

# TRAINING, INC. (973) 877-3092

*Mitra Choudhury, Director*

## **Training Hours:**

Monday through Friday (9:00am - 4:00pm)

### **Certified Nurse Aide – NURN 701**

*480 hours of training*

**State certified CNA curriculum includes both theory and lab hours.**

- Medical Terminology
- MS Office
- Keyboarding
- Customer Services
- Business Writing and Math
- State Certified CNA curriculum includes both theory and clinical training

### **Certified Clinical Medical Assistant - NURN 705**

*660 hours of training*

- Includes 300-hours CCMA training (see below)
- MS Office
- Keyboarding
- Customer Service
- Business Writing and Math
- Medical Terminology

**Computerized Business Office Specialist – BUSN 707**  
 600 hours of training (Potential to earn up to 19 college credits)

- Computer Literacy
- Keyboarding
- Business Math
- Customer Service
- Office Simulation Experience
- CIS 131 Microcomputers in Business
- OCT 121 Business Communications
- CIS 136 Desktop Publishing

**Patient Care Technician – NURN 703**  
 660 hours of training

- Medical Terminology
- MS Office
- Keyboarding
- Business Writing and Math
- State Certified CNA curriculum includes both theory and clinical training
- EKG
- Phlebotomy

**TRAINING, INC.**  
**EVENING PROGRAMS**

**Certified Clinical Medical Assistant – NURN 702**

300 hours of training

- Nutrition
- Vital Signs
- Medical Law Ethics
- Urinalysis
- Phlebotomy
- EKG

**Certified Nurse Aide - NURN 700**

90 hours of training

- State Certified CNA curriculum includes both theory and clinical training

 **Job Placement Assistance Provided!**

**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. *(Text required)* 3.9 CEUs.

**OC: Sat., Sept. 17 - Dec. 10 • 9:00am-12:15pm • 12 Sessions**  
**Tuition: \$390.00 • Fee: None**

**Introduction to Digital Audio Composition & Production**

Are you looking to enter today’s Music Production Industry or create your own music for retail? This course can get you started on that path. Learn how to create and produce digital music within the Pro Tools environment. Students will get hands on foundation training in system capabilities; recording techniques; editing; file importing; fading; mixing and other skills essential to create original music projects on the “user-friendly” software Pro Tools. 2.4 CEUs.

**OC: Sat., Sept. 17 - Nov. 5 • 9:00am-12:00pm • 8 Sessions**  
**Tuition: \$240.00 • Fee: \$24.00**



**NJ BUSINESS AND INDUSTRY  
ASSOCIATION & NJCCC**  
*in Partnership with*  
**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 1 & Level 2-40 hours each level

**PC Microsoft skills-These 6 classes are 8 hours each**

- Word 1 & 2-Work with word documents, edit, save, store and mail merge

- Windows-Learn how to navigate the Windows environment
- Email/Outlook-work with email, to do list, calendar and information management.
- Excel 1 & Excel 2-Work with spreadsheets, formulas and workbooks



**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

**Contact: Carmen Pichardo, Corporate and Business Training  
Essex County College 973-877-3172 pichardo@essex.edu**

**Please note: City, County, State and Federal workers are ineligible for these grant funded classes.**

**Youth Build ECC - E590V**

This 27-week program provides construction skills training for young women and men (16-24 years old) interested in job opportunities in the trades. GED instruction and preparation for the test, job/life and employability skills, entrepreneurship training, and leadership skills are taught. Trainees are provided with hands-on construction site experience.

**WI: Mon - Fri, TBA • Time • Sessions**  
**Tuition: None**

**Essentials of Bookkeeping for Small Business Certificate Program - ACCN 701**

Are you interested in becoming a bookkeeper? Or do you currently own a small business, or plan to start on soon? This certificate program will teach bookkeeping basics, and how to apply them to Microsoft Excel and an automated bookkeeping system - QuickBooks. This course will focus on the mechanics of a general ledger: accounts payable, accounts receivable, payroll, and cash disbursements, as well as how to reconcile, create balance sheets and understand the purpose of various financial statements. Learn to use sound bookkeeping strategies as a management tool, and enhance your small business opportunity.

**WE: Sat., Sept. 17 - Dec. 10 • 9:00am-12:00pm • 12 Sessions**  
**Tuition: \$360.00 • Fee: \$41.00 (Text Required)**

**Fundamentals of Payroll Certificate Program - BUSN 718**

This certificate program is designed to introduce students to payroll fundamentals and prepare them for entry level jobs in the payroll profession. Instruction will be given in payroll calculations, operations, process and systems, accounting and compliance, tax reporting and other reporting requirements. At the completion of this program, students will be able to take the National Fundamental Payroll Certification Examination administered through the American Payroll Association. **Prerequisite:** High School Diploma or equivalent.

**OC: Sat., Sept. 17 - Dec. 10 • 9:00am-12:45pm • 12 Sessions**  
**Tuition: \$450.00 • Fee: None**