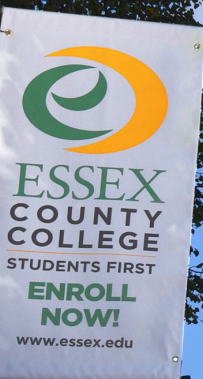




COMMUNITY, CONTINUING EDUCATION
AND WORKFORCE DEVELOPMENT

SPRING

COURSE CATALOG 2022



Welcome to Spring 2022 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?

ADMINISTRATION

Dr. Augustine A. Boakye,
President

COMMUNITY, CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

Dr. Elvira Vieira, **Dean**

BOARD OF TRUSTEES

Dr. Marion Bolden - **Chair**
Dr. Arnold C. Lewis - **Vice-Chair**
Mrs. Jeweline Grimes - **Secretary**
Mr. Joseph Zarra - **Treasurer**
Ms. Isabel Cruz - **Trustee**
Rev. Dr. Lanel Guyton - **Trustee**
Ms. Carmen T. Morales - **Trustee**
Ms. Beth Robinson - **Trustee**
Mr. Johanna Wright - **Trustee**

A Publication of Essex County College

Angela McKinney, **Director**
On-Campus Continuing Education

Carmen Crespo, **Information Specialist**
On-Campus Continuing Education

Publication Contact Information

303 University Avenue
Room 3290 3rd Level
Newark, New Jersey 07102

Phone: (973) 877-3079
Fax: (973) 877-3591
Email: occe@essex.edu

UNDERSTANDING COURSE DESCRIPTIONS

Course Title

Course Subject

Course Number

Course Description

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 CEU's

OC: Sat., Feb. 2 -Apr. 27 • 8:30am - 12:15pm • 12 Sessions
Tuition: \$585.00 • Fee: \$45.00 (Payment Plan Available)

For Department Codes see pg.4

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

CLICKABLE TABLE OF CONTENTS

CLICK ON HEADERS

UNDERSTANDING COURSE DESCRIPTIONS... 2

PROGRAMS & SERVICES 4

ACADEMIC PROGRAMS

FOCUS Extension Center	5-6
General Academic/Registration Information	6

ADULT LEARNING CENTER..... 8

ALLIED HEALTH PROGRAMS

Advanced Medical CPT/ICD coding	9
CPR for Healthcare Providers	9
CPR (Renewal) for Healthcare Providers.....	9
Hemodialysis Technician Certificate Program.....	9
Medical Office Admin Asst. Certificate Prog.....	10
Pharmacy Technician Certificate Program	10
Phlebotomy Technician.....	10
Physical Therapy Aide Certificate Program	10

CAREER TRAINING/WORKFORCE DEVELOPMENT

A+ Certification & IT Fundamentals Training.....	15
Certified Nurse Aide	13
Certified Clinical Medical Assistant.....	13
Computer Literacy with MOS Certification	13
Patient Care Technician.....	13
Supply Chain	13
Corporate and Business Training Center.....	14

CERTIFICATE PROGRAMS

Become a Certified Mediator	11
Certified Personal Trainer	11
Essentials of Bookkeeping for Small Business	11
Fundamentals of Human Resources Mgmt	11
Fundamentals of Payroll Certificate Program	12
How to Own & Operate a Child Care Center.....	12
Managing a Child Care Center.....	12
Principles of Real Estate Sales	12

COLLEGE MAP 29

EDUCATIONAL OPPORTUNITY FUND (EOF) 7

ENGLISH AS A SECOND LANGUAGE (ESL) FOR ADULTS

ESL Literacy.....	16
ESL Beginning.....	16
ESL Intermediate.....	16
ESL Advanced.....	16
Online Classes for the ESL Teachers.....	16

ONLINE & DISTANCE LEARNING

Online Training Courses	21
-------------------------------	----

PC COURSES

Explore your Google Connections	22
Excel for Windows Introduction	22
Excel for Windows Intermediate	22
Four-in-One (Microsoft Office 365)	22
Microsoft Word for Windows Advanced.....	22
Windows with Word—Intermediate	22

PERSONAL/PROFESSIONAL DEVELOPMENT

Alternate Route to Teaching.....	23
American Sign Language Communication	24
Conversational Spanish I	24
Food Management	24
Grant Writing: Developing a Funding Plan	24
So You Want to be an Entrepreneur	24

SATURDAY YOUTH PROGRAM

Algebra.....	17
Composition Writing.....	17
Computer Graphics	17
Dance Combo.....	17
Discovering Young Artists	17
Fashion 101.....	17
Fun with Phonics	18
Geometry	18
Improving Penmanship.....	18
Improving Reading Comprehension.....	18
Martial Arts	18
Musical Performers Studio	18
Problem Solving Math.....	19
SAT English Preparation	19
SAT Math Preparation	19
Spanish for Youth	19
STEM Enrichment	20
Zumba for Kids.....	20
Summer Youth Program.....	20

SENIOR CITIZEN COURSES

Computer Basics	25
Internet Basics	25
Typing Basics	25
Word Basics.....	25

TEST PREPARATION

Nursing LPN.....	27
ATI - TEAS Preparation Course	28
Praxis Academic Core Prep	26
Pre-College Program.....	26

REGISTRATION INFO & FORMS ... 30-31



COMMUNITY, CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

PROGRAMS & SERVICES

Adult Learning Center (Dept. Code: AB)

(973) 877-1894

303 University Avenue, Room 3249, Newark, NJ 07102

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

Corporate & Business Training Center (Dept. Code: CA)

(973) 877-3172/3547 | Fax (973) 877-3193

303 University Avenue, Room TI-6, Newark, NJ 07102 - Training Inc.

Delivers customized training solutions to help companies keep their competitive edge in today's global market.

Educational Opportunity Fund (Dept. Code: EO)

(973) 877-3232 | 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.

Extension Programs (Dept. Code: EP)

(973) 877-3363 | Fax (973) 877-3591

303 University Avenue, Room 3240, Newark, NJ 07102

Provides adults with credit and non-credit courses at off-campus locations such as FOCUS (443 Broad Street, Newark, NJ 07102).

On-Campus Continuing Education

Provides adults (Dept. Code: OC), youth (Dept. Code: OY), and seniors (Dept. Code: SM) with quality non-credit courses, workshops, and specialized programs.

Newark Campus (Dept. Codes: OC, OY, SM)

(973) 877-3079 | Fax (973) 877-3591

303 University Avenue, Room 3291, Newark, NJ 07102

Pre-College Readiness & High School Initiative

(973) 877-4475

303 University Avenue, Room 3299, Newark NJ 07102

Provides High School students with the opportunity to earn transferrable college credits while still in High School.

Training, Inc. & Workforce Development (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.



FOCUS EXTENSION CENTER

SPRING 2022 COURSE SCHEDULE

January 31 – April 25, 2022 (OFF-CALENDAR)

Main Campus Ileana Rojas (973-877-3158) Office Hours: Mon-Friday 8:00am-4:00pm

All courses at the Center are taught in Spanish except ESL

SUBJ	CRSE	SEC	CRN	COURSE TITLE	DAYS	BEG	END	CR	LIM
ART	100	F0A	36733	Art Appreciation	S	09:00	12:20	3.0	18
BIO	102	F0A	35873	College Biology II	F	06:00	09:20	4.0	24
BIO	102	F0A	35873	College Biology II	S	09:00	12:20	0.0	24
ESL	031	F0A	70818	ESL Intensive Exp Amer Culture	F	06:00	09:20	3.0	18
ESL	032	F0A	70819	ESL Intensive Exp.-List. & Comp/ Speak	MW	06:00	09:20	6.0	18
ESL	033	F0A	70820	ESL Intensive Exp.-Rdg. & Writing	TR	06:00	09:20	6.0	18
(Register for all the above sections)									
ESL	041	F0A	70399	ESL Basic Academic Grammar	MW	06:00	08:30	4.5	18
ESL	043	F0A	70400	ESL Reading, Writing, & Comm. I	TR	06:00	09:20	6.0	18
(Register for all the above sections)									
ESL	053	F0A	70401	ESL Reading, Writing & Communi- cation II	MW	06:00	09:20	6.0	18
ESL	063	F0A	70402	ESL Reading, Writing & Communi- cation III	MW	06:00	09:20	6.0	18
HST	102	F0A	34420	World Civilization II	S	09:00	12:20	3.0	18
MTH	086	F0A	35480	Introduction to Algebra	TR	06:00	08:30	4.5	18
MTH	086T	F0A	35481	Tutorial	S	12:40	2:00	1.0	18
(Register for all the above sections)									
MTH	092	F0A	39083	Elementary Algebra	TR	06:00	08:30	4.5	18
MTH	092T	F0A	39084	Elementary Algebra Tutorial	S	12:40	2:00	1.0	
(Register for all the above sections)									
MTH	100	F0A	35082	Intro. To College Mathematics	TR	06:00	8:15	4.0	18
PSY	101	F0A	34720	General Psychology I	F	06:00	09:20	3.0	18
SOC	101	F0A	34722	Introduction to Sociology	S	09:00	12:20	3.0	18

* NOTE: For tuition/refund policy see page 6.



FOCUS EXTENSION CENTER

Web Registration:
November 2 - February 4, 2022
(Returning Students only)

In-Person Advisement/ Registration:
January 25-28, 2022
9:00am - 8:00pm

Late Registration and Add/Drop:
January 31 - February 1-5, 2022
9:00am - 8:00pm

Credit Tuition
& Fee Schedule

Tuition per credit hour:
In-County \$126.50
Out-of-County \$253.00

Fees:
Application: \$30.00
General Fee: \$32.50 per credit
Lab: Determined by course
Student Activity Fee: \$7.50 per Credit
Deferred payment plan available. **(Fees are non-refundable.)**

Non-Credit Tuition
& Fee Schedule

Per instructional hour:
Tuition: \$13.00
Computer lab fee: \$1.00

Fees:
Off-Campus fee: \$10.00 (per course)
Material Fee: Determined by course
CEU Fee: \$8.00 (per course)

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 February 7 100% Refund
Withdrawal between February 8-1150% Refund
Withdrawal between February 12-1725% Refund
Withdrawal after February 17No 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)*

ARE YOU
EOF ???



Join a great college
support program!:
**“EOF” - The Educational
Opportunity Fund Program!**

Please contact Mike Cresci, Eligibility Specialist
(973) 877-3232, mcresci@essex.edu

- ▶ Advisement & Registration Help!
- ▶ Career Counseling!
- ▶ Great Tutors and Workshops!
- ▶ Extra Money!!!

We are waiting for you! EOF - Get with the Program!



High School Equivalency Preparation, ESL and Citizenship Courses

Essex County College, Adult Learning Center offers free to Essex County residents 16 years old and older high school preparation, citizenship and English as a Second Language courses through NJDOL funding. Space is limited.

Classes are available Monday- Friday 8:30 am - 1:30 pm; Monday-Thursday 5:30-9:30 PM or Saturday 9:00 am-1:00 pm

Adult Learning Center

Essex County College, Adult Learning Center offers free to Essex County residents 16 years old and older high school preparation, citizenship and English as a Second Language courses through NJDOL funding. Space is limited.

Pre-algebra

This course will prepare students who plan to take the High School Equivalency (HSE) exam and/or enroll in post-secondary education using the College and Career Readiness framework. Additionally, it provides participants with the opportunity to develop their number sense abilities, gain practice answering open-ended questions and solve problems based on real life situations. The following topics are taught: integers, fractions, square roots, step equations, linear equations and decimals. Students are also taught how to solve basic equations using variables.

Interpreting the English Language

This course is designed to further develop language and writing skills with a focus to prepare students to take the High School Equivalency (HSE) examination. Upon course completion, students will be better prepared to read, write and apply the English language as it relates to their responsibilities in life and in the workplace.

ESL Intermediate Level - This course addresses the individual that 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....

- **Can understand words spoken slowly with some repetition**
- **Can read common sight words,**
- **Can write in context and simple phrases and/or sentences, but has little or no control over Basic grammar**
- **May need frequent re-reading.**

Individual can understand learned phrases and short new phrases containing familiar vocabulary spoken slowly and with some repetition; can communicate basic survival needs with some help; can participate in conversation in limited social situations and use new phrases with hesitation; and relies on description and concrete terms. There is inconsistent control of more complex grammar

U.S. Citizenship

This course will prepare students to take each section of the U.S. Citizenship Test and it will cover topics such as Civics, the U.S. Government, History, Geography, Reading, and Writing. It will also cover tips on how to study for the test and how to most effectively prepare themselves for the test and English as a second language.

Contact: celestine@essex.edu

For additional registration information, please contact
(973) 877-3351 /1894 or celestine@essex.edu



Advanced Medical CPT/ICD Coding—AHTN 707

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, ICD (Physicians) and the Healthcare Common Procedure Coding System (HCPCS), 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 Coders National Examination. **Textbooks required.**

Prerequisite: Must have access to a computer at home for assignments.

OC: Mon. & Wed., Feb 7 – April 18 • 5:30 - 9:30pm • 20 Sessions
Tuition: \$1,040.00 • **Fee:** \$80.00 (Payment Plan Available)

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., Jan. 22 • 9:00am – 2:00pm • 1 Session
OC: Sat., Mar. 19 • 9:00am – 2:00pm • 1 Session
Tuition: \$90.00 • **Fee:** \$20.00 (same for each session)

CPR (Renewal) for Healthcare Providers—HLTN 701

Approved by the American Heart Association, this course 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., Feb. 19 • 9:00am – 12:00pm • 1 Session
OC: Sat., Apr. 9 • 9:00am – 12:00pm • 1 Session
Tuition: \$65.00 • **Fee:** \$10.00 (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. & Thurs., Jan. 31 - Apr. 11 • 5:30 – 9:30pm • 30 Sessions
Tuition: \$1,170.00 • **Fee:** \$120.00 (Payment Plan Available)
*** Paperwork due by Jan. 24**

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) in class. **Prerequisite:** High School Diploma or its equivalent. **Textbooks required.**

OC: Tues. & Thurs., Feb. 2 - Apr. 7 • 5:30 - 9:30pm • 20 Sessions
Tuition: \$1,040.00 • **Fee:** \$80.00 (Payment Plan Available)
Exam Fee: \$117.00 (separate payment from tuition & fees)

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 Exam for the Certification of Pharmacy Technicians (ExCPT) or the Pharmacy Technician Certification Exam (PTCE).

Prerequisite: High School Diploma or equivalent and criminal background check. **Textbook required.**

Corequisite: 20 hours of externship is required at a Pharmacy of student choice. All externship forms must be submitted prior to the end of the following semester in order to receive a Certificate of Completion.

OC: Mon., & Wed., Feb. 2 - Apr. 13 • 6:00 – 9:30pm • 20 Sessions
Tuition: \$910.00 • **Fee:** \$70.00 (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. **50 live successful sticks required from each student.** Participants who successfully complete the course will be eligible to take the Certified Phlebotomy Technician (CPT) exam in class through the National Healthcareer Association (NHA).

Prerequisite: High School Diploma or equivalent. **Textbook required.**

OC: Sat., Feb. 19 - Jun. 25 • 9:00am – 2:00pm • 18 Sessions
Tuition: \$1,040.00 • **Fee:** \$90.00 (Payment Plan Available)
Exam Fee: \$117.00 (separate payment from tuition & fees)

Physical Therapy Aide 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. Students successfully completing will receive a Certificate of Completion.

Prerequisite: High School Diploma or equivalent. **Textbook required.**

OC: Tues. & Thurs., Feb. 1 - Apr. 7 • 6:00 – 9:00pm • 20 Sessions
Tuition: \$780.00 • **Fee:** \$60.00 (Payment Plan Available)



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. **Manual included.**

OC: Sat., Mar. 19 - May 14 • 9:00am – 2:00pm • 8 Sessions
 Tues. & Thurs., Feb. 8 - Mar. 31 • 6:00 – 8:30pm • 16 Sessions
Tuition: \$710.00 • Fee: \$40.00 (Payment Plan Available)

HYBRID | Certified Personal Trainer—HLTN 708

Begin a new career by becoming a Certified Personal Trainer. This hybrid course consists of virtual lectures, led by 5-star instructors for 15 hours covering topics such as anatomy, biomechanics, kinesiology, exercise physiology, nutrition and more. In-person includes 15 hours of practical skill labs (at a local gym) that allow you to role-play and review essential “hands on skills” to master assessing clients, stretching, warm-ups/cool downs, exercise analysis and programming design. In addition, students will have access to the online video enhanced course to review lectures and labs at **no extra cost** as well as receive test vouchers (\$450 value) to take the National Certified Personal Trainer exams. This program is co-sponsored with World Instructor Training Schools (W.I.T.S.) and you can work right after passing the exams or take advantage of their 30-hour “optional” employer internship (Level 2 Certification), which helps you walk you into jobs who value this unique certification. **Textbook required** (To begin reading immediately, call 1-888-330-9487 to order). **Prerequisite:** High School Diploma or equivalent.

OC: Sat., Feb. 12 - Mar. 12 • 9:00am – 4:00pm • 6 Sessions
Tuition: \$765.00 • Fee: \$35.00
***National Certification Test - Mar. 26**

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.**

OC: Tues. & Thurs., Feb. 1 - Mar. 10 • 5:30 -8:30pm • 12 Sessions
Tuition: \$468.00 • Fee: \$36.00

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. Students successfully completing will receive a Certificate of Completion. **Textbook required.**

OC: Sat., Feb. 5 - Apr. 30 • 9:00am -1:00pm • 12 sessions
Tuition: \$624.00 • Fee: \$48.00 (Payment Plan Available)



Fundamentals of Payroll—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. Students successfully completing will receive a Certificate of Completion and 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., Feb. 5 - Apr. 30 • 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., Feb. 5 - Mar. 12 • 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., Mar. 19 - Apr. 9 • 9:00 – 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., Feb. 5 - May 7 • 9:00am – 3:00pm • 13 Sessions

(May 7 class meets 9:00am - 12:00pm)

Tuition: \$500.00 • Fee: \$75.00



TRAINING, INC. & Workforce Development

(973) 877-3012/3220

Mitra Choudhury, Director | Tanya Wright, Assistant Director

● DAY PROGRAMS ●

Certified Nurse Aide (CNA) — \$4,250

Certified Nurse Aide (CNA)

- State Certified Curriculum
- Medical Terminology
- Theory and Clinical
- CPR

Certified Clinical Medical Assistant (CCMA) — \$4,250

- Medical Terminology
- Fundamentals of Medical Assisting
- Nutrition
- Pharmacology
- Medical Law & Ethics Documentation
- Phlebotomy
- OSHA/Infection Control
- Medical Administrative Assisting
- Urinalysis
- Anatomy & Physiology
- Electrocardiogram (E.K.G.)
- Microbiology
- CPR

Computer Literacy with MOS Certification — \$4,250

- Microsoft Office Package
- Customer Service
- Warehousing
- MOS Test Prep
- Business English
- Business Math

Patient Care Technician (PCT) — \$4,250

Certified Nurse Aide (CNA)

- Medical Terminology
- Patient Care
- State Certified Curriculum
- Phlebotomy
- CPR
- Theory and Clinical
- Electrocardiogram (E.K.G.)



Supply Chain Management— \$4,250

Supply Chain Modules

- Warehouse Operations
- Customer Service Operations
- MOS – Microsoft Office Specialist training

● EVENING PROGRAMS ●

Certified Nurse Aide (CNA)— \$1,170

Certified Clinical Medical Assistant — \$4,250

Books, Exams and Uniforms are not included

Pre-Requisite - Background Checks, Physicals, High School Diploma or GED preferred

Training, Inc. provides job placement assistance

SCHOLARSHIPS AND FUNDING PROVIDED FOR QUALIFIED INDIVIDUALS

CORPORATE AND BUSINESS TRAINING CENTER

Carmen Pichardo (973) 877-3172 • pichardo@essex.edu

Natalie Lee Pow (973) 877-3547 • nleepow1@essex.edu

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 SKILLS

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

SOFT SKILLS

- Business Communication
- Business Writing
- Conflict Management
- Customer Service
- Professionalism in the Workplace
- Team Building
- Time Management

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 municipal employees are ineligible for the grant training)



FUNDED BY

Johnson
Controls



A+

CERTIFICATION & IT FUNDAMENTALS TRAINING

DAY & EVENING
CLASSES
AVAILABLE
RECRUITING NOW!

****PREREQUISITES****
10th GRADE LEVEL
MATH & READING

FUNDING AVAILABLE FOR
QUALIFIED CANDIDATES

FOR MORE INFORMATION CALL:
ADELAIDA RAMOS LOPEZ:
(973) 877-3341
TANYA WRIGHT:
(973) 877-3012



 **ESSEX**
COUNTY COLLEGE
STUDENTS FIRST

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 words 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., Feb. 7 - Apr. 18 • 6:00 – 8:30pm • 20 Sessions
Tuition: \$335.00 • Fee: \$10.00
Location: Online

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 are 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., Feb. 8 - Apr. 14 • 6:00 – 8:30pm • 20 Sessions
Tuition: \$335.00 • Fee: \$10.00
Location: Online

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: Starting at \$99.00 • Fee: None



January 22 - March 26 • 10 Sessions

In-Person Registration:

Monday - Friday; 9:00am - 4:00pm

Saturday, January 15, 22, & 29 • 9:00am - 1:00pm

Room 3291 (Yellow Area) • (973) 877-3079

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

Composition Writing

This course provides instruction on the fundamentals of how to compose an argumentative and narrative essay as assessed on standardized tests. 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 • 12:15 - 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 • 12:15 – 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 • 9:00 – 10:30am
Ages 8-11 • 10:40am – 12:10pm
Tuition: \$100.00 • Fee: None

Discovering Young Artists

Every child can learn to draw. This interactive course 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 • 12:15 – 1:45pm
Tuition: \$100.00 • Fee: \$20.00



Fashion 101

Students will explore the basics of fashion and create clothing and accessories without using a needle or thread! Each student will learn the design process from sketching to using a pattern, while discovering various techniques that will be used to creatively construct a garment and/or accessory. As they are guided through a step-by-step design process to create the project of the day, each student will have created a fun and fashionable wearable piece they will be proud to show off to friends and family! No one would guess all pieces were made with **NO SEWing!**

OY: Ages 10 – 15 • 10:40am -12:10pm
Ages 6 – 9 • 12:15 -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 • 12:15 – 1:45pm
Grade 2 • 12:15 – 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 • 9:00 - 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 • 9:00 – 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. Test prep will be incorporated to familiarize students with the format, how to solve/answer questions and how to maximize performance on open-ended questions. A copy of report card or standardized test scores is required at the time of registration. (Limited enrollment)

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

Martial Arts

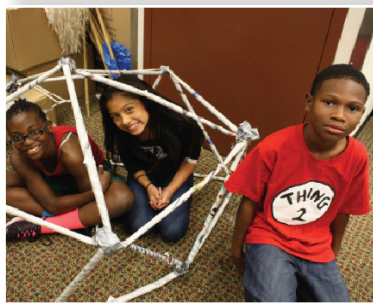
Martial Arts classes will physically and mentally develop your body for everyday life. This course is designed for youth ages 6-15 to learn self-defense techniques and kicks while developing muscle tone. At the end of the course, students will exhibit flexibility, concentration, coordination and, more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

OY: **Ages 6-9 • 9:00 – 10:30am**
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 • 12:15 – 2:15pm**
Tuition: \$100.00 • Fee: \$20.00





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. Test prep will be incorporated to familiarize students with the format, how to solve/answer questions and how to maximize performance on open ended questions. A copy of report card or standardized test scores is required at the time of registration. (Limited enrollment).

OY: **Grades 1–2 • 10:40am – 12:10pm**
 Grades 3–4 • 10:40am – 12:10pm
 Grades 5–6 • 10:40am – 12:10pm
 Grades 7–8 • 10:40am – 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)

Spanish for Youth

This is a course is designed to allow students to acquire and proficiently use new vocabulary and phrases in Spanish. Exercises will use a variety of techniques including vocabulary introduction, verbal pronunciation exercises, reading exercises and writing exercises.

OY: **Ages 6 – 8 • 12:15 -1:45pm**
OY: **Ages 9 – 11 • 12:15 -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 • 12:15 – 1:45pm

OY: Grades 5-6 • 12:15 – 1:45pm

Tuition: \$100.00 • Fee: \$20.00

Zumba for Kids

Zumba for Kids is a fun filled class with kid friendly routines based on Zumba choreography. We breakdown the steps, add games, activities, and cultural exploration elements in to 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 • 12:15 -1:45pm

Tuition: \$100.00 • Fee: \$5.00



SUMMER YOUTH PROGRAM 2022

JULY 11 - AUGUST 19

We offer a variety of 2 and 3 week programs totaling 6 weeks of academic instruction, recreation, and cultural activities for grades 1-8 (as of September 2022). Tuition includes Breakfast, Lunch and Field Trips. Before and After Care available for an additional cost.

Subjects / Topics / Activities Include:

- | | | |
|-------------------------|----------------------------|-------------------------|
| • Algebra | • Fine Arts | • Dance |
| • Basketball | • Math | • Game Animation |
| • Literacy | • Study Skills & Test Prep | • Phonics |
| • STEM | • Writing | • Soccer |
| • Video Gaming / Coding | • Art | • Theatrical Expression |

Registration begins March 2022 | Call to reserve a copy of the Summer Youth Program Brochure

(973) 877 - 3079 or email us at: occe@essex.edu

ONLINE COURSES

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

Start Dates: A new section of each course starts monthly. Our Spring 2022 schedule is as follows: Jan. 12, Feb. 9, Mar. 16, Apr. 13, May 18, June 15, July 13

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
Begin
At \$99!**

COURSES INCLUDE BUT NOT LIMITED TO:

- Accounting Fundamentals Series
- Administrative Assistant Suite
- Creating WordPress Websites Series
- ESL Teacher
- Grammar Refresher Series
- HTML and CSS Series
- Human Physiology Series
- Human Resource Management Suite
- Java Programming Series
- Leadership Suite
- Medical Terminology Series

Browse more online courses at www.ed2go.com/ecc.edu
call (973) 877-3079

HOW TO GET STARTED

1. Visit our Online Instruction Center: www.ed2go.com/ecc.edu.
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.



Explore Your Google Connections

Google Apps are a powerful set of applications that make communicating and collaborating more effective and efficient. This course is designed to provide students with an overview of various Google Apps including Google Docs, Google Slides, Google Sheets, Google Forms, Google Calendar, and Google Classroom. In addition, this course will demonstrate how Google Apps is being used to increase student awareness, student knowledge and usage. **Must have access to a computer at home for assignments.**

OC: Tues., Mar. 1 - Mar. 29 • 6:00 - 8:00pm • 5 Sessions
Tuition: \$130.00 • **Fee:** \$10.00

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 **Must have access to a computer at home for assignments.**

OC: Mon. & Wed., Feb. 7 - Mar. 14 • 5:30 - 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. **Prerequisite:** Excel for Windows Introductions or equivalent knowledge. **Must have access to a computer at home for assignments.**

OC: Mon. & Wed., Mar. 21 - Apr. 20 • 5:30 - 7:00pm • 10 Sessions
Tuition: \$195.00 • **Fee:** \$15.00

Four-In-One (Microsoft Office 365)—CISN 700

Need assistance in understanding Office 365 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. Must have access to a computer at home for assignments.**

OC: Sat., Feb. 5 - Apr. 30 • 8:30am - 12:15pm • 12 Sessions
Tuition: \$585.00 • **Fee:** \$45.00 (Payment Plan Available)

Microsoft Word for Windows Advanced

The purpose of this course is to focus on the use of advanced features needed to create, manage, revise, and distribute long documents, forms, web pages and data bases. **Prerequisite:** Windows with Word Intermediate or equivalent knowledge. **Must have access to a computer at home for assignments.**

OC: Tues., & Thurs., Mar. 15 - Apr. 14 • 5:30 - 7:00pm • 10 Sessions
Tuition: \$195.00 • **Fee:** \$15.00

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. **Must have access to a computer at home for assignments.**

OC: Tues. & Thurs., Feb. 8 - Mar. 10 • 5:30 - 7:00pm • 10 Sessions
Tuition: \$195.00 • **Fee:** \$15.00





Alternate Route to Teaching Program

**Thinking of becoming a teacher? Already have a college degree?
Make a difference in the life of a child: TEACH!**

New Pathways to Teaching in New Jersey (NPTNJ) is an approved alternate route to teaching program approved by the New Jersey Department of Education (NJDOE). It provides an opportunity for people to become teachers who have a Bachelor's degree or higher.

50-HOUR PRE-INTRODUCTION TO THE TEACHING PROFESSION Course

This introductory course is mandatory 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
- Diversity in the Classroom
- Lesson Plan designs
- Technology Integration into curriculum
- Job Search Strategies for Teachers
- Classroom Management
- Assessment Tools
- Learning Styles & Strategies
- Classroom Observations

This is a mandatory non-credit hybrid course with 30 hours of classroom instruction, 8 hours of classroom observation, and 12 hours of clinical performance. Upon successful completion of this class, students will receive **Verification of Program Completion** documentation, as required by the NJDOE. This verification **must be included** in the CE application to the NJDOE. Please note this is just the first step to earning state certification. All prospective CE applicants must pass the Praxis exams.

The requirement of the NJDOE for all Certificate of Eligibility applicants graduating before September 1, 2016 is a G.P.A. of at least 2.75. Candidates graduating after September 1, 2016 must have a 3.0 G.P. A. The required 50 hours of pre-service is not a standalone program. Upon being granted the Certificate of Eligibility prospective teachers will enroll in the New Pathways Program at New Jersey City University.

To learn more about this program, please call (973) 877-1869.

Tuition: \$299.00

Textbook required

Praxis Core Test Preparation, page 26 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: Thurs., Feb. 3 - Apr. 7 • 6:00 -7:30pm • 10 Sessions
Tuition: \$195 • **Fee:** \$15.00

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., Feb. 5 - Mar. 12 • 10:00am – 12:30pm • 6 Sessions
Tuition: \$195.00 • **Fee:** \$15.00

Food Management

ServSafe® 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).

Textbook required: ServSafe® Manager 7th Edition with exam answer sheet for paper and pencil exam. www.pastertraining.com/sku71015.

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., Mar. 5 - Mar. 19 • 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.

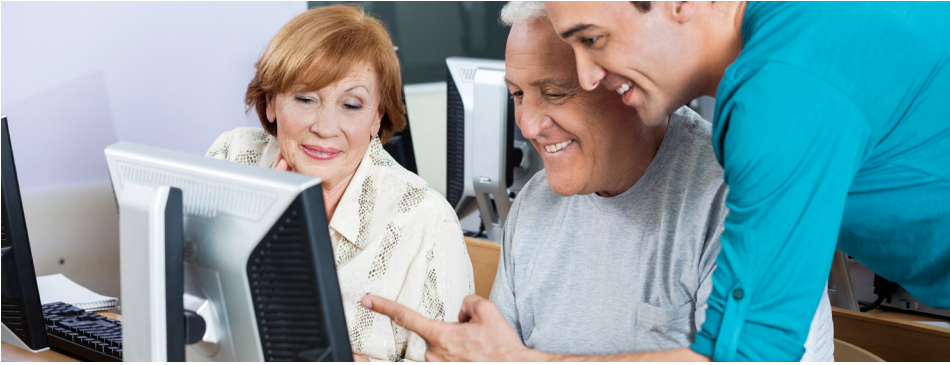
OC: Sat., Feb. 12 - Feb. 26 • 9:00am – 2:00pm • 3 Sessions
Tuition: \$195.00 • **Fee:** \$15.00

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: Sat., Feb. 12 • 9:30am –12:30pm • 1 Session
Tuition: Free





SENIOR CITIZEN COURSES

Senior Citizens Must Register in Person

SM=Senior Programs

Main Campus: Call (973) 877-3079

Computer Basics—CISN 720

SM: Sat., Jan. 22 - Feb. 26 • 12:30 - 3:00pm • 6 Sessions
Tuition: None

Internet Basics—CISN 712

SM: Sat., Mar. 5 - Apr. 9 • 12:30 - 3:00pm • 6 Sessions
Tuition: None

Typing Basics—BUSN 719

SM: Sat., Jan. 22 - Feb. 26 • 9:30am - 12:00pm • 6 Sessions
Tuition: None

Word Basics—CISN 705

SM: Sat., Mar. 5 - Apr. 9 • 9:30am - 12:00pm • 6 Sessions
Tuition: None

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 2020 and Spring 2021 semesters are not eligible to repeat them during the Fall 2021 and Spring 2022 semesters, unless there is space available for repeat students in the current program year. Contact On-Campus Continuing Education office at (973)877-3079 for more information. **In order to verify that age and residency eligibility requirements are met, Seniors must register in person and provide valid identification.**

TEST PREPARATION

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., Mar. 5 - May 14 • 9:00am - 12:00pm • 10 Sessions
Tuition: \$390.00

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., Mar. 5 - May 14 • 12:30pm - 3:30pm • 10 Sessions
Tuition: \$390.00



PRE-COLLEGE PROGRAM

The pre-college readiness programs - provides rising juniors and seniors the opportunity to earn transferrable college credits while still in high school.
For more information call (973) 877-4475

License Practical Nurse (LPN) or LPN TO RN Applicants



- Report to NC Enrollment Services and Extension Programs, Yellow area, Room 3240 to fill out a Non-Credit Registration Form.
- Take the NC Registration Form to the Academic Program Coordinator for signature.
 - A. Dr. Gale Gage - LPN-RN APPLICANTS: Room 200
 - B. Dr. Gennevieve Danville - LPN APPLICANTS: Room 212D
- Once signed, go to the Bursar's Office to pay for the ATI-TEAS Preparation Course.
- Return your fully processed Registration to the Yellow area, Room 3240.
 - Application deadline 7/7/22
 - Registration deadline 7/8/22
 - Pre-Test: Room 4103 (5:00-8:30pm) 7/13/22
 - TEAS Course: Room 4157 (5:15-8:30pm) 7/25 - 8/15/22
 - Post-Test Room 4103 (5:00-8:30pm) 8/29/22

Tuition:

\$156.00

Fee:

\$8.00

NOTE: PLEASE BE AWARE THAT THE ATI-TEAS PREPARATION COURSE IS DESIGNED TO PREPARE YOU FOR THE ACTUAL ATI-TEAS TEST AND NOT A MEANS TO SIGN UP FOR IT.



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.

A.A.S. Physical Therapist Assistant or Radiography Applicants

EP: Sat., Jan. 15 - Mar. 5 • 9:00am – 12:00pm • 6 Sessions or
Sat., Jan. 15 - Mar. 5 • 1:00pm – 4:00pm • 6 Sessions
Tuition: \$156.00 • **Fee:** \$8.00
Deadline: Verification of Satisfying Prerequisites – Jan. 15

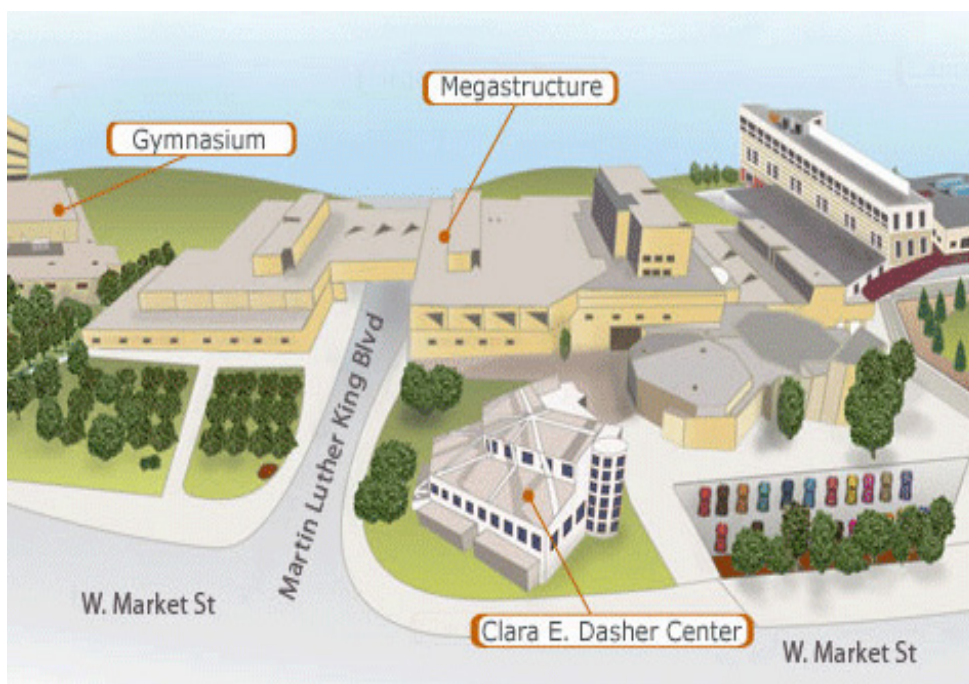
A.A.S. Nursing Applicants

EP: Sat., Feb. 19 - Apr. 2 • 9:00am – 12:00pm • 6 Sessions or
Sat., Feb. 19 - Apr. 2 • 1:00pm – 4:00pm • 6 Sessions
Tuition: \$156.00 • **Fee:** \$8.00
Deadline: Verification of Satisfying Prerequisites – Feb. 11

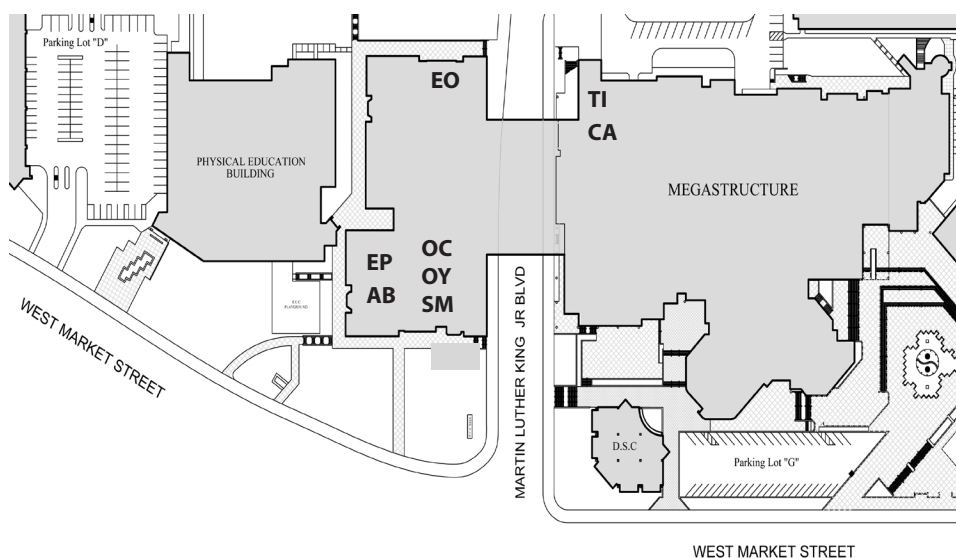
Note: Please be aware that the ATI-TEAS Preparation Course is designed to prepare you for the actual ATI-TEAS Test and not a means to sign up for it.

For more information call (973) 877-3158





Main Campus



- AB** - Adult Learning Center, Level 3, Yellow Area | Rm 3249
- CA** - Corporate & Business Training Center, Megastructure, Level 4 | Rm TI-13
- EO** - Educational Opportunity Fund, Level 3, Green Area | Rm 3204
- EP** - Extension Programs, Level 3, Yellow Area | Rm 3240
- OC, OY, SM** - On-Campus Continuing Education, Level 3, Yellow Area | Rm 3290
- TI** - Training, Inc. & Workforce Development, Megastructure, Level 4 | Rm TI-28

REGISTRATION PROCEDURES

FOR NON-CREDIT PROGRAMS

WE OFFER FOUR WAYS TO REGISTER

Register early to avoid cancelled courses. Late registration will be accepted until classes are filled. 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) 877-3158 (Extension Programs)

Fax-In: 24-HOUR AVAILABILITY!

(973) 877-3591 (Main Campus)
(Call the department to confirm that the fax was received)

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.

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.

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/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.
No refunds thereafter.

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.

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



**COMMUNITY CONTINUING EDUCATION
AND WORKFORCE DEVELOPMENT**
Non-Credit Registration Form - Spring 2022
(duplicate if needed)

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

Name

Street Address

City

State

Zip

Telephone

Email

For Statistical Purposes Only (optional)

☐ Male

☐ Female

Birth date: / / MM/DD/YY

☐ American Indian/Alaskan Native

☐ Black/African American

☐ Asian/Pacific Islander

☐ White (Non-Hispanic)

☐ Hispanic/Latino

☐ Other

Course Title

Tuition

\$

\$

\$

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

Signature for Senior Citizen Waiver

Fees

\$

*CEUs

\$

Other

\$

Total

\$

**ADDITIONAL INFORMATION REQUIRED FOR
SATURDAY YOUTH PROGRAM REGISTRATION - SPRING 2022**
Call (973) 877-3079 for more information

Returning Student

☐ Yes

☐ No

Birth Date

Sex

☐ Male

☐ Female

School Name

City

Grade

Emergency Contact Person(s)

Emergency Telephone Number(s)

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.



303 University Avenue
Newark, NJ 07102

SPRING

COURSE CATALOG 2022

- Classes En Español Para Su Asociado
- Allied Health
- Personal/Professional Development

- Youth & Senior Programs
- Job & Career Training
- Online Courses & More

Enroll Now!

www.essex.edu