

Essex County College
 West Essex Campus
 730 Bloomfield Avenue
 West Caldwell, New Jersey 07006



Dated Material...Do Not Delay!

Summer II Course Schedule!





ATTENTION

Essex County College
 Will be closed
 June 28- July 5
 Please Register Early!

**Summer Cycle II, 2010
 Non-Credit Course Offerings
 July 6 - August 20, 2010**

Office is open: Monday - Thursday
 8:30am-5:00pm

There are 4 ways to register:

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

ON THE PC

***Personal Computer Mini-Series:**

Improve Your Computer literacy skills in the areas of spreadsheets, word processing and presentations.

- **Intensive one week classes - take one or all!**
- **Affordable: Tuition: \$60.00 plus Fee: \$11.00 = \$71.00/course**

Excel Introduction—6 hours (C131X-WE01A)
 Tues., Wed., & Thurs., July 13,14 & 15th
 9:00am-11:00am · 3 Sessions

PowerPoint Introduction—6 hours (C163R-WE01A)
 Tues., Wed., & Thurs., July 20,21 & 22
 9:00am-11:00am · 3 Sessions

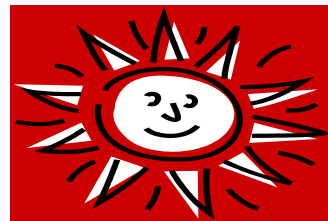
Don't Miss Out!

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

***Four-In-One (C191X-WE01A) Office 2007**

Learn the hottest new Four-In-One Microsoft software programs which include Microsoft: Word, Excel, PowerPoint and Access. (Text required)

Tues & Thurs., July 13 - Aug. 19
7:00pm-9:30pm · 12 Sessions
Tuition: \$300.00 · Fee: \$35



Summer Program for Kids

www.thesummerprogramforkids.com

SENIOR CITIZEN COURSE FOR SUMMER II 2010

Internet Basics: (600D - SW01A) Tuesday, July 13 - August 10 1:30 - 4:30 PM

Word Basics: (N101W-SW01A) Thursday, July 15 - August 12 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 2009 and Spring 2010 and would like to repeat these courses must wait until the next semester (Fall 2010) unless there is space available for repeating students.

PERSONAL DEVELOPMENT COURSES

PSAT/SAT Test Preparation



Get ready for the PSAT's/SAT's now! Test taking strategies are an integral part of this 24 hour prep course taught by the Educational Services Center (ETS). Participants will cover the essential math and verbal skills needed for the upcoming Fall tests. Math topics include: basic math concepts, as well as, basic through advanced algebra and geometry. Verbal topics include: sentence completion, reading comprehension, grammar, vocabulary building and essay writing. (Books and materials included)
WE01A: Thursday, July 8 - August 26
6:00pm-9:00pm • 8 Sessions
Tuition: \$429.00

*Test of English as a Foreign Language (TOEFL)-G751G

The purpose of this course is to prepare pre-college freshmen to pass the new internet based TOEFL (Test of English as a Foreign Language) examination. If you consider studying at an institution of Higher Education where instruction is in English, TOEFL exam results help admissions staff worldwide determine whether your English proficiency is adequate for programs of study at their institution. The curriculum will include instruction in essential skills needed for college-level coursework, such as listening, reading, writing and oral skill development, as well as test taking strategies needed to prepare for this comprehensive exam.

WE01A: Tuesday, July 6 - Aug. 24
6:00pm-9:00pm • 8 Sessions
Tuition: \$240.00 • Fee: \$5

Budget Bride: Planning a Fabulous Wedding on a Realistic Budget

Beautiful weddings do not have to cost a fortune! Realistic Budgeting, organizational tools and creativity can help you to have all the wonderful amenities without going into debt. Let us help you walk down the aisle with joy, happiness and peace of mind!

WE01A: Wednesday., July 21
6:00pm - 9:00pm • 1 Session
Tuition: \$30.00 • Fee: \$5.00

Sign Language Communication

This course provides an introduction to the fundamentals of sign language and finger spelling. Two hundred basic signs will be introduced for use in communication with deaf children and adults in social, educational, medical and business situations.

WE01A: Tuesday, July 13 - August 17
6:00pm-8:30pm • 6 Sessions
Tuition: \$150.00 • Fee: \$5



First Time Home Buyers

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: Thurs., July 22
WE02A: Thurs., Aug. 12
6:00pm-9:00pm • 1 Session
Tuition: \$30.00 • Fee: \$5



English Communication for the Business World - G120P

Enhancing oral and written business communication skills reduces the barriers that many non-native speakers face in the work place. 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: Wednesday, July 14 - Aug. 18
10:00am-12:30pm • 6 Sessions
Tuition: \$150.00 • Fee: \$5

Visit us on the web at:
www.essex.edu

ADULT LEARNING CENTER

The Adult Basic Skills Program incorporates workplace/life skills and computer literacy in conjunction with ESL, ABE and GED instruction

English as a Second Language	Day/Evening Classes Available
Adult Basic Education	Day/Evening Classes Available
GED Program	Day/Evening Classes Available

Registration, orientation. Intake and pre-testing for course placement will begin July 2010. All registrants must be pre-tested before enrolling in any classes. Please contact Rebecca Feit-Klein/Teacher Advisor for more details by calling (973) 877-1939.

***For information regarding CEU's (Continuing Education Units),
 Please call our office at (973)877-1920.**