

**Certified Public Works  
 Managers Program  
 Fall 2006  
 Schedule of Courses**

**A. MANAGEMENT UNIT**

**Management Tasks, Responsibilities & Practices — 30 hours**

#7436A	East Windsor	Thursdays		Donald Hansen
5 Sessions	Holiday Inn	Sept. 7 — Oct. 5	\$598	Howard Dill
	<b>(Formerly the Ramada Inn)</b>	9:00 AM — 4:00 PM		
	Nat'l Conf. Center			
#7436B	New Brunswick	Tuesdays/Thursdays		Donald Hansen
10 Sessions	Rutgers University	Aug. 31 — Oct. 5	\$563	
	Bloustein School	(Skip Sept. 12)		
	Room 170	6:00 PM — 9:00 PM		

**Managing & Developing Human Resources — 24 hours**

#7437A	East Windsor	Friday Oct. 20		Howard Dill
4 Sessions	Holiday Inn	& Thursdays	\$472	Esther Nevarez
	Nat'l Conf. Center	Oct. 26 — Nov. 9		
		9:00 AM — 4:00 PM		
#7437B	New Brunswick	Tuesdays/Thursdays		Michael Opaleski
8 Sessions	Rutgers University	Oct. 10 — Nov. 2	\$444	Roland Conte
	Bloustein School	6:00 PM — 9:00 PM		Esther Nevarez
	Room 170			

**Public Relations — 18 hours**

#7438A	East Windsor	Thursdays		Howard Dill
3 Sessions	Holiday Inn	Nov. 30 — Dec. 14	\$367	Steve Bonanni
	Nat'l Conf. Center	9:00 AM — 4:00 PM		
#7438B	New Brunswick	Tuesdays/Thursdays		Kenneth Schwartz
6 Sessions	Rutgers University	Nov. 28 — Dec. 14	\$346	Sergio Panunzio
	Bloustein School	6:00 PM—9:00 PM		
	Room 170			

**New Student Orientation**

All new students must attend the New Student Orientation to be held in The Special Events Forum at Rutgers University, Center for Government Services, 33 Livingston Avenue, New Brunswick, NJ. The date of the orientation program is:

**Tuesday, August 29, 2006 from 10:00 AM — Noon.**

Please call Tina Eckert at (732) 932-3640 x647 to confirm your attendance. Parking will be available in the Bloustein School Garage. Please visit our website ([www.policy.rutgers.edu/cgs](http://www.policy.rutgers.edu/cgs)) for directions and parking instructions.

## B. TECHNICAL UNIT

### Operations Resource Management — 42 hours

#7439A 7 Sessions	East Windsor Holiday Inn Nat'l Conf. Center	Tuesdays Sept. 12 — Oct. 24 9:00 AM — 4:00 PM	\$807	Raymond Manfra Andrew Kapp Robert Bevilacqua Donna Domico John Van Brunt
#7439B 14 Sessions	New Brunswick Rutgers University Bloustein School Room 490	Tuesdays/Thursdays Sept. 12 — Oct. 26 6:00 PM—9:00 PM	\$758	Kenneth Schwartz Donald Hansen Michael Opaleski

### Information Systems — 6 hours

#7440A 1 Session	East Windsor Holiday Inn Nat'l Conf. Center	Wednesday Sept. 13 9:00 AM — 4:00 PM	\$129	Andrew Kapp Philip Yoke
#7440B 1 Session	East Windsor Holiday Inn Nat'l Conf. Center	Wednesday Sept. 20 9:00 AM — 4:00 PM	\$129	Andrew Kapp Philip Yoke

### Municipal Planning & Urban Development — 12 hours

#7441A 2 Sessions	East Windsor Holiday Inn Nat'l Conf. Center	Mondays Sept. 11 — Sept. 18 9:00 AM — 4:00 PM	\$233	Kenneth Hetrick Glenn Kienz
#7441B 2 Sessions	Sayreville*** Middlesex Fire Academy 1001 Fire Academy Drive	Thursdays Sept. 28 — Oct. 5 9:00 AM—4:00 PM	\$254	Kenneth Hetrick Glenn Kienz

### Registration Information

A class space will be reserved upon receipt of completed registration AND method of payment. Method of payment includes: a copy of voucher in process, a credit card number with expiration date or a personal check.

#### **NO CONFIRMATION WILL BE SENT.**

- **Class space is on first come, first serve basis.** Students will be notified if a course is full.
- The University reserves the right to cancel any course if there are insufficient enrollments.
- Please refer to the Public Works Management brochure for course descriptions.
- Continental breakfast is included with daytime courses.

\*\*\* Municipal Planning #7441B—Continental breakfast and boxed lunch is included.\*\*\*

## C. GOVERNMENT UNIT

### Local Government in New Jersey — 12 hours

#7442A	East Windsor	Fridays		Michael Opaleski
2 Sessions	Holiday Inn	Sept. 8 — Sept. 15	\$233	Steve Bonnani
	Nat'l Conf. Center	9:00 AM — 4:00 PM		
#7442B	New Brunswick	Tuesdays/Thursdays		Michael Opaleski
4 Sessions	Cook College Campus Center	Sept. 26 — Oct. 5	\$219	Steve Bonanni
	Biel Road	6:00 PM— 9:00 PM		

### Budget Process — 12 hours

#7443A	East Windsor	Fridays		Robert Jefferson
2 Sessions	Holiday Inn	Oct. 13 — Oct. 20	\$233	
	Nat'l Conf. Center	9:00 AM — 4:00 PM		

### Public Works Purchasing — 12 hours

#7444A	East Windsor	Fridays		Joseph Valenti
2 Sessions	Holiday Inn	Sept. 29 — Oct. 6	\$233	
	Nat'l Conf. Center	9:00 AM — 4:00 PM		

## CPWM REVIEW

### Public Works CPWM Review — 18 hours

#7445A	East Windsor	Fridays		Andrew Kapp
3 Sessions	Holiday Inn	Sept. 22 — Oct. 6	\$370	Robert DiMarco
	Nat'l Conf. Center	9:00 AM — 4:00 PM		

The Public Works Review Course is offered by the Center for Government Services, Rutgers University, twice per year, in March and in September to coincide with the Department of Community Affairs' (DCA) Certified Public Works Manager (CPWM) Exam.

CPWM exams are given in April and October of each year. Students who have completed all nine courses of the Certified Public Works Program offered by the Center for Government Services, Rutgers, the State University of New Jersey, and meet the other requirements (see Public Works brochure) are eligible to take the CPWM exam.

The CPWM Exam will be given on Tuesday, October 24, 2006. The location is to be determined.

The exam is three hours long from 10:00 AM — 1:00 PM. Sign-in begins at 9:30 AM.

Those eligible to take the exam should contact the DCA at (609) 292-9757 for an application. Completed applications must be received at the DCA by Monday, September 25, 2006.

### **RUTGERS UNIVERSITY — Bloustein School \*\*\***

33 Livingston Avenue, New Brunswick (732) 932-3640 x647

**From NJ Turnpike (North or South):** Take Exit 9 to NJ-18 North. Take 1st exit for George Street (Cook/ Douglass Campus), which is after traffic light at Paulus Boulevard. Follow George Street to 2nd traffic light. Turn left onto Nichol Avenue. Proceed one block and turn right onto Suydam Street. Proceed 6 blocks to the intersection of Livingston Avenue. Turn right onto Livingston Avenue; the Bloustein School is 6 blocks ahead on left at intersection of Livingston Avenue and New Street.

**From GS Parkway Southbound:** Take Exit 129 to NJ Turnpike South. Take Exit 9 to NJ-18 North. Take 1st exit for George Street (Cook/ Douglass Campus), which is after traffic light at Paulus Boulevard. Follow George Street to 2nd traffic light. Turn left onto Nichol Avenue. Proceed one block and turn right onto Suydam Street. Proceed 6 blocks to the intersection of Livingston Avenue. Turn right onto Livingston Avenue; the Bloustein School is 6 blocks ahead on left at intersection of Livingston Avenue and New Street

**From GS Parkway Northbound:** Take Exit 105 to NJ-18 North. Take 1st exit for George Street (Cook/ Douglass Campus), which is after traffic light at Paulus Boulevard. Follow George Street to 2nd traffic light. Turn left onto Nichol Avenue. Proceed one block and turn right onto Suydam Street. Proceed 6 blocks to the intersection of Livingston Avenue. Turn right onto Livingston Avenue; the Bloustein School is 6 blocks ahead on left at intersection of Livingston Avenue and New Street

**From US-1 (North or South):** Take US-1 to intersection of NJ-18 and take exit for NJ-18 North. Take 1st exit for George Street (Cook/ Douglass Campus), which is after traffic light at Paulus Boulevard. Follow George Street to 2nd traffic light. Turn left onto Nichol Avenue. Proceed one block and turn right onto Suydam Street. Proceed 6 blocks to the intersection of Livingston Avenue. Turn right onto Livingston Avenue; the Bloustein School is 6 blocks ahead on left at intersection of Livingston Avenue and New Street.

**From Interstate 287:** Take Exit 10 to Easton Avenue (New Brunswick). Proceed on Easton Avenue for approximately 7 miles until it ends at Albany Street (at New Brunswick train station). Turn left onto Albany Street; proceed a block and a half to George Street. Turn right at George Street and proceed 4 blocks to Livingston Avenue. Turn right onto Livingston Avenue; the Bloustein School is 6 blocks ahead on left at intersection of Livingston Avenue and New Street.

### **THE NATIONAL CONFERENCE CENTER**

#### **Holiday Inn (Formerly Ramada Inn)**

399 Monmouth Street (off Rt.33 W) East Windsor (609) 443-8000

**From Central/Southern New Jersey:** From Rt. 206 or Rt. 295, pick up Rt. 130 North, take 130 to Rt. 33 East into Hightstown. Pass through 2 lights: after second light, make 1st right onto Monmouth Street. Proceed approximately 1 mile. Hotel is on the left.

**From New York City:** Take George Washington Bridge, Lincoln or Holland Tunnels to New Jersey Turnpike South (see below)

**From the N.J. Turnpike – North or South:** Take Exit 8, bear right after the toll towards Freehold/Twin River (Rt.33 East) make 1st left after Mom's Peppermill Restaurant at the "No U-Turn" sign.

**From Princeton or North Trenton:** Take Route 1 or 571 East into Hightstown. At light at end of 571 make left turn, follow straight through next light make 1st right onto Monmouth Street. Proceed approximately 1 mile. Hotel is on the left.

**From Philadelphia Area:** If using the NJ Turnpike, see directions above. Otherwise take 95/295 to Rt. 130 North to Rt. 33 East into Hightstown, pass through 2 lights: after second light, make 1st right onto Monmouth St. Proceed approximately 1 mile. Hotel is on the left.

**From Freehold/Points East:** From Rt. 9 the Garden State Parkway or Rt. 537, pick up 33 West, follow into East Windsor/Twin Rivers, bear right at Monmouth St. Hotel is on the right.

### **RUTGERS UNIVERSITY — Cook Campus Center \*\*\***

59 Biel Road, New Brunswick, NJ (732) 932-7617

**From the Garden State Parkway, Southbound:** Take exit 129 for the New Jersey Turnpike. Follow signs for Turnpike below.

**the Garden State Parkway, Northbound:** Take exit 105 and follow signs for Route 18 North. After approximately 24 miles you will pass the New Jersey Turnpike. Get into the second left-most lane after passing the Turnpike to remain on Route 18 North, NOT Route 1 North. Immediately after the fork, bear right and take exit for Route 1 South. Proceed on Route 1 South, and take exit for College Farm Road. You will see the large Cook College sign on the right-hand side. Make right onto College Farm Road. Continue along College Farm and turn right at the 4-way stop onto Dudley Road. Continue along Dudley Road and turn right onto Biel Road. The Cook Campus Center will be the 1st building on the left.

**From the New Jersey Turnpike:** Take exit 9 for New Brunswick – Rutgers University. Bear right after the tollbooths towards Route 18 North – Route 1. After the merger, keep to the left and get into the second left-most lane to follow Route 18 North, NOT Route 1 North. Immediately after the fork, bear right and take exit for Route 1 South. Proceed on Route 1 South, and take exit for College Farm Road. You will see the larger Cook College sign on the right-hand side. Make right onto College Farm Road. Continue along College Farm and turn right at the 4-way stop onto Dudley Road. Continue along Dudley Road and turn right onto Biel Road. The Cook Campus Center will be the 1st building on the left.

**From US Route 1:** Take exit for College Farm Road. You will see the large Cook College sign on the right-hand side. Make right onto College Farm Road. Follow specific directions... Continue along College Farm and turn right at the 4-way stop onto Dudley Road. Continue along Dudley Road and turn right onto Biel Road. The Cook Campus Center will be the 1st building on the left.

**\*\*\* The NJ Department of Transportation's construction activities associated with the Rt. 18 Reconstruction project have begun in the New Brunswick area. As a result, drivers are likely to experience delays, traffic pattern changes and possible lane and road closures when traveling through the area. For more information related to the Rt. 18 Construction project, visit the Rt. 18 Update website at <http://route18update.rutgers.edu/>.**

### **MIDDLESEX COUNTY FIRE ACADEMY**

1001 Fire Academy Drive, Sayreville (732) 727-0008

**From Route 9 Southbound:** Cross over the Raritan River and take the South Amboy Business District exit. Make right onto Chevalier Drive, then turn left onto Main Street Extension. At the 1st traffic light, turn right onto Fire Academy Drive (sign says Kennedy Drive).

**From Route 9 Northbound:** In Sayreville/Parlin, take exit for 35 North. This is the 35/9 traffic circle. Proceed 3/4 around the circle. Turn right just past the Sayreville Motor Lodge onto Chevalier Drive, then turn left onto Main Street Extension. At the 1st traffic light, turn right onto Fire Academy Drive (sign says Kennedy Drive).

**From NJ Turnpike:** Take exit 10. Take 440 and follow signs for Route 9 South 1st exit. Stay in right lane on the bridge and bear right at the bottom of the bridge. Take the 1st right on the traffic circle (a small sign with the fire academy name and an arrow is posted in the turn) and proceed past Garden State Parkway exit to Main Street, Sayreville sign, turn left. Turn right onto Kennedy Drive (Before light) and turn right onto academy complex.

**From Garden State Parkway Northbound:** Take exit 125. Make a left off the ramp onto Chevalier Drive. Turn left onto Main Street Extension. Just before the 1st traffic light, turn right onto Fire Academy Drive.

**From Garden State Parkway Southbound:** Take exit 124. Make a right onto Main Street. Go to the next traffic light and turn into the Main Street Extension. Proceed to the next traffic light and turn left onto Fire Academy Drive (Kennedy Drive).