Welcome to Spring 2016 Programs at ESSEX COUNTY COLLEGE

Community, Continuing Education & West Essex Campus

For over 45 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?

UNDERSTANDING COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Subject</th>
<th>Course Number</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>Four-In-One - CISN 701</td>
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<td>Learn the hottest new Four-In-One Microsoft software programs which include Microsoft: Word, Excel, PowerPoint, and Access.</td>
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WE: Wed., Feb. 3 - Apr. 20 • 6:00pm - 9:45pm • 12 sessions
Tuition: $585.00 • Fee: $45

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

For Department Codes, see pg.4
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COMMUNITY, CONTINUING EDUCATION & WEST ESSEX CAMPUS

PROGRAMS & SERVICES

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

Child Development Center (Dept. Code: CD) — (973) 877-3357
303 University Avenue, Room G302, Newark, NJ 07102
Accredited by the National Association for the Education of Young Children (NAEYC), Essex County College’s Child Development Center offers a full day care and education program for children age 3 months – 4 years.

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

Corporate & Business Training Center (Dept. Code: CA) — (973) 877-3330
303 University Avenue, Room TI-6, Newark, NJ 07102
Meets workforce and business challenges. We deliver customized training solutions to help companies keep their competitive edge in today’s global market.

Enrollment Services—West Essex — (973) 877-6590 l Fax (973) 877-6632
730 Bloomfield Avenue, West Caldwell, NJ 07006
Essex County College responds to the educational needs of a diverse community and offers a wide range of degree programs. Essex is an excellent choice for completing the first two years of your bachelor’s degree.

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

Extension Programs (Dept. Code: EP) — (973) 877-3363 l Fax (973) 877-3414
303 University Avenue, Room 4120, Newark, NJ 07102
Provides adults with credit and non-credit courses at off-campus locations such as FOCUS (443 Broad Street, Newark, NJ 07102), Ironbound (432 Lafayette Street, Newark, NJ 07105) & North Ward Center (341 Roseville Avenue, Newark, NJ 07107).

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

Training, Inc. (Dept. Code: TI) — (973) 877-3092 l 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.

WISE Women’s Center (Dept. Code: WI) — (973) 877-3395 Fax (973) 877-3555
303 University Avenue, Room 3276, Newark, NJ 07102
Serves as a career-training, counseling, referral, and resource center for women, and the men and children in their lives, in the College and the Essex County community at large. The focus is on assisting women to become personally and economically self-sufficient.
Withdrawal Policy

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

Tuition Refund Schedule

West Essex Campus

Withdrawal before Jan. 22.................100% Refund
Withdrawal between Jan. 25-29 ..........50% Refund
Withdrawal between Feb. 1-5 ..............25% Refund
Withdrawal after Feb. 6 .......................No Refund

FOCUS, Ironbound and The North Ward Center

*Withdrawal before Feb. 1..................100% Refund
*Withdrawal between Feb. 1-5 ..........50% Refund
*Withdrawal between Feb. 6-11 ..........25% Refund
*Withdrawal after Feb. 11 ...................No Refund

* Dates are subject to change

For additional registration information, please contact
(973) 877-3363/3158 (Extension Programs)
973-877-6590 (West Essex Campus)
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<td>ACC 101 Principles of Accounting I</td>
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<td>ACC 102 Principles of Accounting II</td>
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<td>ACC 232 Computerized Accounting I</td>
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<td>ANTHROPOLOGY</td>
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<td>ANT 101 Cultural Anthropology</td>
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<td>ART</td>
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<td>ART 100 Art Appreciation</td>
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<td>ART 101 Art History</td>
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<td>ART 107 Drawing I</td>
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<td>MTH 168 Desktop Publishing/ Presentation Graphics</td>
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<td>BIO 102 College Biology II</td>
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<td>BIO 121 Anatomy and Physiology I</td>
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<td>BUSINESS</td>
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<td>BUS 101 Business Organization/Mgmt.</td>
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<td>BUS 201 Principles of Management</td>
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<td>BUS 207 Leadership &amp; Supervision</td>
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<td>ENG 109 Effective Speech</td>
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<tr>
<td>ENG 205 Western Literary Tradition</td>
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<td>ENG 215 Modern Literary Masterpieces</td>
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<td>ENG 221 American Literature I</td>
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<tr>
<td>ENG 264 Contemporary Women's Literature</td>
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<td>FRENCH</td>
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<td>FRN 101 Elementary French I</td>
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<td>FRN 102 Elementary French II</td>
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<td>HEALTH</td>
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<td>HLT 101 Healthful Living</td>
<td>D</td>
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<td>HISTORY</td>
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<td>HST 101 World Civilization I</td>
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<td>HST 102 World Civilization II</td>
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<td>HST 111 U.S. History I</td>
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<td>MTH 103 Fund. Concepts Modern Math</td>
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<td>MUS 100 Music Appreciation</td>
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<td>POLITICAL SCIENCE</td>
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<td>POL 104 American Government</td>
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<td>PSYCHOLOGY</td>
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<td>PSY 101 General Psychology I</td>
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<td>PSY 102 General Psychology II</td>
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<td>Development</td>
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<td>PSY 232 Human Sexuality</td>
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<td>RELIGION</td>
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<td>REL 105 Comparative Religion</td>
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<td>SOCIOLOGY</td>
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<tr>
<td>SOC 101 Introduction to Sociology</td>
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<td>SOC 207 Understanding Death &amp; Dying</td>
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<td>UCC 110 Construction Official</td>
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<td>UCC 121 Building Inspector ICS</td>
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<td>UCC 141 Fire Protection Inspector Part II</td>
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<td>UCC 151 Plumbing Inspector ICS</td>
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<td>UCC 170 Technical Assistant</td>
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**WEST ESSEX CAMPUS**

**SPRING 2016 COURSE SCHEDULE**

January 19 - May 2, 2016
730 Bloomfield Avenue, West Caldwell, NJ 07006
(973) 877-3175

| D = Day Class | E = Evening Class | S = Saturday Class |
PROGRAMAS ACADEMICOS/ACADEMIC PROGRAMS

Tu Futuro
Está
a la vuelta de
la esquina

Essex County College y sus centros de extensión le ofrecen a los estudiantes la oportunidad de tomar clases como Sociología, Psicología, Matemáticas entre otras que pueden ser usadas para un asociado mientras se aprende inglés.

Ahora en tres lugares convenientes en Newark:

* FOCUS Extension Center - 433 Broad St.
* Ironbound Extension Center - 432 Lafayette St.
* The North Ward Center - 341 Roseville Ave.

Para más información llame al 973-877-3390 o mande un correo electrónico al continuings@essex.edu o aplica ahora en www.essex.edu

Your Future is Right Around the Corner

Essex County College’s Extension Centers offer students the opportunity to take courses such as Sociology, Psychology, Mathematics and other credit classes that will go towards an associate’s degree while learning English.

Now at three convenient locations in Newark:

* FOCUS Extension Center - 433 Broad St.
* Ironbound Extension Center - 432 Lafayette St.
* The North Ward Center - 341 Roseville Ave.

For more information call 973-877-3390 or email continuings@essex.edu or apply now at www.essex.edu

Llame o visítenos hoy!

Call or visit us today!

Isabel Pascual
Ironbound
(973) 465-0947
Office Hours: Mon.-Fri.
6:00pm - 9:30pm

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

Rolando Bobadilla
North Ward Center
(973) 268-8900
Office Hours: Mon.-Fri.
8:30am - 3:30pm

Cristina Gavilanes
FOCUS
(973) 624-2528 ext. 135
Office Hours: Mon.-Fri.
5:30pm - 9:00pm ext. 135
### SUBJ CRS SEC CRN COURSE TITLE DAYS BEG END CR

| CSS 101 CN1 39387 | College Success Seminar | T | 12:10 | 03:10 | 3.0 |
| ENG 085 CN1 39389 | English Preparatory Studies | MW | 09:10 | 12:10 | 6.0 |
| ENG 085T CNT 39390 | Tutorial | TBA | TBA | TBA | 2.0 |

(REGISTER FOR ALL OF THE ABOVE SECTIONS)

| CSS 101 CN2 39388 | College Success Seminar | R | 12:10 | 03:10 | 3.0 |
| ENG 096 CN1 39391 | English Foundations | MW | 09:10 | 11:30 | 4.5 |
| ENG 096T CNT 39392 | Tutorial | TBA | TBA | TBA | 1.0 |

(REGISTER FOR ALL OF THE ABOVE SECTIONS)

| MTH 086 CN1 39393 | Introductory Algebra | TR | 09:10 | 11:30 | 4.5 |
| MTH 086T CNT 39394 | Tutorial | TBA | TBA | TBA | 1.0 |

(REGISTER FOR ALL OF THE ABOVE SECTIONS)

| MTH 092 CN1 39395 | Elementary Algebra | TR | 09:10 | 11:30 | 4.5 |
| MTH 092T CNT 39396 | Tutorial | TBA | TBA | TBA | 1.0 |

(REGISTER FOR ALL OF THE ABOVE SECTIONS)

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**REGISTRATION INFORMATION FOR ALL EXTENSION CENTERS**

**Web Registration**

November 16, 2015 - January 22, 2016

(Returning Students only)

**Early Registration/Advisement:**

January 11 - 14, 2016

**In-Person Advisement/Registration:**

January 19 - 22, 2016

**Late Registration and Add/Drop:**

January 25 - 29, 2016

FOR MORE INFORMATION ON ALL CLASSES

<table>
<thead>
<tr>
<th>Isabel Pascual</th>
<th>Ironbound</th>
<th>(973) 465-0947</th>
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<tbody>
<tr>
<td>Office Hours: Mon. - Fri. 6:00pm - 9:30pm</td>
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<tr>
<th>Ileana Rojas</th>
<th>Main Campus</th>
<th>(973) 877-3158</th>
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<tr>
<td>Office Hours: Mon. - Fri. 9:00am - 5:00pm</td>
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<tr>
<th>Rolando Bobadilla</th>
<th>North Ward Center</th>
<th>(973) 268-8900</th>
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<td>Office Hours: Mon. - Fri. 8:30am - 3:30pm</td>
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<tr>
<th>Cristina Gavilanes</th>
<th>FOCUS</th>
<th>(973) 624-2528 ext. 135</th>
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<td>Office Hours: Mon. - Fri. 5:30pm - 9:00pm</td>
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*NOTE: For tuition/refund policy see page 5.

FOR MORE INFORMATION CONTACT:

Isabel Pascual
Ironbound
(973) 465-0947
Office Hours: Mon. - Fri.
6:00pm - 9:30pm

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

Rolando Bobadilla
North Ward Center
(973) 268-8900
Office Hours: Mon. - Fri.
8:30am - 3:30pm

Cristina Gavilanes
FOCUS
(973) 624-2528 ext. 135
Office Hours: Mon. - Fri.
5:30pm - 9:00pm

"Having an extension of Essex County College in the Ironbound Community Center has giving the residents the opportunity to further their education at a convenient location. All members of the staff are very personable and offer encouragement to all the students. The teachers are very attentive to the students and if we need the extra help, they are more than happy to assist us."  
Devvie Hernandez
Advanced Medical CPT & ICD-10/Coding—AHTN 707
Are you looking to enhance your career as a medical biller and coder? Then this course could be for you. The American Academy of Professional Coders (AAPC) estimates that the need for medical billing and coding specialists will increase in the next few years. This course will cover advanced CPT-5, ICD-10-CM, and HCPCS coding along with the information on correct coding initiatives and compliance and reimbursement issues. At the completion of this certificate program, successful students may be eligible to take the American Academy of Professional Coder’s national examination.
Prerequisite: Medical Billing Specialist or experience as a Medical Biller or Coder. Textbook required.
OC: Sat., Feb. 6 – May 28 • 8:30am – 2:45pm • 16 Sessions
Tuition: $1,040.00 • Fee: $80.00 (Payment Plan Available)

Certified Homemaker Health Aide – AHTN 705
This comprehensive course provides the training needed to become a Certified Homemaker/Home Health Aide. Home Health Aides maintain a safe environment and perform selected tasks related to the personal hygiene, companionship and comfort of patients in private homes, nursing homes and long-term health facilities. Upon successful completion of this program, students will be prepared to take the New Jersey Certified Homemaker/Home Health Aide (CHHA) examination. Assistance will be provided with completing the license application for the NJ Board of Nursing (application fee will apply). Prerequisites: Must have a High School diploma or its equivalent and criminal background check. Textbook required.
OC: Tue., & Thur., Jan. 26 - Apr. 21 • 6:00pm – 9:00pm • 26 sessions
Tuition: $780.00 • Fee: $78.00 (Payment Plan Available)

Certified Medication Aide—AHTN 719
The Certified Medication Aide Program is a NJ Department of Health and Senior Services approved program for current certified nurse aides, homemaker/home health aides, and personal care assistants. The course will teach you how to administer medications under the delegation of a registered nurse (RN). Sixty (60) hours must be completed (40 instructional hours and 20 clinical hours). Upon successfully completing the program, you will be eligible to sit for the certification exam (fee is $53).
Prerequisite: MUST have/bring CNA or CHHA license at the time of registration.
OC: Mon., & Wed., Jan. 20 – Mar. 30 • 6:00pm – 9:00pm • 20 Sessions
Tuition: $780.00 • Fee: $60.00 (Payment Plan Available)

NEW! CPC Preparation Course
The student will learn principles of medical coding related to the three main code books: CPT, ICD-9CM Volume I&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.
WE: Tues. & Thurs., Feb. 2 - Apr. 21 • 6:30pm - 9:50pm • 24 Sessions
Tuition: $1,040.00 • Fee $80.00 (Payment Plan Available)

CPR for Healthcare Providers—HL TN 700
This course will prepare you with the basic knowledge and skills necessary to provide effective life support in an emergency. Learn how to recognize and respond to respiratory and cardiac emergencies, including choking in adults and use of an AED (automated external defibrillator) for victims of sudden cardiac arrest. An American Heart Association certificate will be issued after successful completion of training. This course is also for the general public. Manual required.
OC: Sat., Jan. 30 • 9:00am – 5:00 pm • 1 Session
OC: Sat., Feb. 27 • 9:00am – 5:00 pm • 1 Session
OC: Sat., Apr. 23 • 9:00am – 5:00 pm • 1 Session
Tuition: $80.00 • Fee: $15.00 (same time, tuition, and fee for all sessions)

CPR (Renewal) for Healthcare Providers—HLTN 701
This four-hour session, approved by the American Heart Association, will satisfy skills upgrade requirements for healthcare providers and professional rescuers seeking recertification. Participants must be currently CPR/AED certified or recently expired. Upon successful completion of this course, a new AHA certification card will be issued. Prerequisite: Completion of CPR/AED-AHA certificate course. CPR card must be renewed within three (3) months of expiration.
OC: Sat., Feb. 13 • 9:00am – 1:00pm • 1 Session
OC: Sat., Mar. 12 • 9:00am – 1:00pm • 1 Session
Tuition: $52.00 • Fee: $5.00
Hemodialysis Technician Certificate Program—AHTN 709
Are you seeking a career in Allied Health, or looking to change your current allied health career? Then this course may be for you. Hemodialysis technicians provide care to patients with chronic kidney disease. This comprehensive course is designed to prepare the student through hands-on training for entry-level employment in a dialysis unit. Clinical assignments are in local hospitals under the supervision of experienced hemodialysis nurses. A certificate of completion is awarded to those students who successfully complete this course. Prerequisite: Must have a High School Diploma or equivalent. Program Requirements: Physical exam, health and urine drug screening, influenza vaccination and criminal background check. Saturdays will be required for some clinical hours. Schedule will be adjusted.
OC: Mon., Wed., & Thur., Feb. 1 - Apr. 11 • 5:30pm – 9:30pm • 30 Sessions
Tuition: $1,170.00 • Fee: $140.00 (Payment Plan Available)

ICD-10 Training for Healthcare Professionals—AHTN 722
Attention all medical coders, billers, clinicians, front desk staff, and managers: Are you fully prepared for the implementation of ICD-10-CM codes? Time is of the essence! Effective October 2015, the medical industry will implement the ICD-10 coding system. This transition will have a significant impact on healthcare providers and the reimbursement process. In this course, participants will be exposed to human pathophysiology, ICD-9 to ICD-10 code conversions, as well as the conventions and guidelines of ICD-10-CM needed to accurately code and sequence diagnoses. 3.0 CEUs. Textbook required.
OC: Mon. & Wed., Jan. 20 - Feb. 24 • 6:00pm – 9:00pm • 10 Sessions
Tuition: $390.00 • Fee: $35.00

Initial Training in Mammography Certificate Program—AHTN 723
This certificate program is designed for ARRT (American Registry of Radiologic Technologies) registered, registry eligible, OR radiologic technology students in their second year of education. This program is approved by the ARRT for 40 'Category A CE (Continuing Education) credits. Textbooks not included; however a booklist will be provided upon registration.
OC: Sat., May 14, 21, June 4, 11 & 18 • 9:00am - 5:00pm • 5 Sessions
Tuition: $520.00 • Fee: 40.00

Medical Insurance Coding/Billing Certificate Program—AHTN 720
Career opportunities in healthcare are growing. Whether you're just starting out, a career changer, or an experienced practitioner seeking new skills, the program can be your prescription for success. The program provides the skills necessary to enter this field. This practical program deals with realizing the highest reimbursement with minimal delay. It provides students with a comprehensive understanding of billing and collection processes. Emphasis is placed on ICD-10 coding. Courses included: 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)
OC: Mon., & Wed., Mar. 2 - June 22 • 5:30pm - 9:15pm • 32 Sessions
Tuition: $1,200.00 • Fee: $65.00 (Payment Plan Available)
Exam Fee: $105.00 due by May 23 (separate payment from tuition & fees)

Medical Office Administrative Assistant Certificate Program—AHTN 721
Medical Administrative Assistants serve an important role in today's healthcare facilities. In this comprehensive program, you will be exposed to the key topics needed to coordinate and perform administrative functions as needed in a healthcare setting. Topics include: CPR, managing the day-to-day operations of a medical office, updating and organizing medical records including electronic health records, scheduling and coordinating appointments, verifying patient insurance, and completing and providing quality customer service. Participants who successfully complete this certificate program will be eligible to take the Certified Medical Administrative Assistant (CMAA) exam offered by the National Healthcareer Association (NHA). Prerequisite: High School Diploma or its equivalent. Textbooks required.
WE: Mon., & Wed., Jan. 25 - Apr. 4 • 6:00pm - 10:00pm • 20 Sessions
Tuition: $1,040.00 • Fee: $85.00 (Payment Plan Available)
Pharmacy Technician Certificate Program—AHTN 701

This comprehensive course is designed to prepare students for employment as a technician working under the direction of a registered pharmacist in a hospital or community pharmacy setting. Course content will include medical terminology specific to the pharmacy, dosage calculations, reading and interpreting prescriptions, product recognition, defining drugs by generic and brand names, route of administration, and side effects. In addition, after successful completion, students will be prepared to take the national certificate examination. **Prerequisite:** Must have a High School Diploma or equivalent and criminal background check. **Textbook required.**

**OC:** Mon., Feb. 22 - June 20 • 5:30pm - 9:40pm • 17 Sessions
Tuition: $910.00 • Fee: $75.00 (Payment Plan Available)

**WE:** Sat., Feb. 6 - May 7 • 9:00am - 2:00pm • 14 Sessions
Tuition: $910.00 • Fee: $75.00

Phlebotomy Technician—AHTN 708

This course is a study of the basic concepts of phlebotomy and of the responsibilities of the phlebotomist. Among the topics covered are job responsibilities, organizational structure of a laboratory, basic understanding of major body systems, collection equipment, blood collection procedures, infection control, safety, specimen transport and processing, and quality control. The course also includes hands-on training, which involves collecting routine capillary and venous specimens for testing. Participants who successfully complete the course will be eligible to take the Certified Phlebotomy Technician (CPT) exam in class (additional fees will apply). **Prerequisite:** Must have a High School Diploma or equivalent. **Textbook required.**

**OC:** Sat., Feb. 6 - May 28 • 9:00am - 2:00pm • 16 Sessions
Exam Fee: $105.00 by April 30 (separate payment from tuition & fees)
Tuition: $1,040.00 • Fee: $80.00 (Payment Plan Available)

Physical Therapy Aide Certificate Program—HLTN 709

The Physical Therapy Aide plays an important role in helping people recover from injuries, improve their mobility, and assist with patient treatment programs. Students will learn medical terminology, physical therapy treatments, exercise and mobility training, and customer service. **Prerequisite:** Must have a High School Diploma or equivalent. **Textbook required.**

**OC:** Tue. & Thur., Jan. 19 - Mar. 24 • 6:00pm - 9:00pm • 20 Sessions
Tuition: $780.00 • Fee: $60.00 (Payment Plan Available)

Telemetry Technician Certificate Program—AHTN 710

Telemetry/EKG Technicians provide physicians and registered nurses with information needed to evaluate and treat heart ailments in hospitals and healthcare facilities. This course will focus on: basic cardiovascular anatomy and physiology, basic cardiovascular electrophysiology, EKG techniques and recognition, and the types and effects of cardiac medicine on the heart. Participants who successfully complete this certificate program will be eligible to take the Certified Cardiographic Technician (CCT) Examination. **Prerequisite:** High School Diploma or equivalent. Program Requirements: Criminal background check and physical exam. **Textbook required.**

**WE:** Sat., Feb. 6 - Apr. 23 • 9:00am - 2:50pm • 12 Sessions
Tuition: $910.00 • Fee: $75.00

NEW! A+ Certification Preparation

This course is designed to prepare students to take the A+ Certification Exams. Topics include: install, configure and update; diagnose and troubleshoot problems; implement safety and preventive maintenance; processors, motherboards and memory; portable systems; basic networking; network structures; memory management; file management; structure, operation and function; diagnose and troubleshoot; printers and cabling; and customer satisfaction. Upon completion of this course, students will have gained the level of proficiency needed to sit for the A+ Certification Exams. **Prerequisite:** Working knowledge of Keyboarding, Personal Computers and Windows environments.

**OC:** Sat., Feb. 6 - June 11 • 9:00am- 2:00pm • 18 sessions
Tuition: $900.00 • Fee $90.00 (Payment Plan Available)

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 opportunity. **Textbook required.**

**WE:** Sat., Jan. 23 - Apr. 9 • 9:00am – 12:00pm • 12 Sessions
Tuition: $468.00 • Fee: $41.00
Fundamentals of Payroll Certificate Program—BUSN 718
This certificate program is designed to introduce students to payroll fundamentals and prepare them for entry level jobs in the payroll profession. Instruction will be given in payroll calculations, operations, process and systems, accounting and compliance, tax reporting, and other reporting requirements. At the completion of this program, students will be able to take the National Fundamental Payroll Certification Examination administered through the American Payroll Association. **Prerequisite:** High School Diploma or equivalent.

**OC:** Sat., Jan. 23 - Apr. 16 • 9:00am - 12:45pm • 12 Sessions
**Tuition:** $585.00 • Fee: 45.00

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., Jan. 23 - Feb. 27 • 9:00am - 12:00pm • 6 Sessions
**Tuition:** $234.00 • Fee: $18.00

**NEW! Human Resources Practice Certificate**
This powerful program provides a comprehensive and practical grounding in the major areas you need as a personnel generalist. Program is designed for those who wish to improve performance capability on the job or those who wish to launch a career in HR. Topics include: Fundamentals of Human Resources Management, Linking Strategic Planning and Human Resources, Human Resources Training, Auditing the Human Resources Management Program. **Textbook required.**

**OC:** Sat., Jan. 23 - Apr. 16 • 9am - 1pm • 12 sessions
**Tuition:** $624.00 • Fee: $48.00 (Payment Plan Available)

Managing a Child Care Center—BUSN 717
This course is designed to provide child care professionals with the basic managerial skills needed to operate a child care center. Topics include: selection of employees, labor laws, child care policies and procedures, taxes and insurance, health and safety, and effective management techniques. **Prerequisite:** How to Own & Operate a Child Care Center.

**OC:** Sat., Mar. 5 - Apr. 2 • 9:00am - 11:30am • 4 Sessions
**Tuition:** $130.00 • Fee: $10.00

Personal Fitness Trainer National Certification—HLTN 708
Begin a new career by becoming a Certified Personal Trainer. This program is co-sponsored with World Instructor Training Schools (W.I.T.S.), and it offers a combination of lecture and hands-on training at a local gym that prepares you to work one-on-one with clients. Core topics include: anatomy, exercise physiology, muscular strength and endurance, flexibility, cardio-respiratory fitness, nutrition, musculoskeletal injuries, weight control, health screening, motivation, and teaching techniques. The national certification exam is held the last day of class. A 30-hour post-course internship is required, with host sites arranged by the W.I.T.S. program. The Heart Saver Adult CPR/AED course is required for certification and may be taken before, during, or after the course. **Textbook required.** (To begin reading immediately, call 1-888-330-9487 to order.) **Prerequisite:** High School Diploma or equivalent.

**OC:** Sat., Mar. 5 - Apr. 16 • 9:00am - 4:00pm • 6 Sessions
**Tuition:** $600.00 • Fee: $36.00

Principles of Real Estate Sales—BUSN 701
This course prepares students to successfully pass the state examination for the NJ Real Estate Sales License. Topics include: mortgage sales agreements, deeds, title closing, license, real estate law, and property interests and rights. Upon successful completion of this course, students will receive a certificate that allows them to sit for the NJ State examination. Note: A criminal background check will be required by the NJ Real Estate Commission. **Prerequisite:** High School Diploma or equivalent. **Textbook required.**

**OC:** Sat., Jan. 23 - Apr. 23 • 9:00am - 3:00pm • 13 Sessions (Apr. 23 class meets 9:00am - 12:00pm)
**Tuition:** $500.00 • Fee: $75.00
Project Management Certificate Program—BUSN 726
This Project Management Professional (PMP) Certificate Program is designed for individuals pursuing careers in the fields of technology, building construction, finance, accounting, or any other field which requires project managers to focus on planning, organizing, and managing projects and programs. Students will earn 35 Professional Development Units (PDUs) toward the PMP exam requirements. **Prerequisite:** Students wishing to sit for the PMP exam must complete this course and have a High School Diploma or equivalent with a minimum of 5yeas (60mths) and 7,500 hours in project management experience OR have a Bachelor’s degree with a minimum of 3yeas (36 months) and 3,500 hours in project management experience. All project management experience MUST have been accrued within the last 8 consecutive years. Students wishing to sit for the Certified Associate in Project Management (CAPM) exam must complete this course and have a High School Diploma or equivalent. **NOTE:** the project management experience requirements are subject to change and proof will be required. **Textbooks required.**

Please refer to the Project Management Institute (PMI) website for any updates: [www.pmi.org](http://www.pmi.org).

**OC:** Sat., Feb. 6 - Apr. 9 • 9:00am - 3:00pm • 9 Sessions
(Apr. 9 class meets 9:00am-12:00pm)
Tuition: $663.00 • Fee: $35.00 (Payment Plan Available)

**WE:** Tues., & Thurs., Feb. 9 - Apr. 5 • 6:00pm – 9:00pm • 17 Sessions
Tuition: $663.00 • Fee: $35.00

Real Estate Broker License
Expand your career options and become a Real Estate Broker. Learn to manage an office, oversee real estate operations, and/or work for a developer. Training for this program consists of three (3) parts: Real Estate Broker course (90 hrs), Agency & Ethics (30 hrs), and Office Management (30 hrs). Students must complete all three courses. **Prerequisite:** Students need to have been licensed and employed on a full-time basis as a NJ salesperson for a minimum of 3 years. Proof of license will be required. **Textbook required.**

**OC:** Mon., Tue., & Fri., Jan. 25 - Apr. 29 • 5:30pm – 9:15pm • 40 Sessions
Tuition: $950.00 • Fee: $75.00 (Payment Plan Available)

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 (formatting 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 sensational results. **Prerequisite:** Web Page Graphic Design Certificate Program or working knowledge of HTML.

**WE:** Mon., Feb. 22 - Mar. 21 • 6:00pm - 9:00pm • 5 Sessions
Tuition: $195.00 • Fee: $20.00

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**Essex County College - West Essex Campus**

**SUMMER PROGRAM FOR KIDS**

Essex County College is proud to announce our [Summer Program for Kids](http://www.essex.edu/summercamp) at the [West Essex Campus](http://www.essex.edu/essex) located at 730 Bloomfield Avenue, West Caldwell, NJ.

**Monday, July 11 - Friday, August 12, 2016, 9am - 5pm**

**Boys and girls between ages 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 one of our Parent Orientation Open Houses:

- Monday, March 28, April 25, or May 23, at 6:00pm.

Call (973) 877-1920 to reserve a space for one of the sessions.

**DISCOUNT AVAILABLE FOR EARLY REGISTRATION! DON’T DELAY!**

**REGISTRATION DEADLINE IS JUNE 17, 2016**

[www.essex.edu/summercamp](http://www.essex.edu/summercamp)
Algebra
Students will learn the necessary skill areas involved in mastering algebra concepts. Skills covered are
operations, equations, inequalities, polynomials, algebraic fractions, linear equations, and radicals.
OY: Grades 8-9 • 10:40am – 12:10pm
Grades 6-7 • 10:40am – 12:10pm
Tuition: $100.00 • Fee: $5.00

NEW! Bricks 4 Kidz- Technic Build
In this course, youth will learn important facts and real world uses for the models that they build. Youth
will learn, build and play with LEGO bricks creating technic build themes such as air, land and sea, life
science, space adventures, laws of motion, gadgets and gizmos, forces of nature and many more.
OY: Ages 6-8 9am - 10:30am
Tuition: $100.00 Fee: $20.00

Computer Discovery
This course is designed as an introduction to the use of computers. Children will enjoy hands-on experi-
ence.
OY: Ages 6-8 • 10:40am – 12:10pm
Tuition: $100.00 • Fee: $5.00

Computer Graphics
This course is designed to provide students with an insight in the
area of computer graphics applications. Students will enjoy hands-on
experience.
OY: Ages 9-15 • 12:15pm – 1:45pm
Tuition: $100.00 • Fee: $5.00

Dance Combo
This fun course will introduce the student to basic Tap, Ballet, and Jazz.
Leotard, tights, tap shoes, and ballet slippers are required.
Please call department for additional information.
OY: Ages 5-7 • 9:00am – 10:30am
Ages 8-11 • 10:40am – 12:10pm
Tuition: $100.00 • Fee: None

Discovering Young Artists
Every child can learn to draw. As the KidzArt® corporation states, “If
You Can Dream, You Can Draw.” This interactive course, offered in con-
junction with KidzArt®, is designed to build artistic skills and develop
confidence in “kids of all ages.” Students will explore their inner artistic
abilities by recognizing their own style through imagination, interpre-
tation, and perception, while experimenting with various mediums.
Students will showcase their art projects at the end of the course.
OY: Ages 8-10 • 10:40am – 12:10pm
Ages 5-7 • 12:15pm – 1:45pm
Tuition: $100.00 • Fee: $20.00

Fun with Phonics
Phonics is the understanding that there is a predictable relationship between sounds and the letters
and spellings which represent them. Acquiring a strong phonetic background will assist students in
making those critical connections, while teaching the strategies of “decoding” unknown words, blend-
ing letters, and basic phonics rules and patterns.
OY: Grade K • 10:40am – 12:10pm
Grade 1 • 12:15pm – 1:45pm
Grade 2 • 12:15pm – 1:45pm
Tuition: $100.00 • Fee: $5.00

Geometry
This course provides students with a comprehensive review of major geometry concepts and is
designed to reinforce and supplement current school course work. Topics according to grade level
would include: points, lines, relationships and similarities with triangles and quadrilaterals, parallel and
perpendicular lines, planes and relationships of angles, areas of polygons and circles; volume of prisms,
pyramids, cylinders, cones, and spheres. Students will also review congruency, theorem, and proofs.
OY: Grades 9 - 10 • 9:00am - 10:30am
Tuition: $100.00 • Fee: $5.00
Improving Penmanship
If your child is having difficulty with his or her handwriting, then this course would encourage him or her to improve and write legible letters, words, and numbers in manuscript and cursive. Remember, good handwriting is one key to success in school.

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

Improving Reading Comprehension
This course will provide the student with the opportunity to reinforce existing skills and develop additional skills in comprehension. A copy of report card or standardized test scores is required at the time of registration. (Limited enrollment)

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

Keyboarding and Word Processing
Students quickly learn the full alphabetic keyboard using the touch-type method. They will learn word processing techniques and produce creative projects. It is a fun experience.

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

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

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

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

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

Summer Youth Program 2016
JULY 5–AUGUST 12
6 weeks of academic instruction, recreation, and cultural activities for grades 1–8 (as of September 2016)

2-WEEK PROGRAMS:
• App Attack/App Adventure
• Camp Discovery
• Computer Blaster
• Educational Program
• Express Yourself
• Golf & Tennis
• Minecraft
• Money Matters
• Soccer
• STEM for Kids
• The Journalist
• The Young Artist
• Video Gaming

3-WEEK PROGRAMS:
• Making Math Matter
• Reading Enrichment

Registration begins mid-April 2016
Call department to reserve a copy of the Summer Youth Program Brochure (973) 877-3079/3416
PARCC Test Prep
PARCC (Partnership for Assessment of Readiness for College and Careers) is a set of assessments aligned to the Common Core State Standards which measure whether students are on track to be successful in college and their careers. These assessments are computer based and students must be proficient in computer usage. This test prep course involves familiarizing students with the format of PARCC tests, teaching them how to solve questions and how to maximize performance on open-ended questions. Note: The PARCC exam will take the place of the NJASK exam in most school districts. Text Required: TBA

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

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

PSAT
The Preliminary Scholastic Aptitude Test (PSAT) course will prepare 10th and 11th grade students for the content, strategy, and time management of the PSAT. This course will cover mathematics, critical reading, and writing. Note: PSAT scores can also qualify students for National Merit Scholarships. Textbook required.
OY: Grades 10 & 11 • 10:40am - 12:10pm
Tuition: $100.00 • Fee: $5.00 (Text Fee not included)

Problem Solving Math
This course is designed to provide the student with a four-step method (find out, choose a strategy, solve it, and look back) as a systematic approach to problem solving. The student will strengthen math and thinking skills. A copy of report card or standardized test scores is required at the time of registration. (Limited enrollment)
OY: Grades 1–2 • 10:40 am – 12:10pm
Grades 3–4 • 10:40 am – 12:10pm
Grades 5–6 • 10:40 am – 12:10pm
Grades 7–8 • 10:40 am – 12:10pm
Tuition: $100.00 • Fee: $5.00

SAT English Preparation
This course reviews the English topics and the test-taking skills necessary for students in grades 11 & 12 to prepare and enhance their scores for the SAT exam. Topics include: reading comprehension, reviewing deductive reasoning, logical thinking, vocabulary, essay writing, and test-taking strategies. Textbook required.
OY: Grades 11 & 12 • 10:40am - 12:10pm
Tuition: $100.00 • Fee: $5.00 (textbook fee not included)

SAT Math Preparation
This course reviews the math topics and the test-taking skills necessary for students in grades 11 & 12 to prepare and enhance their scores for the SAT exam. Topics include: problem solving, understanding operations, symbols and rules, reviewing algebraic problems, geometry and measurement, and test-taking strategies. Textbook required.
OY: Grades 11 & 12 • 12:15 - 1:45pm
Tuition: $100.00 • Fee: $5.00 (text fee not included)

STEM for Kids
Students will have the opportunity to work collaboratively on exciting projects that will ignite their curiosity. Learn about the engineering process as a means of solving many of today's environmental challenges, become a crime scene investigator, explore space, build a geodesic dome or robotic friend and conduct a chemistry experiment. These are just a few of the many experiences students will have as a part of our exciting STEM (Science, Technology, Engineering and Math) program. Students will apply their classroom activities and field experiments to design and construct projects.
OY: Grades 3-4 • 12:15pm – 1:45pm
OY: Grades 5-6 • 12:15pm – 1:45pm
Tuition: $100.00 • Fee: $20.00

Writing With A Purpose
This course provides instruction and practice on the fundamentals of writing including grammar, punctuation, sentence structure, organization, and spelling. Students taking this course will learn to organize compositions logically and coherently from paragraph to essay development using the process approach to writing. Prerequisite: Knowledge of Word Processing.
OY: Grades 5–8 • 12:15pm – 1:45pm
Tuition: $100.00 • Fee: $5.00
Computerized Business Office Specialist—BUSN 707 (600 hours of training)
- Computer Literacy
- Keyboarding
- Business Math
- Customer Service
- Office Simulation Experience
- CIS 131 Microcomputers in Business
- OCT 121 Business Communications
- CIS 136 Desktop Publishing

Patient Care Technician—NURN 703 (690 hours of training)
- Medical Terminology
- MS Word
- Keyboarding
- Customer Service
- Patient Care
- EKG
- Phlebotomy
- Certified Nurse Aide

Certified Clinical Medical Assistant—NURN 705 (690 hours of training)
- MS Word
- Keyboarding
- Customer Service
- Business Math
- Medical Terminology
- CCMA Training

Certified Nurse Aide—NURN 701 (480 hours of training)
- Medical Terminology
- Keyboarding
- Business Writing and Math
- Customer Services

TRAINING, INC. EVENING PROGRAMS

Certified Clinical Medical Assistant—NURN 702
475 hours of training
- Medical Terminology
- OSHA/Infection Control
- Anatomy & Physiology
- Fundamentals of Medical Assisting
- Medical Law & Ethics Documentation
- Nutrition
- Urinalysis
- Microbiology
- Phlebotomy
- EKG

Certified Nurse Aide—NURN 700
90 hours of training
- Nutrition
- Urinalysis
- Microbiology
- Phlebotomy
- EKG

Training, Inc. provides job placement assistance

CORPORATE AND BUSINESS TRAINING CENTER
Maureen Behr, Director

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
Grant classes are at no cost to participants working 20 hours or more.

Classes include:
PC Microsoft skills (8 hours each)
- Windows
- Word 1 & 2
- PowerPoint 1
- PowerPoint 2 (4 hours only)
- Excel 1, 2 & 3

Softskills
- Business Communication-12 hours
- Customer Service-12 hours
- Written Communication-12 hours

Grant Requirements include:
- Employment of 20 or more hours
- Signed registration form including employer information and Tax ID #
- Class days and times are flexible
- Classes held at the company site or at various college locations in Essex County

Please contact:
Natalie Lee Pow
(973) 877-3547
ONLINE TRAINING
Unique Instructor–Facilitated Courses Online

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

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

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

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

Requirements: All courses require Internet access, email, Netscape Navigator, or Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for more Information.

COURSES INCLUDE:

- Constitutional Law
- Winning Strategy for the Courtroom
- Introduction to Criminal Law
- Debt Elimination Techniques That Work
- Learn to Buy and Sell on Ebay
- Enjoying European Art
- Genealogy Basics
- Handling Medical Emergencies
- Making Movies with Windows XP
- Music Made Easy
- Introduction to PC Security

Browse more online courses at www.ed2go.com/ecc.edu or call (973) 877-3079/1904 (Main Campus)
(973) 877-1920 (West Essex Campus)

HOW TO GET STARTED


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

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin, simply log in with the username and password you selected during enrollment.
Adobe Photoshop Introduction—CISN 718
This course will teach the Adobe user how to utilize Photoshop's exciting color editing and production capabilities. Artists, designers, illustrators and photographers will appreciate features that allow for onscreen painting, filtering, transformation, color separation and more.
Prerequisite: Working knowledge of Windows environment. Text required

WE: Tues., Feb. 2 - Mar. 1 • 6:00pm-9:00pm • 5 Sessions
Tuition: $195.00 • Fee: $20.00

NEW! Android Application Development
The development of Android based smartphones has created new opportunities for application developers. This introductory course will teach you how to build basic apps for personal and professional use, as well as provide you with publishing techniques.
Prerequisite: Basic knowledge of computers and saving files.

OC: Tues., Jan. 26 - Mar. 1 • 6:00pm – 9:00pm • 6 Sessions
Tuition: $234.00 • Fee: $18.00

NEW! Apple Mobile Application Development
iPhone and iPad has provided application developers with a new platform for app development and design. This basic course will cover iOS app design for beginners, as well as techniques for personal and professional use and publishing. Prerequisite: Familiarity with Apple-based products and the environment.

OC: Thur., Jan. 28 - Mar. 1 • 6:00pm – 9:00pm • 6 Sessions
Tuition: $234.00 • Fee: $18.00

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.

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

Excel for Windows Introduction—CISN 707
This is a powerful and versatile spreadsheet program. This course will teach the student to combine numbers, text, graphs, and charts on a single screen and print to a single page. Students will learn to construct a spreadsheet, graph data, create macros, and more. 1.5 CEUs

OC: Tues., & Thur., Apr. 12 - May 12 • 5:15pm – 6:45pm • 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. Also, it covers replacing data, controlling recalculation, manipulating the screen display, protecting and sharing worksheet data, and using special formatting and printing options.

OC: Tues., & Thur., May 17 - June 16 • 5:15pm – 6:45pm • 10 Sessions
Tuition: $195.00 • Fee: $15.00

First Step to Computers—CISN 704
For those who know nothing about computers. You will learn what computers can and cannot do, and how to operate a computer with confidence. 1.5 CEUs

OC: Tues., & Thur., Jan. 26 - Feb. 25 • 5:15pm – 6:45pm • 10 Sessions
Tuition: $195.00 • Fee: $15.00
Four-In-One (Microsoft Office 2013)—CISN 700
Need assistance in understanding Office 2013 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.**

**OC:** Sat., Jan. 23 - Apr. 16 • 8:30am - 12:15pm (45 hrs) • 12 Sessions  
Tuition: $585.00 • Fee: $45.00  

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

NEW! Introduction to AutoCAD
This is an introductory course in computer-aided design using the latest release of AutoCAD software first level/2D fundamentals for engineers. The course introduces the terminology, use and capabilities of CAD. It is designed for high level design engineers and professional technicians. Upon completion of this course, students will be able to demonstrate basic proficiency in the use of AutoCAD.

**OC:** Sat., Feb. 6 - Apr. 16 • 9am -3pm • 10 sessions  
Tuition: $600.00 • Fee: $60.00  

Powerpoint Introduction – ALNC 726
Use powerpoint for all your presentation needs: slides, overheads, and on-screen presentation. This course will cover views and tools, slides, working with text, clip art, using the chart tool, drawing objects, handouts, rearranging the presentation, printing and timesavers. **Textbook required.**

**EP:** Wed., Feb.10-April 13 • 6:30-8:00pm • 10 Sessions  
Location: Focus Extension Center, 443 Broad St., Newark, NJ 07105  
Tuition: $195.00 . Fees: $25.00  

QuickBooks—CISN 714
Take control of your business and save time with this easy-to-use automated accounting system for small business owners. In this facilitated learning environment, you will learn to create professional invoices and job estimates, track account receivables and payables, as well as manage your checking accounts, payroll, inventory, and purchase orders. **Prerequisite:** Working knowledge of the Windows environment. 2.0 CEUs. **Textbook required.**

**WE:** Mon., Jan. 25 - Mar. 21 • 6:00pm – 8:30pm • 8 Sessions  
Tuition: $260.00 • Fee: $25.00  

**OC:** Sat., Feb. 6 - Mar. 5 • 9:00am - 1:00pm • 5 Sessions  
Tuition: $260.00 • Fee: $25.00  

Windows Seminar—CISN 719
Attend a one-night seminar on Microsoft Windows 8 for 3 hours. You will learn the absolute basics: icons, program groups, minimizing and maximizing cascade and tile, dialog boxes, buttons, bars and menus.

**OC:** Wed., Jan. 20 • 5:30pm - 8:30pm • 1 Session  
Tuition: $39.00 • Fee: $5.00  

Windows with Word—Intermediate—CISN 735
This computer course is a hands-on next step to Windows and MS Word. It is designed for people who have completed an introductory course or who have a basic understanding of the computer. Upon completion, students will have a working knowledge of Windows and be able to create various kinds of documents using MS Word. **Prerequisite:** First Step to Computers or equivalent knowledge.

**OC:** Tue. & Thur., Mar. 8 - Apr. 7 • 5:15pm – 6:45pm • 10 Sessions  
Tuition: $195.00 • Fee: $15.00
Anger Management Workshop [Batterers Intervention Program (BIP) (Court Ordered/Mandatory)]
Facilitated by two licensed therapists, the purpose of this workshop is to educate and counsel men who have been found by the court to have committed an offense of domestic violence and ordered to participate in a structured educational counseling program. The goal is to increase the safety of victims, their families, and the community from repeated acts of domestic violence.
WI: TBA • 6:00pm – 8:00pm • 26 Sessions (Ongoing. Call for next class.)
Tuition: $676.00 • Fee: $15.00

Anger Management Workshop—SOCN 711
Anger is a completely normal human emotion; however, when it gets out of control and turns destructive, it can lead to problems at work and in your personal relationships, and overall negatively affect your quality of life. This workshop intends to help you understand and control anger. Ages 18+.
WI: Mon., Feb. 22 - Mar. 14 • 6:00pm – 8:00pm • 4 Sessions
Tuition: $104.00

NEW! Civic Discourse: Race, Class and Gender Through Film
The purpose of this course is to promote civic engagement and public discourse in a community based, public library setting, thus ensuring a better informed and highly engaged citizenry. This 4-session course takes place at the East Orange Public Library and will focus on conversations surrounding topics of race, class and gender as evidenced in themes of film shorts screened during Women in Media-Newark’s annual film festivals.
WI: Wed., Apr. 13 - May 4 • 6:00pm – 8:30pm • 4 Sessions
Location: East Orange Public Library, 21 South Arlington Avenue, East Orange, NJ
Tuition: $40.00

Conversational Spanish I—SPNN 700
The purpose of this course is to learn Spanish vocabulary, develop communication skills, and learn aspects of the Hispanic culture. This course is designed for individuals who want to communicate in Spanish for everyday use. There are no prerequisites for this course.
WI: Sat., Jan. 30 - Feb. 27 • 10:00am – 12:00pm • 5 Sessions
Tuition: $130.00

Conversational Spanish II—SPNN 701
The purpose of this course is to continue 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.
Prerequisite: Conversational Spanish I.
WI: Sat., Mar. 5 - Apr. 9 (No class March 26) • 10:00am – 12:00pm • 5 Sessions
Tuition: $130.00

Defensive Driving Workshop—HLTN 702
This point-reduction and defensive-driving course is approved by NJMVC and NJ Safety Council. Upon successful completion of this course, a two-point reduction and/or insurance discount is available for an additional $10 fee. This fee will be collected on the day of class, money order only, payable to the NJ Safety Council.
OC: Sat., Feb. 20 • 8:30am – 4:00pm • 1 Session
Tuition: $80.00 • Fee: $8.00

Domestic/Relationship Violence Training—SOCN 710
Domestic violence is a widespread problem affecting about 1/4 of all women at some point in their lives; 1 out of 4 women is battered in the United States. This course will teach how to identify the basic dynamics of relationship violence and provide a foundation for understanding healthy relationships and conflict-resolution skills. Community resources and legal remedies will also be covered. 4.0 CEUs
WI: Mon., & Wed., Mar. 14 - Apr. 20 • 5:30pm – 8:30pm • 12 Sessions
Tuition: $520.00 • Fee: $25.00

Effective Parenting Skills—SOCN 712
This series of courses provides hands-on tools and techniques for effective parenting. The six-session, mini-course is designed for both two-parent and single-parent households.
WI: Tues., Mar. 8 - Apr. 12 • 6:00pm – 8:00pm • 6 Sessions
Tuition: $156.00
ESL Beginner to Advanced—ESLN 703
Are you interested in improving your English skills? Then, this course can help you get started. The focus of this course is placed on developing a student’s listening, comprehension, writing and speaking skills in English. The more you invest in your education, the more benefits you will yield. Start enhancing your employment opportunities and your ability to continue on to higher education by enhancing your English skills today. **Prerequisite:** Pre-testing. **Textbook required** at an additional expense to be determined. **Student’s schedule will be determined by the pre-test result.**

**Students will be assigned to one of the following sections:**

**EP:** Mon., & Wed., Feb 8 – Apr. 18  • 6:30pm - 9:00pm  • 20 Sessions
or
**Tue., & Thur., Feb 9 – Apr. 14  • 6:30pm - 9:00pm  • 20 Sessions**

**Location:** Ironbound Extension Center, 432 Lafayette Street, Newark, NJ 07105
**Tuition:** $290.00  •  Fee: $10.00

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

**WE:** Tue., Feb. 2 & 9  • 6:30 pm – 8:30 pm  • 2 sessions
**Tuition:** $52.00  •  Fee: $5.00

**WI:** Thur., Mar. 10 & 17  • 6:30 – 8:30 pm  • 2 sessions
**Tuition:** $52.00  •  Fee: $5.00

**How to Secure Your Financial Future—BUSN 733**
This workshop is designed to provide information and educate participants about the importance of planning and providing for the future of their loved ones. Professionals will demonstrate how to maximize your personal savings, defer paying taxes, effectively take control of your debts, and protect what you own.

**WI:** Wed., Apr. 13  • 6:00pm – 9:00pm  • 1 Session
**Tuition:** $39.00

**Public Speaking - 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!

**WE:** For the non-native speakers
Fri., Jan. 22 - Feb. 19  • 9:30am - 12:30pm  • 5 Sessions
**Tuition:** $195.00  •  Fee: $5.00

**EP:** Thur., Feb.11 – Mar. 10  • 6:30-8:30pm  • 5 Sessions
**Location:** Focus Extension Center, 443 Broad St., Newark, NJ 07105
**Tuition:** $130.00  •  Fees: $10.00

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

**WI:** Wed., Mar. 2 - 16  • 6:00pm - 8:00pm  • 3 Sessions
**Tuition:** $78.00

**NEW! 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?

**WE:** Tue., Mar. 8  • 6:30 – 8:30 pm  • 1 session
**Tuition:** $26.00  •  Fee: $5.00

**WI:** Tue., Apr. 5  • 6:30 – 8:30 pm  • 1 session
**Tuition:** $26.00  •  Fee: $5.00
NEW! Using Your Talent to Make Extra Money
Everyone possesses a talent that can help others develop their own, or succeed. This, in turn, could create a profitable future for you. One of the most important assets in your life is your talent. What are you good at? This seminar will assist students on a journey to maximize their innate abilities and use them in a way to generate extra income.

WI: Thur., Feb. 11 & 18 • 6:00 – 7:30 pm • 2 sessions
Tuition: $39.00

Writing Effectively—WRSN 703
People in the business world—in the public and private sector—need to express themselves effectively in English. In this course, the writing process is broken down into twenty easy-to-follow steps that help participants get started, figure out what they want to say, and organize their ideas and information in order to write clear, concise reports and letters.

WI: Sat., Apr. 9 • 10:00am – 1:00pm • 1 Session
Tuition: $39.00

Alternate Route to Becoming a Teacher -All You Need To Know—EDUN 700
This informative session will provide the requirements and steps necessary for substitute teaching certification and Alternate Route or Provisional certification which may lead to a permanent teaching certificate. Individual questions will be answered after class.

WI: Tue., Feb. 23 • 6:00 pm – 8:00pm • 1 Session
Tuition: $26.00

English Communication for the Business World—ENGN 701
Enhancing oral and written business communication skills reduces the barriers that many non-native English speakers face in the workplace. Participants will learn the basics of writing business memoranda, letters, and emails, and practice clear speaking techniques to communicate more effectively in the office and over the telephone. In addition, students will be exposed to standard workplace etiquette and business protocol through the use of role play and other innovative techniques. By improving your business communication skills, you will enhance your marketability and increase your success in the workplace.

WI: Mon., & Wed., Mar. 7 - 23 • 6:00pm - 8:30pm • 6 Sessions
Tuition: $195.00

Entrepreneurship Training Course (HUB)—BUSN 721
Learn the essentials of developing and maintaining a profitable and successful business. We will provide you with extensive step-by-step methods that are crucial to the start-up and maintenance of a micro-business. Take that first action-step and register for the training YOU need to pave the way to business success!

WI: Tue., Mar. 8 - Apr. 26 • 6:00pm – 9:00om • 8 Sessions
Tuition: $312.00

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

WI: Wed., Apr. 6 - 20 • 6:00pm-8:00pm • 3 Sessions
Tuition: $78.00
Fireman Black Seal in Charge: Low Pressure—ESCN 701
This course will cover all areas of steam plant operations. It will help prepare students for the state license examination in the Black Seal Grade of stationary fireman. Prerequisite: At least three months experience as a helper. 3.9 CEUs. Textbook required.
OC: Sat., Jan. 23 - Apr. 16 • 9:00am – 12:15pm • 12 Sessions
Tuition: $507.00 • Fee: $39.00

NEW! Fireman Black Seal in Charge: High Pressure
The High Pressure Black Seal course prepares the student to work in boiler rooms or refrigeration facilities of large manufacturing plants, multilevel commercial buildings and public institutions such as schools, hospitals and municipal buildings. Students will be prepared to sit for licensing examinations mandated by the State of New Jersey. Prerequisite: At least three months experience as a helper, apprentice or assistant to a licensed operator. 4.5 CEUs. Textbook required.
OC: Sat., Jan. 23 - Apr. 16 • 12:30pm 4:15pm • 12 sessions
Tuition: $585.00 • Fee: $45.00

Food Management—HLTH 714
ServeSafe® Food Safety Manager: Exam Prep & Exam
Maximize your efficiency while learning the industry’s standard in safety training for ServSafe®. A required program for most managers, the ServSafe® training course will provide you with the tools needed to identify and prevent foodborne illnesses. It will help to identify problem areas in the flow of food throughout your operation and provide you with the tools to minimize risk factors. Everyone knows that cleanliness is important. In this class, sanitation is presented in a practical, applicable manner, including pest control issues. This training course features led training and your exam. (A minimum test score of 75% is needed for food safety certification with the National Restaurant Association Education Foundation). Textbook required: ServSafe® Manager 6th Edition with exam answer sheet for paper and pencil exam. Available at College bookstore. 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., Feb. 6 - Feb. 20 • 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.
WI: Sat., Mar. 5 - 19 • 9:00am – 2:00pm • 3 Sessions
Tuition: $195.00

Grant Writing II—WRSN 704
Learn how to write an entire grant proposal from start to finish. Key topics include grant writing and proposal review. Target audience: non-profit organizations, schools, churches, individuals, and hospitals. Prerequisite: Grant Writing: Developing a Funding Plan.
WI: Sat., Apr. 2-16 • 9:00am – 2:00pm • 3 Sessions
Tuition: $195.00

How to Become a Consultant—BUSN 706
Learn how to promote your service, manage yourself, get clients, create a consultant’s toolbox, write a letter of agreement, and set fees.
WI: Thur., Apr. 7 • 6:00pm – 9:00pm • 1 Session
Tuition: $39.00

NEW! How to Become a Salesperson
Have you ever thought about becoming a salesperson? One look through the classified ads of your newspaper will tell you that salespeople are needed for a variety of products and services. This course will cover communication and listening skills, prospecting, the sales process, ethical and legal issues of selling, and closing techniques. Students will also make classroom sales presentations, which will be videotaped for self-critiquing. 3.0 CEUs.
OC: Wed., & Fri., Feb. 3 - Mar. 4 • 6:00pm-9:00pm • 10 sessions
Tuition: $390.00 • Fee: $30.00

SEE PG.4 FOR DEPARTMENT CODES AND CONTACT INFORMATION
How to Start Your Own Day Care Center—SOCN 704
Provides information on day care center start-up, state regulations, certification, policy, and resources necessary to successfully maintain and operate a day care center.
WI: Mon., Feb. 22 - Mar. 21 • 6:30pm – 8:30pm • 4 Sessions
Tuition: $104.00 • Fee: $15.00

Learning to Lead—FPDN 703
Regardless of employment position or title, a person can and should seek leadership roles. This course will introduce leadership principles.
WI: Wed., Apr. 20 • 6:00pm – 9:00pm • 1 Session
Tuition: $39.00

Non-Profit Business Law Seminar —BUSN 711
Information on how to start, operate, and maintain a small, non-profit business. Subjects covered: Fundraising; Fiscal Management; Criteria for 501 (c) (3); and Professional Affiliations & Memberships. Target audience; non-profit organizations, schools, churches, and hospitals. Take with Grant Writing Workshop pg. 25.
WI: Mon., & Wed., Apr. 11 - 20 • 6:00pm – 8:00pm • 4 Sessions
Tuition: $104.00

Public Speaking with Confidence—ENGN 710
This course explores the importance of communicating effectively as well as expressing yourself with style and clarity in any situation. This interactive workshop will cover successful communication and presentation techniques. Topics include reducing your fears, listening effectively, body language, your personal style, and thinking fast on your feet. Participants will have an opportunity to practice their communication skills in a supportive and non-threatening environment.
WI: Thur., Mar. 3 • 6:00pm – 8:00pm • 1 Session
Tuition: $26.00

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.
WE: Sat., Feb. 6 • 9:30am - 12:30pm • 1 Session
Tuition: Free
WI: Tues., Feb. 9 • 6:00pm – 8:00pm • 1 Session
Tuition: Free

NEW! Social Media For Your Business and Career
This seminar provides an overview of how today's small business owners can utilize social media to expand their business and increase revenue. It will also explore ways in which social media can have a positive impact on professionals and job seekers.
WI: Wed., Feb. 24 • 6:00pm-9:00pm • 1 Session
Tuition: $39.00

Stock Market Basics “Accumulate Wealth Through Knowledge”—BUSN 750
This is not a “get rich quick” class, but it might be the best three day class specifically design to increase your knowledge of the US Stock Market from both a fundamental and technical aspect. You will not only learn Wall Street terminology, but will be well prepared to make better decisions about your financial future. Additionally, students taking this course will have the opportunity to discuss and participate in collaborative learning experiences with mock portfolios and be educated with in depth analysis on how to read stock charts, and how to dissect a company's financial reports.
WI: Tue., Wed., & Thur., Apr. 26, 27 & 28 • 6:00pm - 8:00pm • 3 Sessions
Tuition: $78.00

NEW! Techniques in Substitute Teaching
This course prepares both the current and potential substitute teacher for the challenges and situations he/she may face in the classroom. Topics covered are: roles and responsibilities, communication skills, dealing with disruptive students, classroom management, subject matter, lesson plans, certification process and a personalized tool kit. Textbook required.
OC: Sat., Feb. 6 • Apr. 2 • 9am-12pm • 8 sessions
Tuition: $312.00 • Fee: $24.00
The Art of Self-Publishing—BUSN 724
If you have a story to tell and would like to learn how to get it published, then this course is for you. Attend this workshop and learn the essential steps that will take your book from "your heart to their hands" in 21 days or less.

WI: Mon., Feb. 29 • 6:00pm – 9:00pm • 1 Session
Tuition: $39.00

NEW! Validation of Foreign Credentials—EDUN 704
Are you discouraged working below your skills and education level? Your foreign education does have value in the United States! Immigrants with a foreign certificate or professional degree have the opportunity to validate their credentials in this country. This seminar provides information about the required process to obtain the United States equivalency evaluation of your foreign education.

WI: Mon., Feb. 8 • 5:30pm-7:30pm • 1 Session
Tuition: 26.00

NEW! Validación De Credenciales Extranjeras—EDUN 704 (s)
Desanimado trabajando por debajo de sus habilidades y nivel de educacion? Su educacion en el exterior tiene valor en los Estados Unidos! Inmigrantes con un certificado o diploma professional tienen la oportunidad de validar sus credenciales en este pais. Este seminario proporciona informacion sobre el proceso requerido para obtener la evaluacion de equivalencia en los Estados, de su educacion en el exterior.

WI: Mon., Feb. 22 • 5:30pm-7:30pm • 1 Session
Tuition: 26.00

SENIOR CITIZEN COURSES

Senior Citizens Must Register in Person
SM=Senior Programs  SW=Senior Programs
Main Campus: Call (973) 877-3079  West Essex Campus: Call (973) 877-1920

Computer Basics—CISN 720
SM: Sat., Jan. 23 - Feb. 27 • 12:30pm - 3:00pm • 6 Sessions
Tuition: None

Typing Basics—BUSN 719
SM: Sat., Jan. 23 - Feb. 27 • 9:30am - 12:00pm • 6 Sessions
Tuition: None

Windows Basics—CISN 713
SW: Wed, Jan. 27 - Mar. 2 • 1:00pm - 3:30pm • 6 Sessions
Tuition: None

Word Basics—CISN 705
SM: Sat., Mar. 5 - Apr. 16 • 9:30am - 12:00pm • 6 Sessions
Tuition: None

Internet Basics—CISN 712
SM: Sat., Mar. 5 - Apr. 16 • 12:30pm - 3:00pm • 6 Sessions
Tuition: None

SW: Wed., Mar. 21 - Apr. 25 • 1:00pm - 4:00pm • 6 Sessions
Tuition: None
High School Equivalency (HSE) Preparation
Adult Basic Education (ABE) Programs

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

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

Academic Calendar Spring 2016

Placement Test Dates:
Thursday, December 17, 2015 9:00 AM – 2:30 PM
Saturday, January 9, 2016 9:00 AM – 2:30 PM

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

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. **Textbook required.**

WE: 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 exam. Topics include: problem-solving, understanding operations, symbols and rules, reviewing algebraic problems, and more. **Textbook required.**

WE: 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 examination. If you consider studying at an institution of higher education where instruction is in English, TOEFL exam results help admissions staff worldwide determine whether your English proficiency is adequate for programs of study at their institution. The curriculum will include instruction in essential skills needed for college-level coursework, such as listening, reading, writing, and oral-skill development, as well as test-taking strategies needed to prepare for this comprehensive exam.

WE: Mon., Feb. 22 - Apr. 11 • 7:00pm – 9:25 pm • 8 Sessions
Tuition: $312.00 • Fee: $5.00
REGISTRATION PROCEDURES
FOR NON-CREDIT PROGRAMS

WE OFFER FOUR WAYS TO REGISTER
Register early to avoid cancelled courses. Late registration will be accepted until classes are filled. Full tuition must be paid upon registration, unless otherwise stated.

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

Phone-In
(973) 877-3079 (Main Campus)
(973) 877-1920 (West Essex Campus)
(973) 877-3158 (Extension Programs)

Fax-In: 24-HOUR AVAILABILITY!
FAX NUMBERS:
(973) 877-3414 (Main Campus)
(973) 877-6633 (West Essex Campus)

Mail-In
Mail check or money order and completed registration form to the department that offers your course. See page 4 for department mailing addresses. When registering by mail, your check will serve as your receipt.

Walk-In
Report to the program site during the listed registration days and hours. All forms may be completed and payment made at this time. Seniors must register in person.

Continuing Education Units
The CEU (Continuing Education Unit) is a nationally accepted uniform unit of measurement applicable to non-credit continuing education. A certificate is awarded after successful participation in an organized continuing education activity. Designated non-credit courses are CEU certified. An $8.00 non-refundable fee per course is charged which must be paid at registration each semester. A fee of $5.00 is charged on any request for a replacement certificate.

General Information
Make all checks/money orders payable to: Essex County College. Your registration has been accepted unless notified otherwise. Begin classes on the scheduled date.

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

Parking Fee: Main Campus Only
First-time students must present proof of registration to the Public Safety office in order to receive a receipt to pay the one-time parking fee of $25.00. Students must bring the receipt given at the Public Safety office to the Bursar’s office where they must pay the $25.00 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 and to receive the $25.00 refund.

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.

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. 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 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 2014 and Spring 2015 semesters are not eligible to repeat them during the Fall 2015 and Spring 2016 semester, unless there is space available for repeat students in the current program year. Contact the program office for more information. In order to verify that age and residency eligibility requirements are met, Seniors must register in person and provide valid identification.

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

Optional Information - For Statistical Purposes Only

☐ Male ☐ Female Birth Date / / Month Day Year
☐ American Indian/Alaskan Native ☐ Black/African American
☐ Asian/Pacific Islander ☐ White (Non-Hispanic)
☐ Hispanic/Latino ☐ Other

Course Title Tuition

$ $

$ $

$ $

Make all checks payable to Essex County College
☐ Personal Check or Money Order

Credit Card
# ____________________________

Name on Credit Card
______________________________ Exp. ________________

☐ I am a citizen of Essex County 60 Years of age

Signature for Senior Citizen Waiver

ADDITIONAL INFORMATION REQUIRED FOR SATURDAY YOUTH PROGRAM REGISTRATION - Spring 2016
Call (973) 877-3079 for more information
Mail to: Essex County College, On-Campus Continuing Education
303 University Avenue, Newark, NJ 07102

Returning Student ☐ Yes ☐ No Birth Date Sex ☐ Male ☐ Female
School Name City Grade

Emergency Contact Person(s) Emergency Telephone Number(s)

YOUR REGISTRATION HAS BEEN ACCEPTED UNLESS YOU ARE OTHERWISE NOTIFIED.

Student/Parent Signature ____________________________ Advisor ____________________________ Date ____________

The provisions of this catalog are not to be regarded as legal contract between Essex County College and the student. Essex County College reserves the right to modify, alter, cancel or discontinue any of its courses, programs, and services without prior notice. The College also reserves the right to change its tuition rates, fees, and provisions of college policies or regulations of the College.