



FALL
2025

**COLLEGE OF ADULT AND
PROFESSIONAL STUDIES**



Professional Certificates and Training Course Catalog

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/caps>

If you experience difficulty with online registration, please call for assistance (973) 720-2354

- Be sure to include daytime and evening telephone numbers, as well as your email address to receive notification about potential cancellations.
- Online payment is by credit card or electronic check.
- Once you register and payment is processed, you are automatically enrolled in your course.

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 of any cancellations or changes to workshop/conference/schedules. If you do not receive an email confirmation, please call for assistance (973) 720-2354

For updates on university closures due to inclement weather including program rescheduling, please visit www.wpunj.edu/caps

Cancellation Policy

Online Only Courses

- No refunds will be issued.

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 processing fee, \$25 or 5% of the registration fee, whichever is greater).
- No refunds will be issued if less than five days' notice is given.
- No refunds are issued for failure to attend workshops/conferences/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 processing fee, \$25 or 5% of the registration fee, whichever is greater)
- Any cancellations after the first day will be refunded 50% of fee, cost of materials and charged 5% of the registration fee or \$25, whichever is greater.
- No refunds will be given after the second class.

Courses Cancelled by WPU

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

For all cancellation requests, please notify us by email: certificateprogram@wpunj.edu

Or call for more information regarding refunds (973) 720-2354.

Customized Training Programs

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. Professional Certificates and Training (PCT) 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.

- Adobe Creative Cloud
- Agile
- Clinical Medical Assistant
- Introduction to Leadership Development
- Microsoft Office (Beginner, Intermediate, and Advanced)
- Non-Profit Management
- Patient Care Technician
- Phlebotomy Technician
- Project Management
- Sales and Customer Service Training
- SHRM-CP
- SHRM-SCP
- Social Media and Marketing
- Six Sigma Professional Certification

...and many more!

**For more information,
please call (973) 720-2354 or email
certificateprogram@wpunj.edu**

Become an HR Changemaker with Our SHRM Certification Prep Course

Why Choose Our SHRM Certification Prep Course?

Increase your chances of passing your SHRM-CP® or SHRM-SCP® exam by enrolling in our expertly designed program. We combine the renowned SHRM Learning System with the personalized support of our SHRM-certified instructors to offer you a flexible, effective way to prepare. The SHRM Learning System tailors your study plan to your unique experience, knowledge, and career goals, helping you master the SHRM Body of Applied Skills and Knowledge® (SHRM BASK®) and build the confidence to ace your certification exam.

SHRM Certified Professional (SHRM-CP)

For HR professionals who are engaged in implementing policies and strategies, serving as the point of contact for staff and stakeholders, delivering HR services, and performing operational HR functions.

SHRM Senior Certified Professional (SHRM-SCP)

For HR professionals who are engaged in developing strategies, leading the HR function, fostering influence in the community, analyzing performance metrics, and aligning HR strategies to organizational goals.

Instructor:	Latisha Newby, Esq., SCP, PHR
Dates:	February 2026
Days:	Mondays & Wednesdays
Online:	6:30 - 8:30pm
Fee:	\$1740.00
Course Number:	B056

Scan for More Info!



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Digital Graphic Design Design

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. Students will learn to use Photoshop for image preparation and Illustrator to create original graphics and stylized text for both print and digital media. We then bring these visual elements together using InDesign to structure page content/layout for printing and electronic distribution. This is an introductory course and no experience with Adobe Creative Cloud is required. Participants will need access to the Adobe Creative Cloud software. This program includes one voucher for an Adobe Certified Associate Exam.

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**Become certified in Adobe,
QuickBooks, or Microsoft
Office!**

**Info on testing and
certifications on our website.**

**Instructor: Frank Ascitutto
Dates : Fall 2025
Days : Tuesdays & Thursdays
Online, 5:30 - 7:00pm
Fee : \$1250.00
Course Number : T015**

Healthcare Programs

Clinical Medical Assistant Certification

Our Clinical Medical Assistant program prepares students to perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. This program includes certification for Clinical Medical Assistant and Phlebotomy.

Instructor: Monica Angamarca, RN-BSN • **Dates:** February 2026

Days: M,T,W,TH, F • **Time:** 9am - 3pm • **Fee:** \$6000 • **Course #:** H001

Phlebotomy Technician Certification

The Phlebotomy Technician Certification (PTC) program at William Paterson University is a comprehensive, hands-on experience designed to prepare students for the PTC certification exam. Students in this program will be instructed in topics such as professionalism and regulatory compliance, infection control and safety, patient identification, assessment, and site preparation. This program includes the Phlebotomy Technician Certification.

Instructor: Monica Angamarca, RN-BSN • **Dates:** February 2026

Days: M,T,W,TH • **Time:** 9am - 2pm • **Fee:** \$1980 • **Course #:** H003

**CMAC and PTC Exams are administered through
the American Medical Certification Association**



Classes beginning Spring 2026
Registration is open today!





Career Training Programs

The Professional Certificates and Training is excited to announce a new partnership with ed2go, bringing a wide range of career training programs to adult learners and working professionals. These flexible, online programs are designed to help individuals gain in-demand skills and industry-recognized certifications in fields such as healthcare, technology, business, and more! Whether you're looking to advance in your current role or pivot to a new career, these courses offer practical, real-world training to support your goals. Enrollment is now open, with start dates available year-round to fit your schedule!

Arts and Design

- [Adobe Certified Professional in Video Design](#)
- [Digital Game Artist Certificate](#)
- [Marketing Design Certificate](#)

Business

- [Agile Analyst Certification \(AAC\) Prep](#)
- [Business Operations Specialist](#)
- [Certified Six Sigma Green Belt and Black Belt](#)
- [Certified Supply Chain Professional \(CSCP\)](#)
- [Chartered Tax Professional with Microsoft Excel \(Voucher Included\)](#)
- [Human Resources Professional](#)
- [Lean Six Sigma Green Belt \(Exam Cost Included\)](#)
- [Mastering Project Management with PMP® Prep](#)
- [Nonprofit Manager](#)
- [Professional Grant Writing](#)

Computer Applications

- [AutoCAD Basics](#)
- [AutoCAD Certification Training \(Voucher Included\)](#)
- [Crystal Reports](#)
- [Microsoft Office Specialist \(MOS\) Associate Certification Training \(Voucher Included\)](#)
- [Microsoft Office Specialist \(MOS\) Expert Certification Training \(Voucher Included\)](#)
- [Professional Bookkeeping with QuickBooks Online \(Voucher Included\)](#)

Computer Science

- [Data Analytics Course](#)
- [Front-End Web Developer](#)
- [Full Stack Software Developer](#)
- [Python for AI](#)
- [Python for Machine Learning & Data Science](#)

For a full list of
our online
programs, scan
here!



Career Training Programs (cont.)

Construction and Trades

- Certified Manufacturing Associate (CMfgA) (Voucher Included)
- Certified Manufacturing Engineer (CMfgE) (Voucher Included)
- Certified Manufacturing Technologist (CMfgT) (Voucher Included)
- Leadership in Energy and Environmental Design (LEED) (Exam Cost Included)
- NABCEP Certification- PV Associate (Exam Cost Included)

Health and Fitness

- Certified Pharmaceutical Sales Representative (Exam Included)
- Certified Professional Life Coach (Exam Included)
- Certified Professional Medical Auditor (Voucher Included)
- Clinical Dental Assistant (Voucher Included)
- Medical Billing and Coding (Voucher Included)
- Mental Health Technician (Voucher Included)
- NASM Certified Trainer and Exam Prep (Voucher Included)
- Pharmacy Technician (Voucher Included)
- Registered Behavior Technician Training (Voucher Included)

Information Technology

- AZ-104: Microsoft Azure Administrator
- Certified AWS SysOps Administrator (Voucher Included)
- Certified Cloud Security Professional (CCSP)
- Certified Ethical Hacker (Voucher Included)
- Certified Information Systems Security Professional (CISSP)
- Certified Network Defender (CND) (Voucher Included)
- Cisco CCNA Certification Training (Voucher Included)
- Cisco CCNP Collaboration: CLCOR & CLICA (Voucher Included)
- CompTIA A+ (Vouchers Included)
- CompTIA S+ and N+ (Vouchers Included)
- Linux Foundation Certified System Administrator (LFCS) (Voucher Included)
- Management for IT Professionals
- MS-102: Microsoft 365 Administrator (Voucher Included)

Legal

- Certificate in Mediation and Arbitration
- Certificate in Family Mediation
- Certified Legal Secretary
- Certified Paralegal (Voucher Included)



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**Don't miss out
on valuable
financial
assistance.
Browse our
grant-eligible
workforce
development
programs and
take the next
step toward
your goals.**



Scan QR code or [click here](#)
for a list of programs



**For a full list of our online programs, please visit
<https://careertraining.wpunj.edu/>**



Professional Certificate Programs

Discover rewarding and in-demand online career training courses to prepare you for a new career or help you advance within your current occupation. Start your learning journey to obtain new skills and train for industry-recognized certifications today!

Accounting & Finance

- [Accounting Fundamentals Series](#)
- [Accounting with QuickBooks Online](#)
- [Financial Planning](#)
- [Business Budgeting for Beginners](#)
- [QuickBooks Online Series](#)

Administration

- [Administrative Assistant Suite](#)
- [Basic Computer Skills](#)
- [Computer Skills for the Workplace](#)
- [Creating a Successful Business Plan](#)

Arts and Design

- [Designing Effective Websites](#)
- [Discover Digital Photography](#)
- [Photography Suite](#)

Computer Science

- [Artificial Intelligence and Machine Learning](#)
- [Blockchain Fundamentals](#)
- [SQL Series](#)

**COLLEGE OF ADULT AND
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 ed2go

Professional Certificate Programs (cont.)

Health & Fitness

- [Become a Optical Assistant](#)
- [Certificate in Legal and Ethical Issues in Healthcare](#)
- [Certificate in Medical Cannabis](#)
- [Certificate in Mindfulness](#)
- [Certificate in Perinatal Issues](#)
- [Certificate in Stress Management](#)

Marketing & Sales

- [Digital Marketing Suite](#)
- [Effective Selling](#)
- [Marketing Your Nonprofit](#)

Management & Leadership

- [Introduction to Nonprofit Management](#)
- [Leadership Suite](#)
- [Nonprofit Suite](#)
- [Starting a Nonprofit](#)

Writing

- [A-Z Grant Writing Series](#)
- [Advanced Grant Proposal Writing](#)
- [Creative Writing Suite](#)
- [Grant Writing](#)

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