



Warren
Community College



New Hybrid Class Format Medical Assisting

- High-Demand Occupation
- 24% Projected Job Growth in NJ*

*National Center for O*NET Development. New Jersey Employment Trends: 31-9092.00 - Medical Assistants. O*NET OnLine. Retrieved May 7, 2024, from <https://www.onetonline.org/link/localtrends/31-9092.00?st=NJ>

CONTINUING EDUCATION SCHEDULE FALL 2024

Career Training and Professional/Personal Enrichment Programs
445 Marshall Street | Phillipsburg, NJ 08865 | 908-689-7613 | www.warren.edu

For complete program schedule and updates visit
WWW.WARREN.EDU "CAREER/CONTINUING EDUCATION"

NON PROFIT ORG
U.S. POSTAGE
PAID
PERMIT #617
HACKETTSTOWN, NJ



475 Route 57 West • Washington, NJ 07882
(908) 835-9222 • www.warren.edu

ECRWSS
POSTAL PATRON

FINANCIAL ASSISTANCE RESOURCES TRAINING GRANTS

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

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

Morris/Sussex/Warren Employment & Training Services
973-285-6880 | msw-ets@co.morris.nj.us | www.msw-jobtraining.org

NJ Division of Vocational Rehabilitation
908-329-9190

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

SCHOLARSHIPS

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

CAREER PROGRAMS ELIGIBLE FOR ONE-STOP CAREER CENTER GRANTS

- Medical Assistant
- Medical Office Front Desk Coordinator
- Medical Biller/Coder
- Veterinary Assistant
- Phlebotomy

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

ESL and GED Classes available evenings via ZOOM this Fall

FREE! ENGLISH AS A SECOND LANGUAGE (ESL) CLASSES

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

ENG618A1

Day Program (Phillipsburg campus):
September and December Sessions
Tues, Wed, Thurs 9:00 am-1:00 pm

ENG625B1

Evening Live Online Class via Zoom:
September Session
Tues, Thurs 6:00 pm-9:00 pm

FREE! HIGH SCHOOL EQUIVALENCY EXAM (GED) PREP CLASSES

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

GED616A1

Day Program (Phillipsburg campus):
September Session
Mon—Fri 8:00 am-10:30 am

GED616B1

Evening Live Online Class via Zoom:
September Session
Mon, Wed 6:00 pm-9:00 pm

TO REGISTER BY PHONE PLEASE CALL 908-835-2432 ON OR AFTER AUGUST 19, 2024

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

"QUICKBOOKS ONLINE":

VERSION BASICS ACC613A1

Learn the most commonly used tasks for operating a small business. Topics covered include working with customers, working with vendors banking tasks, inventory, Payroll, and setting up a new company.

October 15-November 19, 2024

Tues

6:00 pm-8:30 pm

Phillipsburg Ed Center

Room P103

Cost: \$175

NO COST TRAINING

For the latest schedule, descriptions & registration links, visit <https://bit.ly/Upskill2024>

IN-PERSON LEARNING

EXCEL ESSENTIALS FOR BEGINNERS

October 8 & 9, 2024

Tues & Wed

9:30 am-1:30 pm

Phillipsburg Ed Center

Room P103

EXCEL INTERMEDIATE

October 15 & 16, 2024

Tues & Wed

9:30 am-1:30 pm

Phillipsburg Ed Center

Room P103

ONLINE LEARNING

INTRO TO R FOR NON-PROGRAMMERS

Business Analysis Skills Beyond the Excel Spreadsheet

September 18 & 20, 2024

Wed & Fri

1:00 pm-4:00 pm

Online

Google Meet

OR

October 2 & 4, 2024

Online

1:00 pm-4:00 pm

Google Meet

INTRO TO PYTHON FOR NON-PROGRAMMERS

September 25 & 27, 2024

Wed & Fri

1:00 pm-4:00 pm

Online

Google Meet



DRONE TECHNOLOGY CREDENTIALS

Nationwide Training is now available to businesses and public safety organizations and K-12 teachers through the AUVSI Trusted Operator Program™.

REMOTE PILOT PART 107 TEST PREP AND PRACTICE FLIGHTS

Daytime

October 9, 16, 17, 21, and 24, 2024

8:30 am-3:00 pm (1/2 lunch break)

*Make-up dates for practical flights 10/28 or 11/1 (weather dependent)

Phillipsburg Ed Center

Room TBA

Cost: \$625

REMOTE PILOT PART 107 TEST PREP AND SIMULATOR & NIGHT FLIGHTS

Evening

November 5-December 10, 2024

Tues & Thurs

6:00 pm-9:00 pm

Phillipsburg Ed Center

Room TBA

Cost: \$625

ONLINE REMOTE PILOT TEST PREP

Rolling start dates

3 months access

Cost: \$150

EMERGENCY RESPONSE WITH DRONES

Group Training

- SGI
- QEP
- General SOPs/FOMs
- Day and Night Thermal Search & Rescue

Contact us at 908-689-7613 for information, pricing, and availability.



NEW HYBRID FORMAT!

MEDICAL ASSISTING PROGRAM

MED640A1

The hybrid medical assisting program blends online learning with visiting the Phillipsburg Education Center and off-campus training sites for hands-on experiences. Meet each Tuesday & Wednesday from 8:30 am to 4:30 pm and select Mondays. This seven (7) month, 760-hour full-time, grant-eligible program is nationally accredited. It includes Anatomy/ Physiology/Pathology, Medical Terminology, Pharmacology, Medical Laboratory, Clinical Assisting, Insurance/Coding/Managed Care, Computerized Office Procedures, Healthcare Law & Ethics, Psychology/Therapeutic Communications, Medical Office Procedures, 160-hour Externship (without remuneration), CPR/First Aid, and job search preparation. After successful program completion, students sit for the AAMA's national certification examination and are eligible to become Certified Medical Assistants – CMA (AAMA). Graduates also have the option to matriculate into the AAS degree program. **Prerequisites: 18 years of age, clear criminal history, HS diploma or equivalent, or current graduating H.S. senior, with knowledge of Windows and Microsoft Word. All applicants must be interviewed.**

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

Mandatory Orientation: Friday, August 30, 2024

Sept 4, 2024 – March 8, 2025

8:30 am–4:30 pm

Tues, Wed, and select Mondays

Live Online Monday, Thursday and Friday

Phillipsburg Ed Center and Main Campus

Cost: \$5,949 + \$140 annual digital textbook subscription with Cengage*



Highly Recognized, Nationally Accredited

Attend Part-Time or Full-Time

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

*Training grants may be available to those who qualify. Call 908-835-2432 for information.

MEDICAL BILLER / CODER

Take five (5) courses from within the Medical Assisting Program.

- **MED676C1** – Anatomy/Physiology/Pathology
- **MED685C1**– Insurance/Coding/Managed Care
- **MED677C1**– Medical Terminology
- **MED687C1** – Computerized Office Procedures
- **MED682C1** – Medical Law & Ethics

Call for schedule

Phillipsburg Ed Center

Cost: \$2,475 (\$495 per course) + \$140 annual digital textbook subscription

MEDICAL OFFICE FRONT DESK COORDINATOR

Take seven (7) courses from within the Medical Assisting Program.

- **MED676C1** – Anatomy/Physiology/Pathology
- **MED685C1** – Insurance/Coding/Managed Care
- **MED677C1** – Medical Terminology
- **MED686C1** – Medical Office Procedures
- **MED679C1** – Psychology & Therapeutic Communications
- **MED687C1** – Computerized Office Management
- **MED682C1** – Medical Law & Ethics

Call for schedule

Phillipsburg Ed Center

Cost: \$3,465 (\$495 per course) + \$140 annual digital textbook subscription

**CERTIFIED PHLEBOTOMY
TECHNICIAN**

ALH625A1

IN PARTNERSHIP WITH CONDENSED CURRICULUM INTERNATIONAL (CCI) This 90-hour comprehensive, instructor-led program consists of 90 classroom hours which includes a blended, simulated lab to achieve 30 venipunctures and 10 capillary sticks. Students must bring volunteers. Course includes: medical terminology, anatomy and physiology, blood collection, specimen transport and processing, infection control and safety, quality control, confidentiality, and communication skills. Upon successful completion of this program, the student is eligible for national certification by NHA (certification fee \$117). **Prerequisites: 18 years of age, HS diploma or GED, statement of health from physician due the first day of class, proof of health insurance, fluid resistant lab coat, and clear criminal background.**

Oct 14, 2024 - Feb 20, 2025

Tues & Thurs

6:00 pm-9:00 pm

No class 12/25, 1/2/25

Phillipsburg Ed Center

Room P107

Cost: \$1,799 includes textbook & materials

Registration Deadline: Oct 7, 2024

**AHA HEARTSAVER CPR
AND FIRST AID**

EST667A1

Heartsaver® First Aid, CPR, AED, is a classroom video based, instructor-led course. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use. Tuition includes textbook and certification cards. **\$25 cash payable to instructor first day of class.**

Oct 2, 2024

Wed

9:30 am-3:30 pm

Phillipsburg Ed Center

Room P107

Cost: \$99

**AHA HEARTSAVER CPR/AED
WITH INFANT/CHILD**

EST643A1

This Course is designed for anyone with limited or no medical training who needs a course completion card in CPR and AED use to meet job, regulatory, or other requirements. This course teaches students the critical skills needed to respond to and manage sudden cardiac arrest emergency in the first few minutes until emergency medical services (EMS) arrives/ A infant/child option is available. Course includes a 2-year certification. **\$25 cash payable to instructor first day of class.**

September 25, 2024

Wed

9:30 am-12:30 pm

Phillipsburg Ed Center

Room P107

Cost: \$79

AHA BLS CPR/AED

EST624A1

The Basic Life Support (BLS) for Healthcare Providers Course is designed to provide a wide variety of healthcare professionals (Nurses, CNAs, EMTs, DT etc.) the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner, in a wide variety of in-hospital and out-of-hospital settings. **\$25 cash payable to instructor first day of class for textbook.**

Oct 10, 2024

Thurs

11:00 am-3:00 pm

Phillipsburg Ed Center

Room P107

Cost: \$99

Registration Deadline: October 3, 2024

**Office Space
Available for
New and Emerging
Small Business**

Small Business Growth Center

Phillipsburg Education Center
445 Marshall St, Phillipsburg NJ

- Below market rental rates
- Utilities included
- Shared conference rooms
- 24/7 access

Contact us for a site visit or for more information.

908-689-7613
azar@warren.edu



**ABCs OF BECOMING A
SUBSTITUTE TEACHER**

EDU820A1

Potential substitute teachers will learn the benefits & challenges of substitute teaching, the steps involved in completing the state-required application, what to expect in a day of substituting, techniques for managing student behavior, and more. Go home with strategies & a "make-n-take" you can use on your very first day on the job. To be eligible to substitute teach, applicants must have a min. of 30 college credits from an accredited college or university & a criminal history background clearance.

Sept 19 - Oct 10, 2024

Thur

6:00 pm-9:00 pm

Cost: \$119

**CERTIFIED TEACHING
PARAPROFESSIONAL**

EDU821A1

This course will prepare you for the **ParaPro Assessment exam**, so you can work as a teacher's aide. The class includes a review of the math, reading, and writing topics included in the exam, as well as classroom strategies connected to those areas. The goal is to ensure paraprofessionals have the necessary skills & knowledge to support teachers and students with classroom instruction. In New Jersey, perspective candidates must:

- Have an Associates degree, OR
- Two years of college, OR 60 credits
- Demonstrate knowledge of and the ability to assist in reading, writing, and math instruction.

Oct 17 - Oct 24, 2024

Thur

6:00 pm-9:00 pm

Cost: \$59

WOODWORKING 101

JOB629A2

This 48-hour course is provided in partnership with the NJ School of Woodwork. Students will be introduced to accurate layout methods, cutting with handsaws and using hand planes & chisels. Safe operation and use of the bandsaw, jointer, and thickness planer will be practiced. The course project is a wedged mortise and tenon footstool. Students will practice and apply all skills through the guided completion of "small builds" & woodworking projects.

Sept 4-Oct 19, 2024, 2024

Wed 9:00 am to 3:30 pm (9/4 - 10/16)

Sat 9:00 am to 3:00 pm (10/5 & 10/19)

Location: 37 E Washington Ave, Washington, NJ

Cost: \$1,675

NATIONAL CERTIFICATION!!!

**CERTIFIED FIBER OPTICS TECHNICIAN
(CFOT)**

FOT600A1

IN PARTNERSHIP WITH BDI DATALINK.

This introductory course explores the theory and history of fiber optics data transmission. It is designed for anyone wanting to become certified in the necessary installation, troubleshooting, and testing techniques of installed fiber optics networks as required per industry standards. This program includes 85% hands-on activities by allowing you to build and test your fiber optics network. Certification Exams are administered and graded at the end of the session. You must pass both the written and hands-on exams to pass this course successfully. This course is recognized by The US Department of Labor and is sanctioned by the Fiber Optic Association (FOA). **Prerequisites: Basic knowledge of computers; ability to speak and understand the English language.**

Nov 4-6, 2024

Mon, Tues, Wed

8:00 am-5:00pm

Phillipsburg Ed Center

Room P117

Cost: \$995

**CERTIFIED FIBER OPTICS SPECIALIST IN
TESTING AND MAINTENANCE (CFOS/T)
FOT601A1**

IN PARTNERSHIP WITH BDI DATALINK

Nov 7 & Nov 8, 2024

Thurs, Fri

8:00 am-5:00pm

Phillipsburg Ed Center

Room P117

Cost: \$895

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

UNIFORM CONSTRUCTION CODE LIVE, ONLINE TRAINING!

Students should direct licensing questions and request a licensing application packet by contacting the Licensing Unit at (609) 984-7834. Please review the licensing application packet prior to taking the course. Tuition reimbursement may be available. The UCC blue book & updates are on the DCA website <https://www.nj.gov/dca/divisions/codes/codreg/ucc.html>. Courses are live remote format and students must have a computer with camera and microphone, and a valid email address. **Please note: after successfully completing the required courses, contractors also need to pass national exams.**

ELECTRICAL INSPECTOR HHS LIVE ONLINE CTC607A1

This 45-hour course prepares the student to serve as Electrical Protection Inspector for Class 1 and all other structures as established in N.J.A.C.5:23-3

Sept 9 - Oct 30, 2024

Mon & Wed 6:00 pm-9:00 pm

No Class 10/14/24

Cost: \$495

SUBCODE OFFICIAL LIVE ONLINE CTC610A1

Sub Code Official is responsible for administering the subcode of the State Uniform Construction Code within the concerned jurisdiction under direction of the Construction Official. The Sub Code official inspects and/or supervises the inspection of construction projects under way of his/her discipline to ensure that compliance with plans and specification approved in accord with State Uniform Construction Code is achieved. The course is divided into three main areas: Administration, Legal Aspects of Code Enforcement and related Legislation. This course covers the administrative and legal aspects of Code Enforcement, plan review, procedures and forms for permit applications, legal rights of landlords and tenants and issuance of Certificate of Occupancy. You must have at least one technical license in order to get the Sub Code License.

Sept 10, 2024 - Oct 29, 2024

Tues & Thur 6:00 pm-9:00 pm

Cost: \$495

BLACK SEAL LICENSE PREP LOW PRESSURE BOILER MEC624A1

This 30-hour class will prepare the student to pass the NJ Low Pressure Boiler Operator (LP Black Seal) License Examination. The course focuses on license examination preparation, NJ boiler regulations, and safe boiler operator principals NOTE: License regulations require 90 days experience with a boiler over 100 hp or has over 4 million BTU's fuel input, with a pressure no greater than 15 psi for steam and no greater than 160 PSI or 250 degrees F if a hot water system. Textbook and study guide (approx. \$75) info will be provided at time of registration and must be purchased prior to class. Student is responsible for the State license application fee of \$100.

Sept 12 - Nov 14, 2024

Thurs 6:00 pm-9:00 pm

Cost: \$449

BLACK SEAL LICENSE PREP HIGH PRESSURE BOILER MEC625A1

This 36-hour class will prepare the student to pass the NJ High Pressure Boiler Operator (HP Black Seal) License Examination. This course is also applicable to the NJ Boiler Operator Special (White Seal) for plants greater than 6 and up to 100 horsepower and the NJ 3rd Class Stationary (Blue Seal) Engineers License. NOTE: License regulations require 90 days experience with a boiler plant over 100 hp for the HP Black Seal (6 to 100p for NJ Special White Seal), with a pressure greater than 15 psi for steam and greater than 160 PSI or 250 degrees F if a hot water system. The NJ 3rd Class Stationary (Blue Seal) Engineers License requires at least 6 Months operating experience in a high pressure steam plant greater than 500 hp. Textbook and study guide info (approx. \$75) will be provided at time of registration and must be purchased prior to class. Student is responsible for the State license application fee of \$100 responsible for the State license application fee of \$100.

Sept 12 - Nov 21, 2024

Thurs 6:00 pm-9:00 pm

Cost: \$539



VETERINARY ASSISTANT PROGRAM**JOB618A1**

IN PARTNERSHIP WITH CONDENSED CURRICULUM INTERNATIONAL(CCI) This 100-hour comprehensive Veterinary Assistant program provides students an opportunity to obtain the necessary knowledge and skills to succeed in an entry-level position as a veterinary assistant: obtaining and recording patient information; the review of preparing patients, instruments and equipment for surgery; how to collect samples and perform certain lab procedures; dressing wounds; assisting in diagnostic and medical procedures; communicating with animal owners; feeding and caring for animals. Certification available through NWCA Veterinary Assistant Certification (VET).

Prerequisites: 18 years of age, HS diploma/ GED, clear understanding of written and spoken English, internet, and valid email address.

Sept 17-Feb 4, 2025

Tues & Thurs 6:00 pm–9:00 pm

No Class 11/28/24, 12/24/24, 1/2/25

Phillipsburg Ed Center Room P117

Cost: \$1,899 includes texts & materials**Registration Deadline: Sept 9, 2024****CERTIFIED ANIMAL CONTROL OFFICER (ACO)****LIVE ONLINE****LAW848A1**

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

Oct 21-29, 2024

Mon - Fri 9:00 am–5:00 pm

Cost: \$929**Registration Deadline: October 11, 2024****SERVSAFE MANAGER CERTIFICATION**

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

FNM615A1

Sept 23 - Sept 30, 2024

Mon 8:00 am–12:00 pm
Phillipsburg Ed Center Room P117

Cost: \$99 + textbook**Registration Deadline: September 9, 2024****FNM615B1**

Nov 4–Nov 11, 2024

Mon 8:00 am–12:00 pm
Phillipsburg Ed Center Room P117

Cost: \$99 + textbook**Registration Deadline: October 21, 2024****REAL ESTATE SALESPERSON PROGRAM****LIVE ONLINE**

IN PARTNERSHIP WITH THE AMERICAN SCHOOL OF BUSINESS, FAIRFIELD, NJ. Those who wish to engage in the real estate business in New Jersey are required to attend and complete this 75-hour Salespersons course and pass a state licensing exam. The purpose of the salespersons' course is to prepare you for the state examination. Upon completion of this course, you will receive a "Certificate of Completion" used to gain admissions to the State exam. **Requirements: computer and internet access, high school diploma/GED, and clear criminal background check.**

RET600A1

Oct 5–Nov 9, 2024

Sat 9:00 am–4:30 pm
Cost: \$495 + \$12 textbook shipping fee

RET600B1

Oct 7–Dec 18, 2024

Mon & Wed 6:30 pm–10:00 pm
Cost: \$495 + \$12 textbook shipping fee

SIMPLE SIGNING FOR BEGINNERS LAL658A1

Have you always wanted to learn to sign or are you inspired by the recent increase in ASL in TV shows and movies? Learn the essentials of American Sign Language through engaging lessons, memory building techniques, drills, music, games, and more. Skills include: hand formations, basic vocabulary, conversational signs, grammar, fingerspelling, and Deaf culture. Sign vocabulary will cover everyday topics such as the manual alphabet, numbers, calendar, weather, family, food, colors, home, school, and hobbies. Anyone who has ever wanted to learn ASL should begin here.

Sept 3-Nov 5, 2024

Tues 6:00 pm-7:30 pm
Phillipsburg Ed Center Room P117
Cost: \$135

SIMPLE SIGNING CONVERSATIONS AND CLASSIFIERS LAL659A1

Do you already know the manual alphabet and some basic ASL signs but are struggling with grammar or conversations? This class will help you to advance your sign skills and confidence. Knowledge of the manual alphabet and hand shapes is required for this level. Students will learn grammar structures for questions, sentences, storytelling, and listing. The focus of this course will be using classifiers and developing conversational skills.

Sept 3-Nov 5, 2024

Tues 7:30 pm-9:00 pm
Phillipsburg EWd Center Room P117
Cost: \$139

PAINTING IN WATERCOLOR PRS830A1

In this class, you will learn advanced techniques to create beautiful in-depth watercolor paintings. Adding texture to watercolor is a great way to add depth and interest in your painting. This course is ideal for anyone who has watercolored before. Please bring your own watercolor supplies. (No materials fee)

Sept 12 -Oct 24, 2024

Thurs 9:30 am-11:00 am
Phillipsburg Ed Center Room P107
Cost: \$139

Registration Deadline September 5, 2024

NEW! CREATING COLORED PENCIL DRAWING SPI866A1

Learn to shade and blend in colored pencil by creating creamy textures and fine details in beautiful colors! **\$25 material fee due 1st day of class**

Sept 12 -Oct 24, 2024

Thurs 2:00 pm-4:00 pm
Phillipsburg Ed Center Room P105
Cost: \$139

PAINTING IN ACRYLIC SPI868A1

Join us and learn the versatility of painting with acrylics, a durable and flexible medium. Learn painting techniques using acrylic paint...from washing to dabbling and even flicking. Come and have some fun! This class is perfect for the beginner as well as the more advanced. **\$25 material fee for supplies payable to instructor on first day of class.**

Sept 12-Oct 24, 2024

Thurs 7:00 pm-9:00 pm
Phillipsburg Ed Center Room P107
Registration Deadline: Sept 5, 2024
Cost: \$139

WRITE YOUR STORY PRS832A1

Write your memoir, discover your individual voice. You've got a tale that wants telling. How will you tell it? Join us as we explore the terrain of the creative memoir with in-class discussions and exercises as well as additional tools to help shape it.

Nov 7, 2024

Thurs 6:00 pm-9:30 pm
Phillipsburg Ed Center Room P117
Cost: \$39

**SEE PAGE 2
 FOR DRONE PILOT CLASSES.**



BEGINNING GOLF - THE LONG AND SHORT OF IT

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

SENG633A1

Sept 11-Oct 16, 2024

Wed 10:00 am-11:30 am
WCCC Main Campus Meet at security desk

Cost \$105

SENG633B1

Sept 11-Oct 16, 2024

Wed 5:00 pm-6:30 pm
WCCC Main Campus Meet at security desk

Cost \$105

INTRODUCTION TO PICKLEBALL: REC673A1

A SWEET GAME WITH A SOUR NAME!

Pickleball is a fun combination of badminton, ping pong, paddle tennis, and tennis." It is a social sport that develops reflex, coordination, quickness, and agility skills. Pickleball is particularly popular among seniors. This introductory class will teach you the basics of the sport. Paddles and pickleballs will be provided. Please wear sneakers and bring a bottle of water.

Sep 12-Oct 17, 2024

Thurs 1:00 pm-2:30 pm
Franklin Township Municipal Building

Cost: \$129

**SEE
REFUND POLICY
ON PAGE 10**



View our online catalogs with our education partners for personal and career programs.

Ed2Go FUNDAMENTALS

www.ed2go.com/wccc

ARTS & DESIGN

- Adobe Illustrator
- Color Theory
- InDesign
- Instructional Design
- Photoshop
- WordPress

MARKETING & SALES

- Business Finance for the Non-Finance Manager
- Business & Marketing Writing
- Digital Marketing Suite
- Master Public Speaking
- Project Management
- Sales Training Suite

TEST PREP

- GMAT
- GRE
- LSAT
- PRAXIS
- TEAS

WRITING

- Creative Writing
- Grammar Refresher
- Technical Writing

ED2GO CAREER PROGRAMS

A VARIETY OF PROGRAMS IN ENGLISH AND SPANISH

<https://careertraining.ed2go.com/wccc/>

Sample of Career Programs offering hands-on activities and tools - English and Spanish.

- Arts & Design
- Business
- Computer Applications
- Computer Science
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology
- Teacher Professional Development

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

REGISTER TODAY!

1. For payment information or registration by phone, please call 908-689-7613
 2. If you would like to pay in person, please visit the Continuing Education office (P129) at our Phillipsburg Education Center (PEC).
- Please assume that your registration is confirmed and your class is running, unless you hear from us.

PEC OFFICE HOURS:

Through August 16: Mon-Thurs 9am-5pm
Closed Fri-Sun
Starting August 19: Mon-Fri 9am-5pm

EMPLOYER SPONSORED

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

REFUNDS AND FEES

Refund Policy: You may withdraw three business days prior to the first day of class in order to receive a refund minus a \$15.00 processing fee. **No refunds will be issued thereafter. Students are responsible for the balance of tuition and fees in the event they terminate payment plans or private loans.**

Checks unable to be processed will incur a \$25 fee.

REFUND SCHEDULE

TRAINING GRANTS/FINANCIAL ASSISTANCE

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

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

REPLACEMENT CERTIFICATES

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

DISCOUNT POLICY

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

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

DIRECTIONS

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

LOCATIONS

Warren Main Campus

475 Route 57 West • Washington, NJ 07882

Phone: (908) 835-9222

Phillipsburg Education Center (PEC)

445 Marshall Street • Phillipsburg, NJ 08865

Phone: (908) 689-7613

OFF-SITE LOCATION

Franklin Township Municipal Building

2093 Rt. 57 • Broadway, NJ

NJ School of Woodworking

37 E Washington Ave, Washington, NJ

**REGISTER 3 BUSINESS DAYS
BEFORE CLASS
TO AVOID CANCELLATION**

