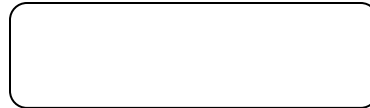


ESSEX COUNTY COLLEGE

West Essex Campus
730 Bloomfield Avenue
West Caldwell, New Jersey 07006
Office: (973) 877-1920
Fax: (973) 877-6633







Dated Material...Do Not Delay!

Summer Cycle I, 2011 Non-Credit Course Offerings April 21 - June 24, 2011

On site registration is on - going, Monday through Friday, 9am –5pm
Telephone registration is on-going, Monday through Friday, 9am - 5pm

THERE ARE 4 WAYS TO REGISTER:

 <p>Mail Mail your registration to Essex County College West Essex Campus 730 Bloomfield Avenue West Caldwell, NJ 07006</p>	 <p>Phone (973) 877-1920 Have Visa, MasterCard, American Express, or Discover card handy when calling.</p>
 <p>In - Person</p>	 <p>Fax (973) 877-6633</p>

ON THE PC



Peachtree

Discover how this easy-to-use automated accounting system can ensure the integrity of your reporting system. In this course you will learn how to set-up a new company and create professional invoices and job estimates, track account receivables and payables, as well as manage your checking accounts, payroll, inventory and purchase orders. (Text Required) **Prerequisite:** Working knowledge of Windows and basics of book-keeping **2.0 CEU's**

Monday, May 2 - June 20

6:00pm-8:50pm • 7 Sessions

Tuition: \$200.00 • Fee: \$25.00

Adobe Photoshop Introduction

This course will teach the Adobe user how to utilize Photoshop's exciting color editing and production capabilities. Artists, designers, illustrators and photographers will appreciate features that allow for onscreen painting, filtering, transformation, color separation and more. **Prerequisite:** Windows Seminar or working knowledge of Windows Environment

WE01A: Tuesday, April 26 - May 24

6:00pm-9:00pm • 5 Sessions

Tuition: \$150.00 • Fee \$20.00



Making Social Networking Work for You - TBA

In today's sophisticated world of technology, social networks, tweeting, and blogs are the newest, fastest and easiest way of getting your message out on the web. Learn how to develop your profile in social network settings such as Linked-in, Facebook, My Space...etc., and keep in touch with family, friends and business associates. Learn the basics of networking and blogging and widen your web based audience even further. Enroll today, and discover how these new communication tools can enhance your personal interests and business endeavors.



WE01A: Thursdays, May 5 - June 2

6:00pm - 9:00pm • 5 Sessions

Tuition: \$150.00 • Fee: \$15.00



Excel Workshop - CISN 711

This intensive workshop will give you a solid understanding of the basics of Excel and will show you how to use the essential tools needed to complete basic tasks and operations within a spreadsheet.

Tues. & Wed, June 7 & 8

6:00pm-9:00pm • 2 Sessions



Summer Program for Kids

www.thesummerprogramforkids.com

If you are between the ages of 10-15 years old, join our Summer Program for Kids this summer at the West Essex Campus of Essex County College. You will meet new friends, learn new things and have a blast on our field trips!

Don't Miss Out!

For additional information, explore our website above or contact: Patricia Alelov, Director of Continuing Education & Campus Services at (973) 877-1945; email: alelov@essex.edu

PERSONAL DEVELOPMENT COURSES

Notary Loan Signing Agent: Advanced Notary Public Training for New Jersey Notaries - BUSN 713

If you currently a New Jersey Notary and are looking to further enhance your income, then you may consider becoming a Notary Loan Signing Agent. Learn how Notary Loan Signing Agents play an important role in the handling of loan document packages for lenders, mortgage companies and other financial institutions. In this course you will be exposed to various loan documents and will gain practical experience as you follow a signing from start to finish. Don't delay-take your notary skills to a new level! (Handbook Required). **0.8 CEU's**

WE01A: Saturday, April 30
9:00am-5:30pm • 1 Sessions
Tuition: \$80.00 • Fee: \$5.00



First Time Home Buyers - BUSN 716

This seminar is designed to give First Time Home Buyers the information they need to confidently start the home buying process as educated consumers. Topics include: understanding key mortgage terms and credit scoring, overcoming the down payment barrier, utilizing the First Time Home Buyer Tax Credit, as well as, basic strategies to find, negotiate and close on your first home.

WE01A: Thursday, May 12
6:00pm-9:00pm • 1 Session
Tuition: \$30.00 • Fee: \$5.00



English Communication for the Business World - ENGN 701

Enhancing oral and written business communication skills reduces the barriers that many non-native speakers face in the workplace. Participants will learn the basics of writing business memorandums, letters and emails, and practice clear speaking techniques to communicate more effectively in the office and over the telephone. In addition, students will be exposed to standard workplace etiquette and business protocol through the use of role play and other innovative techniques. By improving your business communication skills, you enhance your marketability and increase your success in the workplace. **1.5 CEUs**

WE01A: Tues., May 10 - June 7
9:00am-12:00pm • 5 Sessions
Tuition: \$150.00 • Fee: \$5.00



Defensive Driving Workshop - HLTN 702

This point reduction and defensive driving course is approved by NJDMV and NJ Safety Council. Upon successful completion of this course, a two point reduction and/or insurance discount is available for an additional \$10 fee.

This fee will be collected on the day of class, money order only, payable to the NJ Safety Council.

WE01A: Sat., June 4
8:00am-4:30pm • 1 Session

SENIOR CITIZEN COURSES FOR SUMMER I 2011

Computer Basics: (CISN 720 - SW01A) Monday, May 9 - June 13 1:30 - 4:30 PM

Internet Basics: (CISN 712 - SW01A) Wednesday, May 11 - June 8 1:30 - 4:30 PM

- All courses are available upon first come basis.
- Senior Citizens must walk – in and register.
- Please read the registration policy on Senior Citizen Registration at the time of registration.
- Senior Citizens who have taken these courses during Fall 2010 and Spring 2011 and would like to repeat these courses must wait until the next semester (Fall 2011) unless there is space available for repeating students.

Allied Health Certificate Programs Summer 2011

Pharmacy Technician - 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, product recognition, defining drugs by generic and brand names, route of administration and side effects. In addition, students will be prepared to take the national certificate examination. **Prerequisite:** must have a High School Diploma or equivalent and Criminal Background check. (Text Required)

WE01A: Wednesdays, May 18 - August 24
9:30am-2:00pm • 14 Sessions
Tuition: \$700.00 • Fee: \$75.00

Telemetry / EKG 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 & physiology, basic cardiovascular electrophysiology, ECG 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 its equivalent. **Program Requirements:** Criminal background check. (Text required)

WE01A: Tues. & Thurs., June 7 - Aug. 18
6:00pm-9:30pm • 20 Sessions
Tuition: \$700.00 • Fee: \$75.00