

Welcome to Spring Programs at ESSEX COUNTY COLLEGE Community and Continuing Education

We Are Right In Your Community!

For over 40 years, Essex County College has provided outstanding educational opportunities for students from all walks of life, representing all segments of the Essex County community. Through the efforts of the Community and Continuing Education area, academically and personally relevant courses and programs that address the needs of our community are offered each semester.

The mission of the Community and Continuing Education area has always been to present low cost, new and exciting educational experiences for youth and adults at convenient locations throughout Essex County. **As a matter of fact, we are right in your community!**

Our classes are offered in the following locations near you:

- ★ Adult Schools
- ★ Extension Centers
- ★ Corporate Training Centers
- ★ Public Schools
- ★ Senior Citizen Centers
- ★ Vocational Centers
- ★ Community-Based Agencies

In addition to Essex County College's main campus in Newark and Branch Campus in West Caldwell, courses are offered at two major Extension Centers – F.O.C.U.S. and Ironbound Community Centers in Newark.

We are committed to provide life-long learning opportunities for your personal and professional growth. Why not take advantage of our quality courses and programs every semester?

We are right in your community!

Main Campus Newark

303 University Avenue
Newark, NJ 07102
(973) 877-3079

ncmain@essex.edu

West Essex Campus

730 Bloomfield Avenue
West Caldwell, NJ 07006
(973) 877-1920

ncwec@essex.edu

Essex County College on the WEB

<http://www.essex.edu>

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Community and Continuing Education Programs and Services

Main Newark Campus

Adult Learning Center

Offers Adult Basic Education and English as a Second Language courses.

(973) 877-1894

College Bound Tech Program

Provides pre-college and post secondary services including science, math, career counseling, tutorial assistance and college placement to eligible 7th & 8th graders.

(973) 877-1936

Corporate and Business

Training Center

Meets workforce and business challenges. We deliver customized training solutions to help companies keep their competitive gain in today's global market.

(973) 877-3330

Educational Opportunity Fund Program

Offers a high-quality comprehensive range of services to meet the needs of college students such as counseling services, tutorial services and academic workshops.

(973) 877-3232

Employment Services

Provides individuals with job placement assistance, career counseling, job training referrals, labor market information, and employment workshops at the Newark campus.

(973) 877-3438

Essex County College Police Academy

Provides basic and in-service training for police, corrections, juvenile detention officers, and other first responders.

(973) 877-4350

Extension Programs

Provides adults with credit and non-credit courses at off-campus locations such as FOCUS, Ironbound, South Orange, Maplewood, and Nutley Adult Schools.

(973) 877-3158

On-Campus Continuing Education

Provides adults, youth and seniors with non-credit courses, workshops and specialized programs at the Newark campus.

(973) 877-3079

Student Support Services

Provides new college students with tuition free courses, tutoring and counseling services. High school and non-high school graduates are eligible.

(973) 877-3374

Talent Search Program

Identifies and counsels eligible pre-college students with post-secondary educational opportunities.

(973) 877-3157

Training, Inc.

A unique job-training program conducted in a professional business setting. Participants get on the job experience in a real or simulated work situation and receive extensive training and support in job search skills. Some have the opportunity to earn college credits.

(973) 877-3092

WISE Women's Center

Serves as a career training, counseling, referral and resource center for women, and the men and children in their lives, in the College and the Essex County community at large. The focus is on assisting women to become personally and economically self-sufficient.

(973) 877-3395

West Essex Campus

Academic Programs

Essex County College responds to the educational needs of a diverse community and offers a wide range of degree programs. ECC is an excellent choice for completing the first two years of your bachelor's degree.

(973) 877-3175

Continuing Education and Community Services

Provides adults and youth with quality non-credit courses, workshops and specialized programs.

(973) 877-1920

ECC/CCE
www.essex.edu

Extension Programs

Maria Alvarado, Director

Ileana Rojas, Coordinator

303 University Avenue, Newark, NJ 07102 • (973) 877-3158

Nutley Adult School

Contact: Ileana Rojas (973) 877-3158

Nutley Adult School, 300 Franklin Avenue, Nutley, NJ 07110

On-site registration is conducted on February 4 & 7, 2008 from 7:00 - 9:00 pm.

GED Preparation

This course is designed to prepare individuals for the GED exam. Review of the five sections for the GED exam are covered in this course. Orientation & Placement test will be held on September 28th.

G496G - AB01J

Mon. & Thur., Mar. 3 - May 1

6:30 - 9:30 pm • 16 Sessions

South Orange / Maplewood Adult School

Columbia High School, 17 Parker Avenue, Maplewood, NJ 07040

* CEU courses

Contact: Aurora Palacios (973) 877-3363

In-person, mail, phone and fax registration takes place at Columbia High School. Registration will start January 22, 2008.

How to Own and Operate a Child Care Center

The demand for child care far exceeds the supply of quality centers. This interesting, information packed program includes eight (8) weekly sessions that serve as a practical guide for managing a child care center. Participants must attend all eight sessions. (Manual included)

E420G - EP01I

Tue., & Thur., Feb. 26 - Mar. 20

6 - 8:15pm • 8 Sessions

Tuition: \$162 • Fee: \$17

Managing a Child Care Center

This course is designed to provide childcare professionals with the basic managerial skills needed to operate a childcare center. **Topics include:** selection of employees, labor laws, child care policies and procedures, taxes and insurance, health and safety and effective management techniques. **Prerequisite:** How to Own and Operate a Child Care Center.

E429G - EP01M

Tue. & Thur., Mar. 25 - Apr. 3

6 - 8:30 pm • 4 Sessions

Tuition: \$90 • Fee: \$17

Ironbound Community Center

179 Van Buren Street, Newark, NJ 07105

* CEU courses

ESL Civics -Citizenship Program

This course incorporates English literacy and civics education targeting limited English-speaking community members. The program will focus on navigating community members through the naturalization process, as well as emphasizing civic responsibilities and rights of citizenships, by increasing their English skills and participation on community projects and activities.

Time/Date: Classes are ongoing. For more information, call (973) 589-3353.

Recycle your brochure.

Pass it on.

FOCUS Community Center

443 Broad Street, Newark, NJ 07102

Cake Decorating Beginning

This course will cover the basics of cake decoration. Students will learn icing techniques, torting, filling and frosting. Also covered during this course will be the preparation and use of decorating bags, coloring techniques, making the rose and other flowers, writing on cakes, and cake bordering. (Class limit 10) Cake decorating kit required. Fees include cake decorating kit, decorating materials and an off-campus charge. No class on Feb. 18th.

N060A - EP01G

Mon. & Wed., Feb. 11 - Mar. 5

5:30 - 7:30pm • 7 Sessions

Tuition: \$126 • Fees: \$30

En
Español

CPR for Healthcare Providers

See page 12 for course description

E442S - EP01G

Tue. & Thur., Feb. 12 & 14

5 - 9pm • 2 Sessions

Tuition: \$72 • Fees: \$16

En
Español

Creating Party Decorations and Keepsakes

Have you always admired party decorations and souvenirs and wondered how they were made? Well then, this class is just for you. Learn how to make party center pieces, favors, keepsakes, special occasion albums, gift bags and baskets, and much much more. (Class limit 10) Fee

En
Español

includes project materials and an off-campus charge. No class March 22nd.

N002A - EP01G

Sat., Feb 16 - April 5

9am - 11pm • 7 Sessions

Tuition: \$126 • Fees: \$30

En
Español

First Step to Computers

This course is designed for those who know very little to nothing about computers and want to gain a basic understanding of personal computer operations. In a non-threatening environment, students will be provided with hands-on instruction that covers the fundamental operations of Microsoft Outlook, Word and the Internet. Upon completion, students will be able to perform basic functions in the Windows environment such as create, format, save and print documents, view and manage email, and navigate through the Internet. No class March 22nd.

C093D - EP01G

Sat., Feb 16 - April 5

12:10 - 3:10pm • 7 Sessions

Tuition: \$189 • Fees: \$26

En
Español

Keyboarding Introduction

See page 9 for course description

C195G - EP01G

Sat., Feb 16 - April 5

9am - 12pm • 7 Sessions

Tuition: \$189 • Fees: \$26

Credit Registration Information - FOCUS/Ironbound

ALL COURSES ARE TAUGHT IN SPANISH EXCEPT THE 200 LEVEL, ESL & ENG

Admission ... New Students

Last date to apply for admission at FOCUS or Ironbound: January 6, 2008

Returning Students

Early Advisement/Registration:

- ❖ January 2 - 4, 2008

Advisement/Registration:

- ❖ January 14 - 18, 2008

Late Registration/Add & Drop:

- ❖ January 21 - 25, 2008

Spring Calendar:

Classes for the Spring 2008 semester begin on Tuesday, January 22, 2008 and end on Monday, April 21, 2008.

Deferred payment plan available:

First payment is due within 24 hours after registering

Financial Aid available for qualified students

Credit Tuition/Fee Schedule:

Tuition per credit hour:

In County	\$ 87.50
Out of County	\$ 175.00

Fees:

Application	\$ 25.00
Off-Campus Fee	\$ 5.00 per course
General Fee	\$ 24.50 per credit
Lab	(Determined by course)
Student Activity Fee	\$ 6.00 per credit

Withdrawal Policy

A total withdrawal becomes effective the date the student gives written notice to his/her Academic Division Counselor. Written notice by mail becomes effective the day after the letter is postmarked. **NON-ATTENDANCE** in class does not constitute an official withdrawal and is not covered by the refund policy.

Tuition Refund Policy

Students who withdraw are subject to the following refund schedule:

Spring 2008 (Extension Programs)

Withdrawal before	TBA	TBA
Withdrawal between	TBA	TBA
Withdrawal between	TBA	TBA
Withdrawal after	TBA	TBA

NOTE: Fees are non-refundable except for course cancellations and for withdrawals prior to the first day of the semester. The ECC \$50.00 deferred payment plan (enrollment fee) is non-refundable.

FOCUS Spring 2008 Credit Course Schedule

443 Broad Street, Newark, NJ 07102
 Contact: **Ana Chavarria (973) 624-2528**
 Office Hours: Mon. - Fri. • 9 am - 2:30 pm, ext. 119

<u>SUBJ</u>	<u>CRS</u>	<u>SEC</u>	<u>CRN</u>	<u>COURSE TITLE</u>	<u>DAYS</u>	<u>BEG</u>	<u>END</u>	<u>CR</u>
ART	100	F0A	34701	Art Appreciation	S	09:00	12:00	3.0
EDU	101	F0A	35083	Intro. to Education	S	09:00	12:00	3.0
ENG	109	F0A	35464	Effective Speech	F	06:00	09:00	3.0
ESL	073	F0A		ESL Intensive Exp.-Cultures	M	06:00	09:00	3.0
ESL	074	F0A		ESL Intensive Exp. List. & Co.	W	06:00	09:00	3.0
ESL	075	F0A		ESL Intensive Exp. Speaking	F	06:00	09:00	3.0
ESL	076	F0A		ESL Intensive Exp. Reading	T	06:00	09:00	3.0
ESL	077	F0A		ESL Intensive Exp. Writing	R	06:00	09:00	3.0
(Register for all of the above sections)								
CSS	101	F0A	35473	College Success Seminar	M	08:25	09:55	1.5
ESL	080	F0A	35474	ESL Basic Academic Grammar	MW	06:00	08:20	4.5
ESL	080T	FAT	35475	Tutorial	TBA	TBA	TBA	1.0
ESL	095	F0A	35476	ESL Writing, Reading & Comm.	TR	06:00	09:00	6.0
ESL	095T	FAT	35477	Tutorial	TBA	TBA	TBA	2.0
(Register for all of the above sections)								
ESL	103	F0A	35478	ESL Writing & Comm. II	M	06:00	09:00	3.0
ESL	104	F0A	35479	ESL Reading & Comm. II	W	06:00	09:00	3.0
(Register for all of the above sections)								
HLT	101	F0A	34712	Healthful Living	S	12:10	03:10	3.0
HST	102	F01	34713	World Civilization I	S	09:00	12:00	3.0
HST	112	F0A	35094	United States History I	F	06:00	09:00	3.0
MTH	086	F0A	34715	Introductory Algebra	TR	06:00	08:20	4.5
MTH	086T	FAT	34716	Tutorial	TBA	TBA	TBA	1.0
(Register for all of the above sections)								
MTH	092	F0A	35095	Elementary Algebra	TR	06:00	08:20	4.5
MTH	092T	FAT	35096	Tutorial	TBA	TBA	TBA	1.0
(Register for all of the above sections)								
PSY	101	F01	34720	General Psychology I	F	06:00	09:00	3.0
SOC	101	F01	34722	Intro. to Sociology	S	12:10	03:10	3.0

Ironbound Spring 2008 Credit Course Schedule

432 Lafayette Street
Newark, NJ 07105
Contact: **Isabel Pascual (973) 465-0947**
Office Hours: Mon. - Fri., 6:00 - 9:30 pm

<u>SUBJ</u>	<u>CRS</u>	<u>SEC</u>	<u>CRN</u>	<u>COURSE TITLE</u>	<u>DAYS</u>	<u>BEG</u>	<u>END</u>	<u>CR</u>
ANT	101	ICA	34393	Cultural Anthropology	F	06:00	09:00	3.0
ART	100	ICA	32997	Art Appreciation	F	06:00	09:00	3.0
BIO	102	ICA		College Biology II	S	12:10	3:20	
BIO	102			Lab	F	06:00	09:00	
EDU	101	ICA	35080	Intro. to Education	F	06:00	09:00	3.0
EDU	201	ICA	35081	Education in Urban Env.	S	09:00	12:00	3.0
EDU	203	ICA	34695	Children with Special Needs	MW	06:30	07:30	3.0
ENG	109	ICA	34855	Effective Speech	F	06:00	09:00	3.0
CSS	101	ICA	35454	College Success Seminar	T	08:25	09:55	1.5
ESL	080	ICA	35455	ESL Basic Academic Grammar	TR	06:00	08:20	4.5
ESL	080T	IAT	35456	Tutorial	TBA	TBA	TBA	1.0
ESL	095	ICA	35451	ESL Writing, Reading & Comm.	MW	06:00	09:00	6.0
ESL	095T	IAT	35458	Tutorial	TBA	TBA	TBA	2.0
(Register for all of the above sections)								
ESL	103	ICA	34696	ESL Writing & Comm. II	M	06:00	09:00	3.0
ESL	104	ICA	34697	ESL Reading & Comm. II	W	06:00	09:00	3.0
(Register for all of the above sections)								
ESL	105	ICA	34562	ESL Writing & Comm. III	M	06:00	09:00	3.0
ESL	106	ICA	34563	ESL Reading & Comm. III	W	06:00	09:00	6.0
(Register for all of the above sections)								
HLT	101	ICA	34419	Healthful Living	S	09:00	12:00	3.0
HST	102	ICA	34420	World Civilization II	S	12:10	03:10	3.0
HST	112	ICA	34421	United States History II	S	09:00	12:00	3.0
MTH	086	ICA	32538	Introductory Algebra	TR	06:00	08:20	4.5
MTH	086T	IAT	32540	Tutorial	TBA	TBA	TBA	1.0
(Register for all of the above sections)								
MTH	100	ICA	35082	Intro. to College Math.	TR	06:00	08:15	4.0
PSY	101	ICA	32398	General Psychology I	S	09:00	12:00	3.0
PSY	219	ICA	34034	Child Psych. & Develop.	S	12:10	03:10	3.0
SOC	101	ICA	32541	Intro. to Sociology	S	12:10	03:10	3.0

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On-Campus Continuing Education

Angela McKinney, Director

303 University Avenue, Newark, NJ 07102 • (973) 877-3079

Adult Non-Credit Program • Saturday Youth Program • Senior Program

On-Site Registration

Walk-in registration is accepted **NOW** between the hours of 9am and 4pm, Monday through Friday and Saturday, January 12, 9 am - 1 pm, Room 3198, Green Area. Register by fax: (973) 877-3414.

NO CLASSES: Jan. 21, Feb. 18, Mar. 21-22, May 26

Information Technology Courses

* CEU courses

Windows Seminar

Attend a one-night seminar on Microsoft Windows before you take any Windows-based course. You'll learn the absolute basics: icons, program groups, minimizing and maximizing, cascade and tile, dialog boxes, buttons, bars and menus. This seminar is a **prerequisite** for all introductory Windows application courses. **C074W -**

OC01C: Thur., Jan. 17

5:30 - 8:30 pm • 1 Session

Tuition: \$27 • Fee: \$3

* Desktop Publishing using Microsoft Publisher



Microsoft Publisher is being used across the country as one of the prominent tools for producing business communications in-house. In order to maintain a competitive edge in today's job market, one must be able to produce high quality and professional business documents as part of their daily work functions. This course will teach students how to use the main features of the Microsoft Publisher software while producing professional work documents. Using a hands-on training format, students will produce marketing brochures, pamphlets, flyers, recruiting invitations, business reports and other documents related to business communications. **Prerequisite:** Windows Seminar or working knowledge of Windows environment. (Text Required) **3.0 CEUs**

C152S - OC01D

Wed., Jan. 23 - Mar. 26

5:30 - 8:30pm • 10 Sessions

Tuition: \$270 • Lab Fee: \$30



* Exploring Advanced Application in Access and Excel

Microsoft Access and Excel are two of the most widely used software applications. In this course students will learn how to use the power of these applications to develop advanced spreadsheets and databases. In a hands-on classroom format, students will learn to develop real-world applications for use at home or work. **Topics include:** using queries and structural query language, XML and markup languages, visual basic applica-

tions, variables and constraints, programming structure, pivot table and various short-cut keys. **Prerequisites:** Intermediate Access and Excel or equivalent knowledge. (Text Required) **3.0 CEUs**

C330S - OC01D

Wed., Jan. 23 - Mar. 26

6 - 9pm • 10 Sessions

Tuition: \$270 • Lab Fee: \$30

* Four-In-One

Learn the hottest new Four-In-One Microsoft software programs which include Word, Excel, Access and PowerPoint. **Prerequisite:** Windows Seminar or working knowledge of the Windows environment. (Text required) **4.5 CEUs**

C192X -

OC01C: Sat., Jan. 19 - Apr. 12

11:45am - 3:30 pm

OC02D: Thur., Jan. 24 - Apr. 10

5:30 - 9:15 pm

12 Sessions • Tuition: \$405 • Fee: \$45

* Keyboarding Introduction



This course is designed for students who have little to no keyboarding experience and want to gain this skill in order to gain initial or upgraded employment. The curriculum will cover an introduction to the computer keyboard and PC terminology. Using hands-on instruction, students are guided through a series of practice exercises that develop type touch ability, speed and accuracy. Typing drills, timings and business correspondence are among the topics that will be covered in

Information Technology Courses

this course. Upon successful completion, the student will be better prepared to meet the hiring criteria for entry-level administrative support positions in a variety of employment fields.
(Text Required) **2.1 CEUs**

CI95G - OC01D

Sat., Jan. 19 - Apr. 12

10 - 11:45 am • 10 Sessions

Tuition: \$189 • Lab Fee: \$21



* PowerPoint Advanced

Enhance your presentations with features that will transform basic presentations into a powerful means of communication. Advanced level instruction in the Microsoft Office PowerPoint application will include, importing and exporting data, hyperlinks, animation and sound, designing templates, charts and diagrams and creating web presentations.

Prerequisite: Proficient knowledge in the

PowerPoint Intermediate level.
(Text Required) **3.0 CEUs**

C301S - OC01D

Thur., Jan. 24 - Mar. 27

6 - 9pm • 10 Sessions

Tuition: \$270 • Lab Fee: \$30

* QuickBooks

Take control of your business and save time with this easy-to-use automated accounting system for small business owners. Learn to create professional invoices and job estimates, track account receivables and payables as well as manage your checking accounts, payroll, inventory and purchase orders.

Prerequisite: Windows Seminar or working knowledge of the Windows environment. (Text Required) **2.0 CEUs**

C433G - OC01C

Sat., Jan. 19 - Mar. 15

12:30 - 3 pm • 8 Sessions

Tuition: \$180 • Fee: \$20

Certificate Programs Main Campus

* CEU courses

Fundamentals of Payroll Certificate Program



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. (Text Required)

E970B - OC01C

Sat., Jan. 19 - Apr. 12

9am - 12:45 pm • 12 Sessions

Tuition: \$405 • Fee: None



Hemodialysis Technician Certificate Program

Are you seeking a career in Allied Health, or looking to change your current allied health career? Then this course may be for you. Hemodialysis technicians provide care to the patients with chronic kidney disease. This comprehensive course is designed to prepare the student through hands-on training for entry level employment in a dialysis unit. Clinical assignments are in local hospitals under the supervision of experienced Hemodialysis nurses. A certificate of completion is awarded to those students who successfully complete this course. **Program Requirements:** Physical exam, health screening and criminal background check.
Prerequisite: High school diploma or equivalent.

E945L - OC01F

Mon., Wed. and Fri., Feb. 4 - May 9

6 - 9 pm

Tuition: \$1,080 • Fee: \$140

\$610 to register

\$366 due Feb. 25 (2nd pymt.)

\$244 due Mar. 17 (3rd pymt.)

How to Own and Operate a Child Care Center

The demand for child care far exceeds the supply of quality centers. This interesting, information packed program includes eight (8) weekly sessions that serve as a practical guide for managing a child care center. Participants must attend all eight sessions. (Manual included)

E420G -

Sat., Jan. 19 - Mar. 8

OC01C: 9 - 11:15 am

OC02C: 11:30 am - 1:45 pm

8 Sessions • Tuition: \$162 • Fee: \$5

Human Resources Practice Certificate

This powerful program provides a comprehensive and practical grounding in the major areas you need as a personnel generalist. Program is designed for those who wish to improve performance capability on the job or those who wish to launch a career in HR. **Topics covered:** Fundamentals of Human Resources Management, Linking Strategic Planning and Human Resources, Human Resources Training, Auditing the Human Resources Management Program. (Text required)

Sat., Jan. 19 - Apr. 12

9 am - 1 pm • 12 Sessions

Tuition: \$432 • Fee: None

Introduction to Computers

This course is designed for those who have no knowledge of computers. It is a lab-based course that gives students a thorough introduction to computers.

Topics include: computer basics, key

Certificate Programs

boarding, Windows, MS Word and the Internet. Students must attend all sessions and satisfactorily pass examination to receive a certificate of completion. (Text required)

C190G -

Sat., Jan. 19 - Apr. 12

OC01C: 8:30 - 11:30am

Tue., Jan. 22 - Apr. 8

OC02D: 5:30 - 8:30 pm

12 Sessions • Tuition: \$324 • Fee: \$36

Managing a Child Care Center

This course is designed to provide childcare professionals with the basic managerial skills needed to operate a childcare center. **Topics include:** selection of employees, labor laws, child care policies and procedures, taxes and insurance, health and safety and effective management techniques.

Prerequisite: How to Own and Operate a Child Care Center.

E429G -

Sat., Mar. 15 - Apr. 19

OC01K: 9 am - 11 am

OC02K: 11:15 am - 1:15 pm

5 Sessions • Tuition: \$90 • Fee: \$5

Medical Insurance Billing Specialist

Career opportunities in health care are growing. Whether you're just starting out, a career changer, or an experienced practitioner seeking new skills, the program can be your prescription for success. The program provides the skills necessary to enter this field. This practical program deals with realizing highest reimbursement with minimal delay. It provides students with a comprehensive understanding of billing and collection processes. **Topics include:** Medical Terminology for Insurance Billing, Computer Training for Medical Office, Medical Records Coding, Basic Principles and Practices and Medical Insurance Billing. (Books not included in fees.)

Sat., Jan. 19 - June 7

8:30 am - 2:45 pm • 20 Sessions

Tue. & Thur., Jan. 22 - May 1

5:30 - 9:30 pm • 30 Sessions

Tuition: \$1,080 • Fee: \$60

\$684 to register • \$456 due Mar. 14

Microsoft Office Specialist

Success in today's competitive business arena requires a solid foundation in essential computer skills. This training provides comprehensive hands-on study of Microsoft Office applications.

Topics include: Microcomputer Training, Word, Excel, Access and PowerPoint. Successful completion of this course can lead towards MOS Certification. (Text included)

Tue. & Thur., Jan. 22 - May 15

5:30 - 9:30 pm • 34 Sessions

Tuition: \$1,215 • Fee: \$135

\$675 to register

\$405 due Mar. 3 (2nd pymt.)

\$270 due Apr. 3 (3rd pymt.)

Pharmacy Technician Certificate Program

This comprehensive course will prepare students to enter the world of pharmacy work. Students will be prepared to seek employment as a pharmacy technician working under the direction of a registered pharmacist in hospital or community pharmacies. 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, students will learn IV flow rate, drug compounding and dose conversions, and inventory control in the pharmacy. After successful completion of the course, students will be prepared to take the national certificate examination. **Prerequisite:** Must have a High School Diploma or equivalent. (Text required)

E542L - OC01C

Wed., Jan. 16 - May 14

5:30 - 9:30 pm • 18 Sessions

Tuition: \$630 • Fees: \$70

\$420 to register • \$280 due Mar. 5



Principles of Real Estate Sales

This course prepares students to successfully pass the state examination for the NJ Real Estate Sales license. **Topics include:** mortgage sales agreements, deeds, title closing, license, real estate law and property interests and rights. Upon successful completion of this course, students will receive a certificate that allows them to sit for the NJ State examination. **Note:** A criminal background check will be required by the NJ Real Estate Commission. (Text required)

E990B -

OC01D: Mon. & Wed., Jan. 23 - Apr. 2

5:30 - 9:15 pm • 20 Sessions

OC02D: Tue. & Thur., Jan. 22 - Mar. 27

5:30 - 9:15 pm • 20 Sessions

Tuition: \$375 • Fee: None • 75 hrs

Real Estate Broker Program

Expand your career options and become a Real Estate Broker. Learn to manage an office, oversee real estate operations and/or work for a developer. Training for this program consists of 3 parts: Real Estate Broker course (90hrs); Agency & Ethics (30hrs) and Office Management (30hrs). Students must complete all three courses.

Prerequisite: Students need to have been licensed and employed on a full time basis as a NJ salesperson for a minimum of 3 years. Proof of license will be required. (Text required)

TBA- OC01C

Tue. & Thur., Jan. 15 - May 29

5:30 - 9:15 pm • 40 Sessions

Tuition: \$950 • Fee: None

\$570 to register • \$380 due Mar. 11

Certificate Programs

The Certified Bookkeeper

This course is for the “working professional bookkeeper” who wants to advance their career. It focuses on preparing one for the National Certified Bookkeeper exam using six workbooks prepared by the American Institute of Professional Bookkeepers (AIPB). The subjects include: adjusting entries (accruals & deferrals), correction of accounting errors (includes the bank reconciliation), depreciation (book & tax), basic payroll, merchandise inventory & internal controls and fraud prevention. Students will be tested on four subjects at a local Prometric Test Center and two subjects in class. By successfully passing tests in six subjects, signing a code of ethics and demonstrating two years of work experience as a bookkeeper, you can earn the right to put “CB” after your name.

E920C- OC01E

Prerequisite: This course does not teach you how to become a bookkeeper. You must have at least 2 years, verifiable on-the-job bookkeeping experience and a solid academic background in double-entry bookkeeping.

Mon. & Wed., Jan. 28 - Apr. 23

6 - 9 pm • 25 Sessions

Tuition: \$675 • Text Fee: \$175

\$636 to register

\$424 due Mar. 8

A fee of \$210 to take the certification exam (2 parts) will be paid directly to AIPB.

Personal Development Courses

* CEU courses

CPR for Healthcare Providers

This course will prepare the student with the basic knowledge and skills necessary to provide effective life support in an emergency. Learn how to recognize and respond to respiratory and cardiac emergencies, including choking in adults and children and use an AED (automated external defibrillator) for victims in sudden cardiac arrest. An American Heart Association certificate will be issued upon successful completion of the training.

This course is also for the general public. (Manual required)

E442S -

OC01D: Sat., Jan. 26

OC02J: Sat., Mar. 8

9 am - 5 pm • 1 Session

Tuition: \$72 • Fee: \$11

CPR Renewal for Healthcare Providers

This four hour session, approved by the American Heart Association, will satisfy skills upgrade requirements for healthcare providers and professional rescuers seeking recertification. Participants must be currently CPR/AED certified or recently expired. Upon successful completion of this course, a new AHA certification card will be issued.

Prerequisite: Completion of CPR certificate course. (Manual required)

E342S - OC01I

Sat., Feb. 16

9 am - 1 pm • 1 Session

Tuition: \$36 • Fee: \$5

Defensive Driving Workshop

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 during the session by money**

order only, payable to the NJ Safety Council.

N600M -

OC01D: Sat., Jan. 26

OC02J: Sat., Mar. 8

8 am - 4 pm • 1 Session

Tuition: \$72 • Fee: \$5

* Fireman Black Seal: Low Pressure

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 firemen. **Prerequisite:** At least three months experience as a helper. (Text required) **3.0 CEUs**

T407V - OC01C

Sat., Jan. 19 - Mar. 15

8:30 - 11:50 am • 9 Sessions

Tuition: \$270 • Fee: None



* Fireman Black Seal in Charge: High Pressure

The High Pressure Black Seal course prepares the student to work in boiler rooms or refrigeration facilities of large manufacturing plants, multilevel commercial buildings and public institutions such as schools, hospitals and municipal buildings. Students will be prepared to sit for licensing examinations mandated by the State of New Jersey. **Prerequisite:** 18 years of age and 3 months experience as a helper, apprentice or assistant to a licensed operator. (Text required) **4.5 CEUs**

TBA - OC01C

Sat., Jan. 19 - Apr. 12

9 am - 12:45 pm • 12 Sessions

Tuition: \$405 • Fee: None

* How to Become a Salesperson

Have you ever thought about becoming a salesperson? One look through the classified ads of your newspaper will tell you that salespeople are needed for a variety of products and services. This

Personal Development

course will cover communication and listening skills, prospecting, the sales process, ethical and legal issues of selling, presentation skills, handling objections and closing techniques. Students will also make classroom sales presentations, which will be video taped for self-critiquing. (Text required) **3.0 CEUs**

E123B - OC01E

Mon., Jan. 28 - Apr. 7

6 - 9 pm • 10 Sessions

Tuition: \$270 • Fee: None

* Introduction to Digital Audio Composition and 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**

E122B - OC01C

Sat., Jan. 19 - Mar. 15

9 - 11:40 am • 9 Sessions

Tuition: \$216 • Lab Fee: \$24

Introduction To Spanish

In this conversation course students will learn greetings, how to tell time, numbers, colors, weather, foods and phrases which can be useful for getting around in airports, hotels, shops and restaurants. (Text required)

N640L - OC01C

Sat., Jan. 19 - Mar. 29

12:30 - 3:30 pm • 10 Sessions

Tuition: \$270

* Running Your Own Import/Export Business

This course is vital for those who wish to start their own **import/export** operation. The course examines basic concepts, tools, and vocabulary of international trade imports and exports. **Topics include:** starting up a business, product and market research in the U.S. and abroad, pricing your product, distribution system and shipping, customs brokers and international documentation, banking and financing strategies, dealing with customers, and ongoing international relationships abroad. Students develop an import or export plan for a product of their choice. **2.0 CEUs**

E565G - OC01E

Wed., Jan. 30 - Mar. 19

6 - 8:30 pm • 8 Sessions

Tuition: \$180 • Fee: None

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. (Text required)

N641L - OC01C

Sat., Jan. 19 - Feb. 23

10:30 am - 1 pm • 6 Sessions

Tuition: \$135 • Fee: None

SUMMER YOUTH PROGRAM 2008

July 7 - August 15

6 Weeks of academic instruction, recreation and cultural activities for grades 1 - 6 (as of September 2008)

Two-Week Programs

- Camp Discovery
- Computer Blaster
- Educational Program
- Sports & Games
- The Young Artist

Three-Week Programs

- Exploring the World
- Making Math Matter
- Reading Enrichment
- Science in a Nutshell
- The Young Journalist

Registration begins mid April 2008

Call department to reserve a copy of the Summer Youth Program Brochure
(973) 877-3079/3416

Saturday Youth Program

ALL CLASSES ARE HELD ON SATURDAYS AT THE MAIN CAMPUS

Register Early - Limited Enrollment

January 19 - March 29, 2008 • 10 Sessions

Algebra

Students will learn the necessary skill areas involved in mastering algebra concepts. Skills covered are operations, equations, inequalities, polynomials, algebraic fractions, linear equations and radicals.

Y900M -

OY01C: Grades 8 & 9 • 10:40 am - 12:10 pm

OY02C: Grades 6 & 7 • 12:15 - 1:45 pm

Tuition: \$75 • Text required: \$15

Saturday Youth Program**Chess Is Fun**

Do you want to learn about chess and play a bit better than Kasparov? Chess has always been one of the greatest games ever - and now you can enjoy and learn to play it within an interactive and fun program. Youth will learn chess moves without memorizing strategies for setting an attack and defense.

Y600P - OY01C

Ages 9 - 15 • 12:15 - 1:45 pm
Tuition: \$75

Computer Discovery

This course is designed as an introduction to the use of computers. Children will enjoy “hands-on” experience.

Y500I - OY01C

Ages 6 - 8 • 10:40 am - 12:10 pm
Tuition: \$75 • Lab Fee: \$5

Computer Graphics

This course is designed to provide students with an insight in the area of computer graphics applications. Students will enjoy “hands-on” experience.

Y900S -

OY01C: Ages 8 - 11 • 12:15 - 1:45 pm
OY02C: Ages 12 - 15 • 12:15 - 1:45 pm
Tuition: \$75 • Lab Fee: \$5

Creative Arts

See your child use his/her artistic abilities while painting, coloring, decorating and drawing. This hands-on fun filled course would be excellent for youth with artistic appreciation and interests.

Y901A -

OY01C: Ages 8 - 11 • 9 - 10:30 am
OY02C: Ages 5 - 7 • 10:40 am - 12:10 pm
Tuition: \$75 • Materials Fee: \$20

**Creative Writing
For Public Speakers**

“Successful public speakers are made, not born.” This course is designed to help students strengthen their English communication skills through the creative process of speaking and writing. Students will prepare, deliver, and evaluate public speeches as well as learn the writing process. Each week students will produce something creative, original and with style.

Y600W - OY01C

Grades 5 - 8 • 10:40 am - 12:10 pm
Tuition: \$75 • Lab Fee: \$5

Fun With Phonics

Phonics is a key element that helps children become stronger readers. This course is a great way to boost a child’s academic skills.

Y500R -

OY01C: Grade 2 • 12:15 - 1:45 pm
OY02C: Grade K • 10:40 am - 12:10 pm
OY03C: Grade 1 • 12:15 - 1:45 pm
OY04C: Grade 3 • 12:15 - 1:45 pm
Tuition: \$75 • Text required: \$15

Fun With Science Lab

“Do you know what science is?” This laboratory activity course is designed to teach basic understanding of the world we live in. It is important to everyone. *It’s fun!*

Y500Z -

OY01C: Grades 3 & 4 • 10:40 am - 12:10 pm
OY02C: Grades 5 & 6 • 12:15 - 1:45 pm
Tuition: \$75 • Lab Fee: \$10

How to Study

This course is designed to help students get better grades by using their study time more efficiently. Topics include study techniques, how to study for tests, how to take tests and how to use the internet as a resource.

Y900E - OY01C

Grades 6 - 8 • 9 - 10:30 am
Tuition: \$75

Improving Reading Comprehension

This course will provide the student with the opportunity to reinforce existing skills and develop additional skills in comprehension. *A copy of report card or standardized test scores is required at the time of registration. (Limited enrollment)*

Y900R -

OY01 - 6C: Grades 1 - 6 • 9 - 10:30 am
Tuition: \$75

Introduction to Dance

This fun course will introduce students to three basic styles of dance: Tap, Ballet and Jazz.

Tap shoes and ballet slippers are required. Please call department for additional information.

TBA -

OY01C: Ages 5 - 7 • 9 - 10:30 am
OY02C: Ages 8 - 11 • 10:40 am - 12:10 pm
Tuition: \$75

Keyboarding and Word Processing

Students quickly learn the full alphabetic keyboard using the touch-type method. They will learn word processing techniques and produce creative projects. It is a fun experience.

Y501S -

OY01C: Ages 9 - 15 • 9 - 10:30 am
Tuition: \$75 • Lab Fee: \$5

Martial Arts

Martial Art classes will physically and mentally develop your body for everyday life. This course is designed for youth ages 6-15 to learn self-defense techniques and kicks while developing muscle tone. At the end of the course, students will exhibit flexibility, concentration, coordination and more importantly self-confidence. *A uniform is required. Please call department for additional information.*

Y901X -

OY01C: Ages 6 - 9 • 9 - 10:30 am
OY02C: Ages 10 - 15 • 10:40 am - 12:10 pm
Tuition: \$75

Saturday Youth Program

Modern Dance

Youth with little or no dance experience would be challenged by the modern dance movement. Modern dance classes are a great way to exercise your body, free your mind, feel the rhythms of music and express yourself. The focus of the class is to have fun while learning to move your body efficiently and expressively.

Y704A -

OY01C: Ages 12 - 17 • 12:15 - 1:45 pm
Tuition: \$75

NJASK Test Prep

This course provides students with the instruction and skills practice needed to succeed on the **Language Arts, Mathematics and Science** sections of the New Jersey Assessment Skills and Knowledge (NJASK) test. Only students who attend *public school* will take these tests, offered in March 2008.

Language Arts:

Gr. 3 or Gr. 4 • 9:00 - 10:30 am

Mathematics:

Gr. 3 or Gr. 4 • 10:40 - 12:10 pm

Science:

Gr. 4 only • 12:15 - 1:45 pm

Tuition: \$75 per subject

Text required: \$15 per subject

Problem Solving Math

This course is designed to provide the student with a four-step method (find out, choose a strategy, solve it and look back) as a systematic approach to problem

solving. The student will strengthen math and thinking skills. *A copy of report card or standardized test scores is required at the time of registration.* **(Limited enrollment)**

Y901M -

OY01 - 6C: Grades 1 - 6

10:40 am - 12:10 pm

Tuition: \$75

Spanish for Youth

In this conversational course, youth will learn greetings, telling time, numbers, colors, weather, foods and phrases useful for getting around in airports, hotels, shops and restaurants.

Y901L -

OY01C: Ages 12 - 15 • 9 - 10:30 am

OY02C: Ages 9 - 11 • 10:40 am - 12:10 pm

OY03C: Ages 6 - 8 • 12:15 - 1:45 pm

Tuition: \$75 • Text required: \$15

Writing With A Purpose

This course provides instruction and practice on the fundamentals of writing including grammar, punctuation, sentence structure, organization and spelling. Students taking this course will learn to organize compositions logically and coherently from paragraph to essay development using the process approach to writing. **Prerequisite:** Knowledge of Word Processing.

Y601W - OY01C

Grades 5 - 8 • 12:15 - 1:45 pm

Tuition: \$75 • Lab Fee: \$5

Text required: \$15

Coming in Spring 2008 →

Fine Arts - Ages 5 - 11
Journalism - Grades 6 - 9
Handwriting Skills - Ages 8 - 12

Saturday Youth Program Registration Spring 2008

Call (973) 877-3079 or (973) 877-3416 for more information.

Mail To: Essex County College, On-Campus Continuing Education
303 University Avenue, Newark, NJ 07102

Today's Date	Youth's Social Security No.	Birth Date	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Youth Name		Returning <input type="checkbox"/> Yes <input type="checkbox"/> No	Telephone
Street Address		City	State Zip
School		City	Grade
Emergency Contact Person(s)		Emergency Telephone Number(s)	
Course Name		Time	Tuition and Fees
Visa / Mastercard / Check / M.O. #	Name on Credit Card / Check / M.O.		Expiration Date
For office use only	Received Date	Processed by	

Make check/money order payable to Essex County College. If by mail or fax, call the above numbers to verify receipt of form. Begin class(es) on the scheduled date. Parent/Guardian signature verifies agreement to adhere to the Youth Program's Policies and Procedures.

Learning is

ECC/CCE
www.essex.edu

Training, Inc.

Mitra Choudhury, Director
Tom Sacco, Associate Director

(973) 877-3092 • Fax: (973) 877-3193

Tuition and materials \$4,250
NO COST TO QUALIFIED APPLICANTS

CERTIFIED NURSE AIDE

480 hours of training

- Medical Terminology
- MS Office
- Keyboarding
- Customer Service
- Business Writing and Math
- State Certified CNA curriculum includes both Theory and Lab hours

E541T

PATIENT CARE TECHNICIAN

600 hours of training

- Medical Terminology
- MS Office
- Keyboarding
- Customer Service
- Business Writing and Math
- State Certified CNA curriculum includes both Theory and Lab hours
- EKG
- Phlebotomy

E544L

OFFICE SUPPORT SKILLS

480 hours of training

- MS Office
- Keyboarding
- Business Writing and Math
- Customer Service / Human Relations
- Office Simulation Experience

Potential to earn up to 5 college credits.

E504T

SOFTWARE APPLICATION SPECIALIST

600 hours of training

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

Potential to earn up to 20 college credits.

E501T

TRAINING HOURS: Monday through Friday 9 am - 4 pm

- Personal and Professional Development
- Marketing and Job Search Skills

JOB PLACEMENT ASSISTANCE PROVIDED
For more information call (973) 877-3092

* = College Credit Course

Evening Programs

CERTIFIED NURSE AIDE

90 hours of training

- State Certified CNA curriculum includes both Theory and Lab hours

E541L

MEDICAL TECHNICIAN

168 hours of training

- Medical Terminology
- MS Office
- EKG
- State Certified CNA curriculum includes both Theory and Lab hours

E540V

PHLEBOTOMY TECHNICIAN

80 hours of training

This course is a study of the basic concepts of Phlebotomy and of the responsibilities of the Phlebotomist. Topics covered are:

- Organization of the Body
- Safety
- Infection Control
- Blood Collection Procedures
- Blood Collection Equipment
- Quality Control
- Specimen Transport & Processing
- Laboratory Structure
- Job Responsibilities

E140L

For more information call (973) 877-3092

Lifelong

Non-Credit Allied Health Programs

Main Campus / On-Campus Cont. Ed. (OC) (973) 877-3079
 Main Campus / On-Campus Special Initiatives (OI) (973) 877-3106
 Main Campus / Training, Inc. (TI) (973) 877-3193
 Police Academy (PA) (973) 877-4350
 West Essex Campus (WEC) (973) 877-1920

Advanced Medical CPT and ICD-9 Coding Certificate Program

See page 26 for course description.

WEC: E942L - WE01A

Tue., Wed., Thur., Apr. 8 - June 18

6 - 8:30 pm • 32 Sessions

Tuition: \$720 • Fee: \$85

Basic EKG Monitor Technician Certificate Training

See page 26 for course description.

WEC: E941L - WE01A

Sat., Jan. 12 - Apr. 5

9 am - 1 pm • 12 Sessions

Tuition: \$432 • Fee: \$53

Certified Nurse Aide Certificate Program

See page 16 for course description.

TI: E544L (Day) • E541L (Evening)

CPR for Healthcare Providers

See page 6 for course description.

FOCUS: E442S - EP01G

Tue. & Thur., Feb. 12 & 14

5 - 9pm • 2 Sessions

Tuition: \$72 • Fees: \$16

See page 12 for course description.

OC: E442S -

OC01D: Sat., Jan. 26

OC02J: Sat., Mar. 8

9 am - 5 pm • 1 Session

Tuition: \$72 • Fee: \$11

CPR Renewal for Healthcare Providers

See page 12 for course description.

OC: E342S - OC01I

Sat., Feb. 16

9 am - 1 pm • 1 Session

Tuition: \$36 • Fee: \$5

Emergency Medical Technician (EMT) Basic Course

For information call **PA:** (973) 877-4350

Hemodialysis Technician Certificate Program

See page 10 for course description.

OC: E945L - OC01F

Mon., Wed. and Fri., Feb. 4 - May 9

6 - 9 pm

Tuition: \$1,080 • Fee: \$140

Medical Insurance Billing Specialist

See page 11 for course description.

OC:

Sat., Jan. 19 - June 7

8:30 am - 2:45 pm • 20 Sessions

Tue. & Thur., Jan. 22 - May 1

5:30 - 9:30 pm • 30 Sessions

Tuition: \$1,080 • Fee: \$60

Medical Technician Certificate Program

See page 16 for course description.

TI: E540V

Patient Care Technician

See page 16 for course description.

TI: E544L

Pharmacy Technician Certificate Program

See page 11 for course description.

OC: E542L - OC01C

Wed., Jan. 16 - May 14

5:30 - 9:30 pm • 18 Sessions

Tuition: \$630 • Fees: \$70

See page 27 for course description.

WEC: E542L - WE01A

Sat., Jan. 12 - Apr. 19

9 am - 2 pm • 14 Sessions

Tuition: \$630 • Fees: \$75

Phlebotomy Technician

See page 16 for course description.

TI: E140L

Nursing Entrance Test (NET) Review Seminar

The NET Review Seminar prepares students to take the NET by offering specific information in the areas being tested by providing review of that material. In addition, effective test-taking approaches and strategies will be emphasized. **Prerequisites:** Completion of all remedial courses, English 101, Biology 121, or higher, and a GPA of 2.5 or better. Additionally, potential Registered Nurse students need to have completed CHM 101 or CHM 103; while, potential Practical Nurse students need to have completed PSY 101.

16 Sessions • Tuition: \$270

OI01E: Wed., 7:30 - 9:30 pm, Jan. 30 - Mar. 19

Sat., 9:00 - 11:00 am, Feb. 2 - Mar. 29

OI02E: Fri., 10 - 12:00 pm, Feb. 1 - Mar. 28

Sat., 11:30 am - 1:30 pm, Feb 2 - Mar. 29

E031R -

ECC/CCE
www.essex.edu

ESSEX COUNTY COLLEGE POLICE ACADEMY

Rocco L. Miscia, Jr., Director

250 Grove Avenue, Cedar Grove, New Jersey 07009 (973) 877-4350

Alternate Route Basic Course for Police Officers

The Alternate Route Basic Course for Police Officers is a New Jersey Police Training Commission approved course designed to give individuals interested in a career in law enforcement an opportunity to attend a police training program at their own expense, prior to being hired by a police department.

Successful completion of the program does not guarantee employment in law enforcement, but does ensure eligibility to pursue employment as a certified police officer in New Jersey for a period of three years.

The Alternate Route program is an intensive 21-week program which is conducted Monday through Friday from 6:30 a.m. to 4:00 p.m.

For more information on the eligibility requirements, selection process and payment schedule, please visit us on the web at www.essex.edu/pacademy or contact the Essex County College Police Academy at (973) 877-4350.

Emergency Preparedness Classes

We are offering four new classes on Homeland Security Emergency Preparedness beginning in February through May 2008. During this limited spring session, they will be free of charge at the Police Academy for those who attend. Audience will include: police officers, firefighters, correction officers, medical and hospital personnel, special law enforcement officers, security officers, EMT personnel, college students and the general public. Attendees will receive certificates and/or CEU'S upon request.

Community Preparedness Core Information (4 hours)

An introductory course for general public discussing personal emergency planning for disaster events. Learn an "all hazards" approach to crisis planning. Participants develop a personal/family plan.

Wed., Feb. 20, 2008

Section 1: 8 am - 12 pm

Section 2: 1 pm - 5 pm

Bio-incident Response (4 hours)

Characterize biological incidents, list preventative actions recommended by the CDC to limit spread of disease. Understand consequences of productive and detrimental public response to biological incident.

Wed., Mar. 19, 2008

Section 1: 8 am - 12 pm

Section 2: 1 pm - 5 pm

BC-Business Continuity (4 hours)

Learn general crisis preparedness and business continuity planning. Prepare an overview of the planning process and describe the steps necessary to prepare for business emergencies.

Wed., Apr. 23, 2008

Section 1: 8 am - 12 pm

Section 2: 1 pm - 5 pm

Cyber-security (4 hours)

Describe and identify cyber security awareness and security threats. Learn ways to protect information and distinguish between policy and procedures.

Wed., May 14, 2008

Section 1: 8 am - 12 pm

Section 2: 1 pm - 5 pm

ECC/CCE
www.essex.edu

WISE Women's Center

Luz Minerva Class, Director
Susan MacDonnell, Associate Director

MAIN CAMPUS (973) 877-3395

* CEU courses

- *DYFS Parenting Program*
- *Employment Clinic*
- *HUB for Women in Self-Employment*
- *Multi-Service Center Project*
- *Newark Truancy Alternative Program*
- *Parenting Skills Training Program*
- *Urban Women's Center Program*
- *YouthBuild ECC Program*

WISE Women's Center is located on the main Newark Campus, Third Level, Yellow Area. Hours are Monday through Friday, 9 am - 5 pm; Tuesday and Thursday until 7 pm.

Access for Windows/Introduction

This introductory course will provide students with basic concepts of Microsoft Access. The curriculum includes database concepts, terminology, usage of tools, database design, tables and forms, formatting, relationships, editing, creating simple queries, calculating fields and introduction to reports. Upon completion, the student will be familiar with and have a working knowledge of Access concepts.

C141C - WI71P

Tue. & Thur., Apr. 15, 17, 22

5 - 8 pm • 3 Sessions
Tuition: \$81 • Fee: \$15

Anger Management-Adult

Anger is a completely normal human emotion; however, when it gets out of control and turns destructive, it can lead to problems in life and work. Out of control anger can make you feel like you are at the mercy of an unpredictable and volatile emotion. This workshop intends to help you understand and control anger. Ages 18+ Sign up today! On-going registration.

N321P - TBA

TBA

6-8 pm • 4 Sessions
Tuition: \$72 • Materials: \$10

Choosing Healthy Relationships

Relationships fail because of unrealistic notions about love. Explore the values, expectations and strengths that contribute to a healthy relationship. Learn techniques for handling conflicts.

N060H - WI62J

Mon., Mar. 3, 12

6 - 8 pm • 2 Sessions
Tuition: \$36 • Fee: None

Crocheting

This workshop will teach you the basics; how to read crochet patterns, begin basic stitches (chain, single, half, double, treble and slip). Start to create scarves, ponchos, afghans or other small projects.

N001A - WI76I

Thur., Feb. 28 - Apr. 3

6 - 8 pm • 6 Sessions
Tuition: \$108 • Materials: \$10

Desktop Publishing

Be Your Own Graphic Artist

Learn how to create well-designed, personalized flyers, signs, newsletters, etc. Explore graphic and drawing features, and become an expert in working with pictures

in a document. **Prerequisite:** Basic Word
C104W - WI48J

Tue. & Thur., Mar. 4 - Apr. 3

5 - 6:30 pm • 10 Sessions • WISE Lab
Tuition: \$135 • Fee: \$15

* Domestic/Relationship Violence: How To Identify & Respond To It

Domestic Violence is a widespread problem affecting about 1/4 of all women at some point in their lives. This course will teach how to identify the basic dynamics of relationship violence and provide a foundation for understanding healthy relationships and conflict resolution skills.

4 CEUs

N622P - WI30F

Tue., Feb. 5 - Apr. 22

5:30 - 8:30 pm • 40 Hours • 12 weeks
Tuition: \$360 • Materials: \$25

Effective Communication Skills

Explores the importance of communicating effectively with style and clarity in any situation. Topics include reducing your fears, listening effectively, body language, personal style and thinking on your feet.

N631D - WI29J

Wed., Mar. 5, 12, 19, 26

6 - 8 pm • 4 Sessions
Tuition: \$72 • Fee: None

Effective Parenting Skills

Provides hands-on tools and techniques of effective parenting. This six-session mini-course is designed for both two-parent and single parent households.

N625P - WI05H

Mon., Mar. 17, 24, 31 - Apr. 7, 14, 21

6 - 8:00 pm • 6 Sessions
Tuition: \$108 • Materials: None

Employment Clinic

A series of weekly workshops including: Career Assessment/The Job That's Best For You; Identify Your Marketable Skills And Make Money; Action Plans To Reach Your Goals; Balancing Work And Family Life; How To Learn From Rejection; Finding Job Leads/Networking; Interview Techniques; Returning To The Workforce; Searching For A Job Is A Job; Managing Your Job Search; Transferring Your Skills; Resume and Cover Letters; Surviving a Lay-Off; Changing Careers; Dressing for Success; Salary Negotiations. No pre-registration necessary.

TBA - TBA

Every Monday starting January 14

10 am - 12 pm
Tuition: None • Fee: None

Entrepreneurship Training Course

Provides 8 weeks of business planning, development and implementation. Learn the essentials of developing and maintaining a profitable and successful business.

E524G - WI140

Tue., Apr. 8 - May 27

6 - 9 pm • 8 Sessions

Tuition: \$216 • Fee: None

*** Excel for Windows Introduction**

This course will teach how to combine numbers, text, graphs and charts on a single screen and print to a single page. Students will learn to construct a spreadsheet, graph data, create macros and more.

Prerequisite: Working knowledge of the windows environment

*1.5 CEUs
C131W - WI70E*

Mon. & Wed., Jan. 28 - Mar. 3

5 - 6:30 pm • 10 Sessions

Tuition: \$135 • Fee: \$15

Expungement of Criminal Records

This seminar will provide valuable information on the importance of a clean criminal record; discuss types of offenses and conditions that are eligible for expungement; identify candidates who may qualify; provide guidance to prepare petitions and assist with the completion of expungement forms.

N050L - W297Q

Tue., Apr. 22 - May 6

6:00-8:00 pm • 3 Sessions

Tuition: \$54 • Materials: \$10

*** First Step to Computers**

For those who know nothing about computers. You will learn what computers can and cannot do, and how to operate a computer with confidence.

*1.5 CEUs
C094D - WI07D*

Tue., & Thur., Jan. 22 - Feb. 21

5 - 6:30 pm • 10 Sessions • WISE Lab

Tuition: \$135 • Fee: \$15

Grantwriting: Developing a Funding Plan

Intended to teach participants how to research and write grant proposals. Key topics include grant research, identifying potential funding sources, and proposal development. Target audience: non-profit organizations, schools, churches & hospitals. Take with Non-Profit Business Law.

N760F - WI72F

Sat., June 7 & 14

9 am - 2 pm • 2 Sessions

Tuition: \$90 • Materials: \$10

How To Become A Consultant

Learn how to promote your service, manage yourself, get clients, create a consultant's toolbox, write a letter of agreement, and set fees.

E121B - WI94J

Thur., Mar. 6

6 - 9 pm • 1 Session

Tuition: \$27 Fee: None

How to Create A Web Page

If you want the world to know about you and your business, you can create a homepage on your internet server.

C170B - WI77L

Mon. & Wed., Mar. 17 - Apr. 16

5 - 6:30 pm • 10 Sessions

Tuition: \$135 • Fee: \$15

How To Start Your Own Day Care Center

Provides information on Day Care Center start-up, state regulations, certification, policy, and resources necessary to successfully maintain and operate daycare.

E021G - WI11K

Tue. & Thur., Mar. 11, 13, 18, 20

6 - 8 pm • 4 Sessions

Tuition: \$72 • Materials: \$10

Immigration Law Seminar

Are you interested in Immigration and Naturalization Law? This seminar will provide valuable information on attaining legal status in the United States. You will receive information concerning classification of visas, temporary and permanent stay in the United States through family, employment and educational petitions.

Wed., May 9, 16, 23

6-8pm • 3 Sessions

Tuition: \$54 • Materials: \$10

mPower Your Life: A Financial Skills Workshop for Women

Taking charge of your financial future is an essential step towards your life goals and plans. Topics to be covered include Credit, Investments, Budgeting, Taxes, Wills and Estates and How To Climb the Financial Ladder. Here's a free opportunity to learn the how and why of money management. Certificates awarded for completion of program. Seating limited. Must pre-register.

N340F - WI98P

Wed., Apr. 16 - May 21

6 - 8 pm • 6 Sessions

Tuition: None • Fee: None

Navigating Your Way Through Family Court For Child Support, Visitation and Custody Matters

Navigating the legal system on issues of child support, custody and visitation in Family Court can be a daunting and often defeating experience. Learn the law and your legal rights regarding these issues from expert attorneys. Must pre-register.

N080P - WI02N

Thur., Apr. 3

6 - 8 pm

Tuition: None • Fee: None

Non-Profit Business Law Seminar: How To Start A Non-Profit Business

Information on how to start, operate and maintain a small, non-profit business. Subjects covered: Fundraising; Fiscal Management; Criteria for 501(c)(3); and Professional Affiliations & Memberships. Target audience: non-profit organizations,

WISE Women's Center

schools, churches & hospitals. Take with Grantwriting Workshop.

*N857L - WI73C***Tue., May 13 - 27**

6 - 8 pm • 3 Sessions

Tuition: \$54 • Materials: \$10

**Senator Lipman Saturday Seminars
For Minority/Women Owned and
Small Business Enterprises**

Provides information and networking opportunities for minority/women owned and small business enterprises.

*E426G - WI28C***3rd Saturday of the month starting Jan. 19**

Tuition: None • Fee: None

**So You Want To Be an
Entrepreneur Workshop**

Provides information and resources for business development, personal assessment for start-up and financial aspects of starting a business.

*E024G - WI17I***Tue., Feb. 26**

6 - 8 pm • 1 Session • Fee: None

**SURVIVE: Self-Defense for the
Thinking Woman**

The purpose of this course is to prepare you for an impending physical threat by moving and attacking a perpetrator. The classes will be devoted to the art of Non-Classical Kung Fu tactics and techniques through individual and team drills, and



other activities. You will get a total body cardio workout while you learn valuable practices to potentially save your life.

*TBA - TBA***TBA**

6 - 9 pm • 3 Sessions

Tuition: \$81 • Fee: None

The Art of Self-Publishing

Find out what is involved in writing, printing and marketing a book yourself both in the traditional manner and on the Internet.

*E120B - WI95H***Thur., Feb. 21**

6 - 9 pm • 1 Session

Tuition: \$27 • Fee: None

YouthBuild ECC

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.

*E590V - TBA***Mon. - Fri., TBA**

Tuition: None • Fee: None

Recycle your brochure.

Pass it on.

Is **JOB HUNTING** getting you down?
Or maybe you haven't started yet!
Job hunting is a full-time job.
Be prepared with professional assistance!
We are here to help you!

EMPLOYMENT CLINIC

Every Monday ~ 10 am - 12 noon
MUST ARRIVE PROMPTLY AT 10:00 am
FALL SEMESTER 2007 SCHEDULE

- Career Assessment
- The Job That's Best For You
- Identify Your Marketable Skills And Make Money
- Action Plans To Reach Your Goals
- Balancing Work And Family Life
- How To Learn From Rejection
- Finding Job Leads/Networking
- Interview Techniques
- Returning To The Workforce
- Searching For A Job Is a Job
- Managing Your Job Search
- Transferring Your Skills
- Resume And Cover Letter
- Surviving A Lay-Off
- Changing Careers
- Dressing For Success
- Salary Negotiations

No Pre-Registration necessary
FOR INFORMATION CONTACT
Ingrid Fisher (973) 877-3457

ECC/CCE
www.essex.edu

Academic Programs West Essex Campus

Elvy M. Vieira, Associate Dean

730 Bloomfield Avenue, West Caldwell, NJ 07006 • (973) 877-6590

Transfer Degrees and Certificates

Students can complete all course requirements for these programs at the West Essex Campus.

Accounting	AS	Liberal Arts	AS
Business Administration	AS	Social Sciences	AS
Criminal Justice	AS	Uniform Construction	
Early Childhood Education	AA	Code Technology	Certificate

Joint Admission and Transfer Agreements

Essex County College has signed joint admission agreements with many local colleges and universities. Joint admission agreements provide *guaranteed admission with junior status* to students who qualify for the program. To qualify, students must *complete their associate degree at ECC* and continue their course of study at the four-year institution.

Bloomfield College
 Centenary College
 Thomas A. Edison College
 Fairleigh Dickinson University
 Felician College
 New Jersey City University
 John Jay College of Criminal Justice

Kean University
 Montclair State University
 New Jersey Institute of Technology
 New York University
 Palmer College of Chiropractic
 St. Peter's College
 Rutgers, the State University

Registration Information

ADMISSIONS...New Students

There is still time to apply for the Spring 2008 semester. Visit the Enrollment Services Office to discuss your options, complete an application or just talk with an admissions counselor about taking steps to further your education. For more information, or to receive an admissions package by mail, call (973) 877-6590.

Returning Students

Advisement/Registration:

- January 2 - 4
9 am - 7 pm

Late Start:

- January 14 - 24
Mon. - Thur., 9 am - 6 pm
Fri., 12 - 4 pm

Late Registration:

- January 7 - 11
9 am - 6 pm

Spring Calendar:

Classes for the Spring 2008 semester begin on Monday, January 7, 2008 and end on Monday, April 21, 2008.

Senior Citizen Registration &

Unemployment Waivers:

- Friday, January 4
9 am - 7 pm

Credit Tuition/Fee Schedule

Tuition per credit hour:

In County	\$ 87.50
Out of County	\$175.00

Fees:

Application	\$ 25.00
Off-Campus	\$ 5.00 per course
General Fee	\$ 24.50 per credit
Lab	(determined by course)
Student Activity Fee	\$ 6.00 per credit

Deferred payment plan available

FOR A COMPLETE LISTING OF
 CREDIT COURSES OFFERED AT
 THE
 WEST ESSEX CAMPUS, PLEASE
 CALL (973) 877-6590

SPRING 2008 Course Schedule

D=Day Class; E=Evening Class; S=Saturday Class; W=Weekend

Accounting

ACC 101 Principles of Accounting I E
ACC 102 Principles of Accounting II D,E

Anthropology

ANT 101 Cultural Anthropology E
ANT 105 Physical Anthropology D

Art

ART 100 Art Appreciation D,E,
ART 101 Art History I D
ART 107 Drawing I D
ART 110 Sculpture I E
ART 168 Desktop Publishing/
Presentation Graphics D

Biology

BIO 102 College Biology II D,E,W
BIO 121 Anatomy and Physiology I D,E
BIO 122 Anatomy and Physiology II D,E
BIO 211 Microbiology E

Business

BUS 101 Business Organization/
Management D,E
BUS 201 Principles Management D,E
BUS 211 Principles of Marketing D
BUS 251 Business Law I E
BUS 221 Human Resources E

Chemistry Management

CHM 101 College Chemistry I D

Cinema

CIN 107 Intro. to the Art of Film E

Computers

CIS 107 Computer Literacy D,E
CIS 131 Microcomputers in
Business D,E
CIS 135 Microcomputer
Spreadsheets E

Criminal Justice

CJI 101 Intro. to Criminal Justice D
CJI 121 Intro to Corrections E

Economics

ECO 101 Principles of Economics I D,E
ECO 102 Principles of Economics II E

Education

EDU 101 Introduction to Education D
EDU 103 Philosophy & History of Ed. D
EDU 201 Education in an Urban
Enfronment D
EDU 203 Children with Special Needs D
EDU 235 Education Seminar II D

English

ENG 101 College Composition I D,E,S
ENG 102 College Composition II D,E,S
ENG 109 Effective Speech D,E
ENG 169 Creative Writing E
ENG 205 Western Literary Tradition D,E
ENG 215 Modern Literary
Masterpieces D,E
ENG 250 Intro to Theatre E
ENG 253 Survey of Women's
Literature E

Fire Prevention & Inspection

FSI 205 Fire Official E

Health

HLT 101 Healthful Living D,E

History

HST 101 World Civilization I D,E
HST 102 World Civilization II D,E
HST 111 U.S. History I D,S
HST 112 U.S. History II D,E

Math

MTH 100 Introductory College
Mathematics D,E
MTH 101 Statistics and Probability I D,E
MTH 103 Fund. Concepts Modern Math D,E

Music

MUS 100 Music Appreciation D,E

Physical Education

PHE 119 Concepts in Physical
Education D

Psychology

PSY 101 General Psychology I D,E,S
PSY 102 General Psychology II E
PSY 209 Abnormal Psychology D
PSY 219 Child Psychology and
Development E

Sociology

SOC 101 Introduction to Sociology D,E
SOC 108 Social Problems D,E
SOC 207 Understanding Death
and Dying E

Spanish

SPN 100 Practical Spanish D
SPN 101 Elementary Spanish I D,E
SPN 102 Elementary Spanish II D,E

Uniform Construction Code

UCC 110 Constructional Official E
UCC 121 Building Inspector ICS E
UCC 141 The Protection Inspector
ICS, Part II E
UCC 230 Electrical Inspector HHS E
UCC 250 Plumbing Inspector HHS E

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ECC/CCE
www.essex.edu

Continuing Education and Community Services at the West Essex Campus

Elvy Vieira, Associate Dean Pat Alelov, Director

730 Bloomfield Avenue, West Caldwell, NJ 07006 • (973) 877-1920

On-Site Registration

Walk-in registration is accepted anytime between the hours of 9 am - 5 pm, Monday through Friday at the Non-Credit office on the West Essex Campus.

Adult Basic Skills Program

The Adult Learning Center at West Essex Campus incorporates workplace/life skills and computer literacy in conjunction with ESL, ABE and GED instruction.

Course	Schedule
English as a Second Language	Day/Evening
GED Prep	Day/Evening
Adult Basic Education	Day/Evening

Assessment testing for course placement will begin in November 2007. All registrants must be pre-tested before enrolling in any class. Please contact the site directly for more details.

Personal Development Courses

* CEU courses

Boating Safety

Attention all New Jersey Boaters! Do you need to meet the New Jersey safety certificate requirement for personal watercraft operators who are 16 years of age and over? Then this course is for you! Participants will be exposed to boat handling, rules of the road, safety regulations, necessary equipment, and legal responsibilities. After successful completion of this course and exam, students will be issued a New Jersey Safety Certificate. This is an approved course and is recognized by the U.S. Coast Guard as an acceptable National Recreational Boating Safety Program.



N601M -

WE01A: Sat., Feb. 23

WE02A: Sat., Apr. 15

8:30 am - 5 pm • 1 Session

Tuition: \$72 • Fee: \$5

C.L.E.P. Preparation

You can earn 6 college credits by passing any of these hour-long examinations for a total of 30 college credits. This review program includes the five subject areas of natural science, history, English, mathematics and the humanities. (Text required)

NI06G - WE01A

Sat., Jan. 19 - Feb. 23

10:30 am - 1:30 pm • 6 Sessions

Tuition: \$162 • Fee: \$5

Defensive Driving Workshop

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 is available for an additional \$10 fee. **This fee will be collected during the session by check or money order only, payable to the NJ Safety Council.**

N600M -

WE01A: Sat., Feb. 16

WE02A: Sat., Mar. 8

8 am - 4:30 pm • 1 Session

Tuition: \$72 • Fee: \$15

* English Communication for the Business World



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 workforce. **1.5 CEUs**

TBA - WE01A

Fri., Jan. 18 - Feb. 15

9 am - 12 pm • 5 Sessions

Tuition: \$135 • Fee: \$5

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Personal Development Courses

NEW!

Home Renovation Management

If you are thinking of renovating your home or adding a new addition, this course can save you valuable time and money. Learn simple planning steps and budgeting techniques that take the guesswork out of any project whether you decide to do the work yourself or hire a contractor!

TBA - WE01A

Sun., Jan. 20 - Mar. 9

9 am - 12 pm • 8 Sessions

Tuition: \$216 • Fee: \$5

How to Buy Your First Home

This one evening seminar is designed to give individuals the information to confidently enter the home buying process as educated consumers. Topics covered in the seminar include preparing for home ownership, overcoming the down payment barrier, key mortgage terms, first-time buyers program, home shopping, choosing a realtor and avoiding common and costly road blocks to closing.

N820F - WE01A

Mon., Jan. 7

7:30 - 10:30 pm • 1 Session

Tuition: \$27 • Fee: \$5

NEW!

Notary Public Education for "New" and "Renewing" New Jersey Notaries

Currently, New Jersey does not require formal training for Notary Publics and as a result current laws can be unknowingly violated. This workshop is designed to clarify New Jersey Notaries Public job duties, responsibilities and obligations as well as demonstrate prudent notary practices and skills that if followed can protect the notary, the employer, and the public in general.
(text required) *0.4 CEUs*

E120G - WE01A

Sat., Feb. 23

9 am - 1 pm • 1 Session

Tuition: \$36 • Fee: \$5

SAT English Preparation

This course reviews the English topics and the skills necessary for students in preparing for the SAT exam. Topics include: reviewing deductive reasoning, logical thinking, test-

taking strategies and more. (Text required)

N600T - WE01A

Sat., Jan. 5 - Feb. 9

9 - 10:30 am • 6 Sessions

Tuition: \$81 • Fee: \$5

SAT Math Preparation

This course reviews the math topics and the skills to develop accuracy and familiarity for the student in preparing to take the SAT exams. Topics include: problem-solving, understanding operations, symbols and rules, reviewing algebraic problems and more.

(Text required)

N601T - WE01A

Sat., Jan. 5 - Feb. 9

10:30 am - 12 pm • 6 Sessions

Tuition: \$81 • Fee: \$5

NEW!

Test of English as a Foreign Language (TOEFL) Preparation

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.

G751G - WE01A

Sat. Jan. 19 - Mar. 8

9 am - 12 pm • 8 Sessions

Tuition: \$216 • Fee: \$5

NEW!

USA: Community and Culture

Whether you are preparing for the citizenship exam or just want to become more familiar with the culture and institutions of the United States, this class is for you! Through selected readings and lively discussions, participants will be exposed to significant periods of American history that helped to form the government and Constitution of today.

TBA - WE01A

Mon. Jan. 22 - Feb. 17

9 am - 12 pm • 5 Sessions

Tuition: \$135 • Fee: \$5

PC Courses

Contact Patricia Alelov (973) 877-1945

* CEU courses

* Windows Seminar

Attend a one-night seminar on Microsoft Windows before you take any Windows-based course. You'll learn the absolute basics: icons, program groups, minimizing and maximizing, cascade and tile, dialog boxes, buttons, bars and menus. *This seminar is a prerequisite for all introductory Windows applications courses. 0.3 CEUs*

C074W -

WE01A: Thur., January 3

7:30 - 10:30 pm • 1 Session

Tuition: \$27 • Fee: \$8

Personal Computer Mini-Series:

Improve your computer literacy skills in the area of spreadsheets, word processing and presentations.

- Intensive three day classes-take one or all!
- Continuing Education Unit (CEU) bearing
- Affordable Tuition: \$54 plus Fee: \$11 = **\$65.00 per course**



Excel Introduction - 6 hrs	Tue., Wed. & Thur., Feb. 12, 13 & 14th	9 - 11 am
Word Introduction - 6 hrs	Tue., Wed. & Thur., Feb 12, 13 & 14th	11 am - 1 pm
PowerPoint Intro - 6 hrs	Tue., Wed. & Thur., Feb 12, 13 & 13th	1 - 3 pm

*** Microsoft Access Introduction**

Databases and reports are easily maintained by Access. This course will cover query by example, form generation tools, form wizards, report wizards, the dynamic toolbar, cure cards, joining field and report writing.

Prerequisite: Working knowledge of Windows.

1.5 CEUs

C131W - WE01A

Sat., Jan. 19 - Feb. 23

9 - 11:30 am • 6 Sessions

Tuition: \$135 • Fee: \$20

*** Four-In-One**

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

3.0 CEUs

C191X - WE01A

Wed., Jan. 9 - Apr. 16

5:30 - 7:30 pm • 15 Sessions

Tuition: \$270 • Fee: \$35

Introduction to Computers

This course is designed for those who have no knowledge of computers. It is a lab-based course that gives students a thorough introduction to computer basics, as well as, keyboarding, Windows, Microsoft Word and the internet.

C190G - WE01A

Mon., Jan. 28 - Apr. 28

7 - 9:45 pm • 13 Sessions

Tuition: \$324 • Fee: \$41

*** QuickBooks**

Take control of your business and save time with this easy to use automated accounting system for small business owners. Learn to create professional invoices and job estimates, track account receivables and payables, as well as manage your checking accounts, payroll, inventory and purchase orders. **Prerequisite:** Windows seminar. 2.0 CEUs

C433G - WE01A

Mon., Jan. 28 - Mar. 24

6 - 8:30 pm • 8 Sessions

Tuition: \$180 • Fee: \$25

Certificate Programs West Essex Campus

Advanced Medical CPT and ICD-9 Coding Certificate Program



Are you looking to enhance your career as a Medical Biller and Coder? Then this course could be for you. The American Academy of Professional Coders (AAPC) estimates that the need for Medical Billing and Coding Specialists will increase in the next few years. This course will cover advanced CPT-5, ICD-9-CM and HCPCS coding along with information on correct Coding Initiative (CCI) and compliance and reimbursement issues. At the completion of this certificate program successful students may be eligible to take the American Academy of Professional Coder's National Examination. (Text required)

E942L - WE01A

Tue., Wed., Thur., Apr. 8 - June 18

6 - 8:30 pm • 32 Sessions

Tuition: \$720 • Fee: \$85



Basic EKG/Monitor Technician Certified Training

This course is designed to teach students the basic skills needed to work as an Electrocardiogram/Monitor Technician in a hospital or clinical setting. Students will learn: basic 12 Lead EKG preparation, trace interpretations, how to monitor cardio patients, as well as, anatomy and physiology

of the heart. In addition, students will receive hands-on training in use of electro-cardiographic equipment and EKG tracing measurements. **Prerequisite:** High School Diploma. (Text required)

E941L - WE01A

Sat., Jan. 12 - Apr. 5

9 am - 1 pm • 12 Sessions

Tuition: \$432 • Fee: \$53

Essentials of Bookkeeping for Small Business Certificate Program

Are you interested in becoming a bookkeeper? Or do you currently own a small business, or plan to start one 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.

E100L - WE01A

Sat., Jan. 12 - Apr. 5

9 am - 12 pm • 12 Sessions

Tuition: \$324 • Fee: \$41

Certificate Programs West Essex Campus**Microsoft Office Specialist** 

Success in today's competitive business arena requires a solid foundation in essential computer skills. This training provides comprehensive hands-on study of Microsoft Office applications. Topics include: Micro-computer Training, Word, Excel, Access and PowerPoint.

Successful completion of this course can lead towards MOS Certification. (Text included)
TBA - WE01A

Mon. & Wed., Jan. 7 - June 16

5:30 - 8:30 pm • 45 Sessions

Tuition: \$1,215 • Fee: \$140

Pharmacy Technician Certificate Program

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, students will be prepared to take the national certificate examination. **Prerequisite:** Must have a High School Diploma or equivalent.

E542L - WE01A

Sat., Jan. 12 - Apr. 19

9 am - 2 pm • 14 Sessions

Tuition: \$630 • Fees: \$75

Pharmacy Technician Examination Review 

This course is designed to prepare students for the Pharmacy Technician Certification Board National Examination and New Jersey Pharmacy Technician state requirements. Students will receive a review of brand/generic drugs, prescription requirements, dispensing systems, medication errors, drug interactions and adverse effects. **Prerequisite:** Pharmacy Technician Certificate Program.

E943L - WE01B

Sat., Apr. 26

9 am - 5:30 pm • 1 Session

Tuition: \$72 • Fee: \$13

Web Page Graphic Design Specialist 

The purpose of this course is to learn to design and develop a web page. Your knowledge and creativity will stimulate visitors to return over and over to your site, because it is easy to navigate and the information they seek is readily available. Learn what works and doesn't work when it comes to web page layout, design and development. **Prerequisite:** Working knowledge of the Windows platform. (Text required)

C570I - WE01A

Thur., Jan. 17 - Apr. 3

6 - 8:30 pm • 12 Sessions

Tuition: \$270 • Fee: \$35

Looking to change your career?

Consider our new Allied Health Program:

Hemodialysis Technician Certificate Program

Call the Continuing Education Department for more information (973) 877-1920

Essex County College - West Essex Campus Summer Program for Kids 2008

Essex County College is proud to announce our **Summer Program for Kids** at the

West Essex Campus
730 Bloomfield Avenue
West Caldwell, NJ

The program will begin **Thursday, July 7 and end Friday, August 8, 2008**, and run between the hours of 9:00 a.m. and 5:00 p.m. with pre care and after care available from 8 - 9 a.m. and 5 - 6 p.m.

Boys and girls between the ages of 10 and 15 will be accepted to join the fun on campus. Parents can choose among a variety of courses designed to be educational as well as recreational.

Our teaching staff is comprised of experienced professionals trained in working with children. The air conditioned campus is conveniently located and provides ample parking.

For more information, attend any one of our **Parent Orientation Open Houses:** **Tuesdays, Feb. 26th, March 18th, April 8th, May 6th, May 20th, June 3rd or June 10th at 6:30 p.m.** Call (973) 877-1920 to reserve your space.

The registration deadline for our Summer Program for Kids 2008 is Friday, June 13, 2008. Seats are limited and run on a first come first served basis.

ECC/CCE
www.essex.edu

Courses for Senior Citizens

See option 3, page 30 for registration information.

Main Campus (973) 877-3416

Computer Basics
 Sat., Jan. 26 - Mar. 1
 12:30 - 3 pm

N094D - SM01D

Typing Basics
 Sat., Jan. 26 - Mar. 1
 9:30 am - 12 pm

N601D - SM01D

Internet Basics
 Sat., Mar. 8 - Apr. 19
 12:30 - 3 pm

N600D - SM01J

Word Basics
 Sat., Mar. 8 - Apr. 19
 9:30 am - 12 pm

N101W - SM01J

West Essex Campus (973) 877-1920

Computer Basics
 Mon., Jan. 7 - Feb. 11
 1 - 4 pm

N094D - SW01A

Windows Basics
 Wed., Jan. 9 - Feb. 6
 1 - 4 pm

N174W - SW01A

Internet Basics
 Mon., Mar. 3 - Mar. 31
 1 - 4 pm

N600D - SW01B

Word Basics
 Wed., Mar 5 - Apr. 2
 1 - 4 pm

N101W - SW01B

ECC/CCE
www.essex.edu

Employment Services

Bert Shockley, Associate Director

We know it's difficult being out of work, but our One-Stop system can help you in a number of ways.

- You are encouraged to **register for work with the Employment Service at the One-Stop Office.**
- You can receive **free employment counseling** from trained counselors who will guide you in defining your occupational goals and help you polish your resume until you shine! Our staff will clue you in on finding job leads, and work with you to set up interviews with employers.
- If your job skills need updating, we can help you **find job-related training** in demand occupations. On-the-job training opportunities, or grants for training or education, may be available in certain high-demand fields or occupations.

ONE STOP CENTER

Services:

- *Academic Assessment*
- *Career Counseling*
- *Job Placement Assistance*
- *Job Training Referrals*
- *Labor Market Information*
- *Monthly Employment Workshops*

Where: *Main Campus
 3rd floor-yellow area*

Contacts: (973) 877-3438
 (973) 877-3467
 (973) 877-3327

Sponsors: *Newark WIB Office*

*NJ Department of Labor
 On-site Employment
 Representatives
 Rm. 3285 & 3292*

*Mayor's Office of Employment
 and Training (MOET)
 on-site Representative
 Rm. 3283*

Recycle your brochure.

Pass it on to a friend.

ABOUT THE COLLEGE

Essex County College is a comprehensive community college offering multiple resources for academic and career growth at its Main Newark campus, West Essex campus in West Caldwell, and satellite centers throughout Essex County.

For more than a quarter of a century, Essex County College has demonstrated that higher education can make a difference in the lives of all people, of all ages, and from all backgrounds. The success of the College is evidenced by the thousands of ECC alumni who have become outstanding contributors to their communities.

Non-Discrimination Policy STATEMENT OF ASSURANCE

It is the policy of Essex County College not to discriminate on the basis of race, creed, color, national origin, age, marital status, affectional or sexual orientation, disability, gender, liability for military service, or any other category protected by applicable law. This policy applies to all terms, conditions, and privileges of student recruitment/ enrollment, staff employment and vocational opportunities.

Further, the College conforms to all federal and state statutes, executive orders, regulations, guidelines and amendments including but not limited to: New Jersey Law Against Discrimination; Title VI & VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990.

Inquires or complaints may be addressed to:

Employment/Disability: J. Robinson, Human Resources
Director/ Affirmative Action Officer
Human Resources Department,
Room 5112 • (973) 877-3084

Students: Dr. Susan Mulligan, Dean of Students
Title IX Coordinator, Student Affairs
Room 5105 • (973) 877-3070

BOOK STORE

Main Campus (973) 877-3137 or West Essex Campus (973) 877-6636

Textbooks and school supplies are available at the College Bookstore. For bookstore hours please call them direct.

PARKING

Parking for students is available at both our main and West Essex campuses. To park at West Essex you do not need a decal. However, if you plan on parking at the Main campus, you will need an ECC parking decal. See page 30 for fee details.

There are designated handicapped parking spots available. You must have a handicap permit to park in these spaces.

NON-CREDIT INFORMATION

Course and Section Numbers

Main Campus (973) 877-3436 or West Essex Campus (973) 877-1920

In order to assist you during the registration process, we have included course and section numbers within this brochure. They are located at the bottom of the course description and are in brown. An example is **C190N - CP01C**. When filling out your registration form, include both the course and section number for those courses you would like to attend. This will help facilitate the process and assure you are registered for the appropriate course offering. If you need any assistance filling out your registration form, please call us at the above numbers.

Register By FAX!

Main Campus (973) 877-3414 or West Essex Campus (973) 877-6633

Why wait in line? Are registration hours inconvenient to your schedule? Now you can register by fax 24 hours a day. Simply photocopy and fill in the Youth Registration Form or the Adult Registration Form in the back of this brochure, using your Visa or MasterCard as the method of payment.

Registration Procedures For Non-Credit Programs

WE OFFER FOUR WAYS TO REGISTER

Register early to avoid cancelled courses

Phone-In

VISA or MasterCard are accepted. Have credit card number and expiration date handy when you phone us at:
 (973) 877-3079 (Main Campus)
 (973) 877-1920 (West Essex Campus)
 (973) 877-3158 (Extension Programs)



Mail-In

Mail check or money order and completed registration form to the appropriate address on the form. When registering by mail, your check will serve as your receipt.



Fax-In

24 HOUR FAX REGISTRATION! Complete the registration form and include VISA or MasterCard information. FAX NUMBER: (973) 877-3414 (Main Campus & Extension Programs)
 (973) 877-6633 (West Essex Campus)



Walk-In

Report to the program site during the listed registration days and hours. All forms may be completed and payment made at this time. **Seniors must register in person.**



Late registration will be accepted until classes are filled. Full tuition must be paid.

Continuing Education Units

The CEU (Continuing Education Unit) is a nationally accepted uniform unit of measurement applicable to non-credit continuing education. A certificate is awarded after successful participation in an organized continuing education activity. *Designated non-credit courses are CEU certified. An \$8 non-refundable fee per course is charged. This fee must be paid at the time of registration each semester. A fee of \$5 is charged on any request for a replacement certificate.

General Information

Make all checks/money orders payable to **Essex County College.**

Your registration has been accepted unless notified otherwise. Begin class(es) on the scheduled date.

Non-Credit Tuition/Fee Schedule

Per instructional hour:

Tuition	\$9
Lab Fee	\$1
Off-Campus Fee	\$5 (per course)
Materials Fee	(determined by course)
CEU Fee	\$8 (per course)

Parking Fee/Main Campus Only

Per Semester:

Courses between 6 - 8 weeks	\$15
Courses beyond 8 weeks	\$25

At the time you pay for your parking fee at the Bursar Office, you must show the paid receipt of your course(s) from that semester.

Cancelled Classes

Any class is subject to cancellation if registration is not sufficient. Students will be notified by phone/mail of class cancellation.

Non-Credit Refunds

Withdrawal before the first class meeting: 100% of tuition. - No fees refunded.
 Withdrawal before second class meeting: 50% of tuition. - No fees refunded.
 No refunds thereafter.
 Please allow up to 6 weeks for processing of refunds. **Fees are not refundable.**
 Full tuition & fees refunds are only granted for courses cancelled by the College.

Senior Citizens Registration

Senior Citizens (60 years of age or over) who are residents of Essex County have the following registration options available to them:

Option 1: Tuition and Fees Waived

No charge to Essex County residents. Registration is based on space availability. There has always been limited space in computer courses. Those seniors registering through waiver will be notified three days before class begins if their registration has been accepted.

Option 2: Payment of Tuition and Fees

Senior Citizens can ensure a seat in the class by paying the regular tuition. Senior Citizens can no longer be eligible for tuition waiver for this course once payment is received.

Option 3: Courses for Seniors Only

Senior Citizens can enroll in courses specifically for seniors at no cost. Contact the program office for more information. **Seniors must register in person.**

School Closing

School closing announcements will be made on the following radio stations:

- WINS 1010 AM • WCBS-880 AM
- Television Channels 2, 4 and News 12 NJ

ECC/CCE
www.essex.edu

NON-CREDIT REGISTRATION

Mail or Fax to...

Essex County College

COMMUNITY AND CONTINUING EDUCATION

Main Campus • 303 University Avenue, Newark, NJ 07102, OR

West Essex Campus • 730 Bloomfield Avenue, West Caldwell, NJ 07006

Main Campus Fax: (973) 877-3414

West Essex Fax: (973) 877-6633

SPRING 2008

STUDENT INFORMATION (Please print clearly)

Name	Social Security #	/	/
Street Address	Apartment #		
City	State	Zip	
Day Telephone ()	Evening Telephone ()		
Email Address			

Optional Information - For Statistical Purposes Only

Company Name _____

Male Female Birth Date _____ / _____ / _____
Month Day Year

American Indian/Alaskan Native
 Asian/Pacific Islander Black/African American
 Hispanic/Latino White (Non-Hispanic) Other _____

COURSE TITLE	COURSE NUMBER	SECTION NUMBER	TUITION
			\$
			\$
			\$

Make all checks payable to Essex County College. <input type="checkbox"/> Personal Checks <input type="checkbox"/> Money Order # _____ <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard # _____ Name on credit card _____ Exp. _____ <input type="checkbox"/> I am a citizen of Essex County 60 years of age or older. _____ Signature for Senior Citizen Waiver	FEES	\$
	*CEUs	\$
	OTHER	\$
	TOTAL	\$

YOUR REGISTRATION HAS BEEN ACCEPTED UNLESS YOU ARE NOTIFIED OTHERWISE.

YOUR FIRST CLASS BEGINS _____ / _____ / _____

Student Signature Advisor Date

* \$8 non-refundable fee per course for CEU. To be paid with tuition.

The provisions of this catalog are not to be regarded as a legal contract between Essex County College and the student. Essex County College reserves the right to modify, alter, cancel or discontinue any of its courses, programs and services without prior notice. The College also reserves the right to change its tuition rates, fees and provisions of College policies or regulations of the College.