The secret to getting ahead is getting started.

–Mark Twain

CONTINUING EDUCATION SCHEDULE FALL 2022
Career Training and Professional/Personal Enrichment Programs

For complete program schedule and updates visit
WWW.WARREN.EDU/CE
“CAREER/CONTINUING EDUCATION”
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.

**Enhance your current skill set or move forward to an exciting, in-demand career.**

For detailed course descriptions view the CE Brochure at warren.edu/CE

<table>
<thead>
<tr>
<th>SUMMER SKILLS AND CAREER COURSES</th>
<th>COURSE DATES</th>
<th>APPROVED FOR TRAINING GRANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHA CPR/AED and First Aid</td>
<td>June 14</td>
<td></td>
</tr>
<tr>
<td>AHA BLS CPR/AED</td>
<td>July 20 or July 21 or 8/17 or 8/18</td>
<td></td>
</tr>
<tr>
<td>Backpacking, An Introduction</td>
<td>June 2-June 23</td>
<td></td>
</tr>
<tr>
<td>Grooming Assistant</td>
<td>June 6-July 27 (afternoons)</td>
<td>*</td>
</tr>
<tr>
<td>Pet CPR &amp; First Aid (live, online)</td>
<td>June 22 (evening)</td>
<td></td>
</tr>
<tr>
<td>Pharmacy Technician (campus)</td>
<td>July 12-Sept 6 (mornings)</td>
<td>*</td>
</tr>
<tr>
<td>Pharmacy Technician (live, online) with Voucher</td>
<td>June 2-Aug 11 (evenings)</td>
<td>*</td>
</tr>
</tbody>
</table>

View additional online career programs at www.warren.edu/online

Call 908-835-2432 for information regarding training grants for those that qualify through the One-Stop Career (programs above with an *).

Don't delay, grant applications can take 3-4 weeks for approval.

**NEED SPACE FOR YOUR NEW AND EMERGING SMALL BUSINESS?**

- Below market rental rates
- Utilities INCLUDED
- Shared conference rooms
- On-site training
- 24/7 access
- Support to grow your business

**MEDICAL ASSISTANTS ARE IN HIGH DEMAND!**

NOW ACCEPTING NEW STUDENTS.

SEE PAGE 3 FOR DETAILS

For Info Call: (908)835-2432

Fall 2022: Register Today! Call 908-689-7613
CAREER PROGRAMS

FREE! ENGLISH AS A SECOND LANGUAGE PROGRAM
FOR BEGINNER AND INTERMEDIATE LEVELS

- Day Program (on campus): July 11-August 17, 2022, Mon through Wed, 9 am-1 pm.
- September morning and evening program dates TBA.

FREE! HIGH SCHOOL EQUIVALENCY (HSE*) STUDY PROGRAM (*FORMERLY GED)

- Day Program (on campus): July 11-August 17, 2022, Mon through Wed, 9 am-12 pm
- September morning and evening program dates TBA.

Students must provide a current photo ID (driver’s license, passport, County or MVC ID). 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.

To register or for more information, please call 908-835-2432.
NEW! DIGITAL SKILLS FOR WORKPLACE SUCCESS, INCLUDING MICROSOFT OFFICE AND QUICKBOOKS ONLINE  
CMP698A1
Learn new skills, improve your resume, and build your confidence in this class designed to teach you the skills necessary to succeed in today’s workplace. The course focuses on computer foundations, including file management, cloud programs/storage as well as essential Microsoft Office skills in Word, Excel and PowerPoint. To further enhance your marketability to employers, Accounting Basics and QuickBooks Online are also covered. The course begins with the basics in each program, then moves toward more advanced skills. Instruction and in class practice with one-on-one coaching will reinforce topics and give you the confidence to succeed. Additional topics include customer service, techniques to focus your job search, and how to design your resume to get the job you want!  
Prerequisites: High School Diploma or HSE (GED), and basic knowledge of computers and the keyboard.  
Sept 26–Nov 18, 2022  
Mon–Thurs  9:00 am–2:30 pm  
Phillipsburg Ed Center  Room P103  
Cost: $2,234 including textbooks

INTRODUCTION TO QUICKBOOKS  
2021 DESKTOP VERSION  
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, entering and pay bills, accounts payable, estimates and sales orders, invoicing, account receivables, writing checks and making deposits/ receiving payments and recording credit card purchases.  
Prerequisites: Computer and basic accounting knowledge.  
Sept 20–Oct 25, 2022  
Tues  6:00 pm–8:30 pm  
Phillipsburg Ed Center  Room P103  
Cost: $175 + textbook

INTERMEDIATE QUICKBOOKS  
2021 DESKTOP VERSION  
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.  
Nov 8–Dec 13, 2022  
Tues  6:00 pm–8:30 pm  
Phillipsburg Ed Center  Room P103  
Cost: $175 + textbook used for intro

NO COST TRAINING FOR YOUR NEW JERSEY EMPLOYEES  
For the complete schedule of open-enrollment course and online registration, visit www.warren.edu/workforce-training/  
- Excel Skills (Levels 1, 2, and 3)  
- Business Skills – time management, self management, team management, and more  
NJBIA grant-funded courses ensure your organization has a well-trained and highly-skilled workforce. Workshops can be customized and delivered as employer dedicated workshops delivered remotely or onsite.

NEW! SPANISH IN THE WORKPLACE  
Spanish in the Workplace is an in-person, 40-hour course that will help employees learn basic aspects of Spanish that are useful in the workplace. They will gain confidence speaking Spanish at their jobs, increase productivity, and improve their ability to communicate with co-workers as well as customers, clients, or patients. This program is hosted in partnership with Trinity Church and is delivered by Instructor Elsa Todd.  
Sept 6-Dec 22, 2022  
Tues, Thurs  9:00 am - 10:30 am (40 hours)  
Trinity House, 212 E. Moore St.  
Hackettstown, NJ 07840  
Cost: Registration is free and open to all non-government employees that work 20+ hrs per week for a NJ-based business or non-profit organization.

NEW CORPORATE TRAINING EVENT! THE 5 CHOICES™ TO EXTRAORDINARY PRODUCTIVITY  
The 5 Choices Essentials helps increase the productivity of individuals, teams, and organizations. Participants understand how to make more selective, high-impact choices about where to invest their valuable attention, energy, and time.  
1. Act On The Important – don’t react to the urgent  
2. Go For Extraordinary – don’t settle for ordinary  
3. Schedule The Big Rocks – don’t sort gravel  
4. Rule Your Technology – don’t let it rule you  
5. Fuel Your Fire – don’t burn out  
Date: Friday, October 28, 2022  
Time: 10 a.m. to 3 p.m. (check in at 9:30 a.m.)  
Location: Warren Community College, Washington, New Jersey  
Cost: $400* (includes participant kit valued @ $175)  
45 seats available  
CANCELLATION POLICY: no refunds after Wednesday, October 5, 2022. Cancellations must be submitted via email to dsmith3@warren.edu.  
*The UPSKILL grant funding may be available to organizations in Morris, Sussex, and Warren counties to help with the cost of this highly impactful FRANKLIN COVEY program. To inquiry about the grant program, contact Dawn Smith at 908-835-4029.
MEDICAL BILLER / CODER
This combination of five (5) courses from within the Medical Assisting Program prepares the graduate for an entry level position as a biller/coder in the outpatient-ambulatory care environment.
- MED676C2 – Anatomy/Physiology/Pathology
- MED865C2 – Insurance/Coding/Managed Care
- MED677C2 – Medical Terminology
- MED686C2 – Medical Office Procedures
- MED679C2 – Psychology & Therapeutic Communications
- MED687C2 – Computerized Office Management
- MED682C2 – Medical Law & Ethics

Sept 7, 2022–March 10, 2023
Call for schedule
Phillipsburg Ed Center
Room P102/P110/P111
Cost: $2,475 ($495 per course) + $140 annual digital textbook subscription

MEDICAL OFFICE FRONT DESK COORDINATOR
Take all seven (7) courses from within the Medical Assisting Program
- MED676C2 – Anatomy/Physiology/Pathology
- MED865C2 – Insurance/Coding/Managed Care
- MED677C2 – Medical Terminology
- MED686C2 – Medical Office Procedures
- MED679C2 – Psychology & Therapeutic Communications
- MED687C2 – Computerized Office Management
- MED682C2 – Medical Law & Ethics

Sept 7, 2022–March 10, 2023
Call for schedule
Phillipsburg Ed Center
Cost: $3,475 ($495 per course) + $140 annual digital textbook subscription

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 program is primarily Swedish Massage with additional enhancing techniques added on as the course progresses. (This program will expand periodically and additional courses will be added in order to meet the demands of the industry.) Upon successful completion of course(s), 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: Aug 31, 2022 at 10 am
Registration Deadline: Aug 28, 2022
MAS654AI
Sept 7, 2022–Aug 30, 2023
Mon, Wed, & Thurs
9:00 am–6:00 pm
Phillipsburg Ed Center
Room P107
Cost: $5,945 + textbooks

WCCC Students achieved 100% Pass Rate on National Exam!
CONTINUING ED
ALKHED CAREER PROGRAMS

PHARMACY TECHNICIAN (ON CAMPUS)
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. 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. Optional 80 clinical hours are included. Prerequisites: Strong basic math skills. *Effective January 2020 – program graduate can sit for the exam PRIOR to receiving their HS diploma or HSE.

ALH623A1
Sept 27, 2022 – Nov 22, 2022
Tue & Thurs 6:00 pm–9:00 pm
Phillipsburg Ed Center Room P112
Cost: $1,299 all materials included
Registration deadline Sept 20, 2022

ALH623B1
Oct 10, 2022 – Dec 8, 2022
No class 11/24
Mon & Thurs 1:00 pm–4:00 pm
Phillipsburg Ed Center Room P112
Cost: $1,299 all materials included
Registration deadline Oct 4, 2022

CERTIFIED PHLEBOTOMY TECHNICIAN WITH CERTIFICATION 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). 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.
Sept 19, 2022 – Dec 6, 2022
Mon 6:00 pm–8:00 pm
Tues, Thurs 6:00 pm–9:00 pm
Phillipsburg Ed Center Room P107
Cost: $1,799 includes textbook and materials

PET CPR AND FIRST AID LIVE REMOTE 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.
Oct 27, 2022, Thursday 6:00 pm-10:00pm
Cost: $79 includes materials and certification card

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.
Sept 27, 2022 – Nov 22, 2022
Tues & Thurs 6:00 pm-9:00 pm
Phillipsburg Ed Center Room P117
Cost: $1,299 all materials included
Registration deadline Sept 20, 2022

AHA BLS CPR/AED EST624A1
The Basic Life Support (BLS) for Healthcare Providers 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, in a wide variety of in-hospital and out-of-hospital settings. $25 cash payable to instructor first day of class for textbook Oct 19, 2022
Wed 12:30 pm–4:30 pm
Phillipsburg Ed Center Room P112
Cost: $99

AHA HEARTSAVER CPR AND FIRST AID EST667A1
Heartsaver® First Aid, CPR, AED, is a classroom video based, instructor-led course. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. Tuition includes textbook and certification cards. $25 cash payable to instructor first day of class
Oct 3, 2022
Mon 9:30 am-12:30 pm
Phillipsburg Ed Center Room P112
Cost: $99

AHA CPR/AED CPR ONLY EST643A1
Oct 3, 2022
Mon 9:30 am-12:30 pm
Phillipsburg Ed Center Room P112
Cost: $69

Registration deadline Sept 20, 2022

PET CPR AND FIRST AID LIVE REMOTE 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.
Oct 27, 2022, Thursday 6:00 pm-10:00pm
Cost: $79 includes materials and certification card

AHA HEARTSAVER CPR AND FIRST AID EST667A1
Heartsaver® First Aid, CPR, AED, is a classroom video based, instructor-led course. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. Tuition includes textbook and certification cards. $25 cash payable to instructor first day of class
Oct 3, 2022
Mon 9:30 am-12:30 pm
Phillipsburg Ed Center Room P112
Cost: $99

AHA CPR/AED CPR ONLY EST643A1
Oct 3, 2022
Mon 9:30 am-12:30 pm
Phillipsburg Ed Center Room P112
Cost: $69
VETERINARY ASSISTANT PROGRAM  JOB618A1
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: obtaining and recording patient information; the review of preparing patients, instruments and equipment for surgery; how to collect samples and perform certain lab procedures; dressing wounds; assisting in diagnostic and medical procedures; communicating with animal owners; feeding and caring for animals. Certification available through NWCA Veterinary Assistant Certification (VET).
Prerequisites: 18 years of age, HS diploma/HSE, strong basic math skills, clear understanding of written and spoken English.
Sept 20, 2022 – Dec 16, 2022
Tues & Fri  1:00 pm–5:00 pm
No Class 11/25
Phillipsburg Ed Center  Room P105
Cost: $1,899 + textbook
Registration deadline is 9/14/22
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. Please call 908-689-7613 for more information.

CERTIFIED ANIMAL CONTROL OFFICER (ACO)  LIVE ONLINE
Successful completion of this course meets the requirements of the N.J.A.C. 8:23A-2.2 statute for appointment as an ACO by a New Jersey Municipality. Additionally, this is the only Certified ACO Course whose graduates receive certification for Pet First Aid as well as Incident Command Systems 100 and National Incident Management 700 by the National Wildlife Fire Coordinating Group. In addition to the classroom component participants must arrange for and complete a 20-hour field training component in order to receive certification. Completion of the course requires attendance at all classes. Enrollment is open to any person 18 years of age or older; and there is no requirement for prior experience or training to attend this course.

ELECTRICAL INSPECTOR ICS CTC606A1
This 60-hour course prepares the student to serve as Electrical Protection Inspector for Class I and all other structures as established in N.J.A.C. 5:23-3
Sept 12, 2022–Nov 16, 2022
Mon & Wed  6:00 pm–9:00 pm
Cost: $650

TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL CTC617A1
A 15-week session that will satisfy the state requirement for a certificate as a Technical Assistant to the Construction Code Official. You will learn about the Uniform Construction Code administration and law.
Sept 13, 2022–Nov 1, 2022
Tues & Thurs  6:00 pm–9:00 pm
Cost: $495

FIRE PROTECTION INSPECTOR HHS CTC604A2
This course is designed to satisfy the educational requirement for licensure as a Fire Protection Inspector HHS. It provides the background technical and administrative knowledge to needed to effectively enforce the Uniform Construction Code as applied to hazardous and high-rise structures at the local level.
Sept 14, 2022–Dec 21, 2022
Wed  5:30 pm–9:30 pm
Cost: $650
CONTINUING ED
ADDICTION COUNSELING
NONCREDIT CERTIFICATE PROGRAM
270-hour program for CADC credentialing. Students must complete all 7 career courses.
Cost for each course $519 plus $140 annual textbook subscription.
For additional information please contact Marianne Van Deursen at 908-835-2430.

SERVSAFE MANAGER CERTIFICATION
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.

FNM615A1
Sept 12–Sept 19, 2022
Mon 9:00 am–1:00 pm
Phillipsburg Ed Center Room P105
Cost: $89 + textbook
Registration Deadline 8/31/22

FNM615B1
Nov 28–Dec 5, 2022
Mon 9:00 am–1:00 pm
Phillipsburg Ed Center Room P105
Cost: $89 + textbook
Registration Deadline 11/16/22

LIVE ONLINE REAL ESTATE SALESPERSON PROGRAM
(Partnership with the American School of Business, Fairfield, NJ)
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. Upon completion of this course, you will receive a “Certificate of Completion” used to gain admissions to the State exam. Requirements: computer and internet access, high school diploma/HSE, and clear criminal background check. Textbook included with additional fee of $12 for shipping.

RET600A0
July 19–Sept 29, 2022
Tues, Thurs 6:30 pm–10:00 pm
Cost: $445

RET600A1
Sept 12–Nov 30, 2022
Mon, Wed 6:30 pm–10:00 pm
Cost: $445

RET600B1
Oct 18, 2022–Jan 5, 2023
Tues, Thurs 6:30 pm–10:00 pm
Cost: $445

SEE REFUND POLICY PAGE 9
INTRODUCTION TO PICKLEBALL: A SWEET GAME WITH A SOUR NAME!  REC666A1
Pickleball is a fun combination of badminton, ping pong, paddle tennis, and tennis. It is a social sport that develops reflex, coordination, quickness, and agility skills. Pickleball is particularly popular among seniors. This introductory class will teach you the basics of the sport. Paddles and pickleballs will be provided. Please wear sneakers and bring a bottle of water.
Sept 7–Sept 28, 2022
Wed 12:30 pm-2:00pm
Franklin Township Municipal Building
Cost: $99

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! Students must bring yoga mat and blocks.
Sept 13–Nov 1, 2022
Tues 7:30 pm–8:30 pm
Phillipsburg Ed Center  Room P112
Cost: $85

BEGINNING GOLF – THE LONG AND SHORT OF IT  SRC695A1
This course is geared towards the beginner to high handicap golfer. You will learn drills to practice at home or at the golf range. Lessons will include the short and mid-irons as well as the Woods and Pitching, Chipping, Full Swing, Putting and Sand/Bunker shots. One of the 6 lessons will be at a driving range where 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 on the 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 14–Oct 19, 2022  9:30 am–11:00 am
WCCC Main Campus  Meet at security desk
Cost $119

NEW! INTRODUCTION TO BACKPACKING  REC670A1
Join us for this 10-hour course that will prepare you for getting out on the trail for exciting, self-sufficient overnight treks. This seasoned instructor has 20 years of experience in outdoor activities and is also an active backpacking guide. Classroom lecture will introduce and develop skills necessary for environmentally mindful camping, hiking, outdoor water collection and food preparation, as well as “Leave No Trace,” the highly recognized principles for outdoor ethics. The course concludes with a 4-hour field experience at Merrill Creek with pack and gear as you cover a few trail miles, set up a campsite, and share the work and enjoyment of a delightfully prepared outdoor meal.
Tues  Sept 20–Oct 14, 2022  7:00 pm–8:30 pm
Sat Oct 15, 2022  9:00 am–1:00 pm
Phillipsburg Ed Center and Merrill Creek  Room P117
Cost: $149

SIMPLE SIGNING FOR BEGINNERS  LAL658A1
Have you always wanted to learn to sign or are you inspired by the recent Oscar winning movie CODA? Learn the essentials of American Sign Language through engaging lessons, memory building techniques, drills, music, games, and more. Skills include: hand formations, basic vocabulary, conversational signs, grammar, fingerspelling, and Deaf culture. Sign vocabulary will cover everyday topics such as the manual alphabet, numbers, calendar, weather, family, food, colors, home, school, and hobbies. Anyone who has ever wanted to learn ASL should begin here.
Sept 13-Nov 15, 2022
Tues 6:00 pm–7:30 pm
Phillipsburg Ed Center  Room P104
Cost: $135

SIMPLE SIGNING CONVERSATIONS AND CLASSIFIERS  LAL659A1
Do you already know the manual alphabet and some basic ASL signs but are struggling with grammar or conversations? This class will help you to advance your sign skills and confidence. Knowledge of the manual alphabet and hand shapes is required for this level. Students will learn grammar structures for questions, sentences, storytelling, and listing. The focus of this course will be using classifiers and developing conversational skills.
Sept 13-Nov 15, 2022
Tues 7:30 pm–9:00 pm
Phillipsburg Ed Center  Room P104
Cost: $135
COMPREHENSIVE CAREER PROGRAMS

ONLINE CAREER TRAINING PROGRAMS

Robotic technicians are being used more than ever in production jobs but are not foolproof machines. In this program, learn the skills necessary to become a robotics technician to help keep these machines running at optimum levels.

ROBOTICS TECHNICIAN

155 HRS

CNC MACHINIST

This program prepares you for various CNC positions including machine operator, lathe operator and mill operator while learning all the basic and in-depth skills necessary to be successful in the industry.

195 HRS

WELDER TECHNICIAN

A welder technician is required to have a thorough understanding of how to properly and safely operate welding equipment and machinery and learn the basics of advanced manufacturing, in this program students will learn everything they need and more.

125 HRS

COMPTIA A+ EXAM VOUCHER

CompTIA A+ Core Series 220-1001 exam and 220-1002 exam cover expanded content on growing IT support role including expanded baseline security topics. The certification provides a different approach to define competency in operational.

Tues & Thurs, 10/4–11/15 7pm–10 pm ET

• 40 hours synchronous learning
• 16 hours online learning

SIX SIGMA GREEN BELT EXAM PREP

Key topics of this course include Six Sigma goals, project management, project selection, and project execution. This course prepares students to take the IASSC Lean Six Sigma Green Belt or the ASQ Six Sigma Green Belt national certification exams.

Mondays, 10/10 – 11/28 7 pm–10pm ET

• 24 hours synchronous learning
• 21 hours online learning

PHYSICAL THERAPY TECHNICIAN

This course will cover the knowledge, practices, and techniques needed to prepare you for the AMCA Physical Therapy Technician certification exam and satisfy the certification course requirement prior to exam admittance.

Tues & Thurs, 10/11–11/10 7 pm–10 pm ET

• 30 hours synchronous learning
• 90 hours online learning
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 19: Mon-Thurs 9am-7pm
Closed Fri-Sun
Starting August 22: Mon-Fri 9am-5pm

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
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 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.

REFUND SCHEDULE

<table>
<thead>
<tr>
<th>For class start day on</th>
<th>You should call on or before the previous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>Thursday</td>
<td>Monday</td>
</tr>
<tr>
<td>Friday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>Saturday</td>
<td>Wednesday</td>
</tr>
</tbody>
</table>

REPLACEMENT CERTIFICATES
There is a $15 charge for a certificate replacement.

TRAINING GRANTS/FINANCIAL ASSISTANCE
You may be eligible to receive job skills training grants if you are unemployed, underemployed, working part-time, or receiving public assistance. To determine your eligibility, 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. Active Adult 55+ courses and 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.

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

WARREN LOCATIONS
Warren Main Campus
475 Route 57 West • Washington, NJ 07882
Phone: (908) 689-7613
Phillipsburg Education Center (PEC)
445 Marshall Street • Phillipsburg, NJ 08865
Phone: (908) 689-7613

WARREN OFF-SITE LOCATION
Franklin Township Municipal Building
2093 Rt. 57 • Broadway, NJ

Print the Continuing Education mail-in registration form found on our web page at www.warren.edu/CE

For more information visit warren.edu