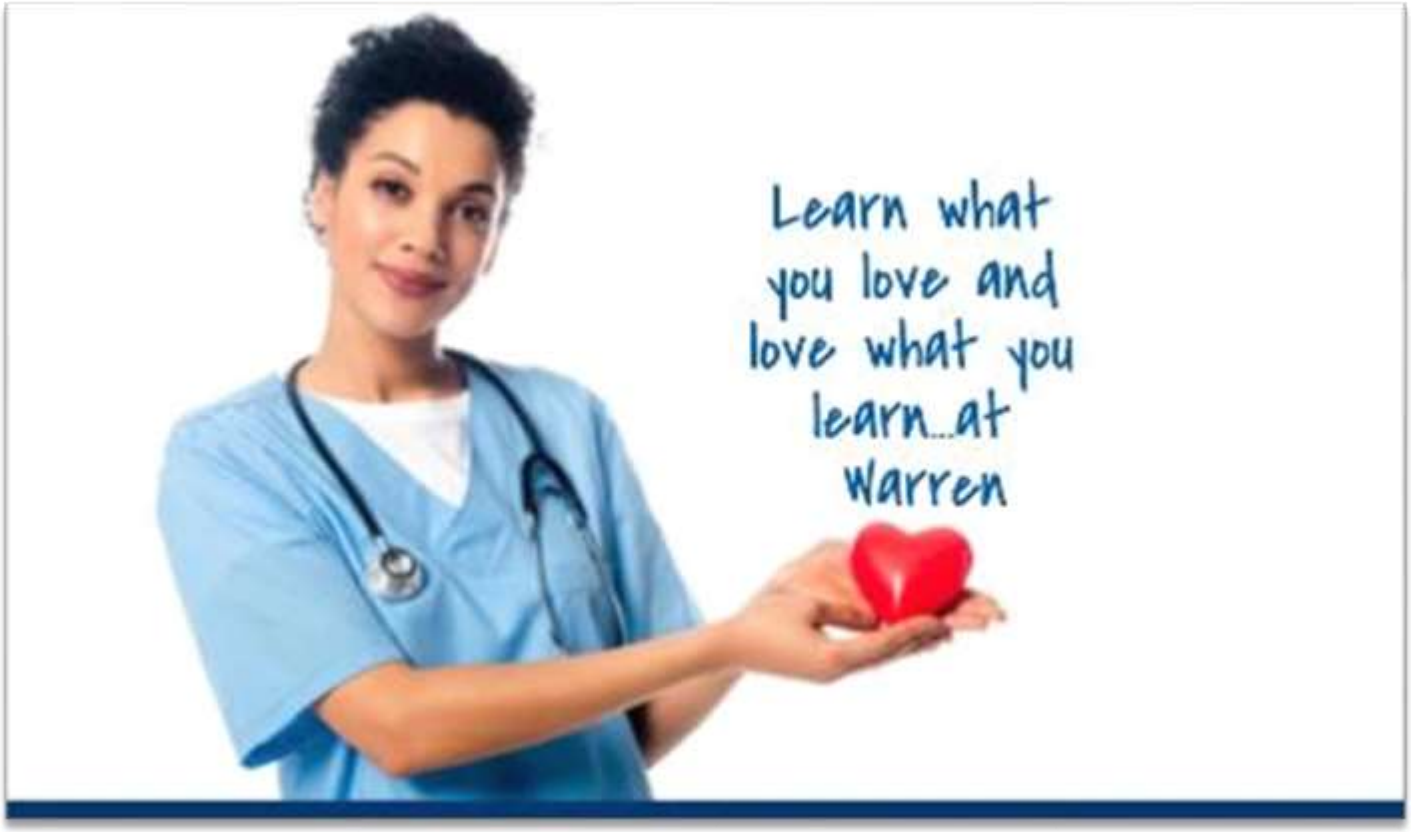
Continuing Education Fall 2021

Warren Community College
warren.edu/ce
908-689-7613

Career Training and Professional / Personal Enrichment Programs



MASKS AND SOCIAL DISTANCING UPDATE

At this time, faculty, staff, and students must wear masks upon entry to the building and wear masks while in the building at all times. **THE COLLEGE HAS FREE MASKS AVAILABLE BY THE SECURITY DESK.** Entry will be denied to anyone whose temperature is at, or exceeds, the temperature that the CDC considers a fever: 100.4 °F (38°C) or greater.

Faculty, staff, and students should maintain a minimum of 3-foot social distancing guidelines whenever possible in hallways, classrooms, restrooms and other areas, as appropriate, following the CDC recommendations, regardless of vaccination status. Visit **warren.edu** (click COVID-19 announcement) for a full update.

All programming will take place at the Phillipsburg Education Center unless otherwise noted.

Stay informed regarding upcoming classes and events. Sign-up for our e-news HERE.

Revised
September 28, 2021

The Department of Continuing Education of Warren 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.

CAREER COURSES	START DATES	APPROVED FOR TRAINING GRANTS
Addiction Counseling Certificate	September 8	
Certified Fiber Optics Technician	October 11	*
Computerized Accounting with MOS Certification Prep	October 18	*
Computerized Office Procedures (EHR)	September 9	
Computer Skills for Business with MOS Certification Prep	October 18	*
Dialysis Technician (online)	Open Enrollment	
EKG Technician (online)	Open Enrollment	
Grooming Assistant	September 27	*
Medical Assistant	September 8	*
Medical Biller / Coder	September 8	
Medical Office Front Desk	September 8	
Personal Trainer Certification Exam Prep (ACE &NASM)	Online	
Pharmacy Technician	October 19 (daytime)	
Pharmacy Technician (live, online)	October 11 (evening)	
Pharmacy Compounding/Sterile Prep	November 29	
Phlebotomy Technician	October 11	*
Real Estate Salesperson Program (live, online)	September 21 or October 19	
ServeSafe Manager®	Oct 18/25 or Nov 8/9	
UCC Courses:		
♦Building Inspector RCS (live, online)	September 7	
♦Electrical Inspector ICS (live, online)	September 13	
♦Fire Protection Inspector ICS (live, online)	September 1	
Veterinary Assistant	October 5	*

* Training grants may be available for those that qualify through the One-Stop Career Center for programs noted above. To see if you qualify, contact Morris/Sussex/Warren Employment & Training Services 973-285-6880, email: msw-ets@co.morris.nj.us, or visit their website: www.msw-jobtraining.org.

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One-on-One Career Counseling Available

To schedule an appointment, contact Dianne Czar by email – czar@warren.edu

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.
Please call 908-835-2432 for more information.

Morris/Sussex/Warren Employment & Training Services (973) 285-6880
email: msw-ets@co.morris.nj.us, or visit our website: www.msw-jobtraining.org

NJ Division of Vocational Rehabilitation (908) 329-9190

Hunterdon/Somerset Employment & Training (908) 541-5780 or (908) 788-1328

SCHOLARSHIPS

Continuing Education Career Training Scholarships are available to those who qualify. Call (908) 689-7613 for a scholarship application.

HYBRID, ONLINE, & IN-PERSON PROGRAMS

ELIGIBLE FOR GRANTS

- Computer Skills for Business with MOS Certification Prep
- Computerized Accounting with MOS Certification Prep
- Grooming Assistant
- Medical Assistant
- Pharmacy Technician
- Phlebotomy Technician
- Veterinary Assistant

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 Community College is committed to the adult learner - *we have the passion for changing lives.*

For more information visit http://www.warren.edu/financial-assistance/

ESL/HSE (GED) FREE CLASSES

ENGLISH AS A SECOND LANGUAGE (ESL)

SCHEDULE

MORNING IN-PERSON CLASS at the Phillipsburg Education Center:
December 6, 2021 – March 3, 2022
Mon/Tues/Wed/Thurs, 9 am to 12 pm

EVENING LIVE ONLINE CLASS
via ZOOM
January 25 – May 19, 2022
Tues and Thurs, 6 to 9 pm

Warren Community College offers **FREE CLASSES** designed to improve English proficiency for beginner to intermediate level students. Attain the basic skills necessary to function successfully in the workforce, as parents, and members of the community. Citizenship preparation is also included.

HIGH SCHOOL EQUIVALENCY EXAM STUDY PREP (HSE/GED)

SCHEDULE

MORNING IN-PERSON CLASS at the Phillipsburg Education Center:
Call to register after Nov. 25, 2021
Mon through Fri, 8 to 10:30 am

EVENING LIVE ONLINE CLASS
Call to register after Jan. 4, 2022
Mon and Wed, 6 to 9 pm

Warren Community College offers **FREE CLASSES** designed to improve basic reading, writing and math skills to prepare for the high school equivalency exam leading to a New Jersey State issued diploma.

These programs are funded by the Workforce Innovation & Opportunity Act of 2014 Title II, Adult Education & Family Literacy via the NJ Department of Labor & Workforce Development.
First Class: Must provide a current photo ID (driver's license, passport, county or MVC ID).

TO REGISTER, CALL **908-835-2432**

ESL / HSE Evening classes available via ZOOM

UNIFORM CONSTRUCTION CODE PROGRAMS (ONLINE)

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**.

REGISTER ONLINE OR CALL **908-689-7613**

BUILDING INSPECTOR RCS (REMOTE)

This 90-hour course prepares the student for the license of Building Inspector for Class III residential buildings that conform to the Uniform Construction

CTC615A1 (Remote)

Dates: September 7 to December 21, 2021
Time: Tuesdays & Thursdays, 6 pm to 9 pm
Cost: $965 + textbook

ELECTRICAL INSPECTOR ICS (REMOTE)

This 60-hour course prepares the student to serve as Electrical Protection Inspector for Class 1 and all other structures as established in N.J.A.C. 5:23-3.

CTC606A1 (Remote)

Dates: September 13 to November 17, 2021
Times: Mondays & Wednesdays, 6 pm to 9 pm
Cost: $650 + textbook

FIRE PROTECTION ICS (REMOTE)

This 60-hour program is designed to prepare students to obtain licensing in the Fire Protection discipline of the NJ Uniform Construction Code after they have completed Fire Protection ICS.

CTC604A1 (Remote)

Dates: September 1 to December 15, 2021
Time: Wednesdays, 5:30 pm to 9:30 pm
Cost: $650 + textbook

FIBER OPTICS CAREER PROGRAM (CFOT AND CFOS/O)

CERTFIED FIBER OPTICS TECHNICIAN

This CFOT **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.*

FOT600A1

Dates: October 18-20, 2021
Time: Mon, Tues, and Wed, 8 am - 5 pm
Cost: $895

REGISTER ONLINE OR CALL **908-689-7613**

CERTFIED FIBER OPTICS IN OUTSIDE PLANT

This CFOS/O **2-day*** program trains students for outside plant fiber optic installation. For 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. Students will learn how to properly identify OSP fiber cabling types, recognize various outside plant closures used in OSP installation. Install, prepare, terminate, splice, and properly test/troubleshoot installed OSP fiber cable to existing standards. *Prerequisites: CFOT courses.*

FOT603A1

Dates: October 21 & 22, 2021
Time: Thursday and Friday from 8 am to 5 pm
Cost: $925

CONSTRUCTION AND TRADES HIGHLIGHTED

Click on the titles in **RED** below to explore online career programs.

CNC MACHINIST

LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED)

CERTIFIED INDOOR AIR QUALITY MANAGER

MECHATRONICS

COMMERCIAL DRIVER TRAINING

RESIDENTIAL ELECTRICIAN

ELECTRICAL TECHNICIAN

ROBOTICS TECHNICIAN

FOUNDATIONS OF PLUMBING

TOOLMAKER

HVAC/R CERTIFIED TECHNICIAN (VOUCHER INCLUDED)

SPANISH
PROGRAMA DE CERTIFICADO DE CONOCIMIENTO BÁSICO DE HVACR NATE CORE

SERVSAFE MANAGER

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.

REGISTER ONLINE OR CALL **908-689-7613**

FNM615A1
Dates: October 18 & 25, 2021;
Registration deadline: Oct 1st
Time: Mondays, 1 pm - 5 pm
Cost: $89

FNM615B1
Dates: November 8 & 10, 2021;
Registration deadline: Oct 25th
Time: Mon & Wed, 1 pm - 5 pm
Cost: $89

With booming infrastructure, new energy conservation projects, and an aging workforce, the demand for skilled electricians is on the rise. In fact, the Bureau of Labor Statistics projects that jobs for electrician will increase 14 percent through the year 2024.

View the Occupational Outlook Handbook at the Bureau of Labor Statistics for other occupation projections.

GROOMING ASSISTANT (JOB625A1)

This 48-hour remote instructor-led Grooming Assistant program prepares the student to enter the steadily growing field of Pet Grooming. Grooming assistants are a welcome position in grooming shops, veterinary offices, kennels, and pet shops. The student will learn the skills essential to grooming based on the standards set by the American Kennel Club, except finish work such as scissoring and clipping. **Additional course details here.**

Prerequisites: 18 years of age, HS diploma/HSE, genuine love of animals, clear understanding of written and spoken English. Requirements: Computer, internet connection, webcam, microphone and valid e-mail address required.

Dates:	September 27 – November 3, 2021; **Registration Deadline:** September 22, 2021
Time:	Mondays and Wednesdays, 12:30 pm to 4:30 pm, Room P105
Virtual Date:	Wednesday, October 27, 2021 from 6 pm to 10 pm **(Pet CPR & First Aid)**
Cost:	$689 + textbook view at http://www.warren.edu/textbooks/

REGISTER ONLINE OR CALL **908-689-7613**

PET CPR & FIRST AID (ONLINE, INSTRUCTOR-LED) (SPI840A0)

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. Tuition includes materials and certification cards. Certification cards valid for two (2) years. **Additional course details here.**

Prerequisites: 16 years of age or older, computer, internet access, webcam, and valid e-mail address.

Dates:	**Wednesday, October 27,** 2021; **Registration Deadline:** October 20, 2021
Time:	Wednesday, 6 pm to 10 pm
Cost:	$79

REGISTER ONLINE OR CALL 908-689-7613

VETERINARY ASSISTANT (JOB618A0)

This 100-hour comprehensive course covers the knowledge and skills necessary to participate in the care of animals and an understanding of the clerical/accounting duties essential to maintain an efficient and competent front office. This Veterinary Assistant program provides students an opportunity to obtain the necessary knowledge and skills to succeed in an entry-level position as a veterinary assistant. Certification available through NWCA Veterinary Assistant Certification (VET). **Additional course details here.**

Prerequisites: 18 years of age, HS diploma/HSE, strong basic math skills, clear understanding of written and spoken English.

Dates:	October, 5, 2021 – January 21, 2022; **Registration Deadline:** September 28, 2021
Times:	Tuesdays and Fridays, 1:30 pm to 5 pm, Room P105
Cost:	$1,899 includes all textbooks and materials

REGISTER ONLINE OR CALL **908-689-7613**

See refund policy
"REFUNDS AND FEES"
located on Page 17

Office Hours after August 13th
Monday – Friday
9 am – 5 pm
908-689-7613

MEDICAL ASSISTING PROGRAM

ONE OF THE MOST HIGHLY RECOGNIZED, NATIONALLY ACCREDITED PROGRAMS

This seven (7) month, 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. All applicants must be interviewed.**

Mandatory Orientation: 9 am – 11 am, Wednesday, September 1st

Schedule: Mon-Fri, 8:30 am – 4:30 pm, September 8, 2021 through March 11, 2022

Class instruction will take place through January 21st. Campus activities, including open labs, will take place through February 1st. The externship rotation will run February 7, 2022 through March 11, 2022.

Location: On campus sessions will be scheduled at the Phillipsburg Education Center

Cost: $5,949 + $140 digital textbooks with Cengage

Registration begins with scheduling an interview; email Dr. Marianne Van Deursen at vandeursen@warren.edu.

The A.A.S. Degree Option is available to students who complete the entire Medical Assisting program and wish to matriculate into the degree major. Please see the 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 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.

EKG TECHNICIAN (ONLINE) (ALH891A1)

This 50-hour EKG Technician Program prepares students to perform EKGs. This course will include information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. A highly interactive course! This EKG Technician program prepares students to function as EKG technicians.

Prerequisites: **HS diploma or HSE, 18 years of age.**
Course Requirements: **Computer, internet connection, and valid e-mail address. Class completion 6 months from registration date.**

Dates: Open admissions through Dec 20, 2021 (ONLINE)
Times: Self-paced
Cost: $1,299 (includes e-book and materials)

REGISTER ONLINE OR CALL **908-689-7613**

ADDICTION COUNSELING

This Non-Credit Certificate in **Addiction Counseling** is primarily designed to prepare students **who currently possess a college degree** with the practical beginning skills needed to support the recovery of persons with addictive disorders; **however, a college degree is not required for admission.** Completion of program courses will satisfy the New Jersey Certification Board's 270-hour requirements to be credited towards the CADC credentialing. Students must complete all of the career courses and the externship in order to be eligible for future certification. For additional information, please contact Marianne Van Deursen at 908-835-2430.

Cost for each course: $519 + $135 annual textbook subscription. **See credit course schedule for dates, times, and instructional format here**. Courses held at the Warren Community College Main Campus in Washington, NJ.

PSY 680 Abnormal Psychology*
PSY 652 Assessment and Treatment
PSY 654 Advanced Counseling Skills
PSY 655 Addictions Counseling Externship**
PSY 650 Introduction to Addictions*
PSY 653 Interviewing and Counseling Skills
SOC 691 Introduction to Social Work

* Students must take PSY 650 and PSY 680 prior to, or at the same time as PSY 652 and PSY 653.

** Students need 3,000 hours of clinical time for certification. 300 hours of the externship is already approved through the NJ Certification board to be credited towards the 3,000 required hours for certification. Placement in an outpatient setting is arranged through the College.

DIALYSIS TECHNICIAN (ONLINE, SELF-PACED) (ALH866A1)

This 50-hour Dialysis Technician Program provides students with the knowledge needed to perform the responsibilities of a Dialysis Technician. It reviews normal kidney physiology, the basic principles of hemodialysis, kidney dialysis machines, dialyzer preparation and reprocessing as well as how to assist dialysis patients in managing their disease and treatment. While historically, this position was trained on the job, today's employers are seeking well trained individuals that possess a knowledge in the field of dialysis. Certification available through NWCA Certified Dialysis Technician Associate (CDTA) Prerequisites**: HS diploma or HSE, 18 years of age. Certification as a Nursing Assistant, Phlebotomy Technician, or Medical Assistant PREFERRED.**
Course Requirements: **Computer, internet connection, internet connection, webcam, microphone, and valid e-mail address.**

Dates: Open admissions through Dec 20, 2021 (ONLINE)
Times: Self-paced; access course for up to 6 months from date of registration
Cost: $1,299 (includes eBooks and materials, **NO REFUNDS ONCE REGISTERED**)

REGISTER ONLINE OR CALL **908-689-7613**

AHA BLS CPR (EST624A1)

The Basic Life Support (BLS) for Healthcare Providers **Classroom Course** is designed to provide a wide variety of healthcare professionals (Nurses, CNAs, EMTs, DT etc.) the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. This course is for healthcare professionals who need to know how to perform CPR and other lifesaving skills in a wide variety of in-hospital and out-of-hospital settings.

Date: Tuesday, October 12, 2021, 12:30 pm – 4:30 pm
Cost: $99.00 + **$25.00 CASH** payable to instructor for text and certificate

REGISTER ONLINE OR CALL **908-689-7613**

PHARMACY COMPOUNDING & STERILE PREPARATIONS PROGRAM (ALH886A1)

This comprehensive 50-hour program will prepare students to work with Sterile Compounding, IV Admixtures and Aseptic Techniques. The program will include key review and extensive classroom demonstrations and labs covering the following: aseptic/sterile techniques; IV Admixtures; critical area contamination factors; environmental monitoring; facilities; equipment and supplies; sterile pharmaceutical calculations and terminology; sterile pharmaceutical compounding documentation; quality assurance procedures; aseptic preparation procedures including proper gowning and gloving technique; handling of cytotoxic and hazardous drugs; general conduct in the controlled area; as well as other important topics, demonstrations and labs.

Prerequisites**: HS diploma or HSE, 18 years of age. PTCB certification preferred.** People who are interested in attending the Pharmacy Compounding and Sterile Preparations program must have previously worked or currently work in the role of a pharmacy technician, pharmacy personnel, pharmacists and or successfully completed a pharmacy technician program.

Dates: November 29, 2021 – January 26, 2022; **Registration Deadline:** November 23, 2021
Times: Mondays and Wednesdays, 9:30 am to 1:30 pm
Cost: $1,199 (includes textbook and all materials)

REGISTER ONLINE OR CALL **908-689-7613**

PHARMACY TECHNICIAN (PREPARE FOR THE PTCE EXAM)

The Pharmacy Technician program is a comprehensive 50-hour program that will prepare students to work as a pharmacy technician in retail or other pharmacy settings and to take the Pharmacy Technician Certification Board's PTCE exam. This course will include an optional 80-hour externship at a retail pharmacy. Any additional fees for a background check, drug test, TB test, and NJ registration fees to partake in the externship are the students' responsibility. **This course will prepare students to take the National Certification exam through PTCB. Optional 80 Clinical hours are included. Students responsible for exam fees.**

Prerequisites: **Strong basic math skills (see math refresher course below). ***

Effective January 2020 graduates can sit for the exam PRIOR to receiving their HS diploma or GED and no longer MUST be 18 years of age or older.

ALH623B1, DAYTIME

Dates: Tues and Thurs, October 19 – December 9, 2021
Times: 12:30 – 4 pm
Cost: $1,299 (includes textbook and materials)
Registration Deadline: October 12, 2021
Location: 445 Marshall Street, Phillipsburg, NJ

REGISTER ONLINE OR CALL **908-689-7613**

ALH623A1, EVENING (ONLINE & INSTRUCTOR FACILITATED 2X/WEEK VIA ZOOM)

Dates: Mon and Wed, October 11– December 1, 2021
Times: 6 pm - 9:30 pm
Cost: $1,299 (includes e-book, textbook, and materials)
Registration Deadline: October 4, 2021

Requirements: **Computer, internet connection, webcam, microphone, and valid e-mail address required.**

REGISTER ONLINE OR CALL **908-689-7613**

MATH REFRESHER PHARMACY TECHNICIAN – INSTRUCTOR-LED OR SELF-PACED

*PREPARE FOR PHARMACY TECHNICIAN TRAINING *(ONLINE WITH **ED2GO.COM/WCCC**)*

Self-paced | Instructor-Led (start dates Sep 15, Oct 13, Nov 17 and Dec 15)
Instructor-Led - 6 Weeks Access / 24 Course Hrs / $115

REGISTER

PHLEBOTOMY TECHNICIAN (ALH625A1)

This 90-hour comprehensive, instructor-led program consists of 90 classroom hours which includes a blended, simulated lab to achieve 30 venipunctures and 10 capillary sticks. 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 NHA (certification fee $117). Visit https://www.nhanow.com/certification/phlebotomy-technician for more information.

Prerequisites: 18 years of age, HS diploma or GED, statement of health from physician; due the first day of class, proof of health insurance, fluid resistant lab coat, and clear criminal background.

Certification/Clinical Skill Requirements: Certification/Clinical Skill Requirements: Minimum of 30 successful venipunctures and 10 capillary sticks (dermal punctures). Student MUST be able to provide adequate volunteers (18 yrs. and above) to achieve clinical skill requirements of 30 Venipunctures to satisfactorily pass the course and seek national certification. Volunteers reduce the number of sticks performed on the student cohort only!

Dates:	October 11 – December 22, 2021; No class on November 24 & 26, 2021
Schedule:	Mondays/Wednesdays/Fridays
Times:	9:30 am – 12:30 pm
Location:	Phillipsburg Education Center, P107
Cost:	$1,799 (includes textbook and all materials)

REGISTER ONLINE OR CALL **908-689-7613**

CAREER TRAINING PROGRAMS

COMPUTERIZED ACCOUNTING WITH MOS CERTIFICATION PREP*

This 300-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 2021** and **MS Windows, Word, Excel and Outlook 2019**. 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.

ACC618A1
Date: October 18, 2021 – January 11, 2022
Time: Monday through Friday, 9 am to 3:30 pm
Cost: $4,000 (includes textbook and materials)

REGISTER ONLINE OR CALL **908-689-7613**

COMPUTER SKILLS FOR BUSINESS PLUS MOS CERTIFICATION PREP*

This intensive 220-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 2019** 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.

OFA607A1
Date: October 18, 2021 – January 11, 2022
Time: Monday, Tuesday, Friday, 9 am to 3:30 pm
Cost: $3,000 (includes textbook and materials)

REGISTER ONLINE OR CALL **908-689-7613**

***Grant funding available**

REAL ESTATE SALESPERSON PROGRAM (REMOTE), RET600A1

Those who wish to engage in the real estate business in New Jersey are required to attend and complete this 75-hour Salespersons course and pass a state licensing exam. The purpose of the salespersons' course is to prepare you for the state examination. Upon completion of this course, you will receive a "Certificate of Completion" used to gain admission into the State exam. Requirements: computer and internet access, high school diploma/HSE, and clear criminal background check. Two schedules to choose from:

- **RET600A1:** Tuesdays & Thursdays, 6:30 pm – 10 pm, September 21 to December 2, 2021
- **RET600B1:** Tuesdays & Thursdays, 6:30 pm – 10 pm, October 19 to December 30, 2021

75 Course Hrs / Includes Textbook / Remote / $445

REGISTER ONLINE OR CALL **908-689-7613** TO REGISTER

TRAINING FOR THE WORKPLACE

To register or for more information, call **908-689-7613** or email **czar@warren.edu**. The cost of each program is **$1,699** and includes textbooks and all materials. **No refunds once registered.**

SELF-PACED, ONLINE LEARNING – CALL TO REGISTER

The following 200-hour programs start upon receipt of your registration and you have a four-month completion time. Registration for the following classes remains open through December 20, 2021.

PROJECT MANAGEMENT PROFESSIONAL (PMP®), BIZ633A1

Project Management Professionals have a firm understanding of the basic competencies involved in management and oversight, including effective time management, managing multiple projects simultaneously, scope and estimation of project undertaking, and devising a detailed project plan alongside project risk and cost analysis. The program includes exam preparation for students to be a **Project Management Professional (PMP®)** as designated by **the Project Management Institute (PMI)**.

ENTREPRENEURSHIP SPECIALIST, BIZ631A1

Ever had an idea you thought would make a great business? You're not alone as some of the best, most successful companies started with an idea just like that coupled with the drive, passion, and expertise of a brave entrepreneur. Starting a successful venture from scratch requires navigating through numerous challenges, whether legal or economic considerations and requires mastery of certain controlling functions independent of a great idea. Whether faced with accounting, finance, marketing, or management issues, successful entrepreneurs have the initiative and drive to take on all these unique challenges and get their product or service to market. Credentialing through the **National Workforce Career Association (NWCA) Entrepreneurship (B-ENTPR).**

UPSKILL *Your Career or Team*

NJ EMPLOYEES CAN GET TUITION-FREE SKILLS TRAINING

CUSTOMIZED TRAINING

The Phillipsburg Education Center of Warren Community College provides workforce development training for individuals and customized training for businesses. We provide high-quality training to enhance the knowledge and skills of the workforce while boosting job productivity and career potential.

Our programs and services support the Greater Lehigh Valley business community and the region's local workforce development board to respond to changing economic and industry needs. Employers may arrange training at the College, online, or the work site, on a convenient schedule for participating employees. WARREN also works closely with businesses and the Workforce Development Board to develop customized training funded through grants from the NJ Department of Labor that can cover the cost of training provided to employees.

CALL TO LEARN HOW YOUR COMPANY CAN BENEFIT

Dawn Smith
Coordinator, College Marketing Integration and Customized Training
P: (908) 835-4029
E: dsmith3@warren.edu

NJBIA BASIC SKILLS WORKFORCE TRAINING NOW AVAILABLE

- Open enrollment schedule available at **warren.edu/workforce-training/**
- Employer-dedicated grant-funded training may be customized to meet your business needs for 10 or more employees

UPSKILL: NEW JERSEY INCUMBENT WORKER TRAINING GRANTS NOW AVAILABLE FOR MORRIS, SUSSEX, AND WARREN BUSINESSES AND NON-PROFITS

- The UPSKILL Grant provides cost reimbursement assistance to train incumbent employees to meet current and future occupational skill requirements
- All types of NJ organizations can benefit from this program including individual employers operating small to medium-sized businesses; labor organizations; community-based or faith-based organizations; and industry-specific consortiums

BUSINESS SKILLS (NJBIA GRANT-FUNDED)

NO COST, GRANT-FUNDED COMPUTER SKILLS TRAINING FOR NJ EMPLOYEES

Computer Skills use Microsoft Office 2019 and QuickBooks Desktop 2021

PARTICIPANTS MUST MEET THE FOLLOWING ELIGIBILITY REQUIREMENTS

- Employed at least 20 hours per week
- Be paid by employer at usual hourly rate while in training (companies > 250 employees)
- Provide employer's valid FEIN at the time of registration, no exceptions.

Remote Course Requirements: participant must have access to the internet AND MS Office programs on the device used for class.

EXCEL ESSENTIALS (REMOTE)

This class is perfect for people new to Excel or just not comfortable in the program yet.
3 hours, 1 pm - 4 pm
Thursday, September 23, 2021
REGISTER HERE

EXCEL LISTS AND PIVOT TABLES (REMOTE)

Use Excel to store lists of information, such as customer information or inventory. Review sorting, filtering, formulas, pivot tables and data analysis.
3 hours, 1 pm – 4 pm
Wednesday, October 6, 2021
REGISTER HERE

EXCEL FUNCTIONS AND FORMULAS (REMOTE)

Learn formula creation and functions. Intermediate and advanced formulas covered Hands-on practice is included.
3 hours, 1 pm – 4 pm
Thursday, October 21, 2021
REGISTER HERE

CREATE DISTINCTIVE DOCUMENTS (REMOTE)

Learn advanced formatting techniques to create a graphic impact in your documents.
3 hours, 1 pm - 4 pm
Thursday, November 4, 2021
REGISTER HERE

CREATE POWERFUL PRESENTATIONS (REMOTE)

Create polished and powerful slides using PowerPoint's designs and themes. Focus on adding interest to your slides.
3 hours, 1 pm - 4 pm
Wednesday, November 10, 2021
REGISTER HERE

QUICKBOOKS DESKTOP ESSENTIALS

Join us face-to-face for 5 sessions using **QuickBooks Desktop 2021**. You will learn the essentials of QuickBooks focusing on getting started and learning the most commonly used tasks for operating a small business. Topics covered include an introduction to QuickBooks Desktop and working with customers, working with vendors and performing banking tasks, managing physical inventory, using QuickBooks for Payroll and setting up a new company file.
15 hours, 1 pm – 4 pm
Tuesdays - 9/28, 10/12, 10/26, 11/9, & 11/23
Phillipsburg Education Center, Room P103
(runs every other week; must complete all 15 hours)

Employee participants must work for a business or non-profit organization registered or located in New Jersey.

Courses are not available to state, county or local government employees.

REGISTER HERE

BUSINESS SKILLS (NJBIA GRANT-FUNDED)

Remote Course Requirements: participant must have access to the internet.

ART OF LISTENING

3 hours, 9 am – 12 pm
Thursday, September 30, 2021
Register here

Genuine listening is a skill that can be easily developed. More than 135 documented studies indicate that listening is a top skill needed for your personal and business success.

- Prevent your mind from wandering when someone is speaking
- Improve your memory and recall during a conversation or meeting
- Master listening strategies, such as precision questions, paraphrasing, and silence
- Understand the power of "The Steeple"

COMMUNICATION MASTERY

3 hours, 1 pm – 4 pm
Thursday, September 30, 2021
Register here

Professional success can depend on your human relations skills. The faster you can build trust with others, the better your chances of productive working relationships. Stand out with communication skills that improve careers, enhances productivity, and ensure job satisfaction

- Create instant rapport with others
- Project confident body language
- Apply the S.O.F.T.E.N. principle for building trust and credibility
- Identify different communication styles

MASTERING YOUR EMOTIONS AT WORK

3 hours, 9 am – 12 pm
Wednesday, October 20, 2021
Register here

The ability to master your emotions is one of the most important keys to your business and personal success. Transform destructive emotions into positive, productive forces. Use the eight mental traits of emotional mastery. Leverage the power of positive self-talk. Know how your self-esteem affects your emotions. Control your temper and mood swings. Discover and disarm internal triggers responsible for negative outbursts. Release bottled-up resentment.

5 LEVELS OF LEADERSHIP

3 hours, 1 pm – 4 pm
Wednesday, October 20, 2021
Register here

The **SINGLE MOST IMPORTANT** factor creating, influencing, and maintaining motivational peaks, focused engagement, and high productivity levels is the relationship the employee has with his or her manager/ team leader. The focal point of this 3-hour program is to help employees at all levels to recognize and utilize their leadership potential. Whether you are a new or seasoned leader, this program will help.

ANALYTICAL AND INTUITIVE PROBLEM SOLVING

3 hours, 9 am – 12 pm
Wednesday, November 10, 2021
Register here

In this powerful, informative training, you will learn the analytical & intuitive processes for effectively solving personal and professional problems with grace and ease. Learn to properly identify the problem and solution. Apply strategies for team brainstorming and how to sit down with others for cooperative resolutions. Also, learn to analyze your dream content for intuitive insights and stimulating creativity.

DELIVER EXPECTATION SHATTERING CUSTOMER SERVICE

3 hours, 1 pm – 4 pm
Wednesday, November 10, 2021
Register here

What do we mean by "*Good Customer Service*"? The term has been used over and over. Has good customer service lost its meaning? Explore what "*Good Customer Service*" means to customers, employees, and managers and how to make it an essential part of your organization's culture. Learn the 6 ultimate objectives of every "customer" interaction. Explore techniques like "attitude of gratitude" and the "L.A.S.T. approach with the most difficult of customers.

REGISTRATION INFORMATION

PLEASE READ CAREFULLY.

Continuing Education is located at the
Warren Community College
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 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.
3. For some classes, you may submit **YOUR REGISTRATION ONLINE**, however, registration may not be complete until payment is received.

Once paid, please assume that your registration is confirmed and the class is running, unless you hear from us.

PEC OFFICE HOURS

Monday-Friday, 9 am-5 pm

EMPLOYER OR AGENCY 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

Refund Policy: Certain online programs are not refundable; see course brochure for info. You may withdraw three business days prior to the first day of class in order to receive a refund minus a $15.00 processing fee. 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. Checks unable to be processed will incur a $25 fee.

DIRECTIONS

For directions visit **warren.edu/phillipsburg-location** or call (908) 689-7613.

WCCC LOCATIONS

Warren Community College Main Campus
475 Route 57 West • Washington, NJ 07882
Phone: (908) 835-9222

WCCC Phillipsburg Education Center (PEC)
445 Marshall Street, Phillipsburg, NJ 08865
Phone: (908) 689-7613

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

REPLACEMENT CERTIFICATES

There is a $15 charge for a certificate replacement.

TRAINING GRANT/FINANCIAL ASSISTANCE

You may be eligible to receive job skills training grants if you are unemployed, underemployed, working part-time, or receiving public assistance. For more information, please call 908-835-2432.

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. Third party vendor programs do not qualify for discounts.

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.

REGISTRATION FORM (available online)

REGISTER ONLINE HERE.

Registration is complete upon payment.

WCC 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____

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 _____

Please note: There may be restrictions for non-US citizens in regards to certification or employment eligibility.

Course # _____ Title_____ Amount $_____
Course # _____ Title_____ Amount $_____
Course # _____ Title_____ Amount $_____
Course # _____ Title_____ Amount $_____

Refund Policy: You may withdraw three business days prior to the first day of class in order to receive a refund minus a $15.00 processing fee. No refunds will be issued after this deadline. There are no refunds after class begins. Self-paced online classes are not eligible for a refund upon registration and payment.

☐ Payment enclosed (check payable to WCCC)
☐ Send credit card authorization form to Continuing Education (fax or mail).

Administration & Finance Use Only

Receipt#_____ Payment Method

Total Charges $ _____ Cash_____ Check # _____ Amount Paid $ _____

Payment Plan___ WIOA ___ WDP___ TRA ___ Contract Training ___ Job Training Due College $_____

Senior Citizen (60+)_____Other _____

Credit Card Type _____Initials and Date _____