



Warren
County Community College

FALL
2017



CONTINUING ED

Career Training and Professional/Personal Enrichment Programs

445 Marshall Street • Phillipsburg, NJ 08865 • www.warren.edu





Warren

County Community College

The Department of Continuing Education of Warren County Community College offers quality job training programs in allied health and business, active adult 55+ classes, classroom and online computer courses, personal/professional development and youth programs. Call (908) 689-7613 for more information or to register. Financial assistance may be available for career programs.

INTERESTED IN A NEW HEALTHCARE CAREER?

LEARN WHAT YOU LOVE, LOVE WHAT YOU LEARN!

PLEASE JOIN US FOR AN INFORMATIONAL SESSION TO EXPLORE HEALTH CAREERS

THURSDAY • JANUARY 11, 2018 • 6 pm-8 pm

PLEASE RSVP TO (908) 689-7613 FOR THIS FREE EVENT. NEW HS GRADS WELCOME!

According to the Bureau of Labor Statistics, the 2010-2020 projections for healthcare and social assistance industry is projected to create about 28% of all new jobs created in the U.S. economy. The healthcare industry is expected to grow by 33% or 5.7 million new jobs. This employment growth is driven by an aging population, longer life expectancies, and new treatments and technologies.

- Certified Nursing Assistant
- Medical Assistant
- Certified Nursing Assistant
- Phlebotomy Technician
- Dental Assistant
- Therapeutic Massage
- Pharmacy Technician
- Medical Biller/Coder
- Medical Office Front Desk Receptionist
- Dialysis Technician
- ER Technician
- Certified Medication Aide
- Veterinary Assistant
- Physical Therapy Aide
- Pilates Instructor Certificate Program
- Personal Trainer
- CNA to CHHA Dual Certification
- Histology Assistant (NEW!)
- Chiropractor Assistant (NEW!)

ATTENTION: ASPIRING SCHOOL ADMINISTRATORS/SUPERVISORS!

NEW COHORT FORMING FOR FALL 2017



Warren

County Community College



We have teamed up to present Seton Hall University's Nationally Recognized M.A./Ed.S. Programs in Education Leadership at a special discount. Courses are online and onsite on the Phillipsburg campus!

For more information please call 908-835-2432

FINANCIAL ASSISTANCE RESOURCES

TRAINING GRANTS

You may be eligible to receive funding for job skills training if you are unemployed, under-employed, working part-time or receiving public assistance.

To determine your eligibility, please call for more information:

Employment & Training Services: Morris/Sussex/Warren (908) 859-0400
NJ Division of Vocational Rehabilitation (908) 852-4110
Hunterdon/Somerset Employment & Training (908) 541-5780 or (908) 788-1328

READY TO WORK NJ

To be eligible for this program, you must:

1. Be a legal NJ resident, 18 years or older and have a HS diploma, GED or higher.
2. Have been unemployed or underemployed for six months or longer.
3. Have experience and/or skills applicable in current job market or interest to begin a new career.
4. Have official proof of unemployment or underemployment status.

CALL (570) 228-7354 FOR MORE INFORMATION.

SCHOLARSHIPS

Continuing Education Career Training Scholarships are available through the Warren County Community College Foundation and the Women's Leadership Council ~ United Way of Northern NJ for those that qualify. **Call (908) 689-7613 for scholarship application.**

ARE YOU 16-24 YEARS OLD AND IN NEED OF JOB SKILLS?

You may be eligible to receive a grant for an in-demand training program.

Call today and speak with the Morris/Sussex/Warren Youth Services Employment Counselor located at the WCCC Phillipsburg Education Center 908-878-0209

FULL TIME CAREER PROGRAMS ELIGIBLE FOR GRANTS

- Medical Assisting
- Certified Nursing Assistant
- Dental Assisting
- Pharmacy Technician
- Therapeutic Massage
- Phlebotomy Technician
- Veterinary Assistant
- Commercial Driver's License (CDL)
- Certified Fiber Optics Technician
- Computerized Accounting Career Program
- Computer Skills for Business/MOS Certification Prep
- English as a Second Language

Workforce Development Programs assist their communities by creating a more highly skilled workforce so America can remain competitive in the global marketplace. The skills of the workforce provide the basis for all economic growth and development. **The Department of Continuing Education at Warren County Community College** is committed to the adult learner—we have the passion to change lives.

The Department of Continuing Education specializes in short-term career training programs designed for students who are eager to enter the world of work for the first time or the experienced worker wishing to upgrade their skills. Programs include job search assistance through one-on-one resume preparation, job search planning, and group workshops. **Please see above for financial resources.**



WCCC IS PROUD TO OFFER COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING PROGRAMS

IN PARTNERSHIP WITH E-Z WHEELS DRIVING SCHOOL, INC

CDL A – TRACTOR TRAILER DRIVING TRAINING..... COST: \$3,995

This 200-hour program prepares you to obtain a CDL Class A license with every possible endorsement except passengers. This license will enable you to operate any commercial truck of any size, including but not limited to tractor trailers and straight trucks. You will not be able to drive vehicles transporting passengers.

CDL B – STRAIGHT TRUCK TRAINING..... COST: \$3,050

This 160-hour program prepares you to obtain a CDL Class B license with every possible endorsement except passenger and combination vehicles. This license will enable you to operate any commercial straight truck. You will not be able to drive combination vehicles such as tractor trailer or vehicles transporting passengers.

CDL B WITH PASSENGER ENDORSEMENT BUS TRAINING..... COST: \$3,050

This 160-hour program prepares you to obtain a CDL Class B license with every possible endorsement except combination vehicle. This license will enable you to operate any commercial straight truck and or a bus with or without air brakes.

CDL A PLUS PASSENGER ENDORSEMENT TRACTOR TRAILER & BUS TRAINING.. COST: \$4,550

This 240-hour program prepares you to obtain a CDL Class A & B license with every possible endorsement. This license will enable you to operate any type of commercial vehicle, including but not limited to tractor trailers, buses and straight trucks.

ROLLING ADMISSIONS To qualify for CDL you must be:

- At least 18 years old (21 to drive state-to-state)
- Possess a valid NJ driver's license

*NJ MVC fees, fingerprints, and medical requirements are not included in the tuition

For more information visit <http://www.warren.edu/cdl-training-programs/> or call (908) 689-7613

ONLINE LEARNING ANYTIME, ANYWHERE...JUST A CLICK AWAY!

We offer over 300 convenient, effective and affordable online courses. Each online course comes equipped with a patient and caring instructor and our courses are project-oriented including lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office at any time of the day or night. **For more information or to register, visit our online course catalog at www.ed2go.com/wccc.**

TEACHERS get your professional development hours online!

ONLINE COURSES FOR TEACHING PROFESSIONALS

- Creating a Classroom Website
- Singapore Math: Number Sense and Computational Strategies
- Reading Strategies Suite
- Teaching Students with Learning Disabilities
- Educator's Fundamentals Series
- A to Z Grant Writing
- ...and much more!

FEATURED ONLINE COURSES

- HTML and CSS Series
- Computer Networking Suite
- SAT/ACT Prep Course
- Microsoft Excel – Pivot Tables
- Supply Chain Suite
- Certificate in Infectious Diseases and Infection Control
- Start Your Own Online Business
- Medical Spanish Series
- Grammar Refresher

ONLINE CAREER CERTIFICATE PROGRAMS

- Senior Professional in Human Resources
- Certified Ethical Hacker
- Professional Certificate in Tech Fundamentals
- Apache Cassandra Training
- CCBA Certification Training
- iOS App Developer
- MSP Foundation and Practitioner Certification Training
- Certified Internal Auditor
- Fitness Business Management

IMPROVE YOUR ENGLISH IN 4 WEEKS!

ENG603A1

Is English your second language? Do you want to improve your speaking, reading, writing, and listening skills? This class will focus on helping students increase their skills in all four areas of English language usage. You will have the opportunity to increase your vocabulary, improve your spoken and written expression in English, and gain greater confidence in communicating in everyday situations. Each student receives individual attention and encouragement. The program includes textbooks targeted to the different levels of the students ability, computer lab access, and a variety of activities and learning opportunities.

Sept 25–Oct 23, 2017

Mon–Thurs 9:00 am–2:30 pm (No Class 10/16/17)

Phillipsburg Ed Center

Room P112

Cost: \$720 + textbooks

ENGLISH AS A SECOND LANGUAGE

ENG604A1

This course meets the needs of non-native speakers who wish to increase their English speaking, reading and writing skills so they may obtain employment or begin a non-credit job training program. This comprehensive program is offered 20-hours per week for 8 weeks. Sessions include small group instruction and individual attention.

Sept 25–Nov 17, 2017

Mon–Thurs 9:00 am–2:30 pm (One Friday 11/17/17)

Phillipsburg Ed Center

No Class 10/16/17

Cost: \$1,440 + textbooks

Room P112

CAREER PROGRAMS

COMPUTER SKILLS FOR BUSINESS – MOS CERTIFICATION PREP OFA604A1

This intensive 240 hour program prepares the student for a career in today's ever-changing business environment. The majority of occupations today require computer proficiency as well as other professional skills. The goal of this course is to graduate each student with skills that are sought after in any industry. MS Windows, Word, Excel, PowerPoint and Outlook 2013 are covered with emphasis on preparing the student for Microsoft's Word and Excel MOS (Microsoft Office Specialist) Certification. Other professional skills such as Business Writing, Customer Service and Soft skills are covered to present a marketable set of skills to employers. Writing a resume and job search training is included. *Prerequisites: High school graduate or GED and basic computer skills.*

Sept 11–Dec 8, 2017

Mon, Thurs, Fri

8:30 am–4:00 pm

Phillipsburg Ed Center

Room P103

Cost: \$3,110 + textbooks

COMPUTERIZED ACCOUNTING CAREER PROGRAM WITH MOS CERTIFICATION PREP ACC649A1

This 360-hour information packed program focuses primarily on accounting procedures and accounting software programs. The class is introduced to basic accounting principles and then advances to QuickBooks Pro 2015 and MS Windows, Word, Excel and Outlook. To enhance the student's marketability for employment, the student will be prepared for Microsoft Word and Excel MOS (Microsoft Office Specialist) Certification. Class assignments are based on actual workplace projects to prepare the student for employment in the accounting and business fields. Business writing, keyboarding, accounts payable, accounts receivable, general ledger, payroll, financial statements, as well as other accounting policies and procedures are covered. Writing a resume and job search training is included. *Prerequisites: High school graduate or GED, basic computer skills and an interest and aptitude in working with numbers.*

Sept 11–Dec 8, 2017

Mon–Fri

9:00 am–3:30 pm

Phillipsburg Ed Center

Room P103

Cost: \$3,500 + textbooks

CUSTOMER SERVICE TRAINING

CUSTOMER SERVICE EXCELLANCE-MAXIMIZE YOUR COMMUNICATION SKILLS

BIZ610A1

You never get a second chance to make a first impression when you communicate—whether in-person, on the phone, or in writing—with customers, whether internally within your company or externally to others outside of your company. Topics include: three components of communication, active listening skills, questioning techniques, telephone etiquette, professionalism (do's and don'ts), keys to relationship building and developing rapport, organizing and writing with purpose, email etiquette, how to stay calm AND problem solve, handling complaints, and stress and anger management techniques.

Tues & Wed, Nov 14 & 15

9:00 am–4:30 pm

Fri, Nov 17

9:00 am–3:30 pm

Phillipsburg Ed Center

Room P155

Cost: \$ 199



INTRODUCTION TO QUICKBOOKS 2015 ACC613A1

Topics covered include the accounting cycle, analyzing, classifying, recording and summarizing accounting data, concepts of gross income, adjusted gross income, taxable income, deductions, exemptions, and credits as well as understanding financial statements while learning common QuickBooks functionality including purchase orders, enter and pay bills, account payables, estimates and sales orders, invoicing, account receivables, writing checks and making deposits/ receiving payments and recording credit card purchases.

Wed, Oct 11–Nov 8, 2017 6:00 pm–9:00 pm
Phillipsburg Ed Center Room P103
Cost: \$165 + textbook

INTERMEDIATE QUICKBOOKS 2015 ACC614A1

After mastering common functionality of QB I, this course covers topics including the makeup of an integral chart of accounts, account reconciliation, payroll & payroll liabilities, job costs, inventory & inventory management, report generation and manipulation, plus the time saving/cost cutting process and customization functionality of QuickBooks.

Wed, Nov 15–Dec 20, 2017 6:00 pm–9:00 pm
No class 11/22
Phillipsburg Ed Center Room P103
Cost: \$165

INTRO TO COMPUTERS DAYTIME CRASH COURSE FOR BEGINNERS CMP692A1

This course is designed to introduce the student to basic computer skills including: how to start and run Windows; using the taskbar, the start button, the help feature, minimize/restore/down/maximize/close; using the left and right mouse buttons appropriately; understanding file management techniques; navigating between files, folders, and drives; and tips and tricks for use of windows web browser program and internet search. Seniors welcome.

Tues, Sept 19 & Sept 26, 2017 9:00 am–3:30 pm
Phillipsburg Ed Center Room P102
Cost: \$64

MS WORD 2013 DAYTIME CRASH COURSE FOR BEGINNERS CWP606A1

Create, edit, and format documents using MS Word.
Wed, Oct 4 & Oct 11, 2017 9:00 am–4:30 pm
Phillipsburg Ed Center Room P102
Cost: \$145 + textbook

MS POWERPOINT 2013 DAYTIME CRASH COURSE FOR BEGINNERS CGR601A1

Combine text, clip art and graphics to create professional presentations using PowerPoint.

Tues, Oct 24, 2017 9:00 am–4:30 pm
Phillipsburg Ed Center Room P102
Cost: \$75 + textbook

MS EXCEL 2013 DAYTIME CRASH COURSE FOR BEGINNERS CSS602A1

Explore the basics of Microsoft's powerful spreadsheet program.

Wed, Nov 1 & Nov 8, 2017 9:00 am–4:30 pm
Phillipsburg Ed Center Room P102
Cost: \$145 + textbook

NEW! STRENGTHS-BASED LEADERSHIP CERTIFICATE PROGRAM BIZ608A1

Our dynamic Leadership Development Certificate Program will give you the skills you need to become a more effective leader! This 24-hour program offers four sessions where you will learn to build effective leadership skills through a practical skills-based learning environment:

- Understanding Leadership, Leadership Traits and Development of Strengths Based Leadership
- Developing Leadership Skills and Creating a Vision
- Handling Conflict
- Ethics in Leadership and Overcoming Obstacles in Leadership

Please bring your lunch

Mon, Sept 25–Oct 23, 2017 9:00 am–3:30 pm
No class on 10/9
Phillipsburg Ed Center Room P155
Cost: \$299

GRANT-FUNDED TRAINING FOR EMPLOYEES OF NEW JERSEY BUSINESSES

Warren County Community College offers grant-funded training courses to employees of New Jersey-based businesses through grant funding from the NJDoL. Additionally, courses can be customized for your organization's employees with a group of 15 or more. To view the training schedule and course descriptions please go to <http://www.warren.edu/grant-funded-employee-training/>.

All participants must be registered prior to the first day of class. Space is limited. To register, contact Maija Amaro, Workforce and Industry Training Specialist, via email at mamaro@warren.edu.

GRANT WRITING COURSES

**GRANT WRITING SEMINAR I:
THE NUTS & BOLTS NPM609A1**

Join us for an overview of grant writing and remove the mystery of how and where to obtain funding for projects and for the organization. Successful grant writing requires knowing the basic foundation of grant writing including research. This class will take you through the entire process.

Lunch included!
Fri, Oct 27, 2017 9:00 am–3:00 pm
Phillipsburg Ed Center Room P155
Cost: \$79

**GRANT WRITING SEMINAR II:
COMPREHENSIVE APPROACH
TO WRITING & WINNING
GRANTS NPM613A1**

This comprehensive hands-on class will provide an opportunity for grant writers and future grant writers to experience grant writing. You will focus on creating outcomes, developing a budget, and all the tools necessary for a successful grant application. The class will put together an entire grant package from beginning to end. Lunch included!

Fri, Nov 3, 2017 9:00 am–3:00 pm
Phillipsburg Ed Center Room P155
Cost: \$79

ENTREPRENEURIAL COURSES

**MAXIMIZE YOUR MARKETING
BUDGET: CREATING A
MARKETING PLAN BUS885A1**

Learn how to understand your target market and position in that market and how to choose competitive tactics that fit your budget.

Tues, Sept 26, 2017 10:00 am - 2:00 pm
Phillipsburg Ed Center P117
Cost: \$55

**NEW! BUILDING YOUR HOLISTIC OR
EARTH-CENTERED BUSINESS BIZ612A1**

Launching any small business is hard work but a holistic, heart-centered business tends to face unique challenges. Many people that are attracted to the holistic health scene are not necessarily business-minded. This class will explore the successes, struggles, and common questions of launching your natural business. Come with your questions and biggest business challenges. First-time business owners to the experienced entrepreneur are welcome.

Tues, Oct 3, 2017 9:00 am – 12:00 pm
Phillipsburg Ed Center P136
Cost: \$45

**NEW! ESTABLISHING A WEB PRESENCE
FOR YOUR BUSINESS BIZ609A1**

This course is geared toward small business owners looking to establish an initial web presence for their business. You'll learn how to setup an effective social media profile and tips for keeping it going. You'll also learn how to setup and customize a simple business website. We'll also cover the benefits, costs and reasons to invest in a website for your business.

Tues–Thurs, Oct 10 & 12, 2017 6:00 pm – 9:00 pm
Phillipsburg Ed Center Room P103
Cost: \$79

**ADVANCED MARKETING STRATEGIES
FOR BUSINESS OWNERS BUS832A1**

Business owners today need to use all available marketing tools to stay afloat. New tools are being offered on a daily basis. The traditional ways of marketing have all but vanished. Learn the very latest in real-time, effective strategies to propel your business into the future.

Tues, Oct 24, 2017 10:00 am - 2:00 pm
Phillipsburg Ed Center Room P117
Cost: \$55

POWER NETWORKING BUS888A1

Do you use a form of networking to increase your business? Here's how to explode your sales with face-to-face and digital marketing secrets that informed professionals use. Power Networking will help you to turn new acquaintances and relationships into bottom line dollars on-line and in real-time. This is a no fluff, highly targeted workshop for service and retail businesses alike. Join us for hands-on, real-time networking skills that are guaranteed to triple your networking effectiveness.

Tues, Nov 7, 2017 10:00 am - 2:00 pm
Phillipsburg Ed Center Room P117
Cost: \$55

**NEW! TIME MANAGEMENT TO
INCREASE PRODUCTIVITY AND
LIVE THE LIFE YOU WANT BIZ611A1**

This class is designed specifically for the solo entrepreneur or small business owner to learn how to transform your to-do list into manageable areas of focus. Get the very most out of each and every day so you can spend more time doing what makes you fulfilled in life. Start exercising conscious control to increase effectiveness, efficiency or productivity.

Tues, Nov 21, 2017 9:00 am – 12:00 pm
Phillipsburg Ed Center Room P136
Cost: \$45



MEDICAL ASSISTING PROGRAM (DAYTIME)

One of the most highly recognized, nationally accredited programs, with graduates eligible to become Certified Medical Assistants through the AAMA.

This 760-hour full-time program includes: Anatomy/Physiology/Pathology, Medical Terminology, Pharmacology, Medical Laboratory, Clinical Assisting, Insurance/Coding/Managed Care, Computerized Office Procedures, Healthcare Law & Ethics, Psychology/Therapeutic Communications, Medical Office Procedures, 160-hour Externship (without remuneration), CPR/First Aid, and job search preparation. Prerequisites: 18 years of age, clear criminal history, HS diploma or equivalent, or current graduating H.S. senior, with knowledge of Windows and Microsoft Word. Must pass pre-admission testing and interview.

Mon–Fri, Aug 31, 2017–March 9, 2018 | 8:30 am–4:30 pm | Phillipsburg Ed Center Room P102/P110/P111
 Cost: \$5,449 + textbooks (approx. \$1,870)

To schedule an interview call Marianne Van Deursen at (908) 835-2430

- A.A.S. Degree Option available to students who complete the entire Medical Assisting program and wish to matriculate into the degree major. Please see program director for more information. Our program is fully approved by the American Association of Medical Assistants (AAMA) and is prepared to meet the demands of the healthcare system. The Medical Assisting career-track certificate program at Warren County Community College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education review Board (MAERB). Commission on Accreditation of Allied Health Education Programs: 1361 Park Street, Clearwater, FL 33756 ph: (727) 210-2350.

ONE OF THE MOST HIGHLY RECOGNIZED, NATIONALLY ACCREDITED PROGRAMS, WITH GRADUATES ELIGIBLE TO BECOME CERTIFIED MEDICAL ASSISTANTS THROUGH THE AAMA

EVENING MEDICAL ASSISTING

All Evening Medical Assisting Courses:
 Cost: \$445 + textbooks (excluding externship)
 Prerequisite: 18 yrs of age, HS Diploma or Equivalent.
 MED676 and MED677 are prerequisites for all other evening Medical Assisting courses.

INSURANCE/CODING/MANAGED CARE MED685B2

Sept 5, 2017–Jan 2, 2018
 Tues 6:00 pm–9:30 pm
 Phillipsburg Ed Center Room P110

MEDICAL OFFICE PROCEDURES MED686B1

Sept 6, 2017–Jan 3, 2018
 Wed 6:00 pm–9:30 pm
 Phillipsburg Ed Center Room P110

COMPUTERIZED OFFICE PROCEDURES MED687B1

Sept 7, 2017–Jan 11, 2018
 Thurs 6:00 pm–9:30 pm
 Phillipsburg Ed Center Room P102

PSYCHOLOGY AND THERAPEUTIC COMMUNICATION MED679B1

Sept 7, 2017–Jan 11, 2018
 Thurs 6:00 pm–9:30 pm
 Phillipsburg Ed Center Room P110

ANATOMY/PATHOLOGY/PHYSIOLOGY MED676B1

Sept 11, 2017–Jan 8, 2018
 Mon 6:00 pm–9:30 pm
 Phillipsburg Ed Center Room P110

MEDICAL TERMINOLOGY MED677B1

Sept 11, 2017–Jan 8, 2018
 Independent Study

HEALTHCARE LAW AND ETHICS MED682B1

Sept 11, 2017–Jan 8, 2018
 Independent Study

MEDICAL BILLER/CODER PROGRAM

Includes MED 676, 677, 682, 685, 687

FRONT DESK MEDICAL OFFICE COORDINATOR

Includes MED 676, 677, 682, 685, 686, 687

DENTAL ASSISTING DEN614A1

This 579-hour comprehensive program includes head and neck anatomy, dental anatomy/tooth morphology, preventive dentistry and nutrition, patient care/preparation, dental examination, infection control, restorative dentistry and special procedures, business office management, and accounts receivable/ payable. This program also includes the NJ State Dental Radiography Certificate (DEN626) and chair-side hands on clinical experience in a dental office. Students attend class on campus three days/week and are assigned to a dental office two days/week. *Prerequisites: HS diploma or equivalent, 18 years of age, or current graduating HS senior.*

Sept 13, 2017–April 16, 2018
 Mon–Fri 9:00 am–3:00 pm
 WCCC Main Campus Room E201
Cost: \$4,999 + textbooks

The Dental Assisting National Board (DANB) has officially recognized Warren County Community College's Dental Assisting program as meeting the National Entry Level Dental Assistant education eligibility, which will allow our graduates to sit for the NELDA certification examination. DANB's NELDA certification is composed of three component exams: Radiation Health and Safety (RHS); Infection Control (ICE); and Anatomy, Morphology and Physiology (AMP). Students must pass these three component exams in order to be eligible for the NELDA certification. This is an important stepping stone towards future CDA certification.

WCCC is the only program with NELDA certification in Warren, Sussex, or Morris County!!

CERTIFIED NURSING ASSISTANT

A Certified Nursing Assistant (CNA) assists patients with quality of life needs, under the supervision of a professional nurse. Upon satisfactory completion of this 100-hour program the student is eligible to take the NJ State Certification Exam (additional fees of \$76 payable to "PSI" required). Employment opportunities include long term care facilities, hospitals, assisted living facilities, medical day care centers, and rehabilitation centers. *Students must allow at least 6 weeks for the application process to be completed. All students must complete the application process prior to registration.*

To start your new career you must...

- be at least 18 years of age and possess a HS diploma or GED
- **call 908-689-7613 to schedule a mandatory informational interview**
- complete a physical exam, two-step TB test, and proof of flu shot or required to wear mask for clinical site.
- submit payment for a criminal background check (minimum fee of \$44) payable to TABB Inc.
- have a clear understanding of written and spoken English. Individuals for whom English is not the first language will be required to take the "Best Literacy Test" and achieve a score of 76 or above.

ALH600A1

Sept 19–Nov 17, 2016
 Mon, Tues, Thurs 9:00 am–3:00 pm
 No Class 10/9 & 11/23
 Phillipsburg Ed Center Room P107

Cost: \$989 + textbook

Interview Dates:

Aug 15, 2017 at 11am or Aug 17, 2017 at 2:30pm
Mandatory Orientation: 9/19/17 at 10:00am

95%

PASSING RATE of WCCC CNA students on NJ Dept of Health Certification Exam!

ATTENTION HEALTHCARE JOB SEEKERS

WCCC PHILLIPSBURG EDUCATION CENTER HEALTH CAREER JOB FAIR

Job Seekers are cordially invited to attend the WCCC Phillipsburg Education Center's Health Career Job Fair on **Thursday, August 10th from 2:00 – 6:00pm.**

Join us to explore new career opportunities with many local healthcare employers. Job Seekers are encouraged to bring their resumes.

Call 908-689-7613 for additional information.



DENTAL RADIOLOGY DEN626A1

This 70-hour program is approved by NJ Radiologic Technology Board of Examiners and includes the following: processing, quality assurance, radiation biology and safety, radiographic interpretation, and intra and extra oral exposure techniques. The laboratory portion (20-hours) includes mannequin simulation. The clinical portion (25-hours or until competencies are fully met) will be obtained through patient experience in a private dental office that has been identified by the student and approved by the NJ State Department of Environmental Protection. Upon successful completion of this course, students are eligible to sit for their licensure exam. *Prerequisites: 18 years of age and HS diploma or equivalent; of good moral character and submit a completed criminal history background check form, a working knowledge of dental anatomy.*

Thurs, Sept 7-Dec 21, 2017 6:30 pm-9:30 pm
 WCCC Main Campus Room E201
Cost: \$649 + textbooks

CERTIFIED HOMEMAKER HOME HEALTH AIDE (CHHA) ALH860A1

Upon satisfactorily completing this 76-hour NJ Board of Nursing approved program, you will be certified as a Homemaker- Home Health aide in the state of NJ. Employment may be found with Home Health and Hospice Agencies working out of a client's home. Employment of home health aides is expected to grow by 38% from 2014 - 2024 (much faster than average). (Occupational Outlook Handbook) Home Health Aides provide light housekeeping and homemaking tasks, including planning and preparing meals. CHHAs assist and provide companionship for people who are disabled, chronically ill, or cognitively impaired. They also help older adults who may need assistance with personal care. You will learn: personal care skills such as bathing, dressing, grooming, feeding and issues of mobility. Home health aides may be able to assist a client with their medications or check the client's vital signs under the direction and supervision of a professional nurse. *Certification Fees: \$80 (Money Order) payable to the NJ Board of Nursing, 2X2 passport photo required for first day of class. Prerequisites: Clear Criminal Background, a clear understanding of spoken and written English, HS diploma/GED and 18 years of age or older. Students must submit a "promise of employment" letter from a Licensed Home Care Provider to enter the program.*

Oct 3-Dec 5, 2017 6:00 pm-9:00 pm
 Tues, Wed, Thurs
 No class 11/22 & 11/23
 Phillipsburg Ed Center Room P107/117
Cost: \$825 + textbook

THERAPEUTIC MASSAGE CERTIFICATE PROGRAM

This 673-hour certificate program is designed to provide the student with all the basic skills necessary to begin a new career in massage therapy. The course is primarily therapeutic based with additional enhancing techniques added on as the courses progress. This program will expand periodically and additional courses will be added in order to meet the demands of the industry. Upon successful completion of courses, students will be eligible to apply for registration as a licensed massage therapist under NJ and PA law and also be qualified to take advanced training programs of their choice to further their career and education. Call 908-835-2333 for program details.

Mandatory Orientation 8/23/17, 6 pm, Room P107

MAS654A1

Sept 1, 2017-Aug 29, 2018
 Mon & Wed 6:00 pm-10:00 pm
 Fridays 9:00 am-4:00 pm
 and occasional Tues & Thurs evenings
 6:00 pm-9:00 pm
 Phillipsburg Ed Center Room P107
Cost: \$5,245 + textbooks

CONTINUING ED FOR MASSAGE THERAPISTS

AROMATHERAPY MAS637A1

This course will give a brief background on this ancient art, its history and modern day practices. The use of different essential oils, their general characteristics, and how to combine them both. Personal and professional use will be the focus of this hands on presentation. *Small material fee to create personal blend payable to instructor on the first day of class.* Open to anyone 18 yrs or older.

Fri, Sept 1, 2017 9:00 am-3:30 pm
 Phillipsburg Ed Center Room P107
Cost: \$69

NEW! INTRO TO DEEP TISSUE MASSAGE MAS688A1

Deep Tissue massage is the deeper version of Swedish Massage. Swedish Massage is used primarily to relax the client but Deep Tissue Massage addresses the deep muscle layers to help with chronic muscle pain. The class will address proper table height, body mechanics and a variety of massage strokes to address deep muscle layers, tendons and fascia. The benefits of Deep Tissue Massage are numerous; reduces stress and anxiety, lowers blood pressure, treats chronic back pain and reduces arthritic pain to name but a few. *Prerequisite: LMT or massage students proficient in Swedish Massage. Please bring a set of twin sheets and a pillow or bolster.*

Sept 19-Sept 21, 2017 6:00 pm-10:00 pm
 Tues & Thurs
 Phillipsburg Ed Center Room P107
Cost: \$89

MASSAGE FOR PREGNANCY MAS672A1

This course focuses on the special needs of the pregnant woman. Some client benefits include reduction of fatigue, stress, swelling of feet and ankles, and overall improved health. Benefits, indications and contraindications will be discussed, as well as proper massage techniques and positioning of your pregnant client. Must be familiar with Swedish massage. Open to healthcare professionals working with pregnant women, massage therapists and massage students! *Please bring a set of twin sheets, 3 pillows, small hand towel and a throw blanket. Certificate of completion will be awarded.*

Thurs, Sept 28, 2017 5:00 pm–10:00 pm
Phillipsburg Ed Center Room P107
Cost: \$69

INTRO TO REFLEXOLOGY MAS653A1

Come and learn about this ancient art of natural healing. Reflexology (zone therapy) is based on the principles and belief that there are reflexes and areas in the feet, hands and ears that correlate to every organ and part of the body. You will learn techniques through the application of pressure to the feet using special thumb, finger and hand movements. It is believed reflexology improves circulation, reduces stress, tension and pain, and fosters overall improved health.

Thurs, Oct 12, 2017 6:00 pm–10:00 pm
Phillipsburg Ed Center Room P107
Cost: \$49

INTRO TO SPA SERVICES MAS656A1

This course covers both the theory and practical application of salt/sugar scrubs and various types of body wraps. Choosing the right treatment for individual clients will also be discussed. This class is the classic blend of lecture, demonstration and hands-on experience. *Please bring: a sheet to protect the table- large piece of plastic fitting from neck to ankles – i.e.- plastic table cloth from \$1 store / 4 large leaf garbage bags cut open 4 bath towels- 2 hand towels- and a blanket or twin sized quilt.*

Thurs, Nov 9, 2017 6:00 pm–10:00 pm
Phillipsburg Ed Center Room P107
Cost: \$59

ALLIED HEALTH PROGRAMS

CERTIFIED PHLEBOTOMY TECHNICIAN ALH691A1

This 170-hour comprehensive program consists of 90 classroom hours, 30 hours of simulated lab, plus a 50 hour externship at Hackettstown/Warren Hospital. Course includes: medical terminology, anatomy and physiology, blood collection, specimen transport and processing, infection control and safety, quality control, confidentiality, and communication skills. Upon successful completion of this program, the student is eligible for national certification by AMT, fees of \$120.

Prerequisites: 18 years of age, HS diploma or GED, physical exam, fluid resistant lab coat, and protective eye wear.

Externship requirements: Minimum of 100 venipunctures (25 in simulated lab), criminal background check (minimum of \$104), physical exam with proof of immunization history including a 2-step Mantoux test. All costs associated with the externship requirements are the responsibility of the student and may be subject to change. Please note that externship hours are blended throughout the program and extend past the last didactic date of class.

Sept 18–Nov 29, 2017
Mon, Wed, Fri 9:00 am–1:00 pm
No class 11/22 & 11/24
Phillipsburg Ed Center Room P116

Cost: \$1,245 + textbook
Mandatory orientation for registered students Monday, 9/11/17 at 10:00 am

PET FIRST AID CERTIFICATION SPI840A1

Topics include: Pet First Aid Certification, Animal CPR, general pet care, preparing for and reacting to pet emergencies, animal behavior, hands on practical's, "best practice" tips, and planning and preparing for disasters. You must be 16 years of age or older to register for this course.

Wed, Nov 1, 2017 6:00 pm–10:00 pm
Phillipsburg Ed Center Room P155
Cost: \$81



COMING SOON!
DRONE COMMERCIAL PILOT TRAINING PROGRAM
CALL 908-835-2432 FOR MORE INFORMATION



PHYSICAL THERAPY AIDE PROGRAM ALH627A1

This comprehensive 50-hour Physical Therapy Aide Program prepares students for the growing field of Physical Therapy. The Physical Therapy Aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics. **Entry requirements: HS diploma or GED and 18 years of age. Note: This program does not include a national or state certification as part of its overall objectives.**

Sept 19–Nov 7, 2017
 Tues & Thurs 6:00 pm–9:30 pm
 Phillipsburg Ed Center Room P136
Cost: \$999 All materials included
Registration Deadline is Sept 13, 2017

PHARMACY TECHNICIAN ALH623A1

This comprehensive 50-hour 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: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture and hands on labs, students will review dosage calculations, drug classifications, the "top 200 drugs", I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parental nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. **This course will include an 80-hour externship. Additional fees to student for background check or drug test as determined by site. Prerequisites: 18 years of age, HS diploma or GED, strong basic math skills, clear understanding of written and spoken English. Requirements: arithmetic and reading comprehension placement tests.**

Oct 2–Nov 20, 2017
 Mon & Wed 6:00 pm–9:30 pm
 Phillipsburg Ed Center Room P112
Cost: \$1,299 all materials included
Additional fees to student to complete externship entry requirements.
Registration deadline Sept 25, 2017

NEW! PHARMACY TECHNICIAN CERTIFICATION REVIEW COURSE HCT600A1

This course provides a comprehensive review for the pharmacy technician preparing for the pharmacy technician certification exam. The course content includes topics often covered in exam questions including: Pharmacy calculations and compounding, common medication names and terminology, basic pharmacology and drug therapy, pharmacy laws and regulations, and the dispensing process. The course also includes mock examination questions similar to those used in past examinations to familiarize the student with the actual testing environment. **Prerequisites: HS diploma or GED, 18 years of age.**

Sept 11–Sept 27, 2017
 Mon & Wed 6:00 pm–9:00 pm
 Phillipsburg Ed Center Room P116
Cost: \$189 + textbooks

DIALYSIS TECHNICIAN PROGRAM ALH866A1

Under the supervision of physicians and registered nurses, Dialysis Technicians operate kidney dialysis machines, prepare dialyzer reprocessing and delivery systems as well as maintain and repair equipment. Technicians work with patients during dialysis procedures - including home dialysis, monitor and record vital signs, administer local anesthetics and drugs as needed. Dialysis Technicians must assess patients for any complications and must be ready to take necessary emergency measures. This program does not include a National or State certification as part of its overall objectives. No student internship or clinical rotation required. **Prerequisites: HS diploma or GED, 18 years of age, CNA, Phlebotomy Technician, or CMA, CPR Certification required for employment. Materials included.**

Registration Deadline Oct 3, 2017.
 Oct 9–Nov 29, 2017
 Mon & Wed (10 classes) 6:00 pm–9:30 pm
 Mon & Wed (last 5 classes) 6:00 pm–9:00 pm
 No Class 11/22/17
 Phillipsburg Ed Center Room P136
Cost: \$999 all materials included

SERVSAFE MANAGER FNM615A1

This course will satisfy the Chapter 24 Food Code requirements for personnel working in food service. Essentials is recommended for those re-certifying and/or those having one year food industry service. Certification test given on last day of class. **Textbook must be obtained and read prior to class. Text includes exam answer sheet. Please bring a bagged lunch.**

Nov 13 & 14, 2017
 Mon & Tues 9:00 am–1:30 pm
 Phillipsburg Ed Center Room P136
Cost: \$79 + textbook
Registration deadline Oct 31, 2017

**HYBRID PILATES INSTRUCTOR
CERTIFICATE PROGRAM**

This program is offered by Dual Star Pilates in collaboration with WCCC. WHO SHOULD ATTEND? Experienced Pilates instructors, Pilates enthusiasts with no prior teaching experience, physical therapists, students majoring in Exercise Science, Dance Education or Equestrian Training (as a supporting, specialized field of study), and massage therapists (as an additional source of revenue). *Prerequisites: 18 years or older, HS Diploma/GED (supply copy). Students must have a current CPR/AED and First Aid certification and health-care provider insurance, approx. cost \$100, from a list of approved providers before starting Spring 2018 semester. Computer requirements: MS Word and latest version of Adobe Acrobat Reader and Flash player.*

Call 908-835-2333 for detailed brochure or view online at Warren.edu.

**INTRODUCTION TO MAT PILATES
ALH872A1**

Introduction to Mat Pilates is a prerequisite to Mat 1 Pilates and Mat 2 Pilates.

Sept 18–Sept 23, 2017

Online & Sat 9/23/17 10:00 am–3:00 pm

Hunterdon Pilates Center

Cost: \$300 + textbook

Mandatory orientation Sept 13, 2017, 6-8 pm

Phillipsburg Ed Center Room P136

ALH872B1

Introduction to Mat Pilates is a prerequisite to Mat 1 Pilates and Mat 2 Pilates.

Sept 25–Sept 30, 2017

Online & Sat 9/30/17 10:00 am–3:00 pm

Hunterdon Pilates Center

Cost: \$300+ textbook

Mandatory orientation Sept 13, 2017, 6-8 pm

Phillipsburg Ed Center Room P136

PILATES MAT 1 AND 2

ALH885A1

Oct 3–Oct 26, 2017

Online & Tues/Thurs 12:00 pm–2:30 pm

Phillipsburg Ed Center Room P136

Cost: \$1,000

Call 908-835-2333 for detailed brochure

ALH885B1

Oct 31–Nov 22, 2017

Online & Tues 11/21 & Wed 12:00 pm–5:00 pm

Phillipsburg Ed Center Room P136

Cost: \$1,000

Call 908-835-2333 for detailed brochure

**INTRO TO PILATES
APPARATUS**

PIL602A1

Nov 28–Dec 16, 2017

Online & Sat/Sun 10:00 am–3:00 pm

Hunterdon Health & Wellness Center, Clinton NJ

Cost: \$700

**VETERINARY ASSISTANT
PROGRAM** **JOB622A1**

This 150 hour Veterinary Assistant program prepares the student to enter the field of veterinary medicine. Veterinary Assistants assist both Veterinary Technicians and Veterinarians in the care of animals. The curriculum's content of knowledge is aligned with NAVTA's "Essential Skills for Assistant Training" a national certifying agency for Veterinary Assistants.

Course Content includes:

- Office and Hospital Procedures
- Communication and Client Relations
- Pharmacy and Pharmacology ~ Medical Terminology
- Examination Room Procedures
- Animal Care & Nursing
- Surgical Preparation and Assisting
- Laboratory Procedures
- Diagnostic Imaging
- Blended 50 hr externship

In addition the course will provide the opportunity for the student to become "Pet First Aid/ CPR Certified" and obtain certification for "Certified Weight Coach" through Purina Veterinary Diets and complete a 50 hour externship to gain real world experience. Upon completion of the program students are eligible to become certified through MedCA visit www.medca.us (WCCC student testing fee discount available).

Career Pathway Opportunities

WCCC in partnership with St. Petersburg College, Florida provides students with the opportunity to earn their AS Degree in Veterinary Technology (Veterinary Technician) online distance program. WCCC students completing the Veterinary Assistant Program with a "B" or better are eligible to earn "Free Credit" for two of the required courses in the degree program.

According to the Occupational Handbook the demand for professional veterinary assistants has a 10% growth rate (as fast as average) from 2014 – 2024. Places of employment include: veterinary facilities, animal hospitals, rehabilitation facilities, animal shelters, and animal laboratories.

Educational Requirements

High School Diploma or GED, 18 years of age or older, strong math skills.

Oct 16, 2017–Feb 21, 2018

Mon & Wed 6:00 pm–9:00 pm

Nov 1 (pet CPR) 6:00 pm–10:00 pm

No Class 11/22, 12/25, 12/27, 1/1, 1/15

Phillipsburg Ed Center Room P116

Cost: \$1,799 + textbook



CERTIFIED FIBER OPTICS TECHNICIAN (CFOT)

This 3-day* introductory course explores the theory and history of fiber optics data transmission and is designed for anyone wanting to become certified in the basic installation, troubleshooting and testing techniques of installed fiber optics networks as required per industry standards. This program includes 85% hands-on activities by allowing you to build and test your own fiber optics network. *Prerequisites: Basic knowledge of computers, ability to speak and understand the English language.*

FOT600A0

Must Register by August 14, 2017

Aug 28–Aug 30, 2017

Mon–Wed 8:00 am–5:00 pm
Phillipsburg Ed Center Room P116

Cost: \$699

FOT600A1

Must register by November 17, 2017

Dec 4–Dec 6, 2017

Mon–Wed 8:00 am–5:00pm
Phillipsburg Ed Center Room P116

Cost: \$699

CERTIFIED FIBER OPTICS SPECIALIST IN TESTING & MAINTENANCE (CFOS/T)

This 2-day* advanced program is designed to offer specialist fiber optic training to anyone involved in the testing and maintenance of fiber optic networks. This course includes theory with 75% hands-on activities, testing both multimode and single mode fiber optic networks, maintenance of inside and outside plant fiber optic networks, testing standards, equipment and technological approaches used in fiber network testing and how to choose among them, study of ANSI/TIA/EIA-526-14A, OTDR Fundamentals and Uses, OTDR vs Insertion Loss Testing, Return Loss Testing, and Proper Maintenance of High-Performance Fiber Networks. *Prerequisites: CFOT course.*

FOT601A1

Must register by August 14, 2017

Thurs & Fri, Aug 31 & Sept 1, 2017

Phillipsburg Ed Center Room P116

Cost: \$675

CERTIFIED FIBER OPTICS SPECIALIST OUTSIDE PLANT (CFOS/O)

This comprehensive 2-day* program trains students for outside plant fiber optic installation. Aimed at technicians working in outside plant cabling for telecom, CATV, security, utilities, municipal networks, etc. This course introduces the student to industry standards governing the installation, testing, and troubleshooting of OSP fiber optics cable. Proper Mid-Span Access procedures will be demonstrated during class. Students will learn how to properly identify OSP fiber cabling types, recognize various outside plant closures used in OSP fiber installation, install, prepare, terminate, splice, and properly test and troubleshoot installed OSP fiber cable to existing standards. *Prerequisites: CFOT courses.*

FOT603A1

Must register by November 17, 2017

Dec 7 & Dec 8, 2017

Thurs & Fri 8:00 am–5:00pm
Phillipsburg Ed Center Room P116

Cost: \$775

**Hours may vary depending on enrollment. Certification: All exams given and graded on the last class day; All courses recognized by the US DoL and are sanctioned by the Fiber Optic Association (FOA)*

UNIFORM CONSTRUCTION CODE PROGRAMS

The following courses are approved for licensure by the New Jersey Department of Community Affairs (DCA) pursuant to NJAC: 5:23-5. These courses are open to anyone with an interest in construction and mandatory for those desiring licensure. Licensing questions should be directed to the Licensing Unit at (609) 984-7834 where you can obtain a licensing application packet. It is suggested that you review this packet before you take the course. Tuition reimbursement may be available. Classes must follow RCS, ICS, HHS sequence. The Uniform Construction Code Act and Regulations or "Blue Book" is a required text for any and all Uniform Construction Code Courses. Please contact the DCA's Publications Unit at (609) 984-0040 to order books.

BUILDING INSPECTOR RCS**CTC615A1**

Sept 19, 2017–Jan 11, 2018

Tues & Thurs 6:00 pm–9:00 pm
Phillipsburg Ed Center Room P104

Cost: \$890 + textbooks

ELECTRICAL INSPECTOR HHS**CTC607A2**

Sept 7, 2017–Dec 21, 2017

Thurs 6:00 pm–9:00 pm
Phillipsburg Ed Center Room P112

Cost: \$455 + textbooks



In Business or the
Healthcare Field?

FAST TRACK TO A NEW CAREER!



Sussex and Warren County Community College have partnered to offer a variety of programs under Skylands Professional Training. Here are some of the career training opportunities in business and health care offered at both locations.



HEALTH CARE TRAINING:

- Chiropractic Assistant
- CHHA (Phillipsburg)
- CNA (Phillipsburg)
- Dental Assisting (Washington)
- Dialysis Technician
- EKG Technician
- Essentials of Personal Training
- Histology Assistant Program
- Pet First Aid
- Pharmacy Compounding and Sterile Preparations
- Pharmacy Technician
- Phlebotomy Technician
- Therapeutic Massage (Phillipsburg)
- Veterinary Assistant



BUSINESS & PROFESSIONAL TRAINING:

- Basic Skills Workforce Training
- Commercial Driver's License (CDL)
- Customized Training for Local Industry and Business
- Fiber Optics Training
- Grant Writing I & II
- Pilates Instructor Certification
- ServSafe® Manager Certification
- Small Business Entrepreneurial Training



For more information visit:
sussex.edu/ce/skylands
or call 908.689.7613

PERSONAL ENRICHMENT

SAT/ACT PREP COURSE YOU674A1

This 32-hour SAT/ACT Prep class applies specific principles of standardized testing to the two primary admissions tests used by our nation's colleges and universities. Academic principles will be presented to optimize admission scores, college portfolios, and enhance possibilities to receive academic scholarships. Students will reinforce math, science and literacy concepts that appear on each test, and will demonstrate how to adapt this academic knowledge to the test questions and format. Practicing the timing of each segment of each test will also be included. Additionally, once the core test-taking principles have been taught, students will receive individualized tutoring to enable each student to achieve their optimal score. In addition to enhancing performances on the SAT and ACT tests, this course will help students in all of their high school and post-secondary classes as well. Guidance with the college application essay and the application process will also be discussed.

Mon, Sept 11–Dec 18, 2017 5:30 pm–7:30 pm
WCC Main Campus Room 208
Cost: \$499

AMERICAN SIGN LANGUAGE FOR BEGINNERS LAL651A1

Learn the essentials of this unique language through engaging lessons, memory building techniques, drills, music, games, and more. Some topics include: conversational signs, hand formations, basic vocabulary, grammar, finger spelling, and Deaf culture. You will even learn to sign a song. Anyone who has ever wanted to learn ASL should begin here. This course is eligible for 20 Teacher Professional Development hours.

Wed, Sept 13,–Nov 15, 2017 7:00 pm–9:00 pm
Phillipsburg Ed Center Room P104
Cost: \$175

CONVERSATIONAL ITALIAN SRC678A1

In this introductory course you will learn the basics of this beautiful language. The focus of this class will be conversational Italian - from greetings and useful phrases, to learning what to say as you navigate through your travels; dining, shopping and sightseeing. Join us for this fun interactive class and remove the phrase "non capisco" from your Italian vocabulary. Fun for all ages!

Wed, Sept 13–Nov 15, 2017 9:30 am–11:30 am
Phillipsburg Ed Center Room P117
Cost: \$169 + textbook



HOME FIREARM SAFETY COURSE

SPI850A1

This course follows well established, national standards on initial firearm training for thousands of students just like you. Designed for both men and women alike, this course covers safety, functioning, ammunition, marksmanship fundamentals, live fire on the range, storage, transportation, cleaning, selecting a firearm, and other shooting sports activities. Certified instructors are friendly, knowledgeable, and will be available to assist new shooters. *Students must be 18 years or older. Pistols, ammunition, and eye and ear protective equipment will be supplied.*

Sat, Sept 16, 2017 12:00 pm–4:00 pm

Phillipsburg Pistol Club

Cost: \$74

BEGINNING GOLF – THE LONG AND SHORT OF IT

This course is geared towards the beginner to high handicap golfer. You will learn drills you can practice at home or at the golf range. Lessons will include the short and mid-irons as well as the Woods, Pitching, Chipping, Full Swing, Putting and Sand/Bunker shots. One of the 6 lessons will be at a driving range and students are responsible for the cost of a bucket of balls. All other lessons, the balls will be provided. *Material fee of \$5 is payable to instructor first day of class. Please bring a water bottle and 9-iron with you to the first class. Open to anyone 18 yrs of age or older. Remember to wear sneakers.*

SRC695A1

Wed, Sept 13–Oct 18, 2017 10:00 am–11:30 am
WCCC Main Campus Meet at security desk

Cost \$89

SRC695B1

Wed, Sept 13–Oct 18, 2017 5:00 pm–6:30 pm
WCCC Main Campus Meet at security desk

Cost \$89

MINDFULLY HAPPY - WAKING UP TO LIFE

SPI878A1

Mindfulness is being in the present moment so you can experience a happy, healthy life. This class will give you the tools to live you authentic life more mindfully.

- Learn ways to make meditation part of your everyday life.
- Learn ways to live your authentic life by finding out your value system and what's important to you.
- Learn how to find more happiness in your life using the happiness habits and defining happiness for yourself.

Tues, Sept 19–Sept 26, 2017 6:00 pm–8:00 pm
WCCC Main Campus E105

Cost \$39

HOW TO FIND YOUR INNER PEACE

SPI875A1

Life can have many ups and downs. Knowing how to find your inner peace and steer your life from your calm, steady center can help you make better decisions, access your inner strength, and benefit you overall health. This class will acquaint you with many different methods to quiet your mind, calm your body, and be at peace. You will have the opportunity to experience relaxation techniques, guided imagery, writing your own affirmations, and more! Each person is unique, and you will find out which techniques are the most effective for you.

Tues, Oct 17 & Oct 24, 2017 6:00 pm–8:00 pm
Phillipsburg Ed Center Room P112

Cost: \$39

NEW!

NJ HUNTER EDUCATION PROGRAM!

****FREE NJ HUNTER EDUCATION COURSE TO OBTAIN YOUR NEW JERSEY HUNTING LICENSE****

The New Jersey Dept of Fish & Wildlife, in conjunction with Warren County Community College, offers FREE Hunter Education classes across the region. For more information and registration go to: <http://www.state.nj.us/dep/fgw/hunted.htm>

EXPLORE HUNTING KNOWLEDGE FOR THE NOVICE HUNTER

Many graduates from hunter education programs ask "What's my next step?" Without a mentor, the knowledge and skills needed to be successful are often out of reach. This program, taught by Division of Fish and Wildlife professionals and other carefully selected experts in their field, is meant to cut down that learning curve. Through classroom and hands on learning, this course covers firearm basics, upland bird, waterfowl, deer hunting and game processing. Whether you are a novice just getting into the sport or are looking for ways to become more successful, this is the course for you.

Prerequisite – All students need to show proof of hunter education or hunting license.

SPI879A1

Wed, Sept 20–Oct 25, 2017 6:00 pm–8:00 pm
no class 10/18

WCC Main Campus Room 123B

Cost: \$95

CURVY YOGA FOR BEGINNERS

REC663A1

Are you interested in the health benefits of Yoga but were afraid to give it a try? Curvy Yoga is a body positive yoga class for people of all shapes, sizes, abilities and age levels. Anyone can practice yoga; you just need the tips and techniques to create the practice for YOUR actual BODY! Students will learn: how to use yoga props and which ones are right for your body, proper breathing techniques, how to modify poses performed in "regular" classes, basic yoga terms and definitions in preparation to take an open yoga class at any facility. *Taught by THE ONLY certified Curvy Yoga teacher from Pittsburgh to Princeton!*

Thurs, Sept 21–Nov 9, 2017 6:00 pm–7:00 pm
Phillipsburg Ed Center Room P136
Cost: \$79

BODY WISDOM LEARNING THE LANGUAGE OF YOUR BODY

SPI876A1

Your body is constantly communicating with you. Not only does your body communicate about your physical issues, but it also lets you know how you are processing your emotional and psychological issues. In this class, you will learn how to understand the language of your body and gain access to an inner wisdom that can guide you in your health and all aspects of your life. There will be fascinating activities that will demonstrate the link between your thoughts, emotions, and body. You will also learn about your chakra system and what colors are associated with different areas of the body and how they can be used for healing.

Tues, Sept 26, 2017 6:30 pm–8:30 pm
Phillipsburg Ed Center Room P112
Cost: \$19

NEW! KITCHEN MEDICINALS: THE MEDICINAL VAUE OF COMMON HERBS AND SPICES

Join us as we explore the medicinal value of the common herbs and spices found in our kitchen cabinets. Learn how these herbs and spices work in our bodies to help reduce or eliminate health issues and how to prepare them. Class notes and samples will be provided. This fun and interactive class includes demonstrations of herbal preparations.

SPI877A1

Mon, Oct 16, 2017 10:00 am–12:30 pm
Phillipsburg Ed Center Room P107
Cost: \$25

SPI877B1

Thurs, Oct 19, 2017 6:30 pm–9:00 pm
Phillipsburg Ed Center Room P107
Cost: \$25

DRAWING IN PENCIL

SPI8661

Explore your creative side as you learn how to draw in pencil. This class is for ALL skill levels...those that have pondered their artistic side and those with advanced skills looking to have their work more polished. Join this local artist/author and unleash the artist within. *A \$20 material fee for supplies payable to instructor on first day of class. Registration deadline is Sept 15, 2017.*

Thurs, Sept 21–Nov 2, 2017 9:30 am–11:30 am
Phillipsburg Ed Center Room P136
Cost: \$119

PAINTING IN ACRYLIC

SPI867A1

Join us and learn the versatility of painting with acrylics; durable and flexible medium. Learn painting techniques using acrylic paint...from washing to dabbling and even flicking. Come and have some fun! This class is perfect for the beginner as well as the more advanced. *\$20 material fee for supplies payable to instructor on first day of class. Registration deadline is Sept 18, 2017.*

Tues, Sept 21–Nov 2, 2017 7:00 pm–9:00 pm
Phillipsburg Ed Center Room P107
Cost: \$119

ILLUSTRATING CHILDREN'S BOOKS

SPI820A1

Come and learn about Children's book illustrations! Great for artists and/or authors. You will learn how to structure your book, develop characters and make your words come to life! Good course for beginners who don't know where to start or the more advanced who need help perfecting their work. *\$15 materials fee payable to instructor first night of class. Registration deadline is Sept 21, 2017*

Wed, Sept 27–Nov 1, 2017 7:00 pm–9:00 pm
Phillipsburg Ed Center Room P105
Cost: \$99

IT'S SEW EASY LEARN – THE BASICS FROM A-Z

SPI813A1

You will first learn and practice sewing techniques along with seams, darts, pleats, and hemming. You will then pick a pattern from the class list and create your garment. No prior experience necessary. Sewing machines are provided. *A \$6 material fee is payable to instructor the first night of class. Students will need to purchase their own material, pattern and notions for chosen outfit. Class size limited. Register early!*

Thurs, Sept 28–Nov, 16, 2016 6:30 pm–8:30 pm
No class 10/19
Phillipsburg Ed Center Room P116
Cost: \$125



Continuing Education is located at the
**WCCC PHILLIPSBURG
 EDUCATION CENTER (PEC)**
 445 Marshall St., Phillipsburg, NJ 08865
 Phone: (908) 689-7613
 Fax: (908) 878-0170

REGISTER TODAY!

1. Complete the registration form and mail with your check made payable to WCCC. There will be a \$25 fee for returned checks.
2. If you would like to pay in person visit Room P129 at our Phillipsburg Education Center (PEC).
3. If you would like to pay by phone using MasterCard, Visa, Discover or American Express please call 908-689-7613 to request a "credit card authorization form" which must be filled out and faxed directly back to our finance department for security purposes.

Please assume that your registration is confirmed and your class is running, unless you hear from us.

PEC OFFICE HOURS

Through August 18: Mon-Thurs 9:00 am–7:00 pm
 Closed Friday and Sunday
 Starting August 21: Mon-Fri 9:00 am–5:00 pm

EMPLOYER SPONSORED

Purchase orders, vouchers, and letters of intent to pay (on company letterhead) are accepted by mail or fax with your completed registration form.

REFUNDS AND FEES

We will be happy to offer you a refund or apply payment to another class of your choice if you withdraw *three business days prior to the start of class. No refunds will be issued thereafter. Students are responsible for the balance of tuition and fees in the event they terminate payment plans or private loans.*

All refunds, unless we cancel the class, will incur a \$15 processing fee. Checks unable to be processed will incur a \$25 fee.

REFUND SCHEDULE

For class start day on	You should call on or before the previous
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday
Saturday	Wednesday

JOB SKILLS TRAINING GRANTS

You may be eligible to receive job skills training if you are unemployed, underemployed, working part-time, or receiving public assistance. To determine your eligibility, contact Employment and Training Services, Warren/Morris/Sussex, at (908) 859-0400.

DISCOUNT POLICY

Students eligible to attend classes on a tuition-free basis are permitted to register for Continuing Education courses one day prior to the start date, on a space-available basis, and with tuition-paying students constituting the minimum number to run the course. Senior Citizens (60 & older) may be eligible for this discount. All course fees must be paid at the time of registration. Students are responsible to purchase required textbooks. Active Adult 55+ courses and third party vendor programs do not qualify for discounts.

DIRECTIONS

For directions visit www.warren.edu or call (908) 689-7613.

CEU'S

Continuing Education Units (CEU's) are nationally recognized units earned for participating in qualified continuing education programs. Generally, one CEU is awarded for each 10 hours of participation and a minimum of 80% attendance in classes is required.

WCCC LOCATIONS

WCCC Main Campus

475 Route 57 West • Washington, NJ 07882
 Phone: (908) 689-7613

WCCC Phillipsburg Education Center (PEC)

445 Marshall Street • Phillipsburg, NJ 08865
 Phone: (908) 689-7613

WCCC OFF SITE LOCATIONS

Phillipsburg Care Center

843 Wilbur St. • Phillipsburg, NJ 08865

Hunterdon Health & Wellness Center

65 Old Highway 22 • Clinton, NJ 08809
 Phone: (908) 730-0300

Phillipsburg Pistol Club

25 Howard Street
 Phillipsburg, NJ 08865

REPLACEMENT CERTIFICATES

There is a \$15 charge for a certificate replacement.

TEXTBOOKS AVAILABLE AT MAIN CAMPUS.

Purchase textbooks in the bookstore located at the Washington Campus. Please call the bookstore at (908) 689-0190 for operating hours.

CONTINUING EDUCATION reserves the right to cancel classes due to inclement weather, when enrollment requirements are not achieved or when other college functions take priority. Students will be notified by phone or by email. Tuition and fees are refunded in full when the course is cancelled by WCCC, and no fees are incurred by the student.

WCCC PHILLIPSBURG EDUCATION CENTER (PEC) CONTINUING EDUCATION

445 Marshall St. • Phillipsburg, NJ 08865
Phone: (908) 689-7613 • Fax: (908) 878-0170

ID _____ (College Issued) Date of Birth _____

Name _____
Last First Middle

Address _____
City State Zip County

Telephone () _____ - _____ () _____ - _____
Home Cell

E-Mail Address _____ Can we contact you? Yes ___ No ___

Are You A U.S. Citizen? _____ If not please provide a copy of valid Visa

Statistical information: In order to comply with state and federal requests for statistics, we ask that you please answer these questions. All information you provide is strictly confidential in accordance with the Family Educational Rights and Privacy Act of 1974. Thank you for your help.
Ethnic Background:

Native American _____ Hispanic _____ Sex: Male ___ Female ___
African-American _____ White _____
Asian/Pacific Islander _____ Other _____

Course # _____ Title _____ Amount \$ _____

Course # _____ Title _____ Amount \$ _____

Course # _____ Title _____ Amount \$ _____

Course # _____ Title _____ Amount \$ _____

We will be happy to offer you a refund or apply payment to another class of your choice if you withdraw 3 business days prior to the first day of class. No refund will be issued after the deadline. A \$15 processing fee will be incurred for withdrawals.

Payment enclosed (check payable to WCCC)

Send credit card authorization form

Register in Room P129 at the WCCC Phillipsburg Education Center (PEC)

Administration & Finance Use Only

Receipt # _____ Payment Method _____

Total Charges \$ _____ Cash _____ Check # _____ Amount Paid \$ _____

Payment Plan _____ WIA _____ WDP _____ TRA _____ Contract Training _____ Job Training _____

Due College \$ _____ Senior Citizen (65+) _____ Other _____

Credit Card Type _____

Initials and Date _____

