

PASSAIC COUNTY  
TECHNICAL INSTITUTE

# Career & Continuing Education

Adult Division -Spring 2019

Register Online: [www.ssreg.com/passaic](http://www.ssreg.com/passaic)

IN-PERSON REGISTRATION:

January 15, 16, 17, 2019

January 22, 23, 24, 2019

**CLASSES BEGIN**  
**February 4, 2019**

**PASSAIC COUNTY TECHNICAL INSTITUTE**

45 Reinhardt Road, Wayne, NJ 07470 visit us online at [www.pcti.tec.nj.us](http://www.pcti.tec.nj.us)



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## YOUR FUTURE BEGINS AT PCTI!

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

- ▶ Learn a trade
- ▶ Upgrade your job skills
- ▶ Improve your English language
- ▶ Develop a hobby or special interest for your own enjoyment and satisfaction
- ▶ Take an On-line course...250+ courses available each month.

Visit [www.ed2go.com/pcti](http://www.ed2go.com/pcti)

**DON'T PUT IT OFF ANOTHER MINUTE!**

There are more than 70 classes for beginners or experienced trades people, for serious hobbyists and "do-it-yourselfers". The only requirement for registration (unless a prerequisite is stated) is that the student be 17 years of age or older or an out-of-school youth.

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**CLASSES BEGIN THE WEEK OF FEBRUARY 4TH**

# CHOOSE A CAREER!

## CAREER AND CONTINUING EDUCATION

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

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

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

Classes are held on average from 6:30 to 9:30 pm. One or two evenings a week, for ten (10) weeks (unless otherwise noted)

## REGISTER

### ► BY WEBSITE – ONLINE REGISTERING MADE EASY!

Use our online system to register at your convenience and to save you time!

Visit our district's website or go to [www.ssreg.com/passaic](http://www.ssreg.com/passaic)

This site will bring you to our online catalog where you can view course descriptions by categories. Select the course you want to take and pay online by credit card. Print your receipt and bring it with you the first night of class.

► BY MAIL – You may register for a Career and Continuing Education course by mail **NO LATER THAN** one week prior to in-person registration. Just complete the mail-in registration form inside and mail with your check or money order (no cash, please) to the address on the mail registration form to the attention of John DePalma.

► IN PERSON – You may register at Passaic County Technical Institute located at 45 Reinhardt Road in Wayne, NJ, at the following times: **Spring 2019**  
 January 15, 16, 17, 22, 23, 24  
 (6:30-9:00pm)

# GENERAL INFORMATION

FULL TUITION FEES ARE PAYABLE UPON REGISTRATION whether by mail or in person.

NO RECEIPTS ARE MAILED. COST OF BOOKS ARE NOT INCLUDED IN CLASS TUITION FEE (UNLESS STATED).

\$50.00 charge for returned checks or rejected credit cards

**PAYMENT MAY BE MADE BY VISA/MASTERCARD**

► **CANCELLATION OF COURSES:** Any class is subject to cancellation if registration is not sufficient. (minimum 10-12 students per class to run most courses). It is imperative that we have a valid email address when registering because this will be the means of communication between the office and student.

► **ACCEPTANCE:** Your registration is accepted unless you are notified to the contrary. Students should check their email address for any changes to the class. Every effort will be made to communicate to the student by email before calls are made. Students registered by mail should go to their first scheduled class on their order summary.

► **SCHOOL CLOSINGS:** Classes will not be held if the Day Program at PCTI is closed due to a holiday, vacation, or inclement weather. If inclement weather develops during the day, the closing of the Evening School will be announced on our website, [www.pcti.tec.nj.us](http://www.pcti.tec.nj.us) and also on Radio Stations: WOR (710 AM), WINS (1010 AM), WGHT (1500 AM), WMTR (1250 AM), WDHA (105.5 FM). TV Stations: News 12 New Jersey, NBC, WABC-TV (EYEWITNESS NEWS 7) and WCBS-TV Channel 2 or CALL 973.389.4154.

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

► **REFUNDS:** Fees are not refunded for any reason after class begins, unless the class is canceled. Prior to the beginning of class, a refund request must be made in writing to the office of adult education.

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

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

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

## LICENSED PRACTICAL NURSE LPN PROGRAM

197 Hamburg Turnpike Wayne, NJ 07470  
Office: 973.389.2020 Fax: 973.389.7208

## DAY & EVENING CLASSES AVAILABLE

Our Licensed Practical Nursing Program has graduated 58 consecutive classes of LPNs since 1954. It is available to qualified adult men and women. The Day Program is a full time, one year program and the Evening Program is a part-time, 2 year program preparing the student for the Practical Nurse License Examination. In addition, students may be eligible for 11 college credits through the curriculum and testing. These credits are transferable to other college programs.

The program meets the requirements for accreditation by the NJ Board of Nursing and the State Department of Education. The Evening Program allows students to continue working while pursuing a new and exciting career.

The classes are located at 197 Hamburg Turnpike in Wayne, New Jersey. The full-time Day Program begins in August and runs Mondays through Fridays for 1 year. Clinical experiences increase as the student progresses from simple to more complex learning. Satisfactory completion of both academic and clinical skills is required to complete the program.

The Day Program classroom hours are 7:45 a.m. to 3:15 p.m. "Clinical" days are 7:30 a.m. to 3:00 p.m. The Part-Time Evening Program runs Mondays – Thursdays for 2 years from 5:45 p.m. to 10:00 p.m.

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

# GENERAL INFORMATION

## LICENSED PRACTICAL NURSE

Mental Health Nursing, Nursing Informatics and\* Dynamics of Health Care. The University of Medicine & Dentistry of New Jersey offers college credits, at a nominal fee, for courses indicated with an asterisk and in bold. The LPN Program offers the student a profession that supports advancement potential, economic security and personal satisfaction. Graduates of this program have served the community as nurses in area hospitals, nursing homes and home care. Many of our graduates continue their education at a college in order to become a Registered Nurse or Advanced Practical Nurse.

**For an informative application packet, please call 973.389.2020 or visit our website at [www.pctiLPN.org](http://www.pctiLPN.org)**

## Adult Learning Center

200 Memorial Drive, Paterson, NJ  
(located across from PCCC)

## English as a Second Language / Civics Education

PCTI will be offering free instruction to adults who want to learn to speak, read and write English. (September – June) Conversational English for beginners and intermediate

**Classes are Monday and Wednesday or Tuesday and Thursday in the evenings. Cost is FREE. Please call or visit us during office hours only; Mondays thru Thursdays from 6:30 pm to 8:30 pm. 973.340.3400 extension 7100**

## HIGH SCHOOL EQUIVALENCY CENTER

We offer the computer-based version of ETS HiSET tests in English and in Spanish.

## The Testing Center

PCTI offers High School Equivalency Tests provided by ETS-HiSET. During the school year, tests are given once a month on a Tuesday, Wednesday or Thursday evening and on a Saturday morning. We offer the tests on Tuesdays, Thursdays and one Saturday per month in July and August. The High School Equivalency Testing Center at PCTI is wheelchair accessible with provisions for special accommodations for individuals with learning and/or physical disabilities.

## Registration process: Step 1:

- You must create a user account online at <http://HiSET.ets.org> (follow the link For Test Takers) or by calling 1-855-MyHiSET (1-855-694-4738) where you will pay a \$90.00 fee using a credit/debit card or electronic check.
- Once your account has been established, select the test location of your choice in NJ. Our location is called Passaic County Tech Institute, Wayne, NJ

## Registration process: Step 2

- On the day of the test, you must come in 30 minutes prior to testing time to complete registration at our location: PCTI, Room N116, 45 Reinhardt Road, Wayne, NJ 07470.
- You must bring with you proper, valid, and original identification (government issued photo id – driver's license or passport; social security card; and proof of address if you use a passport)
- Avoid forfeiture of fees by bringing the proper, valid, and original identification (review <http://HiSET.ets.org/requirements/nj> or list below)
- Please be advised that if you come in late, either the registration process will delay the start of the test or you will not be allowed to test which is a forfeiture of fees.

**Please note:** If you are 16/17 years of age, you must contact Josephine Bono, Chief Examiner at [jbono@pcti.tec.nj.us](mailto:jbono@pcti.tec.nj.us) to schedule an appointment for you and your parent to sign a consent form acknowledging that you are no longer registered in a high school and that you are taking the HiSET test instead of completing high school.

## Requirements

For detailed information on requirements visit <http://HiSET.ets.org/requirements/nj> or see list below.

## Accommodations

For detailed information on accommodations visit: <http://HiSET.ets.org/take/disabilities/>

## Scoring System Details

- High School Equivalency: minimum scaled score 9 of 20 on each subtest and combined scaled score of 45 on entire battery
- College and Career Readiness: minimum of scaled score 15 of 20 on each subtest
- Highest Possible Scores: 20 on each subtest which gives a total score of 100 for the entire battery

# GENERAL INFORMATION

## Preparation

ETS Hi-Set has free:

- official overview video for test takers
- scheduled webinars
- sample questions and practice tests
- ETS Hi-SET offers extra practice tests complete with formative assessment for only \$7.50 per practice test

Additional information about preparation can be found at <http://HiSET.ets.org/prepare/overview>

Questions: Please contact Customer Service at HiSET via phone (1-855-MyHiSET – 1-855-694-4738) via email [HiSET@ets.org](mailto:HiSET@ets.org).

Otherwise, contact Josephine Bono, Chief Examiner at PCTI via phone (973-389-4388) via email ([jbono@pcti.tec.nj.us](mailto:jbono@pcti.tec.nj.us)) or our website: <http://goo.gl/DwSNoK> (case sensitive)

## New Jersey HiSET® Requirements

The following policies apply to anyone taking the HiSET® exam in the state of New Jersey. When you schedule an appointment, you will need to confirm that you have read and understand these policies.

See the New Jersey Adult Education website for more information.

## State Eligibility Requirements

To take the HiSET exam in the state of New Jersey, you must meet the following eligibility requirements:

- **Age:** You must be 18 years old to take the test without meeting special conditions. If you are 16–17 years old, you need a signed letter from your parent or legal guardian stating that they give permission for you to take the test and they understand that by doing this, they are taking you out of the public school system.
- **Residency:** You must be a New Jersey resident to take the test at a test center in New Jersey. See Identification below.
- **Test Preparation or Instruction:** New Jersey does not require test preparation or instruction, though it is encouraged.
- **Practice Test:** New Jersey does not require you to take a practice test to qualify for the HiSET exam.
- **Identification:** You must present identification on test day at the HiSET test center. The following are acceptable forms of identification. You must provide two primary IDs and two secondary IDs.

## Types of Primary ID:

- Government issued photo identification: e.g., Driver's License, DMV ID, County ID, US Passport
- Foreign Passport (with accompanying letter in English from that Consulate verifying the authenticity of the passport with Consulate Signee contact information and title)
- Social Security Card
- Insurance Card
- Taxpayer ID Card
- Deferred Action Card (DREAM Act individuals only)
- Military ID with photograph
- Alien Registration Card with photograph
- Immigration & Naturalization Service (INS) Documents

## Types of Secondary ID:

- Credit Card
- Employer Identification Card with photograph
- Health Insurance Card (Example: Blue Cross Blue Shield)
- Marriage Certificate or License
- Military Discharge Separation Papers
- ID without photo but with current address listed for proof of residency
- Utility bill, bank statement, etc., documenting delivery to New Jersey address

One of the above forms of identification must show New Jersey Residency. If they don't, a bill, bank statement, lease, etc., must be provided. For any questions, please contact the New Jersey Department of Education, Adult Education Office at 1-609-777-1050.

- **Language Testing:** In New Jersey, candidates cannot combine scores across languages. In order to achieve a state-issued certificate, you must take all sections of the exam in the same language. You can only take the full battery in one language. For example, you may not take three tests in Spanish and two tests in English. The state of New Jersey will not issue a diploma for batteries with scores combined across languages.

# PCTI MEDICAL CAREER ACADEMY

## Pharmacy Technician

Become a Pharmacy Technician in New Jersey and it can become a great career. Prerequisite: Must be 18 years of age, Possess a high school diploma or it's equivalent, and be language proficient. This course will prepare the student as a technician to work in the pharmacy industry assisting pharmacists in all areas of managing and filling prescriptions. The student will learn about regulations and pharmacy duties, controlled substances, preparing/dispensing prescriptions, the effects of medications, and drug classifications. Tuition does not include cost of books, application fees and/or criminal history background check. Please be aware that Criminal Background Investigation (CBI) Application is required to be completed prior to taking your certification Test.

(6:00 pm – 9:30 pm)

Monday & Wednesday .....\$600

## Certified Nurse Aide Course

This course is a prerequisite to prepare students to take the New Jersey State Examination (written and skills) for Nursing Assistant in a long-term care facility. The course is divided into two parts: 50 hours of classroom theory at PCTI and 40 hours of clinical. This course is open to all persons interested in becoming a state certified nursing assistant.

Students must have a recent physical, and 2-Step mantoux PPD Test prior to the first night of class. Cost does not include books, uniform or state test. Valid social security number is required! It is required that you bring your social security card and ID to class on the first night. Your application will be submitted to the State Department. Also, please be aware that Fingerprinting and Criminal Background Investigation (CBI) Application is required to be completed prior to taking your CNA.

(5:00 pm – 9:00 pm)

Monday, Tuesday, Wednesday & Thursday.....\$900

## Introduction To Basic Dental Assisting

Prerequisite: Posses a high school diploma or equivalent; be at least 18 years of age. After the completion of this program of approximately 75 hours of didactic and clinical instruction, students will be able to obtain an entry level position as a dental assistant. Students will learn Basic Dental Anatomy, Basic Dental Terminology, an Overview of Medical Emergencies, Vital Statistics, Basic Dental Materials and Dental Procedures, and the Different Dental Specialties. Futhermore, the program is designed to develop the student's proficiency in Exceptional Patient Care, Greeting/ Seating Patients, Updating and Documenting Medical History/Drug Allergies, Chair-side Assisting in 4 Handed Dentistry, Setting up Dental Procedures, Digital/Manual Charting/Treatment Entries, Protocols in Sterilization/Disinfection of Surfaces/Treatments Rooms, OSHA Standards, Inventory Management, Standard of Operations in the Dental Lab. There is also an overview of Dental Instruments, and Basic Knowledge of Operating Dental Software and the Front Desk which are equally important. Students will gain valuable tools in writing resumes and creating strategies for an effective interview.

Our mission is for each and every student to possess knowledge and theory, and also experience hands on application of clinical skills so as to gain confidence as they walk into their first entry-level position. Our vision is for graduates, armed with a Certificate of Completion of the Introduction to Basic Dental Assisting Program, to become well rounded dental professionals and be an integral productive member of a dental team that continues to pursue excellence through their dedication and commitment to continuing education and advance training.

Exam is not taken at PCTI.

(6:00 pm – 9:30 pm)

Monday & Wednesday .....\$725

# PCTI MEDICAL CAREER ACADEMY

## Phlebotomy Technician

Prerequisite: You MUST be 18 years of age, and possess a high school diploma or it's equivalent to enroll in this course; as well as basic science courses are helpful.

- ▶ Student will be able to perform basic point of care testing, such as blood glucose levels on patients.
- ▶ Perform basic phlebotomy procedures.
- ▶ Evaluate patients for ability to withstand venipuncture procedure.

- ▶ Prepare blood, urine and other body fluid specimens for testing according to established standards.

This course will help prepare the student for their Phlebotomy Technician Certification (CPT) through the National Healthcareer Association. Areas to be covered in course; Patient Preparation, Collection Techniques, Processing, Safety and Compliance Consideration.

Price does not include books or exam fees.

(6:00 pm – 9:30 pm)

Monday & Wednesday .....\$750

# PCTI CONSTRUCTION CAREER TRAINING

## APPRENTICESHIP

Apprenticeship is a proven method for training highly skilled workers through formalized on-the-job training (OJT) coupled with related theory instruction. Approximately 800 occupations are currently recognized in the area of apprenticeship. In New Jersey, apprenticeships are jointly registered and approved by the Federal Bureau of Apprenticeship and Training (B.A.T.), the Office of Apprentice Training, New Jersey State Department of Labor and Workforce.

Basic Components of an Apprenticeship

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

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

## Commonly Asked Questions

### What is an Apprenticeship?

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

### Who Can Become an Apprentice?

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

### How do you Become an Apprentice?

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

### What is the Advantage of Completing an Apprenticeship?

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

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



# PCTI CONSTRUCTION CAREER TRAINING

## HVAC

EPA 608 Refrigerant Handlers Certification Test & Preparation Course

Prerequisite: HVAC I, HVAC II and/or HVAC III or past experience is a MUST! This six (6) hour class will review the HVAC materials to prepare the student for the Section 608 Exam. Cost includes, book with CD and test

3 Sessions Total (2 Classes, 1 Test Day)  
(6:30 pm – 9:30 pm)

May 7, 8, 10..... \$120

### Apprenticeship HVAC – Level I & II

This 72-Hour course is for HVAC Apprentices who have completed less than 144 hours of the required 576 hours of HVAC related technical instruction. It covers the fundamentals of refrigeration including definitions and descriptions of terms, methods of heat transfer and refrigerants. Also covered are temperature and pressure relationship, gauge techniques, descriptions and function of the component parts of a system, motor and controls, system construction, piping techniques, charging, evacuation and leak testing system.

(6:00 pm – 9:30 pm)  
Tuesday & Thursday..... \$475

### Apprenticeship HVAC – Level II & III

Prerequisite: 144 Hours of Previous HVAC Related Technical Instruction

This course is for HVAC Apprentices who have completed more than 144 hours of the required 576 hours of related technical instruction. It will cover the theory of all types of systems in commercial and industrial use.

- Low Voltage control systems, residential heating and cooling system, and commercial HVAC systems.

- Ice machines, recovery, reclaim, recycling, troubleshooting, control systems for commercial refrigeration systems and maintenance, basic heating controls for forced warm air systems. Including setting up and piping components, electrical components and their installation, testing, and troubleshooting air conditioning and refrigeration equipment.

(6:00 pm – 9:30 pm)  
Monday & Wednesday ..... \$475

## CARPENTRY

### Home Improvement

This course will help you learn the skills needed to operate carpentry and power tools that would be used in areas of construction. Step-by-step instruction and money saving tips. Learn to deal with household emergencies, and fix-it issues, and general house maintenance such as electrical, plumbing, tile, and drywall repairs are just some of the areas covered.

(6:00 pm – 9:00 pm)  
Tuesday .....\$400

## ELECTRIC

### Electricity I

This 72-Hour course covers such topics of basic wiring, Ohm's law, circuitry, conduit fill, knots, bending, rigging, motors; and low voltage systems. In this course, we have principals of applied math such as the metric system along with conversions.

(6:30 pm – 9:30 pm)  
Tuesday & Thursday.....\$475

### Electricity II

Prerequisite: Electricity I

This 72-Hour course covers transformers, generators, alternators and motors. Students become familiar with the National Electrical Code as it applies to support, service, grounding and overcurrent protection as well as special environments such as hazardous sites as well as healthcare, commercial and industrial facilities.

(6:30 pm – 9:30 pm)  
Monday & Wednesday .....\$475

### House Wiring

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

(6:30 pm – 9:30 pm)  
Tuesday & Thursday.....\$475

# PCTI CONSTRUCTION CAREER TRAINING

## National Electric Code

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

(6:30 pm – 9:30 pm)

Tuesday ..... \$400

## MANUFACTURING TECHNOLOGY

### Machine Shop I

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

(6:30 pm – 9:30 pm)

Monday & Wednesday .....\$475

### Machine Shop II

**Prerequisite:** Machine Shop 1 or comparable work experience.

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

(6:30 pm – 9:30 pm)

Monday & Wednesday .....\$475

### Machine Shop III

**Prerequisite:** Machine Shop I and II comparable work experience.

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

(6:30 pm – 9:30 pm)

Monday & Wednesday .....\$475

## PLUMBING

### Plumbing I

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

(6:30 pm – 9:30 pm)

Monday & Wednesday .....\$425

### Plumbing II

**Prerequisite:** Plumbing I or past plumbing experience.

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

Monday & Wednesday .....\$425

### Heating

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

Thursday.....\$400

### Plumber's License Preparation

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

(6:30 pm – 9:30 pm)

Tuesday (42 Hrs).....\$400

### Apprenticeship Plumbing

**Related class instruction for all plumbing apprentices.**

**Level 1 & II**

Monday & Wednesday .....\$475

**Level III & IV**

Tuesday & Thursday.....\$475

# PCTI CONSTRUCTION CAREER TRAINING

## WELDING

### Welding-Basic

This introduction class will give students instruction through lecture, demonstration and practical application in mig and tig welding and also oxy and plasma cutting.

(6:30 pm – 9:30 pm)

Monday & Wednesday .....\$600

### Welding-Advanced

#### Prerequisite: Welding – Basic

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

Tuesday & Thursday.....\$600

## AUTOMOTIVE

### Auto Repair Technician A4 – steering/suspension (Level I)

This is an introductory course to become an Auto Repair Technician and learn about Steering and Suspension. This course will prepare a more knowledgeable individual of Steering/Suspension. It will provide a thorough explanation of the various Steering/Suspension systems found in today's modern vehicles. The information that will be instructed in detail will include the following:

- ▶ Performing visual inspections to confirm related problems
- ▶ Checking for bent damaged leaking or worn parts
- ▶ Testing Electronic Steering and Suspension system components
- ▶ Performing a pre-alignment for inspection
- ▶ Checking the condition of related parts which would include things such as brakes, bearings, and tires.
- ▶ Use the latest Hunter Hawk-Eye wheel alignment to perform a four-wheel alignment
- ▶ Filling and bleeding power steering systems.

This course will also include maintenance of the steering and suspension systems including lubrication and adjustment.

The student can continue with course studies at level II in the semester and at the end of the course there will be an optional student certification test that will prepare you for the actual ASE A-4 Steering/Suspension Certification test.

(6:30 pm – 9:30 pm) 22 Sessions

Monday & Wednesday .....\$625

### A5 – Auto Brakes

This course will cover the theory operation, diagnosis, and service of modern brake systems. This course will provide a thorough explanation of the service, parking and ABS Brake Systems. The information that will be instructed hands-on will include the following:

- ▶ Performing visual inspections and checking for proper brake operation
- ▶ Disassembly and inspection of disc brake systems
- ▶ Performing micrometer and dial indicator gauge testing for rotor runout/thickness
- ▶ Inspecting and adjusting the parking brake system
- ▶ Proper procedure for bleeding brakes
- ▶ Checking front end components that would affect the brake system
- ▶ Tools needed to perform various brake services

This course will also include the proper procedure for using a bench brake lathe and how to use a scanner to diagnose ABS brake problems. Upon completion of this course there will be an optional AYES A5 Auto Brakes Student Certification test.

(6:00 pm – 9:30 pm) 22 Sessions

Tuesday & Thursday.....\$625

### Auto Body I

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

(6:30 pm – 9:30 pm)

Monday & Wednesday .....\$475

# CAREER AND CONTINUING EDUCATION COURSES

## Auto Body II

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

Students are introduced to basic frame theory and repair, including, acetylene welding, air and electrical tools necessary for frame work and spray painting. There is actual body work on class vehicles.

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

(6:30 pm – 9:30 pm)

Monday & Wednesday .....\$475

## BOILER OPERATION LICENSING

### Fireman's Black Seal

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

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

(6:15 pm – 9:15 pm)

Tuesday .....\$350

## COMPUTER SERVICE TECH/ PC PRO/A+

### Computer Service Tech/PC Pro/A+

This is an entry level course designed to prepare students for TestOut's PC Pro certification and CompTIA's A+ certification. It covers everything an entry level support technician needs to know including building a PC, operating system installation and configuration, BIOS configuration, troubleshooting, printers, basic networking, security, system implementation, mobile devices, the command prompt, Linux, and Mac OS. Students will have full access to the online PC Pro course, which is a newer hands-on certification that proves what you are able to do rather than what you know. The PC Pro coursework also includes practice exams for the A+ certification. At the end of the course, students will have obtained the PC Pro certification and will have qualified to take the A+ certification on their own if they choose.

The course provides the students with hands on exercises, PowerPoint, and video demonstrations.

(6:00 pm – 9:00 pm)

Monday & Thursday .....\$750

## MS EXCEL & P/C SOFTWARE

### Microsoft Excel – Spreadsheet Design – Basic

This course will give participants the ability to design, create and manage a Microsoft Excel Spreadsheet. Students will develop data driven spreadsheets along with related graphics that will enhance your professional and personal productivity. A flash drive is recommended for class.

(6:30 pm – 9:30 pm) 6 Sessions

Monday.....\$200

### Microsoft Word Computer Class

This course is geared towards the novice user. Basic computer skills and terminology will be introduced utilizing state-of-the-art hardware and software including Microsoft Windows 2000 and Office 2010. Participants will also be exposed to basic spreadsheets utilizing Excel 2010. This course is ideal as a starting point or for individuals who wish to update their skills. A flash drive is recommended for class.

(5:00 pm – 8:00 pm) 6 Sessions

Monday.....\$200

## GRAPHIC DESIGN

### Graphic Design

The primary objective of the course is to introduce the stages of effective design through the creation of flyers, posters, business cards and advertisements. Other skills include photoretouching and digital image manipulation. The class is taught on Apple Macintosh computers with Adobe Creative Suite software (Photoshop, Illustrator).

(6:30 pm – 8:30 pm) 6 Sessions

Wednesday.....\$225

# CAREER AND CONTINUING EDUCATION COURSES

## Photoshop and Digital Art

Learn to take your ideas and art to the next level with Photoshop! This is a project based course that covers the basics of Photoshop and how to use the state of the art CINTIQ tablet. This course is open to anyone with basic computer skills and is for anyone who wants to learn how to take their art and photography to the next level with Photoshop. For people who draw, Photoshop can greatly expand the possibilities of making professional looking art with color, digital painting and filters. Those who want to edit and retouch photos can also use Photoshop's many options to take control of the look of their work. Learn to repair photos, remove blemishes and crop photos. Learn basic design techniques for your business. Learn to create posters, flyers and graphics using text, styles and effects.

(6:30 pm – 9:30 pm)

Wednesday ..... \$275

## CULINARY

### Food Services

Restaurant and Food Service operations make up one of the most dynamic industries in the U.S. today! We are excited about your interest in learning about the industry. It is estimated that the number of jobs in the restaurant and food service industry will increase by 1.5 million of which 70,000 will be management positions. (\*Source Prostart-National Restaurant Association). If you would like to gain knowledge on how a production kitchen works or even learn valuable knife skills, come join us. This course is offered for those wishing to enter the food service industry. Students will learn quality meal preparation, menu planning, ordering and commercial baking.

(6:30 pm – 9:30 pm)

Wednesday ..... \$400

## COMPUTER AIDED DRAFTING

### CAD/BASIC (Computer Aided Drafting)

This 60-hour entry level course provides comprehensive training of basic computer aided drafting for those with little or no previous CAD experience. Students will learn to create, modify, store, retrieve and print computer drawings. Emphasis will be placed on the creation and manipulation of CAD geometry including points, lines, circles, arcs, and basic polygons. Participants will also learn the procedures of editing geometry using commands such as move, copy, trim, rotate

and extend. Knowledge of drafting and/or technical drawing is preferred but not required.

(6:30 pm – 9:30 pm)

Tuesday & Thursday.....\$475

### CAD/ADVANCED (Computer Aided Drafting / Basic) – Prerequisite: Computer Aided Drafting / Advanced

This 60-hour course is designed for the experienced AutoCAD user who requires additional training to enhance their productivity. Students will be introduced to the advanced CAD concepts of 3D surface and solid modeling. The primary objectives include constructing 3D models and other pictorial presentation methods. Visualization techniques of models including the utilization of visual styles, lights, and materials are shown. This courseware is designed for those who are familiar with AutoCAD, proficient in working with 2D objects, and who want to create 3D models of their designs.

(6:30 pm – 9:30 pm)

Tuesday & Thursday.....\$475

## WRITING

### Resume Writing and Job Interviewing Skills

Marketing yourself, your skills and expertise can be challenging! Combining an excellent resume with a good interview can secure a rewarding position. This class will help with your career development to learn interviewing skills and assist you with composing a resume so you stand out from other applicants. Class is limited to ten.

3 Sessions

Class 1 - Resume Writing

Class 2 - Review of resume &  
interviewing skills

Class 3 - Using the internet & social media

(6:30 pm – 8:30 pm)

Wednesday ..... \$250

## COSMETOLOGY

### Cosmetology 1

This is the first class of (3) three that the students will be required to take and will prepare them to meet the NJ State licensing requirements. Cosmetology 1 will consist of 350 classroom/clinical hours and cover many aspects of the licensing requirements including State Laws,

# CAREER AND CONTINUING EDUCATION COURSES

Infection Control, Hygiene, Barbering, Beard Trimming, Skin Care, Shampooing, Tinting, Permanents, Hairstyling, Manicure and Pedicure. The cost of the course includes a premium Cosmetology Kit that will also be used for Cosmetology 2 and Cosmetology 3.

Please call 973-389-4101 for further information. For Cosmetology 1 (Includes kit, supplies and fees)

**(4:30 pm – 9:30 pm)**  
**Mon., Tues., Wed., & Thurs .....\$4,000**

**Cosmetology 2**  
**Fall 2019.....\$2,500**

**Cosmetology 3**  
**Spring 2020.....\$2,500**

## FITNESS

### Spring Fitness Class

Release your stress while stretching and strengthening your body. This one hour class will introduce a wide range of Pilates Matand Barre exercises and emphasize various functional stretching necessary to maintain good posture and strengthen the whole body. Required equipment: exercise mat, 2, 3, or 5 lb weights, pilates ring, towel and water

**(4:00 pm – 5:00 pm)**  
**Tuesday (10 sessions).....\$60**

### Zumba

Zumba fuses hypnotic Latin rhythms and easy to follow moves to create a dynamic fitness program that will blow you away. Our goal is simple: We want you to work out, to love working out, and to get hooked. The routines feature interval training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt your body while burning fat. Add some Latin flavor and international zest into the mix and you've got Zumba!

**(4:00 pm – 5:00 pm) Room B108**  
**Thursday (10 sessions).....\$60**

## REAL ESTATE

### Real Estate Salesperson

This course is a prerequisite for the NJ Real Estate Salesperson's licensing exam as required by the NJ Real Estate Commission.

Education will include sales contracts, listing agreements, options, art of negotiating a transaction, leases, deeds, ownership interest and rights, financing and mortgages. Appraising and valuation of properties, NJ Real Estate licensing laws and regulations, law of agency, property management, liens, eminent domain and condemnation.

Please Note: The student must first complete the 75-hour education course, be 18 or older, and must have a high school diploma or equivalency to satisfy the prerequisite requirement of the NJ Real Estate Commission.

Upon satisfying all requirements necessary by the NJ Commission, the student will then be eligible to take the NJ State Licensing Exam and successfully pass the exam in order to qualify for licensure.

Instructor: Margaret (Margie) Lapadura  
 (6:00 pm – 9:30 pm)  
**Monday & Wednesday.....\$400**

## SMALL ENGINE REPAIR

Did it start when you put it away?  
 But it won't start now! **YOU CAN FIX IT. ... Ladies don't be shy!**

Take control of your small engines. Learn how to maintain and do basic troubleshooting on your mowers, snow mobiles, chain saws and generators along with other toys. Get the full life expectancy with simple hands-on maintenance for your small engine. Materials cover operation principals, ignition, carburetors, troubleshooting, tune-ups, reconditioning and more.

**(6:30 pm – 9:30 pm)**  
**Monday.....\$400**

**Make Money Writing Grants**  
**Anywhere, Anytime.**  
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[www.ed2go.com/pcti](http://www.ed2go.com/pcti)

# ONLINE COURSES

Learn from  
the comfort  
of home!

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- 6 Week Format
- Affordable
- Instructor-Led



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[www.ed2go.com/pcti](http://www.ed2go.com/pcti)

## WELCOME

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

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

# INSTRUCTOR FACILITATED ONLINE LEARNING

## BUSINESS COURSES

### **Accounting Fundamentals**

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

### **Administrative Assistant Fundamentals**

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

### **Managing Customer Service**

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

### **Professional Sales Skills**

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

### **Principles of Sales Management**

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

### **Introduction to QuickBooks**

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

### **Distribution and Logistics Management**

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

### **Introduction to Business Analysis**

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

### **Real Estate Law**

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

### **Introduction to Peachtree Accounting**

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

### **Performing Payroll in QuickBooks 2009**

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

### **Intermediate Microsoft Access 2007**

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

### **Mastery of Business Fundamentals**

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

### **Project Management Fundamentals**

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

### **Understanding the Human Resources Function**

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

### **Employment Law Fundamentals**

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

### **Total Quality Fundamentals**

Give yourself a strong foundation in total quality management.

### **Fundamentals of Supervision and Management**

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

### **High Speed Project Management**

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

### **Purchasing Fundamentals**

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

### **Business and Marketing Writing**

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

### **Intermediate Microsoft Word 2007**

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



# INSTRUCTOR FACILITATED ONLINE LEARNING

## COMPUTER PROGRAMMING

### **Introduction to C++ Programming**

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

### **Introduction to C# Programming**

(Intermediate course available)

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

### **Intermediate C# Programming**

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

### **Introduction to Visual Basic 2008**

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

### **Introduction to Alice 2.0 Programming**

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

### **Introduction to SQL**

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

### **Introduction to Database Development**

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

### **Introduction to Perl Programming**

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

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

## How to Get Started:

1. Visit our Online Instruction Center:  
[www.ed2go.com/pcti](http://www.ed2go.com/pcti)
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your email and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your email and the password you selected during enrollment.

## Start Dates:

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

## Requirements:

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

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Computer Skills  
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# NEW ONLINE COURSES OFFERINGS

## Teaching ESL/EFL Reading

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

## Practical Ideas for the Adult ESL/EFL Classroom

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

## What's New in Microsoft Office 2007

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

## Homeschool with Success

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

## Easy Classroom Podcasting

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

## Making Age an Asset in Your Job Search

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

## Photographing Nature with Your Digital Camera

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

## Photoshop Elements 7 for the Digital Photographer

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



## DON'T FORGET TO REGISTER REGISTRATION FORM

**Make check or money order payable to: PCTI**

**Mail to:** Passaic County Technical Institute  
45 Reinhardt Road, Wayne, NJ 07470  
Attn: John Depalma

|  |                |                              |
|--|----------------|------------------------------|
| ADULT DIVISION – CAREER AND CONTINUING EDUCATION |                | Date Submitted:              |
| Name: (Please Print)                             |                | Course Name:                 |
| Last   | First          | Middle Initial               |
| Street:  |                | Begin Date:                  |
| City:  | State:         | Zip:                         |
| Tel: (daytime)                                   | Date of Birth: |                              |
| Tel: (cell or pm)                                | Email:         |                              |
| Occupation:                                      |                | Instructor:                  |
| Employer:  | Work Number:   |                              |
| Address:   |                | C/C Auth#:                   |
| City, State, Zip Code:                           |                | PAID      DATE      RECEIPT# |

# Career & Continuing Education

## 2018-2019 School Year

### Spring Semester

**JANUARY 2019**

| MON                          | TUES                          | WED | THURS | FRI   |
|------------------------------|-------------------------------|-----|-------|-------|
|                              | 1 No School                   | 2   | 3     | ----- |
| 7                            | 8                             | 9   | 10    | ----- |
| 14                           | 15                            | 16  | 17    | ----- |
|                              | <b>In-Person Registration</b> |     |       |       |
| 21<br>Martin Luther King Day | 22                            | 23  | 24    |       |
|                              | <b>In-Person Registration</b> |     |       |       |
| 28                           | 29                            | 30  | 31    | ----- |

**APRIL 2019**

| MON                 | TUES                     | WED | THURS | FRI   |
|---------------------|--------------------------|-----|-------|-------|
| 1                   | 2                        | 3   | 4     | ----- |
| 8                   | 9                        | 10  | 11    |       |
| 15                  | 16                       | 17  | 18    |       |
|                     | <b>- Spring Recess -</b> |     |       |       |
| 22<br>Spring Recess | 23                       | 24  | 25    | ----- |
| 29                  | 30                       |     |       |       |

**FEBRUARY 2019**

| MON                 | TUES | WED | THURS | FRI   |
|---------------------|------|-----|-------|-------|
|                     |      |     |       | ----- |
| 4<br>Classes Start  | 5    | 6   | 7     | ----- |
| 11                  | 12   | 13  | 14    | ----- |
| 18<br>Winter Recess | 19   | 20  | 21    | ----- |
| 25                  | 26   | 27  | 28    | ----- |

**MAY 2019**

| MON                | TUES | WED | THURS | FRI   |
|--------------------|------|-----|-------|-------|
|                    |      | 1   | 2     | ----- |
| 6                  | 7    | 8   | 9     | ----- |
| 13                 | 14   | 15  | 16    | ----- |
| 20                 | 21   | 22  | 23    | ----- |
| 27<br>Memorial Day | 28   | 29  | 30    |       |

**MARCH 2019**

| MON | TUES | WED | THURS | FRI   |
|-----|------|-----|-------|-------|
|     |      |     |       | ----- |
| 4   | 5    | 6   | 7     | ----- |
| 11  | 12   | 13  | 14    | ----- |
| 18  | 19   | 20  | 21    | ----- |
| 25  | 26   | 27  | 28    | ----- |

**The semester may be extended if necessary, due to unforeseen circumstances.**

**Note: Classes are held from 6:30 to 9:30 pm, one or two evenings a week, for 10 weeks (unless otherwise noted in the brochure). Apprentice classes run for 10-12 weeks and/or 24 sessions.**

**PASSAIC COUNTY  
TECHNICAL INSTITUTE**  
45 REINHARDT ROAD  
WAYNE, NJ 07470-2299

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**ADULT DIVISION -Spring 2019**

Register Online [www.ssreg.com/passaic](http://www.ssreg.com/passaic)  
IN-PERSON REGISTRATION - 6:30PM – 9:00PM

**January 15, 16, 17, 22, 23, 24**

**PASSAIC COUNTY TECHNICAL INSTITUTE**

45 Reinhardt, Wayne, NJ 07470 visit us online at [www.pcti.tec.nj.us](http://www.pcti.tec.nj.us)