Welcome to Fall 2018 Programs at ESSEX COUNTY COLLEGE

Community, Continuing Education and Workforce Development

For over 50 years, Essex County College has provided outstanding educational opportunities for students from all walks of life. Our Continuing Education area offers academically and personally relevant courses that will address your need for personal and professional growth.

Our mission is to offer low-cost, new, and exciting educational experiences for youth and adults at convenient locations throughout Essex County.

Why not take advantage of our quality courses every semester?

A Publication of Essex County College

Maria A. Alvarado, Director
C&EP/Non-Credit Enrollment Services

Alexandra Vineque, Coordinator
Non-Credit Enrollment Services

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ADMINISTRATION
Dr. Anthony E. Munroe, President

COMMUNITY, CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT
Dr. Elvira Vieira, Dean

UNDERSTANDING COURSE DESCRIPTIONS

Course Title: Four-In-One (Microsoft Office 2016)—CISN 700
Course Subject: CISN
Course Number: 700
Course Description: Need assistance in understanding Office 2016 programs? Then this course is for you. Learn the Four-In-One Microsoft software programs which include Microsoft Word, Excel, PowerPoint, and Access.
Prerequisite: Working knowledge of the Windows environment. Textbook required. 4.5 CEU's

For Department Codes see pg.4

Day, Date, Time, Number of Sessions, Tuition & Fees

OC: Sat., Sep. 22 - Dec. 15 • 8:30am - 12:15pm (45 hrs) • 12 Sessions
Tuition: $585.00 • Fee: $45.00 (Payment Plan Available)

WE: Wed., Sep. 26 - Dec. 12 • 6:00pm - 9:45pm (45 hrs) • 12 Sessions
Tuition: $585.00 • Fee: $45.00
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COMMUNITY & CONTINUING EDUCATION

PROGRAMS & SERVICES

Adult Learning Center (Dept. Code: AB)
(973) 877-1894 | Fax (973) 877-3414
303 University Avenue, Room 3249, Newark, NJ 07102
Offers Adult Basic Education, GED, and English as a Second Language courses.

Business & Workforce Development (Dept. Code: WD)
(973) 877-3479/3438 | Fax (973) 877-3591
303 University Avenue, Room 3287, Newark, NJ 07102
Provides individuals referred by the City Of Newark and County of Essex with workplace preparedness skills training so they may obtain gainful employment. Oversees the USDOE “BROWNS” and USDOL “TEAM” Re-Entry Initiatives.

Continuing Education — West Essex Campus (Dept. Codes: WE and SW)
(973) 877-1920/3289 | Fax (973) 877-6633
730 Bloomfield Avenue, West Caldwell, NJ 07006
Provides adults and youth (Dept. Code: WE), and seniors (Dept. Code: SW) with quality non-credit courses, workshops, and specialized programs.

Corporate & Business Training Center (Dept. Code: CA)
(973) 877-3172 | Fax (973) 877-3193
303 University Avenue, Room TI-6, Newark, NJ 07102
Delivers customized training solutions to help companies keep their competitive edge in today’s global market.

Educational Opportunity Fund (Dept. Code: EO)
(973) 877-3420 | Fax (973) 877-3549
303 University Avenue, Room 3209, Newark, NJ 07102
A comprehensive support program for students from a low-income background. EOF offers tutoring, college life workshops, counseling, a summer prep program, and extra funds for those eligible.

Essex County College Public Safety Academy (Dept. Code: PA)
(973) 877-4350 | Fax (973) 239-8842
250 Grove Avenue, Cedar Grove, NJ 07009
Provides basic and in-service training for police, fire, corrections, juvenile detention officers, and other first responders.

Extension Programs (Dept. Code: EP)
(973) 877-3363 | Fax (973) 877-3414
303 University Avenue, Room 4120, Newark, NJ 07102
Provides adults with credit and non-credit courses at off-campus locations such as FOCUS (443 Broad Street, Newark, NJ 07102) and Ironbound (432 Lafayette Street, Newark, NJ 07105).

On-Campus Continuing Education (Dept. Code: OC, OY, SM)
(973) 877-3079 | Fax (973) 877-3414
303 University Avenue, Room 3291, Newark, NJ 07102
Provides adults (Dept. Code: OC), youth (Dept. Code: OY), and seniors (Dept. Code: SM) with non-credit courses, workshops, and specialized programs at the Newark campus.

Single Stop (Dept. Code: SP)
(973) 877-3297
303 University Avenue, Room 3293, Newark, NJ 07102
Single Stop provides support for students via the following services: screening and application assistance for public benefits (Food Stamps, healthcare, etc.), on-campus financial and legal counseling, free tax preparation, and referrals to community organizations.

Training, Inc. (Dept. Code: TI)
(973) 877-3092 | Fax (973) 877-3193
303 University Avenue, Room TI-28, Newark, NJ 07102
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.
OPEN HOUSES

• MAIN CAMPUS
303 University Ave, Newark, NJ 07102
August 22, 24 - 9am-3pm
September 6, 12, 19, 26 - 9am-3pm
September 16 - 9am-2pm
September 21, 28 - 12pm-8pm
November 2, 7 - 9am-3pm
November 14 - 12pm-8pm

• FOCUS EXTENSION CENTER
443 Broad Street, Newark, NJ 07102
July 15, 9am-1pm and August 8, 5pm-7pm

• IRONBOUND EXTENSION CENTER
432 Lafayette Street, Newark, NJ 07105
July 22, 10am-2pm to August 17, 6pm-8pm

CONTACT INFORMATION

EXTENSION PROGRAMS MAIN OFFICE:
Ileana Rojas Main Campus (973) 877-3158
Office Hours 9:00am – 5:00pm Monday through Friday

FOCUS EXTENSION OFFICE:
Ana Lissett Vera Focus (973) 624-2528 ext. 135
Office Hours 5:30pm – 9:00pm Monday through Friday

IRONBOUND EXTENSION OFFICE
Isabel Pascual Ironbound (973) 465-0947
Office Hours 6:00am – 9:30pm Monday through Friday

WEST ESSEX CAMPUS
Cheryl Newton-Banks West Essex (973) 877-6594
West Essex Enrollment Services (973) 877-6590
Office Hours 9:00am – 5:00pm Monday through Friday
# FOCUS EXTENSION CENTER

**Fall 2018 COURSE SCHEDULE**

September 21 - December 20, 2018

443 Broad Street, Newark, NJ 07102

Ana Lisette Vera (973) 624-2528 ext. 119 Office Hours: Mon-Fri 5:00pm - 9:20pm

Main Campus Ileana Rojas (973) 877-3158 Office Hours: Mon-Fri 9:00am - 5:00pm

All Courses at This Center are Bilingual Sections (Courses for Bilingual and ESL students)

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(1) Bilingual - English lecture, "Sheltered section" - ESL students only. Pre-requisite or taken concurrently with ESL 063 (former ESL 105/106)

(2) Bilingual - Spanish Lecture

(3) Bilingual - Spanish/English Lecture

(4) Standard - English Lecture for ESL students only

(5) Standard - English Lecture

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"FOCUS is an excellent place for students to learn. Everybody are very professional and always ready to help."  Lido G.

"My experience was good, all personnel staff was really polite and the teachers were good. They had a lot of patients with us. All of them did a great job."  Katherine M.
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<td>Introduction to Sociology</td>
<td>S</td>
<td>09:00</td>
<td>12:20</td>
<td>3.0</td>
</tr>
</tbody>
</table>

* NOTE: For tuition/refund policy see page II.

(1) Bilingual - English lecture, “Sheltered section” - ESL students only. Pre-requisite or taken concurrently with ESL 063 (former ESL 105/106)
(2) Bilingual - Spanish Lecture
(3) Bilingual - Spanish/English Lecture
(4) Standard - English Lecture for ESL students only
(5) Standard - English Lecture

“I had an amazing experience in Spring semester of 2018. It was my first semester at this extension and I was impressed with all the nice people at this center from employees to instructors. The environment at this place makes you feel like you are at home. It will be a pleasure for me to register for more courses at this location.”

Lymaris N.
FOCUS & IRONBOUND EXTENSION CENTERS

Web Registration:  
March 17 - September 7, 2018  
(Returning Students only)

In-Person Advisement/ Registration:  
September 18 - 29, 2018  
9:00am - 8:00pm

Late Registration and Add/Drop:  
September 24 - 26, 2018  
9:00am - 8:00pm

Credit Tuition & Fee Schedule

<table>
<thead>
<tr>
<th>Tuition per credit hour:</th>
<th>Fees:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-County $126.50</td>
<td>Application: $30.00</td>
</tr>
<tr>
<td>Out-of-County $253.00</td>
<td>General Fee: $32.50 per credit</td>
</tr>
<tr>
<td>Lab: Determined by course</td>
<td>Student Activity Fee: $7.50 per Credit</td>
</tr>
<tr>
<td>Student Activity Fee: $7.50 per Credit</td>
<td>Deferred payment plan available. (Fees are non-refundable.)</td>
</tr>
</tbody>
</table>

Non-Credit Tuition & Fee Schedule

<table>
<thead>
<tr>
<th>Per instructional hour:</th>
<th>Fees:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition: $13.00</td>
<td>Off-Campus fee: $10.00 (per course)</td>
</tr>
<tr>
<td>Computer lab fee: $1.00</td>
<td>Material Fee: Determined by course</td>
</tr>
<tr>
<td>CEU Fee: $8.00 (per course)</td>
<td></td>
</tr>
</tbody>
</table>

Withdrawal Policy

- Withdrawal starts after the Add/Drop period.
- All withdrawal requests must be submitted online through Web Services.
- It is the student’s responsibility to withdraw from classes by the deadline date.
- Deadlines are published in the Academic Calendar.
- Students who withdraw between the end of add/drop and last day to withdraw will receive a grade of ‘W’.
- Tuition will be adjusted according to the Tuition Refund Policy.

Tuition Refund Schedule

Credit Classes

- Withdrawal by September 27 100% Refund
- Withdrawal between September 28 - October 3 50% Refund
- Withdrawal between October 4 - 9 25% Refund
- Withdrawal after October No Refund

Non-Credit Classes

- Withdrawal before the first class meeting 100% Tuition. No fees refunded
- Withdrawal before the second class meeting 50% Tuition. No fees refunded
- No refunds thereafter.

For additional registration information, please contact (973) 877-3363/3158 (Extension Programs)
CPR for Healthcare Providers—HLTN 700
This course will prepare you 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 use of an AED (automated external defibrillator) for victims of sudden cardiac arrest. An American Heart Association certificate will be issued after successful completion of training. This course is also for the general public. Manual required.

OC: Sat., Sep. 22 • 9:00am – 5:00 pm • 1 Session
OC: Sat., Oct. 20 • 9:00am – 5:00 pm • 1 Session
OC: Sat., Nov. 17 • 9:00am – 5:00 pm • 1 Session
Tuition: $80.00 • Fee: $15.00 (same for each session)

CPR (Renewal) for Healthcare Providers—HLTN 701
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/AED-AHA certificate course. CPR card must be renewed within three (3) months of expiration. Must show proof of expired card
OC: Sat., Oct. 6 • 9:00am – 1:00pm • 1 Session
OC: Sat., Dec. 1 • 9:00am – 1:00pm • 1 Session
Tuition: $52.00 • Fee: $5.00 (same for each session)

Hemodialysis Technician Certificate Program—AHTN 709
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 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. Prerequisite: High School Diploma or equivalent.
Program Requirements: Physical exam, health and urine drug screening, influenza vaccination and criminal background check. Saturdays will be required for some clinical hours. Schedule will be adjusted.
OC: Mon. Wed. & Thur., Oct. 1 - Dec. 10 • 5:30pm – 9:30pm • 30 Sessions
Tuition: $1,170.00 • Fee: $140.00 (Payment Plan Available)

Initial Training in Mammography Certificate Program—AHTN 723
This certificate program is designed for ARRT (American Registry of Radiologic Technologies) registered, registry eligible, OR radiologic technology students in their second year of education. This program is approved by the ARRT for 40 ‘Category A’ CE (Continuing Education) credits. Textbooks not included; however a booklist will be provided upon registration.
OC: Sat., Sep. 22, 29, Oct. 13, 20, Nov. 3 • 9:00am - 5:00pm • 5 Sessions
Tuition: $520.00 • Fee: 40.00

Medical Insurance Coding/Billing Certificate Program—AHTN 720
Career opportunities in healthcare 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 the highest reimbursement with minimal delay. It provides students with a comprehensive understanding of billing and collection processes. Emphasis is placed on ICD-10 coding. Courses include: Medical Terminology for Insurance Billing, Computer Training for Medical Office, Medical Records Coding: Basic Principles and Practices, and Medical Insurance Billing. Participants who successfully complete the course will be eligible to take the Certified Billing and Coding Specialist (CBCS) exam in class. (Books not included in fees). Prerequisite: High School Diploma or equivalent.
OC: Mon. & Wed., Sep. 17 - Jan. 23 • 5:30pm - 9:15pm • 32 Sessions
Tuition: $1,200.00 • Fee: $65.00 (Payment Plan Available)
Exam Fee: $117.00 due by Dec. 5 (separate payment from tuition & fees)
Winter Recess: last class Dec. 19, return Jan. 7, 2019
Medical Office Administrative Assistant Certificate Program—AHTN 721
Medical Administrative Assistants serve an important role in today’s healthcare facilities. In this comprehensive program, you will be exposed to the key topics needed to coordinate and perform administrative functions as needed in a healthcare setting. Topics include: CPR, managing the day-to-day operations of a medical office, updating and organizing medical records including electronic health records, scheduling and coordinating appointments, verifying patient insurance, and completing and providing quality customer service. Participants who successfully complete this certificate program will be eligible to take the Certified Medical Administrative Assistant (CMAA) exam offered by the National Healthcareer Association (NHA). Prerequisite: High School Diploma or its equivalent. Textbooks required.
OC: Tues. & Thurs., Sep. 18 - Nov. 27 • 5:30pm - 9:30pm • 20 Sessions
Tuition: $1,040.00 • Fee: $85.00 (Payment Plan Available)
Exam Fee: $117.00 due by Nov. 1 (separate payment from tuition and fees)
WE: Mon. & Wed., Sep. 17 - Nov. 26 • 6:00pm - 10:00pm • 20 Sessions
Tuition: $1,040.00 • Fee: $85.00 (Payment Plan Available)

Pharmacy Technician Certificate Program—AHTN 701
This comprehensive course is designed to prepare students for employment as a technician working under the direction of a registered pharmacist in a hospital or community pharmacy setting. Course content will include medical terminology specific to the pharmacy, dosage calculations, reading and interpreting prescriptions, product recognition, defining drugs by generic and brand names, route of administration, and side effects. In addition, after successful completion, students will be prepared to take the National Healthcareer Association Pharmacy Technician Exam (ExCPT). Prerequisite: High School Diploma or equivalent and criminal background check. Textbook required.
OC: Mon., & Wed., Oct. 1 - Dec. 3 • 5:30pm – 9:30pm • 17.5 Sessions
(Dec. 3 class meets 5:30 – 7:30pm)
Tuition: $910.00 • Fee: $75.00 (Payment Plan Available)
Exam Fee: $117.00 (must be scheduled with NHA)
WE: Sat., Sep. 8 - Dec. 15 • 9:00am – 2:00pm • 14 Sessions
Tuition: $910.00 • Fee: $75.00 (Payment Plan Available)

Phlebotomy Technician—AHTN 708
This course is a study of the basic concepts of phlebotomy and of the responsibilities of the phlebotomist. Among the topics covered are job responsibilities, organizational structure of a laboratory, basic understanding of major body systems, collection equipment, blood collection procedures, infection control, safety, specimen transport and processing, and quality control. The course also includes hands-on training, which involves collecting routine capillary and venous specimens for testing. Participants who successfully complete the course will be eligible to take the Certified Phlebotomy Technician (CPT) exam in class (additional fees will apply). Prerequisite: High School Diploma or equivalent. Textbook required.
OC: Sat., Sep. 22 - Feb. 16 • 9:00am – 2:00pm • 18 Sessions
Exam Fee: $910.00 due by December 1 (separate payment from tuition & fees)
Winter Recess: last class Dec. 15, return Jan. 5, 2019

Physical Therapy Aide Certificate Program—HLTN 709
The Physical Therapy Aide plays an important role in helping people recover from injuries, improve their mobility, and assist with patient treatment programs. Students will learn medical terminology, physical therapy treatments, exercise and mobility training, and customer service. Prerequisite: High School Diploma or equivalent. Textbook required.
OC: Mon., & Wed., Oct. 1 - Dec. 10 • 6:00pm – 9:00pm • 20 Sessions
Tuition: $780.00 • Fee: $60.00 (Payment Plan Available)

Telemetry Technician Certificate Program—AHTN 710
Telemetry/EKG Technicians provide physicians and registered nurses with information needed to evaluate and treat heart ailments in hospitals and healthcare facilities. This course will focus on: Basic cardiovascular anatomy and physiology, basic cardiovascular electrophysiology, EKG techniques and recognition, and the types and effects of cardiac medicine on the heart. Participants who successfully complete this certificate program will be eligible to take the Certified Cardiographic Technician (CCT) Examination. Prerequisite: High School Diploma or equivalent. Program Requirements: Criminal background check and physical exam. Textbook required.
WE: Sat., Sep. 15 - Dec. 8 • 9:00am – 2:50pm • 12 Sessions
Tuition: $910.00 • Fee: $75.00 (Payment Plan Available)
NEW! Become a Certified Mediator—BUSN 756
This 40-hour Basic Mediation training course is designed to provide individuals with the knowledge and skills necessary to mediate a variety of everyday disputes. Mediators are trained to help parties resolve divorce, civil, municipal court, family, contract, and business disputes. Using communication and people skills, mediators listen, offer advice and assist in negotiations to help parties find a mutually agreeable solution. During frequent role-plays, each participant will mediate a variety of disputes with expert feedback. Upon completing the course and passing the final examination with a 70% or better participants will be able to apply to the New Jersey Court Mediator Roster and start a successful and rewarding career as a National Certified Mediator. Textbook required.

OC: Sat., Oct. 20 - Dec. 15 • 9:00am – 2:00pm • 8 Sessions (No class on November 24)
Tuition: $750.00 • Fee: None (Payment Plan Available)

Certified Personal Trainer—HLTN 708
Begin a new career by becoming a Certified Personal Trainer. This program is co-sponsored with World Instructor Training School (W.I.T.S.) and it consists of 15 hours of lecture on key topics like biomechanics, exercise physiology, fitness testing, equipment usage, health assessment & 15 hours of hands-on practical training labs with role playing drills on assessing clients, programming, performing proper exercises, presentation skills and more. Included in this course is a complete 200 page student workbook, access to online student study tools and a test voucher to take the Certified Personal Trainer exams. You can work right after passing the exams or take advantage of the bonus employer 30 hour internship to get our advanced Level 2 Certified Personal Trainer credential at no additional cost!! The Heart Saver Adult CPR/AED course is required and may be taken before, during or after the course. Textbook required. (To begin read immediately, call 1-888-330-9487 to order).
Prerequisite: High School Diploma or equivalent.

OC: Sat., Oct. 6 - Nov. 10 • 9:00am – 4:00pm • 6 Sessions
Tuition: $600.00 • Fee: $36.00

Essentials of Bookkeeping for Small Business Certificate Program—ACCN 701
Are you interested in becoming a bookkeeper? Or do you currently own a small business, or plan to start 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 opportunities. Textbook required.

WE: Sat., Sep. 15 - Dec. 8 • 9:00am – 12:00pm • 12 Sessions
Tuition: $468.00 • Fee: $41.00

Fundamentals of Human Resources Management—BUSN 755
This course provides a comprehensive and practical grounding in the major areas you need as a Human Resources Generalist. It is designed for those who wish to improve performance capability on the job or those who wish to launch a career in Human Resources (HR). Topics include: Fundamentals of Human Resources Management, Linking Strategic Planning and Human Resources, Human Resources Training, and Auditing the Human Resources Management Program. Textbook required.

OC: Sat., Sep. 22 - Dec. 15 • 9:00am -1:00pm • 12 sessions
Tuition: $624.00 • Fee: $48.00 (Payment Plan Available)

Fundamentals of Payroll Certificate Program—BUSN 718
This certificate program is designed to introduce students to payroll fundamentals and prepare them for entry level jobs in the payroll profession. Instruction will be given in payroll calculations, operations, process and systems, accounting and compliance, tax reporting, and other reporting requirements. At the completion of this program, students will be able to take the National Fundamental Payroll Certification Examination administered through the American Payroll Association. Prerequisite: High School Diploma or equivalent. Textbook required.

OC: Sat., Sep. 22 - Dec. 15 • 9:00am – 12:45pm • 12 Sessions
Tuition: $585.00 • Fee: 45.00 (Payment Plan Available)
How to Own & Operate a Child Care Center—SOCN 706
The demand for child care far exceeds the supply of quality centers. This interesting, information-packed program covers 18 hours of intensive non-credit instruction that serves as a practical guide for establishing and managing a child care center. (Manual included.)

OC: Sat., Sep. 15 - Oct. 20 • 9:00am – 12:00pm • 6 Sessions
Tuition: $234.00 • Fee: $18.00

Managing a Child Care Center—BUSN 717
This course is designed to provide child care professionals with the basic managerial skills needed to operate a child care 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 & Operate a Child Care Center.

OC: Sat., Oct. 27 - Nov. 17 • 9:00am – 11:30am • 4 Sessions
Tuition: $130.00 • Fee: $10.00

Principles of Real Estate Sales—BUSN 701
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. Prerequisite: High School Diploma or equivalent. Textbook required.

OC: Sat., Oct. 6 - Jan. 19 • 9:00am – 3:00pm • 13 Sessions
(Jan. 19 class meets 9:00am - 12:00pm)
Tuition: $500.00 • Fee: $75.00
Winter Recess: last class Dec. 15, return Jan. 5, 2019

Project Management Certificate Program—BUSN 726
This Project Management Professional (PMP) Certificate Program is designed for individuals pursuing careers in the fields of technology, building construction, finance, accounting, or any other field which requires project managers to focus on planning, organizing, and managing projects and programs. Students will earn 35 Professional Development Units (PDUs) toward the PMP exam requirements.
Prerequisite: Students wishing to sit for the PMP exam must complete this course and have a High School Diploma or equivalent with a minimum of 5 years (60 mths) and 7,500 hours in project management experience OR have a Bachelor’s degree with a minimum of 3 years (36 months) and 4,500 hours in project management experience. All project management experience MUST have been accrued within the last 8 consecutive years. Students wishing to sit for the Certified Associate in Project Management (CAPM) exam must complete this course and have a High School Diploma or equivalent. NOTE: The project management experience requirements are subject to change and proof will be required. Textbooks required. Please refer to the Project Management Institute (PMI) website for any updates: www.pmi.org.

OC: Sat., Oct. 6 - Dec. 8 • 9:00am – 3:00pm • 9 Sessions
(Dec. 8 class meets 9:00am-12:00pm)
Tuition: $663.00 • Fee: $35.00 (Payment Plan Available)

WE: Tue. & Thur., Sept. 18 - Nov. 13 • 6:00pm – 9:00pm • 17 Sessions
Tuition: $663.00 • Fee: $35.00 (Payment Plan Available)

COMING SOON:
Appliance Repair Certification Training and New Online Training Programs
for more information call (973) 877-3079
Certified Nurse Aide (CNA) — NURN 701
480 hours
Certified Nurse Aide (CNA)
• State Certified Curriculum
• Theory and Clinical
• Medical Terminology
• CPR

Community Health Worker with Certified Nurse Aide — NURN 715
630 hours
Certified Nurse Aide (CNA)
• State Certified Curriculum
• Theory and Clinical includes Community Health Worker
• Medical Terminology
• CPR

Patient Care Technician (PCT) — NURN 703
690 hours
Certified Nurse Aide (CNA)
• State Certified Curriculum
• Theory and Clinical
• Medical Terminology
• Phlebotomy
• Electrocardiogram (E.K.G.)
• CPR

Certified Clinical Medical Assistant (CCMA) — NURN 705
690 hours
• Medical Terminology
• Pharmacology
• OSHA/Infection Control
• Anatomy & Physiology
• Fundamentals of Medical Assisting
• Medical Law & Ethics Documentation
• Medical Administrative Assisting
• Electrocardiogram (E.K.G.)
• Nutrition
• Phlebotomy
• Urinalysis
• Microbiology
• CPR

Supply Chain — CISN 744
670 hours
Supply Chain Modules
• Warehouse Operations
• Customer Service Operations
• MOS – Microsoft Office Specialist training
• OSHA/Infection Control

ALL DAY PROGRAMS include Professional Development modules designed to prepare you for the job market and job placement assistance

TRAINING, INC. EVENING PROGRAMS

Certified Nurse Aide (CNA) — NURN 700
90 hours
Certified Nurse Aide (CNA)
• State Certified Curriculum
• Theory and Clinical
• Medical Terminology
• CPR

Certified Clinical Medical Assistant (CCMA) — NURN 702
475 hours
• Medical Terminology
• Pharmacology
• OSHA/Infection Control
• Anatomy & Physiology
• CPR
• Fundamentals of Medical Assisting
• Medical Law & Ethics Documentation
• Medical Administrative Assisting
• Electrocardiogram (E.K.G.)
• Nutrition
• Phlebotomy
• Urinalysis
• Microbiology

Patient Care Technician (PCT) — NURN 703
270 hours
Certified Nurse Aide (CNA)
• State Certified Curriculum
• Theory and Clinical
• Medical Terminology
• Phlebotomy
• Electrocardiogram (E.K.G.)
• CPR

Training, Inc. provides job placement assistance

Training Inc. serves as a bridge between local residents in need of self-sustaining employment and local businesses in need of qualified and motivated entry-level employees.

FUNDING PROVIDED FOR QUALIFIED INDIVIDUALS
CORPORATE AND BUSINESS TRAINING CENTER

We deliver customized training solutions to help companies keep their competitive edge in today’s global market.

ESSEX COUNTY COLLEGE
OFFERS NJDOL GRANT-FUNDED CLASSES

Classes include:

PC MICROSOFT SKILLS (8 hours each)

- Windows • Access 1 • Excel 1, 2 & 3 • PowerPoint 1 & 2 • Word 1 & 2 • E-mail • Google Suite

SOFTWARE SKILLS

- Problem Solving 8-hours
- Communication in the 21st Century 12-hours
- Delighting the Customer 12-hour
- Mathematics 16-hours
- Business Etiquette and Personal Professionalism 4-hours
  - ESL Level 1, 2 & 3 • 40-hours each
- Spanish for Managers and Spanish in the Workplace Level 1 & 2 • 40-hours each

GRANT REQUIREMENTS INCLUDE:

- New Jersey employment of 20 or more hours
- Signed registration form including employer information and Tax ID #

Class days and times are flexible
Dedicated classes can be held at the company site
with a minimum of 10 participants
(Federal, State, County and City employees are ineligible for the grant training)

READY TO WORK - JOB SEEKERS

Are you:

Unemployed for six months or longer and ready to work?
An unemployed military veteran for six months or longer?
Underemployed for six months or longer?

You may be eligible to participate in a Ready to Work New Jersey Program.

Ready to Work NJ provides coaching, training and job placement services for
individuals who meet federal grant requirements.

Skills taught in training are: Interviewing, Resume Writing, and Social Media Use

To be eligible for this program, you must be:

- A legal New Jersey resident
- 18 years or older
- A high school graduate (diploma/GED) or advanced degree
- Unemployed or underemployed for six months or longer and have official proof
- Skilled in current job market or have an interest to begin a new career

Please contact:
Carmen Pichardo (973) 877-3172 • Pichardo2essex.edu
Natalie Lee Pow (973) 877-3547 • Nleepow1@essex.edu
Ramon D’Aguilar (973) 877-3378 • customizedtraining@essex.edu
English as a Second Language (ESL) for Adults

Are you interested in improving your English skills? This series focuses on developing a student’s listening, comprehension, writing and speaking skills in English. Start enhancing your employment opportunities and ability to continue on to higher education by improving your English skills today.

**Prerequisite:** Pre-Assessment and Advisement. Textbook required at an additional expense to be determined. Student's schedule will be determined by the pre-test result and an advisement session; after which the student will be placed into one of the following courses:

**ESL Literacy—ESLN 710**
This course is for those who cannot speak or understand English, having no reading or writing skills and can communicate only through gestures or a few isolated English words. Focus will be placed on developing a student’s basic skills in the areas of listening, comprehension, writing and speaking the English language.

**ESL Beginning—ESLN 714**
This course is designed to assist students who understand and write frequently used works in context and simple phrases and/or sentences. In addition to increasing a student’s understanding of fundamental skills, the focus of this course is placed on developing a student’s ability to write simple paragraphs, read and comprehend short passages and/or articles, verbalize basic everyday information, and enhance their listening capabilities.

EP:  Mon., & Wed., Oct. 1 - Dec. 10  •  6:40pm – 9:10pm  •   20 Sessions
Location:  Ironbound Extension Center, 432 Lafayette Street, Newark, NJ 07105
OR
Location:  Essex County College, 303 University Avenue, Newark, NJ 07102
Tuition: $305.00  •  Fee: $10.00

**ESL Intermediate—ESLN 718**
This course addresses the individual who is able to read and understand familiar subjects, can communicate basic survival and social needs, write simple paragraphs and complete basic forms and job applications. Focus will be placed on broadening vocabulary skills, developing listening and speaking skills, enhancing writing techniques and improving reading comprehension.

**ESL Advanced—ESLN 722**
This course is designed for the individual who is able to converse on many everyday subjects, read and write simple descriptions, short essays and narratives on familiar topics, have consistent use of basic punctuation and able to function independently to meet most survival needs. The aim is to prepare students for career advancement and/or post secondary academic studies. Therefore, the curriculum is designed to assist students in understanding and participating effectively in face-to-face conversations; reading authentic materials on everyday subjects, and writing multi-paragraph essays with a clear introduction and development of ideas with minimum grammatical errors.

EP:  Tue. & Thur., Oct. 2 - Dec. 11 • 6:40pm – 9:10pm  •   20 Sessions
Location:  Ironbound Extension Center, 432 Lafayette Street, Newark, NJ 07105
OR
Location:  Essex County College, 303 University Avenue, Newark, NJ 07102
Tuition: $305.00  •  Fee: $10.00

**ONLINE Classes for the ESL Teacher**
Through our partnership with Ed2Go (a leading online training provider), a series of unique instructor-facilitated courses are offered online. Visit us at www.ed2go.com/ecc.edu for schedule and course details.

OC:  24 hour-equivalent each course • 6-week unlimited access from start date of course
Tuition: $99.00  •  Fee: None
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.

OY: Grades 8-9 • 10:40am – 12:10pm
Grades 6-7 • 10:40am – 12:10pm
Tuition: $100.00 • Fee: $5.00

NEW! Chess
Do you want to learn about chess and play better than a chess grandmaster? Chess has always been one of the greatest games ever and now your children can enjoy and learn to play it within an interactive and fun setting. Youth will learn chess moves and develop strategies for setting an attack and defense.

OY: Ages 9-15 • 12:15pm -1:45pm
Tuition: $100.00 • Fee: $5.00

Composition Writing
This course provides instruction on the fundamentals of how to compose an argumentative and narrative essay as assessed on the PARCC exams. Students will learn and practice the components of a five (5) paragraph essay. Included in the essay instruction will be grammar, sentence structure, punctuation, and how to organize an essay logically and cohesively. In addition, students will be taught to compose answers for specific reading prompts.

OY: Grades 5-8 • 12:15pm - 1:45pm
Tuition: $100.00 • Fee: $5.00

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.

OY: Ages 9-15 • 12:15pm – 1:45pm
Tuition: $100.00 • Fee: $5.00

Dance Combo
This fun course will introduce the student to basic Tap, Ballet, and Jazz. Leotard, tights, tap shoes, and ballet slippers are required. Please call department for additional information.

OY: Ages 5-7 • 9:00am – 10:30am
Ages 8-11 • 10:40am – 12:10pm
Tuition: $100.00 • Fee: None

Discovering Young Artists
Every child can learn to draw. As the KidzArt® corporation states, “If You Can Dream, You Can Draw.” This interactive course, offered in conjunction with KidzArt®, is designed to build artistic skills and develop confidence in “kids of all ages.” Students will explore their inner artistic abilities by recognizing their own style through imagination, interpretation, and perception, while experimenting with various mediums. Students will showcase their art projects at the end of the course.

OY: Ages 8-10 • 10:40am – 12:10pm
Ages 5-7 • 12:15pm – 1:45pm
Tuition: $100.00 • Fee: $20.00

Fun with Phonics
Phonics is the understanding that there is a predictable relationship between sounds and the letters and spellings which represent them. Acquiring a strong phonetic background will assist students in making those critical connections, while teaching the strategies of “decoding” unknown words, blending letters, and basic phonics rules and patterns.

OY: Grade K • 10:40am – 12:10pm
Grade 1 • 12:15pm – 1:45pm
Grade 2 • 12:15pm – 1:45pm
Tuition: $100.00 • Fee: $5.00
Geometry
This course provides students with a comprehensive review of major geometry concepts and is designed to reinforce and supplement current school course work. Topics according to grade level would include: points, lines, relationships and similarities with triangles and quadrilaterals, parallel and perpendicular lines, planes and relationships of angles, areas of polygons and circles; volume of prisms, pyramids, cylinders, cones, and spheres. Students will also review congruency, theorem, and proofs.

**OY: Grades 9 - 10 • 9:00am - 10:30am**
**Tuition: $100.00 • Fee: $5.00**

Improving Penmanship
If your child is having difficulty with his or her handwriting, then this course would encourage him or her to improve and write legible letters, words, and numbers in manuscript and cursive. Remember, good handwriting is one key to success in school.

**OY: Ages 9–12 • 9:00am – 10:30am**
**Tuition: $100.00 • Fee: $5.00**

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)

**OY: Grades 1–2 • 9:00am – 10:30am**
**OY: Grades 3–4 • 9:00am – 10:30am**
**OY: Grades 5–6 • 9:00am – 10:30am**
**OY: Grades 7–8 • 9:00am – 10:30am**
**Tuition: $100.00 • Fee: $5.00**

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.

**OY: Ages 9–15 • 9:00am – 10:30am**
**Tuition: $100.00 • Fee: $5.00**

Martial Arts
Martial Arts 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.

**OY: Ages 6–9 • 9:00am – 10:30am**
**OY: Ages 10–15 • 10:40am –12:10pm**
**Tuition: $100.00 • Fee: Contact department for uniform pricing.**

Musical Performers Studio
Acting, singing, dancing...are you ready? Youth will learn the fundamentals of these art forms in a fun, supportive, and creative environment. Vocal techniques, basic acting, and choreography will be developed as students are prepared to overcome their fears and realize their abilities. The last class session will be an informal performance. Comfortable clothing required for practice.

**OY: Ages 8–15 • 12:15pm – 2:15pm**
**Tuition: $100.00 • Fee: $20.00**

PARCC Test Prep
PARCC (Partnership for Assessment of Readiness for College and Careers) is a set of assessments aligned to the Common Core State Standards which measure whether students are on track to be successful in college and their careers. These assessments are computer based and students must be proficient in computer usage. This test prep course involves familiarizing students with the format of PARCC tests, teaching them how to solve questions and how to maximize performance on open-ended questions.

**Language Arts**
**OY: Grades 3–8 • 9:00am – 10:30am**
**Tuition: $100.00 • Fee: $5.00**

**Mathematics**
**OY: Grades 3–8 • 10:40am – 12:10pm**
**Tuition: $100.00 • Fee: $5.00**
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)

OY: Grades 1-2 • 10:40 am – 12:10pm
Grades 3-4 • 10:40 am – 12:10pm
Grades 5-6 • 10:40 am – 12:10pm
Grades 7-8 • 10:40 am – 12:10pm
Tuition: $100.00 • Fee: $5.00

SAT English Preparation
This course reviews the English topics and the test-taking skills necessary for students in grades 11 & 12 to prepare and enhance their scores for the SAT exam. Topics include: Reading comprehension, reviewing deductive reasoning, logical thinking, vocabulary, essay writing, and test-taking strategies. Textbook required.

OY: Grades 11 & 12 • 10:40am - 12:10pm
Tuition: $100.00 • Fee: $5.00 (textbook fee not included)

SAT Math Preparation
This course reviews the math topics and the test-taking skills necessary for students in grades 11 & 12 to prepare and enhance their scores for the SAT exam. Topics include: Problem solving, understanding operations, symbols and rules, reviewing algebraic problems, geometry and measurement, and test-taking strategies. Textbook required.

OY: Grades 11 & 12 • 12:15 - 1:45pm
Tuition: $100.00 • Fee: $5.00 (textbook fee not included)

NEW! Spanish for Youth
In this conversational course youth will learn greetings, time, numbers, colors, weather, foods and phrases useful for greetings while in such environments at airports, hotels, shops and restaurants.

OY: Ages 6 – 8 • 12:15 pm -1:45pm
OY: Ages 9 – 11 • 12:15 pm -1:45pm
Tuition: $100.00 • Fee: $5.00

STEM Enrichment
Students will have the opportunity to work collaboratively on exciting projects that will ignite their curiosity. This class builds critical thinking and practical life skills, encourages kids to get excited about Science, Technology, Engineering and Math (STEM), while promoting cooperation and teamwork. Students will use engineering skills to solve everyday problems, learn code, solve math problems, build a robot and create safe and exhilarating experiments such as geodes, tube tornados, and slime. Students will design and construct projects for display.

OY: Grades 1-2 • 10:40am –12:10pm
OY: Grades 3-4 • 12:15pm – 1:45pm
OY: Grades 5-6 • 12:15pm – 1:45pm
Tuition: $100.00 • Fee: $20.00

NEW! Zumba for Kids
Zumba for Kids is a fun filled class with kid friendly routines based on Zumba choreography. Steps will be broken down with added games and activities included in the class structure. The class will help develop a healthy lifestyle and incorporate fitness as a part of the children’s lifestyle. The dress code for the class will be sweats and t shirts along with sneakers. Children should also bring a bottle of water to class.

OY: Ages 6 – 11 • 12:15pm -1:45pm
Tuition: $100.00 • Fee: $5.00
ONLINE TRAINING
Unique Instructor–Facilitated Courses Online

We offer hundreds of engaging online courses for adults, covering every topic from Anatomy to Web Design. Every course includes an expert instructor. You can look for instructor feedback and ask questions at any time in the Discussion Areas of each course.

Most courses run for six weeks (with a two-week grace period at the end) and are comprised of 12 lessons, representing 24 or more hours of instruction. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night. (No senior citizen discount.)

- Learn from the comfort of your home or office at times most convenient for you
- Courses start monthly
- Online Discussion Areas
- 6 weeks of expert instruction

Start Dates: A new section of each course starts monthly. Our 2018 schedule is as follows: Aug. 15, Sep. 12, Oct. 17, Nov. 14 and Dec. 12.

Requirements: All courses require Internet access, email, Mozilla Firefox, Microsoft Internet Explorer (9.0 or above), Google Chrome, or Safari. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

COURSES INCLUDE:

- Accounting Fundamentals Series
- Winning Strategy for the Courtroom
- Introduction to Criminal Law
- Debt Elimination Techniques That Work
- Medical Transcriptionist
- ESL Teacher
- Music Therapy & Sound Healing
- Genealogy Basics
- Handling Medical Emergencies
- SQL Series
- Music Made Easy
- Introduction to PC Security

Browse more online courses at www.ed2go.com/ecc.edu

call (973) 877-3079

HOW TO GET STARTED


2. Click the Courses link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to your classroom.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin, simply log in with the username and password you selected during enrollment.
Adobe Photoshop Introduction—CISN 718
This course will teach the Adobe user how to utilize Photoshop’s exciting color editing and production capabilities. Artists, designers, illustrators and photographers will appreciate features that allow for onscreen painting, filtering, transformation, color separation and more.
Prerequisite: Working knowledge of Windows environment. Textbook Required.
WE: Tues., Sep. 25 - Oct. 23 • 6:00pm-9:00pm • 5 Sessions
Tuition: $195.00 • Fee: $20.00

Excel for Windows Introduction—CISN 707
This is a powerful and versatile spreadsheet program. This course will teach the student 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. 1.5 CEUs
OC: Mon. & Wed., Oct. 1 - Oct. 31 • 5:30pm – 7:00pm • 10 Sessions
Tuition: $195.00 • Fee: $15.00

Excel for Windows Intermediate—CISN 727
This course is designed for students who have an introductory level of understanding in Excel. The curriculum reviews basic spreadsheet and graphic application functions. It also covers replacing data, controlling recalculation, manipulating the screen display, protecting and sharing worksheet data, and using special formatting and printing options.
OC: Mon. & Wed., Nov. 5 - Dec. 5 • 5:30pm – 7:00pm • 10 Sessions
Tuition: $195.00 • Fee: $15.00

First Step to Computers—CISN 704
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
OC: Tue. & Thur., Oct. 2 - Nov. 1 • 5:30pm – 7:00pm • 10 Sessions
Tuition: $195.00 • Fee: $15.00

Four-In-One (Microsoft Office 2016)—CISN 700
Need assistance in understanding Office 2016 programs? Then this course is for you. Learn the Four-In-One Microsoft software programs which include Microsoft Word, Excel, PowerPoint, and Access.
Prerequisite: Working knowledge of the Windows environment. Textbook required. 4.5 CEUs
OC: Sat., Sep. 22 - Dec. 15 • 8:30am - 12:15pm • 12 Sessions
Tuition: $585.00 • Fee: $45.00 (Payment Plan Available)
WE: Wed., Sep. 26 - Dec. 12 • 6:00pm - 9:45pm • 12 Sessions
Tuition: $585.00 • Fee: $45.00 (Payment Plan Available)

QuickBooks—CISN 714
Take control of your business and save time with this easy-to-use automated accounting system for small business owners. In this facilitated learning environment, you will 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: Working knowledge of the Windows environment. 3.2 CEUs. Textbook required.
WE: Mon., Sep. 17 - Dec 3 • 6:00pm – 9:00pm • 11 Sessions
Tuition: $260.00 • Fee: $25.00

Windows with Word Intermediate—CISN 735
This computer course is a hands-on next step to Windows and MS Word. It is designed for people who have completed an introductory course or who have a basic understanding of the computer. Upon completion, students will have a working knowledge of Windows and be able to create various kinds of documents using MS Word. Prerequisite: First Step to Computers or equivalent knowledge.
OC: Tue. & Thur., Nov. 6 - Dec. 13 • 5:30pm – 7:00pm • 10 Sessions
Tuition: $195.00 • Fee: $15.00
**NEW! Conversational French I—FRNN 700**
Learning French can enrich your life and help enhance your career! The purpose of this course is to teach you French vocabulary, develop communication skills, and learn aspects of the French culture. This course is designed for individuals who want to communicate in French for everyday use.

**Textbook required.**

- **OC:** Thurs., Oct. 18 - Nov. 15 • 5:30pm - 7:30pm • 5 Sessions
- **Tuition:** $130.00

**Conversational Spanish I—SPNN 700**
The purpose of this course is to learn Spanish vocabulary, develop communication skills, and learn aspects of the Hispanic culture. This course is designed for individuals who want to communicate in Spanish for everyday use. There are no prerequisites for this course.

- **OC:** Sat., Oct. 6 - Nov. 3 • 10:00am – 12:00pm • 5 Sessions
- **Tuition:** $130.00

**Financial Survival for Retirement - BUSN 752**
If you are retired or nearing retirement age, then this seminar is beneficial. These informative sessions will focus on the following topics: basic tax reduction strategies, savings protection from healthcare catastrophes, essential legal documents, protection from investment mistakes and strategies to protect your IRAs, 401Ks, and other retirement accounts. Now is the time to plan retirement strategies and attain peace of mind.

- **OC:** Sat., Sept. 29 • 9:30am - 1:30pm • 2 Sessions
  - **Tuition:** $52.00 • **Fee:** $5.00
- **WE:** Thurs. Oct. 18 & 25 • 6:30pm - 8:30pm • 2 Sessions
  - **Tuition:** $52.00 • **Fee:** $5.00

**Managing Health Care Expenses in Retirement—SOCN 717**
If you are retired or nearing retirement and will be eligible for Medicare, this seminar is for you. The Medicare program is complex; it must be properly understood before applying for benefits. The seminar is designed to educate students about Medicare basics and private insurances. The seminar will equip students with the information on how to manage health care in retirement and assessing the risk of a health care crisis requiring long-term care.

- **OC:** Tue., Oct. 23 • 6:00pm - 7:00pm • 1 Session
  - **Tuition:** Free
- **WE:** Sat., Oct. 20 • 10:00am - 11:00am • 1 Session
  - **Tuition:** Free

**Reiki - Alternative Healing Methods—HLTN 722**
Reiki is a system of natural, hands-on healing that positively affects the whole person by use of universal life energy. It is simple, safe, and effective means of stress reduction, pain management, and deep relaxation. Use this wonderful spiritual healing art orginated in Japan to help yourself and your loved ones with many kinds of physical and emotional issues. This 6-hour workshop is the first step to becoming a Reiki Master/Teacher.

- **OC:** Wed., Oct. 10 - Oct. 24 • 6:00pm - 8:00pm • 3 Sessions
  - **Tuition:** $78.00

**NEW! Self-Defense—PHEN 708**
This self-defense course is designed to make you more aware, prepared, and ready for any situation that may occur in your everyday life. Students will learn self-protection techniques and escape techniques. This course is designed to teach empowerment, so each of the students will have the confidence to protect and to defend themselves.

- **OC:** Tue., Oct. 2 - Dec. 4 • 6:00pm - 7:30pm • 10 Sessions
  - **Tuition:** $195.00
Using Your Talent to Make Extra Money—BUSN 754
One of the most important assets in your life is your talent. What are you good at? You can use your talent and skill to become successful. This seminar will assist students on a journey to maximize their innate abilities and use them in a way to generate extra income.

OC: Wed., Nov. 7 • 6:00 – 9:00 pm • 1 session
Tuition: $39.00

NEW! Yoga—PHEN 709
This beginner’s class is balanced with a combination of sustained poses with attention to basic alignment and therapeutic principals. Students will discover how you breathe can not only ease your mind but relieve overall stress. Students will work on meditation and learn some background into the history and science of yoga. Yoga provides a great stretch and strengthens the body.

Must bring own Yoga or foam mat.

OC: Thur., Oct. 4 - Dec. 13 • 6:00-7:30pm • 10 Sessions
Tuition: $195.00
 Thinking of becoming a teacher? Already have a college degree? Make a difference in the life of a child: TEACH!

INTRODUCTION TO THE TEACHING PROFESSION: 50-HOUR PRE-SERVICE PROGRAM

This introduction program is required for all alternate route candidates who plan to apply for a Certificate of Eligibility (CE). This course will include:

- An Overview of the Teaching Profession
- Classroom Management
- Assessment Tools
- Lesson Plans
- Learning Strategies
- Job Search Strategies for Teachers
- Diversity in the Classroom
- The Implementation of Technology
- Classroom Observations

This is a mandatory non-credit course with 30 hours of classroom instruction, 8 hours of classroom observation, and 12 hours of clinical experience. Upon successful completion of this class, students receive a verification of completion, as required for the Department of Education, which documents successful program completion. This certificate must be included in the CE application packet to the NJ DOE.

To learn more about this program, including information sessions, schedules, application and overview, please call (973) 877-1869.

Tuition: $299.00  Textbook Required: $51.00 (Approximate Cost)

NOTE: The requirement of the NJ Department of Education for all Certificate of Eligibility applicants, graduating BEFORE September 1, 2016, is a GPA of at least 2.75; graduating AFTER September 1, 2016, is a GPA of 3.0.

New Pathways to Teaching in New Jersey (NPTNJ) Alternate Route to Teaching

NPTNJ is an approved alternate route to teaching program by the Department of Education (DOE) of the State of New Jersey. It provides an opportunity for people to become teachers who have a BS or BA, or higher degree and who did not complete a traditional teacher preparation program.

This is a 2-year graduate level program, Courses will include: Curriculum and Methods, Instructional Delivery, Literacy, School Community, Educational Assessment, Learning Motivation, Diversity in the Classroom and Teacher Performance Assessment (edTPA).

To apply to the program and begin Semester I, you must have:

- Bachelor’s degree with 2.75 GPA prior to 9/1/16 OR 3.0 GPA after 9/1/16
- Certificate of Eligibility (CE) from DOE
- Certificate of Completion from the Introduction to Teaching: 50-hour Pre-Service Program or Bridge

To learn more about the NPTNJ Alternate Route Program including tuition, schedules, application process and program overview, please call (973) 877-1869 for information session dates and times.

ATTENTION: Praxis Core Prep classes available. See Test Preparation, page 28 in this brochure.
American Sign Language Communication—HUMN 701
This course provides an introduction to the fundamentals of Sign Language and fine spelling. Two hundred basic signs will be introduced for use in communication with deaf children and adults in social, educational, medical and business situations. Upon completion of this course, the student will obtain skills that are essential for communicating with deaf co-workers, clients and customers, as well as friends and family members who are deaf. Text book required.

OC: Thur., Oct. 4 - Dec. 13 • 6:00pm - 7:30pm • 10 Sessions
Tuition: $195

Event Planning Crash Course—BUSN 753
Event planning is one of the hottest new fields available for people from all walks of life! This course will give you a great basic understanding of the industry. Whether you want to start your own business as an event planner, increase your employability or plan an unforgettable family event, this course is for you. You will explore event planning for business or personal settings. Additionally, students create valuable templates that will assist them in future event planning.

OC: Wed., Oct. 10 - Oct. 24 • 6:00pm-8:00pm • 3 Sessions
Tuition: $78.00

Food Management
ServeSafe® Food Safety Manager: Exam Prep & Exam—HLTH 714
Maximize your efficiency while learning the industry's standard in safety training for ServSafe®. A required program for most managers, the ServSafe® training course will provide you with the tools needed to identify and prevent foodborne illnesses. It will help to identify problem areas in the flow of food throughout your operation and provide you with the tools to minimize risk factors. Everyone knows that cleanliness is important. In this class, sanitation is presented in a practical, applicable manner, including pest control issues. This training course prepares you for the exam. (A minimum test score of 75% is needed for food safety certification with the National Restaurant Association Education Foundation).

Note: Two forms of ID (one photo) are required in order to take the exam. Identification must be presented at the beginning of class.

OC: Sat., Nov. 3 - Nov. 17 • 9:00am – 1:00pm • 3 sessions
Tuition: $156.00 • Fee: $12.00

Grant Writing: Developing a Funding Plan—BUSN 712
This course will 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, individuals, and hospitals.

OC: Sat., Oct. 6 - 20 • 9:00am – 2:00pm • 3 Sessions
Tuition: $195.00

So You Want to be an Entrepreneur Workshop—BUSN 705
This course provides information and resources for business development, personal assessment for start-up, and financial aspects of starting a business.

OC: Tues., Oct. 2 • 6:00pm – 9:00pm • 1 Session
Tuition: Free

WE: Sat. Nov. 17 • 9:30am –12:30pm • 1 Session
Tuition: Free

Stock Market Basics
“Accumulate Wealth Through Knowledge”—BUSN 750
This is not a “get rich quick” class, but it might be the best three day class specifically design to increase your knowledge of the US Stock Market from both a fundamental and technical aspect. You will not only learn Wall Street terminology, but will be well prepared to make better decisions about your financial future. Additionally, students taking this course will have the opportunity to discuss and participate in collaborative learning experiences with mock portfolios and be educated with in-depth analysis on how to read stock charts, and how to dissect a company’s financial reports.

OC: Tue., Wed. & Thur., Dec. 18, 19 & 20 • 6:00pm - 8:00pm • 3 Sessions
Tuition: $78.00
Our Campuses:

Main Campus, Newark Directions »
www.essex.edu/about/tour/main-campus/

West Essex Campus, West Caldwell Directions »
www.essex.edu/about/tour/wec/

Public Safety Academy, Cedar Grove Directions »
www.essex.edu/about/tour/public-safety-academy/

FOCUS and Ironbound Extension Centers »
www.essex.edu/ce/cep/extension-programs/

ESSEX COUNTY COLLEGE
NEWARK CAMPUS

AB - Adult Learning Center, Level 3, Yellow Area
CA - Corporate & Business Training Center, Megastucture, Level 4
EO - Educational Opportunity Fund, Level 3, Green Area
EP - Extension Programs, Level 3, Yellow Area
OC, OY - On-Campus Continuing Education, Level 3, Yellow Area
SP - Single Stop, Level 3, Yellow Area
TI - Training, Inc., Megastucture, Level 4
**Senior Citizen Courses**

**Computer Basics—CISN 720**
- **SM:** Sat., Sep. 22 - Oct. 27 • 12:30pm - 3:00pm • 6 Sessions
  
- **Tuition:** None

**Internet Basics—CISN 712**
- **SM:** Sat., Nov. 3 - Dec. 15 • 12:30pm - 3:00pm • 6 Sessions
  
- **Tuition:** None

**Typing Basics—BUSN 719**
- **SM:** Sat., Sep. 22 - Oct. 27 • 9:30am - 12:00pm • 6 Sessions
  
- **Tuition:** None

**Windows Basics—CISN 713**
- **SW:** Wed., Sep. 19 - Oct. 24 • 1:00pm - 3:30pm • 6 Sessions
  
- **Tuition:** None

**Word Basics—CISN 705**
- **SM:** Sat., Nov. 3 - Dec. 15 • 9:30pm - 12:00pm • 6 Sessions
  
- **Tuition:** None

- **SW:** Wed., Oct. 31 - Dec. 5 • 1:00pm - 3:30pm • 6 Sessions
  
- **Tuition:** None

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Senior Citizens Must Register in Person

SM=Senior Programs

SW=Senior Programs

Main Campus: Call (973) 877-3079

West Essex Campus: Call (973) 877-1920
Why make more than a SINGLE STOP to get the help you need?

GET FREE, ONE-ON-ONE ASSISTANCE TO:

• Put your finances back on track
• Improve your credit
• Get legal counseling
• File your taxes

MEET WITH ONE OF OUR EXPERTS TODAY TO FIND OUT WAYS TO AFFORD:

• Childcare
• Groceries
• Rent
• Healthcare

Room 3292 (3rd Level Yellow Area)  
Mon-Fri 8:30am — 4:30PM

Michael Cresci, Coordinator  
(973) 877-3297  
mcriesi@essex.edu
High School Equivalency (HSE) Preparation
Adult Basic Education (ABE) Programs

These evening programs are developed for those who are interested in obtaining the NJ state issued high school diploma (HSE) or adults interested in improving their competency levels in Writing, Reading and Math (ABE). In order to best serve the educational needs of our students under these two programs, a pre-assessment test that determines the student’s academic aptitude must be administered.

The prerequisite for the HSE Program is a minimum of 8th grade on the TABE Survey pre-test, Form 9, Level D. The prerequisite for the ABE Program is a maximum of 7.9th grade on the TABE Survey pre-test, Form 9, Level D. Below is the testing and advisement schedule. There is a $25.00 non-refundable fee associated with the TABE test and must be paid a week before testing.

Placement Test Dates:
Wednesday, August 22 & September 5 10:00 AM – 2:30 PM

Student Advisement Sessions:
Advisement will be scheduled shortly after your pre-test and is required before you can register for any of the courses listed below. Payment is required at the time of registration.
For additional information or to schedule a pre-test, contact the office of On-Campus Continuing Education at (973) 877-3079/3416.

Academic Calendar Fall 2018

<table>
<thead>
<tr>
<th>SUBJ</th>
<th>CRS</th>
<th>COURSE TITLE</th>
<th>START</th>
<th>END</th>
<th>DAY</th>
<th>BEG</th>
<th>END</th>
<th>COST*</th>
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</thead>
<tbody>
<tr>
<td>ALBN</td>
<td>717</td>
<td>Intro to Life Science</td>
<td>TBA</td>
<td>TBA</td>
<td>MW</td>
<td>7:35</td>
<td>9:35</td>
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<td>701</td>
<td>Working with Algebra</td>
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<td>Intro to Economics</td>
<td>TBA</td>
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<tr>
<td>ALAN</td>
<td>706</td>
<td>Working With Fractions</td>
<td>TBA</td>
<td>TBA</td>
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<tr>
<td>ALGN</td>
<td>706</td>
<td>Working with Geometry</td>
<td>TBA</td>
<td>TBA</td>
<td>TR</td>
<td>7:35</td>
<td>9:35</td>
<td>$100</td>
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</tbody>
</table>

*Payment is required at the time of registration.

Test of English as a Foreign Language (TOEFL) Preparation—ESLN 700
The purpose of this course is to prepare pre-college freshmen to pass the new Internet-based TOEFL 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.

WE: Mon., Sep. 24 - Nov. 19 • 6:00pm – 9:00pm • 8 Sessions
Tuition: $312.00 • Fee: $5.00

NEW! Praxis Academic Core Math Skills Test Preparation
This course is designed to prepare prospective teachers to take the Core Academic Skills for Educators Mathematics exam. It is structured to review all the operations and components of Mathematics: general math, algebra and functions, geometry concepts, statistics and probability, as well as test-taking strategies for the core math test. Textbook required.

OC: Sat., Sept. 29 – Nov. 17 • 9:00am – 11:00am
Tuition: $260.00 • Fee: $20.00

NEW! Praxis Academic Core Reading and Writing Test Prep
This course is designed to prepare prospective teachers to take the Praxis Academic Core Reading and Writing Test for Educators. The course is structured as an overview of the topics and the components of the Reading and composition writing sections of the tests. Incorporated into the course will also be test-taking strategies and tips for the core reading and writing. Textbook required.

OC: Sat., Sept. 29 – Nov. 17 • 12:15pm – 12:45pm
Tuition: $260.00 • Fee: $20.00
Taking the Alternate Route Candidate Examination is the first step in the process to become an Alternate Route candidate in one of our upcoming Basic Training Police Officer courses.

The Examination will be scheduled for Spring 2019 “Like” our Facebook page or check out our website (www.essex.edu/pacademy) for the examination date and registration details, which will be posted during the Fall 2018 semester.

"Like" our Facebook page or check our website for registration details, which will be published in late June.

In order to qualify for the program, you must be able to answer yes to the following questions:

- I am a citizen of the United States and;
- I am able to read, write and speak English language well and intelligently, and;
- I am of good moral character, and have not been convicted of any criminal offense involving moral turpitude and;
- I have a minimum of 60 earned academic credits from an accredited college or university

Or

- I am a qualified veteran as defined by the New Jersey Department of Military and Veterans Affairs and I understand that two (2) years of full-time, active duty will substitute for the 60 college credits and that one (1) year would substitute for 30 credits.

For more information please contact Rocco Miscia, Director Essex County College Public Safety Academy at 973-877-4350 or miscia@essex.edu

**NEW! ATI - TEAS PREPARATION COURSE**

This course is designed to provide those seeking admission into select health science programs (A.A.S. Nursing, Physical Therapist Assistant or Radiography) with the opportunity to receive guided overviews of the four-components (Reading, Mathematics, Science and English and Language Usage) used to measure an applicant’s entry-level skills and readiness for said health science programs. In addition to customized study guides for each component of the ATI - TEAS, students will participate in pre and post testing designed to simulate the actual ATI - TEAS test. Instruction will be supplemented with a seminar on strategies to manage and overcome test anxiety. Prerequisite: Student must contact the Biology, Chemistry & Physics division to verify completion of all entry requirements related to the A.A.S. Nursing, Physical Therapist Assistant or Radiography programs. Visit us at http://www.essex.edu/academics/programs/stem/nah/ for specific information on entry requirements. **Text packet required:** There will be an additional cost for the Mometrix’s ATI - TEAS Secrets Study Guide and ATI – TEAS Practice Test packets.

**Licensed Practical Nurse (LPN) or LPN to RN Applicants**

**EP:** Wed., July 11 - August 15 • 5:15pm – 8:30pm • 6 Sessions or
Tuition: $156.00 • Fee: $8.00
Deadline: Verification of Satisfying Prerequisites – July 9

**Coming in the Spring of 2019.**

Physical Therapy Assistant/Radiography and Nursing
WE OFFER FOUR WAYS TO REGISTER

Register early to avoid cancelled courses. Late registration will be accepted until classes are filed. Full tuition must be paid upon registration, unless otherwise stated.

VISA, MasterCard, American Express, and Discover are accepted. Have your credit card number and expiration date handy when you call, fax, or mail your registration form.

Phone-In
(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 department that offers your course. See page 4 for department mailing addresses. When registering by mail, your check will serve as your receipt.

Fax-In: 24-HOUR AVAILABILITY!
FAX NUMBERS:
(973) 877-3414 (Main Campus)
(973) 877-6633 (West Essex Campus)
(Call the department to confirm that the fax was received)

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.

Please allow up to six weeks for processing of refunds. Fees are not refundable. Full tuition and fee refunds are only granted for courses cancelled by the College.

Senior Citizen 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. Seniors registering through waiver will be notified three days before class begins if their registration has been accepted. All seniors MUST meet the prerequisite requirements specified for any course and Certificate Program, prior to registration. Courses cannot be taken simultaneously at various locations. Only one course can be taken at one location per semester.

Option 2: Payment of Tuition and Fees
Senior Citizens can ensure a seat in a 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. In order to respond to a high demand for these courses and accommodate our Senior students in a fair manner, those Seniors who have taken Senior-only courses during the previous Fall 2017 and Spring 2018 semesters are not eligible to repeat them during the Fall 2018 and Spring 2019 semesters, unless there is space available for repeat students in the current program year. Contact the program office for more information. In order to verify that age and residency eligibility requirements are met, Seniors must register in person and provide valid identification.

School Closing
School closing announcements will be made on the following radio stations:
• WKXW-101.5 AM
• WCBS-880 AM
Television Channels 2, 4, and News 12 NJ
For pre-scheduled Holidays that may affect your class meetings, please visit the web site at:
www.essex.edu

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 $8.00 non-refundable fee per course is charged which must be paid at registration each semester. A fee of $5.00 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 classes on the scheduled date.

Non-Credit Tuition/Fee Schedule
Per instructional hour:
Tuition: $13.00
Computer lab fee: $1.00
Off-Campus fee: $10.00 (per course)
Material Fee: Determined by course
CEU Fee: $8.00 (per course)

Parking Fee: Main Campus Only
First-time students must present proof of registration to the Public Safety office in order to receive a receipt to pay the one-time parking fee of $75.00. Students must bring the receipt given at the Public Safety office to the Bursar’s office where they must pay the $75.00 fee. After paying, students must bring their receipt along with their VALID vehicle’s Registration, Insurance card, and Driver’s License to the Public Safety office to receive their parking decal. Validation is required for every subsequent semester that a student is actively enrolled in a non-credit course, and presentation of the above-mentioned documents is also required. The receipt must be presented in order to continue parking.

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

Non-Credit Refunds
Withdrawal before the first class meeting: 100% of tuition. No fees refunded.
Withdrawal before the second class meeting: 50% of tuition. No fees refunded.

Non refunds thereafter.

REGISTRATION PROCEDURES FOR NON-CREDIT PROGRAMS

FOR NON-CREDIT PROGRAMS
# Community & Continuing Education

## Non-Credit Registration Form - Fall 2018

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

### For Statistical Purposes Only (optional)

- **Gender**
  - [ ] Male
  - [ ] Female
  - Birth date: / / MM/DD/YY

- **Race/Ethnicity**
  - [ ] American Indian/Alaskan Native
  - [ ] Asian/Pacific Islander
  - [ ] Hispanic/Latino
  - [ ] Black/African American
  - [ ] White (Non-Hispanic)
  - [ ] Other

### Course Title

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Tuition</th>
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</tbody>
</table>

Make all checks payable to **Essex County College**

- [ ] Personal Check or Money Order
- [ ] Credit Card
  - Name on Credit Card: 
  - Exp.: 

- [ ] I am a citizen of Essex County 60 Years of age

### Fees

- [ ] $
- [ ] *CEUs $
- [ ] Other $
- [ ] Total $

## ADDITIONAL INFORMATION REQUIRED FOR SATURDAY YOUTH PROGRAM REGISTRATION - Fall 2018

Call (973) 877-3079 for more information

### Returning Student

- [ ] Yes
- [ ] No

### School Name

<table>
<thead>
<tr>
<th>Emergency Contact Person(s)</th>
<th>Emergency Telephone Number(s)</th>
</tr>
</thead>
</table>

YOUR REGISTRATION HAS BEEN ACCEPTED UNLESS YOU ARE OTHERWISE NOTIFIED.

- Student/Parent Signature: 
- Advisor: 
- Date: 

The provisions of this catalog are not to be regarded as 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.