications. Frank earned a Master’s Degree in Educational Technology in 2012 from Boise State University and is a Certified Microsoft Office Master.

RITA WILLIAMS BOGAR
Instructor for Business Management Program
Rita’s corporate experience includes a 25-year robust career for a national insurance company where she transformed operating divisions, mentored individuals, and achieved strong results. Her corporate experience includes a director of underwriting operations for PA, NJ, NY and the New England states. Public Affairs Coordinator, and Director of Learning and Development. Rita has been recognized by New Jersey Monthly as a 2013 Finalist – NJ Leading Women Entrepreneurs and Business Owners, by NJBIZ as one of New Jersey’s 2011 Best 50 Women in Business and by the U.S. SBA as the 2011 Region II Minority Small Business Champion of the Year. She is a contributing author to the 2012 book – Big Bold Business Advice.

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

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

ROBIN GARCIA
Instructor for Pharmacy Technician
Born in Habana, Cuba. Emigrated to the United States at the age of 4 years old. Grew up in Union City, NJ where i attended public school. Graduated with a BS in Pharmacy from Rutgers University College of Pharmacy in 1990. Experience includes over 25 years of hospital and retail practice. Also has taught at Union County College Pharmacy Technician course. Currently employed by Cardinal Healthcare full time at North Hudson Community Action Corporation Clinic Pharmacy in West New York, NJ, serving the underinsured/noninsured patient 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 itinerant teacher of writing who has lived in such far flung places as Iceland, Sudan, Germany and New Jersey. Her MFA is from William Paterson University. She has been published in Brevity, Split Lip Magazine, The Huffington Post and many other places. Judy is also a fiction reader for Literary Orphans. Her yet to be published novel, Max Runs, was long-listed in the Mslexia Competition. You can read most of her recently published work at www.voluptuousmermaid.com.

TARONA LEE
Instructor for SHRM Essentials of Human Resources
Tarona L. Lee is the President and CEO of TLL Human Resource Consulting, Inc., headquartered in Totowa, New Jersey. Tarona started the company in 2001 and currently oversees all leadership and workforce initiatives. Her responsibilities include the development of coaching, training, consulting, recruiting and organizational tools required to prepare all clients for their best professional and personal performance.

LUCIA LIU
Instructor for Business Chinese
Lucia Liu is currently a Business Chinese and 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 Schools Association in 2011 and 2013. Lucia earned a BS in Economics and BA in Asian Studies. Currently, she is in the process of obtaining MSET. In her spare time, she serves in the community with her enthusiasm. Lucia is the principal of Chuangyen Chinese School, president of New York Putnam Chinese Association and trustee of the BAUS board.

JENNIFER MASTRANGELO
Instructor for QuickBooks
Jennifer Mastrangelo has had diverse experience for the past 20 years in teaching Accounting and Computer Courses at various Colleges and Continuing Education Programs. Before that she worked in multiple capacities in the Business Sector. She has a Masters of Education Degree in Instruction and Curriculum from Lesley College in Cambridge, MA, and a Bachelor of Science in Business Administration with an Accounting Concentration.
KATE MULDOON
Executive Director for Small Business Development Center
Kate Muldoon has been working as Executive Director at the William Paterson University Small Business Development Center since June 2004. As Director, Kate offers small business owners the assistance they need to plan and develop successful and profitable ventures by offering training, individual counseling and hands-on workshops in all aspects of entrepreneurship. Ms. Muldoon had worked in the financial services industry for over 19 years in various capacities including management, operations, sales, and relationship management. She most recently served as Senior Vice President and Manager of the Bank of America Women Entrepreneurs’ Connection covering New Jersey, New York, Connecticut and Pennsylvania.

RAY ROKICKI
Director of Human Resources
Ray currently works as the Director of Human Resources for The Oaks at Denville, a SpringPoint Senior Living Community. Immediately prior to the Oaks, Ray was the Senior HR Generalist for the NorthEast Region for Five Guys Enterprises. Ray has also worked in the telecommunications industry, including Apple, Flextronics, and Sprint Nextel in a variety of management roles. Ray has experience in the startup world having worked during the creation of Enhanced Wireless. It was after some great experiences as a Manager and District Manager with employee development, he made the decision to focus his career in Human Resources, obtaining his MBA with a focus in HR Management, Professional in Human Resources (PHR) certification and the SHRM Senior Certified Professional (SHRM-SCP) credential. Ray has served as a SHRM Learning System Item Writer creating test preparation questions for the SHRM certification exam. He is currently 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 bring After-School All-Stars transformative programs to more students. An experienced nonprofit professional and eternal volunteer, Christi has worked with a wide variety of national and regional organizations including United Way, American Red Cross, Morris Arts, and Huntington’s Disease Society of America. Most recently, Christi was the Vice President of Development and Communications for The Land Conservancy of New Jersey, an award-winning, nationally accredited land trust working to protect New Jersey’s open space and drinking water. 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 lifelong Jersey girl, Christi earned a BA with Highest Honors from College of Saint Elizabeth, Master of Administrative Science from Fairleigh Dickinson University, and a certificate in Nonprofit Financial Management from Seton Hall University. Christi is a Certified Volunteer Administrator (CVA), and an adjunct instructor in fundraising and development. Outside of work, you can find Christi on an outdoor adventure with her family, hosting an impromptu dinner party, or curled up with a NY Times best-seller and hot cup of coffee.

JOE SHELDAWSKI, CLTD, CPIM
Instructor for Supply Chain Management Certificate
Joe Shedlawski has over 35 years of leadership and supply chain experience in the pharmaceuticals, biotech, and consumer goods industries. He has taught APICS Certification classes for 30 years, and is an APICS Master Instructor. He also teaches Train the Trainer and Learning Dynamics for Instructors for APICS and has been an adjunct lecturer at six different universities in the fields of supply chain management, project management, and quality management and control. Joe directed Supply Chain functions at Lederle Consumer Healthcare, Wyeth Lederle Vaccines, Wyeth Consumer Healthcare, and CorePharma, LLC. In 2009, Joe established himself as a consultant, coach, and educator, specializing in Supply Chain, Project Management, and Sales and Operations Planning. Joe served on the APICS Board of Directors in various capacities for nine years, and was the global President of APICS in 2007. He has delivered many seminars and presentations for APICS, IBF, ISM, and other professional organizations. He has authored several articles in trade publications. Joe is the Vice President of Education for the Greater North Jersey Chapter of APICS. Joe holds a B.A.in Biology from Bucknell University and an MBA in Finance from Iona College.

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

MICHAEL YAKUBOV
Instructor for Career Transition Courses
Michael Yakubov is an entrepreneur, advisor, coach and professional career trainer who specializes in developing a client centered learning environment to help progress the careers of professionals with industry experience. Michael is also a former legislative aide to the New Jersey State Assembly’s District 21, served as a New Jersey elected official in Union County and is the founder of The Resumaniacs Career Services Company. In his professional career Michael has previously served as the assistant director of undergraduate and graduate admissions at Caldwell University and is the current Director of the Master of Business Administration program at William Paterson University. Michael possesses a BA in Criminal Justice and an MA in Public Administration from Kean University. Michael uses his collective years of professional experience in industry to coach, prepare and develop comprehensive career strategies for getting hired, promoted and staying relevant in the ever-changing career marketplace. His use of technology tools, brick and mortar training methods and nonverbal communication skills have all contributed to the success of many career professionals.
Corporate Customized Training

**CORPORATE TRAINING**

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

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

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

**CONSULTING SERVICES**

**MBA ESSENTIALS: Foundations for Business**

Business leaders acquire comprehensive finance, marketing and management knowledge and strengthen their skills in managing their companies, staff and clients with 6 courses in 36 hours of MBA Essentials. These courses are taught by leading professors from the Christos M. Cotsakos College of Business which is AACSB accredited. AACSB International accreditation represents the highest standard of achievement for business schools, worldwide. Institutions that earn accreditation confirm their commitment to quality and continuous improvement through a rigorous and comprehensive peer review. AACSB International accreditation means excellence in management education. The university’s Cotsakos College of Business and its MBA program have been ranked by the Princeton Review as one of the leading MBA programs in the country for the eighth straight year. Upon completion of these 6 courses, participants have the option to test and earn 3 graduate credits as an elective in the William Paterson University MBA Program. This program is run directly at your office or branch location, making it highly convenient for your employees. Each of the following MBA Essentials programs has been approved for 6 recertification credit hours toward PHR, SPHR and GPHR through the Human Resource Certification Institute (HRCI). Please be sure to note the program ID number on your recertification application form. For more information about certification or recertification, please visit the HRCI homepage at www.hrci.org.

**Please call for customized training for your company:**
- Organizational Behavior and Design
- Marketing Fundamentals
- Accounting for Managers
- Management of Technology
- Finance for Non-Financial Managers
- Global Management

**Fee per Program:** $450

**JOB FAIR**

**Thursday, January 10th, 2019 – Snow Date January 11th, 2019 and Friday, August 23, 2019**

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.

You will also have the opportunity to participate in three free workshops:
1. How to Apply for Government Jobs
2. Using Social Media in Your Job Search
3. Resume Critiquing.

Please visit our website (www.wpunj.edu/cpe) for updates and information.

For details and to register, please call The Passaic County Department of Planning and Economic Development at (973) 569-4725.
NEW! BEAST MODE EDITION CAREER TRANSITION PROGRAMS

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: Michael Yakubov, MA
Date: February 5, 2019
Day: Tuesday From: 6:00 pm - 7:30 pm 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: Michael Yakubov, MA
Date: February 19, 2019
Day: Tuesday From: 6:00 pm - 7:30 pm 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: Michael Yakubov, MA
Dates: March 12, 2019 & April 11, 2019
Day: Tuesday From: 6:00 pm - 7:30 pm Fee: $30

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.

STRASTRIC INTERVIEW TRAINING AND COACHING
(Mock Interviews, Market Valuation, Interview Prep and more)
Successful interviewers understand the value of repetitive training and how it translates to outcomes. Our professionals will provide you a customized interview experience focused on the psychology of interviewing, body language, proper question and answer exchange and how to best relay your abilities and fit to the culture of the employment opportunity.

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

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

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

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

BUILD A SOLID FOUNDATION IN HR MANAGEMENT SKILLS | 24 Hours

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

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

Instructor: Ray Rokicki
Dates: April 22 – June 24, 2019
Days: Mondays
Time: 6:00 pm - 9:00 pm
Fee: $695
Course Number: B056
**HR MANAGEMENT**

**ORGANIZATIONAL BEHAVIOR PROFESSIONAL | 300 Hours**
No matter what industry you look at, individuals and their work product are part of a broad network of individuals arranged in a way that is meant to maximize productivity and decrease redundancy. In order to help move an organization forward, an individual's communication and behavior is an important element in the success or failure of any organization. This course addresses exactly this concept of Organizational Behavior that dictates how a company functions on a daily basis. Students will have the opportunity to explore the behavior of the organization as a whole, the groups and individuals within it and those elements that contribute to a positive (or negative) work environment. Analyzing the impact of corporate politics, balanced and unbalanced power structures as well as individual communication styles and motivations can help individuals to navigate their way through complex organizations, help to improve organizations or even design their own successful organization based on these best practices. This course examines organizational theory and application. It provides a comprehensive review of individual, group, and organizational performance in relation to organizational structures in contemporary business settings.

**Dates:** Open Enrollment  
**Time:** Online Course  
**Fee:** $1,299  
**Course Number:** P030

**HR PROFESSIONAL | 300 Hours**
The Human Resources Management course introduces human resources (HR) functions and related elements and activities to students wishing to enter a career in this field or anyone who runs or may start a business of their own. This course will outline for students the roles and responsibilities of members of a typical HR department, educating the staff that make up a particular firm in various corporate policies, rules and/or procedure as well as how their individual role will include HR-related activities, whether officially part of an HR department or not. Students will move through the evolution of HR management through to the modern functions of most HR divisions from the perspective of both management and subordinate employees. Further, students will explore various compensation structures and gain an understanding of the importance of maintaining fair and equitable compensation and benefit programs. To this end, students will be exposed to real-world situations and conflicts that may arise ranging from compensation to employee counseling, conflict resolution, discipline and termination alongside the legal and ethical implications of all of these points with respect to Equal Employment Opportunity requirements. Other critical areas such as training and development of staff with regard to many of the above mentioned issues as well as staffing and strategy will also be discussed. This course focuses on human resource management skills used by business managers in day-to-day operations. While focusing on the different aspects of human resource management and practices, problem solving and critical thinking skills are applied.

**Dates:** Open Enrollment  
**Time:** Online Course  
**Fee:** $1,299  
**Course Number:** P031

**ONLINE HUMAN RESOURCE PROGRAMS**
- 401(k) Training & Certification Program | $599  
- ADA Training & Certification Program | $599  
- COBRA Training & Certification Program | $599  
- Compensation Training & Certification Program | $599  
- HIPAA Portability Training & Certification Program | $599  
- HIPAA Privacy Training & Certification Program | $599

**NEW! HUMAN RESOURCES CERTIFICATION EXAM PREPARATION | 24 Hours**
The Human Resources Certification Exam Preparation gives HR professionals the confidence to take a certification exam. HR certification demonstrates relevance, competence, experience, dedication and credibility to your employers, clients, staff members and professional peers. Certified HR professionals tend to advance to senior roles more quickly.

**Instructor:** Annette Baron  
**Dates:** February 20 – March 23, 2019  
**Days:** Wednesdays & Saturdays  
**Time:** 6:00 pm - 9:00 pm (Wednesdays)  
**Fee:** $1,299  
**Course Number:** B115

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

**PROJECT MANAGEMENT**

**PROJECT MANAGEMENT CERTIFICATION PROGRAM | 50 Hours**
This introductory program covers the fundamental methodologies and applications of Project Management and prepares participants for the Project Management Professional (PMP) or the Certified Associate in Project Management (CAPM) exam. The course material covers the key project management topics recognized by the Project Management Institute including: thorough review of the project management bodies of knowledge, processes, and several in-depth tools/techniques to master the concepts that are covered in the PMP exam as well as the CAPM exam. The required study-aid material to pass the PMP exam and the CAPM exam is the textbook: A Guide to the Project Management Body, Fifth Edition. The key topics for the course include the bodies of...
management knowledge (integration, scope, time, cost, quality, human resources, communications, risk, and procurement) and the phases of the project life cycle (initiation, planning, and execution, controlling, monitoring, and closing). The course also provides: case studies describing real world versus concept project management analogies, management organizational structures, successful versus unsuccessful leadership traits, management versus leadership distinctions, project management application templates, over 400 PMP exam prep questions, instructions on how to apply for the PMP or CAPM exam, and several tips to help you prepare for the exam, online projects and chats will be included as needed.

Instructor: Geraldine Flach  
Day: Tuesdays & Wednesdays  
Dates: March 19 – May 22, 2019  
Time: 6:30 pm - 9:00 pm  
Fee: $2,849  
Course Number: B0020

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

ONLINE BUSINESS PROGRAMS

CERTIFIED SCRUM MASTER  
Fee: $899  
Course Number: B194

AGILE PROJECT MANAGEMENT  
Fee: $899  
Course Number: B194

PROJECT MANAGEMENT  
Fee: $899  
Course Number: B194

LEAN ENTERPRISE CERTIFICATION | 150 Hours

Lean Enterprise concepts focus on removing waste and increasing speed in order to affect the bottom line. To achieve these goals, participants will learn how to remove non-value added process steps, fix the connections between steps and really put the focus back on the customer. Creating improvements across businesses from top to bottom, this course is ideal for individuals responsible for managing or participating in performance improvement activities particularly in the following industries: Electronics, Healthcare, IT, Biotechnology, Manufacturing, Food and Beverage, Energy, Education, Government, Law Enforcement, and Telecommunications. Appropriate participants would include professionals and managers, as well as hands-on line staff in key functional areas like Operations, Production, Inventory Control, Development, Manufacturing, Quality Assurance and Supply Management. In pulling together individuals from all of these areas, the Lean Enterprise Certification course offers a diverse learning environment with multiple perspectives for building best practices that come from all points of industry. The Lean Enterprise Certification I course will prepare individuals to sit for the Lean Essentials I Certification exam from the American Society for Quality.

Instructor: Sitaraman Vaneswarran  
Dates: Open Enrollment  
Time: Online Course  
Fee: $1,999  
Course Number: P023

SIX SIGMA GREEN BELT | 150 Hours

The Six Sigma Green Belt certification helps professionals to strengthen organizations by employing the core concepts of Six Sigma geared toward enhanced problem-solving skills with an emphasis on the DMAIC (Define, Measure, Analyze, Improve, and Control) model. Six Sigma Green Belt professionals are tasked with supporting the project lead, most likely a Six Sigma Black Belt and provides a stepping stone to this advanced classification as well. Successful participants in this class will be poised to work on small, defined Six Sigma projects within an organization requiring less oversight by the assigned manager (presumably a Six Sigma Black Belt).

This course is designed to prepare students to sit for the Six Sigma Green Belt Certification exam offered by the American Association for Quality.

Instructor: Sitaraman Vaneswarran  
Dates: Open Enrollment  
Time: Online Course  
Fee: $1,999  
Course Number: P025

SIX SIGMA BLACK BELT | 60-150 Hours

Six Sigma Black Belt certification is designed for high-performance employees and leaders of business improvement projects that have already completed their Six Sigma Green Belt training. Providing participants with a thorough knowledge of Six Sigma philosophies and principles, this course ensures participants have a deep understanding of team leadership and team dynamics as well as the various roles and responsibilities individual team members can take on. Building upon participants' existing knowledge and practice, the Six Sigma Black Belt course will help participants to master advanced statistical analysis tools, identify opportunities with solutions that can be implemented immediately and to deliver measurable results right away in order to increase an organization’s return on investment.

Whether in healthcare, finance, government, manufacturing or any other industry, Six Sigma Black Belt training is ideal for current professionals looking toward advancement in their current position as well as individuals looking to gain employment with any firm that utilizes these concepts and techniques. Participants who complete this course will be able to lead Six Sigma projects meant to enhance the capability of both internal and external processes in order to better meet customer expectations. Students will explore processes and team management, operational metrics, and key tools and techniques to achieve process excellence. This course is designed to prepare students to sit for the Six Sigma Black Belt Certification exam offered by the American Association for Quality.

Instructor: Sitaraman Vaneswarran  
Dates: Open Enrollment  
Time: Online Course  
Fee: $2,499  
Course Number: P024
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 2016 PROGRAM | 50 Hours
Introduction to QuickBooks/Bookkeeping 2016 is a course that covers the fundamentals with newcomers in mind. QuickBooks/Bookkeeping is a completely new way of thinking about finances. Specifically, this class addresses accounting equations, debits and credits, how to prepare and interpret important financial reports and balancing the accounting formula using QuickBooks 2016 software. It also covers balancing the accounting formula, journals, ledgers, trial balance, bookkeeping terminology, revenue, expenses, net income, debits and credits. Students will learn how to read financial statements properly and how to grab meaningful information from the balance sheet, income statement and cash flow statements. After completing this course, you will have a solid understanding of QuickBooks. By applying the concepts learned in this course you will understand the process behind accounts payable and accounts receivable. Students will 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: February 26 – April 30, 2019 (50 hours)
Days: Tuesdays
Time: 9:00 am - 2:00 pm
Fee: $1,499
Course Number: T012A
Evening Dates Available
Dates: February 28 – April 11, 2019 (40 hours)
Days: Tuesdays & Thursdays
Time: 6:00 pm - 9:00 pm
Last Class is from 5:00 - 9:00 pm
Fee: $999
Course Number: T012B
Cost of 2 exams included with course.
QuickBooks Certified User Exam - $50 - with voucher $25

ONLINE BOOKKEEPING CERTIFICATION

ACCOUNTING AND BOOKKEEPING CERTIFICATE SERIES | 150 Hours
In the Accounting profession, the two most popular programs out there are Sage 50 (formerly Peachtree) and QuickBooks Pro. Each program has its strengths. It is definitely a benefit for any business owner or Accounting professional to know the ins and outs of both programs. The Online Accounting bundle gives you the best, in-depth learning available. This bundle is perfect for the Accountant, the Accountant-in-training and the small business owner. No matter if you are just starting, in need of a refresher, want to make yourself more marketable to more clients, are looking for work in the field, or need to gain more knowledge in order to run your business better – The Online Accounting Bundle will ensure that you are completely up-to-speed with the latest capabilities. Plus, each course teaches you everything you need to know so you can run an entire business within either program. It’s the easiest and most affordable way to dive into each program and decide which one is right for you!

Courses in the Series:
• Accounting Basics
• QuickBooks 2014
• QuickBooks Point of Sale (POS)
• Sage 50 Certificate Course
Fee: $1,199
Course Number: T011

CERTIFICATION IN ADMINISTRATION, LEADERSHIP AND MANAGEMENT

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
Days: Tuesdays & Wednesdays
Time: 6:00 pm - 9:00 pm
Fee: $299
Course Number: B130

MANAGEMENT TRACK | 21 Hours
• Management vs. Leadership: Team Building
• How to ask the RIGHT Questions
• Performance Evaluation & Feedback
• Manager as Coach
• Ethical Issues in the Workplace
• Multiculturalism
• Presentation Skills

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Days: Tuesdays & Thursdays
Time: 6:00 pm - 9:00 pm
Fee: $299
Course Number: B129

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

**Instructor:** Rita Williams-Bogar, MBA, CPCU, ChFC  
**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.  
**Date:** Wednesday, February 13, 2019  
**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.  
**Date:** Wednesday, February 20, 2019  
**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.  
**Date:** Wednesday, February 27, 2019  
**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 build more cohesive teams, deal with conflict and build strategic relationships. The fee includes the MBTI (Myers-Briggs Type Indicator) profile.  
**Date:** Wednesday, March 6, 2019  
**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 will learn to structure teams for optimal performance, how to set the right goals, and will understand how to foster collaboration.  
**Date:** Wednesday, March 13, 2019  
**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.  
**Date:** Wednesday, March 27, 2019  
**Course Number:** B024

**MANAGEMENT TRACK**

**Instructor:** Rita Williams-Bogar, MBA, CPCU, ChFC  
**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.  
**Date:** Thursday, February 21, 2019  
**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.  
**Date:** Thursday, February 28, 2019  
**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.  
**Date:** Thursday, March 7, 2019  
**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.  
**Date:** Thursday, March 21, 2019  
**Course Number:** B013

**ETHICAL ISSUES IN THE WORKPLACE**
Resolve your organizations vulnerabilities and strengthen your team. This class will focus on ethical climate assessments, code creation, program evaluations, compliance linking, and communication tactics. Results will include enhanced productivity, improved efficiency and retain a quality workforce.  
**Date:** Thursday, March 28, 2019  
**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.  
**Date:** Tuesday, April 2, 2019  
**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 immediate 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 the interactions between internal operations, marketing, sales, suppliers, manufacturers, distributors, and customers. The chain includes transportation, scheduling information, cash and credit transfers as well as ideas, designs, and material transfers. The intent of the course is to teach students techniques and methods employed by supply chain managers to plan and control the supply chain operating systems. Students will apply quantitative methods, various analytical techniques as well as utilize practical experience in order to understand how to operate, design, plan and control supply chain operations. This course utilizes a set of operations management skills and tools that students can use to enable their companies to develop a competitive advantage in commercial environments that encompass global markets and competition, electronic business (e-business), and supply chain management. Students are expected to have a solid understanding of production and operations management in order to solve complex supply chain case studies.

Instructor: Joseph Shedlawski
Dates: March 11 – April 24, 2019
Days: Mondays & Wednesdays
From: 6:00 pm - 9:00 pm
Fee: $699
Course Number: B097

CERTIFICATION IN LOGISTICS, SUPPLY CHAIN AND PURCHASING MANAGEMENT | $2,499
The Certificate in Logistics, Supply Chain, and Purchasing Management is for anyone working in or interested in working in purchasing, supply chain management, logistics, or procurement. The program will introduce you to the basics of the supply chain process, management, purchasing, and contracting issues.

Our program offers comprehensive training in many important areas including:
- understanding the impact the purchasing function has on financial statements
- using a sales forecast in the planning process for the acquisition of goods
- preparing and managing a budget in an organization
- using financial statements to prepare and structure your budget
- covering the supplier selection process
- exploring the contracting process
- evaluating price and costs

Your training includes the following courses:
1. Essentials of Purchasing
2. The Supply Chain Process
3. Budgeting Essentials
4. The Procurement Process
5. Supplier Contracting
6. Price and Cost Analysis

NON-PROFIT MANAGEMENT

NEW! NON-PROFIT 101
So you think you want to work for a non-profit? Join us for a fun-filled, interactive workshop and learn what it means to work in the non-profit sector, what types of jobs exist in the sector and where to find them. Learn how to apply, interview and network and how to develop a resume that will get you hired in the sector. Come prepared with all of your questions about the world of nonprofits.

Instructor: Christi Kobus Rockicki
Date: Tuesday, May 3, 2019
Time: 6:00 pm - 9:00 pm
Fee: $70
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 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, April 2 & April 9, 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 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: Thursday, May 9 & May 16, 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.
NON-PROFIT MANAGEMENT CONT.

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 – March 18, 2019
- Ethical Issues for Non-Profits – March 25, 2019
- Non-Profit Management – April 1, 2019
- Volunteer Management – April 8, 2019
- Human Resource Issues for Non-Profits – April 15, 2019
- Non-Profit Marketing – April 22, 2019
- Fundraising for Non-Profits – April 29, 2019
- Grant Writing for Non-Profits – May 6, 2019

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

Date: March 18 – May 6, 2019  Fee: $499  Course Number: B131

PROJECT MANAGEMENT BEST PRACTICES FOR NON-PROFITS

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

Instructor: Jerry Flach  Date: Monday, March 18, 2019  Time: 6:30 pm - 9:30 pm  Fee: $70  Course Number: B081

ETHICAL ISSUES FOR NON-PROFITS

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

Instructor: Jerry Flach  Date: Monday, March 25, 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, April 1, 2019  Time: 6:00 pm - 9:00 pm  Fee: $70  Course Number: B021

VOLUNTEER MANAGEMENT

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

Instructor: Yvonne Zuidema  Date: Monday, April 8, 2019  Time: 6:00 pm - 9:00 pm  Fee: $70  Course Number: B070

HUMAN RESOURCE ISSUES FOR NON-PROFITS

This course will cover the most common human resource issues non-profits 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 handbag related to your non-profit.

Instructor: Yvonne Zuidema  Date: Monday, April 15, 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, April 22, 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 midsized 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, April 29, 2019  Time: 6:00 pm - 9:00 pm  Fee: $70  Course Number: B008

GRANT WRITING FOR NON-PROFITS

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

Instructor: Yvonne Zuidema  Date: Monday, May 6, 2019  Time: 6:00 pm - 9:00 pm  Fee: $70  Course Number: B009
ARE YOU AN ENTREPRENEUR? Fee: $10
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: Monday(s), January 28, March 25 & May 27, 2019
Time: 11:00 am
Location: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

CREATING A WINNING BUSINESS PLAN Fee: $10
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 entails the preparation of a sound and detailed business plan which is necessary for managing a business more effectively.

Dates: Tuesday(s), February 26, April 30 & June 25, 2019
Time: 11:00 am
Location: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

STRATEGIC MARKETING PLANNING Fee: $10
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 results.

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.

Dates: Wednesday(s), February 27, April 24 & June 26, 2019
Time: 11:00 am
Location: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

BUSINESS FINANCIAL PLANNING Fee: $10
This workshop will provide the entrepreneur with tools, reference materials, and additional sources for information on financial management. This financial planning workshop introduces tools and processes focused on answers to the following questions facing the entrepreneur.
- Will I be profitable?
- When will I be profitable?
- How much funding is needed and the possible sources?

Date: Thursday(s), February 28, April 25 & June 27, 2019
Time: 11:00 am
Location: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

NEW! OPEN YOUR STORE ON AMAZON & EBAY Fee: $30
Are you wondering how to sell online? Don’t know how to open your online store on Amazon or eBay? Compare them and decide which one would work best for you. This presentation is given by actual sellers who will cover the following areas:
- Introduction to Amazon seller accounts
- Introduction to eBay seller accounts
- Processing fees and associated costs
- Preparation for product listings: Titles, descriptions, and pricing
- Shipping fulfillment
- Tips for working with photos
- Other considerations

Instructor: Reina Valenzuela
Dates: Tuesday April 9, 2019
Time: 1:00 pm - 4:00 pm
Location: Hamilton Club, 32 Church Street, Paterson, NJ 07505 Room TBA
**GROW YOUR BUSINESS ONLINE WITH GOOGLE TOOLS**

This session covers three 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.

- “Be found by local customers.” We’ll show you how to connect with local searchers using Google My Business, a free local business listing that can help your business appear across Google Search and Maps.
- “Be found everywhere, on all devices.” We’ll show you how to optimize your website for the organic search results, focusing on making your site mobile-friendly.
- “Be found with online advertising.” I’ll show you how to promote your products and services on Google and partner websites.

**Instructor:** Reina Valenzuela  
**Dates:** Tuesday February 19, 2019  
**Time:** 10:00 am - 12:00 pm  
**Location:** Hamilton Club  
32 Church Street, Paterson, NJ 07505, Room TBA

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**BEGINNERS SOCIAL MEDIA “BOOT CAMP” FOR THE ENTREPRENEUR**

You know you should be on 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? Where do you start? How do you engage? 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

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, logo, photos, video or other materials you want to share online.

**Instructor:** Valerie Samuel  
**Dates:** Wednesday March 27, 2019  
**Time:** 10:00 am - 12:00 pm  
**Location:** Hamilton Club  
32 Church Street, Paterson, NJ 07505, Room TBA

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**INTERMEDIATE SOCIAL MEDIA “BOOT CAMP” FOR THE ENTREPRENEUR**

This 2-hour Bootcamp will guide you through the process of developing and implementing a successful social media marketing strategy. You must have your social media accounts already created for your business.

- Audit your existing profiles, learn to update and manage your brand presence
- Create a social media themed calendar that connects with customers (hands-on)
- 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, logo, photos, video or other materials you want to share online.

**Instructor:** Valerie Samuel  
**Dates:** Wednesday April 24, 2019  
**Time:** 10:00 am - 12:00 pm  
**Location:** Hamilton Club  
32 Church Street, Paterson, NJ 07505, Room TBA

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**ACCOUNTING AND QUICKBOOKS ESSENTIALS | 9 Hours**

This course is designed to help the small business owner understand the basic fundamentals of accounting for their business. Participants will be guided through 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 the Chart of Accounts, Accounts Receivable & Accounts Payable discussions as well as reviewing the QBO bank feeds and bank reconciliations.

Accounts Receivable transactions include creating customer and job lists, setting up item (product) lists, creating quotes, tracking employee time for customer jobs, applying customer payments, and accounts receivable reporting. Accounts Payable transactions include setting up vendors, preferences, processing vendor bills, credit card statement payments, applying bills to customer jobs, batch and single check process, voiding checks, and Account Payable reporting. Participants should have basic skills with working online. You may use your own QuickBooks Online account, however a student trial of QuickBooks Online will be available.

**Instructor:** Karen Dellaripa  
**Dates:** Tuesday March 19, March 26 & April 2, 2019  
**Time:** 6:00 pm - 9:00 pm  
**Location:** 1600 Valley Road, Wayne, NJ 07013, Room 1020

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**FINANCIAL STATEMENTS AND CASH FLOW | 6 Hours**

**Fee:** $69

**Prerequisites:** QuickBooks and Accounting Essentials or knowledge of basic accounting using QuickBooks Online. Students should have their own QuickBooks Online account either from the prior course or from their own business.

This course will cover how to create and understand the basic financial reports available in QuickBooks Online, as well as 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.

**Instructor:** Karen Dellaripa  
**Dates:** Tuesday April 9 & 16, 2019  
**Time:** 6:00 pm - 9:00 pm  
**Location:** 1600 Valley Road, Wayne, NJ 07013 Room 1020

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**NJ DIVISION OF REVENUE & TAXATION SMALL BUSINESS TAX WORKSHOP | 3 Days**

**Fee:** Free

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

**Instructor:** Alexis Derosa  
**Dates:** TBA  
**Time:** 10:00 am - 2:00 pm  
**Location:** Cotsakos College of Business  
1600 Valley Road, Wayne, NJ 07013, Room TBA
INTÉRPRETES DE HISPANOPARLANTES NUEVA JERSEY

VENA DE BIENES Y SERVICIOS AL GOBIERNO FEDERAL

The Business of Food will give current and potential food entrepreneurs candid insight from an expert into one of the largest industries in our area. The goal is to facilitate a real dialog about topics that are important to entrepreneurs in the food industry. This workshop is geared towards people looking to grow or launch a food business in New Jersey such as a restaurant, food truck, commercial food product development and/or artisan goods.

Instructor: Jerry Frungillo
Dates: Wednesday February 20, 2019
Time: 10:00 am - 1:00 pm
Location: Cotsakos College of Business
1600 Valley Road, Wayne, NJ 07470, Room 4032

For details and to register, please call The Passaic County Department of Planning and Economic Development Phone: 973-569-4720

SPANISH LANGUAGE CLASSES

¿ES USTED UN (A) EMPRENDEDOR(A)?
Este seminario patrocinado por William Paterson University SBDC, es para ayudar a todas aquellas personas que están pensando en empezar un negocio pequeño. 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
Dates: Martes March 29 & May 29
Time: 11:00 am
Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

COMO HACER UN PLAN DE NEGOCIOS
Este seminario te ayudará a desarrollar un plan de trabajo para presentarlo a posibles inversionistas o prestadores. Los topicos de esta clase incluyen: mercadeo, finanzas, diseño de organizacion; resumen ejecutivo, programas de prestamos de la SBA, y como solicitar para prestamos de negocios. Este entrenamiento en bien informativo y se impartira en español. Proveerá a los asistentes conocimientos de como hacer estudios de investigacion en todas las áreas de los negocios.

Instructor: Reina Valenzuela
Dates: Martes February 12 & June 11
Time: 3:00 pm
Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

ECONOMIC DEVELOPMENT CONFERENCES

February 15, 2019: Marketing
March 15, 2019: Opportunity Zones
April 12, 2019: Fair housing
May 17, 2019: Business Incentives
June 7, 2019: Human Resources Essentials

Time: 8:30 am - 12:30 pm
Location: Cotsakos College of Business
1600 Valley Road, Wayne, NJ 07470, Room: Auditorium

PROGRAMAS DE CERTIFICACIÓN Y CATEGORÍAS SOCIO-ECONÓMICAS

¿ES USTED UN (A) EMPRENDEDOR(A)?
Este seminario patrocinado por William Paterson University SBDC, es para ayudar a todas aquellas personas que están pensando en empezar un negocio pequeño. 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.

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Instructor: Reina Valenzuela
Dates: Martes February 12 & June 11
Time: 3:00 pm
Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505
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: March 4 – May 9, 2019
Days: Monday, Wednesday & Thursday
Time: 9:30 am - 2:30 pm
Fee: $2,800 (includes one certification exam)
Course Number: T030D

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: March 4 – March 21, 2019
Days: Monday, Wednesday, Thursday
From: 9:30 am - 2:30 pm
Fee: $800
Course Number: T031D

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: March 25 – April 11, 2019
Days: Monday, Wednesday & Thursday
From: 9:30 am - 2:30 pm
Fee: $800
Course Number: T032D

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: April 15 – May 2, 2019
Days: Monday, Wednesday & Thursday
Time: 9:30 am - 2:30 pm
Fee: $800
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: May 6 – May 9, 2019
Days: Monday, Wednesday & Thursday
Fee: $400
Time: 9:30 am - 2:30 pm
Course Number: T034D

MICROSOFT PROJECT CERTIFICATION WITH VISIO AND ACCESS

Microsoft Project is the industry standard tool to build project plans, and gives you practical experience applying project life cycle concepts. You will learn to define project tasks, phases, resources, and materials. You will then use Project to build project plans and track actual work against the plan. This certification is appropriate for people who plan projects with multiple phases; customize project reports and communicate project information and status. 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.

Instructor: Frank Asciutto
Dates: Open Enrollment
Time: Online Course
Fee: $1,100
Course Number: T006A
MICROSOFT PROJECT | 15 Hours
Microsoft Project is the industry standard tool to build project plans and applying project life cycle concepts. You will learn to define project tasks, phases, resources, and materials. You will then use Project to build project plans and track actual work against the plan. This course is appropriate for people who plan projects with multiple phases; customize project reports and communicate project information and status.

Instructor: Frank Asciutto
Dates: Open Enrollment
Time: Online Course
Fee: $345
Course Number: T036B

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

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

ACCESS | 25 Hours
Learn to build complete business applications with Microsoft Access. Access provides many database features for the management of information and data reporting. Learn the basic concepts of structuring data using tables, creating input forms and designing reports. And then go beyond the basics with data sharing, query building, macros, data importing and connecting Access to other Microsoft products.

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

SOCIAL MEDIA AND MARKETING

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

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

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

- Facebook
- Twitter
- Blogs
- LinkedIn
- Google+

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.

The following topics will be covered:
- Introduction to Blogging
- Introduction to Social Media
- Social Media Tools
- Social Media Management: Monitoring & Analysis
- Integrating Social Media into Marketing Strategy

Instructor: Kimberly Casamento
Dates: March 18 – April 18, 2019
Days: Mondays & Thursdays
Time: 6:00 pm - 8:30 pm
Fee: $699
Course Number: B095
DIGITAL GRAPHIC DESIGN CERTIFICATION | 50 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 using the latest versions of the most in-demand software programs in the digital design industry today – Photoshop, Illustrator and InDesign. In addition, the course now includes WordPress for the rapid development of web pages.

Students will learn to use Photoshop for image preparation and Illustrator to create original graphics and stylized text for both print and digital media. We then bring these visual elements together using InDesign to structure page content/layout for both printing and ePubs, 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: February 12 – April 18, 2019
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.

Adobe Creative Suite Programs integrated into the course:
- Photoshop
- Illustrator
- InDesign
- Bridge
- Acrobat

Instructor: Frank Asciutto  Dates: April 30 – June 6, 2019
Days: Mondays & Wednesdays  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 compliment and reinforce the material. Topics: advanced functions, Tables and PivotTables, presenting data visually, conditional formatting, Charts, PivotCharts, SmartArt, Data Tools, working with external data, productivity and customization.

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

Instructor: Frank Asciutto  Dates: January 26 – February 23, 2019
Time: 9:30 am - 12:00 pm  Days: Saturdays  Fee: $450

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

Instructor: Frank Asciutto  Dates: February 4 – February 13, 2019
Days: Mondays & Wednesdays  Time: 5:30 pm - 8:00 pm  Fee: $299
Second Session: April 15 – April 24, 2019
Instructor: Frank Asciutto

Word Fast Track Workshop - Mail Merge
Learn all the features of Word Mail Merge including the creation of form letters, labels, and envelopes, and customized email messages. We start with the basic 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:** March 11, 2019  **Time:** 5:30 pm - 8:00 pm  **Fee:** $75

**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:** March 13, 2019  **Time:** 5:30 pm - 8:30 pm  **Fee:** $75

**EXCEL ADVANCED - 10 HOUR FAST TRACK**
Tie multiple Excel concepts together to create Visual Dashboards. Build dynamic and interactive Dashboards that show key metrics, historical data and key performance indicators. Topics: Advanced Tables, PivotTables, PivotCharts, Slicer, Timeline, Conditional formatting and creating powerful Excel Dashboards by combining these visual elements on one spreadsheet.

**Instructor:** Frank Asciutto  **Dates:** February 25 – March 6, 2019  **Time:** 5:30 pm - 8:00 pm  **Fee:** $299

Second Session: April 29 – May 8, 2019

**POWERPOINT BASIC TO INTERMEDIATE - 10 HOUR FAST TRACK**
Presentations offer the chance to persuade, inform, educate, sell and entertain. Gain the skills to create powerful and professional presentations using PowerPoint. Learn the basics of “how to” use PowerPoint and incorporate “best practices” to ensure your presentations stay on message. Topics: Slide Layouts, Master Slides, Design Themes, Templates, managing graphics, Slide Transitions, and basic animation techniques.

**Instructor:** Frank Asciutto  **Dates:** March 18 – March 27, 2019  **Time:** 5:30 pm - 8:00 pm  **Fee:** $299

**POWERPOINT ADVANCED ANIMATION - 10 HOUR FAST TRACK**
With a little creativity PowerPoint animation possibilities are endless. Gain a whole new perspective on animations and transform the way you work. Showcase your skills with engaging PowerPoint presentations and share it on web sites and social media. This course is designed for both the business professional and creative hobbyist. Topics: Motion Paths, combining multiple animation effects, Sequencing and the Animation Timeline, Triggers, incorporating video, editing multiple video sequences, export options, uploading to Youtube and social media.

**Instructor:** Frank Asciutto  **Dates:** April 1 – April 10, 2019  **Time:** 5:30 pm - 8:00 pm  **Fee:** $299

**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:** March 13, 2019  **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:** May 13 – May 22, 2019  **Days:** Monday & Wednesday  **Time:** 5:30 pm - 8:00 pm  **Fee:** $299

**MAINFRAME CERTIFICATION PROGRAMS**

**z/OS Associate Certificate**
Intro to z/OS and Major Subsystems • z/OS Networking  
**z/OS Security • Linux on z/VM • z/VM**  
**Course Number:** P127

**z/OS Professional Certificate**
z/OS Advanced Topics • z/OS Reliability Availability Serviceability and Problem Determination • z/OS Emerging Technologies  
**Course Number:** P128

**z/OS Expert Certificate**
z/OS Installation • DB2 Fundamentals  
**Course Number:** P129

**z/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, Pamansa Zhechen, Phil Tully  
**Time:** 5:30 pm - 8:30 pm  **Fee:** $3600 Per Certificate

For questions call Johanna Prado at (973) 720-3035.

**INTRO TO z/OS AND MAJOR SUBSYSTEMS**
**Dates:** March 4 – March 27, 2019  
**Days:** Mondays, Tuesdays & Wednesdays  
**Time:** 5:30 pm - 8:00 pm (Last class 6 pm - 10 pm)


CompTIA

THE COMPTIA A+ SPECIALIST PROGRAM
The CompTIA A+ course will build upon students’ existing user-level knowledge and experience with personal computer software and hardware in order to present fundamental concepts and techniques that technicians will use every day on the job. Upon completing this course, students will gain the essential skills and technical expertise necessary to install, upgrade, configure, troubleshoot, optimize, repair and perform preventative maintenance on basic personal computer hardware and operating systems.

The CompTIA A+ course provides students with the basic knowledge and skills necessary for a career in PC support. The course is designed to fully prepare students to sit for and pass the CompTIA A+ 220-801 and 220-802 certification exams. The exam covers a broad range of hardware and software technologies that is not tied to any specific vendor products. Examinees must successfully complete 2 parts for the exam – Essentials and Practical Applications modules. Provided both modules are passed within a 90-day period, successful candidates will receive CompTIA A+ Certification. Course topics include installation, configuration, preventive maintenance of PC hardware components, and the basics of networking, security, virtualization, desktop imaging, and deployment. Students will also gain knowledge of diagnostic and troubleshooting processes for various types of technical issues.

Dates: Open Enrollment
Time: Online Course
Fee: $1,499
Course Number: P026

COMPTIA N+ NETWORK SPECIALIST
Computer Technology Industry Association (CompTIA) N+ training offers mid-level certification to network professionals. Designed to ensure competency of network technicians in configuring and supporting TCP/IP clients and the OSI model, CompTIA N+ training and certification ensures students have the skills necessary for hardware setup, network design, cabling, configuration, installation, troubleshooting and support. Earning CompTIA N+ Certification means that the individual possesses the knowledge and skills necessary to be a successful network professional offering a nationally recognized and industry-recognized credential for experienced network technicians. Indeed, the most widely known technology companies recommend or require CompTIA N+ Certification for their networking technicians.

The CompTIA Network+ course provides students with the basic knowledge and skills necessary to become an IT network practitioner. This course is designed to fully prepare students to sit for and pass the CompTIA Network+ Certification exam. Students will gain the knowledge and skills necessary to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructure as well as describe networking technologies, understand basic design principles, adhere to wiring standards, and use testing tools. This course offers a technical prerequisite option for IT technicians seeking to join the Apple Consultants Network and is recognized by various federal and state government agencies. Additional job roles for prospective candidates include network technician, network installer, network administrator, help desk technician and IT cable installer.

Dates: Open Enrollment
Time: Online Course
Fee: $1,499
Course Number: P028

COMPTIA S+ SECURITY SPECIALIST
Computer Technology Industry Association (CompTIA) S+ training designates knowledgeable professionals in the field of IT security. As an international, vendor-neutral credential, CompTIA S+ certification ensures successful students gain competency in network security, compliance and operational security, common/possible threats and vulnerabilities, application, data and host security, access control and identity management as well as cryptography. Earning CompTIA S+ Certification signifies to employers that candidates will apply their knowledge of security concepts, tools and procedures to prevent security breaches, react accordingly to any security incidents and anticipate further security risks in order to effectively guard against them. Many well-known companies, government contractors and government agencies employ CompTIA S+ certified staff in order to ensure the quality of their work and CompTIA S+ is also one of the options for certifications required by the US Department of Defense for both military personnel and contractors engaged in information security activities.

The CompTIA Security+ course provides students with the basic knowledge and skills necessary to become an IT security professional. This course is designed to fully prepare students to sit for and pass the CompTIA Security+ certification exam. Students will gain the knowledge and skills necessary to identify risk and participate in risk mitigation activities as well as provide infrastructure, application, operational and information security. They will also acquire the knowledge necessary to apply security controls to maintain confidentiality, integrity and availability, as well as how to identify appropriate technologies and products. Finally, students will gain an awareness of applicable policies, laws and regulations with regard to IT security. Prospective job roles for successful candidates include security engineer, security architect, security assurance technician, security consultant/specialist, systems administrator, network administrator and security administrator. CompTIA N+ certification plus 2 years of technical networking experience with a focus on security is recommended for success on the exam.

Dates: Open Enrollment
Time: Online Course
Fee: $1,499
Course Number: P027
PROGRAMMING

JAVA PROGRAMMING SPECIALIST
Java is a programming language and computing platform running on hundreds of millions of personal computers worldwide and billions of devices across the globe including mobile devices and televisions. If you own a computer, smartphone or other device, chances are you’ve interacted with some form of Java. Designed to be less complicated than many of its predecessors, Java is easily accessible for most programmers and enables them to develop computer programs faster and easier than ever before.

As the number one development platform and the number one language used for enterprise programming and development, Java training offers students the opportunity to learn the universal Java programming language and technology in order to develop robust programs and applications quickly and efficiently using any platform. In fact, the Java platform can be used with many software applications including all Windows versions, Solaris, Unix open source operating systems and the Apple operating software as well as most Web browsers allowing for great interaction and usability.

Java developers work across all areas of the computer programming field writing software that will run on many different kinds of devices. Often used by application developers, web developers or operating system engineers, all of these professionals use Java Programming on a daily basis. Moreover, Java developers are needed to integrate their code with software already written in other languages such as HTML5 or C++ and are in high demand as this industry moves at a faster and faster clip. So pervasive across the growing programming fields, certification in Java is a great way for new entrants to break into the field and prove their expertise to prospective employers and can help to secure higher salaries as well. The Java Programming I course is designed to prepare students to sit for the Oracle Certified Associate, Java SE 7 Programmer exam.

**Dates:** Open Enrollment  
**Time:** Online Course  
**Fee:** $1,499  
**Course Number:** P029

PROGRAMMABLE LOGIC CONTROLLERS
The Programmable Logic Controllers program will provide the basic technical skills and knowledge necessary to work with electrical control systems typically found in an industrial environment. The program investigates the operation of various control systems including both discrete and analog control devices. Emphasis is placed on the use and programming of PLCs in a complex industrial control system. This highly innovative distance education program combines state-of-the-art PLC simulation with interactive multimedia curriculum. The program content is delivered on CD-ROM and is supported through the Virtual Campus which provides online testing, technical and tutorial support. Technical and tutorial support is provided via e-mail and telephone. The program is designed to allow students to complete all aspects of the program and receive a PLC Technician certificate while studying at home using a highly interactive learning package.

The learning materials consist of a CD-ROM with 19 modules containing text, audio, animations, computer-based testing, and PLC simulation software.

**Dates:** Open Enrollment  
**Time:** Online Course  
**Fee:** $1,800  
**Course Number:** S006
ONLINE TECHNOLOGY PROGRAMS

Crystal Reports XI | $499
Receive a fundamental understanding of Crystal Report concepts by learning how to build reports, use formulas, build groups, work with records, and create charts. Follow Jason Manibog, expert instructor, as he teaches you many advanced features including the use of running totals, working with cross-tab reports, and utilizing sub-reports. Additionally, you will develop an understanding of Open Database Connectivity (ODBC) drivers, inner and outer joins, Structured Query Language (SQL), and updating and verifying data sources.

Cisco Network Training Series | $2,499
CompTIA Cloud+ CV0-001 | $899
CompTIA IT Fundamentals FC0-U51 | $799
CompTIA Linux+ | $899
CompTIA Mobility+ MB0-001 | $899
Cisco CCNA & CCNP Training Series | $1,500
Cisco CCNA Complete Set | $999
Complete IT Training Series
(CompTIA, Cisco, Microsoft) + Live Labs | $2,499

CYBER SECURITY TRAINING PROGRAMS

Complete End-user Cyber Security Training | $899
Cyber Security & Forensics Certificate Series | $1,499
IT Cyber Security Certificate Series | $1,999
Oracle Certificate Training Series | $1,299

BUILD GAMES & APPLICATIONS

Create HTML5 Games From Scratch | $199
HTML 5 Game Development for Coders | $199
Make HTML5 Games with No Coding Required | $399
Begin to Build Android Apps Within an Hour
No Coding Required | $299
Build a Mobile App for Your Small Business in 1 Hour | $299
Build iPhone and iPad Apps with Xcode for Beginners | $299
Build Your First Android App with Java | $299
Developing Android Mobile Apps for Business | $299
Easily Build Mobile Apps and Mobile Websites with Conduit Mobile | $199
Mastering Your iPhone & Android Phone Series | $899
Objective C Programming: iOS App Development Starts Here | $399

HEALTH & MEDICAL

MEDICAL ASSISTANT/ MULTI-SKILLED HEALTHCARE PROFESSIONAL/PCT | 300 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, electrocardiology (EKG), medical data entry and billing, and phlebotomy techniques. This program includes a mandatory 160-hour externship. Students will take the American Registry of Medical Assistants examination upon completion of the program.

Instructor: Yolanda Evgeniou
Dates: February 25 – May 3, 2019
Days: Monday – Wednesday (8:00 am - 1:30 pm)
Thursday & Friday (8:00 am - 3:30 pm)
Fee: $2,999
Course Number: H005B
*(Includes books, materials, and ARMA fees, payment plan available) *(Additional fees: $75 is required for the CPR certifications, $19.95 for Stethoscope, $29.95 for malpractice insurance and $30 for blood pressure machine)

PATIENT CARE TECHNICIAN CERTIFICATION TRAINING PROGRAM | 135 Hours
The patient care technician (PCT) performs routine tasks under the supervision of a doctor or nurse in monitoring the patient's condition and providing basic patient care. Our PCT training curriculum will demonstrate knowledge of medical terminology, anatomy and physiology, clinical skills, vital signs, electrocardiography (EKG), phlebotomy, infection control, nursing aide in long term care, and medical records. This PCT program is a great way to start a career in the healthcare industry.

Instructor: Yolanda Evgeniou
Dates: February 25 – May 1, 2019
Days: Mondays, Tuesdays & Wednesdays
Time: 8:00 am - 1:30 pm
Fee: $2,499
Course Number: H112

ICD-10 REIMBURSEMENT SPECIALIST CERTIFICATION PROGRAM – ONLINE | 240 Hours
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. Detailed training will include: using the coding manuals, understanding coding guidelines, applying the ICD-10
coding steps and more. Quizzes and examinations for diagnoses and procedures will be administered during this training.

**Instructor:** Yolanda Evgeniou  
**Dates:** Open Enrollment  
**Time:** Online Course  
**Fee:** $3,000  
**Course Number:** H006

Call Kevin Goskowski at (973) 720-2732 for more information.

### THE PHARMACY TECHNICIAN PROGRAM | 120 Hours

The need for pharmacy technicians continues to grow with demand expected to increase substantially through 2018. Approximately 400,000 technicians, who work under the supervision of registered pharmacists in hospitals, pharmacies, and other healthcare settings, will be employed by the year 2018 to meet our nation’s growing healthcare demands.

The goal and purpose of the pharmacy technician program is to prepare the student to work as a pharmacy technician and take the Pharmacy Technician Certification Board (PTCB) examination. The instruction will include pharmacy calculations, medical terminology, common disease state pharmacotherapies, pharmacy law and regulations, interpretation of prescriptions as well as medication orders, dosage forms, routes of administration, basic pharmacology, and institutional and community practice modalities. Labs will be included in the instruction. The instructor will also share anecdotes of their practice experience as an instructional method.

**Instructor:** Robin Garcia R.Ph.  
**Dates:** February 20 – June 27, 2019  
**Days:** Wednesdays & Thursdays  
**Note:** No class due to Holiday Observance  
**Time:** 6:00 pm - 9:00 pm  
**Fee:** $1,499  
**Course Number:** P001

### ONLINE HEALTHCARE

- Certified HIT Security Manager (CHSM) | **$1,499**
- Certified Healthcare Technology Professional (CHTP) | **$799**
- Certified PQRS Healthcare Professional (CPHP) | **$899**
- Certified EHR Office Manager (CEOM) | **$1,499**
- Certified HiPAA Security Professional (CHSP) | **$899**
- Legal Nurse Consulting Certification | **$1,500**
- Medical Office Specialist with Transcription Training | **$2,699**
- Medical Administration Certification | **$1,200**
- Expert Certificate Course in Medical Transcription for either the Physician’s Office, Hospital or Home Based Business | **$1,999**
- Medical Scribe Online | **$1,999**
- Medical Office Specialist Training with Microsoft Office | **$2,499**
- Comprehensive Medical Transcription Training | **$1,599**
- Introduction to Bloodborne Pathogens | **$2,499**

### 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:** March 4 – March 20, 2019  
**Days:** Mondays, Tuesdays & Wednesdays  
**Time:** 8:00 am - 1:30 pm  
**Fee:** $899  
**Course Number:** P005

### THE PHARMACY TECHNICIAN PROGRAM – ONLINE | 350 Hours

This comprehensive program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s (PTCB) exam. Course content includes key topics such as the pharmacy medical terminology, pharmacy calculations and measurements, the pharmacy practice in multiple environments, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will also review dosage calculations, drug classifications, the “top 200 drugs,” I.V. flow rates, the dispensing of prescriptions, and much more.

**Dates:** Open Enrollment  
**Time:** Online Course  
**Fee:** $1,699  
**Course Number:** P017
THE DENTAL ASSISTANT PROGRAM – ONLINE
The purpose of this program is to familiarize students with all areas of administrative and clinical dental assisting and the responsibilities required to function as an assistant in a dental practice.

Students who complete this comprehensive course would be prepared to sit for the Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) exam, and the DANB - Infection Control Exam (ICE). In many states, DANB-RHS certification is required to work in dental radiography. In addition to facilitating entry-level administrative positions, this course is ideal for students interested in pursuing a future formal dental hygienist program.

Dates: Open Enrollment  
Time: Online Course  
Fee: $1,699  
Course Number: P018

THE DIALYSIS TECHNICIAN PROGRAM – ONLINE
This Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of dialysis technicians.

Dialysis technicians and aides should have or be pursuing a high school diploma or GED. This program is designed to cover the key objectives of the leading dialysis technician certification exams. Although some students do immediately pursue certain certifications, most national exams require job experience for formal dialysis technician certification.

Dates: Open Enrollment  
Time: Online Course  
Fee: $1,699  
Course Number: P019

THE EKG TECHNICIAN PROGRAM – ONLINE
This EKG Technician program prepares students to function as EKG technicians. This course covers the following key areas and topics:

EKG Technicians should have or be pursuing a high school diploma or GED. There are several EKG technician national certification exams that are available to students.

Dates: Open Enrollment  
Time: Online Course  
Fee: $1,699  
Course Number: P021

SOCIETY & LAW

NEW! 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. This is accomplished under the strict supervision of highly experienced instructors. F4B will provide each student with all the tools needed to successfully complete the demanding requirements mandated by the NJ Police Training Commission (PTC).

Our team of experienced instructors, in conjunction with expert fitness, academic and medical professionals accredited by only the most reputable global training institutions, will guarantee success. We thrive on respect, professionalism, and hard work. We understand the urgency and the need-to-succeed from our students. Thus, we exist to adequately prepare our students to be FIT4BASIC. This certificate includes EMD/911 Dispatch and CPR Certification.

Instructor: Robert Gromb, Fit-4-Basic
Dates: March 16 – May 25, 2019
Days: Monday – Friday and every other Saturday  
(Schedules are subject to Change)
From: 6:00 pm - 10:00 pm (Saturdays – 8:00 am – 9:30 am)  
(Schedules are subject to Change)
Fee: $1,599  
Course: P165

CRIME SCENE FORENSIC CERTIFICATE | 12 Hours
Crime Scene Forensics Course is designed for students who wish to develop knowledge and skills in the field of forensics and become law-enforcement professionals at the Local, State or Federal levels.

Crime Scene Management
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.

Responsibility of the Responding Officer:  Students will now the officer's duties and responsibilities at the scene, and possess the knowledge and skills necessary to perform those duties.
1. Ensure officer safety and the safety of others present
2. Ensure medical aid for the injured
3. Preservation and control of crime scene

Major Types of Evidence Covered:  Students will be able to identify the necessary steps to mark or package and tag each kind of evidence in a manner which is consistent with proper chain of custody.
4. Non-biological liquids
5. Firearms and their weapons
6. Knives and other sharp objects
7. Biologicals (blood, saliva, other bodily fluids)
8. Drugs, cash jewelry, and other valuables

Preparing Crime Scene Notes:  Students will possess the ability to prepare satisfactory crime scene notes and provide for the satisfactory disposition thereof.

Crime Scene Documentation:  Students will possess the ability to prepare crime scene sketches. (i.e.: photograph, sketches, video recording, etc.)

Instructor: Robert Gromb, Fit-4-Basic
Dates: May 13 – June 10, 2019
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 thirty-two (32) hour State of New Jersey approved course provides the next level of certification for personnel that are already Basic Telecommunicator Certified (BTC). It is required for anyone working for a Police Department or other agency that receives requests for medical assistance from the general public and dispatches EMS units. Topics covered include responsibilities of the Emergency Medical Dispatcher (EMD), legal and liability issues, giving medical instructions by telephone and the use of emergency medical dispatch guide cards. This course includes more than a day and a half of role playing involving simulated 9-1-1 medical calls. Students who successfully complete this course will possess the fundamental skills to handle 9-1-1 medical calls. These program offers (21) elective CEU's to qualify as Emergency Medical Technicians.

Instructor: Robert Gromb, Fit-4-Basic
Dates: April 15 – April 26, 2018
Days: Monday – Saturday
From: 6:00 pm - 9:30 pm
(Saturdays: 8:00 am – 5:00 pm)
Fee: $649
Course: P167

CYBERSECURITY CERTIFICATE | 12 Hours
Gain a critical understanding of the technological needs, threats, and weaknesses in cybersecurity. This course will enhance your knowledge and provide you with tools and protocols needed to navigate, use, and manage security technologies, as well as, gain insight into the legal, social, and political dynamics of the cyber universe.

Instructor: Robert Gromb, Fit-4-Basic
Dates: January 23 – February 13, 2019
Days: Wednesdays
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: March 18 – April 8, 2019
Days: Mondays
From: 6:00 pm - 9:00 pm
Fee: $299
Course Number: P151B

HOMELAND SECURITY AND TERRORISM CERTIFICATE | 12 Hours
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.

Instructor: Robert Gromb, Fit-4-Basic
Dates: February 4 – February 13, 2019
Days: Mondays
From: 6:00 pm - 9:00 pm
Fee: $299
Course Number: P151A

SELF-EMPOWERMENT 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.

Dates: April 2019
Time: 4:00 pm - 6:00 pm
Fee: $25
Course Number: E317
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: February 26, 2019
Time: 6:00 pm - 9:00 pm
Fee: $35
Course Number: W047

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

Instructor: Scott Wordsman
Dates: March 13, 2019
Time: 6:00 pm - 9:00 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 read examples from some of the great memoirists of our time. Come prepared to write!

Instructor: Judy Hall
Dates: April 27, 2019
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: May 25, 2019
Days: Saturdays
Time: 9:00 am - 12:00 pm
Fee: $35
Course Number: W045

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

Instructor: Judy Hall
Dates: June 22, 2019
Days: Saturdays
Time: 9:00 am - 12:00 pm
Fee: $35
Course Number: W043

ONLINE PROFESSIONAL WRITING PROGRAMS

Advanced Technical Writing | $399
Intermediate Technical Writing | $399
Introduction to Technical Writing for Industry | $399
Technical Communication, an Introduction for Current Technical Writers, Editors and Designers | $399
Technical Communication Techniques & Principles for Project Managers | $299
Tools of the Trade for Technical Writers | $199
Writing Professional | $1,299

www.wpunj.edu/cpe
NEW! ENTREPRENEURSHIP CERTIFICATE
(For High School Students)

Program Overview: The Young Entrepreneurship Certificate Program is designed to introduce high school seniors to the fundamentals of entrepreneurship. This program will explore the various aspects of why entrepreneurship occurs, how it occurs, and what is needed for it to be sustained. Students will have an opportunity to think critically by putting the pieces of the entrepreneurship puzzle together. They will also gain practical experience by developing their business idea into a conceptual business model and business plan, create a marketing plan, and craft a sales pitch to sell their entrepreneurial idea.

Program Objectives
By the end of this program, the students will be able to:
- Define entrepreneurship, its related vocabulary and business terms
- Identify and discuss well-known entrepreneurs and existing companies
- Give examples of problems/gaps that were solved/filled by entrepreneurs
- Describe why entrepreneurship is an attractive business option for some people and not others
- Understand and state the purpose of an Executive Summary
- List and define the basic legal business entities
- Share the variety of ways entrepreneurial companies seek financing
- Explain a real-life problem/gap, in their own words
- Explain and apply the S.M.A.R.T. goal concept to outline a process for developing focused ideas
- Create a conceptual business model and business plan from an entrepreneurial idea
- Identify target markets and create marketing messages to get noticed
- Present, communicate, and sell their entrepreneurial idea confidently and clearly

Instructor: Annette Baron, Michael Gatlin and Ron Jones
Dates: March 2 – June 15, 2019
Days: Saturdays
Time: 9:00 am - 12:00 pm
Fee: $1,199

DIGITAL GRAPHICS DESIGN – PORTFOLIO BUILDER
(For High School Students Only)

Digital Graphics Design Portfolio Builder 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.

Adobe Creative Suite Programs integrated into the course:
- Photoshop
- Illustrator
- InDesign
- Acrobat
- Bridge

Course Projects:
1. Movie Poster
2. Wildlife Map
3. Identity Packaging
4. Advertising Samples
5. Digital Painting
6. Photo Gallery Web Page

Creative Suite topics incorporated within these projects:
- Camera Raw features and workflow
- Automation and Batch Processing
- Correcting lighting and exposure problems
- Making Curves and Color Balance Adjustments
- Bridge features and working with the Output Panel
- Photo Retouching, Repairing and Enhancing
- Blending Mixed Media
- Portrait Composition
- Composite Imagery as Smart Objects
- Presenting multiple layout variations using Layer Comps
- Using Gradients and Patterns to create custom backgrounds and textures
- Adjustments using Blending Modes and Layer Styles
- Type Styles and Editing
- Compound Paths and Shape Builder
- Freehand Drawing and working with Brushes
- Creating and Incorporating 3D Objects in your Design

Instructor: Frank Asciutto
Dates: March 2 – June 15, 2019
Days: Saturdays
Time: 9:00 am - 12:00 pm
Fee: $1,199

PHLEBOTOMY CERTIFICATION
(For High School Students Only)

This 50-hour Phlebotomy Technician Certification Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology, anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Note: There is no outside externship rotation included with this program.

Instructor: Yolanda Evgeniou
Dates: March 2 – June 15, 2019
Days: Saturdays
Time: 9:00 am - 12:00 pm
Fee: $1,199
CRIME SCENE FORENSIC CERTIFICATE | 52 Hours
(For High School Students Only)
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
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.

Responsibility of the Responding Officer: Students will now the officer’s duties and responsibilities at the scene, and possess the knowledge and skills necessary to perform those duties.
1. Ensure officer safety and the safety of others present
2. Ensure medical aid for the injured
3. Preservation and control of crime scene

Major Types of Evidence Covered: Students will be able to identify the necessary steps to mark or package and tag each kind of evidence in a manner which is consistent with proper chain of custody.
1. Non-biological liquids
2. Firearms and their weapons
3. Knives and other sharp objects
4. Biologicals (blood, saliva, other bodily fluids)
5. Drugs, cash jewelry, and other valuables

Preparing Crime Scene Notes: Students will possess the ability to prepare satisfactory crime scene notes and provide for the satisfactory disposition thereof.

Crime Scene Documentation: Students will possess the ability to prepare crime scene sketches. (i.e.: photograph, sketches, video recording, etc.)

Instructor: Robert Gromb, Fit-4-Basic
Dates: March 2 – June 15, 2019
Days: Saturdays
From: 9:00 am - 12:00 pm
Fee: $1,199

SAVE THE DATE

SELF-EMPOWERMENT PROFESSIONAL DEVELOPMENT WORKSHOP
Date: April 2019
Visit us at wpunj.edu/youthprograms to learn about our Saturday University programs, as well as previews and updates about Summer 2019.