Pharmacy Technician Certificate Program—AHTN 701
This comprehensive course is designed to prepare students for employment as a technician working under the direction of a registered pharmacist in a hospital or community pharmacy setting. Course content will include medical terminology specific to the pharmacy, dosage calculations, reading and interpreting prescriptions, product recognition, defining drugs by generic and brand names, route of administration, and side effects. In addition, after successful completion, students will be prepared to take the national certificate examination. **Prerequisite:** Must have a High School Diploma or equivalent and criminal background check. **Textbook required.**

**OC:** Mon., Feb. 10 – June 23 • 5:30pm – 9:30pm • 17 Sessions
(June 23 class meets 5:30 - 7:30 pm) • (No class Feb. 17 and May 26)
Tuition: $700.00  •  Fee: $75.00

**WE:** Sat., Feb. 8 – May 17 • 9:00am – 2:00pm • 14 Sessions
Tuition: $700.00  •  Fee: $75.00

Phlebotomy Technician—AHTN 708
This course is a study of the basic concepts of phlebotomy and of the responsibilities of the phlebotomist. Among the topics covered are job responsibilities, organizational structure of a laboratory, basic understanding of major body systems, collection equipment, blood collection procedures, infection control, safety, specimen transport and processing, and quality control. The course also includes hands-on training, which involves collecting routine capillary and venous specimens for testing. Participants who successfully complete the course will be eligible to take the Certified Phlebotomy Technician (CPT) exam in class (additional fees will apply). **Prerequisite:** Must have a High School Diploma or equivalent. **Textbook required.**

**OC:** Sat., Jan. 25 – May 17 • 9:00am – 2:00pm • 16 Sessions
Tuition: $800.00  •  Fee: $80.00 (Payment Plan Available)
Exam Fee: $105.00 by Apr. 12 (separate payment from tuition & fees)

Physical Therapy Aide Certificate Program—HLTN 709
The Physical Therapy Aide plays an important role in helping people recover from injuries, improving their mobility, and assisting with patient treatment programs. Students will learn medical terminology, physical therapy treatments, exercise and mobility training, and customer service. **Prerequisite:** Must have a High School Diploma or equivalent. **Textbook required.**

**OC:** Tues. & Thurs., Jan. 28 – Apr. 3 • 6:00pm – 9:00pm • 20 Sessions
Tuition: $600.00  •  Fee: $15.00

Telemetry Technician Certificate Program—AHTN 710
Telemetry/EKG Technicians provide physicians and registered nurses with information needed to evaluate and treat heart ailments in hospitals and healthcare facilities. This course will focus on: basic cardiovascular anatomy and physiology, basic cardiovascular electrophysiology, EKG techniques and recognition, and the types and effects of cardiac medicine on the heart. Participants who successfully complete this certificate program will be eligible to take the Certified Cardiographic Technician (CCT) Examination. **Prerequisite:** High School Diploma or equivalent. **Program Requirements:** Criminal background check and physical exam. **Textbook required.**

**WE:** Sat., Feb. 8 – May 10 • 9:00am – 2:25pm • 13 Sessions
Tuition: $700.00  •  Fee: $75.00

Fireman Black Seal in Charge: Low Pressure—ESCN 701
This course will cover all areas of steam plant operations. It will help prepare students for the state license examination in the Black Seal Grade of stationary fireman. **Prerequisite:** At least three months experience as a helper. 3.9 CEUs. **Textbook required.**

**OC:** Sat., Jan. 25 – Apr. 12 • 9:00am – 12:15pm • 12 Sessions
Tuition: $390.00  •  Fee: None

**TRAINING, INC. (973) 877-3092**
*Mitra Choudhury, Director*
*Training Hours: Monday through Friday (9:00am - 4:00pm)*

**Certified Clinical Medical Assistant—NURN 705**
690 hours of training
- MS Office
- Keyboarding
- Customer Service
- Business Math
- Conversational Spanish
- Medical Terminology
- CCMA Training (see next pg.)

**Certified Nurse Aide—NURN 701**
480 hours of training
- Medical Terminology
- MS Office
- Keyboarding
- Customer Services
- Conversational Spanish
- Business Writing and Math

"One thing that really stood out for me during my success from Training, Inc. was that I learned to appreciate the small opportunities in life because it will one day blossom into something great. A great tree was once a seed. And that seed got the proper nourishment in order to grow and last for decades. Who knew that the path to my career and the doorway to a brighter future would be opened by Training, Inc. of Essex County College?"

—(Richard Lewis, CCMA graduate)
Computerized Business Office Specialist—BUSN 707
600 hours of training
• Computer Literacy
• Keyboarding
• Business Math
• Customer Service
• Conversational Spanish
• Office Simulation Experience
• CIS 131 Microcomputers in Business
• OCT 121 Business Communications
• CIS 136 Desktop Publishing

Patient Care Technician—NURN 703
690 hours of training
• Medical Terminology
• MS Office
• Keyboarding
• Conversational Spanish
• Business Writing and Math
• EKG
• Phlebotomy
• Patient Care
• Customer Service
• Certified Nurse Aide

TRAINING, INC. PROVIDES JOB PLACEMENT ASSISTANCE
TRAINING, INC. EVENING PROGRAM

Certified Clinical Medical Assistant
—NURN 702
475 hours of training
• Medical Terminology
• Nutrition
• OSHA/Infection Control
• Anatomy & Physiology
• Fundamentals of Medical Assisting
• Medical Law & Ethics Documentation
• Microbiology
• Urinalysis
• Phlebotomy
• EKG

Certified Nurse Aide
—NURN 700
90 hours of training

“Patient Care Technician can be a stepping stone to a great career. This program has given me the knowledge and skills to excel in the healthcare field.”
—(Waridah Wedlock, CCMA graduate)

CORPORATE AND BUSINESS TRAINING CENTER
Maureen Behr, Director
We deliver customized training solutions to help companies keep their competitive edge in today’s global market.

ESSEX COUNTY COLLEGE
OFFERS NJDOL GRANT-FUNDED CLASSES
Grant classes are at no cost to participants working 20 hours or more.

Classes include:
• Business Communication - 12 hours
• Written Communication - 12 hours
• Customer Service Communication - 12 hours
• Basic Math - 16 hours
  • English as a Second Language Level I & Level II - 40 hours each level
  • Spanish in the Workplace I - 40 hours
  • Spanish in the Workplace II - 16 hours

PC Microsoft skills - (8 hours each)
• Windows - Learn how to navigate the Windows environment
• Word I & II - Work with Word documents, edit, save, store, and mail merge
• Email/Outlook - work with email, to do list, calendar, and information management
• Excel I & II - Work with spreadsheets, formulas, and workbooks
• PowerPoint - 8 hours
• Also Offered: PowerPoint - 2-4 hours

Grant Requirements include:
• Employment of 20 or more hours
• Signed registration form including employer information and Tax ID #
• Class days and times are flexible
• Classes held at the company site or at various college locations in Essex County

Please contact:
Natalie Lee Pow
(973) 877-3547

Patient Care Technician—NURN 703
690 hours of training
• Medical Terminology
• MS Office
• Keyboarding
• Conversational Spanish

“Patient Care Technician can be a stepping stone to a great career. This program has given me the knowledge and skills to excel in the healthcare field.”
—(Waridah Wedlock, CCMA graduate)

Certified Clinical Medical Assistant
—NURN 702
475 hours of training
• Medical Terminology
• Nutrition
• OSHA/Infection Control
• Anatomy & Physiology
• Fundamentals of Medical Assisting
• Medical Law & Ethics Documentation
• Microbiology
• Urinalysis
• Phlebotomy
• EKG

Certified Nurse Aide
—NURN 700
90 hours of training

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