



# 2022 Fall COURSE CATALOG



**ENROLL  
NOW!**

# Welcome to Fall 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*

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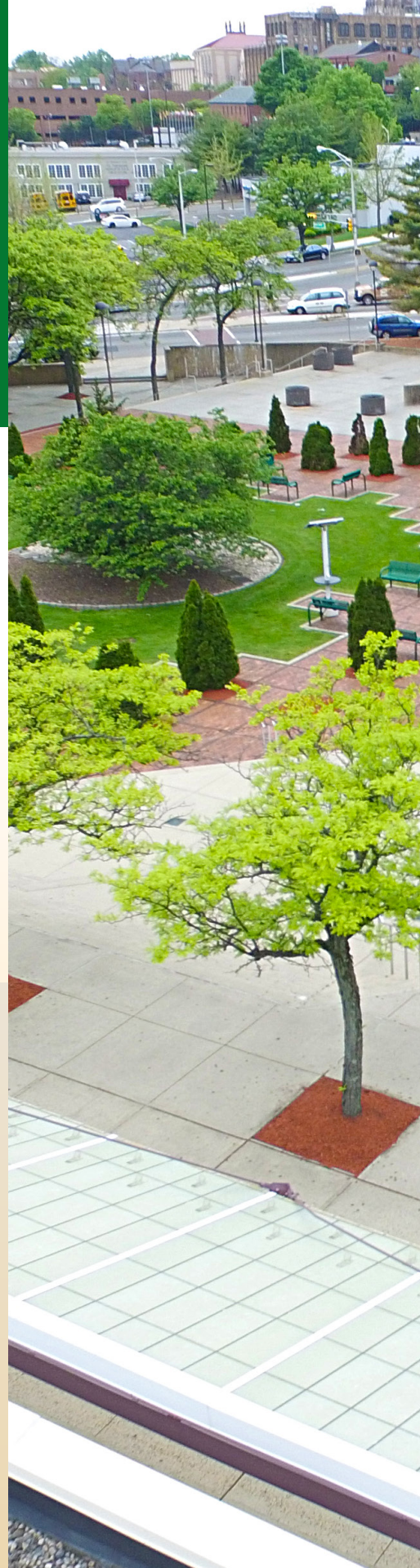
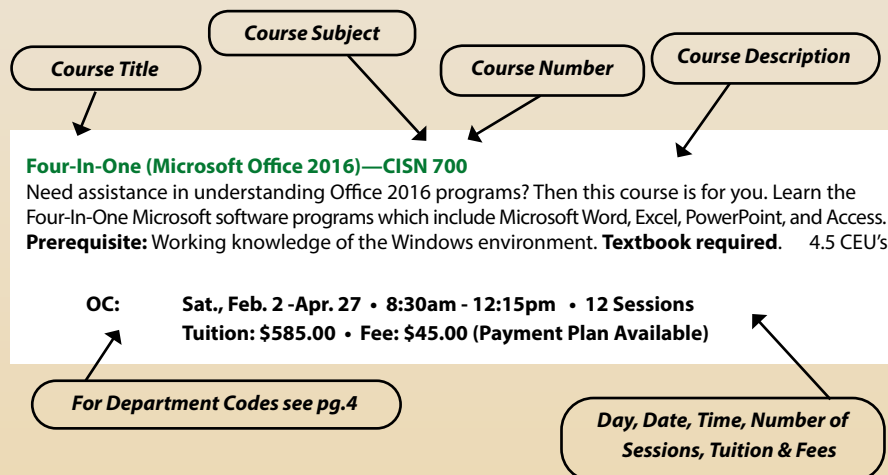
Angela McKinney, *Director*  
*On-Campus Continuing Education*

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](mailto:occe@essex.edu)

### UNDERSTANDING COURSE DESCRIPTIONS



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# PROGRAMS & SERVICES

## COMMUNITY, CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

### 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) 877-3414

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). situation and receive extensive training and support in job-search skills.



### On-Campus Continuing Education Newark Campus (Dept. Codes: OC, OY, SM) (973) 877-3079 | Fax (973) 877-3591

303 University Avenue, Room 3291, Newark, NJ 07102  
Provides adults, youth, and senior citizens with quality non-credit courses, workshops, and specialized programs.

### 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.



# ACADEMIC PROGRAMS PROGRAMAS ACADÉMICOS

## FOCUS EXTENSION CENTER (OFF-CALENDAR)

CREDIT COURSES (classes taught in Spanish except ESL and FYE)

FALL 2022 - (202302) September 26- December 20, 2022

Classes held at: 441-443 Broad Street, Newark, NJ 07102

COURSE/ SECTION	CRN	DAY	TIME	SEM HRS	MAX SEAT
ART 100 F0A	26291	S	9:00-12:20	3	18
BIO 101 F0A	26207	F S	6:00-9:20 p.m. 9:00-12:20	4	18
ESL 031 F0A	60487	F	6:00-9:20 p.m.	3	18
ESL 032 F0A	60488	MW	6:00-9:20 p.m.	6	18
ESL 033 F0A	60489	TR	6:00-9:20 p.m.	6	18
ESL 041 F0A	60501	MW	6:00-8:30 p.m.	4.5	18
ESL043 F0A	60502	TR	6:00-9:20 p.m.	6	18
ESL 053 F0A	60516	MW	6:00-9:20 p.m.	6	18
ESL 063 F0A	60656	MW	6:00-9:20 p.m.	6	18
FYE 097 F0A	61205	F	6:00-8:20 p.m.	3	18
HST 101 F0A	60469	S	9:00-12:20	3	18
MTH 086 F0A	24884	TR	6:00-8:30 p.m.	4.5	18
MTH 086T F0A	24885		TBA VIRTUAL		
MTH 092 F0A	29637	TR	6:00-8:30 p.m.	4.5	18
MTH 092T F0A	29638		TBA VIRTUAL		
MTH 100 F0A	20191	TR	6:00-8:15 p.m.	4	18
PSY 101 F0A	25293	F	6:00-9:20 p.m.	3	18
SOC 101 F0A	29129	S	9:00-12:20	3	18

# ACADEMIC PROGRAMS PROGRAMAS ACADÉMICOS

## FOCUS EXTENSION CENTER

**Web & In-Person Registration:**

**April 25 – September 23**

**First Day of Classes:**

**September 26**

**Late Registration & Add/Drop**

**September 26-September 30**

### Credit Tuition & Fee Schedule

**Tuition per credit hour:**

In-County      \$131.62

Out-of-County    \$263.22

**Fees:**

Application: \$30.00

General Fee: \$33.81

Lab: Determined by course

Student Activity Fee: \$7.65

Technology Fee \$15.00

Deferred payment plan available.

**(Fees are non-refundable.)**

ALL payments, full payment, enrollment in the Payment Plan, financial aid awards, tuition waivers, agency/employer vouchers, and Scholarships must be submitted by the payment due date.

Login to MyECC Student portal [myecc.essex.edu](http://myecc.essex.edu) check your award status and class information.

## PAYMENT DUE DATES

- Register April 25th – August 23rd
- Full payment or Payment Plan enrollment (1/3 payment required) Due by August 23rd
- Register after August 23rd
- Full Payment or Payment Plan enrollment (1/3 payment required) due within 24 hours of registration
- Payment for added classes due immediately.
- Second payment Due on October 4
- Third and final payment Due November 1

## Withdrawal Policy

All students who officially withdraw from the college or officially drop a course/s, may receive a tuition refund according the schedule. 100% refund is available during the Late registration & add/drop period. Students who withdraw after the listed dates may be responsible for the entire bill. Please click online to review the refund schedule. [www.essex.edu/tuition-refund-policy](http://www.essex.edu/tuition-refund-policy).

*For additional registration information, please contact 973-877-6594/3363 (Extension Programs)*

# ACADEMIC PROGRAMS PROGRAMAS ACADÉMICOS



## OPEN HOUSE

**THURSDAY,  
SEPTEMBER 15, 2022  
4:00PM - 7:00PM**

**SATURDAY,  
OCTOBER 15, 2022  
10:00AM - 12:00PM**

### **FOCUS Extension Center**

441-443 Broad St. Newark, NJ 07102

- **Admission Application Fee will be waived**
- **Financial Aid available to Eligible Applicants**

### **FOR MORE INFORMATION PLEASE CONTACT:**

**Cheryl Newton-Banks**

(973) 877-6594

Monday - Friday

9:00AM - 5:00PM

**Ana Lissette Vera**

(973) 624-2528 Ext. 119

Monday - Friday

9:00AM - 5:00PM

# ACADEMIC PROGRAMS PROGRAMAS ACADÉMICOS

## West Essex Campus Course Offerings

September 1, 2022 – December 20, 2022

### TEMPORARY LOCATION

Classes offered at The West Caldwell Technical High School  
620 Passaic Avenue – West Caldwell, New Jersey

Course	Course Title	CRN#	Day	Time
ART 100 CWC	Art Appreciation	25870	TR	5:15 - 8:35
BIO 102 CWC	College Biology II	60187	MW	4:00 - 6:45
BIO 121 CWC	Anatomy & Physiology II	24679	MW	7:30 - 10:10
BUS 101 CWC	Business Organization & Mgmt.	60189	M	7:30 - 10:10
BUS 203 CWC	Intro. To Entrepreneurship	60191	W	7:30 - 10:10
BUS 251 CWC	Business Law	23710	R	7:30 - 10:10
CJI 101 CWC	Intro to Criminal Justice	60192	R	7:30 - 10:10
ECO 101 CWC	Principles of Economics	21518	T	7:30 - 10:10
ENG 102 CWC	College Composition II	21543	TR	6:00 - 7:20
HST 102 CWC	World Civilization II	21567	MW	5:15 - 6:35
MTH 086 CWC	Introductory Algebra	26467	MW	4:40 - 6:40
MTH 092 CWC	Elementary Algebra	21594	TR	4:40 - 6:40
MTH 100 CWC	Intro to College Mathematics	23773	TR	6:20 - 9:05
MTH 101 CWC	Statistics & Probability	60202	MW	4:00 - 5:45
PSY 219 CWC	Child Psychology & Develop.	21629	T	7:30 - 10:10
PSY 230 CWC	Life-Span Developmental Psy.	60221	R	7:30 - 10:10

### ADMISSIONS & ENROLLMENT INFORMATION

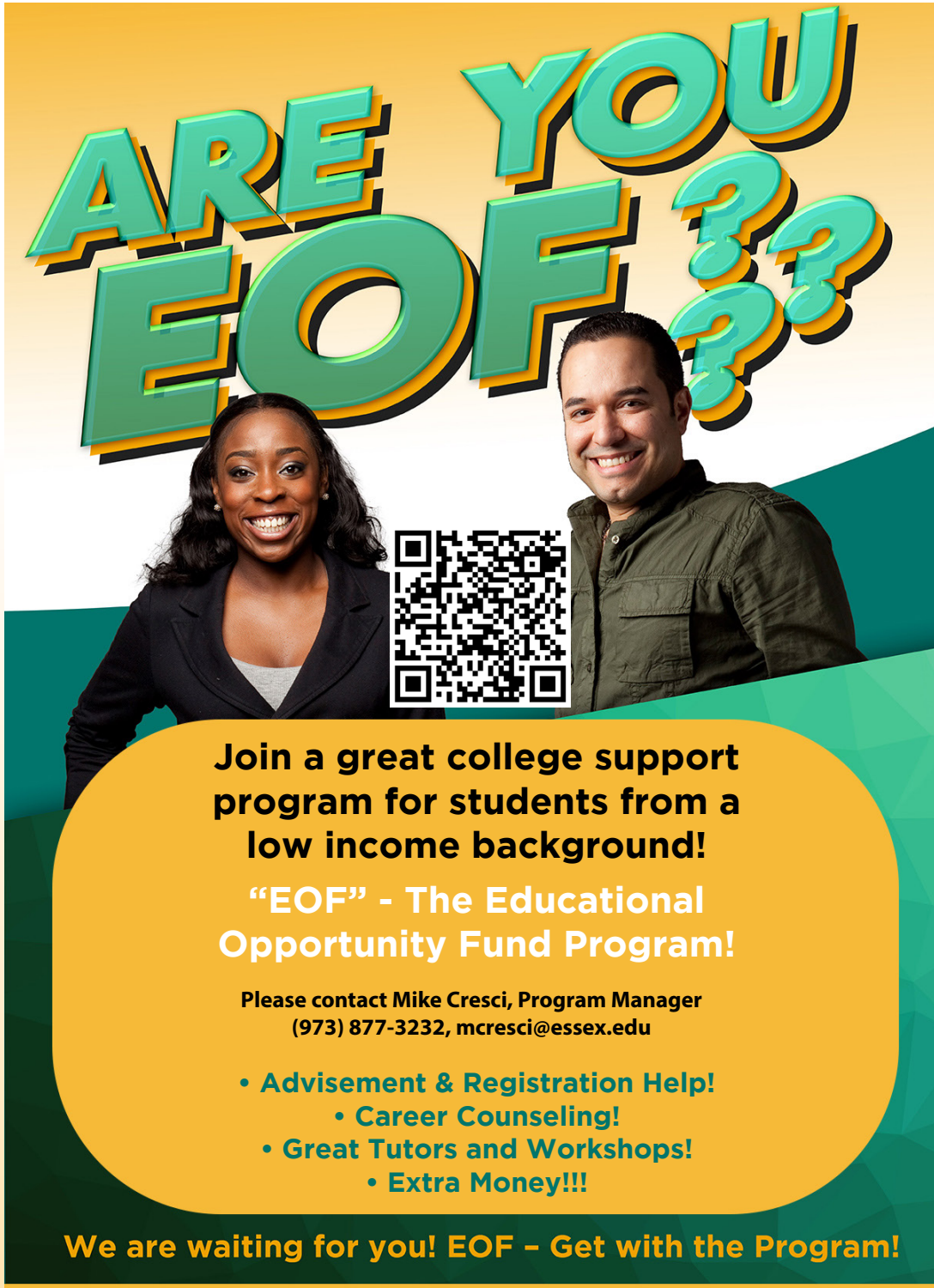
Tikeesha Drake, Administrative Assistant/Academic Programs/Extension Programs

973-877-3175 or [tikee11drake@essex.edu](mailto:tikee11drake@essex.edu)


Cheryl Newton-Banks, Director Enrollment Services/Extension Programs

973-877-6594 or [newton@essex.edu](mailto:newton@essex.edu)

# ACADEMIC PROGRAMS PROGRAMAS ACADÉMICOS



**ARE YOU EOF???**



**Join a great college support program for students from a low income background!**

**“EOF” - The Educational Opportunity Fund Program!**

Please contact Mike Cresci, Program Manager  
(973) 877-3232, [mcresci@essex.edu](mailto:mcresci@essex.edu)

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

**We are waiting for you! EOF – Get with the Program!**

# ACADEMIC PROGRAMS PROGRAMAS ACADÉMICOS



## Uniform Construction Code

**Classes offered virtually for individuals possessing licenses in the State of New Jersey in Building, Fire, or Electrical interested in becoming inspectors within these fields.**

### SEMESTER DATES:

**October 6 through December 19, 2022**

Course	Course Title	Cost	Day(s)	Time
UCC 109	Subcode Official	\$549.21	T	5:30 - 8:30 p.m.
UCC 119	Building Inspector RCS	\$1,113.42	M W	4:40 - 10:10 p.m. 4:40 - 6:40 p.m.
UCC 130	Electrical Inspector ICS	\$737.28	W	6:00 - 10:10 p.m.
UCC 140	Fire Protection Insp ICS	\$737.28	TR	5:35 - 9:45 p.m.
UCC 170	Technical Assistant	\$549.21	W	5:35 - 8:35 p.m.

### ADMISSIONS & ENROLLMENT INFORMATION

**Tikeesha Drake, Administrative Assistant/Academic Programs/Extension Programs**

**973-877-3175 or [tikee11drake@essex.edu](mailto:tikee11drake@essex.edu)**

**Cheryl Newton-Banks, Director Enrollment Services/Extension Programs**

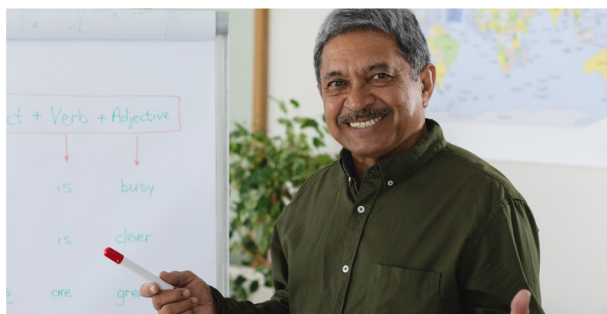
**973-877-6594 or [newton@essex.edu](mailto:newton@essex.edu)**

# ADULT LEARNING CENTER

## 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



### 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](mailto:celestine@essex.edu)

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

# ALLIED HEALTH 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., Sept. 24 • 9:00am – 2:00pm • 1 Session**

**OC: Sat., Oct. 22 • 9:00am – 2:00pm • 1 Session**

**OC: Sat., Nov. 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., Oct. 1 • 9:00am – 12:00pm • 1 Session**

**OC: Sat., Dec. 3 • 9:00am – 12:00pm • 1 Session**

**Tuition: \$65.00 • Fee: \$10.00 (same for each session)**



## 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 for physician outpatient. 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: Tues., & Thurs., Sept. 27 - Jan. 26, 2023**

**5:30 - 9:30pm • 30 Sessions**

**Tuition: \$1,200.00 • Fee: \$65.00 (Payment Plan Available)**

**Exam Fee: \$117.00 (separate payment from tuition & fees)**

**Winter Recess: Last class Dec. 15, 2022; Return Jan. 5, 2023**



# ALLIED HEALTH PROGRAMS

## 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., Sept. 20 - Nov. 29 • 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., Sept. 26 - Dec. 5 • 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., Sept. 17 - Feb. 11 • 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., Sept. 27 - Dec. 6 • 6:00 - 9:00pm • 20 Sessions**  
**Tuition: \$780.00 • Fee: \$60.00 (Payment Plan Available)**



# CERTIFICATE PROGRAMS

## 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., Oct. 15 - Dec. 10 • 9:00am – 2:00pm • 8 Sessions**  
**Tues. & Thurs., Oct. 11 - Dec. 6 • 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., Oct. 8 - Nov. 5 • 9:00am – 4:00pm • 6 Sessions**  
**Tuition: \$765.00 • Fee: \$35.00**  
**\*National Certification Test - Nov. 19**

## 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., Sept. 20 - Oct. 27 • 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., Sept. 24 - Dec. 17 • 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., Sept. 24 - Dec. 17 • 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., Sept. 24 - Oct. 29 • 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., Nov. 5 - Dec. 3 • 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., Oct. 1 - Jan. 21 • 9:00am – 3:00pm • 13 Sessions**  
**(Jan. 21 class meets 9:00am - 12:00pm)**  
**Tuition: \$500.00 • Fee: \$75.00**

# CAREER TRAINING

## 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

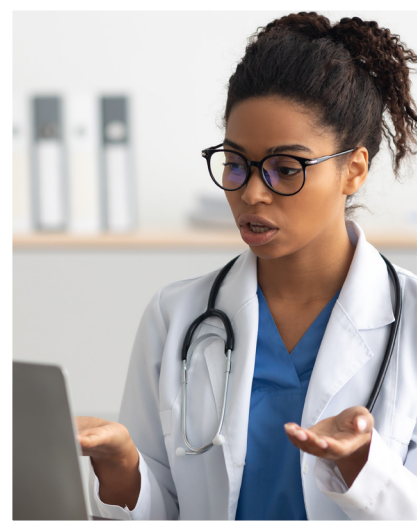
#### Certified Clinical Medical Assistant — \$4,250

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**



# CAREER TRAINING

## **CORPORATE AND BUSINESS TRAINING CENTER**

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

Natalie Lee Pow (973) 877-3547 • nlepow1@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)



# CAREER TRAINING

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ADELAIDA RAMOS LOPEZ:  
(973) 877-3341  
TANYA WRIGHT:  
(973) 877-3012**



# EXTENSION PROGRAMS

## 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. Computer with Microsoft Word required. 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:

**Mon. & Wed. Sept 12 – Nov 21, 2022  
or Tues. & Thurs. Sept 13 - Nov 21, 2022**

**Classes Meet twice a week  
10:00 am – 12:30 pm • 20 Sessions  
6:00 pm – 8:30 pm • 20 Sessions**

**Tuition: \$340.00 • Fee: \$10.00  
Location: Main Campus  
Room 3240, Yellow Area  
(973) 877-3363/6594**

## 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.

### 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.



# SATURDAY YOUTH PROGRAM

**September 17 - November 19 • 10 Sessions**

**In-Person Registration:**

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

**Saturday, September 10, 17, & 24 • 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: \$10.00**

## 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: \$10.00**

## 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: \$10.00**

## 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: \$10.00**



**NOTE: Parents need to be available to escort students in lower grades K-4 to their different classes.**

# SATURDAY YOUTH PROGRAM

## 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: \$10.00**

## 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: \$10.00**

## 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: \$10.00**



**NOTE: Parents need to be available to escort students in lower grades K-4 to their different classes.**



## 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: \$10.00**

# SATURDAY YOUTH PROGRAM

## 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.

**OY: Grades 11 & 12 • 10:40am - 12:10pm**  
**Tuition: \$100.00 • Fee: \$10.00**

## 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.

**OY: Grades 11 & 12 • 12:15 - 1:45pm**  
**Tuition: \$100.00 • Fee: \$10.00**

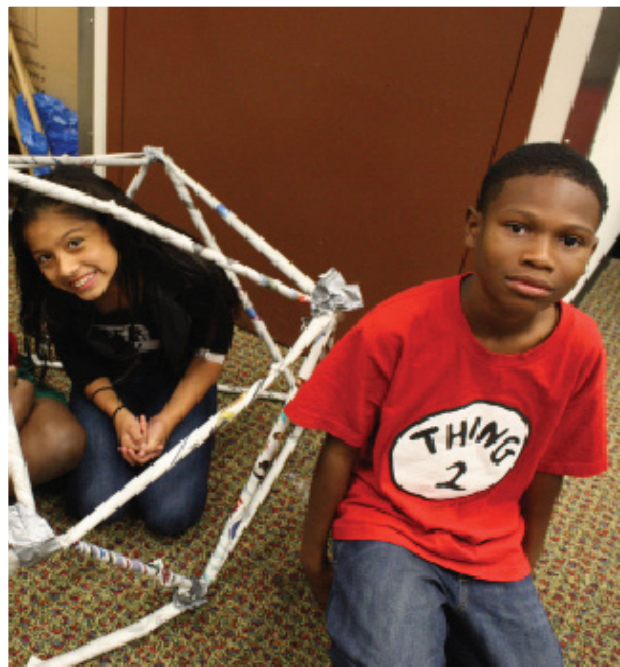
## Spanish for Youth

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: \$10.00**



**Summer Youth Program**  
**July 10 - August 18, 2023**  
Details will be in the Spring 2023 Brochure



## 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: \$10.00**

# ONLINE & DISTANCE LEARNING



Essex County College is in partnership with Ed2Go to offer a wide range of engaging courses for adults online. Every course includes expert instructors and are affordable, fun, fast, convenient, and geared just for you. You can look for instructor feedback and ask questions at any time in the Discussion Areas of each course.

Program features:

- One-on-One Instructor Assistance
- Flexible Schedule 24/7 Access/Self-paced
- All Materials Included
- Receive a Certificate Upon Competition

All courses require at least Internet access, a personal email, Mozilla Firefox, Microsoft Internet Explorer (9.0 or above), Google Chrome, or Safari. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

**NO Senior Citizen discount available.**

A new section of each course starts monthly. The Fall 2022 schedule start dates are, Aug. 17, Sept. 14, Oct. 12, Nov. 16 and Dec. 14.

Self-paced courses include but not limited to:

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

**Courses  
Begin  
At \$99!**

To register and browse more courses, visit our website, [www.ed2go.com/ecc.edu](http://www.ed2go.com/ecc.edu)

## TRAINING FOR THE CANNABIS INDUSTRY

Sponsored by Valley Wellness in partnership with Essex County College

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### Features

- Five modules taught over five nights on Zoom
- Comprehensive entry-level training for the NJ Cannabis Industry
- Receive a Certificate of Completion from Essex County College
- \$500 Scholarship available for Veterans



**NOTE: ECC IS DRUG FREE CAMPUS. CANNABIS USAGE IS NOT ALLOWED ON CAMPUS**

Call (973) 877-3079 for dates and times | Tuition: \$500.00

# PC COURSES

## 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., Oct. 3 - Nov. 7 • 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., Nov. 14 - Dec. 14 • 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., Sept. 24 - Dec. 17 • 8:30am - 12:15pm • 12 Sessions**  
**Tuition: \$585.00 • Fee: \$45.00 (Payment Plan Available)**

## Microsoft Word for Windows Advanced—CISN 745

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., Nov. 10 - Dec. 15 • 5:30 - 7:00pm • 10 Sessions**  
**Tuition: \$195.00 • Fee: \$15.00**

## Windows with Word Intermediate—CISN 735

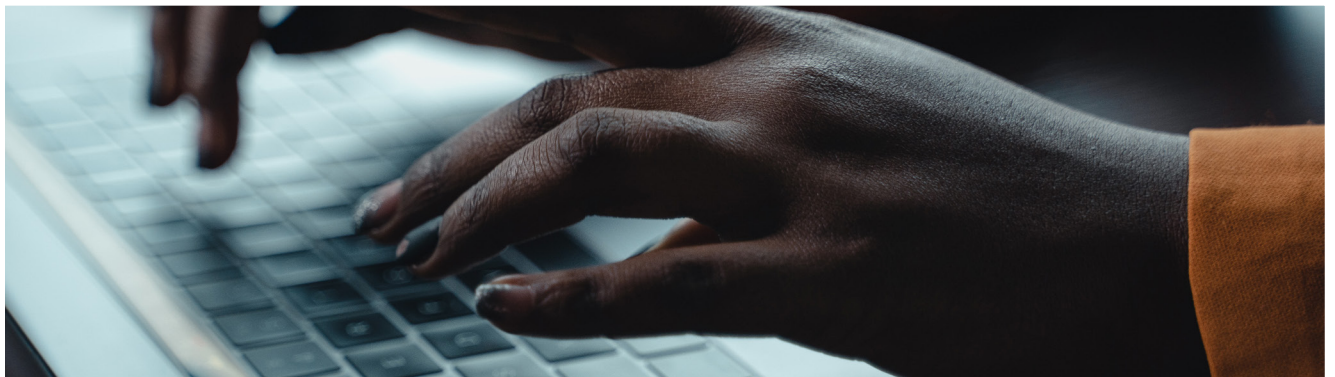
This computer course is a hands-on next step to Windows and MS Word. It is designed for people who have completed an introductory course or who have a basic understanding of the computer. Upon completion, students will have a working knowledge of Windows and be able to create various kinds of documents using MS Word. **Prerequisite:** First Step to Computers or equivalent knowledge. **Must have access to a computer at home for assignments.**

**OC: Tues. & Thurs., Oct. 4 - Nov. 3 • 5:30 – 7:00pm • 10 Sessions**  
**Tuition: \$195.00 • Fee: \$15.00**

## 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. Textbook required.

**OC: Mon., Sept. 26 - Dec. 12 • 6:00 - 9:00pm • 11 Sessions**  
**Tuition: \$260.00 • Fee: \$33.00**



# PROFESSIONAL DEVELOPMENT

## Alternate Route to Teaching Program



**Is teaching a field you have always imagined yourself in? Thinking of becoming a teacher? Would you like to make a difference in a child's life? If you already have a college degree you could be the perfect candidate for an Alternate Route to Teaching Program...Make the transition to teaching.**

Essex County College offers an alternate route to teaching program which provides an opportunity for people to become teachers who have a Bachelor's degree or higher. The 50 Hour Intro to Teaching course is the first step in earning your state teacher license. To complete the process, you must take the Praxis Core and Praxis Subject area exams.

## 50-HOUR INTRODUCTION TO THE TEACHING PROFESSION COURSE

This pre-service introductory course is mandatory for all alternate route candidates who plan to apply for a Certificate of Eligibility (CE). Course content will include:

- **An Overview of the Teaching Profession • Classroom Management • Assessment Tools**
- **Diversity in the Classroom • Lesson Plan designs • Learning Styles & Strategies**
- **Technology Integration into Curriculum • Classroom Observations**
- **Job Search Strategies for Teachers**

This non-credit hybrid course includes 30 hours of classroom instruction, 8 hours of classroom observation, and 12 hours of clinical field experience. Upon successful completion, students will receive Verification of Program Completion documentation, as required by the NJDOE. This verification must be included in the CE application for licensure.

To enroll, candidates must show proof of a G.P.A. of 2.75 if they graduated before September 1, 2016 or 3.0 if graduation occurred after September 1, 2016 from an accredited college or university.

**Tuition: \$299.00 Textbook required**

To learn more about this program, call (973) 877-1869, or email: [ehay@essex.edu](mailto:ehay@essex.edu)

# PROFESSIONAL DEVELOPMENT

## SUBSTITUTE TEACHING CERTIFICATE

**Have you thought about entering the teaching profession but wanted to learn more about being in the classroom? Exploring the education field as a substitute teacher will allow you to view first hand the rewards of being a teacher.**

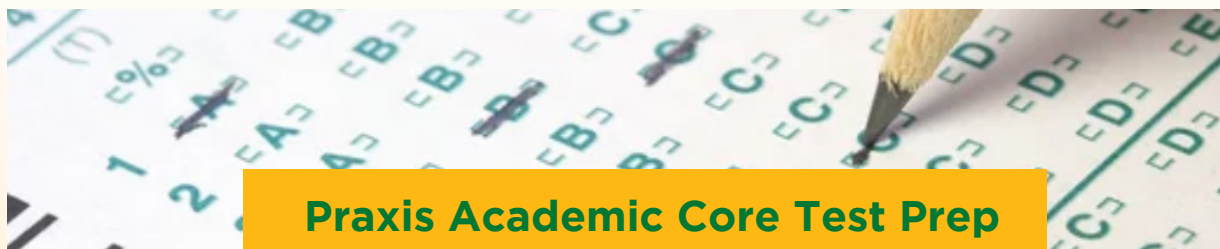
**As a substitute you will be able to:**

- Gain valuable experience working with a diverse population of people
- Enjoy the flexibility to choose your own schedule
- Supplement your income
- Explore your options of working with the younger or older student populations
- Practice your ability to problem solve in various situations

In this course you will learn the requirements to earn a Substitute License in NJ. This is a 6-week course which will cover the topics of daily expectations, deciphering lesson plans, adapting lesson plans, meeting the needs of diverse learners, classroom management skills and more.

**Textbook Required**

**Tuition:** \$312.00



## Praxis Academic Core Test Prep

### Praxis Academic Core Math Skills

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. Incorporated into the course will also be test-taking strategies and tips for the core reading and writing. **Textbook Required**

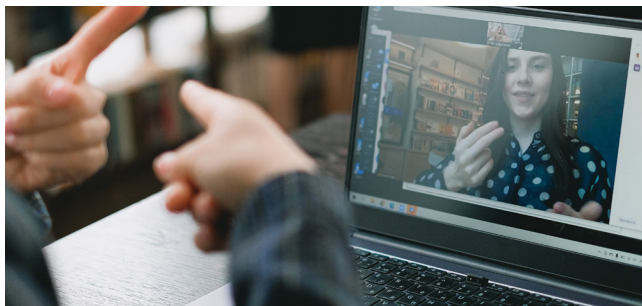
**Tuition:** \$390.00 • Sat., Oct. 1 - Dec.10 • 9:00am-12:00pm • 10 Sessions

### Praxis Academic Core Reading and Writing

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**

**Tuition:** \$390.00 • Sat., Oct. 1 - Dec.10 • 12:30pm-3:30pm • 10 Sessions

# PERSONAL/PROFESSIONAL DEVELOPMENT



## 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., Oct. 6 - Dec. 15 • 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., Oct. 1 - Nov. 5 • 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 food-borne 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](http://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., Nov. 5 - Nov. 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., Sept. 24 - Oct. 8 • 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., Nov. 19 • 9:30am - 12:30pm • 1 Session**  
**OC: Tues., Oct. 4 • 6:00pm - 9:00pm • 1 Session**  
**Tuition: Free**

**Coming Soon:**  
**NJ SORA Certification Training**  
Call 973-877-3079 for details



# PRE-COLLEGE READINESS

**FOR MORE INFORMATION: 973-877-4475 or 973-877-1899**

## Early College Experience

- **School Tour** – Request a personal or a group tour to give students an introduction to Essex County College, learn about majors/minors, see facilities/labs, meet current students and staff, and have the chance to ask questions.
- **Summer Boot Camp** - The six-week Summer Boot Camp aims to not only prevent the “Summer Slide” which often happens to students during the summer months, but also, propel students, particularly those entering their senior year into a college-ready mindset. Offered to rising high school juniors and seniors during July – August.

## Concurrent Enrollment

Students who wish to enroll in Essex County College courses while still in high school may apply to the College and take classes as a **visiting student** on any of our two campus locations. Courses are offered during the fall, spring and summer semesters. **General Essex County College tuition and fees apply.**

## Dual Enrollment

Early College/Dual Enrollment courses are coordinated and taught at the high school by ECC adjunct professors, or by high school faculty approved by ECC to teach college courses.



## Partnering Schools:

- **Belleville High School**
- **Newark Public Schools District**
- **Essex County Schools of Technology**
- **East Orange Public Schools District**
- **Irvington High School**
- **Orange High School**
- **People’s Prep Charter School**

**\* Registration is completed through your school district. For information on courses available at your high school and registration deadlines, please speak to your guidance department.**

# SENIOR CITIZEN COURSES

**Senior Citizens must register in person and provide proof of age and residency**

SM=Senior Programs | Main Campus: Call (973) 877-3079

## Computer Basics—CISN 720

SM: Sat., Sept. 24 - Oct. 29 • 12:30 - 3:00pm • 6 Sessions  
Tuition: None

## Internet Basics—CISN 712

SM: Sat., Nov. 5 - Dec. 17 • 12:30 - 3:00pm • 6 Sessions  
Tuition: None

## Typing Basics—BUSN 719

SM: Sat., Sept. 24 - Oct. 29 • 9:30am - 12:00pm • 6 Sessions  
Tuition: None

## Word Basics—CISN 705

SM: Sat., Nov. 5 - Dec. 17 • 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 2021 and Spring 2022 semesters are not eligible to repeat them during the Fall 2022 and Spring 2023 semesters, unless there is space available for repeat students in the current program year.

# TEST PREPARATION

## 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. 28 – Feb. 18 • 9:00am – 12:00pm Or 1:00 pm – 4:00 pm • 4 Sessions**

**Tuition: \$156.00 • Fee: \$8.00**

**Deadline: Verification of Satisfying Prerequisites – Jan. 23**

### A.A.S. Nursing Applicants

**EP: Sat., Mar. 11 - Apr. 1 • 9:00 am – 12:00 pm Or 1:00 pm -4:00 pm • 4 Sessions**

**Tuition: \$156.00 • Fee: \$8.00**

**Deadline: Verification of Satisfying Prerequisites – Mar. 6**

**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) 877-6594/3363**



# REGISTRATION PROCEDURES

## FOR NON-CREDIT PROGRAMS

### WE OFFER FIVE 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

(973) 877-3079 (Main Campus)  
(973) 877-3158 (Extension Programs)

#### Mail

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.



#### Email

Scan the QR Code to complete the non-credit registration form.  
Forward to [ocasio@essex.edu](mailto:ocasio@essex.edu)

#### Fax

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

#### In-Person

Report to the program site (see pg.4) 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](http://www.essex.edu)







303 University Avenue  
Newark, NJ 07102

# ENROLL NOW!

[WWW.ESSEX.EDU](http://WWW.ESSEX.EDU)

- Classes En Espanol Para Su Asociado
- Allied Health
- Personal/Professional Development
- Youth & Senior Programs
- Job & Career Training
- Online Courses & More

# Fall 2022

## COURSE CATALOG