COMMUNITY AND
CONTINUING EDUCATION
WEST ESSEX CAMPUS

SPRING 2016
730 Bloomfield Avenue, West Caldwell, NJ 07006

The Continuing Education Department provides adults with quality non-credit courses, workshops and specialized programs for personal enrichment and career advancement. The office also participates with local business, industry and government.

The West Essex Campus of Essex County College offers courses in two cycles

Spring Cycle I 2016...........................................1/19/2016– 2/27/2016


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West Essex Campus
Registration Procedures for Non-Credit Programs...
Register early to avoid cancelled courses.

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<tr>
<th>Phone-In</th>
<th>Fax-In</th>
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<tbody>
<tr>
<td>VISA, MasterCard, Discover, or American Express are accepted. Have credit card handy when you call us at (973) 877-1920.</td>
<td>24 HOUR REGISTRATION! Complete the registration form and include VISA, MasterCard, Discover, or American Express information. Fax your registration form to (973) 877-6633.</td>
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<tr>
<th>Mail-In</th>
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<tr>
<td>Mail check or money order and completed registration form to the appropriate address on the form. When registering by mail, your check will serve as your receipt.</td>
<td>Report to the program site between the hours of 9:00am and 5:00pm, Monday through Friday. All forms may be completed and payment made at this time.</td>
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</tbody>
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### Senior Citizen Registration -
Senior Citizens (60 years of age or older) who are residents of Essex County have the following registration options available to them:

#### Option 1: Tuition & Fees Waived
No charge to Essex County Residents. Registration is based on space availability. There has always been limited space in computer courses. Those seniors registering through waiver will be notified three days before class begins if their registration has been accepted.

#### Option 2: Payment of Tuition & Fees
Senior Citizens can ensure a seat in the class by paying the regular tuition. Senior Citizens are no longer eligible for tuition waiver once payment is received for a course.

#### Option 3: Course for Seniors Only
Senior Citizens can enroll in courses specifically for seniors at no cost. Contact the program office for more information. Seniors must register in person.

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

### General Information -
Make all checks/ money orders payable to “Essex County College”. Your registration has been accepted unless notified otherwise. Begin class(es) on scheduled date.

Please assume confirmation of your enrollment unless you hear from us. We will contact you only if there is a problem.

### Cancelled Classes –
Any class is subject to cancellation if registration is not sufficient. Students will be notified by phone or mail of class cancellation.
Financial Survival for Retirement – NEW
If you are retired or nearing retirement age, then this seminar is beneficial. These informative sessions will focus on the following topics: basic tax reduction strategies, savings protection from healthcare catastrophes, essential legal documents, protection from investment mistakes and strategies to protect your IRA’s, 401Ks and other retirement accounts. Now is the time to plan retirement strategies and attain peace of mind.
WE01A: Tues. Feb. 2 & 9
6:30pm - 8:30pm • 2 Sessions
Tuition: $52.00 • Fee: $5.00

Social Security Benefit Optimization - SOCN 716
Optimizing your Social Security Income Benefit requires a bit of education, good planning, and the application of smart decision tools. This seminar will address the following most commonly asked questions: What is Social Security optimization? When does it make sense to apply for Social Security? What role does your marital status play? Why do married couples often miss out on substantial Social Security benefits, and how can I coordinate Social Security with other sources of retirement income?
WE01A: Tues., Mar. 8
6:30pm - 8:30pm • 1 Session
Tuition: $26.00 • Fee: $5.00

Public Speaking for the Non-Native Speaker - ENGN 704
Do you shy away from public speaking at work or at school, or do you feel self conscious about your accent? If so, then you may be limiting your possibilities. This class will help to improve your conversational English and formal presentation skills as you learn and practice common delivery styles, transition devices and clear pronunciation. Learn to express your ideas confidently in English and develop the oral communication skills needed to further your success!
WE01A: Fri., Jan. 22 - Feb. 19
9:30am - 12:30pm • 5 Sessions
Tuition: $195.00 • Fee: $5.00
So You Want to be an Entrepreneur – BUSN 705
This course provides information and resources for business development, personal assessment for start-up and financial aspects of starting a business.
WE01A: Sat., Feb. 6
9:00am – 12:30pm • 1 session
Tuition: Free

PC Courses

Adobe Photoshop Introduction - CISN 718
This course will teach the Adobe user how to utilize Photoshop’s exciting color editing and production capabilities. Artists, designers, illustrators and photographers will appreciate features that allow for onscreen painting, filtering, transformation, color separation and more. Prerequisite: Working knowledge of Windows environment. (Text Required)
WE01A: Tues., Feb. 2 - Mar. 1
6:00pm-9:00pm • 5 Sessions
Tuition: $195.00 • Fee $20.00
Ebay Basics: The Art of Buying and Selling - BUSN 700
Do you have an attic or garage full of “stuff” that is too good to throw away? Would you like to turn your household treasures into cash without running a yard sale? Or are you looking to purchase goods affordably online? Well, welcome to the online world of Ebay where virtually anything can be bought or sold. Learn how to search for, purchase and sell items on Ebay. Learn how Ebay auctions operate, and the do’s and don’ts of bidding. Learn how to open and set up an Ebay account and post images of your treasures online and much, much more! Gain the knowledge you need to experience the thrill of saving and/or earning money on Ebay! **Prerequisite:** Working knowledge of the Internet.

**WE01A:** Tues., Mar. 22 & 29
6:00pm-9:00pm • 2 Sessions
Tuition: $78.00 • Fee: $11.00

Four-In-One (Microsoft Office 2010) CISN 700
Need assistance in understanding the Office 2010 programs? Learn the hottest Four-In-One Microsoft software programs which include Microsoft: Word, Excel, PowerPoint and Access. **Prerequisite:** Windows Seminar or working knowledge of the Windows environment. *(Textbook required)*

**WE01A:** Wed., Feb. 3 - Apr. 20
6:00pm-9:45pm • 12 Sessions
Tuition: $585.00 • Fee: $45.00

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:** Windows seminar or working knowledge of the Windows environment **2.0 CEUs** *(Textbook Required)*

**WE01A:** Mon., Jan. 25 - Mar. 21
6:00pm - 8:30pm • 8 Sessions
Tuition: $260.00 • Fee: $25.00
West Essex Campus
Pc Courses          Spring 2016

First Step to Computers - NEW!
This course is for those who know nothing about computers and prefer to
learn how to enhance their office operation in a non-threatening environ-
ment. At the end of the course you will know what computers can and can-
not do, and you will be able to operate a personal computer with confi-
dence.

Tuition*: $50.00 • Fee: $5.00

Please call our office, (973) 877-1920, for more information
* Not eligible for senior waiver

Certificate Program

Web Page Design Using Adobe Dreamweaver - CISN 734
Learn how to produce professional, interactive web pages with ease. This
course will help you integrate your HTML (Hyper Text Markup Language) or
web page design knowledge with the functions and features available in
Adobe Dreamweaver. In this course you will begin with the basics
(formingating text, inserting graphics and creating lists, links and tables). Then
you will quickly learn how to apply the software’s more advanced functions
such as Flash text, Menu Bar and Dreamweaver Library for seamlessly sensa-
tional results. Prerequisite: Web Page Graphic Design Certificate Program
or working knowledge of HTML.
WE01A: Mon., Feb. 22 - Mar. 21
6:00pm - 9:00pm • 5 Sessions
Tuition: $195.00 • Fee: $20.00
**Essentials of Bookkeeping for Small Business - 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 opportunity. *(Textbook Required)*
**WE01A: Sat., Jan. 23- Apr. 9**
9:00am-12:00pm • 12 Sessions
Tuition: $468.00 • Fee: $41.00

**Project Management - BUSN 726**
NEW!
Project Management Professional (PMP) Certificate Program is designed for individuals pursuing careers in the fields of technology, building construction, finance, accounting, or any other field which requires project managers to focus on planning, organizing, and managing projects and programs. Students will earn 35 Professional Development Units (PDUs) toward the requirements to the PMP exam.
**Prerequisite:** High School Diploma or equivalent.
*(Textbook required)*
**WE01A: Tues. & Thurs., Feb. 9 - Apr. 5**
6:00pm - 9:00pm • 17 Sessions
Tuition: $663.00 • Fee: $35.00
CPC Preparation Course
The student will learn principles of medical coding related to the three main code books: CPT, ICD-9CM Volume 1&2 and HCPCS Level II. In addition, the student will learn the differences between ICD-9CM and ICD-10-CM coding. This course is recommended for anyone who is preparing for a career in medical coding for a physician’s office and strongly recommended for anyone who is preparing for AAPC’s CPC certification examination.

WE01A: Tues. & Thurs., Feb. 2 - Apr. 21
6:30pm - 9:50pm • 24 Sessions
Tuition: $1,040.00 • Fee $80.00 (Payment Plan Available)

Medical Office Administrative Assistant - 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 submitting insurance claims, preparing correspondence between medical providers and their patients and providing quality customer service. Participants who successfully complete this certificate program will be eligible to take the Certified Medical Administrative Assistant (CMAA) exam offered by the National Healthcareer Association (NHA). **Prerequisite:** High School Diploma or its equivalent. **(Textbooks Required)**

WE01A: Mon. & Wed., Jan. 25 - Apr. 4
6:00pm - 10:00pm 20 Sessions
Tuition: $1,040.00 • Fee $85.00 (Payment Plan Available)
Pharmacy Technician - 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, product recognition, defining drugs by generic and brand names, route of administration and side effects. In addition, students will be prepared to take the national certificate examination.
Prerequisite: must have a High School Diploma or equivalent and Criminal Background check. (Textbooks Required)
WE01A: Sat., Feb. 6 - May 7
9:00am - 2:00pm  14 Sessions
Tuition: $910.00  Fee: $75.00  (Payment Plan Available)

Telemetry / EKG Technician Certificate Program - AHTN 710
Telemetry/EKG Technicians provide physicians and registered nurses with information needed to evaluate and treat heart ailments in hospitals and healthcare facilities. This course will focus on: basic cardiovascular anatomy & physiology, basic cardiovascular electrophysiology, ECG techniques and recognition, and the types and effects of cardiac medicine on the heart. Participants who successfully complete this certificate program will be eligible to take the Certified Cardiographic Technician (CCT) Examination. Prerequisite: High School diploma or its equivalent. Program Requirements: Physical examination, health screen and criminal background check. (Textbook Required)
WE01A: Sat., Feb. 6 - Apr. 23
9:00am-2:50pm  12 Sessions
Tuition: $910.00  Fee: $75.00  (Payment Plan Available)
Community Education & Community Services at the West Essex Campus
Elvira Vieira, Acting Dean of Community Education/WEC

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

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

ADULT BASIC SKILLS PROGRAM

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

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<thead>
<tr>
<th>English as a Second Language</th>
<th>Day/Evening Classes Available</th>
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<tr>
<td>Adult Basic Education</td>
<td>Day/Evening Classes Available</td>
</tr>
<tr>
<td>GED Program</td>
<td>Day/Evening Classes Available</td>
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Registration, orientation, intake and pre-testing for course placement will be scheduled by appointment. All registrants must be pre-tested before enrolling in any class. Please contact the site directly for more details. Call Rebecca Feit-Klein, Teacher/Advisor at (973)877-1939 for more information.

Five Ways to Get Your Company to Send You to a Course!

1. **Ask.** A simple verbal request is usually all it takes. A written memo is better.
2. **Show the Catalog.** Get them to read it. Attach it to your memo.
3. **Stress the Benefits.** Seminars can help you stay fired up and ready for new challenges.
4. **Emphasize the Convenience.** Why go out of town when you can get quality courses right here.
5. **Compare the Competitive Pricing.** Your boss will be pleased to know he or she is paying a little and getting a lot.
SAT & TOEFL PREP COURSES  

SAT English Preparation - AFEN 700  
This course reviews the English topics and the skills necessary for students in preparing for the SAT exam. Topics include: reviewing deductive reasoning, logical thinking, test-taking strategies and more.  
(Text Required).  
WE01A: Sat., Feb. 6 - Feb. 27  
9:00am-11:15am • 4 Sessions  
Tuition: $117.00 • Fee: $5.00

SAT Math Preparation - AFMN 700  
This course reviews the math topics and the skills to develop accuracy and familiarity for the student in preparing to take the SAT exams. Topics include: problem-solving, understanding operations, symbols and rules, reviewing algebraic problems and more.  
(Text Required).  
WE01A: Sat., Feb. 6 - Feb. 27  
11:30am-1:45pm • 4 Sessions  
Tuition: $117.00 • Fee: $5.00

Test of English as a Foreign Language (TOEFL) Preparation - ESLN 700  
The purpose of this course is to prepare pre-college freshmen to pass the new Internet based TOEFL (Test of English as a Foreign Language) examination. If you consider studying at an institution of Higher Education where instruction is in English, TOEFL exam results help admissions staff worldwide determine whether your English proficiency is adequate for programs of study at their institution. The curriculum will include instruction in essential skills needed for college-level coursework, such as listening, reading, writing and oral skill development, as well as test taking strategies needed to prepare for this comprehensive exam.  
WE01A: Mon., Feb. 22 - Apr. 11  
7:00pm-10:00pm • 8 Sessions  
Tuition: $312.00 • Fee: $5.00
ONLINE TRAINING

MOST COURSES ONLY $99!

Unique Instruction
Facilitated Online Courses*

We offer hundreds of engaging online courses for adults, covering every topic from Anatomy to Web Design. Every course includes an expert instructor. You can look for instructor feedback and ask questions at any time in the Discussion Areas of each course. Most courses run for six weeks (with a two-week grace period at the end) and are compromised of 12 lessons, representing 24 or more hours of instruction. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

* Senior Waiver does not apply

HOW TO GET STARTED

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

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

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

START DATES

A new section of each course starts monthly. Our 2016 schedule is as follows: Jan. 21, Feb. 18, Mar. 18, Apr. 15, May 13, and June 17

For more information please call:
(973) 877-3079 (Main Campus)
(973) 877-1920 (West Essex Campus)
Discount Available for Early Registration!
Don't Delay Deadline Registration is June 17th 2016

Essex County College is proud to announce our Summer Program for Kids at the West Essex Campus located at 730 Bloomfield Avenue, West Caldwell, NJ. The program will begin Monday, July 11 and end Friday, August 12, 2016, and run between the hours of 9am-5pm with pre-care and aftercare available from 8am-9am and 5pm-6pm.

Boys and girls between the ages of 9 and 14 will be accepted to join the fun on campus.

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

For more information, attend any one of our Parent Orientation Open Houses: Mondays, March 28th, April 25th, May 23rd, at 6:00pm. Call (973) 877-1920 to reserve a space for one of our Open Houses.

www.essex.edu/summercamp
COURSES FOR SENIOR CITIZENS
WWW.ESSEX.EDU/CE

WEST ESSEX CAMPUS

Computer Basics - CISN 720-SW01B
Monday, Jan. 25 - Mar. 7
1:00pm-3:30pm • 6 Sessions

Windows Basics - CISN 713-SW01A
Wednesday, Jan. 27 - Mar. 2
1:00pm - 3:30pm • 6 Sessions

Internet Basics - CISN 712-SW01B
Wednesday, Mar. 21 - Apr. 25
1:00pm - 3:30pm • 6 Sessions

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

Option 2: Payment of Tuition & Fees
Senior Citizens can ensure a seat in the class by paying the regular tuition. Senior Citizens will no longer be eligible for tuition waiver for this course once payment is received.

Option 3: Courses for Seniors Only
Senior Citizens can enroll in courses specifically for seniors at no cost. Contact the program office for more information. 
Seniors must register in person.
## Non-Credit Registration

### Student Information (Please print clearly)

<table>
<thead>
<tr>
<th>Name</th>
<th>Social Security #</th>
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<th>Street Address</th>
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<th>Day Telephone ( )</th>
<th>Evening Telephone ( )</th>
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- [ ] New Student
- [ ] Returning Student

### Optional Information – For Statistical Purposes Only

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- [ ] Male
- [ ] Female
- Birth Date ______ / ______ /19___

- [ ] American Indian/Alaskan Native/Native American
- [ ] American/Spanish Surname
- [ ] Asian/Pacific Islander
- [ ] Black/African American
- [ ] Puerto Rican
- [ ] White
- [ ] Other ____________

### Course Title/Number

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<tr>
<th>Course Title/Number</th>
<th>Campus</th>
<th>Section</th>
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Make all checks payable to Essex County College.

- [ ] Personal Check
- [ ] Money Order #
- [ ] Visa
- [ ] MasterCard #

Name on credit card ___________________________ Exp. ________

- [ ] I am a citizen of Essex County 60 years of age or older.

Signature for Senior Citizen Waiver

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YOUR REGISTRATION HAS BEEN ACCEPTED UNLESS YOU ARE NOTIFIED OTHERWISE.

YOUR FIRST CLASS BEGINS ______ / ______ /

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*$8.00 Fee Per Course

CAMPUS LOCATIONS:  
MC = Main Campus, WEC = West Essex Campus, NAS = Nutley Adult School, SOM = South Orange/Maplewood Adult School, TI = Training, Inc., IB = Ironbound
Administration
Dr. Gale E. Gibson, President

Board of Trustees
Mr. Calvin W. Souder, Esq. - Chair
Mr. Elvin Esteves, Esq. - Vice Chair
Ms. Micheline Davis, Esq. - Treasurer
Ms. Jeweline Grimes - Secretary
Mr. Joseph L. Fiordaliso
Bishop Reginald T. Jackson
Mr. Wesley N. Jenkins, IV
Ms. Rita J. Sallis
Ms. Bibi Taylor
Mr. Joseph Zarra

West Essex Campus Advisory Board
Hon. Joseph Tempesta, Jr., Mayor of West Caldwell
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Mel Levine, North Caldwell
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Bonnie Kinsey Dowd, North Caldwell
Albert Tobia, Fairfield
Ann C. Mega, Cedar Grove
Barbara Wallace, Nutley
Cheryl Good, Parsippany
Michael Olszak, Fairfield
Dr. James Heinegg, Supt. of Schools: Caldwell - W. Caldwell
Jane Lenosky, Fairfield
Marsha Freedman, Montville

Community & Continuing Education
Dr. Elvy Vieira, Dean CCE & WEC
Keith Kirkland, Associate Dean

EXCEED EXPECTATIONS