

Passaic County Technical Institute
45 Reinhardt Road
Wayne, NJ 07470



**PASSAIC COUNTY
TECHNICAL INSTITUTE**

NEW ONLINE REGISTRATION !!

In-Person Registration

January 11, 12, 13, 14, 19, 20, 21, 2010

For information call 973.389.4101

Visit our Web Site at

<http://www.pcti.tec.nj.us>

CAREER AND CONTINUING EDUCATION

**ADULT
DIVISION**

**Spring
2010**

PCTI BOARD OF EDUCATION

Albert A. Alexander - President

Rev. Kathy A. Kuykendall - Vice President

Robert M. Gilmartin - Commissioner/Acting Executive County Superintendent of Schools

Leon Mondelli - Commissioner

Damaris Solomon - Commissioner

Mae Remer - Board Secretary

ADMINISTRATION

Diana C. Lobosco - Chief School Administrator

Albert Pecora - Assistant Superintendent

Richard J. Giglio - Business Administrator

Dr. Joan Carter - Director of Adult and Continuing Education

YOUR FUTURE BEGINS AT PCTI!

Whether you're 17 or 70, the Adult Division, Adult High School and Career and Continuing Education classes of Passaic County Technical Institute can help you achieve your dreams. You can:

- ◆ Complete your high school education
- ◆ Learn a trade
- ◆ Upgrade your job skills
- ◆ Earn a GED (high school equivalency diploma)
- ◆ Improve your English language, reading, math skills, develop a hobby or special interest for your own enjoyment and satisfaction
- ◆ Take an On-line course...250+ courses available each month. **Visit www.ed2go.com/pcti**

Don't put it off another minute!

See inside the schedule of the Adult Division, Career and Continuing Education classes for **Spring 2010**.

There are more than 40 classes for beginners or experienced trades people, for serious hobbyists and "do-it-yourselfers". The only requirement for registration (unless a prerequisite is stated) is that the student be 17 years of age or older or an out-of-school youth.

TABLE OF CONTENTS

ADULT EDUCATION PROGRAMS AT PCTI

General Information	3
Career and Continuing Education	3
Apprentice Program	3-4

CAREER AND CONTINUING EDUCATION

HVAC	4
Automotive	4-5
Boiler Operation / Licensing	5
Business / Computer Science	5
Buying And Selling On E-Bay	7
Carpentry	7
Commercial Art	7
Computer Repair	6-7
Cosmetology	7
Culinary	9-10
Do It Yourself Home Improvement	7
Financial Strategies	8-9
Human Development and Behavior	10
Computer Aided Drafting	10
Licensed Practical Nurse Program	13
Saturday Academy	11
Electric	12
1-2-3 Go For Small Business	10-12
Machine Trade	11
Medical/Health	11
Plumbing/Heating	12
Small Engine	12
Swim Class	12
Tap Dance/Yoga	12-13
Welding	13
Zumba Fitness	13
Adult High School	14
The Learning Center	14
GED Testing Center	14
Calendar	26
Mail-In Registration Form	26
On-Line Courses	15-25

CHOOSE A CAREER!

CAREER AND CONTINUING EDUCATION

Career and Continuing Education Courses are designed for adults who want to learn a trade or supplement the skills and technical knowledge they use in their present jobs. Serious hobbyists are welcome too.

Students in the Career and Continuing Education Program learn by doing. Classes are held in the Passaic County Technical Institute's fully equipped shops and classrooms using modern tools, equipment and techniques. Shop work is supplemented by the instruction in theory and principles of the trade.

Instructors are teachers in the Passaic County Technical Institute Day Program and other highly skilled, experienced tradespeople. No course credits are given in the Career and Continuing Education Program; however, each student with good attendance is given a certificate which indicates the number of hours attended.

Classes are held from 6:30 to 9:30 P.M. (unless otherwise noted), one or two evenings a week, for twelve (12) weeks.



**REGISTER
FROM HOME WITH
NEW ONLINE
REGISTRATION**



REGISTRATION

◆ **BY MAIL** - You may register for a Career and Continuing Education course by mail **NO LATER THAN January 8, 2010**. Just complete the mail-in registration form inside and mail with your check or money order (no cash, please) to the address on the mail registration form to the attention of Dr. Joan Carter.

◆ **IN PERSON** - You may register at Passaic County Technical Institute at 45 Reinhardt Road in Wayne, NJ, at the following time:

Spring
January 11, 12, 13, 14, 19, 20, 21, 2010
(6:30 to 9:00 pm)

Classes begin January 25th

CAREER AND CONTINUING EDUCATION COURSES

FULL TUITION FEES ARE PAYABLE UPON REGISTRATION whether by mail or in person. NO RECEIPTS ARE MAILED. COST OF BOOKS ARE NOT INCLUDED IN CLASS TUITION FEE (UNLESS STATED).

\$50.00 charge for returned checks or rejected credit cards

PAYMENT MAY BE MADE BY VISA/MASTERCARD/AMERICAN EXPRESS/DISCOVER



◆ OVER THE PHONE CREDIT CARD REGISTRATION

January 4 - 11, Between the hours of 9:00 AM to 11:00 AM only.
Call 973.389.4101

◆ CANCELLATION OF COURSES

Any class is subject to cancellation if registration is not sufficient. (minimum 10 students per class)

◆ ACCEPTANCE

YOUR REGISTRATION IS ACCEPTED UNLESS YOU ARE NOTIFIED TO THE CONTRARY. STUDENTS REGISTERED BY MAIL SHOULD GO TO THEIR FIRST SCHEDULED CLASS.

Monday, January 25, 2010
Tuesday, January 26, 2010
Wednesday, January 27, 2010
Thursday, January 28, 2010

◆ SCHOOL CLOSINGS:

Classes will not be held if the Day Program at Passaic County Tech is closed due to a holiday, vacation, or inclement weather. If inclement weather develops during the day, the closing of the Evening School will be announced on **Radio**

Stations:

WOR (710 AM), WINS (1010 AM), WGHT (1500 AM), WMTR (1250 AM), WDHA (105.5 FM).

TV Stations:

News 12 New Jersey, NBC, WABC-TV (EYEWITNESS NEWS 7) and WCBS-TV Channel 2. or CALL 973.389.4154.

◆ SMOKING:

There is absolutely NO SMOKING permitted in the school building or on campus.

◆ REFUNDS:

FEES ARE NOT REFUNDED FOR ANY REASON AFTER CLASS BEGINS, UNLESS THE CLASS IS CANCELLED. PRIOR TO THE BEGINNING OF CLASS, A REFUND REQUEST MUST BE MADE IN WRITING TO THE OFFICE OF ADULT EDUCATION.

◆ SAFETY:

Due to shop safety measures, students should have a working knowledge of the English language and wear shoes and clothing appropriate to that trade area.

◆ SENIOR CITIZENS POLICY:

Adult School / Career and Continuing Education tuition costs shall be reduced \$20 for Passaic County senior citizens who are 62 years or older with proof of age. However, books and supply fees will be charged at full price.

BOARD POLICIES: Students may be dismissed without refund of fees when their behavior or actions violate Board of Education Policy for students. These policies cover, but are not limited to, actions such as vehicle parking, visitors, alcohol or drugs, smoking, vandalism, disregard for safety rules, plus any action covered by civil or criminal law.

APPRENTICESHIP



Apprenticeship is a proven method for training highly skilled workers through formalized on-the-job training (OJT) coupled with related theory instruction.

Approximately 800 occupations are currently recognized in the area of apprenticeship. In New Jersey, apprenticeships are jointly registered and approved by the Federal Bureau of Apprenticeship and Training (B.A.T.) and the Office of Apprentice Training, New Jersey State Department of Labor and Workforce.

Basic Components of an Apprenticeship

- ◆ On-the-job supervised training
- ◆ Predetermined rates of training pay
- ◆ Specific ranges of skill
- ◆ One particular occupation
- ◆ Stated hours of related technical instruction
- ◆ A written agreement between the program sponsor and the apprentice
- ◆ Adequate training facilities
- ◆ Approved ratio of apprentices to skilled workers
- ◆ Progressive wage schedule
- ◆ Schedule of work processes for on-the-job training (OJT)
- ◆ Non-discrimination in all phases of employment and training

A student must receive 2,000 hours per year of supervised OJT and attend at least 144 hours per year of approved related instruction.

APPRENTICESHIP *continued*

Commonly Asked Questions

What is an apprenticeship?

An apprenticeship is established when a qualified employer agrees to train an eligible candidate in a formal program of OJT and related theory instruction. The employer provides the supervised OJT. The apprentice attends related theory instruction during off-work hours.

Who can become an apprentice?

Men and women, ages 16 and older, can be eligible for an apprenticeship if they meet the minimum educational and employment requirements of the sponsor/employer and are physically capable of performing all the tasks involved in the trade.

How do you become an apprentice?

To become an apprentice, a candidate must be working in an occupation which qualifies for an apprenticeship. The individual should discuss the training with his/her employer, then contact a County Apprenticeship Coordinator. Personnel in these offices will provide additional information and will assist in the registration and approval process.

What is the advantage of completing an apprenticeship?

Upon completion of an apprenticeship, a student will receive a Certificate of Completion from both the New Jersey State Department of Labor and Workforce, and the U.S. Department of Labor.

Passaic County Technical Institute provides opportunities for the related apprentice instruction. For registration and more information about the apprentice program, please call 973.389.4101.

HVAC

ACCA Refrigerant Handlers Certification

Prerequisite: Refrigeration work experience and/or completion of Refrigeration I and II

This class prepares individuals for the refrigerant handlers certification exam. The class will meet for one hour twice a week for five weeks and will use study guides, ACCA manuals and video tapes to prepare students for the examination. Book not included.

Monday and Wednesday

(5:00 - 6:00pm) \$170

HVAC I (AHS)

This course covers the fundamentals of refrigeration including definitions and descriptions of terms, methods of heat transfer and refrigerants. Also covered are temperature and pressure relationship, gauge techniques, descriptions and function of the component parts of a system, motor and controls, systems construction, piping techniques, charging, evacuation and leak testing systems.

Tuesday and Thursday \$325



HVAC II (AHS)

Prerequisite: HVAC I

This course covers the theory of all types of systems in commercial and industrial use. It includes setting up and piping components, electrical components and their installation, testing, and trouble shooting air conditioning and refrigeration equipment.

Monday and Wednesday \$325

HVAC

Continued..

HVAC III (AHS)

Prerequisite: HVAC II

This is a continuation of HVAC II and covers theory of all types of systems in commercial and industrial use. It includes:

- ◆ Low Voltage control systems or residential heating and cooling systems, and commercial HVAC systems.
- ◆ Ice Machines, Recovery, Reclaim, Recycling, Troubleshooting, Control Systems for commercial refrigeration systems and maintenance, Basic heating controls for forced warm air systems.

Monday and Wednesday \$325

AUTOMOTIVE

Auto Body I (AHS)

This course covers all initial phases of body work including theory of body repair and hands-on use of basic hand and power tools. Repair of small dents, rust work, basic welding principles, and light assembly of parts will be included. There is actual body work on class vehicles. Purchase of recommended textbook is advised.

Note: Additional monies may be charged to the student on an individual basis, depending on the amount of supplies that the student needs to complete his/her project. Instructor will notify students of additional charges prior to the start of his/her individual project.

Monday and Wednesday \$380



AUTOMOTIVE *Continued..*

Auto Body II (AHS)

Prerequisite: Auto Body I or past auto body work experience.

Students are introduced to frame theory and pull dozer operation, acetylene welding, air and electrical tools necessary for frame work and spray painting. There is actual body work on class vehicles. Purchase of recommended textbook is advised. Note: Additional monies may be charged to the student on an individual basis of supplies that the student needs to complete his/her project. Instructor will notify student of additional charges prior to the start of his/her individual project.

Monday and Wednesday \$380



Automotive I (AHS)

This is an introductory course designed for novice automotive enthusiasts that offers an overview of the main automotive systems. The course provides a safe environment for students to utilize modern automotive tools and equipment. It also enables the student to become familiar with computer based service publications. Topics of concentration: Exterior Maintenance to include Tires, Steering and Suspension, Brakes and Powertrain Components and Lubricants.

Monday and Wednesday \$325

Automotive II (AHS)

Prerequisite Automotive I

This is an advanced course of in-depth study of Automotive I subject material with more shop time. The course will also cover an introduction to automotive electrical/electronics and manual and automatic transmission maintenance service techniques.

Monday and Wednesday \$325

BOILER OPERATION LICENSING



Fireman's Black Seal

Low pressure and High pressure. This Fireman's Course will prepare students for the New Jersey State Examination for the Fireman's License.

"PROOF OF EXPERIENCE REQUIRED TO TAKE THE STATE EXAMINATION."

Tuesday-Low Pressure \$270

Tues. & Thurs. High Pressure \$325

BUSINESS/ COMPUTER SCIENCE

Accounting I (AHS)

This course covers the entire accounting cycle and thus provides an understanding of double entry accounting that will prepare students for potential jobs in the business world. It will also provide general knowledge of accounting procedures for personal use.

Monday \$280



Computer Keyboarding (AHS)

(Prerequisite: None)

The course is designed to teach students the skills needed to operate a computer keyboard and to keyboard properly without looking at the computer, keyboard, and monitor. Students will learn the keyboard homerow, develop alpha, numeric and symbol keyboarding skills, and language art skills.

Wednesday \$280

Introduction to Web Page Design using Dreamweaver

This course is designed to give users the ability to design and develop web pages using Adobe Dreamweaver. Students will learn basic page layout, navigation, tables, frames and form design.

Thursday \$280



Intermediate Web Page Design Using Dreamweaver

This course is a continuation web page design class to further give users the ability to explore menu design options, develop and polish tables, forms, frames and interactive pages.

Thursday \$280



QuickBooks 08

Prerequisite: Accounting I

Still using an adding machine, a calculator, and spreadsheets for your small business? QuickBooks will help you save time, stay organized and accurately manage your financial data. Learn how to maintain a general ledger; track vendors, customers and inventory; process payroll; prepare bank reconciliations, customize and print financial statements. (Books Not Included)

Monday \$280

Tuesday AHS

Microsoft Excel-Spreadsheet Design

This course will give participants the ability to design, create and manage a Microsoft EXCEL Spreadsheet. Students will develop data driven spreadsheets along with related graphics that will enhance your professional and personal productivity.

Thursday \$280

P/C Application Software (Level I) (AHS)

This course is geared towards the novice user. Basic computer skills and terminology will be introduced utilizing state-of-the-art hardware and software including Microsoft Windows 2000 and Office 2007. Participants will also be exposed to basic spreadsheet utilizing Excel 2007. This course is ideal as a starting point or for individuals who wish to update their skills.

Monday \$280

Computer Classes For Over 55ers

This course is designed for students who have little or no experience with computers. It will introduce students to Windows, Word, Excel, and the Internet. During class, students will learn how to open, close, move, and resize windows. Students will create and save documents to disk.

(8 sessions) (6:30 - 8:30 pm)

Thursday\$175

Introduction To The Internet for over 55ers

Learn how to surf the Internet! Discover how the Internet works, how to connect to it, and how to tap into its vast resources. Learn how to research using search engines such as Yahoo, Alta Vista, WebBrain, and Google. Students will become familiar with terms and concepts related to the Internet. How to send and receive e-mail will be covered.

(2 sessions) (6:30 - 8:30 pm)

Monday\$125

Microsoft Word-Beginning-For Over 55ers

Students will learn how to create, edit, save, and print documents. During class learn how to modify and format word tables. Learn to explore options and menus.

(4 sessions) (6:30 - 8:30 pm)

Tuesday\$150

Power Point Introduction

Prerequisite: Basic MS Windows

The course, while being a comprehensive introduction to PowerPoint, will cover many aspects of creating and running a presentation. It is designed for the student who needs to add pizzazz to their presentations. The instructor will show students where some of the bells and whistles are in PowerPoint. Students will learn how to use these parts of PowerPoint without overwhelming the message in the presentation. This class will show you how to polish a presentation so that it shines. Bring a presentation that you are working on or start from scratch. Either way your instructor will have you practicing tips and tricks to make your presentation stunning.

Thursday \$280

Word 2007/XP (AHS)

Prerequisite: Keyboarding

This course will provide hands-on experience using Windows XP with the latest and most powerful version of Microsoft 2007. It's recommended for participants who are looking to enter the workforce or seeking to enhance his/her present word-processing skills. Instruction will be geared towards the novice user. Participants will become familiar with the Windows XP environment and basic word processing concepts. Upon course completion, users will be able to create, edit and manage professional quality documents including letters, resumes, tables, charts, flyers and newsletters. (Books Not Included)

Thursday \$280

Computer Repair Course

Enter The World of PC Maintenance and Repair

This course prepares the student for the A+ Certification Exams. Prerequisites include a basic understanding of how to use a computer, as well as how to generally work around Windows. By passing the A+ exam, you can develop a new career in the PC world as you will gain a firm understanding of:

All of the parts of the PC, and their functions in detail

- ♦ Installation, Maintenance, and Troubleshooting

- ♦ Printers, scanners, and all forms of Multimedia
- ♦ Basic networking including topologies, protocols, and communication mediums
- ♦ The inner workings of Windows 9x/ME, 2000, and XP which includes installation, backup, configuration, and maintenance
- ♦ Laptops
- ♦ Preventative maintenance and use of the PC tools.
- ♦ Excellent customer service skills
- ♦ Proper "on-the-job" procedures
- ♦ How the test is organized as well as how to take the test

(6:30-9:30pm)

Monday and Thursday \$695

One-Night Mail Merge - Envelopes, Labels and More!

In this class learn to take information in Excel and/or Word and make envelopes in a few minutes. We will print envelopes and labels, learn to use all kinds of fonts and lots more. Bring an address list to class.

(1 session) (6:30 - 9:30 pm)

Monday \$30

One-Night On-Line Clip Art

Do you know the difference between Clip Art and a Photograph? Have you ever had to make a picture larger or smaller, only to find that the picture is distorted? In Microsoft we will show you how you can download pictures and keep them on your hard drive to use over and over again. Learn how to make a border around a picture and make copies of a picture, even change the colors in the picture. Microsoft programs such as PowerPoint and Publisher and all Word versions can take this class.

(1 session) (6:30 - 9:30 pm)

Wednesday \$30

One-Night MS Word Tools of the Trade

Do you know how many different toolbars you have in Word? Can you put an icon on your Toolbar? Do you know you can find driving directions using smart tags or research on the web using your task pane in word? If you say no to these questions you need to take this class to learn how. These are two needed tools for XP and 2003.

(1 session) (6:30 - 9:30 pm)

Thursday \$30



BUYING AND SELLING ON E-BAY

Jump on board and see how buying and selling on ebay can be a very lucrative business with no financial investment. This course will cover details on how to sell, buy, and place bids. As we all know, a picture is worth a thousand words...and when it comes to making money we will share the secrets of adding images to create listings that will attract potential buyers. Information will be shared on how to purchase goods inexpensively to make money, re-selling, the bidding process and strategies for winning the items you want, collecting your on-line payments, using Pay Pal and the do's and don'ts when using ebay. Students wishing to register for ebay should have a valid email address and be willing to provide financial information necessary to verify their identity with ebay.

(6:30 - 8:30pm)

Wednesday (6 weeks) \$150

CARPENTRY

Home Remodeling/Improvement

This course is geared towards the homemaker and individual who want to gain knowledge and hands-on skills in home remodeling. Among the areas to be covered are the complete house construction process from foundation to rafters, all interior and exterior finishes, simple estimating, materials and building permit procedures. Participants will gain hands-on practice in many areas and the use of portable and stationary machines.

Tuesday and Thursday \$380



DO IT YOURSELF HOME IMPROVEMENT

This course will help you quickly learn the skills needed to do your own repairs at home. Step-by-step instruction and money saving tips. You will build confidence in your own ability to complete projects from sheetrock & spackling, tiling, grouting, carpentry, or electrical, to a never again emergency plumbing charge.

Thursday \$330

COMMERCIAL ART

Advertising Art and Design (AHS)

This course is an introduction to entry level skills in Commercial Arts. The primary objective of the course is to introduce the stages of effective graphic design, basic advertising materials such as business cards



and advertisements using Adobe Photoshop and Illustrator. Other skills include editing, retouching and enhancing digital photos.

Monday \$280

COSMETOLOGY

Nail Certified Technician

(Fall Semester Only)

This full year course will consist of 300 hours of training in all theory and practical phases of manicuring. The students will develop dexterity in nail filing, pedicuring, and nail art, nail wrapping, and product application. After completion of the 300 hour course, the student will be prepared to meet State licensing requirements.

Tuesday, Wednesday, and Thursday \$1,800



Introduction to Food Service Preparation (900 hours) Curriculum: Course designed to prepare students for employability in the food industry.

Topics covered:

- ◆ Sanitation and safety
- ◆ Menu Building
- ◆ Stocks
- ◆ Soups and Sauces

Introduction to Food Service Preparation (900 hours) Curriculum:

Course designed to prepare students for employability in the food industry.

Topics covered:

- ◆ Sanitation and safety
- ◆ Menu Building
- ◆ Stocks
- ◆ Soups and Sauces

A One Night

Beauty Transformation

This fun one-night make-up event will show you how to care for your skin, apply the most flattering make-up, and learn secrets to make you look great. Information on reducing wrinkles, and natural tips for a more beautiful you!

Wednesday (1 night) \$125

- ◆ Nutritional Awareness
- ◆ Plate Presentation
- ◆ Food Costing
- ◆ Catering Techniques

CULINARY

Food Services (AHS)

This course is offered as pre-employment experience for those wishing to enter the food service industry. Students will learn quality meal preparation, menu planning, ordering and commercial baking.

Wednesday \$280

Baking 101

Come join our Baking Course! The class offers everything from muffins, croissants, cookies, tarts, pies, artisan breads, Tuscan pizza to decorating simple and professional cake decorating techniques.

Monday \$280



Nutritional Cooking Class

This course is offered for those wishing to learn about healthy cooking. The course concentrates on diet trends, low fat, low carb, fat free, and an understanding of food labels.

Wednesday \$280

FAST COOKING FOR FUN!

Chef Peter Santero, one of the tri-state area's leading chefs, teaches you how you can prepare gourmet meals in 30 minutes or less, using basic techniques. From appetizers, pastas, salads, entree and deserts, you will learn how easy it is to cook at home for yourself or for a party. Guests will think you spent hours preparing, when it only took minutes. Learn how to have fun in the kitchen and enjoy the great foods you will learn to prepare and best of all enjoy eating!

Wednesday \$280

Not Just Pasta

♦ *Do you like to eat but don't like to cook?*

♦ *Are you willing to take a chance on change?*

You have to take this class, believe me you will not be disappointed. I could show you how to cook in style, flavor and grace! Low cost and great taste. What more can you ask for in life! I want to show you how to cook with chicken, salmon, tilapia, grilled veggies and more with or without pasta! My reputation precedes me! Lucy Frodella (Carmela's Restaurant, Pizza Cucina, Lucy's Seafood).

Wednesday \$280

CULINARY ARTS CERTIFICATION PROGRAM

This class will teach all the skills to become employed in the food-service industry.



Introduction to Foodservice Preparation

(36 weeks, Monday-Thursday, \$4,200.00)

Classes will include:

- ♦ Menu Building
- ♦ Stocks
- ♦ Soups and Sauces
- ♦ Nutrition
- ♦ Butchering skills of meat, poultry, and fish
- ♦ Plate Presentation
- ♦ Catering Techniques
- ♦ Cooking Methods and Procedures
- ♦ Weight & Measures
- ♦ Baking Techniques

- ♦ Salads/Sandwiches
- ♦ International Cuisine
- ♦ Management Techniques
- ♦ Professionalism on the job
- ♦ Resume and Cover Letter writing
- ♦ Other basic areas



Baking & Pastry Certification Program

(30 weeks \$4,200.00)

Classes will include:

- ♦ Menu Building
- ♦ Scales, Measurements & Ingredients
- ♦ Yeast Doughs, Bread & Rolls
- ♦ Pastry Doughs & Batters
- ♦ Quick breads and Cakes
- ♦ Plate Presentation
- ♦ Cookies
- ♦ Pies and Tarts
- ♦ Fillings and Mousses
- ♦ Frozen Desserts
- ♦ Filled and Assembled Cakes and Tortes
- ♦ Plated and Decorated Desserts
- ♦ Chocolate & Specialty Cakes
- ♦ Specialty Tools & Equipment
- ♦ Other basic areas

Requirements

Uniform and a Minimum of a 4th grade reading and math level.

Passaic County Technical Institute

In partnership with

Fairleigh Dickinson University

30-credit Master of Administrative Science Degree (MAS)

120-credit Bachelor of Arts in Individualized Studies Degree (BAIS)

Graduate & Undergraduate Certificate programs in many concentrations

Master of Administrative Science (MAS)				
Course Code	Course Name	Instructor	Time	Location
MADS 6609	Productivity & Human Performance	T. Deehan	Thursdays, 12 weeks Jan. 14 – April 1 6:15 pm to 9:30 pm	Passaic County Tech. Institute 45 Reinhardt Road, Wayne Room C202
This course will discuss definitions and measurement of individual, team and organizational productivity, effectiveness and efficiency. Models for the analysis of organizational and individual productivity and productivity growth. Techniques for improving productivity.				
Bachelor of Arts in Individualized Studies (BAIS)				
BIOL 1031	Environmental Health	P. Richardson	Saturdays, 5 weeks Jan 9 – Feb 6 8:30 a.m. - 4:30 p.m.	Passaic County Tech. Institute 45 Reinhardt Road, Wayne Room C202
This course will explore the changes in the environment of concern for both personal & community health. Toxic substances entering the air, water & food chain from pesticides use, industrial use of chemicals, & pollution events associated with landfills, incineration & sewage treatment. Background information necessary to understand & prevent pollution & to remediate degraded environments.				
PADM 4506	Domestic Preparedness For Terrorism & Catastrophic Emergencies	P. Stamm	Saturdays, 5 weeks Feb. 20 – Mar. 20 8:30 a.m. - 4:30 p.m.	Passaic County Tech. Institute 45 Reinhardt Road, Wayne Room C202
What can we do to prepare our cities and communities from suffering the effects of a violent attack? What measures we can put into place to recover quickly and efficiently with the least loss of life and property? This course will also include an in depth analysis of terrorism, the terrorists' beliefs and reasons for actions against a certain group or government agency both here and abroad and what beliefs or causes does the terrorist practice and the psychology of the suicide-bomber syndrome are explained.				

At the Undergraduate Level

- ◆ Complete your degree in record time
- ◆ Transfer up to 90-credits, ACE / PONS, CLEP
- ◆ Experiential learning applies toward degree
- ◆ No SAT's required
- ◆ 18-credit Undergraduate certificate programs
- ◆ Classes taught by experienced practitioners
- ◆ Optional International seminars

At the Graduate Level

- ◆ Advanced standing/graduate credit transfer
- ◆ No GRE or GMAT required
- ◆ Complete program in 15-18 months part-time
- ◆ Superb for public, private & non-profit leaders
- ◆ Numerous Graduate certificate programs
- ◆ Optional international seminars
- ◆ Highly qualified faculty from all disciplines

Learn about FDU's undergraduate/graduate combined degree program
Visit us at: <http://sas.fdu.edu>

For Information, a Catalog & to enroll at any of 55 locations statewide, call:
Ronald E. Calissi, Esq.

Executive Associate Dean, Off-campus Credit Programs

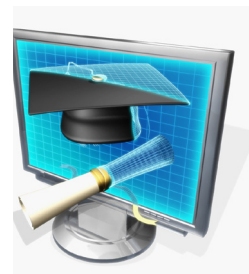
www.fdu.edu e-mail – www.fdu.edu/mas (201) 692-7172/6522 (Voice) ◆ (201) 692-7179 (Fax)

THE SATURDAY ACADEMY

A Technology & Academic Enrichment Program For Seventh & Eighth Grade Students

Saturday Morning Classes are open
to 7th & 8th grade students residing in Passaic County!

Watch for our Spring 2010 Session at our website:
www.pcti.tec.nj.us/saturdayacademy/home.html



For more information, call 973.389.4210

Course Descriptions and Registration Forms are available online.

FINANCIAL STRATEGIES



Financial Strategies for Successful Retirement

With financial independence, retirement can be the most fulfilling time of your life. In four exciting sessions, this seminar introduces you to the key concepts of wise money management for retirement. You will learn how to generate a steady income, protect your assets from erosion, minimize taxes, and provide a secure retirement. This seminar is for those in the early stages of thinking about retirement as well as those who are very close to retirement. You will also learn how to make the best use of your employer's retirement plan, evaluate lump-sum distribution options, and reduce estate taxes through proper estate planning. You will learn about various types of investments, plus we will cover Social Security, Medicare, and ways to provide for the costs of potential long-term health care. A "hear it," "see it," "write it" teaching method makes it easy for you to understand and remember the practical information. The class is taught by financial professionals. However, no products or investments will be promoted or offered.

Wednesday (4 sessions)

(6:30-9:00pm) \$250

COMPUTER AIDED DRAFTING

Computer Aided Drafting/Basic Drafting (CAD) (AHS)

This 36-hour course will introduce the experienced draftsman to CAD. Hands-on practice with industrial model CAD systems will be provided. Students will learn to create, modify, store, retrieve, and manage computer drawings.

Thursday \$260

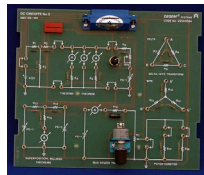


Computer Aided Drafting/Advanced (CAD) (AHS)

This 36-hour course will further enhance the CAD oriented drafter's knowledge of the system. It will include training in the customization of the CAD software.

Thursday \$260

ELECTRIC



Electricity I

This basic course deals with DC circuits including scientific notation exponentials, electron theory, Ohm's Law, Kirchoff's Law, series, parallel circuits, magnetism, motors and generators. Hands-on use of test equipment and training modules will be used to apply theoretical concepts.

Tuesday and Thursday \$325

Electricity II

Prerequisite: Electricity I

This course covers AC voltage and current, inductors, transformers, capacitors, resonant circuits, basic semiconductor concepts, diodes and power supplies. The use of training modules allows students to become familiar with meter and oscilloscopes.

Monday and Wednesday.....\$325

House Wiring

This course is geared to residential wiring. The subjects covered in this course include basic theory, materials and equipment, the National Electrician Code as it pertains to house wiring, elementary wiring, switches, duplex receptacles, circuit theory and design, selection of materials and equipment, services and modernization of existing wiring.

Monday and Wednesday \$325

Industrial Wiring I

Prerequisite: Electricity II or equivalent experience

This course is geared to the needs of the industrial electrician and covers AC and DC motors, single and 3-phase transformers, control wiring for AC and DC circuits, AC and DC generators, blueprint reading, and practical shop work.

Tuesday and Thursday.....\$340

Industrial Wiring II

Prerequisite: Industrial Wiring I or equivalent experience

This course covers advanced theory of industrial wiring including power distribution, system protection, fire alarm systems, commercial wiring, isometric sketching, blueprint reading and fluorescent lighting. This course also includes hands-on operations, safety, and National Electric Code practice.

Tuesday and Thursday.....\$340

National Electric Code

This class is designed to prepare the students for the New Jersey State Electrical Examination. (Current Code Book Needed)

Tuesday \$300

HUMAN DEVELOPMENT AND BEHAVIOR

Frontiers of the Mind

Why do you act the way you do? Psychology is one of the most intriguing subjects on earth. The course material draws upon natural curiosity so we can learn about friends, family members, and ourselves. Sessions will include studies in a computer simulated lab, interpreting inkblots, studying personality/theories, and research methods. Each area of study will include hands-on activities, and videos that will help to broaden your knowledge of the coursework, as well as, enhance your knowledge in this stressful society. Self awareness is power and fun!

Wednesday (6:30-8:30) \$600

Helping Your Child Succeed in High School

Five Seminars designed to help parents understand their child's experience in the modern high school. Topics include "Learning Styles" of child and parent and how to use them as an academic and emotional advantage, homework and academics, extra-curricular activities and a review of Steven Covey's Seven Habits of Successful teenagers. The fifth seminar is based on questions and interests as well as a more in-depth conversation on topics recommended by attendees.

Tuesday \$300



1-2-3 Go!

If you have a dream of owning your own business or are already in the process, this course, consisting of discussions and work assignments, is designed to guide and assist you through the early phases of start-up and development. Gathering information, understanding what needs to be done, and performing all the activities needed to start a small business, whether it is home-based or more extensive, can be time consuming and appear extremely complex. However, much of the effort can be simplified and the process made easier, if you take an organized approach and plan your activities wisely. This course will give you a clearly defined, step-by-step approach that simplifies the process.

Thursday \$ 260

MACHINE TRADE

Machine Shop I (AHS)

This 72-hour course consists of class work and machine practice which introduces the students to basic lathe operation and blueprint reading and their application. Students will learn to grind and maintain their cutting tools with hands-on experience at the lathe in turning, facing, and boring.

Monday and Wednesday \$370

Machine Shop II (AHS)

Prerequisite: Machine Shop I or comparable work experience

This course will expose the student to all phases of lathe work; more complex turning, formula work and cutting of threads. Students will learn to work to close tolerances. An introduction to milling applications will also be included.

Tuesday and Thursday \$370



Machine Shop III (AHS)

Prerequisite: Machine Shop I and II or comparable work experience

This course will introduce students to the principles and applications of vertical milling. Hands-on experience will include setups, using vise, rotary table, dividing head and formula calculations.

Tuesday and Thursday \$370

MEDICAL/HEALTH

Administrative Medical/Dental Assistant (AMA) (AHS)

Prerequisite: Keyboarding or Introduction to Computers: Word Processing.

This course will train students in the ever expanding field of Medical/Dental Clerical Practices. Students will receive training in how the profession works, as a business structure and the importance of patient care. Students will receive training in handling patient information, the laws associated with privacy, including telephone/reception appointment scheduling, dealing with laboratories, hospitals, clinics and other professional day to day activities. You will learn applications, lists, word processing prescriptions, Internet research i/a/w. patient and professional credential. Studies will include familiarization with practice management software i.e., Insurance Billing//Patient record keeping, automated appointment scheduling, etc.

The student will also learn some "Clinical" required vital signs Tests, such as blood pressure, pulse, body weight/ height and body mass index (BMI)

Upon successful completion of this basic course, the student will have gained the knowledge to work in a doctor/dentist office, clinic, hospital or nursing-long term care facility.

Monday (AHS)

Thursday \$275



Nurses Aide Course

This course is a prerequisite to prepare students to take the New Jersey State Examination (written and skills) for Nursing Assistant in a long-term care facility. The course is divided into two parts: 50 hours of classroom theory at PCTI and 40 hours of clinical. This course is open to all uncertified, newly employed ancillary nursing personnel in long-term care facilities.

Monday at PCTI (4:30-9:00pm)

Tuesday and Thursday at Clinic

(4:30-9:00pm) \$600

(Students must have a recent physical, Mantoux PPD test and proof of Hepatitis B vaccination. Cost does not include books or uniforms.)



Introductory & Basic Dental Billing & Coding Training Course

Prerequisite: Prior or Concurrent Administrative Medical Assistant Course

This course will train the "Front Office" Administrative Medical/Dental Assistant (AMA) to perform the basic duties of medical/dental billing & coding, for the processing of claims that are transmitted and processed

Introductory & Basic Dental Billing & Coding *continued*

by a nationally recognized clearing-house to selected insurance payers for payment. This course is aimed at expanding the job knowledge in preparing the AMA student to obtain a "startup" job as a billing clerk within a medical/dental office, clinic or hospital environment. High emphasis will be placed on serving the needs and processing claims for the under served patient within these communities.

The widely used Medisoft/Practisoft practice management system and the Emdeon direct electronic claims transmittal software will be used for this training.

(6:00 - 9:00 pm)

Tuesday \$275

PLUMBING/HEATING

Plumbing I (AHS)

The student is provided training concerning pipe nomenclature, pipe fitting and blueprint reading. Hands-on soldering a copper tube joint, PVC solvent joint, pipe treading, setting a toilet bowl repair, toilet tank component, and faucet repair including single lever Delta and Moen types.

Monday \$325



Plumbing II (AHS)

Prerequisite: Plumbing 1 or past plumbing experience.

This theory and hands-on class will provide deeper understanding of plumbing concepts related to water supply principles, waste and vents, pipe supports and advanced installations of plumbing fixtures. Hands-on soldering of a copper large waste diameter joint, cutting no hub cast iron pipe and installing a large diameter sanitary sewer pipe.

Monday and Wednesday \$325

Heating (AHS)

Prerequisite: Plumbing I or past experience.

The student is provided the basic training for residential and commercial heating units. Fundamentals of hot water and steam basic wiring diagrams will be taught.

Monday \$300

Plumber's License Preparation

This class is designed to prepare the experienced plumber for the New Jersey Master License examination. A minimum of 5 years experience in the plumbing trade is a must.

Monday (42 Hrs) \$325

Apprenticeship Plumbing

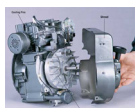
Related class instruction for all plumbing apprentices.

Monday and Wednesday \$340

Tuesday and Thursday \$340

SMALL ENGINE

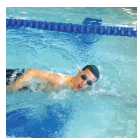
Small Engine Repair



This course provides instruction on small gas engines such as those used in mowers, snowmobiles, chain saws and generators. Materials cover operation principles, ignition, carburetors, troubleshooting, tune-ups and reconditioning.

Monday \$290

SWIM CLASS



Swim Class-Beginner Level

New

This class is designed for non-swimmers to beginning level of swimming. The skills to be taught are the fundamentals of swimming; water adjustment, breath control, proper body position, front and back floats and guides. From that point you will move onto propulsive skills of kicking, skulling, arm stroke and progress to be coordinated front crawl and back stroke. Our classes are taught by American Red Cross instructors in a supportive, non-threatening, non competitive environment. Students progress at their own rate. If you never had the time or the opportunity to learn to swim now is the time. Don't let a previous bad experience in the water stop you from learning how to swim. Learn how to enjoy the water rather than be afraid of it. Have fun on your next vacation and swim with your children or grandchildren.

Classes Start February 23, 7-8 pm

Free Swim, 8-9 pm \$160

Swim Class-Intermediate Level

New

This class is designed for people who can put their face in the water, float on front and back, and swim on front and back 5-10 ft. Stroke mechanics will be emphasized. Maybe you can swim with your face out of the water. But when you swim with your face in you cannot breathe or you swallow water. Maybe you are okay in the shallow water but have a fear of the deep water. This class will increase your confidence and work on the areas you are having difficulty with. Breaststroke, sidestroke, and elementary backstroke will also be taught. Students who are proficient in their swimming ability can follow a work-out in the deep end of the pool.

Classes Start February 25,

8-9 pm \$160

Free Swim, 7-8 pm

Swim Class-All Levels

Do you want.. To be in control in the pool and ocean, no matter what depth? To learn to prevent panic and stop feeling like you might drown? To be able to have fun in the shallow and deep end? To play with your children or grandchildren in the water? To swim for exercise or fun? Then join us in our state of the art heated swimming pool. Our classes are taught by certified Red Cross swim instructors. Class will cover all four basic swimming strokes: front crawl, backstroke, breaststrokes, and butterfly. Non-swimmers to avid lap swimmers are welcome. The program is noncompetitive and supportive. Endurance and stroke mechanics will be emphasized.

Tuesday and Thursday \$160

(7:00pm to 9:00pm) (6 weeks)

Classes start Feb. 23th

Tap Dance / Yoga

Tap Dance

This class will focus on rhythm and musicality while learning the fundamentals of tap dance. Tap dancing is great for the body, builds muscle and strength in the lower limbs, and is an enjoyable cardiovascular workout. Increase your sense of balance, musical awareness, and learn steps from the Fred Astaire era. Discover the dancer in you, and we'll "shuffle off to Buffalo" during this hour long tap dance! (8 Sessions)

Monday and Tuesday \$125
(6:30 - 7:30pm)

Yoga

Release your stress while stretching and strengthening your body. This one hour class will introduce a wide range of yoga poses. You will also learn how breathing techniques and the principles of alignment can be applied to build stamina, openness and ease in movement. Postural alignment, back care, and core and upper body strength will be emphasized. Whether you are new to yoga or in need of taking charge of your health, this class is for you! (8 Sessions)

Monday and Tuesday \$125
(7:30 - 8:30pm)

WELDING



Welding-Basic (AHS)

Students receive instruction through lecture, demonstration and practical application in arc and oxyacetylene welding, brazing and cutting.

Monday and Wednesday \$530

Welding-Advanced (AHS)

Students who have completed Basic Welding or have demonstrated proficiency in welding will learn T.I.G. (Heliarc), M.I.G.(metallic insert gas) and consumable arc welding operations in this course on both ferrous and non ferrous metals.

Tuesday and Thursday \$530



Zumba

It's the type of exercise you'll want to do everyday and feel good about doing it!

Let's face it, working out can be healthy, rewarding, beneficial, working out can be lots of things, but it's never been known to be much fun UNTIL NOW!

Zumba fuses hypnotic Latin rhythms and easy to follow moves to create a dynamic fitness program that will blow you away. Our goal is simple: We want you to work out, to love working out, to get hooked. Zumba Fanatics achieve long term benefits while experiencing an absolute blast in one exhilarating hour of caloric-burning, body-energizing, awe inspiring movements meant to engage and captivate for life!

The routines feature interval training sessions where fast and slow rhythms, and resistance training are combined to tone and sculpt your body while burning fat. Add some Latin flavor and international zest into the mix and you've got Zumba!

Monday (8 weeks) \$75
(7:30pm)



LICENSED PRACTICAL NURSE (LPN) PROGRAM

New!! Day & Evening

PASSAIC COUNTY TECHNICAL INSTITUTE, Adult Education Division offers the **Licensed Practical Nursing Program** that prepares the student for the New Jersey Board of Nursing Licensure Examination. Our Program has the accreditation of the New Jersey Department of Education, the Department of Veterans Affairs as well as the Board of Nursing.

Our Licensed Practical Nursing Program has graduated 55 consecutive classes of LPNs since 1954. It is available to qualified adult men and women. **The Day Program Begins once a year in August, is 12 months in duration, full-time days, Monday through Friday.** Clinical experience provides valuable, supervised, hands-on experience that augments the information learned in the classroom.

The curriculum includes areas of study in: ***Anatomy and Physiology**, Fundamentals of Nursing, Growth and Developments, ***Medical Terminology**, Medical/Surgical Nursing, Community Health Care, Transcultural Nursing, ***Nutrition**, Microbiology, Pharmacology, Geriatrics, ***Emergency and Clinical**

care, Pediatrics, Obstetrics, Mental Health Nursing, Nursing Informatics and ***Dynamics of Health Care**. The University of Medicine & Dentistry of New Jersey offers college credits, at a nominal fee, for courses indicated with an asterisk and in bold.

We start taking **requests** for Applications and Brochures in September for the class beginning the following August. The \$10 Application Fee must then be submitted to our facility in the form of a Postal **money order**. You will then receive Registration information and a date to take the Pre-Entrance Test. A High School Diploma or GED/ General Equivalency Diploma is required to sit for the test. **A Diploma from another country must be evaluated by a professional service and submitted at Registration.** You will need to prove citizenship with an original Birth Certificate or a Permanent Resident Card and a Criminal Background search is mandatory. A complete physical examination and laboratory tests will be required if you are accepted into the Program. You must be at least 17 years of age. These instructions are outlined in our brochure.

The LPN Program offers the student a profession that supports advancement potential, economic security and personal satisfaction. Graduates of this Program have served the community as nurses in area hospitals, nursing homes and home care. Many of our graduates continue their education at a college in order to become a Registered Nurse. The possibilities are interesting, challenging, and almost unlimited!

Our faculty: Barbara Carrig, R.N., M.S.N.,
Sharyn Boyle, R.N., B.S.N., B.C.
Noreen Frodella, B.S.N., R.N., B.C.
Christine Lucas, BSN, R.N.

For an informative application packet, please call M. Harding at 973.389.2020

We are starting an evening class call now for information!!

WWW.PCTILPN.org



ADULT HIGH SCHOOL DIPLOMA

Adult High School students are able to complete their high school education and receive a High School Diploma from Passaic County Technical Institute. This program is fully approved by the New Jersey State Department of Education and the Board of Education of Passaic County Technical Institute. This is an exciting opportunity to earn a high school diploma. Successful completion of our high school leads to an actual PCTI diploma. You can receive credit for previous schooling, military training, work experience, on the job training, apprentice programs, occupational licence, and community volunteer service.

You may enroll at any time within the year by registering any Monday, Tuesday, Wednesday or Thursday evening at the Guidance F-Wing Office from 6:30-9:00 P.M. For more information call 973.389.4101 during business hours or 973.389.7217 after 6:30p.m. Mondays-Thursdays.

Any New Jersey resident who wishes to continue growing by working toward a High School Diploma may attend the Adult High School. You must be a mature individual who takes responsibility for your educational goals.

Classes are held four nights a week at the Wayne Campus. Students may enroll in as many courses as they can manage, and students may also be eligible to receive high school credit for work and life experiences.

The Passaic County Technical Institute provides counseling and academic advisement in regard to different types of credit needed to complete the Adult High School graduation requirements. ***Free***

THE LEARNING CENTER

The Adult Learning Center, which is located at **152 Market Street in Paterson, NJ** offers FREE instruction to adults who wish to upgrade their reading, language and math skills or earn a High School Diploma (GED). **For more information, call 973.684.0106.**

There are special classes for adults who want to learn to speak, read and write the English language.

Classes are held daily and in the evenings.

The course of instruction at the Adult Learning Center is tailored to each students individual needs. There are no prerequisites. Day and Evening classes begin in September and end in June. A six-week summer session is offered for day classes, students may register at any time during the year and progress at their own rate. Hours of instruction are flexible to allow for family and work responsibilities.

High School Completion

Complete your high school education through the N.J. General Education Development Testing Program (GED). All adults are welcome to enroll in our program. Day classes are also offered.

Daily and Tuesday/Thursday Evenings FREE

Adult Basic Education

Reading, Basic Math, and Language Arts.

Daily and Tuesday/Thursday Evenings FREE

English as a Second Language/ Civics Education

Conversational English for beginners and intermediate students.

Daily and Monday/Wednesday Evenings, and Tuesday/Thursday Evenings FREE

GED TESTING CENTER PASSAIC COUNTY TECHNICAL INSTITUTE

Rocco Building, Room N116

Register for the GED test:

Come in any Monday between 4:00 p.m. and 6:00 p.m. to register. (You will need to bring two (2) appropriate identifications, one must be a government issued photo ID and another form of ID) with your home address such as a utility bill to prove you are a resident of NJ.

Payment for the GED test:

Must be a Money Order or Certified Check in the amount of \$50 made out to PCTI. NO cash or personal checks accepted!

Eligibility Criteria:

- ◆ You must be at least 16 years old. (16 and 17 year olds must be accompanied by a parent/guardian to complete a Consent to Participate form.)
- ◆ No longer enrolled in a school. (Bring proof)
- ◆ A Resident of New Jersey

How long are the GED tests?

The tests are 8 hours long. Tests are scheduled two evenings per week for a total of 4 hours per evening.

GED Testing Center is wheelchair accessible. Tests are also available in Audio and Braille format.

For more information please contact Josephine Bono at 973.389.4388 or by email: jbono@pcti.tec.nj.us You can also visit our webpage at: www.pcti.tec.nj.us/ged

NEW

We also offer the GED Test now in Spanish!

Passaic County Technical Institute

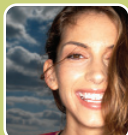
Adult Education

www.ed2go.com/pcti

Spring 2010

Our online courses
are open to everyone!

expert
instructors



affordable
courses

24/7
access



convenient
for
everyone!



Learn from the
comfort of home!



Online learning anytime, anywhere ... just a click away!

Take Control of Your Windows Vista PC

See Page 9

Market Your Business on the Internet

See Page 3

Make Money Writing Grants

See Page 4

Increase Your Programming Skills

See Page 10

www.ed2go.com/pcti

Instructor-Facilitated **Online Learning**

Course
Fees Start
at Just

\$99

Welcome

www.ed2go.com/pcti

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

How to Get Started:

1. Visit our Online Instruction Center:

www.ed2go.com/pcti

2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Passaic County Technical Institute

Adult Education



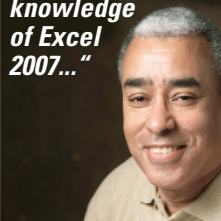
**Learn Office 2007
in Six Weeks From the
Comfort of Home**

Office 2007 Courses

Instructor-Facilitated

Online Courses

*"...I really feel I
have grown
and have a better
knowledge
of Excel
2007..."*



Enroll Now!

Visit us for more details!

www.ed2go.com/pcti

or call:

973-389-4101

www.ed2go.com/pcti | **ed2go**

Intro to Microsoft Word 2007

Learn how to create and modify documents in Word 2007, the most popular word-processing program available.

Intro to Microsoft Excel 2007

Discover dozens of shortcuts and tricks, and learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, and much more!

Intro to Microsoft PowerPoint 2007

Learn to create impressive slide presentations filled with visually stimulating elements.

Intro to Microsoft Access 2007

Learn how Microsoft's powerful database can help you store and manage information you've collected about your business, home, or community.

Intro to Microsoft Outlook 2007

Learn the essentials of Microsoft Outlook 2007 from an expert instructor. Get up and running quickly with the most important aspects of the program.

Intro to Windows Vista

Learn the important basic skills and concepts you need to take control of your Windows Vista PC.

Visit our Online Instruction Center to find more courses!

Several new courses launch every month! Visit our website to browse the entire catalog.

www.ed2go.com/pcti

Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

BUSINESS COURSES

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

Managing Customer Service

Become indispensable to any organization by understanding how to identify and meet customer needs.

Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

Principles of Sales Management

Master the art of managing sales teams from a sales pro.

Successful Construction Business Management

Gain a powerful and permanent advantage over the competition by practicing expert management.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Distribution and Logistics Management

Improve your company's ability to deliver on time and on budget, while increasing customer satisfaction.

Introduction to Business Analysis

Master powerful techniques to improve your decision-making skills at work.

Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

Introduction to Peachtree Accounting

Get the training you need to perform everyday accounting tasks using Peachtree Accounting software.

BUSINESS COURSES

Mastery of Business Fundamentals

Acquire practical experience in strategic planning, management, and finance without enrolling in an MBA program.

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management.

PMP Certification Prep 1

Prepare to take—and pass—the PMP certification exam. Course 1 of 2.

Understanding the Human Resources Function

Learn to handle human resource functions to ensure the best possible results.

The course was tremendously informative and helpful. I strongly encourage this class to be taken by any Supervisor that's gone from being an employee to now having the Boss title(smile). The rewards can be great!!! SUPER!!

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Total Quality Fundamentals

Give yourself a strong foundation in total quality management.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

High Speed Project Management

Learn to deal with the realities of managing projects at supersonic speeds despite truncated timelines, inadequate staffing, and skimpy budgets.

Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing.

Business and Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

START YOUR OWN BUSINESS

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business.

Start Your Own eBay Drop Off Store

Turn people's unwanted items into a lucrative source of income by starting an eBay drop off store.

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

Growing Plants for Fun and Profit

An industry professional teaches you everything you need to prosper in the backyard nursery business.

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros.

Start Your Own Consulting Practice

Find out how you can earn income by sharing your training or knowledge with others.

Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success.

Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

Several new courses launch every month! Visit our website to browse the entire catalog.

www.ed2go.com/pcti

Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

GRANT WRITING/NONPROFITS

Starting a Nonprofit

Industry veteran shows you how to take a nonprofit business from vision to reality.

Introduction to Nonprofit Management

Develop the skills and strategies you need to become an integral part of one of the fastest growing service sectors.

Marketing Your Nonprofit

Further the ideals and goals of your nonprofit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Get Grants!

Learn how to develop successful, fundable grants from experts in the field.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity.

Advanced Grant Proposal Writing

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business.

CAREER IDEAS

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital.

Real Estate Investing

Build and protect your wealth by investing in real estate.

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

As a newcomer to the field of technical writing, I found this course particularly useful. I feel it has afforded me a great foundation on which I can further build my skills.

Introduction to Criminal Law

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims.

Paralegal Preparation 1

Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

Publish It Yourself: How to Start and Operate Your Own Publishing Business

Convert manuscripts into income by producing and selling books like the pros.

Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.

PERSONAL DEVELOPMENT

Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

Individual Excellence

Master 12 career-enhancing skills including goal setting, time management, personal organization, and creativity.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

The instructor did a great job choosing what to cover. The material was well presented and touched on many interesting topics. I definitely recommend this course not only to those who are shy, but to anyone who would like pointers in improving him or herself.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

This course gave me the confidence to re-enter the workforce. I will be able to apply for jobs that ask for computer knowledge without feeling unsure of my capabilities.

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

**Gain Valuable
Computer Skills
for the Workplace**

**from the comfort
of your home!**



Visit our site to
learn more.

www.ed2go.com/pcti

Several new courses launch every month! Visit our website to browse the entire catalog.

www.ed2go.com/pcti

Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

PERSONAL ENRICHMENT

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.

Goodbye to Shy

Become more confident in social, professional, and romantic situations.

Goodbye to Shy" was a wonderful course, and Kim was a wonderful instructor - very positive and encouraging. As a shy person, I felt empowered by that encouragement, and I really feel a difference in my life already, a willingness to try and a greatly reduced fearfulness. Thank you, Kim!

Get Funny!

Use humor to disarm, befriend, motivate, inspire, and inform others.

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Each ed2go course comes equipped with a patient and caring instructor.

Healing Through Hypnosis

Learn to use hypnotic suggestion on yourself and others with amazing results.

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

The instructor is highly qualified to teach this course, and has organized a excellent, informative course that met my expectations. I would recommend this course to anyone who would like to gain the knowledge and confidence to help your family or others you may encounter who are having a medical emergency.

TEST PREP

GED Preparation

Want to pass the GED? This course will help you develop the skills you'll need to succeed.

Prepare for the GED Language Arts, Writing Test

Prepare for the GED test on language arts and writing.

Prepare for the GED Math Test

Master the skills you'll need to pass Test 5 in the GED test series.

SAT/ACT Preparation - Part 1

Get your best possible score on the verbal and reasoning sections of the new SAT exam.

SAT/ACT Preparation - Part 2

Do your best on the quantitative section of the new SAT.

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT.

I just wanted to thank you for the course and being able to do them on the internet. With my work schedule it was helpful to me. I can finally get my GED

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

GRE Preparation - Part 2

Learn a variety of useful techniques for tackling the math section of the GRE.

LSAT Preparation - Part 1

Learn about law school entrance procedures, develop analytical reasoning skills, and improve your test-taking skills.

LSAT Preparation - Part 2

Improve your logical reasoning and reading comprehension skills; discover proven approaches for selecting correct exam answers.

DIGITAL PHOTOGRAPHY

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

Photoshop Elements

I and II are now available!

Master the most advanced features of Photoshop Elements for Windows and take your photo editing skills to the next level!

Making Movies with Windows XP

Turn your home videos into entertaining movies that you can share with others by e-mail, the Web, CD, and DVD.

Photographing People With Your Digital Camera

Expert shows you how to take beautiful pictures of adults, children, and babies.

No More Film!

Go Digital.
ed2go courses will guide you through the world of **Digital Photography!**

- Discover the possibilities
- Learn to use photograph enhancement tools
- Explore new tricks and strategies
- Receive expert advice on taking better photographs

Visit our site to learn more.

www.ed2go.com/pcti

Several new courses launch every month! Visit our website to browse the entire catalog.

www.ed2go.com/pcti

Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

ENTERTAINMENT

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

FAMILY & FRIENDS

Luscious, Low-Fat, Lightning-Quick Meals

Discover how easy it can be to prepare meals that are both delicious and nutritious!

Genealogy Basics

Begin an exciting and fascinating exploration of your roots.

Assisting Aging Parents

Be prepared to handle the challenges of aging while learning to cherish the transition.

This was a wonderful class. It was practical, but also offered moral support to those of us assisting aging parents. I am so glad I took this class.

Ready, Set, Read!

A learning specialist shows you how to raise a successful reader and writer.

Enhancing Language Development in Childhood

Enrich the lives of your children by helping them become proficient speakers and thinkers.

Understanding Adolescents

Unlock the secrets of the adolescent mind to improve relations.

Get Paid to Travel

Learn everything you need to start your new and exciting career as a professional tour director.

LANGUAGES

Speed Spanish I

II and III are now available!

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course.

Beginning Braille Transcription

Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind.

Grammar for ESL

If English is your second language, this course will teach you the principles you'll need to succeed.

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work.

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

ART, HISTORY, MATH, & MORE

Everyday Math

Gain confidence in your basic math skills and start using math to your advantage.

Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life, and become skilled at solving a variety of algebraic problems.

Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades.

Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.

LAW & LEGAL CAREERS

Business Law for Small Business Owners

Learn how to successfully protect your small business and solve most of the legal problems that may arise.

Introduction to Criminal Law ***2 courses available!***

An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals.

Evidence Law

Prepare for a career as a law clerk or legal secretary by learning how to help busy attorneys gather and evaluate evidence and prepare for trial.

Winning Strategy for the Courtroom

Learn what it takes to win in civil court from an attorney who has won hundreds of cases.

Constitutional Law: Bill of Rights

Understand the challenges facing the maintenance of guaranteed freedoms in the modern world.

Legal Nurse Consulting

If you're a nurse, this course will help you prepare for a new career helping attorneys understand and resolve medical cases and claims.

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees.

Workers' Compensation

Gain essential skills and a solid understanding of one of the fastest-growing areas in law.

Paralegal Preparation 1

Prepare for a career as a paralegal by learning terminology, processes, and other basics (course 1 of 6).

LSAT Preparation - Course 1 of 2

Learn about law school entrance procedures and improve your test-taking skills.

Real Estate Law

Learn the basics of real estate law, including investing, title searching, and mortgages.

Several new courses launch every month! Visit our website to browse the entire catalog.

www.ed2go.com/pcti

Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

PERSONAL FINANCE

Real Estate Investing

Build and protect your wealth by investing in real estate.

Debt Elimination Techniques That Work

Learn specific, powerful, and proven strategies to get completely out of debt and live a stress-free lifestyle.

Where Does All My Money Go?

Learn how to get control of your money once and for all.

Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

*Convenient, Affordable,
and Effective.*

Take ed2go courses from the comfort of your home or office at the times that are most convenient for you.

Personal Finance

Protect your assets and discover how best to achieve all your financial goals.

I loved this course and felt it was really well done. Thank you.

Stocks, Bonds, and Investing: Oh, My!

Make wise investment decisions so you have enough to live comfortably through your retirement.

The Analysis and Valuation of Stocks

Discover valuable techniques that show you step-by-step how to research and value stocks.

Introduction to Stock Options

Learn how stock options can help you profit in any type of market.

Keys to Successful Money Management

Certified financial planner shows you how most wealthy people build their fortunes.

Introduction to Microsoft Excel

Work with numbers? You need to know Excel. Learn the secrets of this powerful application.

HEALTH CARE

Become a Physical Therapy Aide

Prepare for a rewarding career as a valued member of the physical therapy team.

Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

Medical Terminology:

A Word Association Approach
Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Human Anatomy and Physiology

Learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital.

HEALTH CARE

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims.

Certificate in End of Life Care

(26 contact hours) Understand the needs of individuals living with debilitating or terminal illnesses.

Certificate in Gerontology

(30 contact hours) Earn a certificate proving you have the skills required to meet the health care needs of a rapidly aging population.

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

Online Courses For Becoming Veterinary Assistants



Learn More...

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

New course sessions begin monthly. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

- **Become a Veterinary Assistant**
- **Become a Veterinary Assistant II: Canine Reproduction**
- **Become a Veterinary Assistant III: Practical Skills**

Our **instructor-facilitated** online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.



Visit our site to learn more.

www.ed2go.com/pcti

Several new courses launch every month! Visit our website to browse the entire catalog.

www.ed2go.com/pcti

Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

TEACHING	TEACHING	WRITING
Teaching Writing: Grades 4-6 In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers.	Creating the Inclusive Classroom: Strategies for Success In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day--learning proven strategies that turn diversity into opportunity.	Writeriffic: Creativity Training for Writers Banish writer's block forever with these tricks from the published writer's toolbox.
Teaching Math: Grades 4-6 Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom.	Ready, Set, Read! Learning specialist shows you how to develop successful readers and writers.	Grammar Refresher Gain confidence in your ability to produce clean, grammatically correct documents and speeches.
Solving Classroom Discipline Problems Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.	Microsoft Excel in the Classroom Discover how Excel can help you improve your effectiveness as a teacher.	Write Your Life Story Give your family and friends an inspirational autobiography.
Survival Kit for New Teachers Veteran instructor shares the secrets for success in your first years of teaching.	Microsoft Word 2007 in the Classroom Harness the power of the most popular word processing program on the market and become a more productive and creative teacher.	Advanced Fiction Writing Explore advanced fiction writing techniques with a published novelist.
Differentiated Instruction in the Classroom Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.	Microsoft PowerPoint in the Classroom Motivate your students and enrich your lessons by bringing PowerPoint into your classroom.	The Keys to Effective Editing If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.
The Classroom Computer Learn how to use the classroom computer to increase learning and motivate students.	Singapore Math Strategies: Model Drawing for Grades 1-6 In this professional development course for teachers, you'll get the training you need to start teaching model drawing, the powerful Singapore Math strategy that gives word problems a visual context.	Introduction to Journaling Discover how journaling can help you explore your dreams, values, and beliefs, survive unwanted change, succeed in your career, and express your creativity.
Using the Internet in the Classroom Discover how you can use the Internet to make teaching easier for you and more relevant to your students.	Teaching Students With Autism: Strategies for Success Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.	Write Fiction Like a Pro Author teaches you how professional writers use story outlines to structure any type of story.
Creating a Classroom Web Site Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.	Response to Intervention: Reading Strategies That Work Learn response to intervention (RTI) strategies that ensure the struggling readers in your classroom get the help and education they need.	The Craft of Magazine Writing If you're a determined new writer, this class will provide you with the skills you need to get published.
Guided Reading: Strategies for the Differentiated Classroom Learn creative ways to bring differentiated instruction and guided reading to life in your classroom.	Working Successfully With Learning Disabled Students Learn how to successfully meet the diverse needs of the learning disabled students in your classroom.	Beginner's Guide to Getting Published Published writer shows you how to give yourself the credibility you need to get your works published.
Integrating Technology in the Classroom Take your teaching to another level with these fun new ways to incorporate technology into your lesson plans.		Research Methods for Writers Learn the most efficient and effective methods to conduct research for any writing project.
		Fundamentals of Technical Writing Learn the skills you need to succeed in the well-paying field of technical writing.
		A Writer's Guide to Descriptive Settings Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

Several new courses launch every month! Visit our website to browse the entire catalog.

www.ed2go.com/pcti

Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

WRITING

Forensic Science For Writers

Learn the secrets behind forensic science and add new characters, depth, and marketability to your fiction.

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles and books.

Effective Business Writing

Develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Writing for Children

Published children's author shows you how to touch the hearts of children by creating books for them.

BASIC COMPUTER LITERACY

Keyboarding

Use the computer program FasType for Windows to learn the basic skills of touch-typing.

Navigating the Internet

Master the ins and outs of the Internet with this informative behind-the-scenes look.

Introduction to Windows XP

Learn how Windows XP makes it easy to work with text, pictures, audio, video, and more.

Introduction to Linux

Learn how to use the Linux desktop operating system along with the included productivity, multimedia, and Internet software.

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself.

COMPUTER APPLICATIONS

Introduction to Microsoft Word

Learn how to create and modify documents with the world's most popular word processor.

Intermediate Microsoft Word

Take advantage of Word's publishing capabilities to create eye-catching documents.

Advanced Microsoft Word

Learn how to create and use macros, shortcuts, form letters, mailing labels, queries, and more.

Introduction to Microsoft Access (Intermediate course available)

Store, locate, print, and automate access to all types of information.

Introduction to Microsoft Excel (Intermediate course available)

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Advanced Microsoft Excel

Increase your potential and maximize your value by becoming an expert Microsoft Excel user.

Introduction to PowerPoint

Build impressive slide presentations filled with text, images, video, audio, charts, and more.

Introduction to Microsoft Publisher

Create brochures, newsletters, and Web sites with ease.

Introduction to Microsoft Outlook

Communicate and manage information better and faster.

Introduction to Microsoft Project

Use the ultimate project planning and control tool to its fullest.

Introduction to Microsoft Visio

Learn how to design professional-looking diagrams with Microsoft Visio.

Introduction to Microsoft Office Accounting Professional

Learn how to use Microsoft Office Accounting Professional 2008 from a Certified Public Accountant who specializes in small-business accounting

COMPUTER APPLICATIONS

Design Projects for Adobe Illustrator

Learn the basics of Adobe Illustrator with design projects that let you practice as you learn.

Introduction to Illustrator CS3

In this class, you'll get the training you need to create infinitely resizable vector images using Adobe Illustrator CS3, one of the best illustration programs on the market.

Introduction to Oracle

Learn how to use the Oracle database management system to plan, organize, and manage your data.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Performing Payroll in QuickBooks

Discover the secrets of effortlessly setting up and processing your payroll.

QuickBooks for Contractors

Harness the power of QuickBooks Premier Contractor Edition for increased success.

Introduction to Photoshop

Learn the basics of using Adobe Photoshop to create images and edit photos.

Intermediate Photoshop CS3 (CS2 intermediate course available)

Have fun taking your Photoshop CS3 skills to the next level of creativity and productivity.

Introduction to CorelDRAW

Learn how CorelDRAW can help you create dazzling logos and other artwork for print or the Web.

Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

Introduction to Adobe InDesign CS3

You'll get hands-on desktop publishing training and come away knowing how to use this page layout software to design and create professional quality letterhead, business cards, brochures, PDF files that play movies, and more.

Several new courses launch every month! Visit our website to browse the entire catalog.

www.ed2go.com/pcti

Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

WEB DESIGN

Intermediate Dreamweaver

Take your Adobe Dreamweaver skills to the next level under the tutelage of a proven Web development expert.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Creating Web Pages II

Learn to develop polished and interactive pages complete with tables, forms, frames, audio, and CSS.

Introduction to Dreamweaver

Silicon Alley veteran shows you how to harness the power of the industry standard tool for Web designers.

Introduction to Microsoft FrontPage

Find out how FrontPage makes it easy to create and upload professional Web sites without programming.

Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

Creating Web Graphics with Photoshop CS3

Learn how to use Photoshop to create graphics for the Web.

Introduction to Flash

Learn how to create exciting interactive animations from a working Flash designer and author.

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

Creating a Classroom Web Site

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

WEB PROGRAMMING

Introduction to Java Programming

An experienced Java programmer introduces important Java topics with clear, step-by-step instructions.

Introduction to Ruby Programming

Learn how to create a dynamic Web blog using the Ruby on Rails programming environment and the Ruby programming language.

Introduction to CSS and XHTML

Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

Creating User Requirements Documents

Learn to discover and document precisely what your customer wants and help ensure your success as a developer.

High-Speed Project Management

Discover a breakthrough model for managing truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks.

Introduction to ASP.NET

Learn how to create powerful, interactive, community-based Web sites with ASP.NET.

Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

COMPUTER PROGRAMMING

Introduction to C++ Programming

Learn to program in C++, even if you have no prior programming experience!

Introduction to C# Programming (Intermediate course available)

Learn the fundamentals of computer programming with the new C# programming language.

Intermediate C# Programming

Learn to write Graphical User Interface programs in the C# Programming Language.

Introduction to Visual Basic 2008

Discover how to write VB programs that can access and modify a database.

Introduction to Alice 2.0 Programming

Learn the principles of object-oriented computer programming while creating rich, interactive three-dimensional worlds filled with characters, sound, and other exciting elements.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development.

Introduction to Perl Programming

Learn a programming skill that will make you a more valuable Web developer or system administrator.

Online Courses from the comfort of home.

Our **instructor-facilitated** online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

Visit our site to **learn more**.

www.ed2go.com/pcti

Learn More...

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction

**New course sessions
begin monthly.**

**Please visit our Online
Instruction Center to see
exact start dates for the
courses that interest you.**

Several new courses launch every month! Visit our website to browse the entire catalog.

www.ed2go.com/pcti

Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

CERTIFICATION PREP

Basic CompTIA® A+ Certification Prep

Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field (course 1 of 3).

CompTIA Security+ Certification Prep

Master the terms and concepts you need to pass the CompTIA® Security+ exam and earn your Security+ certificate.

CompTIA® Network+ Certification Prep

Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech.

NETWORKING/TROUBLESHOOTING

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC.

Introduction to Networking (Intermediate course available)

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field.

Wireless Networking

Industry expert shows you how to plan, deploy, and connect to wireless networks.

You can take all of our courses from the comfort of your home or office at the times that are most convenient to you. A new section of each course starts monthly. All courses run for six to eight weeks and are composed of 12 lessons, representing 24 or more hours of instruction. You can ask questions and give or receive advice at any time during the course.

NEW RELEASES

Teaching ESL/EFL Reading

Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

Performing Payroll in QuickBooks 2009

Learn to use QuickBooks 2009 to create paychecks, pay tax liabilities, and produce dazzling payroll reports.

Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

What's New in Microsoft Office 2007

Learn the most important new features of Microsoft Office Word, Excel, PowerPoint, and Access 2007, including the totally new Ribbon and tab user interface that replaces menus and toolbars from earlier versions.

Homeschool With Success

Discover how to homeschool your children in a way that ensures they get what they need both academically and socially.

Easy Classroom Podcasting

In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students.

Making Age an Asset in Your Job Search

This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired.

Intermediate Microsoft Word 2007

Learn more advanced features of Microsoft Word 2007, which enable you to create an index, a list of figures, and a table of contents, do desktop publishing, perform a mail merge, and use timesaving macros.

Intermediate Microsoft Access 2007

Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

Photoshop Elements 7 for the Digital Photographer

In this Adobe Photoshop Elements 7 class, you'll learn the secrets to successfully editing photos and bringing out the best in your images!

Introduction to Visual Basic 2008

Learn to create Windows applications using the popular and easy-to-master Visual Basic 2008.

How to Get Started:

1. Visit our Online Instruction Center:

www.ed2go.com/pcti

2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

Start Dates:

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.

Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

Several new courses launch every month! Visit our website to browse the entire catalog.

www.ed2go.com/pcti

Spring Semester 2010

January

Monday	Tuesday	Wednesday	Thursday	Friday
	12	13	14	
	REGISTRATION			
	19	17	18	
	REGISTRATION			
22	23	24	25	
29	30			

March

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	
8	9	10	11	
15	16	17	18	
22	23	24	25	
29	30			

February

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	
8	9	10	11	
		17	18	
WINTER RECESS				
22	23	24	25	

April

Monday	Tuesday	Wednesday	Thursday	Friday
			1	
SPRING RECESS				
12	13	14	15	
19	20	21	22	
26	27	28	29	

REGISTRATION FORM

MAKE CHECK OR MONEY ORDER PAYABLE TO: PASSAIC COUNTY TECHNICAL INSTITUTE

45 REINHARDT ROAD, WAYNE, N.J. 07470 ATTN: DR. JOAN CARTER

ADULT DIVISION - CAREER AND CONTINUING EDUCATION				DATE SUBMITTED		
NAME - (Please Print)						COURSE NAME
LAST		FIRST		MI		FOR OFFICIAL USE ONLY
STREET						
CITY		STATE		ZIP		
TEL. (Daytime)			DATE OF BIRTH			
TEL. (Cell or evening)			E-MAIL			
OCCUPATION						BEGIN DATE
EMPLOYER						CLASS TIME
						CLASS DAYS
						ROOM NO.
						INSTRUCTOR
						CK / CC #
						C/C AUTH #
ADDRESS				WORK NO		PAID
CITY, STATE, ZIP CODE						DATE
						RECEIPT #



PASSAIC COUNTY TECHNICAL INSTITUTE

Register Now For PCTI's Spring Courses!

By Mail

Use the enclosed registration form
to sign-up

Mail registration is due
January 8, 2010

In Person

Register at PCTI's Wayne Campus
January 11, 12, 13, 14, 19, 20, 21, 2010
6:30 P.M.- 9:00 P.M.

Choose Your Career! Change Your Life!

Spring 2010

Passaic County Technical Institute
45 Reinhardt Road
Wayne, New Jersey 07470-2299
<http://www.pcti.tec.nj.us>
<http://www.ed2go.com/PCTI>

NON-PROFIT
ORGANIZATION
US POSTAGE
PAID
WAYNE, NJ
PERMIT NO. 161