

Fall 2023

COURSE CATALOG



NEWARK CAMPUS



WEST ESSEX CAMPUS

Welcome to Fall 2023 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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A PUBLICATION OF ESSEX COUNTY COLLEGE

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UNDERSTANDING COURSE DESCRIPTIONS

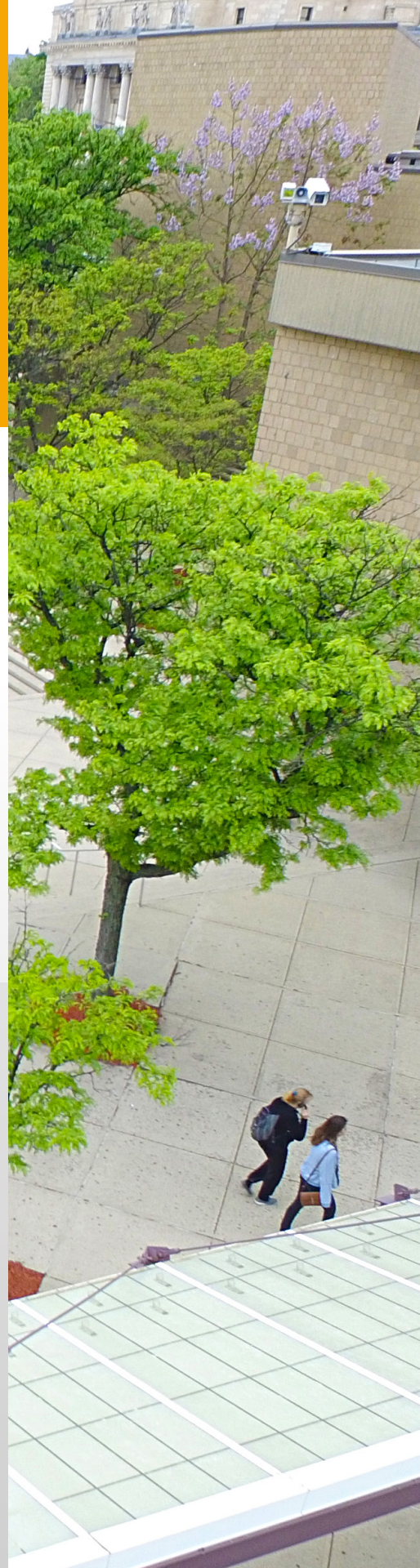
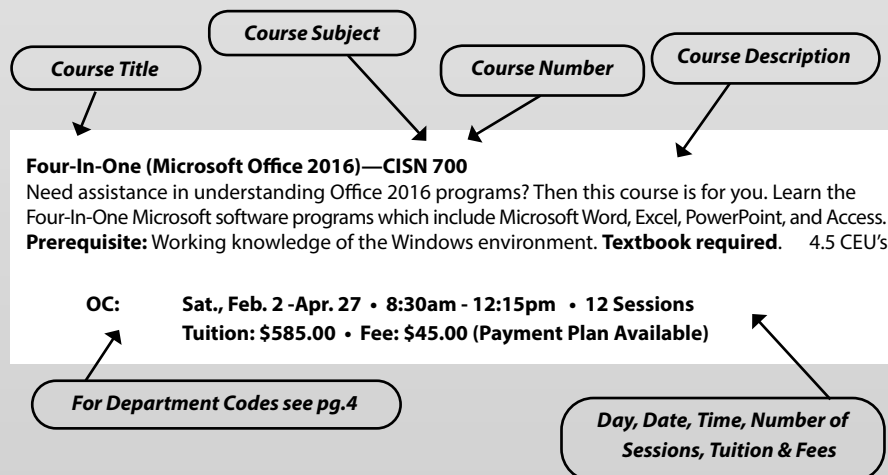


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PROGRAMS & SERVICES

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



OPEN HOUSE

Thursday, August 17, 2023 (4pm- 7pm)
Thursday, September 7, 2023 (4pm- 7pm)

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

FOCUS EXTENSION CENTER | FALL 2023 SCHEDULE

September 25– December 18, 2023 | (OFF-CALENDAR)

All courses at the Center are taught in Spanish except ESL & FYE.

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

COURSE/ SECTION	CRN	COURSE TITLE	DAY	TIME	SEM HRS	MAX SEAT
ART 100 F0A	26291	Art Appreciation	S	9:00 am-12:20 pm	3.0	18
BIO 102 F0A	35873	College Biology I	F	6:00 - 9:20 pm	4.0	24
			S	9:00 am - 12:20 pm	0.0	24
BUS 101 F0A	NEW	Business 101	R	6:00 - 9:20 pm	3.0	18
ESL 031 F0A	60487	ESL Intensive Exp Amer Culture	F	6:00-9:20 pm	3.0	18
ESL 032 F0A	60488	ESL Intensive Exp.-List. &	MW	6:00-9:20 pm	6.0	18
ESL 033 F0A	60489	ESL Intensive Exp.-Rdg. & Writing	TR	6:00-9:20 pm	6.0	18
ESL 041 F0A	60501	ESL Basic Academic Grammar	MW	6:00-8:30 pm	4.5	18
ESL043 F0A	60502	ESL Reading, Writing, & Comm. I	TR	6:00-9:20 pm	6.0	18
ESL 053 F0A	60516	ESL Reading, Writing & Communication II	MW	6:00-9:20 pm	6.0	18
ESL 063 F0A	60656	ESL Reading, Writing & Communication III	MW	6:00-9:20 pm	6.0	18
FYE 097 F0A	61205	First Year Experience	F	6:00-8:20 pm	3.0	18
HST 101 F0A	60469	World Civilization I	S	9:00 am-12:20 pm	3.0	18
MTH 100 F0A	20191	Intro. To College Mathematics	TR	6:00-8:15 pm	4.0	18
PSY 101 F0A	25293	General Psychology I	F	6:00-9:20 pm	3.0	18
SOC 101 F0A	29129	Introduction to Sociology	S	9:00 am-12:20 pm	3.0	18
SPN 101	New	Spanish 101	T	6:00-9:20 pm	3.0	18

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

ACADEMIC PROGRAMS PROGRAMAS ACADÉMICOS

FOCUS EXTENSION CENTER

Web & In-Person Registration:

First Day of Classes:

Late Registration & Add/Drop

Begins on April 17, 2023

September 25, 2023

September 26 - October 3, 2023

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 check your award status and class information.

PAYMENT DUE DATES

- Full payment or Payment Plan enrollment (1/2 payment required) + \$50 payment plan fee will be due with 24 hours of registration
- Register through August 16, payment is due by August 16, 2023. Second payment will be due November 1, 2023.
- Payment for added classes due immediately.

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.

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

ACADEMIC PROGRAMS PROGRAMAS ACADÉMICOS

GRAND OPENING

THE WEST ESSEX CAMPUS
730 Bloomfield Avenue, West Caldwell, NJ 07006

AUGUST 30, 2023

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

FALL 2023 | AUGUST 30 - DECEMBER 18, 2023

For additional information contact: Cheryl Newton-Banks - 973-877-6594 or Tikeesha N. Drake - 973-877-3175

DAY	EVENING
ACC 101 Accounting I	ACC 101 Accounting I (Financial)
ART 100 Art Appreciation	ACC 102 Accounting II (Managerial)
BIO 101 College Biology I	BIO 102 College Bio II (College Biology II)
BIO 121 Anatomy & Physiology I	BIO 121 Anatomy & Physiology I
BIO 122 Anatomy & Physiology II	BIO 211 Microbiology
BUS 101 Bus Org & Management	ECO 101 Economics I
BUS 201 Principles of Management	ENG 102 College Composition II
CHM 101 College Chemistry	ENG 109 Effective Speech
CIS 131 Micro Computers in Business	ENG 221 American Literature I
ECO 101 Principles of Economics I	ENG 097 First Year Experience
EDU 101 Introduction to Education	HSC 109 Medical Terminology
EDU 205 Early Childhood Education	HST 111 United States History I
ENG 099 Composition Skills Support	MTH 086 Introductory Algebra
ENG 101 College Composition	MTH 092 Elementary Algebra
ENG 205 Western Literary Tradition	MTH 100 Intro. To College Mathematics
ENG 215 Modern Literary Masterpieces	MTH 101 Statistics and Probability I
FYE 097 First Year Experience	MTH 103 Fund Concepts Modern Math I
HST 101 World Civilization	MUS 100 Music Appreciation
HST 102 World Civilization II	PSY 101 General Psychology I
HST 204 Women in American History	PSY 219 Child Psychology and Development
MTH 086 Introductory Algebra	PSY 230 Life-Span Developmental Psychology
MTH 092 Elementary Algebra	SOC 108 Social Problems
MTH 100 Intro. To College Mathematics	UCC 109 Subcode Official
MTH 101 Statistics and Probability I	UCC 119 Building Inspector RCS
MTH 103 Fund Concepts Modern Math I	UCC 130 Electrical Inspector ICS
POL 104 American Government	UCC 140 Fire Protection Inspector - Part I
PSY 101 General Psychology I	UCC 151 Plumbing Inspector ICS
PSY 102 General Psychology II	UCC 170 Technical Assistant
PSY 219 Child Psychology and Development	
SOC 101 Introduction to Sociology	
SOC 108 Social Problems	
SOC 207 Understanding Death & Dying	

ACADEMIC PROGRAMS PROGRAMAS ACADÉMICOS

GRAND OPENING

THE WEST ESSEX CAMPUS
730 Bloomfield Avenue, West Caldwell, NJ 07006

AUGUST 30, 2023



ECC Offers a variety of Academic Programs including:

- AS Business Administration
- AS Accounting
- AS General Science

including pre-requisites for Allied Health programs such as nursing, physical therapy

- AS Computer Information Systems
- AS Computer Science
- AAS Software Development Technology
- AAS Cybersecurity and Network Technology
- AA Liberal Arts
- AS Social Sciences
- AS Criminal Justice
- AS Paralegal Studies
- AS Physical Education
- AA Education
- AS Supply Chain Management
- And many more...

Additional Offerings will include:

- Youth's Enrichment Programs
- Professional Development
- Workforce Training and Preparation

Computer Certifications such as:

- CompTIA - A+, IT Fundamentals
- Microsoft Office Package
- Google

**For more information
contact:**

Cheryl Newton-Banks
Director of Enrollment
973-877-6594
Newton@Essex.edu



www.essex.edu

ALLIED HEALTH PROGRAMS 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. **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. 27 – Feb. 24 • 9:00am – 12:00pm Or 1:00 pm – 4:00 pm • 5 Sessions

Tuition: \$160.00 • Fee: \$10.00

Deadline: Verification of Satisfying Prerequisites – Jan. 19

A.A.S. Nursing Applicants

EP: Sat., Mar. 9 - Apr. 6 • 9:00 am – 12:00 pm Or 1:00 pm -4:00 pm • 5 Sessions

Tuition: \$160.00 • Fee: \$10.00

Deadline: Verification of Satisfying Prerequisites – Mar. 1

**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**



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. 23 • 9:00am – 2:00pm • 1 Session

OC: Sat., Oct. 21 • 9:00am – 2:00pm • 1 Session

OC: Sat., Nov. 18 • 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. 7 • 9:00am – 12:00pm • 1 Session

OC: Sat., Dec. 2 • 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. 26 - Jan. 18 • 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. 21, 2023; Return Jan. 4, 2024



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., Oct. 3 - Dec. 12 • 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)

Virtual | 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., Oct. 3 - Dec. 17 • 6:00 - 9:30pm • 20 Sessions

Tuition: \$910.00 • (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. 23 - Feb. 10 • 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)

Winter Recess: Last class Dec. 16, 2023; Return Jan 6, 2024

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. 26 - Dec. 5 • 6:00 - 9:00pm • 20 Sessions

Tuition: \$780.00 • Fee: \$60.00 (Payment Plan Available)



ALTERNATE ROUTE TO TEACHING

NEW

2-year NJ Alternate Route Teacher Preparation Licensure Program

Is teaching a field you have always imagined for yourself? Was becoming a teacher a dream that you deferred for any number of reasons? Can you see yourself in a classroom shaping the lives of our future generation? If you have a bachelor's degree or higher you could be the perfect candidate for the **New Alternate Route Teacher Preparation Licensure Program**.

The Essex County College teacher preparation program is a rigorous, comprehensive, hands-on hybrid, two-year non-traditional teacher training program approved by the New Jersey Department of Education (NJDOE). This program is designed to attract those who are passionate about becoming a licensed Elementary K-6 teacher in the public, charter, parochial, or private school sector. Our immersive 400-hour non-credit, hours-based program allows prospective teachers to work in the classroom, as the teacher of record while completing the 2-year program at an affordable cost.

Admission is open to anyone who has a Bachelor's degree or higher from an accredited college or university with a G.P.A. of 3.0 or higher for graduates after September 2016 or G.P.A. of 2.75 if graduation occurred prior to September 2016. We have two options.

Phase 1:

The Elementary K-6 teacher endorsement program begins with the Pre-Service **50 Hour Introduction to the Teaching Profession course**. Topics covered to prepare the novice teacher to enter the classroom include:

- *an overview of the teaching profession*
- *characteristics of an effective teacher*
- *classroom management*
- *lesson planning*
- *classroom diversities*
- *technology integration across the curriculum*

The 50 Hour Intro to Teaching course is a mandatory component, in conjunction with the appropriate Praxis exams, to earn a **Certificate of Eligibility (CE)** from the NJDOE. This CE allows prospective teachers to be hired in school districts.

Phase 2:

Upon a prospective teacher earning a CE and being hired by a school district, they are able to enroll into our 350-hour licensure program. For the next 2 years the novice teachers will be working in Elementary K-6 classrooms under district contracts, being mentored by an on-site master teacher, while taking classes in subject area pedagogy, methodology and learning strategies to become effective classroom teachers. The program includes 90 hours of special education course work. At the end of 2 years you will become a fully certified teacher in the state of New Jersey.

Our program faculty is composed of current school district administrators ranging from school principals to district superintendents, who are passionate and deeply committed to insuring that only the most highly trained educators enter our New Jersey classrooms to teach.



Think you are ready to enroll?
Still have more questions?
To learn about the program, call
973-877-1869 or email ehay@essex.edu

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. 21 - Dec. 16 • 9:00am – 2:00pm • 8 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. 7 - Nov. 11 • 9:00am – 4:00pm • 6 Sessions
Tuition: \$765.00 • Fee: \$35.00
***National Certification Test - Nov. 18**

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., Oct. 3 - Nov. 9 • 5:30 - 8:30pm • 12 Sessions
Tuition: \$468.00 • Fee: \$36.00

Virtual | 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. 23 - Dec. 16 • 9:00am - 1:00pm • 12 sessions
Tuition: \$624.00 (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. 23 - Dec. 16 • 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. 30 - Nov. 4 • 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. 11 - Dec. 9 • 9:00 – 11:30am • 4 Sessions
Tuition: \$130.00 • Fee: \$10.00

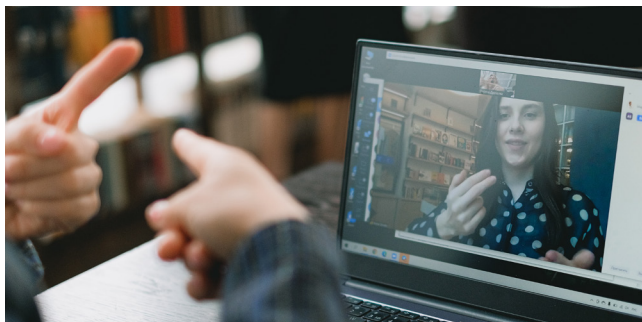
Virtual | Principles of Real Estate Sales —BUSN 701

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. 7 - Jan. 20 • 9:00am – 3:00pm • 13 Sessions
(Jan. 20 class meets 9:00am - 12:00pm)
Tuition: \$500.00 • Fee: \$25.00

PERSONAL/PROFESSIONAL DEVELOPMENT



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. 7 - Nov. 18 • 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.

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. 4 - Nov. 18 • 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. 23 - Oct. 7 • 9:00am – 2:00pm • 3 Sessions
Tuition: \$195.00 • Fee: \$15.00

NEW LinkedIn Training

Need help with your LinkedIn profile? Explore how to create a LinkedIn profile that brings your personal professional story to life, whether you're just starting out, seeking to advance, or making a career change. This "Rock Your Profile" session offers tips on tailoring each section, starting with the key insight that a LinkedIn profile is unique and shouldn't be approached exactly like a resume. We will cover ways to add media to a profile, methods for showcasing your accomplishments, volunteer work and aspirations and specific examples of profile phrases and language that can help inspire your personal story.



Contact department for details
(973) 877-3079

Praxis Academic Core Math Skills—EDUN 711

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**

OC: Sat., Sept. 30 - Dec. 9 • 12:30pm-3:30pm • 10 Sessions
Tuition: \$390.00

Praxis Academic Core Reading and Writing —EDUN 712

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

OC: Sat., Sept. 30 - Dec. 9 • 9:00am-12:00pm • 10 Sessions
Tuition: \$390.00

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., Oct. 14 • 9:30am –12:30pm • 1 Session
Tuition: Free

PROFESSIONAL DEVELOPMENT



Get prepared to join an essential industry!
In New Jersey, private security is considered an essential industry.

We are pleased to announce that Essex County College has partnered with CPS Training to provide **SORA Training with CPR Certification**. CPS Training provides professional Security Officer Training services in compliance with the Security Officer Registration Act (commonly referred to as SORA), which mandates training for all contract Security Officer positions throughout New Jersey.

This SORA Training program, includes a 24-hour initial training curriculum designed by the New Jersey State Police and an 8-hour renewal training. Upon successful completion, students will receive a two-year SORA Security Officer card and a two-year BLS/CPR certification.

The following requirements must be met at the time of registration:

1. Must be at least 18 years of age
2. Must possess a valid photo ID with a valid expiration date, i.e., Driver's License, Passport, etc.
3. Must register and possess a "30-day Temporary Certificate of Registration as a Security Officer". The New Jersey State Police (NJSP) will issue this upon registration. Go to the state police site: <https://eapps.njsp.org/applicant/logon.do> to obtain your 30-day temporary certificate. You must pay for the certificate when applying.
4. A scheduled fingerprinting appointment. You will only have 30 days to complete the process, which includes your SORA class.

The SORA training course includes, but is not limited to, the following subjects

- | | | |
|----------------------------|---|-----------------------------------|
| • CPS Training Orientation | • Role of a Security Officer | • Ethics and Professional Conduct |
| • Homeland Security | • Report Writing | • Emergency Response |
| • Incident Command System | • Bomb Response | • First Aid Awareness |
| • Cargo Thefts | • Report Writing | • Street Gangs |
| • Fire Safety | • NJ Attorney General's
Limits on the Use of Force | |

Tuition: \$275.00 (\$143.00 will be paid separately to the NJ State Police).

Students must call (973) 877-3079 for orientation dates.

IMPORTANT NOTE: REFUND POLICY:

CPS Training will provide its services in good faith. No refunds upon completion of the training service, and the applicant is responsible for ensuring all information entered into the New Jersey State Police (NJSP) web portal is accurate and correct. CPS Training will not be liable for nor give a refund for any error made during the NJSP application process, nor will a refund be given if the NJSP declines to issue a SORA license to the applicant.

ACADEMIC SUPPORT FINANCE YOUR EDUCATION

START AT ESSEX & SAVE THOUSANDS!

**Easily Transfer To
A Four-Year College
You May Qualify
For Free Tuition**

*UNDER THE CCOG GRANT

\$10,384
Tuition & Fees



2 years at
Essex County
College

\$40,626
Tuition & Fees



2 years at
Essex County College
& 2 years at a
public NJ college
or university

\$60,484
Tuition & Fees

4 years at a
public NJ college
or university

\$90,316
Tuition & Fees



2 years at
Essex County College
& 2 years at a
private NJ college
or university

\$159,864
Tuition & Fees

4 years at a
private NJ college
or university

67 ACADEMIC PROGRAMS
to choose from that lead to
Career Opportunities

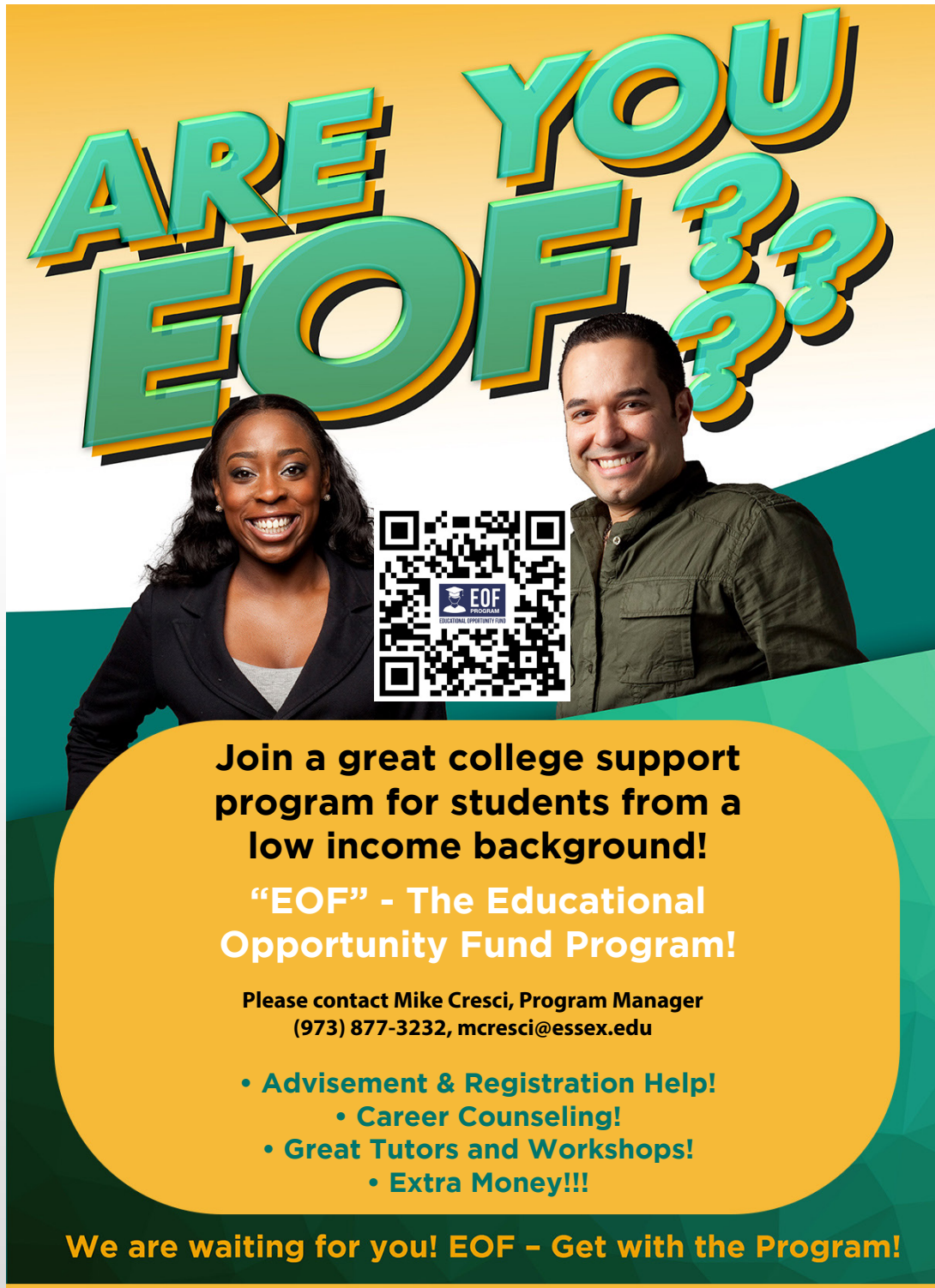
- Biology, Chemistry & Physics
- Business
- Humanities & Bilingual Studies
- Math, Engineering, Technology & Computer Science
- Nursing & Health Sciences
- Social Sciences

**FALL CLASSES START
AUGUST 30, 2023**


**REGISTER
NOW!**



ACADEMIC SUPPORT FINANCE YOUR EDUCATION



**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

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

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

ESL 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. 11 - Nov. 20, 2023
or Tues. & Thurs. Sept. 12 - Nov. 16, 2023**

**Classes Meet twice a week
10:00 am – 12:30 pm • 20 Sessions
1:00pm - 3:30pm • 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 Pre-Intermediate

This course is designed for students to learn basic phrases and expression, understand simple written English, and generally be able to interact with English speakers, and be able to communicate. This requires a certain knowledge of grammar. In the pre-intermediate lesson plans students will be taught grammar including tenses, verbs, adjectives, adverbs, prepositions and more.

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

Sept. 30 - Dec. 9 • 10 Sessions

In-Person Registration:

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

Saturday, September 23, 30, and October 7 • 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



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

SUMMER YOUTH PROGRAM



**FUN!
LEARNING!**

SUMMER YOUTH PROGRAM 2024 JULY 8 - AUGUST 16

We offer a variety of 2 and 3 week programs for 6 weeks of academic instruction, recreation, and cultural activities for grades 1-8 (as of September 2024). Tuition includes Breakfast, Lunch and Field Trips. Before and After Care available for an additional cost.

Subjects / Topics / Activities Include:

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

Registration begins March 2024

Call to reserve a copy of the Summer Youth Program Brochure

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

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 2023 schedule start dates are, Aug. 16, Sept. 13, Oct. 18, Nov. 15 and Dec. 13.

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

TRAINING FOR THE CANNABIS INDUSTRY

Sponsored by Valley Wellness in partnership with Essex County College

Nov. 6, 13, 20, 27 & Dec. 4 • 6:00pm-9:00pm (Virtual)

**LEARN
ABOUT...**



LAWS



CULTIVATION



PRODUCTS



ECS/DOSE

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 to register | Tuition: \$500.00

ONLINE & DISTANCE LEARNING



COMING IN FALL

The following online self-directed courses will be offered in partnership with George Brown College.

Program Title	Total Program Cost (Tuition & ILP)	ILP & First Module	Individual per Module Tuition
Electronics Technician The Electronics Technician Program provides flexible, skills-based training in basic electronics.	\$1800	\$430	\$50-\$60
Electromechanical Technician The Electromechanical Technician Program can help acquire the knowledge and skills needed to succeed in the field of high-tech manufacturing and provides flexible, skills-based training in basic electronics and electromechanical systems.	\$1800	\$430	\$50-\$60
PLC Technician The PLC Technician Program provides a more basic introduction and foundation to programmable logic controllers (PLC) in manufacturing and includes PLCLogix 500, the lab simulator for RSLogix 500, and SLC 500 series PLC software.	\$1800	\$450	\$75
PLC II Technician The PLC Technician II Program provides a more advanced study of programmable logic controllers (PLC) in manufacturing, including DCS and SCADA systems. The PLCLogix 5000 simulator integrated within the program emulates the Rockwell 5000 series of PLC control software.	\$1800	\$450	\$75
Robotics Technician The Robotics Technician Program provides a basic foundation of industrial robotics and how they can be used in a plant or manufacturing system.	\$1740	\$570	\$90
Automation Technician The Automation Technician Program was developed in direct response to industry demand for people with broad skills and knowledge in areas including digital electronics and process control and who also have programming skills in areas such as PLC, Robotics and SCADA systems.	\$1850	\$590	\$60-\$90
EV Technician The Electric Vehicle (EV) Technician program is designed for adult learners seeking independent study in the rapidly emerging EV sector. The EV Technician program is intended for students interested in improving their technical knowledge to diagnose, service, and repair high-voltage EVs and install, design, and maintain residential or commercial charging stations.	\$1750	\$580	\$90

All courses are offered as modules within an interactive learning package.

For more information, please contact: Carmen Crespo at cnarvae3@essex.edu or call (973)877 3079

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. 2 - Nov. 6 • 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. 8 - Dec. 11 • 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. 23 - Dec. 16 • 8:30am - 12:15pm • 12 Sessions
Tuition: \$585.00 • Fee: \$45.00 (Payment Plan Available)

Microsoft Word for Windows Advanced—CISN 745

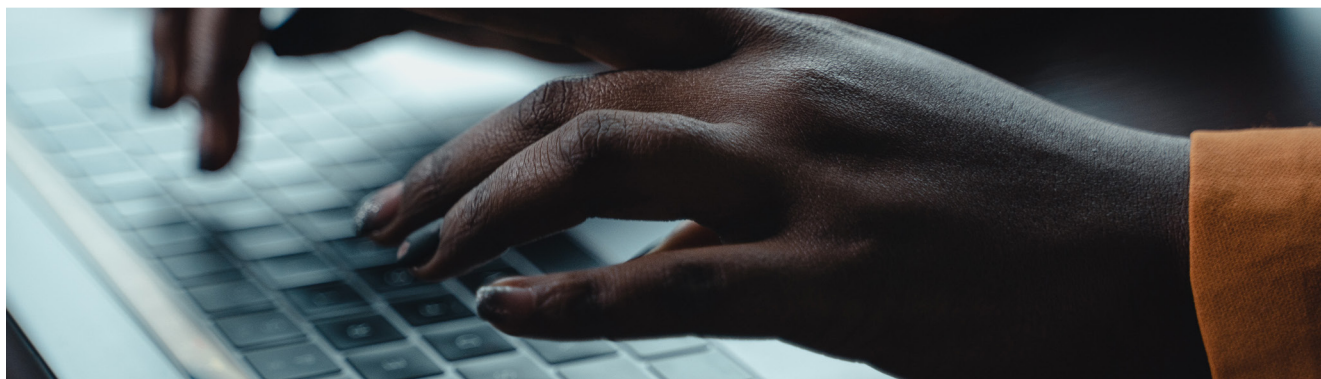
The purpose of this course is to focus on the use of advanced features needed to create, manage, revise, and distribute long documents, forms, web pages and data bases. **Prerequisite:** Windows with Word Intermediate or equivalent knowledge. **Must have access to a computer at home for assignments.**

OC: Tues. & Thurs., Oct. 3 - Nov. 2 • 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., Nov. 7 - Dec. 12 • 5:30 – 7:00pm • 10 Sessions
Tuition: \$195.00 • Fee: \$15.00



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.**

ADULT LEARNING CENTER

Essex County College, Adult Learning Center offers free high school preparation, citizenship, English as a Second Language and MOS Certification courses to Essex County residents 16 years old and older, 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

High School Equivalency Preparation



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.



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.

Non-Credit English as a Second Language (ESL) course offerings:



Beginning ESL Literacy

This course is designed for the individual who cannot speak or understand English, has no reading or writing skills in any language, and can communicate only through gestures or a few isolated words. The course will also assist students at the Beginning ESL language level who understand and write frequently used words in context and simple phrases and/or sentences.

Beginning ESL

The course assists students who speak and understand limited English; can use words in context and write simple phrases and/or sentences; and can perform simple arithmetic operations. The course will focus on basic grammar, vocabulary, and conversation skills, with an emphasis on practical application in real-life scenarios. Prerequisites: This course is designed for students who have some experience with English but are still at a high beginning level. Students should have a basic understanding of English grammar and vocabulary, but may still struggle with listening, speaking, reading, and writing in English.

Intermediate ESL

This ESL course is designed to help intermediate level students improve their English language skills in order to communicate more effectively in a variety of situations. The course will focus on building advanced grammar and vocabulary skills, improving reading and writing abilities, and developing stronger conversation skills. Focus will be placed on advanced grammar concepts, such as complex sentence structure, verb moods, and conditionals; A wide range of vocabulary words, including academic and technical language; and computer skills needed for post-secondary education.

Advanced ESL

This course addresses the needs of the individual that is able to converse on many everyday subjects, read and write simple descriptions, short essays, and narratives on familiar topics, have consistent use of basic punctuation and able to function independently to meet most survival needs. Focus will be on advanced grammar and vocabulary, reading and writing at a high level, and advanced conversation and presentation skills. Throughout the course, students will learn:

- Complex grammar concepts, such as advanced tenses, subjunctive mood, and reported speech
- Advanced vocabulary words, including idioms and phrasal verbs
- Strategies for reading and comprehending complex written texts, such as academic articles and liter

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

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

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

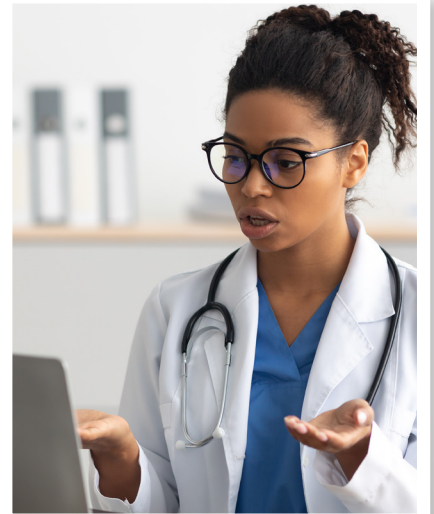
Certified Clinical Medical Assistant — \$4,250

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



Students that successfully complete and show proof of passing the certification exams will be eligible to receive:

- 3 college credits
- 6 college credits or
- 9 college credits

Please ask your instructor for more information on how to take advantage of this opportunity.



CAREER TRAINING

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IT FUNDAMENTALS **A+** CERTIFICATION TRAINING AND **SACA ELECTRICAL MICRO-CREDENTIAL**

**DAY & EVENING
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RECRUITING NOW!**

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

**FUNDING AVAILABLE FOR
QUALIFIED CANDIDATES**

FOR INFORMATION CALL

**RAMON D'AGUILAR
TEL: 973.877.3378**



CAREER TRAINING

NEW UPCOMING COURSES

Fall 2023

Health IT Foundations (CAHIMS & CPHIMS)

- HIMSS' Certified Associate in Healthcare Information and Management Systems (**CAHIMS**) certification offers a pathway to careers in health information technology (health IT).
- The Certified Professional in Healthcare Information and Management Systems (**CPHIMS**) is a certification program for experienced health IT professionals.

Introduction to Healthcare Data Analytics

A HIMSS online professional course that addresses the increasing role of data analytics in health care organizations.

Bloomberg Market Concept Certification

A Bloomberg certification course that utilizes Bloomberg data, indices, analytics and news stories to impart stock market essentials.

CISCO (CCNA)

Cisco Certified Network Associate (CCNA) is an information technology certification from Cisco Systems.

**For more information please contact
Ramon D'Aguilar at rdaguila@essex.edu or 973-877-3378**



No Cost to Eligible Students!
Experiential Courses in Job Ready Data Skills

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. 23 - Oct. 28 • 12:30 - 3:00pm • 6 Sessions
Tuition: None

Internet Basics—CISN 712

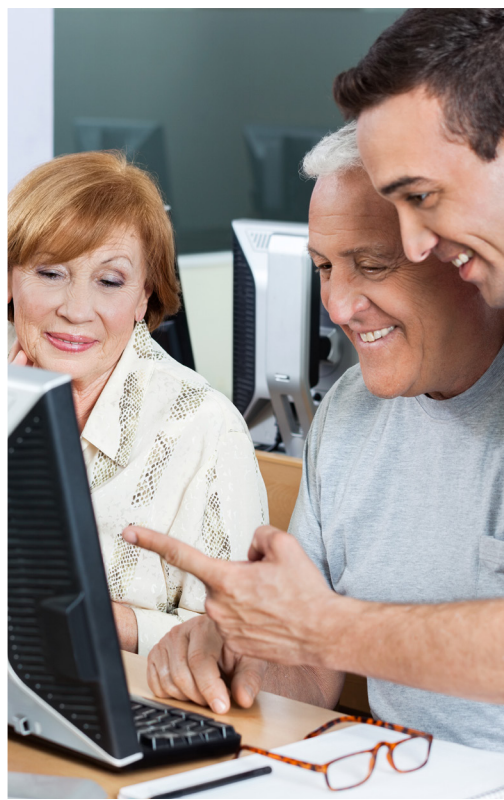
SM: Sat., Nov. 4 - Dec. 16 • 12:30 - 3:00pm • 6 Sessions
Tuition: None

Typing Basics—BUSN 719

SM: Sat., Sept. 23 - Oct. 28 • 9:30am - 12:00pm • 6 Sessions
Tuition: None

Word Basics—CISN 705

SM: Sat., Nov. 4 - Dec. 16 • 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 2022 and Spring 2023 semesters are not eligible to repeat them during the Fall 2023 and Spring 2024 semesters, unless there is space available for repeat students in the current program year.

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)

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

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





STUDENTS FIRST

Newark Campus

303 University Avenue
Newark, NJ 07102

West Essex Campus

730 Bloomfield Avenue,
West Caldwell, NJ 07006

Fall 2023

COURSE CATALOG

ENROLL NOW!

WWW.ESSEX.EDU

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