

**SCHOOL OF CONTINUING AND
PROFESSIONAL EDUCATION**

WILLIAM PATERSON UNIVERSITY

Start Your Transformation

At our New School of Continuing
and Professional Education

Fall 2017 Catalog

Classes Begin in September

1600 Valley Road, Wayne, N.J. • 973.720.2354 • wpunj.edu/cpe

REGISTRATION POLICIES AND PROCEDURES!

All Registrations Will Be Processed Online!

- » Register early to guarantee your enrollment.
- » Registrations are accepted until the classes are full.
- » **Web Registration:**
<https://www.wpunj.edu/cpe>
If you experience difficulty registering online, please call for assistance (973) 720-2354 or (973) 720-3961.
- » Be sure to include daytime and evening telephone numbers as well as your e-mail address so that we can notify you in case of program cancellation.
- » You may pay online by credit card or electronic check.
- » Once your registration and payment is processed, you are automatically enrolled. You will receive two emails: a registration confirmation and a payment confirmation. Plan to attend your workshop or conference as scheduled. You will be notified if the workshop or conference is cancelled or if there is a change in the schedule. If you do not receive an email confirmation please call for assistance (973) 720-2354 or (973) 720-3961.
- » **In case of inclement weather, please visit www.wpunj.edu/cpe to be sure the campus is open.** When the university is closed due to inclement weather, our programs will be rescheduled.

CANCELLATION POLICY

Three Hour Workshops/Conferences/Institutes

- » Notification must be received in writing at least 5 business days prior to the workshop to receive a full refund minus a \$25 processing fee.
- » If we receive less than 5 business days' notice, NO refund will be issued.
- » **No refunds will be given if you do not attend the Workshop/Conference/Institute/Class**

Semester Classes

(Classes that meet for 5 or more days)

- » Notification must be received in writing at least 5 business days prior to the course to receive a full refund minus a \$25 processing fee.
- » If you cancel after the first class, **50% of your fee will be refunded** minus the cost of materials and a \$25 processing fee.
- » No refunds will be given after the second class.

Courses Cancelled By WPU

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

For all refunds requests, please notify us in writing;

By Email: CPErefunds@wpunj.edu

By Fax: (973) 720-2298

Or call for more information regarding refunds (973) 720-2354 or (973) 720-3961.

Pre-College & Summer Youth Programs

- » Notification must be received in writing at least 5 business days prior to the course to receive a full refund minus a \$25 processing fee.
- » If we receive less than 5 business days' notice, you will receive a credit towards another youth program during the current summer session less a \$25 processing fee.
- » **NO refunds or credits will be given after the first day of the camp/program.**

Please send all Youth Program cancellation notifications to: youthprograms@wpunj.edu



NEW FALL 2017 HIGHLIGHTS!

Coming Soon

- Earn your Recertification credits for your Human Resource credentials
- Marriage and Family Therapy Certification
- Addiction Professionals Certification

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REGISTRATION www.wpunj.edu/cpe

Please check our website for updates about classes, courses and schedules.

CONTACT INFORMATION

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Registration Information

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Monday – Friday

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Billing

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Ashley Farrell

Marketing & Social

Media Specialist

(973) 720-2461

SMALL BUSINESS

DEVELOPMENT CENTER

Online: www.wpunj.edu/sbdc

Phone: (973) 321-1378

Kathleen Muldoon/Regional Director

Sonia Musa/Project Manager





FRANK ASCIUTTO

Instructor for Digital Graphic Design and Microsoft Office Certification Programs

Frank Asciutto is an Instructional Designer, Digital Technology Instructor and Educational Technologist specializing in Microsoft Office and Adobe Creative Suite. He has 12 years of classroom teaching experience supplemented with online course development and delivery using Blackboard. Before joining William Paterson University, Frank was an accomplished corporate IT systems manager with over 20 years of experience designing and implementing a variety of financial applications. Frank earned a Master's Degree in Educational Technology in 2012 from Boise State University and is a Certified Microsoft Office Master.



RITA WILLIAMS BOGAR

Instructor for Business Management Program

Rita's corporate experience includes a 25-year robust career for a national insurance company where she transformed operating divisions, mentored individuals, and achieved strong results. Her corporate experience includes a director of underwriting operations for PA, NJ, NY and the New England states, Public Affairs Coordinator, and Director of Learning and Development. Rita has been recognized by New Jersey Monthly as a 2013 Finalist – NJ Leading Women Entrepreneurs and Business Owners, by NJBIZ as one of New Jersey's 2011 Best 50 Women in Business and by the U.S. SBA as the 2011 Region II Minority Small Business Champion of the Year. She is a contributing author to the 2012 book – Big Bold Business Advice.



YOLANDA EVGENIOU

Instructor for Healthcare Programs

Yolanda Evgeniou, Owner of Para-Professional Health Careers, provides curriculum, course materials, and is the Instructor for non-credit programs for individuals striving to enter Allied Health Fields. The curriculum awards certificates in Registered Medical Assistant / Multi Skilled Health Care Technician / PCT, Health Information Online. All certificates are recognized by the appropriate agencies of the State of New Jersey. Para-Professional Health Careers also provides guidance in Career Track selection and employment services. Over the past ten years there has been an unprecedented increase in the demand for training for Health and Nursing Professionals and Paraprofessionals.



JERRY FLACH

Instructor for Project Management and Non-Profit Management

Jerry Flach MBA, PMP is a Project Management Leadership Professional. She has over 25 years of hands-on project portfolio management and business analysis experience, transforming processes and innovating solutions within leading financial services and nonprofit organizations. Currently she is Chief Community Programs Officer at Habitat for Humanity in Paterson where she leads the design, planning, implementation and evaluation of neighborhood revitalization and sustainable development programs. Jerry teaches project and nonprofit management and offers corporate training through William Paterson University. She is also a member of the PMO Advisory instructor team. Jerry volunteers with the PMI NJ chapter, local planning boards, and she's a Soil Conservation District Supervisor for the HEP District.



JUDY HALL

Instructor for Fiction, Memoir, and Creative Writing

Judy Hall is a writer and itinerant teacher of writing who has lived in such far flung places as Iceland, Sudan, Germany and New Jersey. Her MFA is from William Paterson University. She has been published in Brevity, Split Lip Magazine, The Huffington Post and many other places. Judy is also a fiction reader for Literary Orphans. Her yet to be published novel, Max Runs, was long-listed in the Mslexia Competition. You can read most of her recently published work at www.voluptuousmermaid.com.



TARON LEE

Instructor for Certificate in Business Management

Taron L. Lee is the President and CEO of TLL Human Resource Consulting, Inc., headquartered in Totowa, New Jersey. Taron started the company in 2001 and currently oversees all leadership and workforce initiatives. Her responsibilities include the preparation and presentation of customized coaching, training, consulting, recruiting and organizational tools required to prepare all clients for their best professional and personal performance.



LUCIA LIU

Instructor for Business Chinese

Lucia Liu is currently a Business Chinese and Basic Chinese instructor for WPU. Lucia has been teaching Chinese for 16 years in the tristate area. She received the “Excellent Teacher” award from the American

Chinese Schools Association in 2011 and 2013. Lucia earned a BS in Economics and BA in Asian Studies. Currently, she is in the process of obtaining MSET. In her spare time, she serves in the community with her enthusiasm. Lucia is the principal of Chuangyen Chinese School, president of New York Putnam Chinese Association and trustee of the BAUS board.



DARRYL NEIER

Instructor for Forensic Accounting

Having spent 20 years with the Morris County New Jersey Prosecutor’s Office, retiring as a Detective Sergeant, Darryl has been involved in the detection and prevention of fraud in a variety of situations and cases. Darryl’s reputation as one of the experts in this field is widely recognized. He has worked on cases that include white collar crime investigation, money laundering, insurance fraud and computer forensic investigation. Darryl has been involved in domestic and international engagements involving forensic accounting (criminal and civil fraud investigations, banks and shareholder disputes; medical compliance and insolvency and bankruptcy; computer forensics; business valuation; counter fraud studies; fraud vulnerability studies; lost profits calculation; damage claim analysis; asset recovery; due diligence review; discovery production; intellectual property investigations; anti-money laundering compliance and expert witness testimony).



JENNIFER MASTRANGELO

Instructor for QuickBooks

Jennifer Mastrangelo has had diverse experience for the past 20 years in teaching Accounting and Computer Courses at various Colleges and Continuing Education Programs. Before that she worked in multiple capacities in the Business Sector. She has a Masters of Education Degree in Instruction and Curriculum from Lesley College in Cambridge, MA, and a Bachelor of Science in Business Administration with an Accounting Concentration.



VICTOR RICCI

Instructor for Supply Chain Management Certificate

Victor Ricci is a corporate leader with over 20 years of progressive experience in the strategic management of organizations, the operational infrastructure to support these strategies, and devising the necessary supply chain efficiencies to provide the highest service levels at the lowest cost.



KATE MULDOON

Executive Director for Small Business Development Center

Kate Muldoon has been working as Executive Director at the William Paterson University Small Business Development Center since June 2004. As Director, Kate offers small business owners the assistance they need to plan and develop successful and profitable ventures by offering training, individual counseling and hands-on workshops in all aspects of entrepreneurship. Ms. Muldoon had worked in the financial services industry for over 19 years in various capacities including management, operations, sales, and relationship management. She most recently served as Senior Vice President and Manager of the Bank of America Women Entrepreneurs’ Connection covering New Jersey, New York, Connecticut and Pennsylvania.



SCOTT WORDSMAN

Instructor for Professional Writing Courses

Scott Wordsman holds a B.A. in film from Rowan University and an M.F.A. in Creative Writing from William Paterson University. His student films have received attention from Campus MovieFest, Telly Awards, and College Broadcasters, Inc. His poems have appeared in over twenty national and international journals, including Thrush Poetry Journal, Spry Literary, Forklift / Ohio, Reality Beach, The Puritan, and others. He is an adjunct professor of English at William Paterson University.



CORPORATE TRAINING

William Paterson University has a long history of assisting businesses interested in planning, designing and implementing a wide array of training programs to address critical skill sets and core competencies. The School of Continuing and Professional Education can assist in executing a well-integrated corporate training that meets unique organizational needs. Growing and optimizing a business means ensuring that employees have the knowledge, skills, and resources necessary to support a company's strategic objectives. As you plan for the development of your organization's talent, our capabilities can round out the expertise of your in-house training and development of a team of professionals. Our customized training programs can be completely unique to your business. Corporate training and performance improvement are the cornerstones for creating organizational excellence.

All certificates and workshops in this catalog can be offered as corporate training.

Corporate Training Available:

Certificate in Administrative Services and Management
Customer Service
Social Media and Marketing
QuickBooks®
Agile Project Management Training
Project Management
Supply Chain Management
MBA Essentials
ISO 9001 Training
ISO 9001 Internal Audits:
Training and Auditing
SHRM Training and Certification
PHR and SPHR Training
Diversity Training

Business Languages:
Mandarin and Spanish
Professional Writing
Cisco CCNA Training
CompTIA A+ Training
Advanced Graphic Design
Everything DiSC Workplace
Five Behaviors of a Cohesive Team
First-Time Manager
Situational Leadership (SLII) Concepts
Leading People Through Change
Goal Setting
Self-Leadership

For more information, please call (973) 720-3035.

CONSULTING SERVICES

ISO 9001 Internal Audits: Training and Auditing Quality Management Systems ISO 9001

1. ISO Certification: 6 Steps
 - a. Initial awareness workshops
 - b. Gap Analysis and process alignment with the Standard
 - c. Implementation
 - d. Internal Audits/Corrective and Preventive Action
 - e. Pre-assessment
 - f. Final Certification Audit
2. We also work with companies to customize the certification process based on any specific requirements. Additionally, we can cater to any specific training requirements on any of the above topics.

Note: As per the new guidelines, the validity of the present standard expires by Sept 2018.

For more information or to set up a consultation please contact Johanna Prado at 973-720-3035.

JOB FAIR

Friday, August 25, 2017 from 9:00 am - 1:00 pm

The School of Continuing and Professional Education is committed to working with the students and graduates of our programs to help them find employment. We expect over 40 companies that are actively-hiring to participate. There will be companies from a variety of industries, including Insurance, Healthcare, Manufacturing, Security, Transportation, and Bio/Sciences.

You will also have the opportunity to participate in three free workshops:

1. How to Apply for Government Jobs
2. Using Social Media in Your Job Search
3. Resume Critiquing.

Please visit our website (www.wpunj.edu/cpe) for updates and information.

Passaic County Department of
Economic Development

September 22, 2017: Business Incentives
October 13, 2017 : Financing Seminar

For details and to register, please call
The Passaic County Department of Planning and
Economic Development at 973-569-4725.



CAREER TRANSITION PROGRAMS

NEW!

THE LEADER-INNOVATOR CERTIFICATE

You are tech and social media savvy. You see yourself as a leader, and look forward to being fully engaged with a company that does well by doing good. You understand that innovation requires change, and that your career growth depends on your capacity as a collaborative change-agent.

The **Leader-Innovator Certificate Program** is designed for you. In Part 1, you will learn to...

- Expand your critical thinking skills to more effectively consider complex challenges.
- Have the confidence to present your generational differences as advantages.
- Enhance your Emotional Intelligence...a key building block towards leadership.
- Develop your personal Leader-Innovator skill-set.

In Part 2, you will learn practical applications for these critical business skills...

- Work on a small team to complete a primary research project.
- Write, edit, and deliver an elevator pitch.
- The basics of win-win negotiating.
- Build, analyze and manipulate a pro-forma P&L, the first test for any new idea.
- Understand partnership development, from participants to proponents to advocates for a business.

Upon completion of both segments, the Leader-Innovator Certificate Award will provide a resume headline opportunity to set yourself apart as a collaborative change-agent.

Instructor: Paul A. Mahler, MSM

Dates: October 11 – November 1, 2017

Days: Mondays & Wednesdays

From: 6:00 am - 8:00 pm



One on One Private Tutoring for Professionals Available. For more information call 973-720-3035.

NEW!

CAREER TRANSITION PROGRAMS

Our experts can help provide you affordable options for increasing your chances of landing your next career path. We provide a series of advanced services that will help develop your interview skills, professional portfolio and career tools. Our resident professional will work with you hand in hand to optimize your experience and highlight your best professional traits to make you stand out to prospective employers. We encourage you to sign up today for one of the open sessions.

Location: 1600 Valley Road, Wayne, NJ 07470

TARGETED RESUME AND COVER LETTER DEVELOPMENT

(Entry Level, Mid- Career, and Executive Level)

Professionals who get callbacks for interviews are those who can best relate their experience and skills to the targeted employment opportunity they are seeing. We will help you streamline and adapt your resume to the industry of your interest.

STRATEGIC INTERVIEW TRAINING AND COACHING

(Mock Interviews, Market Valuation, Interview Prep and more)

Successful interviewers understand the value of repetitive training and how it translates to outcomes. Our professionals will provide you a customized interview experience focused on the psychology of interviewing, body language, proper question and answer exchange and how to best relay your abilities and fit to the culture of the employment opportunity.

OPTIMIZATION OF YOUR DIGITAL CAREER TOOLS

(LinkedIn, Visual CV, Xing, Facebook and More)

One of the best ways to connect with industry professionals and develop your overall presence in the career space you wish to work in is to have a LinkedIn and social media profile that works for you. Digital networking, connections and ability to have employers find you and your skills as crucial to their needs are essentials in the success of your career. We will help customize and optimize your social media profiles to best advocate for your skills and abilities.

NETWORKING AND ADVANCED JOB SEARCH TOOLS

(Monster, Indeed, Zip Recruiter, Glassdoor, Dice, Career Builder and More)

The majority of professionals finding gainful employment today are successful because they know how to make connections and network in their circles. They also understand the value of targeting their job search for increasing the visibility of their resume and professional profile. We will help you develop a customized plan for career search and networking within your industry.

MBA ESSENTIALS: FOUNDATIONS FOR BUSINESS

Business leaders acquire comprehensive finance, marketing and management knowledge and strengthen their skills in managing their companies, staff and clients with 6 courses in 36 hours of MBA Essentials. These courses are taught by leading professors from the Christos M. Cotsakos College of Business which is AACSB accredited. AACSB International accreditation represents the highest standard of achievement for business schools, worldwide. Institutions that earn accreditation confirm their commitment to quality and continuous improvement through a rigorous and comprehensive peer review. AACSB International accreditation means excellence in management education. The university's Cotsakos College of Business and its MBA program have been ranked by the Princeton Review as one of the leading MBA programs in the country for the eighth straight year. Upon

completion of these 6 courses, participants have the option to test and earn 3 graduate credits as an elective in the William Paterson University MBA Program. This program is run directly at your office or branch location, making it highly convenient for your employees. Each of the following MBA Essentials programs has been approved for 6 recertification credit hours toward PHR, SPHR and GPHR through the Human Resource Certification Institute (HRCI). Please be sure to note the program ID number on your recertification application form. For more information about certification or recertification, please visit the HRCI homepage at www.hrci.org.

MBA ESSENTIALS and all Certificate Programs can be taught on-site at your company. Call (973) 720-3035 today to learn about our Customized Training Programs.

ORGANIZATIONAL BEHAVIOR AND DESIGN

This course introduces the organizational setting and examines human behavior within organizations. Topics covered include: design, structure, technology and processes at the 'macro' level, and leadership, decision making, motivation and teamwork at the 'micro' level. Both theoretical underpinnings and practical applications are emphasized through class discussion, lecture and experiential exercises.

MARKETING FUNDAMENTALS

This course will provide an overview of the fundamental elements of marketing including consumer behavior, marketing research, marketing communications, and marketing management. You will begin with an examination of the role of marketing in corporations and its contribution to innovation. You will explore various facets of the marketing function with the help of in-class exercises and discussions. The course will conclude with a discussion concentrating on marketing's contribution to strategy and sustainable business practices.

ACCOUNTING FOR MANAGERS

This course uses the Case Method and focuses on the content, analysis, and interpretation of the financial and managerial accounting information used by managers in making business decisions. The financial accounting section includes generally accepted accounting concepts and principles for internal and external financial reporting purposes. The management accounting section emphasizes cost behavior, cost management, and management control.

MANAGEMENT OF TECHNOLOGY

This course examines the role of technology on economic transformation. It will take an evolutionary view of technology, explaining its role in different points of world history. You will explore the role of technology in shrinking time/space boundaries (through innovations in transportation, telecommunications, internet and supply chain management). You will examine the role of technology in six different industries: apparel, automobiles, semiconductors, agrofoods, financial services, and logistics. You will also examine the changing contours of these industries in light of theories of innovation, as well as those of political economy.

FINANCE FOR NON-FINANCIAL MANAGERS

A most succinct description of the discipline of finance is that finance is the study of risk and return and the trade off function between the two. The field of Corporate Financial Management within this broad description of finance is concerned with maximizing corporate value by utilizing this complex trade off function. This course will provide a bird's eye view of Corporate Financial Management and its relationship with the broad field of finance as a whole. Designed for non-specialists, this subject matter, including some of the models involved, will be treated in a simple and user friendly manner, focusing on the managerial use of the models and approaches, rather than the complexities of the quantitative relationships. The course will cover, but may not be limited to, some of the specific areas within Corporate Financial Management, such as: Corporate Financial Management and the Capital Market, the various functions of financial Management, Measurement of Risk and Return, Applications of the above in Corporate Finance, and an Introduction to Strategic Financial Management.

GLOBAL MANAGEMENT

This course will focus on the various issues involved with managing in a global environment today. It will concentrate on the recent changes in the infrastructure of commerce in the globalized world; the international regimes of institutions, rules, laws, treaties and other modes of governance; the new global circuits of capital; the mobility of international labor; the challenges of managing across cultures; and the emergence of new global players in the international arena.

Please call for customized training for your company:

- Organizational Behavior and Design
- Marketing Fundamentals
- Accounting for Managers
- Management of Technology
- Finance for Non-Financial Managers
- Global Management

Fee per Program: \$450

SHRM ESSENTIALS® OF HUMAN RESOURCES



IN PARTNERSHIP WITH



SOCIETY FOR HUMAN
RESOURCE MANAGEMENT



Human resource issues impact every company in some way. That's why it's important to understand the fundamental issues surrounding HR today. SHRM, the leading global HR professional organization, has developed the SHRM Essentials® of Human Resources course, which provides an introductory overview of the human resource function. Whether you are new to HR or HR is one of many roles you fulfill at your company, this program, offered in partnership with SHRM through William Paterson University, covers the key HR topics you need to know. Developed by leading HR experts, HR practitioners, and legal counsel, the SHRM Essentials® of Human Resources course covers introductory HR topics in a condensed, easy-to-understand format. The straightforward format ensures that HR concepts can be mastered and applied to real-life situations. Along with classroom interaction with peers and the instructor, case study exercises threaded throughout the program provide opportunities to practice applying newly acquired HR skills during training prior to using them on the job.

BUILD A SOLID FOUNDATION IN HR MANAGEMENT SKILLS

By covering a breadth of practical HR topics, the SHRM Essentials® of Human Resources course provides the knowledge to perform daily tasks. Throughout this course, you will also:

- Review key pieces of federal legislation on sexual harassment, age discrimination, and the Family and Medical Leave Act (FMLA).
- Gain insights into employee recruitment and selection while avoiding legal pitfalls.
- Enhance your skills related to total compensation systems, pay increases and incentives, and employee benefits.
- Increase your knowledge of employee orientation, onboarding, professional development, and training.

Instructor: Victor Ricci

Dates: November 11 – December 9, 2017

Days: Saturdays

Time: 8:30 am - 2:45 pm

Fee: \$695

Course Number: B056

HR MANAGEMENT

ORGANIZATIONAL BEHAVIOR PROFESSIONAL | 300 Hours

No matter what industry you look at, individuals and their work product are part of a broad network of individuals arranged in a way that is meant to maximize productivity and decrease redundancy. In order to help move an organization forward, an individual's communication and behavior is an important element in the success or failure of any organization. This course addresses exactly this concept of Organizational Behavior that dictates how a company functions on a daily basis. Students will have the opportunity to explore the behavior of the organization as a whole, the groups and individuals within it and those elements that contribute to a positive (or negative) work environment. Analyzing the impact of corporate politics, balanced and unbalanced power structures as well as individual communication styles and motivations can help individuals to navigate their way through complex organizations, help to improve organizations or even design their own successful organization based on these best practices. This course examines organizational theory and application. It provides a comprehensive review of individual, group, and organizational performance in relation to organizational structures in contemporary business settings.

Dates: Open Enrollment **Time:** Online Course
Fee: \$1,299 **Course Number:** P030

HR PROFESSIONAL | 300 Hours

The Human Resources Management course introduces human resources (HR) functions and related elements and activities to students wishing to enter a career in this field or anyone who runs or may start a business of their own. This course will outline for students the roles and responsibilities of members of a typical HR department, educating the staff that make up a particular firm in various corporate policies, rules and/or procedure as well as how their individual role will include HR-related activities, whether officially part of an HR department or not. Students will move through the evolution of HR management through to the modern functions of most HR divisions from the perspective of both management and subordinate employees. Further, students will explore various compensation structures and gain an understanding of the importance of maintaining fair and equitable compensation and benefit programs. To this end, students will be exposed to real-world situations and conflicts that may arise ranging from compensation to employee counseling, conflict resolution, discipline and termination alongside the legal and ethical implications of all of these points with respect to Equal Employment Opportunity requirements. Other critical areas such as training and development of staff with regard to many of the above mentioned issues as well as staffing and strategy will also be discussed. This course focuses on human resource management skills used by business managers in day-to-day operations. While focusing on the different aspects of human resource management and practices, problem solving and critical thinking skills are applied.

Dates: Open Enrollment **Time:** Online Course
Fee: \$1,299 **Course Number:** P031

ONLINE HUMAN RESOURCE PROGRAMS

- 401(k) Training & Certification Program | \$599
- ADA Training & Certification Program | \$599
- COBRA Training & Certification Program | \$599
- Compensation Training & Certification Program | \$599
- HIPAA Portability Training & Certification Program | \$599
- HIPAA Privacy Training & Certification Program | \$599
- Human Resource Management Certification | \$2,995
- Payroll Wage & Hour Training & Certification Program | \$599
- Plan Loans Training & Certification Program | \$599
- The HSA Training & Certification Program | \$599
- The Payroll Management Training & Certification Program | \$599
- Human Resources as a Strategic Partner | \$449
- Intro To The Pension Benefit Guaranty Corporation | \$399
- Certificate in the Basics of Purchasing Management | \$1,999

PROJECT MANAGEMENT

PROJECT MANAGEMENT CERTIFICATION PROGRAM

This introductory program covers the fundamental methodologies and applications of Project Management and prepares participants for the Project Management Professional (PMP) or the Certified Associate in Project Management (CAPM) exam. The course material covers the key project management topics recognized by the Project Management Institute including: thorough review of the project management bodies of knowledge, processes, and several in-depth tools/ techniques to master the concepts that are covered in the PMP exam as well as the CAPM exam. The required study-aid material to pass the PMP exam and the CAPM exam is the textbook: A Guide to the Project Management Body, Fifth Edition. The key topics for the course include the bodies of management knowledge (integration, scope, time, cost, quality, human resources, communications, risk, and procurement) and the phases of the project life cycle (initiation, planning, and execution, controlling, monitoring, and closing). The course also provides: case studies describing real world versus concept project management analogies, management organizational structures, successful versus unsuccessful leadership traits, management versus leadership distinctions, project management application templates, over 400 PMP exam prep questions, instructions on how to apply for the PMP or CAPM exam, and several tips to help you prepare for the exam, online projects and chats will be included as needed.

Instructor: Geraldine Flach
Day: Tuesdays and Wednesdays
Dates: October 17 – December 13, 2017
Time: 6:30 pm - 9:00 pm **Fee:** \$2,849
Course Number: B0020

Please call Kevin Goskowski for details (973) 720-2732.
Also available for customized training.

ONLINE PROJECT MANAGEMENT PROGRAMS

Agile Project Management Training | **\$899**

Certified Scrum Master (CSM) | **\$899**

LEAN ENTERPRISE CERTIFICATION | 150 Hours

Lean Enterprise concepts focus on removing waste and increasing speed in order to affect the bottom line. To achieve these goals, participants will learn how to remove non-value added process steps, fix the connections between steps and really put the focus back on the customer. Creating improvements across businesses from top to bottom, this course is ideal for individuals responsible for managing or participating in performance improvement activities particularly in the following industries: Electronics, Healthcare, IT, Biotechnology, Manufacturing, Food and Beverage, Energy, Education, Government, Law Enforcement, and Telecommunications. Appropriate participants would include professionals and managers, as well as hands-on line staff in key functional areas like Operations, Production, Inventory Control, Development, Manufacturing, Quality Assurance and Supply Management. In pulling together individuals from all of these areas, the Lean Enterprise Certification course offers a diverse learning environment with multiple perspectives for building best practices that come from all points of industry. The Lean Enterprise Certification I course will prepare individuals to sit for the Lean Essentials I Certification exam from the American Society for Quality.

Instructor: Sitaraman Vaneswarran

Dates: Open Enrollment

Time: Online Course

Fee: \$1,999

Course Number: P023

SIX SIGMA GREEN BELT | 150 Hours

The Six Sigma Green Belt certification helps professionals to strengthen organizations by employing the core concepts of Six Sigma geared toward enhanced problem-solving skills with an emphasis on the DMAIC (Define, Measure, Analyze, Improve, and Control) model. Six Sigma Green Belt professionals are tasked with supporting the project lead, most likely a Six Sigma Black Belt and provides a stepping stone to this advanced classification as well. Successful participants in this class will be poised to work on small, defined Six Sigma projects within an organization requiring less oversight by the assigned manager (presumably a Six Sigma Black Belt). This ability to free up supervisory time reduces costs and increases productivity for entire projects, which present significant value to both current and prospective employers.

The Six Sigma Green Belt course presents an overview of the key concepts for the Six Sigma Green Belt Certification exam. Students will explore processes and team management, operational metrics, and key tools and techniques to achieve

process excellence. This course is designed to prepare students to sit for the Six Sigma Green Belt Certification exam offered by the American Association for Quality.

Instructor: Sitaraman Vaneswarran

Dates: Open Enrollment

Time: Online Course

Fee: \$1,999

Course Number: P025

SIX SIGMA BLACK BELT | 60-150 Hours

Six Sigma Black Belt certification is designed for high-performance employees and leaders of business improvement projects that have already completed their Six Sigma Green Belt training. Providing participants with a thorough knowledge of Six Sigma philosophies and principles, this course ensures participants have a deep understanding of team leadership and team dynamics as well as the various roles and responsibilities individual team members can take on. Building upon participants' existing knowledge and practice, the Six Sigma Black Belt course will help participants to master advanced statistical analysis tools, identify opportunities with solutions that can be implemented immediately and to deliver measurable results right away in order to increase an organization's return on investment.

Whether in healthcare, finance, government, manufacturing or any other industry, Six Sigma Black Belt training is ideal for current professionals looking toward advancement in their current position as well as individuals looking to gain employment with any firm that utilizes these concepts and techniques. Participants who complete this course will be able to lead Six Sigma projects meant to enhance the capability of both internal and external processes in order to better meet customer expectations. Six Sigma Black Belts often serve as internal consultants for their current companies and can serve as mentors for Six Sigma Green Belts. With the comprehensive understanding of process analysis and improvement individuals gain from Six Sigma Black Belt certification, professionals with these skills with makes a significant impact on any organization and be well-positioned for advancement in their chosen fields. The Six Sigma Black Belt course presents an overview of the key concepts for the Six Sigma Black Belt Certification exam. Students will explore processes and team management, operational metrics, and key tools and techniques to achieve process excellence. This course is designed to prepare students to sit for the Six Sigma Black Belt Certification exam offered by the American Association for Quality.

Instructor: Sitaraman Vaneswarran

Dates: Open Enrollment

Time: Online Course

Fee: \$2,499

Course Number: P024

FINANCIAL PLANNING & QUICKBOOKS®

CERTIFIED FINANCIAL PLANNING® PROGRAM

Financial planning jobs have grown and are expected to continue to grow in the upcoming years. The retirement of baby boomers, growing entitlements, longer life spans, and lower yields have created a need for CERTIFIED FINANCIAL PLANNING®. The core personal financial courses are required by the CFP® exam – an important step in establishing your professional credentials.

Taxation I: B031

Investment Analysis/Planning: B032

Estate Planning: B033

Retirement Planning: B034

Insurance Analysis/Planning: B035

Financial Planning Capstone: B036

Fee: \$949 per course (*textbooks are not included*)

For more information or to register, please contact Kevin Goskowski at (973) 720-2732.

QUICKBOOKS®/BOOKKEEPING 2016 PROGRAM

Introduction to QuickBooks/Bookkeeping 2016 is a course that covers the fundamentals with newcomers in mind. QuickBooks/Bookkeeping is a completely new way of thinking about finances. Specifically, this class addresses accounting equations, debits and credits, how to prepare and interpret important financial reports and balancing the accounting formula using QuickBooks 2016 software. It also covers balancing the accounting formula, journals, ledgers, trial balance, bookkeeping terminology, revenue, expenses, net income, debits and credits. Students will learn how to read financial statements properly and how to grab meaningful information from the balance sheet, income statement and cash flow statements. After completing this course, you will have a solid understanding of QuickBooks. By applying the concepts learned in this course you will understand the process behind accounts payable and accounts receivable. Students will know what cash flow is and how to improve it, what profit is, how it is interpreted and what influences its growth. Learn QuickBooks/Bookkeeping now and achieve a skill that is an invaluable asset to your professional career development. The Certified User Examination is included and will be given at the completion of the program.

Instructor: Jennifer Mastrangelo

Dates: October 10 – December 15, 2017

Days: Tuesdays, Friday **From:** 9:30 am - 12:00 pm

Fee: \$1,499 **Course Number:** T012A

**Included with this course is a 140 day free trial of QuickBooks 2016 for your home computer (Windows Only). Cost of exam included with course or QuickBooks Certified User Exam - \$50.00 – with voucher \$25.00.

ONLINE BOOKKEEPING CERTIFICATION

ACCOUNTING AND BOOKKEEPING CERTIFICATE SERIES | 150 Hours

In the Accounting profession, the two most popular programs out there are Sage 50 (formerly Peachtree) and QuickBooks Pro. Each program has its strengths. It is definitely a benefit for any business owner or Accounting professional to know the ins and outs of both programs. The Online Accounting bundle gives you the best, in-depth learning available. This bundle is perfect for the Accountant, the Accountant-in-training and the small business owner. No matter if you are just starting, in need of a refresher, want to make yourself more marketable to more clients, are looking for work in the field, or need to gain more knowledge in order to run your business better – The Online Accounting Bundle will ensure that you are completely up-to-speed with the latest capabilities. Plus, each course teaches you everything you need to know so you can run an entire business within either program. It's the easiest and most affordable way to dive into each program and decide which one is right for you!

Courses in the Series:

- Accounting Basics
- QuickBooks Point of Sale (POS)
- QuickBooks 2014
- Sage 50 Certificate Course

Fee: \$1,199

Course Number: B194

CERTIFICATION IN ADMINISTRATION, LEADERSHIP AND MANAGEMENT

LEADERSHIP TRACK

Students will strengthen their communication skills, learn effective motivational drivers, become better public speakers and explore their personal strengths as a leader. This certificate is awarded to students who successfully complete 5 courses:

Leadership Tracks:

- Effective Leadership Principles
- Strategic Planning for Leaders: Decisions and Dynamics
- Communication & Work Styles: Understanding Behavior
- Team Building & Maximum Productivity Strategies
- Conflict Management

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC

Date: Alternate Thursdays

Time: 6:00 pm - 9:00 pm

Fee: \$299

Course Number: B130

MANAGEMENT TRACK

Manager Tracks:

- Management vs. Leadership: Team Building
- How to ask the RIGHT Questions
- Performance Evaluation & Feedback
- Manager as Coach
- Ethical Issues in the Workplace

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC

Date: Alternate Wednesdays, except the week leading up to Thanksgiving

Time: 6:00 pm - 9:00 pm **Fee:** \$299 **Course Number:** B129

Please note classes are held different days of the week.
Please check individual courses.

LEADERSHIP TRACK

EFFECTIVE LEADERSHIP PRINCIPLES

This course is designed so that at its completion participants will have an identifiable leadership style that will assist them in identifying their leadership strengths and opportunities for development. We will look at how effective leadership skills can address the current issue of employee engagement.

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Date: Thursday, October 5 **Time:** 6:00 pm - 9:00 pm
Fee: \$65 **Course Number:** B005

STRATEGIC PLANNING FOR LEADERS: DECISIONS AND DYNAMICS

Leadership plays a critical role in any organization. Having a plan in place provides management with a process for identifying strengths and weaknesses while taking advantage of opportunities and preparing for threats.

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Date: Thursday, October 19 **Time:** 6:00 pm - 9:00 pm
Fee: \$65 **Course Number:** B023

COMMUNICATION & WORK STYLES: UNDERSTANDING BEHAVIOR

The Communication and Work Styles course gives you the opportunity to understand the way you communicate, so that you can better understand others. You can then adjust your style to build more cohesive teams, deal with conflict and build strategic relationships. The fee includes the MBTI (Myers-Briggs Type Indicator) profile.

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Date: Thursday, November 2 **Time:** 6:00 pm - 9:00 pm
Fee: \$65 **Course Number:** B011

TEAM BUILDING & PRODUCTIVITY STRATEGIES

Great teams don't just happen, they're built. This workshop focuses on team charters, objectives, processes and accountability. Participants will learn to structure teams for optimal performance, how to set the right goals, and will understand how to foster collaboration.

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Date: Thursday, November 16 **Time:** 6:00 pm - 9:00 pm
Fee: \$65 **Course Number:** B012

CONFLICT MANAGEMENT

Conflict arises when values, perspectives and opinions are contradictory in an organization. This course addresses the impact of conflict on team morale, types of managerial actions that contribute to conflict, and specific actions that can be taken to reduce or eliminate conflict.

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Date: Thursday, November 30 **Time:** 6:00 pm - 9:00 pm
Fee: \$65 **Course Number:** B024

MANAGEMENT TRACK

MANAGEMENT VS. LEADERSHIP: TEAM BUILDING

The ability to work in teams is a critical factor for today's organizations, whether team members are in the same location or geographically dispersed. This workshop will focus on the strategies managers and leaders employ to have highly functioning teams as well as the stages of team development, and the qualities of effective team members.

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Date: Wednesday, October 11 **Time:** 6:00 pm - 9:00 pm
Fee: \$65 **Course Number:** B132

HOW TO ASK THE RIGHT QUESTIONS

Asking skillful questions is an art. In this course, participants will hack the code of posing legally compliant questions to reveal interviewees' knowledge, skills, and abilities as related to desired outcomes. In addition to crafting questions, participants will engage in real-time mock interviews to hone their skills.

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Date: Wednesday, October 25 **Time:** 6:00 pm - 9:00 pm
Fee: \$65 **Course Number:** B133

PERFORMANCE EVALUATION & FEEDBACK

Performance evaluations provide feedback to staff members on their job effectiveness. This course covers the guidelines for providing a fair and balanced assessment and the responsibilities of the immediate supervisor. Learn how to structure an evaluation and manage performance review meetings with subordinates.

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Date: Wednesday, November 8 **Time:** 6:00 pm - 9:00 pm
Fee: \$65 **Course Number:** B016

MANAGER AS COACH

The first step is defining the role of the manager as opposed to the role of leader. Coaching is defined as a two-way process, using ongoing feedback, to reinforce positive actions and outcomes. The focus is on developing knowledge and skills. Participants will learn these skills as well as how to counsel when coaching does not work.

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Date: Wednesday, November 15 **Time:** 6:00 pm - 9:00 pm
Fee: \$65 **Course Number:** B013

ETHICAL ISSUES IN THE WORKPLACE

Resolve your organizations vulnerabilities and strengthen your team. This class will focus on ethical climate assessments, code creation, program evaluations, compliance linking, and communication tactics. Results will include enhanced productivity, improved efficiency and retain a quality workforce.

Instructor: Rita Williams-Bogar, MBA, CPCU, ChFC
Date: Wednesday, November 29 **Time:** 6:00 pm - 9:00 pm
Fee: \$65 **Course Number:** B134

FORENSIC ACCOUNTING

INTRODUCTION TO FORENSIC ACCOUNTING | 8 Hours

This two session prep course is specifically designed for non-accountants who are pursuing the Forensic Accounting certificate. It will help prepare the students for the demands of the certificate, in particular to the course Investigating and Reporting Financial Fraud. It will focus on basic accounting concepts including the accounting equation, cost basis, the matching principle and materiality. Students who have background in accounting but have not practiced it are also encouraged to take this course.

Instructor: Darryl Neier **Fee:** \$299 **Course Number:** B158

FINANCIAL STATEMENT FRAUD | 8 Hours

This class will enable you to effectively investigate, detect, and report fraud, with an emphasis on financial statement fraud. A case-based approach will be used to help you acquire practical techniques for determining fraud, poor accounting practices and questionable ethics.

Instructor: Darryl Neier **Fee:** \$299 **Course Number:** B159

For more information on the Forensic Accounting classes, please contact Johanna Prado at (973) 720-3035.

SUPPLY CHAIN MANAGEMENT

GLOBAL SUPPLY CHAIN CERTIFICATION

Global Supply Chain Management is the integration of the activities that procure materials and services transforming them into immediate goods and final products, and deliver them to customers. These activities include purchasing and outsourcing activities, plus many other functions that are important to the relationship with suppliers and distributors. The supply chain includes all the interactions between internal operations, marketing, sales, suppliers, manufacturers, distributors, and customers. The chain includes transportation, scheduling information, cash and credit transfers as well as ideas, designs, and material transfers. The intent of the course is to teach students techniques and methods employed by supply chain managers to plan and control the supply chain operating systems. Students will apply quantitative methods, various analytical techniques as well as utilize practical experience in order to understand how to operate, design, plan and control supply chain operations. This course utilizes a set of operations management skills and tools that students can use to enable their companies to develop a competitive advantage in commercial environments that encompass global markets and competition, electronic business (e-business), and supply chain management. Students are expected to have a solid understanding of production and operations management in order to solve complex supply chain case studies.

Instructor: Victor Ricci

Dates: September 2 – November 4, 2017

Days: Saturday **From:** 8:30 am - 1:30 pm

Fee: \$2,500 **Course Number:** B097

CERTIFICATION IN LOGISTICS, SUPPLY CHAIN AND PURCHASING MANAGEMENT | \$2,499

The Certificate in Logistics, Supply Chain, and Purchasing Management is for anyone working in or interested in working in purchasing, supply chain management, logistics, or procurement. The program will introduce you to the basics of the supply chain process, management, purchasing, and contracting issues.

Our program offers comprehensive training in many important areas including:

- understanding the impact the purchasing function has on financial statements
- using a sales forecast in the planning process for the acquisition of goods
- preparing and managing a budget in an organization
- using financial statements to prepare and structure your budget
- covering the supplier selection process
- exploring the contracting process
- evaluating price and costs

Your training includes the following courses:

- | | |
|-----------------------------|----------------------------|
| 1. Essentials of Purchasing | 4. The Procurement Process |
| 2. The Supply Chain Process | 5. Supplier Contracting |
| 3. Budgeting Essentials | 6. Price and Cost Analysis |

NON-PROFIT MANAGEMENT

CERTIFICATION IN NON-PROFIT MANAGEMENT

The certificate is designed to meet the needs of the non-profit professionals who seek a broader role within their organization. Upon completion of the program, participants will have attained an overview of the various operational divisions of an organization and a focused view of themselves as a contributor.

This certificate is awarded to students who successfully complete the following eight core courses:

- | | |
|---|---|
| • Volunteer Management | • Grant Writing for Non-Profits |
| • Project Management Best Practices for Non-Profits | • Fundraising for Non-Profits |
| • Ethical Issues for Non-Profits | • Human Resource Issues for Non-Profits |
| • Non-Profit Management | • Non-Profit Marketing |

NOTE: Days and Times vary. Please look at each specific class for day and time details.

Date: November 1 – November 30, 2017

Fee: \$520

Course Number: B131

NON-PROFIT MANAGEMENT

Learn to maximize results in your nonprofit organization through effective management strategies. This workshop covers reducing costs and controlling resources, as well as how to select management tools to survive in an uncertain and changing environment.

Instructor: Yvonne Zuidema **Date:** Wednesday, November 1, 2017

Time: 6:00 pm - 9:00 pm **Fee:** \$70 **Course Number:** B021

NON-PROFIT MANAGEMENT

PROJECT MANAGEMENT BEST PRACTICES FOR NON-PROFITS

This course will provide participants with an understanding of project management principles to facilitate the initiation, planning, execution, monitoring, controlling and closing of projects and programs that meet specific organizational goals and objectives. Learn the nature of projects, unique, temporary endeavors constrained by resources such as time and cost, and the application of knowledge, tools and techniques to meet stakeholder expectations. Discover the nuances of managing, influencing and communicating for project success.

Instructor: Jerry Flach **Date:** Monday, November 6, 2017
Time: 6:30 pm - 9:30 pm **Fee:** \$70 **Course Number:** B081

VOLUNTEER MANAGEMENT

The volunteer is such an integral part of all non-profits, that a thorough understanding of how best to manage this valuable human resource is critical. Managers have a certain amount of control over employees. This is not the case with volunteers. This program will cover areas such as recruiting volunteers, putting the right volunteer with the right tasks, how to uncover volunteers skills, and many more.

Instructor: Yvonne Zuidema **Date:** Wednesday, November 8, 2017
Time: 6:00 pm - 9:00 pm **Fee:** \$70 **Course Number:** B070

HUMAN RESOURCE ISSUES FOR NON-PROFITS

This course will cover the most common human resource issues non-profits experience. These include wage and hours issues for non-profit employers, the art of hiring and firing, risk management in hiring, an overview of employment law and a discussion of best practices in safe hiring and employment issues. You will also design an employee handbag related to your non-profit.

Instructor: Yvonne Zuidema
Date: Tuesday, November 14, 2017 **Time:** 6:00 pm - 9:00 pm
Fee: \$70 **Course Number:** B018

NON-PROFIT MARKETING

Most not-for-profits do not function with large-scale budgets as do any private corporations and for-profit organizations. In fact, tight budgets and restrictions on the use of income, along with the absence of dedicated communications professionals, often result in reticence for adopting new ideas and expansion into new areas. This program provides a sound understanding of the benefits of a carefully orchestrated marketing and public relations campaign grounded in a Marketing mindset. Topics include: researching and reaching your target market, comprehensive use of technology, partnering with the public, as well as with businesses in innovative, low cost/ no cost 'cause' marketing campaigns, and generating positive media coverage.

Instructor: Yvonne Zuidema **Date:** Thursday, Nov. 16, 2017
Time: 6:00 pm - 9:00 pm **Fee:** \$70
Course Number: B026

ETHICAL ISSUES FOR NON-PROFITS

Non-profits are held to the highest standards with regards to conflict of interest, sound governance and truth in fundraising. This workshop will highlight current "hot topics" affecting charitable non-profit organizations. You will learn about the effect Sarbanes-Oxley legislation has had on non-profits, ways that your non-profit can become more accountable, and more.

Instructor: Jerry Flach **Date:** Monday, Nov. 20, 2017
Time: 6:30 pm - 9:30 pm **Fee:** \$70
Course Number: B020

FUNDRAISING FOR NON-PROFITS

This workshop will cover key elements of a fundraising plan for small to midsized nonprofit organizations including discussion of annual appeals, special events, memberships and dues, board giving, grant writing, user fees and innovative business approaches to generating income. The workshop emphasizes practical lessons for fundraising success.

Instructor: Yvonne Zuidema **Date:** Tuesday, Nov. 28, 2017
Time: 6:00 pm - 9:00 pm **Fee:** \$70
Course Number: B008

GRANT WRITING FOR NON-PROFITS

This workshop is focused on techniques for finding and writing successful grant applications to foundations, government and corporate funders. Participants are invited to come prepared with a funding idea for class discussion.

Instructor: Yvonne Zuidema **Date:** Thursday, Nov. 30, 2017
Time: 6:00 pm - 9:00 pm **Fee:** \$70
Course Number: B009

FORMING A NON-PROFIT CORPORATION 501(C)(3)

Starting a non-profit organization can be a very rewarding but complex experience. The vast majority of non-profits are started by passionate, creative individuals who want to protect, restore, or enhance the wellbeing of the people in their community. The process of incorporating might seem daunting but knowing how to begin will make the start-up process more feasible and build the individual's confidence level as they move forward in bringing their mission and vision to fruition.

Instructor: Rev. Clarence Bulluck
Date: TBD
Time: 9:30 am - 12:30 pm
Fee: \$250
Course Number: B022

For more information about the Certificate in Non-Profit Management, please contact Johanna Prado at (973) 720-3035.

SMALL BUSINESS DEVELOPMENT CENTER

WHETHER YOU'RE A SMALL BUSINESS OWNER just starting out or looking for ways to expand your business, the SBDC can help. The SBDC is a partnership with the U.S. Small Business Administration and the State of New Jersey focused on counseling and training for start-ups and established small businesses, which will support sustainable economic development. If you are already in business, seasoned consultants can confidentially analyze your business situation and help you develop tools for growth: a solid business plan, an accurate financial analysis, and an effective marketing strategy. Counseling sessions and workshops are also conducted in Spanish. Early registration is encouraged because class size is limited and spaces fill quickly. To register and to obtain information, please contact WPU SBDC Staff at (973) 321-1378. The University has textbooks available in English and Spanish at \$15 to accompany the classes in "Business Startup" and "Creating a Winning Business Plan."



William Paterson University | SBDC Seminar Series Fall 2017
FAST TRACK BUSINESS START UP

CREATING A WINNING BUSINESS PLAN

Fee: Free

A business plan is the key tool for all phases of a business from startup to expansion. The components of a business plan are executive summary, cover letter, organization plan, financial and supporting documents which are all necessary for obtaining SBA loans or loans from venture capitalists and angel investors. This seminar entails the preparation of a sound and detailed business plan which is necessary for managing a business more effectively.

Dates: Monday(s)

Time: 11:00 am

Location: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

ARE YOU AN ENTREPRENEUR?

Fee: Free

Are you ready to start a business? Learn what steps you need to take and what to look out for. The business startup seminar helps you to know how to discover your personal strengths and weaknesses and to understand your business needs. This seminar provides the entrepreneur with tools, reference materials, and additional sources for information on starting a business.

Dates: Tuesday(s)

Time: 11:00 am

Location: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

FINANCIAL PLANNING

Fee: Free

This workshop will provide the entrepreneur with tools, reference materials, and additional sources for information on financial management. This financial planning workshop introduces tools and processes focused on answers to the following questions facing the entrepreneur:

- Will I be profitable?
- When will I be profitable?
- How much funding is needed and what are the possible sources?

Date: Wednesday(s)

Time: 11:00 am

Location: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

STRATEGIC MARKETING PLANNING

Fee: Free

In this course you will learn how to produce the most important mapping tool for your business: The Marketing Plan. It offers an overview of marketing strategies, a review of traditional and digital media; how to create a marketing budget and measure results. This course is for entrepreneurs who plan to launch their business and want to learn the basic principles of marketing in today's world.

Who this class is for: This course is for entrepreneurs who plan to launch their business and want to learn the basic principles of marketing in today's world.

Dates: Thursday(s)

Time: 11:00 am

Location: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

NEW!

INTERESTED IN STARTING A BUSINESS IN THE FOOD INDUSTRY?

Fee: \$35

The *Business of Food* will give current and potential food entrepreneurs candid insight from an expert into one of the largest industries in our area. The goal is to facilitate a real dialog about topics that are important to entrepreneurs in the food industry. This workshop is geared towards people looking to grow or launch a food business in New Jersey such as a restaurant, food truck, commercial food product development and/or artisan goods. Listen to our instructor, Jerry Frungillo, as he talks about his many experiences in the food business and many business lessons he and his family have learned along the way.

Instructor: Jerry Frungillo

Dates: Tuesday October 24, 2017

Time: 10:00 am - 1:00 pm

Location: Cotsakos College of Business, 1600 Valley Road, Wayne, NJ 07470, Room 4032

NEW!
**OFF SITE COUNSELING AT
INVESTORS BANK CLIFTON BRANCH**

Fee: Free

Dates: September 12, October 10,
November 14 and December 12, 2017
Time: 10:00 am - 3:00 pm
Location: Investors Bank, 500 Clifton Avenue, Clifton 07011

NEW!
**SOCIAL MEDIA "BOOT CAMP"
FOR THE ENTREPRENEUR**

Fee: \$25

You know you should be on social media for your business or non-profit. You know it can help you drive more new and repeat business for your organization. But, do you know why? Where do you start? How do you en-gage? Do you know which social media platform will have the biggest bang for your buck? And when you start your profile, do you know what to say and how to grow your following?

What's next? This boot camp will answer all of those questions and more! This 3-hour Bootcamp will guide you through the process of developing and implementing a successful social media marketing strategy.

1. Beginners: (first hour)

- Guide to a simple social marketing campaign
- Learn the anatomy of an email marketing campaign.
- Set up your social media profiles on Facebook, Twitter, and/or Instagram (hands-on)

2. Intermediate (Second hour)

- Audit your existing profiles, learn to update and manage your brand presence
- Creation of an email campaign using Constant Contact (hands-on)
- Demo of automation tools that save you time and money (hands-on)

3. Advanced: (last hour)

- Create a social media themed calendar that connects with customers (hands-on)
- Learn how to showcase your products on Facebook (hands-on)
- Learn the basic set up of paid or sponsored ad campaigns

To make the most of the hands-on segments you will have the opportunity to work on your own accounts, so come prepared with a laptop, graphics, logo, photos, video or other materials you want to share online.

Instructor: Reina Valenzuela
Dates: Thursday October 26, 2017
Time: 1:00 pm - 4:00 pm
Location: Cotsakos College of Business,
1600 Valley Road, Wayne, NJ 07470, Room 4032

**GROW YOUR BUSINESS ONLINE
WITH GOOGLE TOOLS**

Fee: \$25

This session covers three things you can do right now to grow your business online and to close the session, I'll introduce some bonus tools that business owners can add into the mix, when you're ready.

- "Be found by local customers," We'll show you how to connect with local searchers using Google My Business, a free local business listing that can help your business appear across Google Search and Maps.
- "Be found everywhere, on all devices," We'll show you how to optimize your website for the organic search results, focusing on making your site mobile-friendly
- "Be found with online advertising," I'll show you how to promote your products and services on Google and partner websites.

Instructor: Reina Valenzuela
Dates: Thursday, September 21, 2017
Time: 10:00 am - 12:00 pm
Location: Cotsakos College of Business,
1600 Valley Road, Wayne, NJ 07470, Room 4032

NEW!
FRANCHISE AT 50

Fee: \$25

If you are 50 years of age or older and looking to start a small business for yourself, then Franchising at 50 might be a good place to start. Explore the many franchise opportunities that are available to you.

Learn how to:

- Select the Right Franchise for You
- Identify the Right Market & Demographic for your Franchise
- Find Financing Options for Your Franchise

Instructor: Boynton R. Weekes
Dates: September 18, 2017
Time: 1:00 pm - 4:00 pm
Location: Cotsakos College of Business,
1600 Valley Road, Wayne, NJ 07470, Room G016



NEW!

NJ DIVISION OF REVENUE & TAXATION SMALL BUSINESS TAX WORKSHOP

Fee: Free

Division Personnel will explain proper procedures for collecting and remitting various New Jersey taxes. A focal point of each workshop is the sales tax responsibilities of small businesses including the description of taxable and exempt sales and services. Discussions will also highlight different types of business ownership and the tax consequences of each one. Registration is required.

Two sessions are available.

Instructor: Alexis Derosa

Date: October 3, 2017

Time: 1:00 pm - 4:00 pm

Location #1: Cotsakos College of Business
1600 Valley Road, Wayne, Conference Room 4032

Date: November 14, 2017

Time: 10:00 am - 1:00 pm

Location #2: Paterson Task Forc
109 Washington Street, Paterson, NJ 07505

NEW!

BUILD YOUR BUSINESS AS A HOME IMPROVEMENT CONTRACTOR

Fee: \$25

Did you know what it takes to legally operate a Home Improvement Company in New Jersey? Can't get any contracts because you are not properly registered? Are you worried that a building inspector could shut down your project? This session, answers most frequently asked questions and clarifies the process for tradesmen and handymen to start operating their businesses in areas such as home repairs, renovations, improvements, landscaping, building maintenance services, etc.

This session will give you an overview of the following:

1. Steps to starting your company in New Jersey
2. Steps to registering with the Department of Consumer Affairs as a Home Improvement Contractor
3. Basic information regarding insurance coverages

Instructor: Reina Valenzuela

Dates: December 7, 2017

Time: 5:30 pm - 7:30 pm

Location: Cotsakos College of Business,
1600 Valley Road, Wayne, NJ 07470, Room 4032

SPANISH LANGUAGE CLASSES

¿ES USTED UN (A) EMPRENDEDOR(A)?

Costo: Gratis

Este seminario patrocinado por William Paterson University SBDC, es para ayudar a todas aquellas personas que están pensando en empezar un pequeño negocio. Este seminario será dado completamente en español para ayudar a los futuros empresarios a definir sus fortalezas y para conocer cuáles son los pasos a seguir para dar comienzo.

Instructor: Reina Valenzuela

Fechas: Todos los Martes

Horas: 3:00 pm

Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505

COMO HACER UN PLAN DE NEGOCIOS

Costo: Gratis

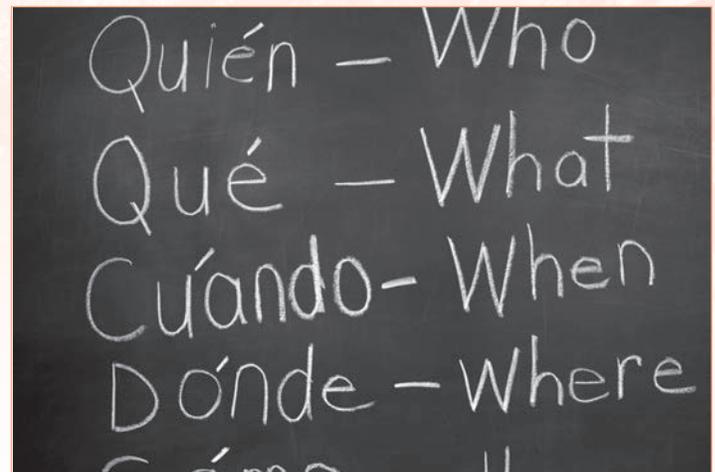
Este seminario te ayudara a desarrollar un plan de trabajo para presentarlo a posibles inversionistas o prestadores. Los topicos de esta clase incluyen: mercadeo, finanzas, diseño de organizacion; resumen ejecutivo, programas de prestamos de la SBA, y como solicitar para prestamos de negocios. Este entrenamiento en bien informativo y se impartira en español. Proveerá a los asistentes conocimientos de como hacer estudios de investigacion en todas las areas de los negocios.

Instructor: Reina Valenzuela

Fechas: Todos los Jueves

Horas: 3:00 pm

Lugar: WPU SBDC, 131 Ellison Street, Paterson, NJ 07505



MICROSOFT OFFICE

MICROSOFT OFFICE CERTIFICATION PROGRAM

Our Microsoft Office Specialist Certification program offers you more. The sequence begins with an introduction to the PC and Windows, moving from the most basic levels to cutting edge skills and new employment possibilities. Qualified candidates will achieve Microsoft Office Specialist Certification acknowledging that you have the expertise to work with Microsoft Office programs. The MOS Certification program is composed of four separate courses taught over a 15 week period. The program covers Windows/Word, Excel, PowerPoint, and Outlook. All classes are hands-on with each student working on their own PC and all materials are provided. Also included in the price is one MOS exam fee (for qualified candidates) which is given on site at William Paterson University.

The MOS Certification includes Word, Excel, PowerPoint, and Outlook. Open enrollment is available at the start of each course.

MOS Exam - \$150 (two attempts). If you have a voucher \$25.00.

MOS 2016 OFFICE PROGRAM

Instructor: Frank Ascitutto

Dates: October 9 – December 21, 2017

Days: Monday, Wednesday & Thursday

Time: 9:00 am - 2:30 pm

Fee: \$2,800 (includes one certification exam)

Course Number: T030A

WORD

Learn the basics of creating and editing letters and memos with Word. Enter and edit text efficiently, format text, create bulleted and numbered lists and find help when you need it. Understand the tools available to create and manage complex documents, include section breaks, add headers and footers, page numbering and table of contents. Learn to create custom letters and labels with Word's Mail Merge function by maintaining address data in Word, Excel or Outlook. Word has many shortcuts and hidden features that can help increase productivity and efficiency. You will learn to work smart in Word by customizing program defaults and using productivity-enhancing tools.

Instructor: Frank Ascitutto

Dates: October 9 – October 26, 2017

Days: Monday, Wednesday, Thursday

From: 9:00 am - 2:30 pm

Fee: \$800

Course Number: T031D

EXCEL

This workshop teaches the basics of spreadsheets using Microsoft Excel. Whether you have been using Excel or are just beginning this is where you need to start. You will learn to: work with toolbars, understand rows, columns and cell addresses, create formulas, use multiple worksheets within a workbook, add and create charts, edit margins, link and embed objects, reference cells on other worksheets, sheets to e-mail, and much more.

Instructor: Frank Ascitutto

Dates: October 30 – November 16, 2017

Days: Monday, Wednesday & Thursday

From: 9:00 am - 2:30 pm

Fee: \$800

Course Number: T032D

POWERPOINT

Learn to create high quality electronic slide presentations for business, classroom or home. You will create and edit PowerPoint presentations using PowerPoint's predefined designs, layouts and templates. Customize and personalize your presentations by using text boxes, drawing tools and color schemes. Learn tips and techniques to help you to incorporate clip art, animation, picture files, charts and more into your slide show.

Instructor: Frank Ascitutto

Dates: November 27 – December 14, 2017

Days: Monday, Wednesday & Thursday

Time: 9:00 am - 2:30 pm

Fee: \$800

Course Number: T033D

OUTLOOK

Become an e-mail expert. Start with e-mail basics by setting up accounts in Outlook, using Outlook folders, sending and receiving e-mail. Expand your knowledge by maintaining an address book, creating distribution lists, using stationery, adding signatures and working with attachments. Learn to effectively manage your time by using Outlook calendaring for scheduling appointments and events.

Instructor: Frank Ascitutto

Dates: December 18 – December 21, 2017

Days: Monday & Thursday

Fee: \$400

Time: 9:00 am - 2:30 pm

Course Number: T034C

MICROSOFT PROJECT CERTIFICATION WITH VISIO AND ACCESS

Microsoft Project is the industry standard tool to build project plans, and gives you practical experience applying project life cycle concepts. You will learn to define project tasks, phases, resources, and materials. You will then use Project to build project plans and track actual work against the plan. This certification is appropriate for people who plan projects with multiple phases; customize project reports and communicate project information and status. Microsoft Visio is the diagramming software used to create and develop business oriented drawings. It uses vector graphics to create multiple types of diagrams, including process, flow charts, organizational charts and space planning.

Instructor: Frank Ascitutto

Dates: Open Enrollment

Time: Online Course

Fee: \$1,100

Course Number: T006A

MICROSOFT OFFICE *CONT.*

MICROSOFT PROJECT

Microsoft Project is the industry standard tool to build project plans and applying project life cycle concepts. You will learn to define project tasks, phases, resources, and materials. You will then use Project to build project plans and track actual work against the plan. This course is appropriate for people who plan projects with multiple phases; customize project reports and communicate project information and status.

Instructor: Frank Ascitutto

Dates: Open Enrollment

Time: Online Course

Fee: \$345

Course Number: T036B

MICROSOFT VISIO

Microsoft Visio is the diagramming software used to create and develop business-oriented drawings. It uses vector graphics to create multiple types of diagrams, including process, flow charts, organizational charts and space planning. Visio has unique integration features to other Microsoft office products that connect their diagrams to data sources and displays their data graphically.

Instructor: Frank Ascitutto

Dates: Open Enrollment

Time: Online Course

Fee: \$230

Course Number: T036C

ACCESS

Learn to build complete business applications with Microsoft Access. Access provides many database features for the management of information and data reporting. Learn the basic concepts of structuring data using tables, creating input forms and designing reports. And then go beyond the basics with data sharing, query building, macros, data importing and connecting Access to other Microsoft products.

Instructor: Frank Ascitutto

Dates: Open Enrollment

Time: Online Course

Fee: \$575

Course Number: T036A

SOCIAL MEDIA AND MARKETING

SOCIAL MEDIA AND MARKETING CERTIFICATION – ONLINE

This 10-week course is designed to provide students with an insight to the background history, technology, the impact, and strategic uses of social media, as well as a basic hands-on experience with several forms of the most current social media technology. In this course, students gain a broad understanding about Web 2.0 Tools used for Social Media (ie, Facebook, Twitter, Blogs, LinkedIn, Myspace, Google+, etc.), which are all relatively

inexpensive but accessible technologies that provide individuals with an instant means/online medium to create, publish, edit, and/or access information for targeted audiences; ranging from one single person, to millions of viewers. Students will also learn ways of exploring possibilities and limitations of various social media and will learn how to apply and adapt basic marketing strategies to construct and evaluate social media texts, their impact, and their practical use as a marketing tool. Basic strategic uses of social media for advertising, marketing, public relations, journalism, and civic and political participation are also explored in this course.

Instructor: Kimberly Casamento

Dates: Open Enrollment

Time: Online Course

Fee: \$2,000

Course Number: B089

SOCIAL MEDIA AND MARKETING CERTIFICATION

5 Week Program

This 5-week course is designed to provide students with an insight to the background, history, technology, impact, and strategic uses of social media, as well as a basic hands-on experience with several forms of the most current social media technology. In this course, students gain a broad understanding about Web 2.0 Tools used for Social Media including:

- Facebook
- Twitter
- Blogs
- LinkedIn
- Google+

These social media platforms are inexpensive and provide individuals with an instant means/online medium to create, publish, edit, and/or access information for targeted audiences. Audiences range from one single person, to millions of users. Students will also learn ways of exploring possibilities and limitations of various social media platforms and will learn how to apply and adapt basic marketing strategies to construct and evaluate social media texts, their impact, and their practical use as a marketing tool. Basic strategic uses of social media for advertising, marketing, public relations, journalism, and civic and political participation are also explored in this course.

The following topics will be covered:

- Introduction to Blogging
- Introduction to Social Media
- Social Media Tools
- Social Media Management: Monitoring & Analysis
- Integrating Social Media into Marketing Strategy

Instructor: Kimberly Casamento

Dates: October 9 – November 8, 2017

Days: Mondays & Wednesdays

Time: 6:00 pm - 8:30 pm

Fee: \$1,299

Course Number: B095

CHEMICAL INSTRUMENTATION

CERTIFICATION IN CHEMICAL INSTRUMENTATION AND METHOD DEVELOPMENT

It is well-established that in developing and marketing new materials and pharmaceutical drug substances it is highly important to confirm that the new substances, drugs, materials and polymers are adequately analyzed and validated before making the business and regulatory decisions. This certification is meant for individuals who are and will be involved in method development, validation, verification and/or method transfer for new and existing products. This course will afford “hands-on” knowledge for acquiring the data with chemical equipment’s NMR, IR, UV-vis, GC, GC-MS, HPLC and UPLC. The participant will learn the data interpretation with various examples of method development and industrial examples of the method validation process.

Requirement: WPU’s CHEM 4010 or upper level Analytical chemistry Course

Instructor: Dr. Bhanu P. S. Chauhan

Dates: December 22, 2017 – January 17, 2018

Days: Monday, Tuesday, Wednesday, Thursday, Friday

Time: 9:30 am - 12:30 pm

Fee: \$1,400

Course Number: P035

DIGITAL/WEB FOR BUSINESS

DIGITAL GRAPHIC DESIGN CERTIFICATION

Updated for Adobe Creative Cloud, this course has been re-designed and enhanced to meet the requirements of today’s digital designer. We cover the fundamental elements of graphic/web design using the latest versions of the most in-demand software programs in the digital design industry today – Photoshop, Illustrator and InDesign. In addition, the course now includes WordPress for the rapid development of web pages.

Students will learn to use Photoshop for image preparation and Illustrator to create original graphics and stylized text for both print and digital media. We then bring these visual elements together using InDesign to structure page content/layout for both printing and ePub documents for electronic distribution, and WordPress for generated web pages. Course projects include creating original graphics for a corporate brand and applying it consistently across different media platforms. This is an introductory course and no experience with Adobe Creative Cloud or WordPress is required. However, please be comfortable using Microsoft Windows and Windows File Management prior to enrolling in this course. Open enrollment is available at the start of each session.

Course Overview:

- Photoshop (4 weeks)
- Illustrator (3 weeks)
- InDesign/WordPress(3 weeks)

Instructor: Frank Asciutto

Dates: October 10 – December 14, 2017

Days: Tuesday & Thursday

Time: 5:30 pm - 8:00 pm

Fee: \$1,125

Course Number: T015A

DIGITAL GRAPHIC DESIGN | PORTFOLIO BUILDER

This is a new course that expands upon the topics in our core Digital graphics Design course. Students complete a series of projects and build a personal portfolio of work. Each project incorporates a variety of features from Adobe Creative Suite and showcases how these tools seamlessly work together.

Adobe Creative Suite Programs integrated into the course:

- Photoshop
- Illustrator
- InDesign
- Acrobat
- Bridge

Instructor: Frank Asciutto

Dates: October 16 – December 6, 2017

Days: Mondays & Wednesdays

Time: 5:30 pm - 8:00 pm

Fee: \$899

Course Number: T015B

NEW!

MOVIE ANIMATION

With a little creativity, PowerPoint animation possibilities are endless. Gain a whole new perspective on animations and transform the way you work. Showcase your skills with engaging PowerPoint presentations and share it on web sites and social media. This course is designed for both the business professional and creative hobbyist.

Course topics include: Motion Paths, Sequencing, the Animation Timeline, Controlling Animation with Triggers, Exporting and Uploading to YouTube, and more.

Instructor: Frank Asciutto

Dates: November 4 – November 18, 2017

Days: Saturday

From: 9:00 am - 12:30 pm

Fee: \$225

Course Number: T042

FAST-TRACK EXCEL COURSE

EXCEL - ADVANCED 10 HOURS

This program will take you to the next level of Excel expertise as you learn the best practices in applying Excel's complex capabilities and learn the strategies to expand your knowledge base and become a more confident, capable user. Excel is the most widely used spreadsheet application in business today. Learn more advanced functions and how features in the Data Tab can help you with data analysis, financial analysis and making business decisions. This is practical Excel training you can put to use immediately.

Instructor: Frank Ascitutto

Dates: October 7 – October 28, 2017

Days: Saturdays

From: 9:00 am - 1:00 pm

Fee: \$225

Course Number: T115E

MAINFRAME CERTIFICATION PROGRAMS

The IBM Mainframe course provides students with the background, knowledge, and skills necessary to begin using the basic facilities of a mainframe computer. See our certifications below.

z/OS ASSOCIATE CERTIFICATE

Introduction to z/OS and Major Subsystems

z/OS Networking

z/OS Security

Linux on z/VM

z/VM

Course Number: P127

z/OS PROFESSIONAL CERTIFICATE

z/OS Advanced Topics

z/OS Reliability Availability Serviceability and Problem Determination

z/OS Emerging Technologies

Course Number: P128

z/OS EXPERT CERTIFICATE

z/OS Installation

DB2 Fundamentals

Course Number: P129

z/OS APPLICATION PROGRAMMING CERTIFICATES

COBOL Application Programming

DB2 Application Programming

IMS Application Programming

Assembler Language Application Programming

Course Number: P130

Instructor: Cheryl Remus, Leon Vaks, Vincent Terrone,

Angelo Quaglia, Pan James Zhecheng, Phil Tully

Fee: \$1,800 per certification

For questions call Johanna Prado at (973) 720-3035.

COMPTIA

THE COMPTIA A+ SPECIALIST PROGRAM

The CompTIA A+ course will build upon students' existing user-level knowledge and experience with personal computer software and hardware in order to present fundamental concepts and techniques that technicians will use every day on the job. Upon completing this course, students will gain the essential skills and technical expertise necessary to install, upgrade, configure, troubleshoot, optimize, repair and perform preventative maintenance on basic personal computer hardware and operating systems.

The CompTIA A+ course provides students with the basic knowledge and skills necessary for a career in PC support. The course is designed to fully prepare students to sit for and pass the CompTIA A+ 220-801 and 220-802 certification exams. The exam covers a broad range of hardware and software technologies that is not tied to any specific vendor products. Examinees must successfully complete 2 parts for the exam – Essentials and Practical Applications modules. Provided both modules are passed within a 90-day period, successful candidates will receive CompTIA A+ Certification. Course topics include installation, configuration, preventative maintenance of PC hardware components, and the basics of networking, security, virtualization, desktop imaging, and deployment. Students will also gain knowledge of diagnostic and troubleshooting processes for various types of technical issues.

Dates: Open Enrollment

Time: Online Course

Fee: \$1,499

Course Number: P026

COMPTIA N+ NETWORK SPECIALIST

Computer Technology Industry Association (CompTIA) N+ training offers mid-level certification to for network professionals. Designed to ensure competency of network technicians in configuring and supporting TCP/IP clients and the OSI model, CompTIA N+ training and certification ensures students have the skills necessary for hardware setup, network design, cabling, configuration, installation, troubleshooting and support. Earning CompTIA N+ Certification means that the individual possesses the knowledge and skills necessary to be a successful network professional offering a nationally recognized and industry-recognized credential for experienced network technicians. Indeed, the most widely known technology companies recommend or require CompTIA N+ Certification for their networking technicians.

The CompTIA Network+ course provides students with the basic knowledge and skills necessary to become an IT network practitioner. This course is designed to fully prepare students to sit for and pass the CompTIA Network+ Certification exam. Students will gain the knowledge and skills necessary to manage, maintain, troubleshoot, install, operate, and configure basic network infrastructure as well as describe networking technologies, understand basic design principles, adhere to wiring standards, and use testing tools. This course offers a technical prerequisite option for IT technicians seeking to join the Apple Consultants Network and is recognized by various

federal and state government agencies. Additional job roles for prospective candidates include network technician, network installer, network administrator, help desk technician and IT cable installer.

Dates: Open Enrollment
Fee: \$1,499

Time: Online Course
Course Number: P027

COMPTIA S+ SECURITY SPECIALIST

Computer Technology Industry Association (CompTIA) S+ training designates knowledgeable professionals in the field of IT security. As an international, vendor-neutral credential, CompTIA S+ certification ensures successful students gain competency in network security, compliance and operational security, common/possible threats and vulnerabilities, application, data and host security, access control and identity management as well as cryptography. Earning CompTIA S+ Certification signifies to employers that candidates will apply their knowledge of security concepts, tools and procedures to prevent security breaches, react accordingly to any security incidents and anticipate further security risks in order to effectively guard against them. Many well-known companies, government contractors and government agencies employ CompTIA S+ certified staff in order to ensure the quality of their work and CompTIA S+ is also one of the options for certifications required by the US Department of Defense for both military personnel and contractors engaged in information security activities.

The CompTIA Security+ course provides students with the basic knowledge and skills necessary to become an IT security professional. This course is designed to fully prepare students to sit for and pass the CompTIA Security+ certification exam. Students will gain the knowledge and skills necessary to identify risk and participate in risk mitigation activities as well as provide infrastructure, application, operational and information security. They will also acquire the knowledge necessary to apply security controls to maintain confidentiality, integrity and availability, as well as how to identify appropriate technologies and products. Finally, students will gain an awareness of applicable policies, laws and regulations with regard to IT security. Prospective job roles for successful candidates include security engineer, security architect, security assurance technician, security consultant/specialist, systems administrator, network administrator and security administrator. CompTIA N+ certification plus 2 years of technical networking experience with a focus on security is recommended for success on the exam.

Dates: Open Enrollment
Fee: \$1,499

Time: Online Course
Course Number: P028

PROGRAMMING

JAVA PROGRAMMING SPECIALIST

Java is a programming language and computing platform running on hundreds of millions of personal computers worldwide and billions of devices across the globe including mobile devices and televisions. If you own a computer, smartphone or other device,

chances are you've interacted with some form of Java. Designed to be less complicated than many of its predecessors, Java is easily accessible for most programmers and enables them to develop computer programs faster and easier than ever before.

As the number one development platform and the number one language used for enterprise programming and development, Java training offers students the opportunity to learn the universal Java programming language and technology in order to develop robust programs and applications quickly and efficiently using any platform. In fact, the Java platform can be used with many software applications including all Windows versions, Solaris, Unix open source operating systems and the Apple operating software as well as most Web browsers allowing for great interaction and usability.

Java developers work across all areas of the computer programming field writing software that will run on many different kinds of devices. Often used by application developers, web developers or operating system engineers, all of these professionals use Java Programming on a daily basis. Moreover, Java developers are needed to integrate their code with software already written in other languages such as HTML5 of C++ and are in high demand as this industry moves at a faster and faster clip. So pervasive across the growing programming fields, certification in Java is a great way for new entrants to break into the field and prove their expertise to prospective employers and can help to secure higher salaries as well.

The Java Programming I course is designed to prepare students to sit for the Oracle Certified Associate, Java SE 7 Programmer exam.

Dates: Open Enrollment
Fee: \$1,499

Time: Online Course
Course Number: P029

PROGRAMMABLE LOGIC CONTROLLERS

The Programmable Logic Controllers program will provide the basic technical skills and knowledge necessary to work with electrical control systems typically found in an industrial environment. The program investigates the operation of various control systems including both discrete and analog control devices. Emphasis is placed on the use and programming of PLCs in a complex industrial control system. This highly innovative distance education program combines state-of-the-art PLC simulation with interactive multimedia curriculum. The program content is delivered on CD-ROM and is supported through the Virtual Campus which provides online testing, technical and tutorial support. Technical and tutorial support is provided via e-mail and telephone. The program is designed to allow students to complete all aspects of the program and receive a PLC Technician certificate while studying at home using a highly interactive learning package.

The learning materials consist of a CD-ROM with 19 modules containing text, audio, animations, computer-based testing, and PLC simulation software.

Dates: Open Enrollment
Fee: \$1,800

Time: Online Course
Course Number: S006

PROGRAMMING CONT.

NEW! CODING BOOTCAMP

The Coding Bootcamp at William Paterson University is a comprehensive program that includes four months of classroom instruction with lectures, exercises, and projects. In addition, students are also given a two-month period where they have mentorship/guidance for the job application process through resume review workshops and more! What makes The Coding Bootcamp here at William Paterson University unique is that beginners with little or no previous knowledge of coding are able to get jobs as programmers after completion. It's all made possible with having an expert teach the course who knows the entire process from learning and teaching to applying and interviewing for jobs.

Python is often hailed as one of the best programming languages for first-time coders to learn as they break into programming. It's the main technology powering big data, finance, and statistics, and it's clean syntax reads like English. Python developers are in demand, not to mention the average Python developer in New York City earns \$110,000 per year! Companies like Amazon, Dropbox, and Dell are built on Python, making it a great time to learn.

Whether you have never programmed before, already know basic syntax, or want to learn about the advanced features of Python, this course is for you! This course includes quizzes, tests, and homework assignments as well as 3 major projects to create a Python project portfolio!

Schedule Overview (180 Total Hours):

Basic Programming Concepts	10 hrs.
SDLC, Data Structures, Design Patterns, Algorithms, Network	10 hrs.
Introduction to HTML and CSS (develop Website)	10 hrs.
Python	40 hrs.
DB Concepts: RDBMS, MangoDB, NoSQL	10 hrs.
DBMS: MySQL / SQL	40 hrs.
Django: Web Framework	20 hrs.
GitHub	10 hrs.
Application Portfolio and Technical Interview Preparation	
– Application 1	10 hrs.
– Application 2	10 hrs.
– Application 3	10 hrs.

“What am I going to get from this course?”

- Learn to use Python and SQL professionally
- Create portfolio of Python projects including games
- Learn advanced Python features, like collections and lambda functions
- Learn to use Object Oriented Programming with classes
- Understand complex topics, like decorators
- Get an understanding of how to create GUIs
- Build a complete understanding of Python and SQL from the ground up!

Instructor: Leon Vaks **Dates:** Evening and Saturday classes
Fee: \$4,000 **Course Number:** T050

For registration information please contact Johanna Prado at 973-720-3035 or at Pradoj2@wpunj.edu

ONLINE TECHNOLOGY PROGRAMS

Crystal Reports XI | \$499

Receive a fundamental understanding of Crystal Report concepts by learning how to build reports, use formulas, build groups, work with records, and create charts. Follow Jason Manibog, expert instructor, as he teaches you many advanced features including the use of running totals, working with cross-tab reports, and utilizing sub-reports. Additionally, you will develop an understanding of Open Database Connectivity (ODBC) drivers, inner and outer joins, Structured Query Language (SQL), and updating and verifying data sources.

Cisco Network Training Series | **\$2,499**

CompTIA Cloud+ CV0-001 | **\$899**

CompTIA IT Fundamentals FC0-U51 | **\$799**

CompTIA Linux+ | **\$899**

CompTIA Mobility+ MB0-001 | **\$899**

Cisco CCNA & CCNP Training Series | **\$1,500**

Cisco CCNA Complete Set | **\$999**

Complete IT Training Series

(CompTIA, Cisco, Microsoft) + Live Labs | **\$2,499**

CYBER SECURITY TRAINING PROGRAMS

Complete End-user Cyber Security Training | **\$899**

Cyber Security & Forensics Certificate Series | **\$1,499**

IT Cyber Security Certificate Series | **\$1,999**

Oracle Certificate Training Series | **\$1,299**

SAVE THE DATE

4TH ANNUAL CYBER SECURITY SYMPOSIUM

March 2018

BUILD GAMES & APPLICATIONS

Create HTML5 Games From Scratch | **\$199**

HTML 5 Game Development for Coders | **\$199**

Make HTML5 Games with No Coding Required | **\$399**

Begin to Build Android Apps Within an Hour

No Coding Required | **\$299**

Build a Mobile App for Your Small Business in 1 Hour | **\$299**

Build iPhone and iPad Apps with Xcode for Beginners | **\$299**

Build Your First Android App with Java | **\$299**

Developing Android Mobile Apps for Business | **\$299**

Easily Build Mobile Apps and Mobile Websites
with Conduit Mobile | **\$199**

Mastering Your iPhone & Android Phone Series | **\$899**

Objective C Programming: iOS App Development Starts Here | **\$399**

HEALTH & MEDICAL

MEDICAL ASSISTANT/ MULTI-SKILLED HEALTHCARE PROFESSIONAL/PCT | 620 Hours

This course encompasses topics such as interpersonal relationships, legal aspects of Allied Health, the language of medicine, clinical office procedures, anatomy and physiology, aseptic medical techniques and laboratory specimen Collections. You will also be trained in first aid, CPR, pharmacology and hematology, electrocardiology (EKG), medical data entry and billing, and phlebotomy techniques. This program includes a mandatory 160-hour externship. Students will take the American Registry of Medical Assistants examination upon completion of the program.

Instructor: Yolanda Evgeniou

Dates: TBA

Days: Monday, Tuesday, Wednesday, Thursday, Friday

Time: 8:00 am - 1:00 pm

Fee: \$4,800

Course Number: H005B

*(Includes books, materials, and ARMA fees, payment plan available) * (Additional fees: \$75 is required for the CPR certifications, \$19.95 for Stethoscope, \$29.95 for malpractice insurance and \$30 for blood pressure machine)

PATIENT CARE TECHNICIAN CERTIFICATION TRAINING PROGRAM | 135 Hours

The patient care technician (PCT) performs routine tasks under the supervision of a doctor or nurse in monitoring the patient's condition and providing basic patient care. Our PCT training curriculum will demonstrate knowledge of medical terminology, anatomy and physiology, clinical skills, vital signs, electrocardiography (EKG), phlebotomy, infection control, nursing aide in long term care, and medical records. This PCT program is a great way to start a career in the healthcare industry.

Instructor: Yolanda Evgeniou

Dates: January 2018

Days: Mondays, Tuesdays & Wednesdays

Time: 8:00 am - 1:30 pm

Fee: \$2,999

Course Number: H112



ICD-10 REIMBURSEMENT SPECIALIST CERTIFICATION PROGRAM – ONLINE | 240 Hours

ICD-10 Certified Reimbursement Specialist program teaches the upgraded coding system that was updated in October 2015. This system of diagnostic and procedural medical coding is required use in all hospitals, doctor's offices and insurance firms. The new system represents a radical change from the most-recent system. This program offers you the complete and comprehensive training required to accurately apply your knowledge of the system when implementing the program in a healthcare setting. Detailed training will include: using the coding manuals, understanding coding guidelines, applying the ICD-10 coding steps and more. Quizzes and examinations for diagnoses and procedures will be administered during this training.

Instructor: Yolanda Evgeniou

Dates: Open Enrollment

Time: Online Course

Fee: \$3,000

Course Number: H006

Call Kevin Goskowski at (973) 720-2732 for more information.

PHARMACY TECHNICIAN

THE PHARMACY TECHNICIAN PROGRAM | 120 Hours

The need for pharmacy technicians continues to grow with demand expected to increase substantially through 2018. Approximately 400,000 technicians, who work under the supervision of registered pharmacists in hospitals, pharmacies, and other healthcare settings, will be employed by the year 2018 to meet our nation's growing healthcare demands.

The goal and purpose of the pharmacy technician program is to prepare the student to work as a pharmacy technician and take the Pharmacy Technician Certification Board (PTCB) examination. The instruction will include pharmacy calculations, medical terminology, common disease state pharmacotherapies, pharmacy law and regulations, interpretation of prescriptions as well as medication orders, dosage forms, routes of administration, basic pharmacology, and institutional and community practice modalities. Labs will be included in the instruction. The instructor will also share anecdotes of their practice experience as an instructional method.

Instructor: Robin Garcia R.Ph.

Dates: September 27, 2017 – February 15, 2018

Days: Wednesdays & Thursdays

Time: 6:00 pm - 9:00 pm

Fee: \$1,499

Course Number: P001

PHLEBOTOMY TECHNICIAN

THE PHLEBOTOMY TECHNICIAN PROGRAM | 50 Hours

The phlebotomist is a vital member of the clinical laboratory team, whose main function is to obtain patient's blood specimens by venipuncture and micro collection for testing purposes. The demand for phlebotomy technicians has increased substantially with the overall complexity of healthcare services and the risks of infectious disease. Current healthcare industry experts predict a 15% increase in phlebotomy jobs by 2018.

The Phlebotomy Technician Program prepares professionals to collect blood and other specimens from clients for the purpose of laboratory analysis. This course covers the following key areas and topics:

- Process and procedures for collecting blood specimens for laboratory analysis
- All aspects of blood collection and related procedures
- The order of draw
- Universal precautions
- Skills to perform venipunctures completely and safely
- Terminology and related anatomy and physiology

Several state and national certification exams exist to test the competency of aspiring phlebotomy technicians. Aspiring students should have, or be pursuing, a high school diploma or GED.

Instructor: Yolanda Evgeniou

Dates: October 23 – November 29, 2017

Days: Mondays, Tuesdays & Wednesdays

Time: 8:30 am - 1:30 pm **Fee:** \$899 **Course Number:** P005

CERTIFIED HEALTH HOMEMAKER AIDE | 76 Hours

60 Hours in a Classroom Setting

Certified Home Health Aides (CHHAs) assist elderly, convalescent, and disabled persons in their activities of daily living in the home. Employment of home health aides is projected to grow 38 percent from 2014 to 2024, much faster than the average for all occupations. Training will equip students with knowledge of: the role of unlicensed assisting personnel in nursing care settings; creating a safe client environment; the musculoskeletal, integumentary, upper and lower gastrointestinal, urinary, cardiovascular, respiratory, neurological, endocrine, reproductive, and immune systems; the importance of rest and sleep; and topics regarding death and dying.

16 hours in a Nursing Home

- Making beds
- Feeding
- Blood Pressure
- Pulse
- Respiratory testing

Training MUST be in a Nursing Home and participant is responsible for passing a background check. The state will only approve 10 students per class (NJ State Law). Register soon, classes fill up quick!

Instructor: Yolanda Evgeniou

Dates: August 14 – September 21, 2017

Days: Monday, Tuesday, Wednesday and Thursday

From: 6:00 pm - 9:00 pm **Fee:** \$799 **Course Number:** H110

SAVE THE DATE

TODAY'S NURSE: The Truth About Domestic Violence

DATE: Thursday, October 19, 2017

TIME: 5:00 PM – 9:30 PM

4.50 CONTACT HOURS WILL BE AWARDED

ONLINE HEALTHCARE

Certified HIT Security Manager (CHSM) | **\$1,499**

Certified Healthcare Technology Professional (CHTP) | **\$799**

Certified PQRS Healthcare Professional (CPHP) | **\$899**

Certified EHR Office Manager (CEOM) | **\$1,499**

Certified HIPAA Security Professional (CHSP) | **\$899**

Legal Nurse Consulting Certification | **\$1,500**

Medical Office Specialist with Transcription Training | **\$2,699**

Medical Administration Certification | **\$1,200**

Expert Certificate Course in Medical Transcription for either the Physician's Office, Hospital or Home Based Business | **\$1,999**

Medical Scribe Online | **\$1,999**

Medical Office Specialist Training with Microsoft Office | **\$2,499**

Comprehensive Medical Transcription Training | **\$1,599**

Introduction to Bloodborne Pathogens | **\$2,499**





THE PHARMACY TECHNICIAN PROGRAM – ONLINE | 350 Hours

This comprehensive program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s (PTCB) exam. Course content includes key topics such as the pharmacy medical terminology, pharmacy calculations and measurements, the pharmacy practice in multiple environments, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will also review dosage calculations, drug classifications, the “top 200 drugs,” I.V. flow rates, the dispensing of prescriptions, and much more.

Dates: Open Enrollment
Time: Online Course
Fee: \$1,699
Course Number: P017

THE DENTAL ASSISTANT PROGRAM – ONLINE

The purpose of this program is to familiarize students with all areas of administrative and clinical dental assisting and the responsibilities required to function as an assistant in a dental practice.

Students who complete this comprehensive course would be prepared to sit for the Dental Assisting National Board (DANB) Radiation Health and Safety (RHS) exam, and the DANB - Infection Control Exam (ICE). In many states, DANB-RHS certification is required to work in dental radiography. In addition to facilitating entry-level administrative positions, this course is ideal for students interested in pursuing a future formal dental hygienist program.

Dates: Open Enrollment
Time: Online Course
Fee: \$1,699
Course Number: P018

THE DIALYSIS TECHNICIAN PROGRAM – ONLINE

This Dialysis Technician Program provides students with the knowledge and skills needed to perform the duties required of dialysis technicians.

Dialysis technicians and aides should have or be pursuing a high school diploma or GED. This program is designed to cover the key objectives of the leading dialysis technician certification exams. Although some students do immediately pursue certain certifications, most national exams require job experience for formal dialysis technician certification.

Dates: Open Enrollment
Time: Online Course
Fee: \$1,699
Course Number: P019

THE EKG TECHNICIAN PROGRAM – ONLINE

This EKG Technician program prepares students to function as EKG technicians. This course covers the following key areas and topics:

EKG Technicians should have or be pursuing a high school diploma or GED. There are several EKG technician national certification exams that are available to students.

Dates: Open Enrollment
Time: Online Course
Fee: \$1,699
Course Number: P021

SECURITY AND CRIMINAL JUSTICE

HOMELAND SECURITY & TERRORISM CERTIFICATION

This course provides an introduction to the ideology, policies, procedures, and practices of a terrorist or a terrorist group, including methods utilized for training, funding and gathering intelligence, the operational phase of a terrorist attack, and the process of target selection. This course provides historical context for understanding international and domestic terrorism, the emerging trends and the institutional and behavioral responses to terrorism.

Instructor: Richard Baird

Dates: October 9 – October 30, 2017

Days: Mondays

From: 6:00 pm - 9:00 pm

Fee: \$299

Course Number: P151A

EMERGENCY MANAGEMENT CERTIFICATION

Emergency management provides a structure for anticipating and responding to emergency incidents. Emergency management involves emergency service agencies as well as participants from government and private sectors. Emergency management activities are divided into phases before, during, and after emergency events.

Introduction to Emergency Management presents a broad overview of the emergency management system in use at the local, state, and federal levels. This program reinforces the importance of event pre-planning and exercise as well as an integrated, multi-jurisdictional approach to managing emergencies. This program will enable the student to formulate the elements of an integrated teamwork system and devise specific actions for improving their own contributions to the emergency management system. The development and implementation of the National Response Plan (NRP) will also be covered.

Instructor: Richard Baird

Dates: October 18 – November 8, 2017

Days: Wednesdays

From: 6:00 pm - 9:00 pm

Fee: \$ 299

Course Number: P151



SOCIOLOGY & LAW



NEW!

PSYCHOLOGICAL ASPECTS OF HUMAN SEXUALITY

This class will focus on behavioral, emotional and cognitive components of human sexual behavior. Individuals will have an opportunity to assess their beliefs, attitudes and values regarding aspects of human sexuality. Sexual issues encountered throughout a person's lifetime are addressed including; childhood sexuality, learning about sex, adolescence, sexual myths, body image, touch and masturbation. Normal and deviant syndromes are considered.

You may be eligible to receive **30 PD Hours** for attending this event. Please call Johanna Prado at 973-720-3035 if you are interested in receiving PD Hours.

Instructor: Dr. Benjamin A. Leibowitz, Ph.D

Dates: October 16 – November 15, 2017

Days: Monday & Wednesday

From: 6:00 pm - 9:00 pm

Fee: \$299

Course Number: P160B

THE SOCIOLOGY PROGRAM – ONLINE

Throughout this program, students will take a look at culture, values, socialization, cooperation, conflict, inequality, deviance, violence, social conflict and control alongside the different social stratifications that make up our existence, our relationships and our everyday lives. The program focuses on globalization, cultural diversity, critical thinking, new technology, and the growing influence of mass media. Students who complete this program will gain a comprehensive understanding of Sociology, its origins, theories, applications and implications. This course explores sociological processes that underlie everyday life.

Dates: Open Enrollment

Time: Online Course

Fee: \$1,299

Course Number: P033



GLOBAL CITIZENSHIP AND INTERNATIONAL STUDIES CERTIFICATION

Our Global Citizenship and International Studies Certification (GCIS) program provides students with the opportunities for professional development in the field of Global Citizenship and International without the formal pursuit of a degree. The program is ideal for all students whether they be undergraduates looking to add a global dimension to their learning, or graduate students, and mid-career professional. The Interdisciplinary Program complements a variety of fields of study and majors.

CITIZENSHIP & CIVIC ENGAGEMENT

Have you ever voted? Do you know who your Congressman is? This course serves as your introduction to understanding the connections between learning and active citizenship in a democracy. You will gain insight into the value and limitations of government in delivering what we, the American people, want. You will tackle questions related to the meaning and nature of community, the construction of social problems, and the possible roles different actors (e.g. individuals, non-profit and for-profit organizations, and the state) play in shaping and responding to these problems.

Instructor: Sammy Uddin-Ahmed
Dates: Open Enrollment
Time: Online Course
Fee: \$99
Course Number: P152

CULTURAL GEOGRAPHY, CITIZENSHIP, & AMERICAN DEMOCRACY

This course will focus upon the fundamental elements, factors, origins and realities relating to the nature of governance and the practice of politics in the U.S. We will examine various themes associated with the practice of government; study our nation's structural foundations; identify and understand political linkages that are a vital part of our democracy and American politics. We will examine the cultural, political, and geographic diversity of American politics and society.

Instructor: Sammy Uddin-Ahmed
Dates: Open Enrollment
Time: Online Course
Fee: \$99
Course Number: P153

GLOBAL CULTURES & THE AMERICAN DREAM

There has been a romanticized view of the United States as a landscape of pure possibility. From the 17th century to the present, an ever-shifting "American Dream" has been the

repository of Americans' longing for a new kind of personal and national life. In this class, we will consider how Americans have imagined their dream in terms of everything from political freedom to home ownership. We will look at issues of settlement and population including past and present immigration attitudes/policies, cultural identities, and general demographic patterns. The class will unpack the painful narratives of slavery as experienced by the most marginalized voices, who endured hundreds of years of slavery. There will be focus on economic issues including industrialization, post-industrial change, and the impact of capitalism.

Instructor: Sammy Uddin-Ahmed
Dates: Open Enrollment
Time: Online Course
Fee: \$99
Course Number: P154

WORLD RELIGIONS & CULTURES IN AMERICA

This course combines perspectives from the fields of geography, anthropology, history, and race studies to cultivate a deeper understanding of how communities produce, maintain, and legitimize sacred spaces. This course is designed for students with no previous background in the study of race/ethnicities and religions of the people that make up the "Melting-Pot" that is the United States. From the story of the Earlier European explorers, to the Native Americans, to the Missionaries, the settlers and later religious interpretations born in The United States, students will gain a vast understanding of the development of religion and culture in America. We will cover a broad range of people and experiences in this class, and all students will find a way to think through their own identities, experiences, and beliefs in the course readings and materials.

Instructor: Professor Sammy Uddin-Ahmed
Dates: Open Enrollment
Days: Online Course
Fee: \$99
Course Number: P155

PROFESSIONAL WRITING

CREATING CHARACTER IN FICTION

In this two day workshop, we will explore how to make characters that step off the page and capture your reader's imagination. Character driven fiction in any genre is what separates the merely good from the great. Learn how to give your characters "warts" - ticks, habits, turns of phrase - that make them unique. Learn to avoid cliché and use language that will create the character you want to build. We will read excerpts from work which exemplifies our goals. Come prepared to write!

Instructor: Judy Hall
Dates: October 7 – October 14, 2017
Days: Saturdays
Time: 9:00 am - 12:00 pm
Fee: \$70
Course Number: W043

WHAT'S YOUR STORY?

In a two day, intensive workshop we will delve into your memory and start writing true stories. Memoir writing has to be true but it also has to be compelling and follow the rules of storytelling. We will discuss, therefore, what goes into making a story. Looking at your own flaws, baring the naked truth, and telling an honest story is what makes memoir such a sought after genre. We will read examples from some of the great memoirists of our time. Come prepared to write!

Instructor: Judy Hall
Dates: October 21 – October 28, 2017
Days: Saturdays
Time: 9:00 am - 12:00 pm
Fee: \$70
Course Number: W044

YOU SAID WHAT?

In two workshops, we will probe the discourse of dialogue. Should you use vernacular or stick to Standard English? How can you differentiate your characters through dialogue alone? In our time together we will read dialogue from great writers, write our own dialogue from prompts, and read aloud each other's work. Honest and helpful criticism from your instructor and peers is essential to the writing process. Prepare to write and read - and listen!

Instructor: Judy Hall
Dates: November 4 – November 11, 2017
Days: Saturdays
Time: 9:00 am - 12:00 pm
Fee: \$70
Course Number: W045

CONTEMPORARY POETRY WRITING WORKSHOP

Thankfully, poetry isn't dead. In fact—it's thriving with life! Come explore some of today's most exciting texts—from voices of protest all the way to voices of the avant-garde. We will also be reading essays on the craft, watching films, and workshopping poems that you will write in class and outside of class. If poetry is your passion, a rainy day hobby, or somewhere in between, come find out how to take your work to a new level!

Instructor: Scott Wordsman
Dates: November 28 – December 12, 2017
Days: Tuesdays
Time: 6:00 pm - 9:00 pm
Fee: \$70
Course Number: W046

ESSENTIALS OF ESSAY WRITING

The essay is no longer confined to its place in just the classroom. With creative nonfiction becoming a rapidly popular genre, writers now are publishing essays with major magazines and publishing houses. In this course, we will read traditional essays as well as explore aspects of poetry and memoir which utilize the essay form. Ultimately, we will learn how to formulate arguments, workshop our writing, and discover what it means to turn an opinion into a well-organized, original piece of literature.

Instructor: Scott Wordsman
Dates: November 7 – November 21, 2017
Days: Tuesdays
Time: 6:00 pm – 9:00 pm
Fee: \$70
Course Number: W047

ONLINE PROFESSIONAL WRITING PROGRAMS

Advanced Technical Writing | **\$399**
Intermediate Technical Writing | **\$399**
Introduction to Technical Writing for Industry | **\$399**
Technical Communication, an Introduction for Current Technical Writers, Editors and Designers | **\$399**
Technical Communication Techniques & Principles for Project Managers | **\$299**
Tools of the Trade for Technical Writers | **\$199**
Writing Professional | **\$1,299**

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