



From incoming
freshmen to life-long
learners, we have
something for everyone.

Credit Courses | Community Ed | Winterim
Health Sciences | Return, Learn & Earn Prog.
Programs for High School Students
Workforce Development Programs

Sussex
County
COMMUNITY COLLEGE

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SCCC is here to help!

Main Number	973.300.2100
Admissions Office - B204	973.300.2223
Box Office	973.300.3171
Business Office - B203	973.300.2106
Counseling & Advising Center - B206	973.300.2207
Community Education	973.300.2140
Financial Aid - B213	973.300.2225
Health Sciences	973.300.2332
Learning Center - C300	973.300.2150
Registrar's Office - B217	973.300.2215
Testing Center - B317	973.300.2155

FALL OPEN HOUSE
Saturday, October 15
9:30 am – Noon

For more information call
973.300.2223

Weather-Related Closing Information

Visit sussex.edu or call 973-300-2366
Listen to: WSUS 102.3 FM WNNJ 103.7 FM
SCCC Students will receive text and email messages through RAVE



Top 10 Reasons Why Sussex County Community College is a SMART CHOICE

- 1 High Quality + Low Cost = Exceptional Value** - Whether you're a student paying your own way through college or a parent trying to make ends meet, everyone is looking for a quality education at the best prices. At SCCC you will receive a world-class education at a fraction of the cost of most universities. Tuition and fees at SCCC for a full-time student are approximately \$4,500 per year. Start at SCCC and save thousands.
- 2 Students Come First** - Sussex County Community College is a welcoming and friendly place. Our faculty and staff take tremendous care to ensure student success and growth. We offer personalized services such as financial aid, academic advisement, counseling, tutoring and career planning.
- 3 Academic Excellence** - Learn from award winning faculty who are experts in their field. You will receive the specific in-depth preparation needed to succeed in two and four-year degree programs and in your career. SCCC has one of the highest graduation rates of community colleges in New Jersey.
- 4 Great things come in small packages** - SCCC offers many of the amenities and advantages of a large institution combined with the unique benefits of a smaller college. You will not get lost in the crowd here. Our average class size is just 20.
- 5 Flex your scheduling options** - We understand that you're busy. Balancing school, work and family can be challenging. Choose from classes offered during the day, evening or weekend, in the traditional manner, online, hybrid or fast track formats.
- 6 Something for everyone** - Whether you are a first time college student or a lifelong learner, we offer something for everyone. Nearly 4,000 area students are enrolled in our degree and transfer programs. An additional 2,000 students participate in our Community Education programs to launch or expand a career, earn a professional certification, upgrade skills or to just learn a new skill.
- 7 Make lifelong friends** - Expand your circle of friends among a diverse student body. We have dozens of clubs and hundreds of activities planned throughout the year. No matter what your interest, there's always something fun going on.
- 8 A safe campus that's close to home** - Student safety is a top priority at SCCC. We offer a sense of community and familiarity for students who don't want to commute or live away from home.
- 9 Catch the Skylander Spirit** - Whether you're on the field or on the sidelines, the Skylander spirit is alive and well all year long. We offer intercollegiate competition in men's and women's soccer and basketball, men's baseball, and women's softball.
- 10 Start Here...Go Anywhere!**
At SCCC we prepare you to transfer to the top colleges and universities in New Jersey and across the nation. More than seventy percent of SCCC graduates continue their education. Under state law, SCCC graduates with A.A. or A.S. degrees can transfer seamlessly with junior status to a four-year public college or university in N.J. when pursuing the same or compatible major.

How to Register

DEGREE & TRANSFER (CREDIT) CLASSES

- Step 1:** Stop by the SCCC Counseling and Advising Center to discuss your goals and create a schedule to suit your needs.
- Step 2:** Register at the Registrar's Office.
- Step 3:** Make your payment online or at the Business Office.

Counseling & Advising, Financial Aid, Registrar and Business Office Hours

Monday – Thursday	8 am to 6:30 pm
Wednesdays in August	8 am to 8 pm
Friday	8 am to 5 pm
	8 am to 1 pm*
Sat. 8/20, 8/27, 9/3	8 am to Noon

***NOTE: from 6/10 to 8/15 the college closes at 1:00 pm on Fridays**

Credit Tuition Information

Tuition is \$120 per credit hour for Sussex County residents. Pike, Wayne and Monroe residents tuition is \$180 per credit hour. Out-of county residents tuition is \$240 per credit hour. A General Fee of \$23.50 per credit is also applied.

CAREER & ENRICHMENT (NON-CREDIT) CLASSES

Mail the Registration Form on page 48 to

SCCC/CE
One College Hill Road
Newton, NJ 07860

or Fax: (973) 300-2278

or Register online at sussex.edu/ce/

Non-Credit Tuition Information

Individual classes vary. Please reference individual classes for the appropriate fee.

HEALTH SCIENCE CAREER PROGRAMS

Visit Health Sciences

on the third floor of the Health Sciences and Performing Arts Center Building

or call (973) 300-6570

Office Hours: 8:30 am – 4:30 pm

General Information

Accreditation

Sussex County Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, (215) 662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Post-secondary Accreditation.

CLEP and Challenge Examinations

All SCCC students are eligible for the College Level Examination Program (CLEP) as well as College Challenge Examinations. A maximum of 50% of the credits required for the degree or certificate program may be granted for CLEP, Challenge Exams, and transfer credit, or any combination thereof.

Financial Aid

Financial Assistance is available to students who demonstrate a need. The College participates in a variety of federal and state aid programs. A Financial Aid Counselor is available to help you complete forms and determine eligibility. Financial Aid information is available online at sussex.edu. Scholarships are also available.

Placement Test

Following admission to SCCC, many students are required to take the College Placement Test to assist the College in placing you in classes appropriate to your skill level.

For more information on the Placement Test and our exemptions policy visit our website at sussex.edu.



FALL 2011 IMPORTANT DATES

Wednesday, August 31	Orientation for New & Transfer Students
Monday, September 5	Labor Day – College Closed
Tuesday, September 6	Classes Begin; Late Registration begins
Monday, September 12	Last day to drop a class with a 100% refund (less non-refundable tuition deposit); Last day to late register or add a class
Monday, September 19	Last day to drop a class with a 50% refund; Last day to change to an audit
Friday, September 30	Last day to change Spring & Summer Incomplete grades
Saturday, October 15	Open House
Monday, November 14 to Wednesday, November 23	Priority registration for Winterim and Spring
Wednesday, November 23 (5 pm) to Sunday, November 27	Thanksgiving Holiday – College Closed
Monday, November 28	Open registration begins
Friday, December 2	Last day to withdraw with a “W”
Thursday, December 22	Final day of the semester
Saturday, December 24 to Monday, January 2, 2012	Winter Holiday – College Closed

For a complete listing of student and community events on campus and our academic calendar please visit us at sussex.edu.

HIGH SCHOOL STUDENTS

Sussex County Community College offers
2 Great Ways to Earn College Credits
before graduating from high school.

AT YOUR HIGH SCHOOL: Concurrent Enrollment Program (CEP)

CEP is a partnership between SCCC and area high schools to provide students the chance to enroll in college courses as part of their regular school day. Take college-level classes from adjunct college instructors *right at your high school!*

For more information and eligibility requirements
contact your Guidance Counselor

ON SCCC'S CAMPUS: Early College Advantage Program (ECAP)

ECAP is designed for above average High School juniors or seniors to enroll in one or two classes at SCCC during the day or evening. Experience the college classroom before you graduate from high school.

For more information and eligibility requirements contact your
Guidance Counselor or the SCCC Counseling & Advising Center (973) 300-2207

Upon graduation applicable credits earned through CEP or ECAP may be applied to a degree or certificate program at SCCC or transferred to other colleges or universities per their guidelines.

UNIVERSITY CENTER AT SCCC

Earn your Bachelor's or Master's degree close to home!

Sussex County Community College has partnered with New Jersey colleges and universities to offer complete Bachelor's and Master's degree programs right here on our Newton campus.

Felician College Bachelor's Program

If you want to pursue your bachelor's degree right here in Sussex County, you can do so by following a sequence of courses beginning in your freshman year at SCCC. Earn your associate's degree, complete a few transitional credits, and then seamlessly transition to upper-level courses offered by Felician College on-campus at SCCC.

**The following Bachelor's degrees are available
from Felician College at SCCC
EDUCATION • CRIMINAL JUSTICE • BUSINESS • NURSING**

SAVE TIME AND MONEY!

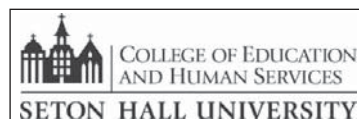
- We've synched our curriculums to make it easy to transfer.
- No long-distance commuting or housing costs! All courses are held at the SCCC campus.
- Scholarships are available to qualified students who are enrolled full-time in Felician's Degree Completion courses.

**Consult with an advisor at SCCC for more details
or contact Aly Gannon at (201) 559-6075 or gannona@felician.edu**

Seton Hall University Master's Program

Seton Hall University's College of Education and Human Services offers a Master of Arts and Education Specialist Program in Education Leadership Management Policy (ELMP) at our campus. The two year program meets all the requirements for NJDOE Principal and Supervisor Certification.

For more information contact
**Dr. James A. Corino: 973-275-2356 or
email at corinoja@shu.edu**



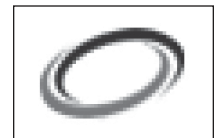
At SCCC we care about your



Use these Online Tools at sussex.edu

- **Student Email** – stay in touch with professors and receive important college information
- **RAVE Alerts** – get text and voice messages in case of emergency
- **WebStudy Distance Learning** – for online and hybrid classes
- **My.Sussex Student Portal** – register and pay online, add/drop courses, view your grades, print unofficial transcripts.

For more information on how to use these valuable tools stop by the Counseling & Advising Center for a brochure or visit sussex.edu.



Scholarship Opportunities

The SCCC Foundation is committed to helping students succeed. We sponsor several events during the year to raise money to support student scholarships and college operations.

The Foundation awards scholarships during the year.

Take advantage of this great opportunity. Applications available at sussex.edu.

Tutoring Services at the Learning Center

The Learning Center at Sussex County Community College is proud to offer our students FREE tutoring for many academic courses taught at the College.

SCCC is pleased to announce that our campus is Smoke-Free.

Smoking is banned from all school property both inside and out.



PROGRAMS OF STUDY

Degrees & Certificates

- Accounting AS
- Anthropology Option AA
- Automotive Service Technology AAS
- Automotive Service Technology Certificate
- Business Administration AS
- Business Management AAS
- Child Development Specialist AAS
- Child Development Specialist Certificate
- Computerized Accounting Certificate
- Computer Information Systems AAS
- Computer Information Systems Certificate
- Criminal Justice AS
- Environmental Studies AS
- Fire Science Technology AAS
- Fire Science Technology Certificate
- Graphic Design AAS
 - Computer Gaming Option
- Health Science AAS
- Human Services AS
- Interactive Design Certificate
- Liberal Arts AA
 - Communications-Broadcasting Option
 - Communications-Film Studies Option
 - Communication – Journalism Option
 - Dramatic Arts Option
 - Elementary/Secondary Education Option
 - English Option
 - History Option
 - Political Science Option
 - Pre-Law Option
 - Psychology Option
 - Sociology Option
- New Media Communication AAS
- Nurse Education Program (PCCC) AAS
- Paralegal Certificate
- Paralegal Studies AAS
- Photography Option AFA Studio Arts

Science & Mathematics AS

- Biology Option
- Chemistry Option
- Computer Science Option
- Geology Option
- Information Systems Option
- Mathematics Option
- Pre-Medical/Dental Option
- Pre-Nutrition/Dietetic Option

Studio Arts AFA

- Design Option

Web Publishing Certificate

Department of Health Sciences Professional Certifications:

- Certified Nursing Assistant
- Emergency Medical Technician
- Homemaker-Home Health Aide
- Medical Assistant
- Medical Office Administrator
- Medical Coding & Billing
- Phlebotomy
- Surgical Technology

Key Code for Credit Course Listings

LOCATION CODE

CCM	County College Of Morris
NMH	Newton Memorial Hospital
PSTC	Public Safety Training Center
PVCC	Peters Valley Craft Center
SCTS	Sussex County Technical School

SECTION CODE

01, 02, 03...32	Daytime
41, 42, 43...45	Evening
51, 52	Accelerated Course
61	Saturday
71, 72	Satellite Campus
91	Telecourse
HA, HB, HC	Hybrid Course
OL	Open Lab
ON, OA, OB, OC	Online Course
*	Lab Fee
#	Telecourse Fee

FALL CREDIT COURSES

Classes begin September 6, 2011 and end December 22, 2011

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ACCOUNTING						
ACCT101	Accounting Princ. I Financial	3.0	01	Donner	8:00am-9:15am	MW
ACCT101	Accounting Princ. I Financial	3.0	02	Bulford	12:15pm-1:30pm	TR
ACCT101	Accounting Princ. I Financial	3.0	03	Bulford	12:15pm-1:30pm	MW
ACCT101	Accounting Princ. I Financial	3.0	41	Dupuis	6:30pm-9:10pm	W
ACCT101	Accounting Princ. I Financial	3.0	HA	King	9:25am-10:40am	T
ACCT102	Accounting Princ. II Managerial	3.0	01	Bulford	1:40pm-2:55pm	MW
ACCT102	Accounting Princ. II Managerial	3.0	41	Bulford	6:30pm-9:10pm	T
ACCT107*	Computerized Accounting	3.0	41	Robinson	6:00pm-9:40pm	W
ACCT201	Intermediate Accounting I	3.0	41	Bulford	6:30pm-9:10pm	R
ACCT205	Payroll Accounting Offered Fall Only	3.0	41	Block	6:30pm-9:10pm	M
AMERICAN SIGN LANGUAGE						
AMSL101	American Sign Language I	3.0	01	VanHorn	3:05pm-5:45pm	M
AMSL101	American Sign Language I	3.0	41	Friedrich	6:30pm-9:10pm	R
AMSL102	American Sign Language II	3.0	01	VanHorn	9:25am-12:05pm	M
AMSL102	American Sign Language II	3.0	41	VanHorn	6:30pm-9:10pm	M
ANTHROPOLOGY						
ANTH101	Introduction to Anthropology	3.0	01	Kotcho	9:25am-10:40am	TR
ANTH101	Introduction to Anthropology	3.0	02	Sandy	10:50am-12:05pm	MW
ANTH101	Introduction to Anthropology	3.0	03	Sandy	9:25am-10:40am	MW
ANTH101	Introduction to Anthropology	3.0	HA	Balzano	1:40pm-2:55pm	W
ANTH110	Physical Anthropology	3.0	01	Cori-Cobb	12:15pm-1:30pm	TR
ANTH120	Cultural Anthropology	3.0	01	Balzano	1:40pm-2:55pm	TR
ANTH120	Cultural Anthropology	3.0	02	Balzano	12:15pm-1:30pm	MW
ANTH150	Magic, Myth & Religion Offered Fall Only	3.0	41	Balzano	6:30pm-9:10pm	T
AUTOMOTIVE						
AOTE101*	Automotive Fundamentals - SCTS	3.0	71	McDole	6:00pm-9:40pm	T
AOTE101*	Automotive Fundamentals - SCTS	3.0	72	Toth	6:00pm-9:40pm	M
AOTE203	Automotive Engine Repair - SCTS	3.0	71	McDole	6:00pm-9:55pm	W
AOTE206	Auto. Transmissions & Transaxles - SCTS	3.0	71	McDole	6:00pm-9:55pm	R
AOTE260	Co-op Auto. Educ.-Work Exper.	6.0	71	Staff	-	
AOTE261	Co-op Automotive Education Class	1.0	71	Staff	-	
ART Art Majors: See DESN for Design Courses that may apply to your major						
ARTA101	Basic Design	3.0	01	Coelho	1:40pm-4:20pm	T
ARTA101	Basic Design	3.0	41	Dhew	6:30pm-9:10pm	M
ARTA101*	Basic Design	3.0	ON	Hankala	Online course via WebStudy	
ARTA103	Art History I	3.0	01	Hughes	12:15pm-1:30pm	MW
ARTA103	Art History I	3.0	02	Hughes	3:05pm-4:20pm	TR
ARTA103	Art History I	3.0	03	Hughes	1:40pm-2:55pm	TR
ARTA103	Art History I	3.0	ON	Sorrento	Online course via WebStudy	
ARTA104	Art History II	3.0	01	Sorrento	8:00am-9:15am	TR
ARTA104	Art History II	3.0	02	Hughes	9:10am-12:05pm	F
ARTA104	Art History II	3.0	41	Hughes	6:30pm-9:10pm	W
ARTA106	Art Appreciation	3.0	01	Coelho	10:50am-1:30pm	T
ARTA106*	Art Appreciation	3.0	OA	McWilliams	Online course via WebStudy	
ARTA106*	Art Appreciation	3.0	OB	McWilliams	Online course via WebStudy	
ARTA106*	Art Appreciation	3.0	ON	McWilliams	Online course via WebStudy	
ARTA108*	Basic Drawing	3.0	01	Gewecke	10:50am-2:30pm +1hr lab	W
ARTA108*	Basic Drawing	3.0	02	Gewecke	12:15pm-3:55pm +1hr lab	R
ARTA108*	Basic Drawing	3.0	41	Zeglen	6:00pm-9:40pm +1hr lab	T

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ART Art Majors: See DESN for Design Courses that may apply to your major						
ARTA110	Intro to Color	3.0	01	Dhew	9:25am-12:05pm	T
ARTA110*	Intro to Color	3.0	ON	Hankala	Online course via WebStudy	
ARTA115	Three Dimensional Design	3.0	41	Dehnert	6:30pm-9:10pm	M
ARTA120*	Introduction to Fibers	3.0	41	Barfoot	6:00pm-9:40pm +1hr lab	R
ARTA150*	Life Drawing I	3.0	01	McWilliams	9:25am-1:05pm +1hr lab	M
ARTA150*	Life Drawing I	3.0	41	Redline	6:00pm-9:40pm +1hr lab	M
ARTA180*	Painting I	3.0	01	McWilliams	3:05pm-6:45pm +1hr lab	T
ARTA185	Digital Fine Art I	3.0	01	Hughes	8:25am-12:05pm	T
ARTA186	Digital Fine Art II	3.0	01	Hughes	8:25am-12:05pm	T
ARTA200*	Watercolor	3.0	01	Brennan Koeck	10:50am-2:30pm +1hr lab	M
ARTA260	Portfolio Development	3.0	01	McWilliams	1:40pm-4:35pm	F
ASTRONOMY Please see PHYSICS						
BIOLOGY						
BIOS101	General Biology Lecture	4.0	01	Martyniuk	8:00am-10:40am	M
BIOS101*	General Biology Lecture	4.0	OA	Conde	Online course via WebStudy	
BIOS101*	General Biology Lecture	4.0	ON	Conde	Online course via WebStudy	
Choose one Lab Section listed below						
BIOS101L*	General Biology Lab	0.0	01	Conde	12:15pm-2:55pm	T
BIOS101L*	General Biology Lab	0.0	02	Little	3:05pm-5:45pm	T
BIOS101L*	General Biology Lab	0.0	03	Little	3:05pm-5:45pm	W
BIOS101L*	General Biology Lab	0.0	04	Little	3:05pm-5:45pm	M
BIOS101	General Biology Lecture	4.0	41	Little	6:30pm-9:10pm	R
Choose one Lab Section listed below						
BIOS101L*	General Biology Lab	0.0	41	Little	6:30pm-9:10pm	M
BIOS101L*	General Biology Lab	0.0	42	Elmuccio	6:30pm-9:10pm	T
BIOS102*	Intro. to Human Biology Lecture	4.0	61	Farner	8:00am-10:55am	S
BIOS102L	Intro. to Human Biology Lab	0.0	61	Farner	12:00pm-3:10pm	S
BIOS103	Anatomy & Physiology I Lecture	4.0	01	Hablawi	1:40pm-4:20pm	T
BIOS103	Anatomy & Physiology I Lecture	4.0	02	Hablawi	9:10am-12:05pm	F
BIOS103	Anatomy & Physiology I Lecture	4.0	03	Patterson	3:05pm-5:45pm	M
BIOS103	Anatomy & Physiology I Lecture	4.0	ON	Hablawi	Online course via WebStudy	
Choose one Lab Section listed below						
BIOS103L*	Anatomy & Physiology I Lab	0.0	01	Patterson	12:15pm-2:55pm	M
BIOS103L*	Anatomy & Physiology I Lab	0.0	02	Hablawi	9:25am-12:05pm	T
BIOS103L*	Anatomy & Physiology I Lab	0.0	03	Krupinski	1:40pm-4:20pm	T
BIOS103L*	Anatomy & Physiology I Lab	0.0	04	Krupinski	8:00am-10:40am	W
BIOS103L*	Anatomy & Physiology I Lab	0.0	05	Krupinski	12:15pm-2:55pm	W
BIOS103L*	Anatomy & Physiology I Lab	0.0	06	Staff	3:05pm-5:45pm	M
BIOS103	Anatomy & Physiology I Lecture	4.0	41	Bell	6:15pm-9:10pm	F
Choose one Lab Section listed below						
BIOS103L*	Anatomy & Physiology I Lab	0.0	41	Bell	6:30pm-9:10pm	M
BIOS103L*	Anatomy & Physiology I Lab	0.0	42	Krupinski	6:30pm-9:10pm	T
BIOS104	Anatomy & Physiology II Lecture	4.0	01	Hablawi	10:50am-1:30pm	M
BIOS104	Anatomy & Physiology II Lecture	4.0	02	Conde	12:15pm-2:55pm	W
BIOS104	Anatomy & Physiology II Lecture	4.0	ON	Hablawi	Online course via WebStudy	
Choose one Lab Section listed below						
BIOS104L*	Anatomy & Physiology II Lab	0.0	01	Hablawi	12:15pm-2:55pm	R
BIOS104L*	Anatomy & Physiology II Lab	0.0	02	Gammaro	3:02pm-5:45pm	R
BIOS104L*	Anatomy & Physiology II Lab	0.0	03	Gammaro	8:00am-10:55am	F
BIOS104L*	Anatomy & Physiology II Lab	0.0	04	Hablawi	12:15pm-3:10pm	F
BIOS104	Anatomy & Physiology II Lecture	4.0	41	Gammaro	6:30pm-9:10pm	T
BIOS104L*	Anatomy & Physiology II Lab	0.0	41	Gammaro	6:30pm-9:10pm	W
BIOS104L*	Anatomy & Physiology II Lab	0.0	42	Gammaro	6:30pm-9:10pm	R

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
BIOLOGY						
BIOS110*	Biology I Lecture	4.0	01	Conde	8:00am-10:40am	T
BIOS110*	Biology I Lecture	4.0	02	Khan	12:15pm-2:55pm	M
	Choose one Lab Section listed below					
BIOS110L	Biology I Lab	0.0	01	Conde	8:00am-10:40am	R
BIOS110L	Biology I Lab	0.0	02	Khan	12:15pm-2:55pm	W
BIOS112*	Biology II Lecture	4.0	41	Bell	6:30pm-9:10pm	R
BIOS112L	Biology II Lab	0.0	41	Bell	6:30pm-9:25pm	F
BIOS122*	Intro. to Environmental Science Lecture	4.0	01	Larsson	9:25am-12:05pm	M
BIOS122*	Intro. to Environmental Science Lecture	4.0	02	Larsson	12:15pm-2:55pm	T
BIOS122*	Intro. to Environmental Science Lecture	4.0	03	Creegan	8:00am-10:40am	R
	Choose one Lab Section listed below					
BIOS122L	Intro. to Environmental Science Lab	0.0	01	Larsson	9:25am-12:05pm	W
BIOS122L	Intro. to Environmental Science Lab	0.0	02	Larsson	12:15pm-2:55pm	R
BIOS122L	Intro. to Environmental Science Lab	0.0	03	Creegan	8:00am-10:40am	T
BIOS122L	Intro. to Environmental Science Lab	0.0	04	Elmuccio	12:15pm-3:10pm	F
BIOS122*	Intro. to Environmental Science Lecture	4.0	41	Elmuccio	6:30pm-9:10pm	M
BIOS122L	Intro. to Environmental Science Lab	0.0	41	Elmuccio	6:30pm-9:10pm	W
BIOS122*	Intro. to Environmental Science Lecture	4.0	61	Hillenbrand	8:00am-11:00am	S
BIOS122L	Intro. to Environmental Science Lab	0.0	61	Hillenbrand	12:00pm-2:55pm	S
BIOS124*	Ecology Lecture	4.0	01	Larsson	3:05pm-5:45pm	T
BIOS124L	Ecology Lab	0.0	01	Larsson	3:05pm-5:45pm	R
BIOS210*	Microbiology Lecture	4.0	01	Bilby	1:40pm-4:20pm	M
	Choose one Lab Section listed below					
BIOS210L	Microbiology Lab	0.0	01	Bilby	12:15pm-2:55pm	R
BIOS210L	Microbiology Lab	0.0	02	Bilby	3:05pm-5:45pm	R
BIOS210*	Microbiology Lecture	4.0	41	Gaitskill	6:30pm-9:10pm	M
	Choose one Lab Section listed below					
BIOS210L	Microbiology Lab	0.0	41	Gaitskill	6:30pm-9:10pm	W
BIOS210L	Microbiology Lab	0.0	42	Bilby	6:30pm-9:10pm	R
BIOS250*	Special Topics: Nutrition, Fitness, & Wellness	3.0	ON	Davidson	Online course via WebStudy	
BUSINESS						
BUSA101	Intro. to Business	3.0	01	Clark	12:15pm-1:30pm	MW
BUSA101	Intro. to Business	3.0	02	Weeks	3:05pm-4:20pm	TR
BUSA101	Intro. to Business	3.0	03	Dupuis	10:50am-12:05pm	MW
BUSA101	Intro. to Business	3.0	04	Devlin	3:05pm-4:20pm	MW
BUSA101	Intro. to Business	3.0	05	Bajpai	9:25am-10:40am	TR
BUSA101	Intro. to Business	3.0	41	deLodzia	6:30pm-9:10pm	M
BUSA110	Business Communications	3.0	01	Devlin	1:40pm-2:55pm	TR
	Offered Days in Fall and Evenings in Spring					
BUSA125	Principles of Supervision	3.0	41	Nicotra	6:30pm-9:10pm	T
	Offered Days in Fall and Evenings in Spring					
BUSA180	Introduction to Retailing Offered Fall Only	3.0	01	Bajpai	1:40pm-2:55pm	MW
BUSA205	Business Law I	3.0	01	Rubino	10:50am-12:05pm	MW
BUSA205	Business Law I	3.0	41	Marraffino	6:30pm-9:10pm	T
BUSA205	Business Law I	3.0	HA	Gallo	12:15pm-1:30pm	R
BUSA205*	Business Law I	3.0	ON	Gallo	Online course via WebStudy	
BUSA211	Mgmt. & Organizational Behavior	3.0	01	Clark	9:25am-10:40am	MW
BUSA211*	Mgmt. & Organizational Behavior	3.0	ON	Clark	Online course via WebStudy	
BUSA220	Principles of Marketing	3.0	01	Devlin	3:05pm-4:20pm	TR
BUSA220	Principles of Marketing	3.0	HA	Clark	1:40pm-2:55pm	M
BUSA220*	Principles of Marketing	3.0	ON	Smith	Online course via WebStudy	
BUSA235	Intro. to International Business	3.0	41	deLodzia	6:30pm-9:10pm	W
BUSA250	Special Topics: Personal Finance	3.0	01	Donner	1:40pm-2:55pm	MW

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
CHILD DEVELOPMENT						
CDEV101	Intro. to Early Childhood Education	3.0	HA	Taylor	9:25am-10:40am	T
CDEV150	Lang. Devel. & Lang. Arts in Early Childhood Education	3.0	01	Brown	12:15pm-1:30pm	MW
CDEV270	Curriculum Studies in Early Childhood Education	3.0	01	Brown	9:25am-10:40am	MW
CDEV280	Child Care Internship I	3.0	41	Taylor	5:00pm-6:00pm	M
CDEV285	Child Care Internship II	3.0	41	Taylor	5:00pm-5:55pm	W
CHEMISTRY						
CHEM100*	Introductory Chemistry Lecture	4.0	01	Curcione	8:00am-10:40am	T
CHEM100*	Introductory Chemistry Lecture	4.0	02	Richter	12:15pm-2:55pm	R
CHEM100*	Introductory Chemistry Lecture	4.0	03	Curcione	8:00am-10:40am	R
Choose one Lab Section listed below						
CHEM100L	Introductory Chemistry Lab	0.0	01	Dowds	9:25am-12:05pm	M
CHEM100L	Introductory Chemistry Lab	0.0	02	Dowds	12:15pm-2:55pm	M
CHEM100L	Introductory Chemistry Lab	0.0	03	Dowds	8:00am-10:40am	T
CHEM100L	Introductory Chemistry Lab	0.0	04	Dowds	10:50am-1:30pm	T
CHEM100L	Introductory Chemistry Lab	0.0	05	Dowds	3:05pm-5:45pm	T
CHEM100*	Introductory Chemistry Lecture	4.0	41	Richter	6:30pm-9:10pm	W
Choose one Lab Section listed below						
CHEM100L	Introductory Chemistry Lab	0.0	41	Okarter	6:30pm-9:10pm	M
CHEM100L	Introductory Chemistry Lab	0.0	42	Kwak	6:30pm-9:10pm	T
CHEM107*	Forensic Science Lecture	4.0	01	Luty	9:25am-12:05pm	M
CHEM107L	Forensic Science Lab	0.0	01	Luty	9:25am-12:05pm	W
CHEM107*	Forensic Science Lecture	4.0	41	Luty	6:30pm-9:10pm	M
CHEM107L	Forensic Science Lab	0.0	41	Luty	6:30pm-9:10pm	W
CHEM110*	College Chemistry I Lecture	4.0	01	Love	9:25am-12:05pm	W
CHEM110*	College Chemistry I Lecture	4.0	02	Richter	10:50am-1:30pm	T
Choose one Lab Section listed below						
CHEM110L	College Chemistry I Lab	0.0	01	Love	12:05pm-2:55pm	R
CHEM110L	College Chemistry I Lab	0.0	02	Love	9:10am-12:05pm	F
CHEM110L	College Chemistry I Lab	0.0	03	Staff	12:15pm-3:10pm	F
CHEM110L	College Chemistry I Lab	0.0	04	Staff	3:20pm-6:35pm	F
CHEM112*	College Chemistry II Lecture	4.0	01	Staff	12:15pm-3:10pm	F
CHEM112*	College Chemistry II Lecture	4.0	02	Richter	3:05pm-5:45pm	M
Choose one Lab Section listed below						
CHEM112L	College Chemistry II Lab	0.0	01	Franklin	12:15pm-2:55pm	W
CHEM112L	College Chemistry II Lab	0.0	02	Franklin	3:05pm-5:45pm	W
CHEM112*	College Chemistry II Lecture	4.0	41	Richter	6:30pm-9:10pm	T
CHEM112L	College Chemistry II Lab	0.0	41	Staff	6:30pm-9:10pm	R
CHEM150*	Fundamentals of Nutrition	3.0	OA	Davidson	Online course via WebStudy	
CHEM150*	Fundamentals of Nutrition	3.0	ON	Davidson	Online course via WebStudy	
CHEM210*	Organic Chemistry Lecture	4.0	01	Love	3:05pm-5:45pm	T
CHEM210L	Organic Chemistry Lab	0.0	01	Love	3:05pm-5:45pm	R
COLLEGE FOUNDATIONS FOR SUCCESS						
COLL101	Foundations for Success	3.0	01	Staten	8:00am-9:15am	MW
COLL101	Foundations for Success	3.0	02	Miller	8:00am-9:15am	TR
COLL101	Foundations for Success	3.0	03	Staten	9:25am-10:40am	MW
COLL101	Foundations for Success	3.0	04	Heavener	9:25am-10:40am	MW
COLL101	Foundations for Success	3.0	05	Caines	1:40pm-4:20pm	W
COLL101	Foundations for Success	3.0	06	Paino	8:00am-9:15am	MW
COLL101	Foundations for Success	3.0	07	Lanza	10:50am-12:05pm	MW
COLL101	Foundations for Success	3.0	08	Krauss-Utter	12:15pm-1:30pm	MW
COLL101	Foundations for Success: Math & Science	3.0	09	Henegan	9:25am-10:40am	MW
COLL101	Foundations for Success	3.0	10	Kern	3:05pm-4:20pm	MW
COLL101	Foundations for Success	3.0	11	Kern	1:40pm-2:55pm	MW
COLL101	Foundations for Success	3.0	12	Lightcap	1:40pm-2:55pm	MW

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
COLLEGE FOUNDATIONS FOR SUCCESS						
COLL101	Foundations for Success: Criminal Justice	3.0	13	Cooney	8:00am-9:15am	TR
COLL101	Foundations for Success	3.0	14	Cutshall	9:25am-10:40am	TR
COLL101	Foundations for Success	3.0	15	Miller	9:25am-10:40am	TR
COLL101	Foundations for Success	3.0	16	Lanza	10:50am-1:30pm	R
COLL101	Foundations for Success	3.0	17	Staten	9:25am-10:40am	TR
COLL101	Foundations for Success	3.0	18	Miller	12:15pm-1:30pm	TR
COLL101	Foundations for Success	3.0	19	Staten	8:00am-9:15am	TR
COLL101	Foundations for Success	3.0	20	Brooks	12:15pm-1:30pm	TR
COLL101	Foundations for Success	3.0	21	Crisman	12:15pm-1:30pm	TR
COLL101	Foundations for Success	3.0	22	Caines	1:40pm-4:20pm	M
COLL101	Foundations for Success	3.0	23	Stevens	12:15pm-1:30pm	TR
COLL101	Foundations for Success: Psychology	3.0	24	Arpaio	1:40pm-2:55pm	TR
COLL101	Foundations for Success	3.0	25	McAdams	3:05pm-4:20pm	TR
COLL101	Foundations for Success	3.0	26	Reed	10:50am-12:08pm	MW
COLL101	Foundations for Success	3.0	27	Staten	1:40pm-2:55pm	MW
COLL101	Foundations for Success	3.0	28	Kern	9:25am-10:40am	MW
COLL101	Foundations for Success: Graphic Design	3.0	29	Fitzgerald	12:15pm-2:55pm	M
COLL101	Foundations for Success	3.0	30	Ward	9:10am-12:05pm	F
COLL101	Foundations for Success	3.0	31	Schuldner	1:40pm-2:55pm	TR
COLL101	Foundations for Success	3.0	32	MacDougall	3:05pm-4:20pm	MW
COLL101	Foundations for Success	3.0	41	Burns	4:30pm-7:10pm	M
COLL101	Foundations for Success	3.0	42	Camack	6:30pm-9:10pm	T
COLL101	Foundations for Success	3.0	43	Krauss-Utter	6:30pm-9:10pm	W
COLL101	Foundations for Success	3.0	44	Caines	6:30pm-9:25pm	R
COLL101	Foundations for Success	3.0	HA	Cutshall	10:50am-12:05pm	T
COLLEGE CAPSTONE - LIBERAL ARTS						
COLL201*	Capstone for Liberal Arts 9/6 - 10/7	1.0	OA	Murphy-Smolka	Online course via WebStudy	
COLL201*	Capstone for Liberal Arts 10/10 - 11/11	1.0	OB	Thompson	Online course via WebStudy	
COLL201*	Capstone for Liberal Arts 9/6 - 10/7	1.0	ON	Garczynski	Online course via WebStudy	
COLLEGE CAPSTONE - CRIMINAL JUSTICE						
COLL203	Capstone for Criminal Justice 9/6 - 11/8	1.0	01	McGovern	10:50am-12:05pm	T
COLLEGE CAPSTONE - BUSINESS, SCIENCE, & TECHNOLOGY						
COLL206*	Capstone for Business & Accounting 10/12 - 11/16	1.0	OA	Devlin	Online course via WebStudy	
COLL206*	Capstone for Business & Accounting 11/17 - 12/22	1.0	OB	Devlin	Online course via WebStudy	
COLL206*	Capstone for Business & Accounting 9/6 - 10/11	1.0	ON	Smith	Online course via WebStudy	
COLL208	Capstone for Computer Science & Information Systems 9/12 - 11/14	1.0	01	Farley	1:40pm-2:55pm	M
COLL209*	Capstone for Environmental Studies 10/12 - 11/16	1.0	ON	Larsson	Online course via WebStudy	
COLL210*	Capstone for Biology, Pre-Med./Dental, Pre-Nutr./Dietetic Opt. 10/12 - 11/16	1.0	ON	Conde	Online course via WebStudy	
COMMUNICATIONS						
COMM101	Intro. to Mass Communications	3.0	HA	Mielo	5:00pm-6:15pm	T
COMM110	Intro. to Radio & Television Broadcasting	3.0	01	Ross	9:25am-10:40am	MW
COMM130	Television Production I	3.0	01	Selimo	5:00pm-7:40pm	T
COMM180*	Editing	3.0	ON	Frear	Online course via WebStudy	
COMM203	Writing for the Media	3.0	01	Ross	10:50am-12:05pm	MW
COMM210	Multimedia Production	3.0	41	Staff	6:00pm-9:40pm	W
COMM220	Photojournalism	3.0	01	LaFranco	3:05pm-5:45pm	M
COMM223	The Gothic in Liter. & Cinema	3.0	41	Hughes	6:30pm-9:10pm	M
COMM250	Special Topics: Internship in Broadcasting/Video Production	3.0	41	Selimo	-	

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
COMMUNICATIONS						
COMM250	Special Topics: Audio Production/ Technology	3.0	42	Selimo	-	
COMM250	Special Topics: Internship in Radio	3.0	71	Sternecker	6:00pm-9:40pm	T
COMM290	Internship Portfolio: New Media	2.0	01	Fitzgerald	4:20pm-5:15pm	F
COMM291	Portfolio Preparation and Presentation	1.0	41	Fitzgerald	5:20pm-6:15pm	F
COMPUTER SCIENCE						
COMS110*	Computer Concepts & Applications	3.0	01	Sorrento	8:00am-9:15am +1hr lab	MW
COMS110*	Computer Concepts & Applications	3.0	02	Farley	9:25am-10:40am +1hr lab	MW
COMS110*	Computer Concepts & Applications	3.0	03	Reeber	10:50am-12:05pm +1hr lab	MW
COMS110*	Computer Concepts & Applications	3.0	04	Farley	12:15pm-1:30pm +1hr lab	MW
COMS110*	Computer Concepts & Applications	3.0	05	Fox	1:40pm-2:55pm +1hr lab	MW
COMS110*	Computer Concepts & Applications	3.0	06	Cassidy	8:00am-9:15am +1hr lab	TR
COMS110*	Computer Concepts & Applications	3.0	07	Cassidy	9:25am-10:40am +1hr lab	TR
COMS110*	Computer Concepts & Applications	3.0	08	Zhang	12:15pm-1:30pm +1hr lab	TR
COMS110*	Computer Concepts & Applications	3.0	09	Muszelik	1:40pm-2:55pm +1hr lab	TR
COMS110*	Computer Concepts & Applications	3.0	10	Valentine	3:05pm-4:20pm +1hr lab	TR
COMS110*	Computer Concepts & Applications	3.0	11	Stewart	9:10am-12:05pm +1hr lab	F
COMS110*	Computer Concepts & Applications	3.0	12	Stewart	12:15pm-3:10pm +1hr lab	F
COMS110*	Computer Concepts & Applications	3.0	15	Backusy	3:05pm-4:20pm +1hr lab	TR
COMS110*	Computer Concepts & Applications	3.0	16	Backusy	8:00am-9:15am +1hr lab	MW
COMS110*	Computer Concepts & Applications	3.0	17	Bond	8:00am-9:15am +1hr lab	TR
COMS110*	Computer Concepts & Applications	3.0	18	Bond	9:25am-10:40am +1hr lab	TR
COMS110*	Computer Concepts & Applications	3.0	19	Staff	9:10pm-12:05pm +1hr lab	F
COMS110*	Computer Concepts & Applications	3.0	41	Franklin	6:00pm-9:40pm	T
COMS110*	Computer Concepts & Applications	3.0	42	O'Neill	6:00pm-9:40pm	R
COMS110*	Computer Concepts & Applications	3.0	61	Staff	8:30am-12:25pm	S
COMS110*	Computer Concepts & Applications	3.0	HA	Blahut	3:05pm-4:55pm	T
COMS110*	Computer Concepts & Applications	3.0	OA	Rendina	Online course via WebStudy	
COMS110*	Computer Concepts & Applications	3.0	OB	Black	Online course via WebStudy	
COMS110*	Computer Concepts & Applications	3.0	ON	Rendina	Online course via WebStudy	
COMS110S*	Computer Concepts & App. w/ Learn. Str	3.0	13	Valentine	12:15pm-2:30pm	MW
COMS110S*	Computer Concepts & App. w/ Learn. Str	3.0	14	Rendina	12:15pm-2:30pm	TR
COMS113*	Intro. to Information Systems	3.0	01	Valentine	12:15pm-2:05pm	TR
COMS113*	Intro. to Information Systems	3.0	41	Blahut	6:00pm-9:40pm	T
COMS114*	Intro. to Computer Science I	3.0	01	Reeber	12:15pm-2:05pm	MW
COMS114*	Intro. to Computer Science I	3.0	02	Zhang	8:50am-10:40am	TR
COMS114*	Intro. to Computer Science I	3.0	41	Franklin	6:00pm-9:40pm	M
COMS115*	Intro. to Computer Science II	3.0	01	Reeber	3:05pm-4:55pm	TR
COMS115*	Intro. to Computer Science II	3.0	41	Cullen	6:00pm-9:40pm	W
COMS120*	Computer Software Applications	3.0	01	Valentine	9:25am-11:15am	MW
COMS120*	Computer Software Applications	3.0	41	Valentine	6:00pm-9:40pm	W
COMS120*	Computer Software Applications	3.0	HA	Farley	3:05pm-4:55pm	T
COMS142*	Programming in C++	3.0	01	Staff	3:05pm-4:55pm	TR
COMS142*	Programming in C++	3.0	ON	Staff	Online course via WebStudy	
COMS143*	Advanced Programming in C++	3.0	41	Cullen	6:00pm-9:40pm	M
COMS155*	Web Site Development I	3.0	HA	Farley	3:05pm-4:55pm	R
COMS155*	Web Site Development I	3.0	ON	Farley	Online course via WebStudy	
COMS218*	Database Management Systems	3.0	41	O'Neill	6:00pm-9:40pm	T
COMS221*	Operating Systems	3.0	41	Mackey	6:00pm-9:40pm	R
COMS225*	Computer Aided Design	3.0	41	Wolverton	6:00pm-9:40pm	T

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
COMPUTER SCIENCE						
COMS227*	E-Commerce Offered Fall Only	3.0	01	Bond	3:05pm-4:55pm	TR
COMS240	Comp. Info. Systems Internship	3.0	41	Staff	-	
COMS250*	Spec. Topics: Advanced Computer Aided Design	3.0	41	Wolverton	6:00pm-9:40pm	M
CRIMINAL JUSTICE						
CRJS100	Intro. to the Criminal Justice System	3.0	01	McGovern	12:15pm-1:30pm	TR
CRJS100	Intro. to the Criminal Justice System	3.0	02	McGovern	9:25am-10:40am	MW
CRJS100	Intro. to the Criminal Justice System	3.0	03	Cooney	12:15pm-1:30pm	MW
CRJS100	Intro. to the Criminal Justice System	3.0	04	Cooney	9:25am-10:40am	TR
CRJS100	Intro. to the Criminal Justice System	3.0	41	Schanstra	6:30pm-9:10pm	M
CRJS101	Law Enforcement	3.0	01	Cooney	12:15pm-1:30pm	TR
CRJS101	Law Enforcement	3.0	02	Lyon	9:25am-10:40am	MW
CRJS105	Criminology	3.0	01	McGovern	3:05pm-4:20pm	TR
CRJS105	Criminology	3.0	02	McGovern	10:50am-12:05pm	MW
CRJS105*	Criminology	3.0	ON	Guber	Online course via WebStudy	
CRJS110	Criminal Law	3.0	01	Henschot	9:25am-10:40am	TR
CRJS110	Criminal Law	3.0	02	Lyon	10:50am-12:05pm	MW
CRJS110	Criminal Law	3.0	41	Insley	6:30pm-9:10pm	R
CRJS115	Juvenile Justice	3.0	01	Cooney	1:40pm-2:55pm	MW
CRJS115*	Juvenile Justice	3.0	ON	Petersen	Online course via WebStudy	
CRJS140	Health & Fitness for the Public Safety Professional	3.0	01	Fells	7:45am-9:00am	MW
CRJS150	Police Patrol Administration	3.0	01	Cooney	9:25am-10:40am	MW
CRJS180	Corrections	3.0	01	DiMarco	8:00am-9:15am	MW
CRJS180	Corrections	3.0	41	DiMarco	5:00pm-6:15pm	TR
CRJS210	Criminal Investigation	3.0	01	Crowley	1:40pm-2:55pm	TR
CRJS210	Criminal Investigation	3.0	41	Crowley	6:30pm-9:10pm	T
CRJS230	Practicum in Criminal Justice Agency Operations	3.0	01	McGovern	-	
CRJS250	Special Topics: Victimology	3.0	01	Rubino	12:15pm-1:30pm	MW
CRJS250	Special Topics: Constitutional Law	3.0	41	Pompelio	6:30pm-9:25pm	R
DESIGN						
DESN250	Specail Topics: Green Design	3.0	01	Hornung	12:15pm-1:30pm	TR
ECONOMICS						
ECON101	Macroeconomics	3.0	01	Donner	10:50am-12:05pm	MW
ECON101	Macroeconomics	3.0	02	Jacobson	12:15pm-1:30pm	TR
ECON101	Macroeconomics	3.0	03	Donner	12:15pm-1:30pm	MW
ECON101	Macroeconomics	3.0	04	Jacobson	3:05pm-4:20pm	TR
ECON101	Macroeconomics	3.0	41	Hobbs	6:30pm-9:10pm	T
ECON101*	Macroeconomics	3.0	OA	Goldberg	Online course via WebStudy	
ECON101*	Macroeconomics	3.0	ON	Goldberg	Online course via WebStudy	
ECON102	Microeconomics	3.0	01	Donner	1:40pm-2:55pm	TR
ECON102*	Microeconomics	3.0	ON	Goldberg	Online course via WebStudy	
EDUCATION						
EDUC202*	Historical and Philosophical Patterns in Education	3.0	ON	Taylor	Online course via WebStudy	
EDUC286	Principles & Practices of Teaching as a Profession	3.0	01	Taylor	12:15pm-1:30pm	TR
EDUC291*	Portfolio Develop. in Education 11/14 - 12/19	1.0	ON	Taylor	Online course via WebStudy	
ELECTRONICS						
ELET105*	Electronic Circuits Lecture	4.0	01	Staff	3:30pm-6:10pm	M
ELET105L	Electronic Circuits Lab	0.0	01	Staff	3:30pm-6:10pm	W

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ENGLISH						
ENGL011	Developmental English	4.0	01	Murphy-Smolka	8:50am-10:40am	TR
ENGL011	Developmental English	4.0	41	Staff	4:30pm-6:20pm	MW
ENGL015	Developmental Writing I	3.0	01	Staff	9:25am-10:40am	MW
ENGL015	Developmental Writing I	3.0	02	Staff	1:40pm-2:55pm	TR
ENGL015	Developmental Writing I	3.0	41	Staff	6:30pm-9:10pm	T
ENGL015L	Writing Skills I for College Success Lab	1.0	OL	Staff	-	
ENGL021	Developmental Writing II	3.0	01	Cutshall	10:50am-12:05pm	MW
ENGL021	Developmental Writing II	3.0	02	Paparella	9:25am-10:40am	TR
ENGL021	Developmental Writing II	3.0	03	Paparella	10:50am-12:05pm	TF
ENGL021	Developmental Writing II	3.0	04	Staff	1:40pm-2:55pm	TR
ENGL021	Developmental Writing II	3.0	05	Cutshall	12:15pm-1:30pm	MW
ENGL021	Developmental Writing II	3.0	06	Johnson	12:15pm-1:30pm	TR
ENGL021	Developmental Writing II	3.0	07	Cutshall	9:25am-10:40am	MW
ENGL021	Developmental Writing II	3.0	08	Staff	1:40pm-2:55pm	MW
ENGL021	Developmental Writing II	3.0	09	Rawlins	3:05pm-4:20pm	MW
ENGL021	Developmental Writing II	3.0	10	Staff	8:00am-9:15am	TR
ENGL021	Developmental Writing II	3.0	11	Staff	8:00am-9:15am	MW
ENGL021	Developmental Writing II	3.0	41	Racioppi	6:30pm-9:10pm	T
ENGL021	Developmental Writing II	3.0	42	Staff	6:30pm-9:25pm	R
ENGL021L	Writing Skills II for College Success Lab	1.0	OL	Staff	-	
ENGL031	Intro. to College Reading I	3.0	01	Staff	9:25am-10:40am	MW
ENGL031	Intro. to College Reading I	3.0	02	LeBlanc	12:15pm-1:30pm	MW
ENGL031	Intro. to College Reading I	3.0	03	Staff	3:05pm-4:20pm	MW
ENGL031	Intro. to College Reading I	3.0	04	Schuldner	8:00am-9:15am	TR
ENGL031	Intro. to College Reading I	3.0	05	Staff	1:40pm-2:55pm	TR
ENGL031	Intro. to College Reading I	3.0	06	LeBlanc	9:25am-10:40am	MW
ENGL031	Intro. to College Reading I	3.0	07	Staff	8:00am-9:15am	TR
ENGL031	Intro. to College Reading I	3.0	41	Staff	6:30pm-9:10pm	R
ENGL031L	Reading Skills I for College Success Lab	1.0	OL	Staff	-	
ENGL032	College Reading II	3.0	01	Johnson	9:25am-10:40am	TR
ENGL032	College Reading II	3.0	02	Staff	10:50am-12:05pm	TF
ENGL032	College Reading II	3.0	03	LeBlanc	1:40pm-2:55pm	TR
ENGL032	College Reading II	3.0	04	LeBlanc	1:40pm-2:55pm	MW
ENGL032	College Reading II	3.0	05	Staff	8:00am-9:15am	MW
ENGL032	College Reading II	3.0	06	Murphy-Smolka	12:15pm-1:30pm	MW
ENGL032	College Reading II	3.0	07	Johnson	8:00am-9:15am	TR
ENGL032	College Reading II	3.0	08	Murphy-Smolka	12:15pm-1:30pm	TR
ENGL032	College Reading II	3.0	09	Murphy-Smolka	1:40pm-2:55pm	MW
ENGL032	College Reading II	3.0	10	Staff	8:00am-9:15am	TR
ENGL032	College Reading II	3.0	11	Staff	3:05pm-4:20pm	MW
ENGL032	College Reading II	3.0	41	Staff	6:30pm-9:10pm	W
ENGL032	College Reading II	3.0	42	Staff	6:30pm-9:10pm	R
ENGL032L	Reading Skills II for College Success Lab	1.0	OL	Staff	-	
ENGL101	English Composition I	3.0	01	McKenna	8:00am-9:15am	MW
ENGL101	English Composition I	3.0	02	Amato	8:00am-9:15am	MW
ENGL101	English Composition I	3.0	03	Roeder	9:25am-10:40am	MW
ENGL101	English Composition I	3.0	04	McKenna	9:25am-10:40am	MW
ENGL101	English Composition I	3.0	05	Thompson	12:15pm-1:30pm	MW
ENGL101	English Composition I	3.0	06	Ancona	12:15pm-1:30pm	MW
ENGL101	English Composition I	3.0	07	Pendleton	3:05pm-4:20pm	MW
ENGL101	English Composition I	3.0	08	Rawlins	1:40pm-2:55pm	MW
ENGL101	English Composition I	3.0	09	Ellington	8:00am-10:40am	T

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ENGLISH						
ENGL101	English Composition I	3.0	10	Ancona	1:40pm-2:55pm	TR
ENGL101	English Composition I	3.0	11	Bomba	9:25am-10:40am	TR
ENGL101	English Composition I	3.0	12	Orr	12:15pm-1:30pm	TR
ENGL101	English Composition I	3.0	13	Bomba	12:15pm-1:30pm	TR
ENGL101	English Composition I	3.0	14	Crisman	3:05pm-4:20pm	TR
ENGL101	English Composition I	3.0	15	Carducci	8:00am-10:40am	R
ENGL101	English Composition I	3.0	16	Paparella	8:00am-9:15am	TR
ENGL101	English Composition I	3.0	17	Ancona	3:05pm-5:45pm	R
ENGL101	English Composition I	3.0	18	Laabs	3:05pm-5:45pm	R
ENGL101	English Composition I	3.0	19	Ancona	10:50am-1:30pm	T
ENGL101	English Composition I	3.0	20	Love	9:10am-12:05pm	F
ENGL101	English Composition I	3.0	21	Dickerson	9:10am-12:05pm	F
ENGL101	English Composition I	3.0	22	Ernst	12:15pm-3:10pm	F
ENGL101	English Composition I	3.0	23	Staff	3:05pm-4:20pm	MW
ENGL101	English Composition I	3.0	24	Staff	3:05pm-4:20pm	MW
ENGL101	English Composition I	3.0	25	Pendleton	12:15pm-1:30pm	MW
ENGL101	English Composition I	3.0	26	Roeder	8:00am-9:15am	MW
ENGL101	English Composition I	3.0	27	Svendsen	10:50am-12:05pm	MW
ENGL101	English Composition I	3.0	28	Dickerson	10:50am-12:05pm	MW
ENGL101	English Composition I	3.0	29	Ancona	1:40pm-2:55pm	MW
ENGL101	English Composition I	3.0	31	Ellington	12:15pm-3:10pm	F
ENGL101	English Composition I	3.0	41	Staff	5:00pm-6:15pm	TR
ENGL101	English Composition I	3.0	42	Rawlins	6:30pm-9:10pm	M
ENGL101	English Composition I	3.0	43	Svendsen	6:30pm-9:10pm	R
ENGL101	English Composition I	3.0	44	McAdams	7:00pm-9:40pm	T
ENGL101	English Composition I	3.0	45	Ernst	6:30pm-9:10pm	W
ENGL101	English Composition I	3.0	61	Staff	8:30am-11:30am	S
ENGL101	English Composition I	3.0	HA	Staff	12:15pm-1:30pm	W
ENGL101	English Composition I	3.0	HB	Staff	9:10am-10:40am	F
ENGL101	English Composition I	3.0	HC	Staff	12:15pm-1:30pm	T
ENGL101	English Composition I	3.0	HD	Staff	12:15pm-1:30pm	R
ENGL101*	English Composition I	3.0	ON	Thompson	Online course via WebStudy	
ENGL101S/ PSYCH100E	English Composition I with Learning Strategies <i>Must be enrolled in ENGL032 - section 08</i>	3.0	30	Orr/ Murphy-Smolka	1:40pm-2:55pm 3:05pm-3:55pm	TR T
ENGL102	English Composition II	3.0	01	Carducci	9:25am-10:40am	MW
ENGL102	English Composition II	3.0	02	Lightcap	8:00am-9:15am	MW
ENGL102	English Composition II	3.0	03	Dickerson	9:25am-10:40am	MW
ENGL102	English Composition II	3.0	04	Bomba	1:40pm-2:55pm	MW
ENGL102	English Composition II	3.0	05	Svendsen	1:40pm-2:55pm	MW
ENGL102	English Composition II	3.0	06	Amato	8:00am-9:15am	TR
ENGL102	English Composition II	3.0	07	Carpenter	8:00am-9:15am	MW
ENGL102	English Composition II	3.0	08	Bomba	1:40pm-2:55pm	TR
ENGL102	English Composition II	3.0	09	Carpenter	12:15pm-1:30pm	TR
ENGL102	English Composition II	3.0	10	Peters	3:05pm-4:20pm	TR
ENGL102	English Composition II	3.0	11	Amato	9:10am-12:05pm	F
ENGL102	English Composition II	3.0	12	Schmidt	9:25am-10:40am	TR
ENGL102	English Composition II	3.0	13	Schmidt	8:00am-9:15am	TR
ENGL102	English Composition II	3.0	41	McAdams	5:00pm-6:15pm	TR
ENGL102	English Composition II	3.0	42	Peters	6:30pm-9:25pm	R
ENGL102	English Composition II	3.0	43	Carpenter	6:30pm-9:10pm	W
ENGL102	English Composition II	3.0	44	Lengle	7:00pm-9:40pm	M

To register call 973.300.2223

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ENGLISH						
ENGL102	English Composition II 9/9, 9/23, 10/7, 10/21, 11/4, 11/18, 12/2, 12/16	3.0	HA	Carducci	9:10am-12:05pm	F
ENGL102*	English Composition II	3.0	OA	Thompson	Online course via WebStudy	
ENGL102*	English Composition II	3.0	ON	Thompson	Online course via WebStudy	
ENGL201	Effective Speaking	3.0	01	Lunger	8:00am-9:15am	MW
ENGL201	Effective Speaking	3.0	02	Lunger	9:25am-10:40am	MW
ENGL201	Effective Speaking	3.0	03	McKenna	10:50am-12:05pm	MW
ENGL201	Effective Speaking	3.0	04	Lunger	12:15pm-1:30pm	MW
ENGL201	Effective Speaking	3.0	05	Trikouros	1:40pm-2:55pm	MW
ENGL201	Effective Speaking	3.0	06	Staff	8:00am-9:15am	TR
ENGL201	Effective Speaking	3.0	07	Wade	9:25am-10:40am	TR
ENGL201	Effective Speaking	3.0	08	Wade	12:15pm-1:30pm	TR
ENGL201	Effective Speaking	3.0	09	Schuldner	3:05pm-4:20pm	TR
ENGL201	Effective Speaking	3.0	10	Wade	1:40pm-2:55pm	TR
ENGL201	Effective Speaking	3.0	11	Staff	9:10am-12:05pm	F
ENGL201	Effective Speaking	3.0	41	Crisman	5:00pm-6:15pm	TR
ENGL201	Effective Speaking	3.0	42	Thompson	6:30pm-9:10pm	T
ENGL201	Effective Speaking	3.0	43	Staff	6:30pm-9:10pm	R
ENGL201	Effective Speaking	3.0	44	Staff	5:00pm-6:15pm	MW
ENGL203*	American Literature I	3.0	ON	Orr	Online course via WebStudy	
ENGL207*	Literature by Women	3.0	ON	Orr	Online course via WebStudy	
ENGL208	History of Theater I	3.0	01	Cuozzo	9:25am-10:40am	MW
ENGL211	The Short Story	3.0	01	Carducci	10:50am-12:05pm	MW
ENGL213	Literary Masterpieces of the Western World I	3.0	41	LeBlanc	6:30pm-9:10pm	R
ENGL215	Journalism I	3.0	HA	Mielo	3:05pm-4:20pm	T
ENGL216	Children's Literature	3.0	01	Dewey	1:40pm-2:55pm	TR
ENGL216	Children's Literature	3.0	02	Brown	10:50am-12:05pm	MW
ENGL216	Children's Literature	3.0	41	Connelly	6:30pm-9:25pm	R
ENGL216	Children's Literature	3.0	HA	Murphy-Smolka	1:40pm-2:55pm	T
ENGL216*	Children's Literature	3.0	ON	Carducci	Online course via WebStudy	
ENGL217*	Journalism II	3.0	ON	Frear	Online course via WebStudy	
ENGL220	Creative Writing	3.0	01	Orr	1:40pm-2:55pm	MW
ENGL221	Modern Poetry	3.0	01	Bomba	12:15pm-1:30pm	MW
ENGL222	Shakespeare	3.0	41	Thompson	5:00pm-6:15pm	TR
ENGL223	The Gothic in Liter. & Cinema	3.0	41	Hughes	6:30pm-9:10pm	M
ENGL230	British Literature I	3.0	01	Thompson	1:40pm-2:55pm	MW
ENGL250	Special Topics: Irish-American Literature	3.0	41	Carducci	6:30pm-9:10pm	R
ENGINEERING						
ENGR100	Introduction to Engineering	3.0	ON	Schoch	Online course via WebStudy	
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES Call 973.300.2157 for information						
ESOL037	Basic ESOL Skill Development II 9/6 - 10/25	3.0	0	Staff	9:25am-12:05pm	TR
ESOL037	Basic ESOL Skill Development II 10/27 - 12/22	3.0	02	Staff	9:25am-12:05pm	TR
ESOL039	Basic ESOL Skill Development III 9/6 - 10/25	3.0	01	VerDorn	9:25am-12:05pm	TR
ESOL039	Basic ESOL Skill Development III 10/27 - 12/22	3.0	02	VerDorn	9:25am-12:05pm	TR
ESOL061	ESOL Writing II	3.0	01	VerDorn	9:25am-12:05pm	W
ESOL062	ESOL Writing III	3.0	01	VerDorn	12:15pm-2:55pm	W
ESOL075	ESOL Reading & Vocabulary II	3.0	01	Petriccione	9:25am-12:05pm	M
ESOL076	ESOL Reading & Vocabulary III	3.0	01	Petriccione	12:15pm-2:55pm	M
ESOL097	Communication & Presentation Skills for ESOL Students	3.0	41	Staff	6:30pm-9:10pm	T
ENVIRONMENTAL SCIENCE See BIOS122 and 124 for course information						
FOREIGN LANGUAGE See French, German, Russian, Chinese, Italian, & Spanish for Course Listing						

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
FRENCH						
FREN101	Elementary French I	3.0	01	Proulx	12:15pm-1:30pm	TR
FREN102	Elementary French II	3.0	01	Proulx	1:40pm-2:55pm	TR
FIRE SCIENCE						
FRST101	Intro. to Fire Science	3.0	41	Perdisatt	6:30pm-9:10pm	M
FRST202	Bldg. Constr. for Fire Protect.	3.0	HA	Diveny	6:30pm-9:10pm	T
FRST208	Hazardous Materials	3.0	41	Kansky	6:30pm-9:10pm	W
GEOGRAPHY						
GEOG105	Cultural Geography	3.0	01	Staff	3:05pm-4:20pm	TR
GEOLOGY						
GEOL101*	Physical Geology Lecture	4.0	01	Hillenbrand	3:05pm-5:45pm	M
GEOL101L	Physical Geology Lab	0.0	01	Hillenbrand	3:05pm-5:45pm	W
GRAPHIC DESIGN						
GRAD101	Intro. to Graphic Design	3.0	01	George	9:25am-12:05pm	T
GRAD101	Intro. to Graphic Design	3.0	02	Fitzgerald	12:15pm-2:55pm	T
GRAD101	Intro. to Graphic Design	3.0	03	Truran	9:10am-12:05pm	F
GRAD101	Intro. to Graphic Design	3.0	41	Staff	6:30pm-9:10pm	M
GRAD105*	Computer Graphics I	3.0	01	Ward	8:25am-12:05pm	M
GRAD105*	Computer Graphics I	3.0	41	Petraccoro	6:00pm-9:40pm	T
GRAD107*	Drawing for Designers	3.0	01	George	8:25am-12:05pm	M
GRAD107*	Drawing for Designers	3.0	02	Basile	12:15pm-3:55pm	M
GRAD107*	Drawing for Designers	3.0	41	Staff	6:00pm-9:40pm	T
GRAD108*	History of Graphic Design	3.0	01	Ward	8:25am-12:05pm	R
GRAD122*	Typography & Layout Offered Fall Only	3.0	41	George	6:00pm-9:40pm	R
GRAD122*	Typography & Layout Offered Fall Only	3.0	42	Staff	6:00pm-9:40pm	R
GRAD128*	Computer Graphics II	3.0	01	Petraccoro	8:25am-12:05pm	W
GRAD128*	Computer Graphics II	3.0	02	Truran	12:15pm-4:10pm	F
GRAD132*	Design. & Print. Stylized Books	3.0	41	Fitzgerald	6:00pm-9:40pm	W
GRAD135*	Advertising and Package Design	3.0	01	Zlotnick	12:15pm-4:10pm	F
GRAD144*	Color for Designers Offered Fall Only	3.0	01	Lerch	12:15pm-3:55pm	M
GRAD153*	Character Design	3.0	01	Petraccoro	12:15pm-3:55pm	R
GRAD162*	Character Modeling in 3D Offered Fall Only	3.0	01	Struck	12:15pm-3:55pm	R
GRAD163*	3D Environments Offered Fall Only	3.0	01	Struck	8:25am-12:05pm	R
GRAD250*	Special Topics: Narrative Illustration	3.0	01	Basile	12:15pm-3:55pm	W
GRAD280	Graphic Design Internship	2.0	01	Fitzgerald	4:20pm-5:15pm	F
GRAD281	Portfolio Prep. & Presentation	1.0	41	George	5:20pm-6:15pm	F
GERMAN						
GRMN101	Elementary German I	3.0	01	Hannig-Eisenberger	3:05pm-5:45pm	R
GRMN102	Elementary German II	3.0	01	Mueller-Huarte	8:00am-9:15am	MW
HISTORY						
HIST101	Hist of Western Civilization I	3.0	01	Drum	1:40pm-2:55pm	TR
HIST101	Hist of Western Civilization I	3.0	02	Staff	1:40pm-2:55pm	MW
HIST101	Hist of Western Civilization I	3.0	03	Izquierdo	12:15pm-1:30pm	TR
HIST101	Hist of Western Civilization I	3.0	04	Williamson	12:15pm-1:30pm	MW
HIST101	Hist of Western Civilization I	3.0	05	Williamson	10:50am-12:05pm	MW
HIST101	Hist of Western Civilization I	3.0	06	Speranza	3:05pm-4:20pm	TR
HIST101	Hist of Western Civilization I	3.0	07	Henegan	8:00am-9:15am	TR
HIST101	Hist of Western Civilization I	3.0	41	Speranza	5:00pm-6:15pm	TR
HIST101#	Hist of Western Civilization I	3.0	91	Hughes	Telecourse	
HIST102	Hist of Western Civilization II	3.0	01	Staff	8:00am-9:15am	MW
HIST102	Hist of Western Civilization II	3.0	02	Izquierdo	9:25am-10:40am	TR
HIST102	Hist of Western Civilization II	3.0	03	Staff	12:15pm-1:30pm	MW

To register call 973.300.2223

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
HISTORY						
HIST102	Hist of Western Civilization II	3.0	04	Patel	8:00am-9:15am	TR
HIST102	Hist of Western Civilization II	3.0	05	Staff	3:05pm-4:20pm	TR
HIST102	Hist of Western Civilization II	3.0	41	Damato	6:30pm-9:10pm	W
HIST102#	Hist of Western Civilization II	3.0	91	Hughes	Telecourse	
HIST105	U.S. History I	3.0	01	Theys	3:05pm-4:20pm	MW
HIST105	U.S. History I	3.0	02	Moser	1:40pm-2:55pm	TR
HIST105	U.S. History I	3.0	03	Deutsch	1:40pm-2:55pm	MW
HIST105	U.S. History I	3.0	04	Zvalaren	12:15pm-1:30pm	MW
HIST105	U.S. History I	3.0	05	Cowing	10:50am-12:05pm	MW
HIST105	U.S. History I	3.0	06	Cowing	9:25am-10:40am	MW
HIST105	U.S. History I	3.0	07	Lorenzo	8:00am-10:55am	F
HIST105	U.S. History I	3.0	08	Staff	8:00am-9:15am	TR
HIST105	U.S. History I	3.0	41	Staff	5:00pm-6:15pm	MW
HIST105	U.S. History I	3.0	42	Hughes	6:30pm-9:10pm	T
HIST105	U.S. History I	3.0	HA	Rubino	10:50am-12:05pm	T
HIST106	U.S. History II	3.0	01	Ewen	9:10pm-12:05pm	F
HIST106	U.S. History II	3.0	02	Zvalaren	10:50am-12:05pm	MW
HIST106	U.S. History II	3.0	03	Rude	12:15pm-1:30pm	TR
HIST106	U.S. History II	3.0	04	Zvalaren	1:40pm-2:55pm	MW
HIST106	U.S. History II	3.0	05	Clancy	3:05pm-4:20pm	TR
HIST106	U.S. History II	3.0	41	Patel	6:30pm-9:10pm	R
HIST106	U.S. History II	3.0	HA	Read	9:25am-10:40am	T
HIST250	Special Topics: Society & Politics During The Civil War	3.0	01	D'Amore	1:40pm-2:55pm	MW
HEALTH INFORMATION TECHNOLOGY For questions please email ldeliberto@pccc.edu						
HOTEL AND RESTAURANT MANAGEMENT						
HOST101	Intro. to Hotel, Restaurant & Institutional Mgmt.	3.0	01	Krauss-Utter	10:50am-1:30pm	T
HOST108	Hotel & Restaurant Operations	3.0	41	Staff	6:30pm-9:10pm	T
HOST136	Hospitality Marketing	3.0	41	Krauss-Utter	6:30pm-9:10pm	M
HOST201	Food & Beverage Management	3.0	01	Krauss-Utter	1:40pm-2:55pm	MW
HUMANITIES						
HUMN101	Survey of World Culture I	3.0	01	Reed	9:25am-10:40am	MW
HUMN101	Survey of World Culture I	3.0	02	Hughes	10:50am-12:05pm	MW
HUMN101	Survey of World Culture I	3.0	03	Drum	1:40pm-2:55pm	MW
HUMN101	Survey of World Culture I	3.0	04	Marquard	12:15pm-1:30pm	TR
HUMN101	Survey of World Culture I	3.0	06	Reed	9:25am-12:05pm	T
HUMN101*	Survey of World Culture I	3.0	0A	Reed	Online course via WebStudy	
HUMN101*	Survey of World Culture I	3.0	0N	Reed	Online course via WebStudy	
HUMN101S	Survey of World Culture I w/ Learning Strat.	3.0	05	Weed	9:00am-10:40am	MW
HUMN102	Survey of World Culture II	3.0	01	Weed	9:25am-10:40am	TR
HUMN102	Survey of World Culture II	3.0	02	Marquard	8:00am-9:15am	TR
HUMN102	Survey of World Culture II	3.0	03	Marquard	1:40pm-2:55pm	TR
HUMN102	Survey of World Culture II	3.0	41	Drum	6:30pm-9:10pm	R
HUMN102*	Survey of World Culture II	3.0	0N	Reed	Online course via WebStudy	
HUMAN SERVICES						
HUMS101	Intro. to Social Work & Social Welfare	3.0	01	Miller	1:40pm-4:20pm	T
HUMS101	Intro. to Social Work & Social Welfare	3.0	41	Federico-Malone	6:30pm-9:10pm	W
HUMS120	Interviewing & Counseling Offered Fall Only	3.0	41	Packard	6:30pm-9:10pm	M
HUMS220	Field Exp. in Human Services I	3.0	41	Miller	5:00pm-5:55pm	W

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ITALIAN						
ITAL101	Elementary Italian I	3.0	01	Percontino	10:50am-12:05pm	MW
ITAL102	Elementary Italian II	3.0	01	Percontino	12:15pm-1:30pm	MW
LEGAL STUDIES						
LEGA100	Intro. to the American Legal Sys	3.0	01	Gallo	10:50am-12:05pm	MW
LEGA100	Intro. to the American Legal Sys	3.0	41	O'Leary	6:30pm-9:10pm	M
LEGA105	Legal Research & Writing I	3.0	41	Rubino	6:30pm-9:10pm	W
LEGA106	Civil Litigation Offered Fall Only	3.0	HA	Rubino	12:15pm-1:30pm	T
LEGA110	Estates and Trusts Offered Fall Only	3.0	01	Cicala	1:40pm-2:55pm	MW
LEGA223	Constitutional Law	3.0	01	Rubino	12:15pm-1:30pm	MW
LEGA280	Paralegal Internship	2.0	41	Gallo	5:00pm-5:50pm	W
MATHEMATICS						
MATH010	Basic Mathematics - Open Lab	3.0	01	Carpenter	10:50am-12:05pm	MW
MATH010	Basic Mathematics - Open Lab	3.0	02	Carpenter	12:15pm-1:30pm	MW
MATH010	Basic Mathematics - Open Lab	3.0	03	Henegan	12:15pm-1:30pm	TR
MATH010	Basic Mathematics - Open Lab	3.0	04	Henegan	1:40pm-2:55pm	TR
MATH010	Basic Mathematics - Open Lab	3.0	05	Henegan	3:05pm-4:20pm	TR
MATH010	Basic Mathematics - Open Lab	3.0	06	Carpenter	1:40pm-2:55pm	MW
MATH010	Basic Mathematics - Open Lab	3.0	07	Carpenter	9:10am-12:05pm	F
MATH010	Basic Mathematics - Open Lab	3.0	08	Carpenter	9:25am-10:40am	MW
MATH010	Basic Mathematics - Open Lab	3.0	09	Henegan	9:25am-10:40am	TR
MATH010	Basic Mathematics	3.0	10	Henegan	8:00am-9:15am	MW
MATH010	Basic Mathematics	3.0	11	Felix	8:00am-9:15am	TR
MATH010	Basic Mathematics - Open Lab	3.0	41	Carpenter	6:30pm-9:10pm	M
MATH010	Basic Mathematics	3.0	42	Black	6:30pm-9:10pm	W
MATH010	Basic Mathematics	3.0	43	Citro	6:30pm-9:10pm	W
MATH010	Basic Mathematics - Open Lab	3.0	44	Carpenter	5:00pm-6:15pm	MW
MATH015	Introductory Algebra I	3.0	01	Williamson	9:25am-10:40am	MW
MATH015	Introductory Algebra I	3.0	02	Brooks	10:50am-12:05pm	MW
MATH015	Introductory Algebra I	3.0	05	Sorenson	1:40pm-2:55pm	TR
MATH015	Introductory Algebra I	3.0	06	Felix	9:25am-10:40am	TR
MATH015	Introductory Algebra I	3.0	07	O'Connell	8:00am-9:15am	MW
MATH015	Introductory Algebra I	3.0	41	Staff	6:30pm-9:10pm	W
MATH015	Introductory Algebra I	3.0	42	Connell	6:30pm-9:10pm	W
MATH015	Introductory Algebra I 9/6 - 10/26 <i>Must be enrolled in MATH017-51</i>	3.0	51	Brooks	9:25am-10:40am	MTWR
MATH015	Introductory Algebra I 9/6 - 10/26 <i>Must be enrolled in MATH017-52</i>	3.0	52	O'Connell	12:15pm-1:30pm	MTWR
MATH017	Introductory Algebra II	3.0	01	Williamson	10:50am-12:05pm	MW
MATH017	Introductory Algebra II	3.0	02	Keller	1:40pm-2:55pm	TR
MATH017	Introductory Algebra II	3.0	04	Cianci	12:15pm-1:30pm	TR
MATH017	Introductory Algebra II	3.0	05	Staff	8:00am-9:15am	MW
MATH017	Introductory Algebra II	3.0	41	Ahmad	6:30pm-9:10pm	M
MATH017	Introductory Algebra II 10/27 - 12/21 <i>Must be enrolled in MATH015-51</i>	3.0	51	Brooks	9:25am-10:40am	MTWR
MATH017	Introductory Algebra II 10/27 - 12/21 <i>Must be enrolled in MATH015-52</i>	3.0	52	O'Connell	12:15pm-1:30pm	MTWR
MATH023	Basic Algebra	3.0	01	Dillon	10:50am-12:05pm	MW
MATH023	Basic Algebra	3.0	02	Hartunian	8:00am-9:15am	MW
MATH023	Basic Algebra	3.0	03	Cianci	1:40pm-2:55pm	TR
MATH023	Basic Algebra	3.0	04	Silvernail	9:25am-10:40am	MW
MATH023	Basic Algebra	3.0	05	Benzkofer	9:25am-10:40am	TR
MATH023	Basic Algebra	3.0	06	Keller	12:15pm-1:30pm	TR

To register call 973.300.2223

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
MATHEMATICS						
MATH023	Basic Algebra	3.0	41	DiRupo	6:30pm-9:25pm	R
MATH023	Basic Algebra	3.0	HA	Dillon	10:50am-12:05pm	T
MATH040	Intermediate Algebra	3.0	01	DeHart	1:40pm-2:55pm	TR
MATH040	Intermediate Algebra	3.0	02	Staff	8:00am-9:15am	MW
MATH040	Intermediate Algebra	3.0	03	DeHart	12:15pm-1:30pm	TR
MATH040	Intermediate Algebra	3.0	41	Groschadl	6:30pm-9:10pm	T
MATH040	Intermediate Algebra	3.0	42	Staff	6:30pm-9:10pm	T
MATH104	Contemporary Mathematics	3.0	01	Cutrone	8:00am-9:15am	TR
MATH104	Contemporary Mathematics	3.0	02	Toohey	12:15pm-1:30pm	MW
MATH104	Contemporary Mathematics	3.0	03	Sorenson	9:10am-12:05pm	F
MATH104	Contemporary Mathematics	3.0	04	Williamson	12:15pm-1:30pm	TR
MATH104	Contemporary Mathematics	3.0	05	Silvernail	8:00am-9:15am	MW
MATH104	Contemporary Mathematics	3.0	06	Cutrone	3:05pm-4:20pm	TR
MATH104	Contemporary Mathematics	3.0	07	Castellani	1:40pm-2:55pm	MW
MATH104	Contemporary Mathematics	3.0	08	Williamson	1:40pm-2:55pm	TR
MATH104	Contemporary Mathematics	3.0	09	Toohey	10:50am-12:05pm	MW
MATH104	Contemporary Mathematics	3.0	41	Ciccolella	6:30pm-9:10pm	M
MATH104	Contemporary Mathematics	3.0	HA	Williamson	1:40pm-2:55pm	W
MATH104*	Contemporary Mathematics	3.0	ON	Williamson	Online course via WebStudy	
MATH106	Mathematical Concepts	3.0	01	Keller	9:25am-10:40am	TR
MATH106	Mathematical Concepts	3.0	02	Castellani	3:05pm-4:20pm	MW
MATH106	Mathematical Concepts	3.0	03	Glass	12:15pm-1:30pm	TR
MATH106	Mathematical Concepts	3.0	04	Brooks	1:40pm-2:55pm	MW
MATH106	Mathematical Concepts	3.0	41	Glass	6:30pm-9:10pm	T
MATH108	Statistics	3.0	01	Black	10:50am-12:05pm	MW
MATH108	Statistics	3.0	02	DeHart	9:25am-10:40am	MW
MATH108	Statistics	3.0	03	DeHart	9:25am-10:40am	TR
MATH108	Statistics	3.0	04	Muszelik	3:05pm-4:20pm	TR
MATH108	Statistics	3.0	05	Silvernail	12:15pm-1:30pm	MW
MATH108	Statistics	3.0	06	Muszelik	9:10am-12:05pm	F
MATH108	Statistics	3.0	07	Glass	1:40pm-2:55pm	MW
MATH108	Statistics	3.0	41	Morcos	6:30pm-9:10pm	T
MATH108	Statistics Course for Working Adults	3.0	55	O'Connell	5:30pm-8:10pm	F
MATH108*	Statistics	3.0	OA	Groschadl	Online course via WebStudy	
MATH108*	Statistics	3.0	ON	Brooks	Online course via WebStudy	
MATH110	Pre-Calculus I	3.0	01	Vnenchak	9:25am-10:40am	TR
MATH110	Pre-Calculus I	3.0	02	DeHart	12:15pm-1:30pm	MW
MATH110	Pre-Calculus I	3.0	03	Schoch	3:05pm-4:20pm	TR
MATH110	Pre-Calculus I	3.0	41	Staff	6:30pm-9:10pm	R
MATH112	Pre-Calculus II	3.0	01	Coomes	9:25am-10:40am	MW
MATH112	Pre-Calculus II	3.0	02	Vnenchak	8:00am-9:15am	TR
MATH113	Calculus I	4.0	01	Dillon	8:50am-10:40am	TR
MATH113	Calculus I	4.0	02	Cutrone	9:25am-10:40am	TR
MATH114	Calculus II	4.0	01	Coomes	3:05pm-4:55pm	MW
MATH114	Calculus II	4.0	41	Prendergast	6:30pm-8:20pm	TR
MATH213	Calculus III	4.0	01	Glass	10:15am-12:05pm	MW
MATH215	Linear Algebra Offered Fall Only	4.0	01	Glass	3:05pm-4:55pm	TR
METEOROLOGY See PHYS107 for course information						
MUSIC						
MUSC101	Music Appreciation	3.0	41	Lillie	6:30pm-9:10pm	M
MUSC250	Special Topics: Contemporary Drum Studies	3.0	41	Latham	6:00pm-8:40pm	M

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
OFFICE SYSTEMS TECHNOLOGY						
OSTE244	Medical Terminology I	3.0	01	Gebhardt	9:00am-12:00pm	F
OSTE246*	Medical Terminology II	3.0	ON	Gebhardt	Online course via WebStudy	
PASSAIC COUNTY COMMUNITY COLLEGE NURSING - Classes begin September 1, 2011						
PCC102	Nursing II	0.0	41	Miklovic	5:00pm-8:50pm	MR
PCC102L	Nursing II Lab	0.0	41	Miklovic	5:00pm-10:30pm	TW
PCC202	Nursing IV	0.0	01	Siegrist	7:00am-3:00pm	TW
PCC202L	Nursing IV Lab	0.0	01	Siegrist	9:00am-10:50am	MR
PCC203	Nursing Seminar	0.0	01	Siegrist	11:30am-12:20pm	MR
PERFORMING ARTS						
PERA102	Acting I	3.0	01	Trikouros	12:15pm-1:30pm	MW
PERA110	Theater Workshop I Offered Fall Only	3.0	01	Trikouros	1:40pm-2:55pm	MW
PERA111	Theater Workshop II Offered Fall Only	3.0	01	Trikouros	1:40pm-2:55pm	MW
PERA120	Performance & Production I	3.0	01	Trikouros	-	
PERA121	Performance & Production II	3.0	01	Trikouros	-	
PERA208	History of the Theater I	3.0	01	Cuozzo	9:25am-10:40am	MW
PERA250	Spec. Topics: Intro to Technical Theater	3.0	41	Staff	5:00pm-6:15pm +2hr studio	W
PHILOSOPHY						
PHIL110	Philosophy & the Meaning of Life	3.0	01	Ryan	9:25am-10:40am	MW
PHIL110	Philosophy & the Meaning of Life	3.0	02	Ryan	10:50am-12:05pm	MW
PHIL110	Philosophy & the Meaning of Life	3.0	03	Van Houten	3:05pm-4:20pm	TR
PHIL110	Philosophy & the Meaning of Life	3.0	04	Van Houten	1:40pm-2:55pm	TR
PHIL110	Philosophy & the Meaning of Life	3.0	05	Ryan	9:10am-12:05pm	F
PHIL110	Philosophy & the Meaning of Life	3.0	41	MacDougall	6:45pm-9:10pm	T
PHIL110*	Philosophy & the Meaning of Life	3.0	ON	Van Houten	Online course via WebStudy	
PHIL201	Comparative Religions	3.0	01	Karasik	9:25am-10:40am	TR
PHIL201	Comparative Religions	3.0	02	Weed	12:15pm-1:30pm	MW
PHIL201	Comparative Religions	3.0	03	Karasik	8:00am-9:15am	MW
PHIL201	Comparative Religions	3.0	41	Allan	6:30pm-9:10pm	R
PHOTOGRAPHY						
PHOT110*	Photography I	3.0	01	Guerriero	9:25am-1:05pm +1hr lab	W
PHOT110*	Photography I	3.0	02	Zuretti	1:40pm-5:30pm +1hr lab	M
PHOT110*	Photography I	3.0	03	LaFranco	12:15pm-3:55pm +1hr lab	R
PHOT112*	Photography II	3.0	01	Petersen	12:15pm-3:55pm +1hr lab	T
PHOT112*	Photography II	3.0	02	Guerriero	9:25am-1:05pm +1hr lab	M
PHOT140*	Digital Photography	3.0	41	Zuretti	6:00pm-9:40pm +1hr lab	M
PHYSICS						
PHYS107*	Introductory Meteorology Lecture	4.0	41	Selimo	6:30pm-9:10pm	M
PHYS107L	Introductory Meteorology Lab	0.0	41	Selimo	6:30pm-9:10pm	W
PHYS110*	Physics I Lecture	4.0	01	Schoch	8:00am-10:40am	T
PHYS110L	Physics I Lab	0.0	01	Schoch	8:00am-10:40am	R
PHYS112*	Physics II Lecture	4.0	41	Luvera	6:30pm-9:10pm	T
PHYS112L	Physics II Lab	0.0	41	Luvera	6:30pm-9:10pm	R
PHYS120*	Physics I with Calculus Lecture	4.0	01	Schoch	12:15pm-2:55pm	T
PHYS120L	Physics I with Calculus Lab	0.0	01	Schoch	12:15pm-2:55pm	R
PHYS121*	Physics II with Calculus Lecture	4.0	41	Kappelmeier	6:30pm-9:10pm	M
PHYS121L	Physics II with Calculus Lab	0.0	41	Kappelmeier	6:30pm-9:10pm	W
PHYS205*	Modern Physics Lecture Offered Fall Only	4.0	01	Staff	8:00am-10:55am	F
PHYS205L	Modern Physics Lab	0.0	01	Staff	12:15pm-3:10pm	F
POLITICAL SCIENCE						
POLS101	Intro. to Political Science	3.0	01	D'Amore	9:25am-10:40am	TR
POLS101	Intro. to Political Science	3.0	02	D'Amore	12:15pm-1:30pm	TR
POLS105	American Government	3.0	01	D'Amore	12:15pm-1:30pm	MW
POLS110	International Relations Offered Fall Only	3.0	01	D'Amore	10:50am-12:05pm	MW

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FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
POLITICAL SCIENCE						
POLS111	Intro. to the American Legal Sys	3.0	01	Gallo	10:50am-12:05pm	MW
POLS111	Intro. to the American Legal Sys	3.0	41	O'Leary	6:30pm-9:10pm	M
POLS223	Constitutional Law	3.0	01	Rubino	12:15pm-1:30pm	MW
POLS250	Spec. Topics: Society & Politics During the Civil War	3.0	01	D'Amore	1:40pm-2:55pm	MW
PSYCHOLOGY						
PSYC100C	Learning Strat. for Comp. Conc. & Applications	1.0	13	Valentine	12:15pm-2:30pm	MW
PSYC100C	Learning Strat. for Comp. Conc. & Applications	1.0	14	Rendina	12:15pm-2:30pm	TR
PSYC100E/ ENGL101S	Learn. Strat. for Eng. Comp. I <i>Must be enrolled in ENGL032 - section 8</i>	1.0	30	Orr/ Murphy-Smolka	1:40pm-2:55pm 3:05pm-3:55pm	TR T
PSYC100H	Learning Strategies for Survey of World Cult. I	1.0	05	Weed	9:00am-10:40am	MW
PSYC100P	Learning Strategies for Psychology	1.0	06	Donato	9:00am-10:40am	MW
PSYC100P	Learning Strategies for Psychology	1.0	41	Blevins	4:30pm-6:10pm	TR
PSYC101	General Psychology	3.0	01	Littman	10:50am-12:05pm	MW
PSYC101	General Psychology	3.0	02	Altmann	8:00am-10:40am	T
PSYC101	General Psychology	3.0	03	Arpaio	12:15pm-1:30pm	MW
PSYC101	General Psychology	3.0	04	Linden	3:05pm-5:45pm	T
PSYC101	General Psychology	3.0	05	Miller	1:40pm-4:20pm	R
PSYC101	General Psychology	3.0	07	Scacci	9:25am-10:40am	TR
PSYC101	General Psychology	3.0	08	Pomerantz	1:40pm-2:55pm	TR
PSYC101	General Psychology	3.0	09	Altmann	8:00am-9:15am	MW
PSYC101	General Psychology	3.0	10	Scacci	12:15pm-1:30pm	TR
PSYC101	General Psychology	3.0	11	Linden	12:15pm-1:30pm	TR
PSYC101	General Psychology	3.0	12	Lanza	12:15pm-1:30pm	MW
PSYC101	General Psychology	3.0	13	Altmann	12:15pm-2:55pm	M
PSYC101	General Psychology	3.0	14	Carbone	9:10pm-12:05pm	F
PSYC101	General Psychology	3.0	43	Zvirblis	7:00pm-9:40pm	M
PSYC101	General Psychology	3.0	HA	Cianci	10:50am-12:05pm	T
PSYC101*	General Psychology	3.0	OA	Carbone	Online course via WebStudy	
PSYC101*	General Psychology	3.0	ON	Carbone	Online course via WebStudy	
PSYC101*	General Psychology	3.0	OW	Staff	Online course via WebStudy	
Course for Working Adults 9/9 - 11/12						
PSYC101S	General Psychology	3.0	06	Donato	9:00am-10:40am	MW
PSYC101S	General Psychology	3.0	41	Blevins	4:30pm-6:10pm	TR
PSYC105	Psychology of Human Relations	3.0	41	Carbone	6:30pm-9:10pm	W
PSYC111	Child Psychology	3.0	01	Arpaio	10:50am-12:05pm	MW
PSYC111	Child Psychology	3.0	02	Carbone	12:15pm-2:55pm	W
PSYC111	Child Psychology	3.0	41	Dlugasch	6:30pm-9:10pm	R
PSYC111	Child Psychology	3.0	HA	Carbone	1:40pm-2:55pm	R
PSYC111*	Child Psychology 9/6 - 10/26	3.0	ON	Arpaio	Online course via WebStudy	
PSYC201	Abnormal Psychology	3.0	01	Linden	12:15pm-1:30pm	MW
PSYC201	Abnormal Psychology	3.0	02	Donato	10:50am-12:05pm	MW
PSYC201	Abnormal Psychology	3.0	03	Linden	3:05pm-5:45pm	R
PSYC203	Theories of Personality	3.0	01	Linden	1:40pm-2:55pm	MW
PSYC203	Theories of Personality	3.0	41	Linden	6:30pm-9:10pm	T
PSYC210	Social Psychology	3.0	01	Arpaio	12:15pm-1:30pm	TR
PSYC212*	Adolescent Psychology 10/27 - 12/22	3.0	ON	Arpaio	Online course via WebStudy	
PSYC215	Psychology of Aging	3.0	HA	Arpaio	10:50am-12:05pm	T
PSYC237	Multicultural Psychology	3.0	01	Carbone	9:25am-12:05pm	M
PSYC250	Special Topics: Psychology of Social Movements	3.0	01	Miller	12:15pm-2:55pm	M
PSYC280	Educational Psychology	3.0	01	Taylor	1:40pm-2:55pm	TR
PSYC280	Educational Psychology	3.0	41	Nevins	6:30pm-9:10pm	T
PSYC280*	Educational Psychology	3.0	ON	Blevins	Online course via WebStudy	

FALL CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
SOCIOLOGY						
SOCA101	Intro to Sociology	3.0	01	Staff	3:05pm-4:20pm	MW
SOCA101	Intro to Sociology	3.0	02	Staff	3:05pm-4:20pm	TR
SOCA101	Intro to Sociology	3.0	03	Golin	1:40pm-2:55pm	MW
SOCA101	Intro to Sociology	3.0	04	Bell	12:15pm-1:30pm	TR
SOCA101	Intro to Sociology	3.0	05	Golin	12:15pm-1:30pm	MW
SOCA101	Intro to Sociology	3.0	06	Murray	8:00am-9:15am	MW
SOCA101	Intro to Sociology	3.0	07	Bell	9:25am-10:40am	TR
SOCA101	Intro to Sociology	3.0	08	Staff	1:40pm-2:55pm	TR
SOCA101	Intro to Sociology	3.0	09	Walsh	8:00am-9:15am	TR
SOCA101	Intro to Sociology	3.0	41	Bolognini	6:30pm-9:10pm	W
SOCA101*	Intro to Sociology	3.0	OA	Golin	Online course via WebStudy	
SOCA101*	Intro to Sociology	3.0	ON	Golin	Online course via WebStudy	
SOCA115	Intro to Society & Environment Offered Fall Only	3.0	01	Teeple	1:40pm-2:55pm	MW
SOCA201	Deviant Behavior Offered Fall Only	3.0	01	Golin	10:50am-12:05pm	MW
SOCA202	The Sociology of Sports Offered Fall Only	3.0	01	Golin	9:25am-10:40am	TR
SOCA208	Sociology of the Family	3.0	01	Bodnar-Deren	1:40pm-2:55pm	TR
SOCA215	Perspectives On Race, Gender, Class and Culture	3.0	01	Bodnar-Deren	3:05pm-4:20pm	TR
SOCA215	Perspectives On Race, Gender, Class and Culture	3.0	02	Teeple	12:15pm-1:30pm	MW
SOCA215	Perspectives On Race, Gender, Class and Culture	3.0	03	Teeple	3:05pm-4:20pm	MW
SOCA215	Perspectives On Race, Gender, Class and Culture	3.0	41	Staff	6:30pm-9:10pm	R
SOCA215	Perspectives On Race, Gender, Class and Culture	3.0	HA	Golin	12:15pm-1:30pm	T
SPANISH						
SPAN101	Elementary Spanish I	3.0	01	Toccket	10:50am-12:05pm	MW
SPAN101	Elementary Spanish I	3.0	02	Staff	12:15pm-1:30pm	MW
SPAN101	Elementary Spanish I	3.0	03	Stevens	1:40pm-2:55pm	TR
SPAN101	Elementary Spanish I	3.0	04	Stevens	3:05pm-4:20pm	TR
SPAN101	Elementary Spanish I	3.0	05	Stevens	12:15pm-1:30pm	TR
SPAN101	Elementary Spanish I	3.0	06	Partida	3:05pm-5:45pm	W
SPAN101	Elementary Spanish I	3.0	41	Lubrano	6:30pm-9:10pm	T
SPAN102	Elementary Spanish II	3.0	01	Lubrano	9:25am-10:40am	MW
SPAN102	Elementary Spanish II	3.0	02	Staff	1:40pm-2:55pm	MW
SPAN102	Elementary Spanish II	3.0	03	Stevens	8:00am-9:15am	TR
SPAN102	Elementary Spanish II	3.0	04	Lubrano	9:25am-10:40am	TR
SPAN102	Elementary Spanish II	3.0	05	Staff	3:05pm-5:45pm	T
SPAN102	Elementary Spanish II	3.0	06	Toccket	9:25am-10:40am	MW
SPAN102	Elementary Spanish II	3.0	07	Staff	8:00am-9:15am	TR
SPAN102	Elementary Spanish II	3.0	41	Partida	6:30pm-9:10pm	W
SPAN201	Intermediate Spanish I	3.0	01	Toccket	12:15pm-1:30pm	MW
WOMEN'S STUDIES						
WMST207*	Literature by Women	3.0	ON	Orr	Online course via WebStudy	

ONLINE COURSES

Course Code	Course Title	Cr	Sec	Faculty	Online
ART					
ARTA101*	Basic Design	3.0	ON	Hankala	Online course via WebStudy
ARTA103	Art History I	3.0	ON	Sorrento	Online course via WebStudy
ARTA106*	Art Appreciation	3.0	OA	McWilliams	Online course via WebStudy
ARTA106*	Art Appreciation	3.0	OB	McWilliams	Online course via WebStudy
ARTA106*	Art Appreciation	3.0	ON	McWilliams	Online course via WebStudy
ARTA110*	Intro to Color	3.0	ON	Hankala	Online course via WebStudy

ONLINE COURSES (cont'd)

Course Code	Course Title	Cr	Sec	Faculty	Online
BIOLOGY					
BIOS101*	General Biology Lecture	4.0	OA	Conde	Online course via WebStudy
BIOS101*	General Biology Lecture	4.0	ON	Conde	Online course via WebStudy
BIOS103	Anatomy & Physiology I Lecture	4.0	ON	Hablawi	Online course via WebStudy
BIOS104	Anatomy & Physiology II Lecture	4.0	ON	Hablawi	Online course via WebStudy
BIOS250*	Special Topics: Nutrition, Fitness & Wellness	3.0	ON	Davidson	Online course via WebStudy
BUSINESS					
BUSA205*	Business Law I	3.0	ON	Gallo	Online course via WebStudy
BUSA211*	Mgmt. & Organizational Behavior	3.0	ON	Clark	Online course via WebStudy
BUSA220*	Principles of Marketing	3.0	ON	Smith	Online course via WebStudy
CHEMISTRY					
CHEM150*	Fundamentals of Nutrition	3.0	OA	Davidson	Online course via WebStudy
CHEM150*	Fundamentals of Nutrition	3.0	ON	Davidson	Online course via WebStudy
COLLEGE CAPSTONE - LIBERAL ARTS					
COLL201*	Capstone for Liberal Arts 9/16 - 10/7	1.0	OA	Murphy-Smolka	Online course via WebStudy
COLL201*	Capstone for Liberal Arts 10/10 - 11/11	1.0	OB	Thompson	Online course via WebStudy
COLL201*	Capstone for Liberal Arts 9/6 - 10/7	1.0	ON	Garczynski	Online course via WebStudy
COLLEGE CAPSTONE - BUSINESS, SCIENCE, & TECHNOLOGY					
COLL206*	Capstone for Business & Accounting 10/12 - 12/22	1.0	OA	Devlin	Online course via WebStudy
COLL206*	Capstone for Business & Accounting 11/17 - 12/22	1.0	OB	Devlin	Online course via WebStudy
COLL206*	Capstone for Business & Accounting 9/6 - 10/11	1.0	ON	Smith	Online course via WebStudy
COLL209*	Capstone for Environmental Studies 10/12 - 11/16	1.0	ON	Larsson	Online course via WebStudy
COLL210*	Capstone for Biology, Pre-Med./ Dental, Pre-Nutr./Dietetic Opt. 10/12 - 11/16	1.0	ON	Conde	Online course via WebStudy
COMMUNICATIONS					
COMM180*	Editing	3.0	ON	Frear	Online course via WebStudy
COMPUTER SCIENCE					
COMS110*	Computer Concepts & Applications	3.0	OA	Rendina	Online course via WebStudy
COMS110*	Computer Concepts & Applications	3.0	OB	Black	Online course via WebStudy
COMS110*	Computer Concepts & Applications	3.0	ON	Rendina	Online course via WebStudy
COMS142*	Programming in C++	3.0	ON	Staff	Online course via WebStudy
COMS155*	Web Site Development I	3.0	ON	Farley	Online course via WebStudy
CRIMINAL JUSTICE					
CRJS105*	Criminology	3.0	ON	Guber	Online course via WebStudy
CRJS115*	Juvenile Justice	3.0	ON	Petersen	Online course via WebStudy
ECONOMICS					
ECON101*	Macroeconomics	3.0	OA	Goldberg	Online course via WebStudy
ECON101*	Macroeconomics	3.0	ON	Goldberg	Online course via WebStudy
ECON102*	Microeconomics	3.0	ON	Goldberg	Online course via WebStudy
EDUCATION					
EDUC202*	Historical and Philosophical Patterns in Education	3.0	ON	Taylor	Online course via WebStudy
EDUC291*	Portfolio Develop. in Education 11/14 - 12/19	1.0	ON	Taylor	Online course via WebStudy
ENGLISH					
ENGL101*	English Composition I	3.0	ON	Thompson	Online course via WebStudy
ENGL102*	English Composition II	3.0	OA	Thompson	Online course via WebStudy
ENGL102*	English Composition II	3.0	ON	Thompson	Online course via WebStudy
ENGL203*	American Literature I	3.0	ON	Orr	Online course via WebStudy
ENGL207*	Literature by Women	3.0	ON	Orr	Online course via WebStudy
ENGL216*	Children's Literature	3.0	ON	Carducci	Online course via WebStudy
ENGL217*	Journalism II	3.0	ON	Frear	Online course via WebStudy
ENGINEERING					
ENGR100	Introduction to Engineering	3.0	ON	Schoch	Online course via WebStudy

ONLINE COURSES (cont'd)

Course Code	Course Title	Cr	Sec	Faculty	Online
HUMANITIES					
HUMN101*	Survey of World Culture I	3.0	OA	Reed	Online course via WebStudy
HUMN101*	Survey of World Culture I	3.0	ON	Reed	Online course via WebStudy
HUMN102*	Survey of World Culture II	3.0	ON	Reed	Online course via WebStudy
MATHEMATICS					
MATH104*	Contemporary Mathematics	3.0	ON	Williamson	Online course via WebStudy
MATH108*	Statistics	3.0	OA	Groschadl	Online course via WebStudy
MATH108*	Statistics	3.0	ON	Brooks	Online course via WebStudy
OFFICE SYSTEMS TECHNOLOGY					
OSTE246*	Medical Terminology II	3.0	ON	Gebhardt	Online course via WebStudy
PHILOSOPHY					
PHIL110*	Philosophy & the Meaning of Life	3.0	ON	Van Houten	Online course via WebStudy
PSYCHOLOGY					
PSYC101*	General Psychology	3.0	OA	Carbone	Online course via WebStudy
PSYC101*	General Psychology	3.0	ON	Carbone	Online course via WebStudy
PSYC101*	General Psychology Course for Working Adults 9/9 - 11/12	3.0	OW	Staff	Online course via WebStudy
PSYC111*	Child Psychology 9/6 - 10/26	3.0	ON	Arpaio	Online course via WebStudy
PSYC212*	Adolescent Psychology 10/27 - 12/22	3.0	ON	Arpaio	Online course via WebStudy
PSYC280*	Educational Psychology	3.0	ON	Staff	Online course via WebStudy
SOCIOLOGY					
SOCA101*	Intro to Sociology	3.0	OA	Golin	Online course via WebStudy
SOCA101*	Intro to Sociology	3.0	ON	Golin	Online course via WebStudy
WOMEN'S STUDIES					
WMST207*	Literature by Women	3.0	ON	Orr	Online course via WebStudy

HYBRID COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ACCOUNTING						
ACCT101	Accounting Princ. I Financial	3.0	HA	King	9:25am-10:40am	T
ANTHROPOLOGY						
ANTH101	Introduction to Anthropology	3.0	HA	Balzano	1:40pm-2:55pm	W
BUSINESS						
BUSA205	Business Law I	3.0	HA	Gallo	12:15pm-1:30pm	R
BUSA220	Principles of Marketing	3.0	HA	Clark	1:40pm-2:55pm	M
CHILD DEVELOPMENT						
CDEV101	Intro. to Early Childhood Educ.	3.0	HA	Taylor	9:25am-10:40am	T
FOUNDATIONS FOR SUCCESS						
COLL101	Foundations for Success	3.0	HA	Cutshall	10:50am-12:05pm	T
COMMUNICATIONS						
COMM101	Intro. to Mass Communications	3.0	HA	Mielo	5:00pm-6:15pm	T
COMPUTER SCIENCE						
COMS110*	Computer Concepts & Applications	3.0	HA	Blahut	3:05pm-4:55pm	T
COMS120*	Computer Software Applications	3.0	HA	Farley	3:05pm-4:55pm	T
COMS155*	Web Site Development I	3.0	HA	Farley	3:05pm-4:55pm	R
ENGLISH						
ENGL101	English Composition I	3.0	HA	Staff	12:15pm-1:30pm	W
ENGL101	English Composition I	3.0	HB	Staff	9:10am-10:40am	F
ENGL101	English Composition I	3.0	HC	Staff	12:15pm-1:30pm	T

HYBRID COURSES (cont'd)

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ENGLISH						
ENGL101	English Composition I	3.0	HD	Staff	12:15pm-1:30pm	R
ENGL102	English Composition II 9/9, 9/23, 10/7, 10/21, 11/4, 11/18, 12/2	3.0	HA	Carducci	9:10am-12:05pm	F
ENGL215	Journalism I	3.0	HA	Mielo	3:05pm-4:20pm	T
ENGL216	Children's Literature	3.0	HA	Murphy-Smolka	1:40pm-2:55pm	T
FIRE SCIENCE						
FRST202	Bldg. Constr. for Fire Protect.	3.0	HA	Diveny	6:30pm-9:10pm	T
HISTORY						
HIST105	U.S. History I	3.0	HA	Rubino	10:50am-12:05pm	T
HIST106	U.S. History II	3.0	HA	Read	9:25am-10:40am	T
LEGAL STUDIES						
LEGA106	Civil Litigation	3.0	HA	Rubino	12:15pm-1:30pm	T
MATHEMATICS						
MATH023	Basic Algebra	3.0	HA	Dillon	10:50am-12:05pm	T
MATH104	Contemporary Mathematics	3.0	HA	Williamson	1:40pm-2:55pm	W
PSYCHOLOGY						
PSYC101	General Psychology	3.0	HA	Cianci	10:50am-12:05pm	T
PSYC111	Child Psychology	3.0	HA	Carbone	1:40pm-2:55pm	R
PSYC215	Psychology of Aging	3.0	HA	Arpaio	10:50am-12:05pm	T
SOCIOLOGY						
SOCA215	Perspectives On Race, Gender, Class and Culture	3.0	HA	Golin	12:15pm-1:30pm	T

TELECOURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
HIST101#	Hist of Western Civilization I	3.0	91	Hughes	Telecourse	
HIST102#	Hist of Western Civilization II	3.0	91	Hughes	Telecourse	

OFF CAMPUS COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
AOTE101*	Automotive Fundamentals - SCTS	3.0	71	McDole	6:00pm-9:40pm	T
AOTE101*	Automotive Fundamentals - SCTS	3.0	72	Toth	6:00pm-9:40pm	M
AOTE203	Automotive Engine Repair - SCTS	3.0	71	McDole	6:00pm-9:55pm	W
AOTE206	Auto. Transmissions & Transaxles - SCTS	3.0	71	McDole	6:00pm-9:55pm	R

SATURDAY COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
BIOS102*	Intro. to Human Biology Lecture	4.0	61	Farner	8:00am-10:55am	S
BIOS102L	Intro. to Human Biology Lab	0.0	61	Farner	12:00pm-3:10pm	S
BIOS122*	Intro. to Environmental Science Lecture	4.0	61	Hillenbrand	8:00am-11:00am	S
BIOS122L	Intro. to Environmental Science Lab	0.0	61	Hillenbrand	12:00pm-2:55pm	S
COMS110*	Computer Concepts & Applications	3.0	61	Staff	8:30am-12:25pm	S
ENGL101	English Composition I	3.0	61	Staff	8:30am-11:30am	S

WINTERIM

Classes begin January 4, 2012 & end January 20, 2012

See Course Key Code on page 7

Course Code	Course Title	Cr	Sec	Faculty	Time	Day
ANTHROPOLOGY						
ANTH101	Introduction to Anthropology	3.0	01	Balzano	9:00am-12:30pm	MTWRF
ART						
ARTA106	Art Appreciation	3.0	OA	McWilliams	Online course via WebStudy	
ARTA106	Art Appreciation	3.0	ON	McWilliams	Online course via WebStudy	
ARTA110	Intro to Color	3.0	ON	Hankala	Online course via WebStudy	
BUSINESS						
BUSA211	Mgmt. & Organizational Behavior	3.0	ON	Clark	Online course via WebStudy	
COLLEGE CAPSTONE FOR LIBERAL ARTS						
COLL201	Capstone for Liberal Arts 1/4, 1/9, 1/11, 1/18	1.0	01	Murphy-Smolka	9:00am-12:30pm	MW
COLL201	Capstone for Liberal Arts 1/4 - 1/20	1.0	OA	Thompson	Online course via WebStudy	
COLL201	Capstone for Liberal Arts 1/4 - 1/20	1.0	OB	Garczynski	Online course via WebStudy	
COLL201	Capstone for Liberal Arts 1/4 - 1/20	1.0	ON	Murphy-Smolka	Online course via WebStudy	
COLLEGE CAPSTONE FOR BUSINESS, SCIENCE & TECHNOLOGY						
COLL206	Capstone for Business & Accounting	1.0	ON	Clark	Online course via WebStudy	
COMPUTER SCIENCE						
COMS110	Computer Concepts & Applications	3.0	01	Blahut	8:00am-12:30pm	MTWRF
COMS120	Computer Software Applications	3.0	ON	Black	Online course via WebStudy	
CRIMINAL JUSTICE						
CRJS250	Special Topics: Motor Vehicle Law and Traffic Enforcement	3.0	01	Cooney	8:30am-12:00pm	MTWRF
ECONOMICS						
ECON101	Macroeconomics 1/4 - 1/20	3.0	ON	Goldberg	Online course via WebStudy	
ECON102	Microeconomics 1/4 - 1/20	3.0	ON	Goldberg	Online course via WebStudy	
ENGLISH						
ENGL101	English Composition I	3.0	01	Rawlins	8:30am-12:00pm	MTWRF
ENGL102	English Composition II	3.0	01	Carpenter	8:30am-12:00pm	MTWRF
ENGL201	Effective Speaking	3.0	01	Wade	10:30am-2:00pm	MTWRF
ENGL203	American Literature I	3.0	ON	Orr	Online course via WebStudy	
ENGL250	Special Topics: Myth, Dream & Image	3.0	01	Ancona	10:30am-2:00pm	MTWRF
GRAPHIC DESIGN						
GRAD101	Intro. to Graphic Design	3.0	ON	Fitzgerald	Online course via WebStudy	
GRAD108	History of Graphic Design	3.0	ON	Fitzgerald	Online course via WebStudy	
GRAD128	Computer Graphics II	3.0	01	Lerch	1:00pm-5:30pm	MTWRF
HISTORY						
HIST101	History of Western Civilization I	3.0	01	Staff	8:30am-12:00pm	MTWRF
MATHEMATICS						
MATH012	Basic Algebra Review 1/9 - 1/13	1.0	01	Allstaedt	9:00am-11:45am	MTWRF
MUSIC						
MUSC101	Music Appreciation	3.0	91	Staff	Telecourse	
PHILOSOPHY						
PHIL110	Philosophy & the Meaning of Life	3.0	01	Van Houten	8:30am-12:00pm	MTWRF
PSYCHOLOGY						
PSYC101	General Psychology	3.0	01	Arpaio	8:30am-12:00pm	MTWRF
SOCIOLOGY						
SOCA101	Intro to Sociology	3.0	ON	Golin	Online course via WebStudy	

Yes, You Can Afford College

Understanding Financial Aid

The cost of tuition should not stand in the way of getting a college education. At Sussex County Community College, many students receive some financial aid, and our Office of Financial is here to help you understand the process.



What is financial aid?

Financial aid is money provided by federal, state and institutional sources to help students meet college expenses. Financial aid may include paying for tuition, fees, books, supplies

and transportation. Sussex County participates in many federal and state student aid programs for which you may be eligible. In addition, there are private foundation grants and scholarships available. In many situations where students have great need, tuition and fees are completely paid for by financial aid.

How do I get started?

The best way to determine what funds you qualify for is by completing a free FAFSA application at www.fafsa.gov. You may also visit our website at sussex.edu. Click financial

aid under quick links.

When do I file a FAFSA?

SCCC has a deadline of April 15 for priority filing of the FAFSA. File as soon as you can after January 1 for the upcoming academic year. Filing a FAFSA after April 15 may delay your aid and disqualify you from awards you may otherwise be entitled to. If you choose to start in the spring semester, the FAFSA filing deadline is December 1. You must resolve all errors, conflicting data and provide requested documents to the Financial Aid Office.

What happens once I file my FAFSA form?

You will receive a Student Aid Report (SAR) from the U.S. Department of Education. The college receives a similar document, and you may be asked to provide more information. If you are eligible for aid, the college will send you an estimated award letter.

What types of financial aid are available?

You may receive a Federal Pell Grant, Supplementary Educational Opportunity Grant (SEOG), Work-Study award, Tuition Aid Grant, NJ STARS, scholarship and/or Urban scholarship and have the option of taking out a PLUS loan or William D. Ford Federal Direct Student Loan (Direct Loan), which you must repay.

Applying for scholarships can also help finance your education. Check out the following links for scholarship searches and information:

- www.federalstudentaid.ed.gov
- www.college.gov
- www.educationplanner.com
- www.collegeboard.org/scholarships
- www.fastweb.com
- www.finaid.org
- www.ed.gov/finaid.html

SCCC also offers several awards and scholarships for current students.

For more information call Financial Aid at (973) 300-2225

Did you graduate in the top 15 percent of your class?

If you graduated in the top 15 percent of your N.J. high school class, you may be eligible for free tuition through NJ STARS. The program covers full cost of tuition for up to five semesters at SCCC.

Does the college have a tuition payment plan?

SCCC offers an interest free tuition payment plan to students. There is a \$35 non-refundable fee. You can enroll from inside your student portal by clicking "pay online." You must have a Student ID# and school authorized password. This is the same password you use for the my.Sussex Portal.

Glossary

Grants – Money a student receives based on financial need. The student does not have to pay back a grant.

Scholarships – Money a student gets based on grades or talent that is not paid back.

Loans – Money borrowed for college that needs to be paid back.

Work-Study Program – Money a student earns by working while attending college.

HEALTH SCIENCES



Sussex County Community College's Department of Health Sciences offers programs in a variety of health care professions each leading to a national certification and/or state licensure.

Health Care Certificates Available:

New Sessions begin September 6

- Certified Nursing Assistant
- Emergency Medical Technician
- Homemaker-Home Health Aide
- Medical Office Administrator
- Phlebotomy
- Medical Coding and Billing
- Medical Assistant
- Surgical Technology

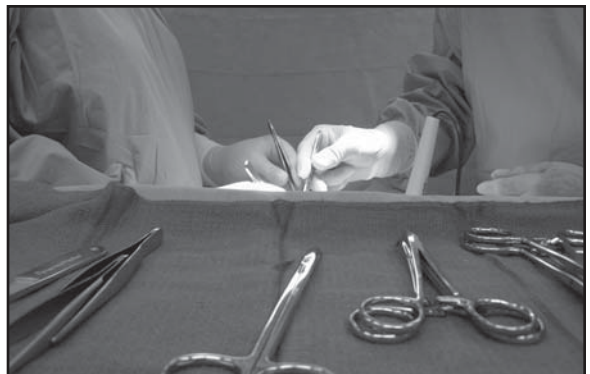
Degree Programs:

- Nurse Education - AAS
(Partnership with Passaic County Community College)
- Health Science - AAS

For more information contact:

**Health Science Department
973-300-6570**

**Look for a full description
of all our Health Science
offerings visit sussex.edu**



For more information please call 973.300.6570

SPECIAL OPPORTUNITY
for Low Income Individuals to secure
FREE TRAINING
in Health Care Professions



In an effort to assist individuals and families affected by the suffering economy, and to support the need for qualified health care workers, the federal government has created a program where eligible low income individuals can receive *free* training for specific health care careers through the Northern New Jersey Health Professions Pathways Grant. This program is designed to help eligible candidates obtain education, training, and employment in high demand health care occupations.

Sussex County Community College is a recipient of this grant and is partnering with educational and social service agencies in northern New Jersey to offer support to Health Science students who meet the eligibility criteria.



Eligible candidates are recipients of Temporary Assistance to Needy Families (TANF) or General Assistance (GA) or have annual income within 125% to 185% of the poverty guidelines established by the U. S. Department of Health and Human Services (USDHHS).

For more information, program and eligibility information call 973-300-2149

Health Care Certificates Supported by Pathways Grant
New Sessions begin September 6

- Certified Nursing Assistant
- Medical Office Administrator
- Homemaker-Home Health Aide
- Phlebotomy

The programs listed above are open to ALL interested students, not just those eligible under the grant requirements. Visit sussex.edu for tuition and fee information for credit and non-credit programs. If you do not meet the eligibility requirements for grant support, there may still be financial aid or scholarships available.

The Northern New Jersey Health Professions Pathway (NNJHPC) grant is made possible from the US Department of Health and Human Services, Administration for Children and Families (ACF).

FALL 2011 HEALTH SCIENCE COURSES

Course Code	Course Name	Clock Hrs	Professor	Dates	Day	Time
AH010-01	Human Biology & Disease Processes I	45	Luty	9/6/11-12/22/11	Thurs	9:00am-12:00pm
AH010- ON	Human Biology & Disease Processes I	45	Fogle	9/6/11-12/22/11		
AH012-01	Human Anatomy & Terminology I	45	Hartunian/TBA	9/6/11-12/22/11	Wed	9:00am-12:00pm
AH014-01	Human Anatomy & Terminology I	45	Fogle	9/8/11-10/27/11	Mon, Thurs	9:00am-12:00pm
AH015-01	Human Anatomy & Terminology II	45	Fogle	10/31/11-12/22/11	Mon, Thurs	9:00am-12:00pm
AH020-01	Medical Terminology I	45	Murphy	9/6/11-12/22/11	Tues	9:00am-12:00pm
AH020- ON	Medical Terminology I	45	Gebhardt	9/6/11-12/22/11		
AH031-01	Pharmacology for the Medical Professional	20	Napolitano	9/6/11-11/9/11	Wed	9:30am-11:30am
AH031- ON-1	Pharmacology for the Medical Professional	20	Napolitano	9/6/11-11/9/11		
AH031 ON-2	Pharmacology for the Medical Professional	20	Napolitano	9/6/11-11/9/11		
AH031L-01	Pharmacology Lab	45	Nolan Nast	11/10/11-12/22/11	Mon, Tues Thurs	1:00pm-4:00pm 9:00am-12:00pm
AH050-01	Psychology of Patient Relations	15	Miseranedino	9/6/11-9/20/11	Tues, Fri	5:30pm-8:00pm
AH060-01	Medical Law & Ethics	15	TBA	9/6/11-9/20/11	Tues, Fri	2:00pm-4:30pm
AH060-ON	Medical Law & Ethics	15	TBA	9/6/11-9/20/11		
AH070-01	CPR & First Aid	10	Staff	9/15/11 & 9/16/11	Thurs, Fri	12:30pm-5:30pm
CNA101-01	Certified Nursing Assistant	90	Sullivan	10/11/11-11/18/11	TWR	8:00am-3:00pm
HHA101-41	Home Health Aide	76	Desviries Shane	9/6/11-10/22/11	Tues, Wed Sat	6:00pm-9:30pm 8:00am-12:00pm
IC030-41	Intro to Medical Insurance & Coding	45	Feys	9/6/11-12/22/11	Weds	6:00pm-9:00 pm
IC030-42	Intro to Medical Insurance & Coding	45	Feys	9/6/11-12/22/11	Thurs	6:00pm-9:15pm
IC055-ON	Healthcare Delivery Systems	45	Staudinger	9/2/10-12/22/10		
IC060-01	Advanced Medical Coding Applications	45	Staudinger	9/6/11-12/22/11	Fri	9:00am-12:00pm
IC070-01	Medical Coding Practicum	85	Jalosky	9/6/11-12/22/11		
MAA100-01	Principles of Medical Administrative Assistant	45	C. Crawford	9/6/11-12/22/11	Wed	9:00am-12:00pm
MA100-01	Computer App for the Medical Professional	45	Greis	9/6/11-12/22/11	Mon	9:00am-12:00pm
MA100-02	Computer App for the Medical Professional	45	Greis	9/6/11-12/22/11	Fri	1:00pm-4:00pm
MA110-01	Computerized Medical Practice Management	45	Jalosky	9/6/11-12/22/11	Wed	12:30pm-3:30pm
MA110-v	Computerized Medical Practice Management	45	Jalosky	9/6/11-12/22/11	Tues	1:00pm-4:00pm
MA200-01	Medical Office Administration	45	C. Crawford	9/6/11-12/22/11	Tues	9:00am-12:00pm
MA300-01	Assisting with Medical Exams	15	Nolan	9/6/11-12/22/11	Mon, Tues Thurs	1:00pm-4:00pm 9:00am-12:00pm
MA300L-01	Assisting with Medical Exams Lab	75	Nolan Nast	9/6/11-12/22/11	Mon, Tues Thurs	1:00pm-4:00pm 9:00am-12:00pm
MA600-01	Professional Medical Assistant	30	Murphy	9/21/11-9/27/11	MTWRF	12:00pm-6:00pm
PHB101-41	Phlebotomy	90	DiMino	9/6/11-12/22/11	Mon, Thurs	6:00pm-9:00pm
PHB102-01	Phlebotomy Practicum	120	TBA	10/17/11-12/22/11	MTWRF SaSu	
PMC010-41	Professional Medical Coding	60	TBA	9/6/11-11/8/11	Tues, Fri	6:00pm-9:00pm
EMT101-71	Emergency Medical Technician	110	Deacon	8/22/2011-12/14/2011	Min, Wed 5 Fri	7:00-10:00 pm 7:00-10:00 pm
EMTV101-71	Emergency Medical Technician	110	Deacon	8/22/2011-12/14/2011	MW 5 Fri	7:00-10:00 pm 7:00-10:00 pm
ST010-01	Microbiology for the OR	45	Luty	9/6/11-12/22/11	Fri	9:00am-12:00pm
ST030-HA	Intro to Surgical Technology	44	Louglas T. Crawford	9/6/2011-9/30/2011	Mon Fri	9:00am-1:00pm 1:00pm-5:00pm
ST040-01	Princ. & Pract. Of Surgical Technology	88	Louglas T. Crawford	10/5/2011-12/14/2011	Wed Fri	12:30pm-4:30pm 1:00pm-5:00pm
ST040L-01	Princ. & Pract. of Surgical Technology Lab	44	Louglas T. Crawford	10/10/2011-12/14/2011	Mon	8:30am-12:30pm
ST040L-02	Principles & Pract. of Surgical Technology Lab	44	Louglas T. Crawford	10/5/2011-12/14/2011	Mon	1:00pm-5:00pm
ST051-01	Computer Essentials	12	Greis	10/5/2011-11/2/2011	Wed	9:00am-12:00pm
PROF01	Professionalism Grade	0				

RETURN LEARN & EARN



What is the Return, Learn and Earn (RLE) Program?

- RLE is a grant-funded program which assists adults returning to college to complete an Associate's Degree.
- RLE offers special resources that are tailored to meet the needs of returning students.

Eligibility Requirements:

- 21 or older
- Completed at least 30 college credits, but never received a degree
- 2.0 cumulative grade point average
- New Jersey resident
- Has not attended college in the previous 12 months

Why choose the RLE program at Sussex County Community College?

- Continuous follow-through and support from beginning to end of a semester
- Professor/Advisor progress reports at mid-term
- Free C.L.E.P. Guide upon registration
- Lifting of institutional barriers
- Ongoing academic advising and other student services
- Access to laptops
- Financial aid opportunities
- Educational packet including a flash drive, notebooks, thesaurus/dictionary and Library printing card

Return Learn & Earn can assist with:

- Textbook reimbursement
- Transportation and child-care assistance

If you are interested in the Return, Learn and Earn Program please contact:

Ed Lyon

Return, Learn and Earn Program Advisor
973.300.6560
elyon@sussex.edu



"About a year ago I heard about the Return, Learn and Earn program and called SCCC to inquire about the program. This set off a chain of events that have led me to this intensely rewarding experience of returning to school, which has expanded my ability to be productive and profitable – even in this new economy. The Return, Learn and Earn Program helped pay for my books and transportation costs. I was also eligible for financial aid and I have even received 2 scholarships from the SCCC Foundation! With so many resources at my disposal, I'd be a fool NOT to return to school! I am working toward an AAS in Business Management and was recently inducted in the Phi Theta Kappa Honor Society. "

Sonia, RLE Student



COMMUNITY EDUCATION & WORKFORCE DEVELOPMENT

Phone: (973) 300-2140 • Fax: (973) 300-2278 • sussex.edu/ce

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POLICIES & FEES

See Registration Information on page 3. Registration Form on page 48.

COMMUNITY EDUCATION REFUND POLICY

- Refunds must be requested in writing.
- Refunds for textbooks are issued in compliance with the College bookstore's policy.
- Students are responsible for meeting all prerequisites to insure that they are in the appropriate course.
- Students who withdraw from a course prior to 3 business days of the starting date will be eligible for a 100% refund.
- Students who withdraw from a course 3 business days or less before the starting date will be eligible for a 50% refund.
- Students who withdraw after a course begins will not be eligible for any refund.
- An Administrative Fee of \$10 is charged to process all refund requests and will be deducted from any refund amounts, unless the College cancels the entire course.

Please Note: The College reserves the right to cancel any course at its discretion. A full refund will be issued in such an event. We also reserve the right to substitute a designated instructor.

**Register for our courses
online at
sussex.edu/ce/registration**

REGISTER EARLY

Please note: All paper & telephone registrations will be charged a \$10 convenience fee, with the exception of no-charge classes. Online registrations will NOT be charged. Please refer to the online registration procedures.

- To ensure a place in the class because some classes do fill quickly.
- To reduce the possibility of course cancellations as each course requires a minimum number of paid registrations.

Confirmations: Please note that confirmation letters will not be mailed out when you register. Keep this course guide for start date, time and location information. Additionally, you may check our website: sussex.edu/ce for classroom assignments. If a class is cancelled by the College, you will be notified by either telephone or e-mail. Otherwise, please report to the classroom on the day of the class as posted.

Room Assignments are subject to change. Please check the day of class for updated room assignments. Room assignments and course cancellations available at sussex.edu/ce.

ART, LANGUAGE & CULTURE

ART

Course fee does not include art supplies. Supplies required are available at sussex.edu/ce

Art Classes with Toni Chaplin

Watercolor Painting

This outstanding eight-week course is designed for the beginner to intermediate artist. Learn watercolor painting techniques while creating your own masterpieces. Information about the proper use of various water-color paints, paper, and brushes will also be presented. These courses are a continuation and are not repeats of past teachings.

AAC102-01 • 8 sessions; 20 hours
Day: Monday • Dates: 9/12 – 10/31
Time: 3:00 pm – 5:30 pm • Room: E-105
Instructor: Toni Chaplin • Cost: \$249

AAC102-41 • 8 sessions; 20 hours
Day: Wednesday • Dates: 9/14 – 11/2
Time: 7:00 pm – 9:30 pm • Room: E-105
Instructor: Toni Chaplin • Cost: \$249

NEW - Watercolor on Gessoboard

Gessoboard adds a unique texture and appearance to watercolor paint, giving the illusion at times of oil paint. Learn to use this approach to add dimension to your artwork. Gessoboard (8X10 or larger) can be purchased at art supply stores or from the instructor at the time of the class.

AAC234-01 • 3 sessions; 7.5 hours
Day: Monday • Dates: 11/7 – 11/21
Time: 3:00 pm – 5:30 pm • Room: E-105
Instructor: Tony Chaplin • Cost: \$96

AAC234-41 • 3 sessions; 7.5 hours
Day: Wednesday • Dates: 11/9 – 11/23
Time: 7:00 pm – 9:30 pm • Room: E-105
Instructor: Tony Chaplin • Cost: \$96

Oil Painting with Artist Elaine Kurie

Oil Landscape Painting Beginner through Advanced

Emphasis is placed on achieving the illusion of distance through the use of basic linear and atmospheric perspective, and overlapping shapes. The first project will follow a step-by-step process to create a painting based on the instructor's painting. The second project will be created from your own reference photo using your newly learned method. Please bring to the first class any oil paints and brushes that you already own, plus

one 16" X 20" or 18" X 24" canvas, odorless turps, and a roll of paper towels.

AAC232-41 • 7 sessions; 17.5 hours
Day: Wednesday • Dates: 9/22 – 11/3
Time: 6:00 pm – 8:30 pm • Room: C-106
Instructor: Elaine Kurie • Cost: \$210

One Stroke Painting Workshop – Welcome Plaque

Learn to paint "One Stroke" leaves to decorate a wooden plaque, then add pine boughs and berries to welcome winter. Lettering will also be covered – the how to's and what to use. Instructor Dawn Davis is a veteran One Stroke painter and brings her love of the art form to her students. Please bring paper towels and a smock. Ages 10 & Up.

AAC222-41 • 1 session; 2 hours
Day: Tuesday • Date: 11/1
Time: 6:30 pm – 8:30 pm • Room: E-127
Instructor: Dawn Davis • Cost: \$45

One Stroke Painting Workshop – Santa's Face

Paint Santa's face using Donna Dewberry's One Stroke techniques. Once you have painted Santa on wood, you will be able to apply the same steps to other surfaces and make wonderful decorations or gifts. All brushes, paints and instructions are included. Please bring paper towels and a smock. Ages 10 & Up.

AAC222-42 • 1 session; 2 hours
Day: Tuesday • Date: 12/6
Time: 6:30 pm – 8:30 pm • Room: E-127
Instructor: Dawn Davis • Cost: \$45

Jewelry Making & Fused Glass with Christine Gries

Fused Glass Pendant

Experience the art of glass fusing without having to purchase a kiln! In the first class, learn how to construct a pendant; including how to cut and fuse glass. In the second session, students learn how to finish the pendants with silver wire to create a stunning one-of-a-kind piece of jewelry.

AAC142-61 • 2 sessions; 4 hours
Day: Saturday • Dates: 10/1 & 10/8
Time: 10:00 am – 12:00 pm • Room: E-128
Instructor: Christine Gries, Red Doe Studios, LLC
Cost: \$50 (\$30 material fee payable to instructor first class)

Art Clay Silver Simple Pendant Workshop

Come have fun with the clay that turns into silver when fired. Certified Senior Instructor will walk you through making simple pendant, which you will take home at the end of class. We will form, dehydrate, sand, and then fire (Limit 10).

AAC143-61 • 1 session; 4 hours
Day: Saturday • Date: 10/15
Time: 9:30 am – 1:30 pm • Room: E-128
Instructor: Christine Gries, Red Doe Studios, LLC
Cost: \$50 (\$30 material fee payable to instructor first class)

Byzantine Link & Bead Bracelet Workshop

Have you ever wanted to learn the ancient art of chain making? In this class, learn how to make jump rings, weave a chain, and add beads to complete a project. If you have your own favorite tools, such as pliers or wire cutters, please bring them along.

AAC167-61 • 1 session; 4 hours
Day: Saturday • Date: 10/22
Time: 9:30 am – 1:30 pm • Room: E-128
Instructor: Christine Gries, Red Doe Studios, LLC
Cost: \$50 (\$65 material fee payable to instructor first class)

Fused Glass Techniques

Want to learn more about fused glass? In this class, learn various techniques that will produce pleasing results. Students can make either pendants or small glass dishes incorporating these techniques.

AAC157-61 • 2 sessions; 6 hours
Day: Saturday • Date: 10/29 & 11/5
Time: 10:00 am – 1:00 pm • Room: E-128
Instructor: Christine Gries, Red Doe Studios, LLC
Cost: \$75 (\$50 material fee payable to instructor first class)

LANGUAGE

Conversational Spanish I

Learn the basic vocabulary to interact with Spanish speakers. Practice greetings, introductions, action verbs, description of persons, places and things. You will also take a field trip to an authentic restaurant and order food with your new Spanish language skills.

AAC212-41 • 7 sessions; 14 hours
Day: Thursday • Dates: 9/1 – 10/13
Time: 6:30 pm – 8:30 pm • Room: E-105
Instructor: Angelica Lubrano • Cost: \$169

Conversational Spanish II

This course is a continuation of Conversational Spanish I. Expand your vocabulary, look at past and future tenses, learn phrases to get around town as well as words that will help you at work and in a Spanish speaking country. Emphasis will be on practical usage of the Spanish language.

AAC213-41 • 7 sessions; 14 hours
Day: Thursday • Dates: 10/20 – 12/8
Time: 6:30 pm – 8:30 pm • Room: E-105
Instructor: Angelica Lubrano • Cost: \$169

NEW - Spanish for the Medical Profession

Identify the parts of the body and common ailments. Master some phrases that will help you soothe and explain to the patient the regular procedures at a doctor's visit. Help your Hispanic patients to complete information sheets. This is a class for beginners – no prior knowledge of Spanish is required.

PDV107-01 • 7 sessions; 14 hours
Day: Monday • Dates: 9/12 – 10/24
Time: 9:30 am – 11:30 am • Room: E-105
Instructor: Angelica Lubrano • Cost: \$210

Conversational Chinese (Mandarin)

This course is intended for students with no prior knowledge or with limited background in the Chinese language. Learn basic communication skills including pronunciation, vocabulary and grammar. The emphasis is on essential and practical dialogue.

AAC146-41 • 8 sessions; 16 hours
Day: Monday • Dates: 9/12 – 10/31
Time: 6:00 pm–8:00 pm • Room: E-127
Instructor: Danqing Lin • Cost: \$195

NEW - Mixed Level Conversational Chinese (Mandarin)

This course is the progressive study for students that have basic knowledge and intend to continue studying the Chinese Language. Learn to pronounce pinyin with four tones; learn to write characters; and learn fundamental grammar. Emphasizes practicality and aims to help students master day-to-day Chinese speaking.

AAC252-61 • 8 sessions; 16 hours
Day: Saturday • Dates: 9/10 – 10/29
Time: 9:30 am – 11:30 am • Room: E-128
Instructor: Danqing Lin • Cost: \$195

CULTURE

Opera Exposed! Part I

Come share the enthusiasm and excitement that instructor Andrea Nestor has for Opera! If you've ever wondered what the big deal is about Opera, listen up! We've got heroes, villains, seductive sirens, fragile beauties, betrayal, lust, romance and much, much more!

AAC223-41 • 3 sessions; 6 hours
Day: Thursday • Dates: 10/7 – 10/21
Time: 6:30 pm – 8:30 pm • Room: E-105
Instructor: Andrea Nestor • Cost: \$75

Opera Exposed! Part II

Continue the intrigue – with even more stories of love and betrayal! You'll come away singing!

AAC224-41 • 3 sessions; 6 hours
Day: Thursday • Dates: 11/4 – 11/18
Time: 6:30 pm – 8:30 pm • Room: E-105
Instructor: Andrea Nestor • Cost: \$75

Do You Love To Sing?

Singing is our first instrument and one that everyone has access to. It is deeply emotional, spiritual and natural form of self-expression. Yet most people are very uptight about their voices. They feel they must sound like Whitney Houston or Andrea Bocelli to sing. Wouldn't it be more powerful to love your own voice? This workshop is a first step in that direction. We will explore ways to sing and speak with more confidence and reduce performance anxiety. Learn to lessen the negative impact of your "Inner Critic." No prior vocal experience required – just a desire to sing and have fun!

A \$15 materials fee will be collected in class for a vocal practice CD for follow-up home study. Comfortable clothes are recommended. Instructor is Ruth Ratliff, soprano, experienced teacher and performer, founder of Jemini Music Studio, and member of the National Association of Teachers of Singing.

AAC124-41 • 1 session; 3 hours
Day: Wednesday • Date: 11/9
Time: 6:30 pm - 9:30 pm • Room: E-105
Instructor: Ruth Ratliff • Cost: \$45

NEW - Comic Book & Comic Strip Workshop

The "comic book" and "comic strip" are now recognized as a serious creative discipline, requiring expert line and color technique, and a thorough knowledge of anatomy. Learn the craft of comics by experiencing old and new form. Composition, design, perspective and plot development with all be discussed.

AAC235-41 • 6 sessions; 18 hours
Day: Monday • Dates: 10/3 – 11/7
Time: 6:00 pm - 9:00 pm • Room: E-105
Instructor: Bernie Zlotnick • Cost: \$215

Film Appreciation

More than just a "date" night get the history and back-story of a movie then let the lights dim for the featured presentation. From each decade, we will see such movies as Casablanca, Star Wars, and Hitchcock films. Every participant will be provided with a rich understanding of how they personally experience movies.

AAC233-41 • 10 sessions; 30 hours
Day: Thursday • Dates: 9/15 – 11/17
Time: 6:00 pm - 9:00 pm • Room: E-105
Instructor: Bernie Zlotnick • Cost: \$275

Dancing Classes with Janet DeJong

A professional dance instructor, Janet is a member of the Professional Dance Teachers

Association of America and the National Dance Teachers Association of America. Please Note: A partner is recommended but not necessary for all of Janet's classes. Singles are welcome to enroll and will be partnered with an assistant teacher or another student. Partners who register together do not have to rotate during class. Prices are per person.

Social Ballroom Dancing

Learn the elegant and graceful Waltz as well as the smooth, sophisticated Foxtrot. The beginner level class will focus on basic steps, dance frame and rhythm. General directional movement around the dance floor will also be covered.

AAC168-41 • 6 Sessions; 5.5 hours
Day: Friday • Dates: 9/30 – 11/4
Time: 6:30 pm – 7:25 pm
Room: Student Center Theater
Instructor: Janet DeJong • Cost: \$60

Simply Swing

An Introduction to the different types of East Coast Swing music from 1940's Big Band to Rock 'N Roll, East Coast Swing is frequently referred to as Triple Step Swing due to the rhythm of the basic triple step and is the base for all swing dances.

AAC243-41 • 6 Sessions; 5.5 hours
Day: Friday • Dates: 9/30 – 11/4
Time: 7:30 pm – 8:25 pm
Room: Student Center Theater
Instructor: Janet DeJong • Cost: \$60

Salsa Dancing

Learn how to move your body like a Latin dancer! Salsa contains many steps that can be danced without a partner and with its fast tempo you'll also get a great workout!

AAC106-41 • 6 Sessions; 5.5 hours
Day: Friday • Dates: 9/30 – 11/4
Time: 8:30 pm – 9:25 pm
Room: Student Center Theater
Instructor: Janet DeJong • Cost: \$60

BUSINESS

NEW - Managing for Performance: Getting the Most from Your Employees

The greatest challenge any manager faces is getting the most out of the employee. Most managers are poorly trained in how to clearly define job descriptions, measure performance and confront employees effectively for positive results. This course details the step-by-step process.

BUS220-41 • 8 sessions; 12 hours
Day: Tuesday • Dates: 9/20 – 11/8
Time: 6:30 pm – 8:00 pm • Room: E-105
Instructor: Armand Ensanian • Cost: \$150

NEW - Ads that SELL Your Business

A survey of creative trends in print and advertising will be discussed. Examine early predecessors of American advertising. Create your own business advertising.

BUS163-41 • 6 sessions; 18 hours
Day: Tuesday • Dates: 10/25 – 11-29
Time: 6:00 pm – 9:00 pm • Room: TBA
Instructor: Bernie Zlotnick • Cost: \$215

NEW - Designing Your Own Logo

Examine the basic principles of corporate identity and develop a clear understanding of the process of creating logos. Discover the steps to create a consistent brand, such as identifying the organization's personality. Design a visual logo and create the elements that support the new brand.

BUS164-41 • 6 sessions; 18 hours
Day: Tuesday • Dates: 9/13 – 10/17
Time: 6:00 pm – 9:00 pm • Room: TBA
Instructor: Bernie Zlotnick • Cost: \$215

Practice Interviewing

For whatever level of job you're seeking, entry level to executive, and for whatever field, you'll learn the interviewer's methods for getting information from you to make the hiring decision. Plus, you'll be practiced enough to ace the interview. Bring a job description, recruiting ad, or your own brief description of the job you seek.

BUS217-01 • 1 session; 3 hours
Day: Friday • Date: 9/16
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia M. Devlin • Cost: \$36

Control Your Spending

Stretched beyond the limit financially? Are certain expenditures running out of control? Is your spending exceeding your earning? Are you running your own deficit? Learn how to get in front of this and fix it.

BUS165-01 • 1 session; 3 hours
Day: Friday • Date: 9/30
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia M. Devlin • Cost: \$36

Buy For Value

Have you noticed that there are more and more intriguing ways businesses have learned to take your money? What are some of them and how can you spot them and avoid them?

BUS166-01 • 1 session; 3 hours
Day: Friday • Date: 10/14
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia M. Devlin • Cost: \$36

Manage Your Projects

Learn the basics - how to identify the critical elements necessary to get your project done

successfully. And, learn how to identify what is not critical. We tend to spend 80% of our time on 20% of the project. How do you get around this?

BUS161-01 • 1 session; 3 hours
Day: Friday • Date: 10/21
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia M. Devlin • Cost: \$36

Maximize Your Time

Have you noticed that anyone you interact with is in a constant state of partial attention? How do you sort it out? How do you focus your limited energy on the activities that will have the most pay-off for you and yours? Learn how in this 3 hour workshop.

BUS135-01 • 1 session; 3 hours
Day: Friday • Date: 10/28
Time: 1:00 – 4:00 pm • Room: E-105
Instructor: Patricia Devlin • Cost: \$36

Dealing with Anyone

Have you noticed that there are certain types of people that you do well with and others you don't? We each have certain natural personality preferences. Learn how to understand your own and observe and understand them in others. You will communicate and work with them significantly better.

BUS145-01 • 1 session; 3 hours
Day: Friday • Date: 11/11
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia M. Devlin • Cost: \$36

Dealing with the Economy

You don't need to be an economist to navigate effectively today. Learn some basic economics. Find out what leading indicators you should be watching to be able to predict how the economy will affect you next.

BUS148-01 • 1 session; 3 hours
Day: Friday • Date: 12/2
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia M. Devlin • Cost: \$36



NJ SMALL BUSINESS DEVELOPMENT CENTER OF NORTHWEST NEW JERSEY

As one of eleven centers in New Jersey, the NJSBDC of Northwest Jersey serves small businesses whether start-up or established. Depending on the industry, small businesses can include companies with a few hundred employees and millions in revenues. No business is too small and very few are too large.

Consider the NJSBDC of Northwest Jersey as your go-to resource for advancing your business to the next level. Use one or more of these resources: private consulting session with an experienced business counselor; standard

workshop presented by an SBDC instructor with many years of field expertise; customized workshops conducted on your premises to assist your workforce help move your company to the next level; well-established repertoire of on-line and in-house business books, periodicals and databases to address your informational needs.

For an appointment or more information, call the NJSBDC of Northwest Jersey at 908-269-8475 or visit us at www.nw-njsbdc.com.

NJSBDC ENTREPRENEUR CERTIFICATE PROGRAM

Looking to start your own successful business? Do you want to maximize your business' sales and profitability? How about positioning your business in a highly competitive market? If so, then the New Jersey Small Business Development Centers Entrepreneur Certificate Program is for you.

The Entrepreneur Certificate Program is offered in partnership by New Jersey's Small Business Development Centers and New Jersey's 19 community colleges. Content includes practical topics on business planning, financial management, business law, and marketing. Take one course to improve your knowledge and enhance your skills, or take all courses and receive an Entrepreneur Certificate.

All classes are held at Sussex County Community College.

Marketing Strategies for Business Success (ECP)

Failure to define your target markets will cost you money—and maybe your business. This workshop will show you how to define, target, and reach the markets for your products or services. You will learn how to develop an action plan based on market research and tactics which target your markets. Targeting your markets with the right methods gets results.

SBUS189-41 • 2 sessions; 6 hours
Day: Thursday • Dates: 9/22 & 9/29
Time: 6:00 pm – 9:00 pm • Room: E-105
Instructor: Dolores Stammer, Regional Director, NJSBDC of Northwest Jersey
Cost: \$70

The Business Plan (ECP)

Business Plans are a necessary tool for every phase of business operations, from start-up to expansion. A sound business plan will help you manage your business more effectively and serve as a tool for planning, marketing, and financing your business. Using a business plan to chart your course will improve your chances for success. This workshop covers all the components of a business plan (business description and focus, location selection, knowledge of the competition, marketing

strategy, financial plan, personnel/management needs, strategic plan for business growth) to help entrepreneurs and small business owners get off to a fast start.

SBUS126-41 • 3 sessions; 9 hours
Day: Thursday • Dates: 10/6 – 10/20
Time: 6:00 pm – 9:00 pm • Room: E-105
Instructor: Dolores Stammer, Regional Director, NJSBDC of Northwest Jersey
Cost: \$150

The Essentials of Small Business Recordkeeping (ECP)

Learn about the purpose and types of record-keeping systems to help use your business records as a management tool and barometer and comply with governmental regulations/requirements. Key topics: Ways to establish simple, easily accessible and accurate documentation for information relating to accounting/tax planning, general ledger, balance sheet, financial statements, inventory control, cash flow management, accounts payable, accounts receivable, cash receipts, cash disbursements, profit and loss controls and more.

SBUS216-41 • 1 session; 3 hours
Day: Thursday • Date: 9/15
Time: 6:00 pm -9:00 pm • Room: TBA
Instructor: Mary Adelman, Assistant Director, NJSBDC of Northwest Jersey • Cost: \$36

Legal I-Legal ABC's for Business Start-ups (ECP)

This workshop provides basic knowledge of the laws affecting business. Business owners will learn how to choose the appropriate business structure, assess business risks, provide adequate protection for business ideas (patents, copyright, trademarks) and business operations (leases, contracts, agreements) as well as know about local zoning, regulations, permits, licensing, business trade name registration and incorporation procedures as well as other State, county, federal and international requirements.

SBUS210-41 • 1 session; 3 hours
Day: Monday • Date: 10/17
Time: 6:30 pm -9:30 pm • Room: TBA
Instructor: Patricia Carley, Esq. • Cost: \$36

Legal II - The Basics of Business Ownership, Contracts and Agreements (ECP)

This course will provide a basic understanding of business contract law with an overview of the basic elements of contracts, the different types of contracts (employment, suppliers, customers), what particular situations warrant attorney consultation, legal ownership of a business, consideration of the major factors in business structure selection, the primary features of a partnership, examination of key areas of stockholder (shareholder) agreements

such as management of the corporation and transfer of shares as well as various agreement provisions.

SBUS211-41 • 1 session; 3 hours
Day: Monday • Date: 10/24
Time: 6:30 pm -9:30 pm • Room: E-105
Instructor: Patricia Carley, Esq. • Cost: \$36

Small Business Taxes (ECP)

You will learn about the differences between local, state and federal taxes and gain a broad overview of small business tax responsibilities including employment, social security, income and sales taxes as well as understand tax obligations as they relate to the particular business structure (Sole proprietorship, Limited Partnership, Limited Liability Company, "C" Corporation, etc.). This course will also acquaint business owners with the various tax forms and governmental reporting requirements.

SBUS191-41 • 1 session; 3 hours
Day: Monday • Date: 10/17
Time: 6:30pm – 9:30 pm • TBA
Instructor: Linda Telschow • Cost: \$36

Understanding Financial Statements (ECP)

Learn about financial statements to improve your bottom line. This course will help you understand the various types of financial statements to allow for further review and analysis of your business operations and enhance your ability to design a profit improvement planning strategy to grow and expand your business.

SBUS218-41 • 1 session; 3 hours
Day: Tuesday • Date: 11/15
Time: 6:30 pm – 9:30 pm • Room: TBA
Instructor: Dolores Stammer, Regional Director, NJSBDC of Northwest Jersey
Cost: \$36

OTHER SBDC COURSES

QuickBooks I Workshop - OVERVIEW

Learn to use QuickBooks for your business accounting needs! Learn how to start a company in QuickBooks and create a chart of accounts. Learn to use the various lists within QuickBooks including lists for employees, vendors, customer jobs and companies. Learn how to set up your inventory as well as receive, pay for and adjust your inventory levels. Students will also learn how to track the sale of products including invoicing and special charges. Explore the ways QuickBooks coordinates with your banking including on-line banking.

SBUS292-41 • 1 session; 3 hours
Day: Wednesday • Date: 10/5
Time: 6:00 pm -9:00 pm • Room: E-101
Instructor: Mary Adelman, Assistant Director, NJSBDC of Northwest Jersey • Cost: \$36

SBUS292-42 • 1 session; 3 hours
Day: Wednesday • Date: 11/9
Time: 6:00 pm -9:00 pm • Room: E-101
Instructor: Mary Adelman, Assistant Director, NJSBDC of Northwest Jersey • Cost: \$36

QuickBooks II Workshop - OVERVIEW

Continue learning about QuickBooks with this class by learning to create and customize forms and templates. Learn to work with Asset, Liability and equity accounts. Work with and customize QuickBooks reports and graphs. Explore the Payroll tracking features in QuickBooks including tax liabilities. Explore Job Costing, time tracking and estimating.

SBUS293-41 • 1 session; 3 hours
Day: Wednesday • Date: 10/19
Time: 6:00 pm -9:00 pm • Room: E-101
Instructor: Mary Adelman, Assistant Director, NJSBDC of Northwest Jersey • Cost: \$36
SBUS293-42 • 1 session; 3 hours
Day: Wednesday • Date: 11/16
Time: 6:00 pm -9:00 pm • Room: E-101
Instructor: Mary Adelman, Assistant Director, NJSBDC of Northwest Jersey • Cost: \$36

Easy Steps for Complying with Small Business Taxes

Make a point to attend this workshop, conducted by employees of the New Jersey Division of Taxation to understand tax obligations for your small business. A significant amount of information is covered including: how to register your business in New Jersey, tax consequences of each form of business ownership, employer responsibilities, reporting business income, estimated tax payments, what goods and services are subject to sales tax and filing sales and use returns. Attendees should bring lunch.

SBUS161-01 • 1 session; 4 hours
Day: Friday • Date: 10/14
Time: 10:00 am – 2:00 pm • Room: TBA
Instructor: NJ Division of Taxation
Fee: NONE (Pre-registration is requested)

NEW - Market Research: Finding Answers to Questions about Your Markets, Industry & Competition

You know you need market research data but where do you get the facts and figures? Is the data you get from a reliable source or is it current enough? What about online data? Get the answers to these questions and more! We'll help you get started with tips and techniques for data research.

SBUS135-41 • 1 session; 3 hours
Day: Tuesday • Date: 10/4
Time: 6:00 pm – 9:00 pm • Room: TBA
Instructor: Dolores Stammer, Regional Director, NJSBDC of Northwest Jersey
Cost: \$36

NEW - Market Data Analysis: I've collected all the data, now what?

Collecting the data is daunting enough, learn how to analyze what you've collected and use it to create cost-effective strategies for your business.

SBUS136-41 • 1 session; 3 hours
Day: Tuesday • Date: 11/8
Time: 6:00 pm – 9:00 pm • Room: TBA
Instructor: Dolores Stammer, Regional Director, NJSBDC of Northwest Jersey
Cost: \$36

HEALTH & FITNESS

Courses at Yoga for You

Yoga for You is located in Bldg J in Old Lafayette Village, Lafayette, NJ. Visit yogaforyoullc.com for directions.

Yoga for Weight Loss

Yoga for You owner and instructor, Laura Fagan is an AFAA certified Hatha/Vinyasa Yoga

TAKE CONTROL OF YOUR HEALTH An Action Plan for Enhancing Wellness

Are you dealing with an ongoing health condition that causes you pain, fatigue, frustration? If so, or if you are a caregiver of someone who is dealing with a chronic condition, then consider joining this FREE six week workshop series that will help you put "LIFE" back in your life!

Adults of all ages will learn ways to deal with pain and fatigue; discover better nutrition and exercise choices; gain a better understanding of how to deal with difficult emotions; and become skilled at communicating effectively with your healthcare provider.

This program is offered by the Sussex County Department of Human Services, Division of Senior Services.

Space is limited – Sign up Today!

HAW191-41 • 6 sessions; 15 hours
Days: Wednesday • Dates: 9/7 – 10/12
Time: 5:30 pm – 8:00 pm • Room: TBA
Instructor: Sussex County Division of Senior Services • Cost: **FREE**
HAW191-01 • 6 sessions; 15 hours
Days: Friday • Dates: 9/9 – 10/14
Time: 9:30 am – 12:00 pm • Room: TBA
Instructor: Sussex County Division of Senior Services • Cost: **FREE**

instructor, a veteran AFAA Personal Fitness Trainer and Aerobics instructor. She is presenting this mildly heated Hatha practice that involves deep breathing and flowing movements to encourage moderate fat burning. Open to all levels of experience. Come with a light stomach, and wear comfortable, layered clothes that allow for a full range of motion.

HAW125-71 • 7 sessions; 7 hours
Day: Monday • Dates: 9/12 – 10/24
Time: 6:30 pm – 7:30 pm
Location: Yoga for You Studio
Instructor: Laura Fagan • Cost: \$85

Yoga with Lorraine

A combination of Iyengar & Hatha Yoga will be introduced to students of all levels. Instructor Lorraine Leider has more than 30 years experience and incorporates the technical discipline into a practice that is safe, fun and easy to develop.

HAW113-71 • 7 sessions; 7 hours
Day: Saturday • Dates: 9/10 – 10/22
Time: 10:30 am – 11:30 am
Location: Yoga for You Studio
Instructor: Lorraine Leider • Cost: \$85
HAW130-71 • 7 sessions; 7 hours
Day: Wednesday • Dates: 9/7 – 10/19
Time: 5:30 pm – 6:30 pm
Location: Yoga for You Studio
Instructor: Lorraine Leider • Cost: \$85

Power Yoga

A challenging 90 minute Vinyasa style class that is a steady flow of yoga poses to make you stronger, more flexible, and more balanced. Be prepared to move and sweat in this upbeat, music filled class that will leave you feeling blissful!

HAW192-71 • 7 sessions; 10.5 hours
Day: Thursday • Dates: 9/8 – 10/20
Time: 6:00 pm – 7:30 pm
Location: Yoga for You Studio
Instructor: Jessica Ganly • Cost: \$110

PROFESSIONAL COURSES FOR HEALTH AND FITNESS

Reiki I, II & III Certifications will be held in spring 2012. Please watch for our Spring catalog for details.

INFORMATION TECHNOLOGY

Windows 7 – What's it all About!

Get an overview of what's new, what's changed, and what's missing in Windows 7.

COM113-01 • 1 session; 2 hours
Day: Thursday • Date: 9/29
Time: 10:00 am – 12:00 pm • Room: E-101
Instructor: TBA • Cost: \$50

COM113-41 • 1 session; 2 hours
Day: Thursday • Date: 10/20
Time: 7:00 pm – 9:00 pm • Room: E-101
Instructor: TBA • Cost: \$50

Microsoft Office 2010 – An Overview

This workshop gives you a summary of the new features included in Word, Excel, PowerPoint, and Access.

COM032-01 • 1 session; 2 hours
Day: Thursday • Date: 10/13
Time: 10:00 am – 12:00 pm • Room: E-101
Instructor: TBA • Cost: \$50
COM032-41 • 1 session; 2 hours
Day: Thursday • Date: 12/1
Time: 7:00 pm – 9:00 pm • Room: E-101
Instructor: TBA • Cost: \$50

Essentials of Microsoft Word

This course will teach you how to: Create a Document; Edit a Document; Format Paragraphs and Pages.

COM033-01 • 2 session; 6 hours
Day: Wednesday • Dates: 9/21 & 9/28
Time: 9:30 am – 12:30 pm • Room: E-101
Instructor: TBA
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Intermediate Microsoft Word

Move beyond the basics to intermediate topics that will boost your productivity. Learn to: Create Bulleted and Numbered Lists; Add Page Numbers; Insert Symbols, Special Characters and Page Breaks; and Include a Table.

COM034-01 • 2 session; 6 hours
Day: Wednesday • Dates: 10/5 & 10/12
Time: 9:30 am – 12:30 pm • Room: E-101
Instructor: TBA
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Advanced Microsoft Word

In this advanced course you will learn to work with images, ClipArt, WordArt, AutoShapes, and SmartArt.

COM035-01 • 2 session; 6 hours
Day: Wednesday • Dates: 10/19 & 10/26
Time: 9:30 am – 12:30 pm • Room: E-101
Instructor: TBA
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Essentials of Microsoft Excel

This course will teach you how to: Create a Worksheet; Edit and Format a Worksheet; and Include Basic Formulas and Functions in a Worksheet.

COM037-01 • 2 sessions; 6 hours
Day: Wednesday • Dates: 11/2 & 11/9
Time: 9:30 am – 12:30 pm • Room: E-101
Instructor: TBA
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Intermediate Microsoft Excel

Move beyond the basics to intermediate topics that will help boost your productivity. Learn to:

Create and Work with Charts; Manage Tables by working with Records, Fields, and Filters; and Explore More Formulas and Functions.

COM038-01 • 2 session; 6 hours
Day: Wednesday • Dates: 11/16 & 11/23
Time: 9:30 am – 12:30 pm • Room: E-101
Instructor: TBA
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Advanced Microsoft Excel

Wish you know more about this dynamic program? In this advanced course learn to: Create and Work with PivotTables and Pivot Charts; Create a Scenario Using "What-If" Analysis; Use Excel with Word and Access.

COM039-01 • 2 session; 6 hours
Day: Wednesday • Dates: 11/30 & 12/7
Time: 9:30 am – 12:30 pm • Room: E-101
Instructor: TBA
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Essentials of Microsoft Access

This course will teach you to: Create a New Database File; Create a Table in Design View; Enter, Edit, and Delete Records; and Filter, Sort, and Query Records.

COM151-61 • 2 sessions; 6 hours
Day: Saturday • Dates: 9/24 – 10/1
Time: 9:00 am – 12:00 pm • Room: E-101
Instructor: Bob Matchett
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Intermediate Microsoft Access

In this comprehensive Microsoft Access course, move beyond the introductory topics to intermediate topics that will help boost your productivity. Learn to: Control and Manage the Data Entered; Design and Create a Form; Design and Create a Report.

COM152-61 • 2 sessions; 6 hours
Day: Saturday • Dates: 10/8 – 10/15
Time: 9:00 am – 12:00 pm • Room: E-101
Instructor: Bob Matchett
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Advanced Microsoft Access

Wish you know more about this dynamic program? In this course learn to: Create Advanced Queries Using More Than One Table; Establish Referential Integrity Using Table Relationships; and Create Pivot Tables and Pivot Charts.

COM153-61 • 2 sessions; 6 hours
Day: Saturday • Dates: 10/22 – 10/29
Time: 9:00 am – 12:00 pm • Room: E-101
Instructor: Bob Matchett
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Introduction to Microsoft Excel

In this comprehensive course, learn to: create, edit, and format a worksheet as well as work with charts, formulas, and functions.

COM133-41 • 6 sessions; 18 hours
Day: Monday • Dates: 9/12 – 10/17
Time: 6:30 pm – 9:30 pm • Room: E-101
Instructor: John Kelley
Cost: \$429 (Tuition \$270, Lab \$144, Materials \$15)

Intermediate and Advanced Topics: Microsoft Excel

Move beyond the basics to become more proficient when using Microsoft Excel. This course will cover a wide-range of topics which include: Data Sorting and Filtering; Using "What-If Analysis; Creating and Working with PivotTables and Pivot Charts; Integrate Microsoft Excel with Other Programs; & more.

COM135-41 • 6 sessions; 18 hours
Day: Monday • Dates: 10/24 – 11/28
Time: 6:30 pm – 9:30 pm • Room: E-101
Instructor: John Kelley
Cost: \$429 (Tuition \$270, Lab \$144, Materials \$15)

How to Build a Microsoft PowerPoint Presentation

This comprehensive course will teach you everything you need to know to create a powerful and dynamic presentation. Learn to: Design, edit, and animated slides with transitions and other special effects. Then, prepare and deliver your presentation.

COM036-61 • 2 sessions; 6 hours
Day: Saturday • Dates: 11/12 – 11/19
Time: 9:00 am – 12:00 pm • Room: E-101
Instructor: Bob Matchett
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Introduction to Adobe Photoshop

This hands-on course will teach you how to edit a Photoshop image, use selection tools, and use layers.

COM174-41 • 4 sessions; 12 hours
Day: Wednesday • Dates: 9/28 – 10/19
Time: 6:30 pm – 9:30 pm • Room: E-101
Instructor: TBA
Cost: \$286 (Tuition \$180, Lab \$96, Materials \$10)
Textbook additional - *Adobe Photoshop CS3: Complete Concepts and Techniques, 1st Edition*

Intermediate Adobe Photoshop

Move beyond the basics to take an in-depth look at drawing and painting with color, enhancing and repairing photos, and creating color channels and actions.

COM176-41 • 4 sessions; 12 hours
Day: Wednesday • Dates: 10/26 – 11/16
Time: 6:30 pm – 9:30 pm • Room: E-101
Instructor: TBA
Cost: \$286 (Tuition \$180, Lab \$96, Materials \$10)
Textbook additional - *Adobe Photoshop CS3: Complete Concepts and Techniques, 1st Edition*

Advanced Adobe PhotoShop

This course focuses on the more advanced aspects of Photoshop. Topics covered include: Applying filters and patterns, working with vector graphics, using web tools.

COM177-41 • 2 sessions; 6 hours
Day: Wednesday • Dates: 11/30 & 12/7
Time: 6:30 pm – 9:30 pm • Room: E-101
Instructor: TBA
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

PERSONAL ENRICHMENT

NEW - Introduction to Photography

Taught by a highly accomplished professional photographer, this course is a comprehensive overview of photography including its history, techniques, camera functions, and creative processes. This will allow students to gain the most out of any camera, including simple point-and-shoot to professional digital SLR's.

LLL210-41 • 8 sessions; 12 hours
Days: Friday • Dates: 9/23 – 11/11
Time: 6:30 pm – 8:00 pm • Room: E-105
Instructor: Armand Ensanian • Cost: \$145

Genealogy for the Beginner

Designed for the beginner, this class will teach you what genealogy is all about and how to get started. Basic research techniques will be discussed and everyone will create a simple family tree. Plan the next steps to expanding your tree and gain basic skills in doing genealogy for your family. No computer skills required at this level.

LLL249-41 • 3 sessions; 6 hours
Days: Tuesday • Dates: 9/6 – 9/27
Time: 7:00 pm – 9:00 pm • Room: E-105
Instructor: Cathy Cowing • Cost: \$69

Genealogy Online

Grow your family tree with online research. Learn to use Ancestry.com; explore online data base, archive and digital libraries; find out how to discover your family's roots right from the comfort of your own computer. Basic PC skills required and a free trial subscription of Ancestry.com is useful, but not required. (Trial subscription does require a credit card)

LLL250-41 • 4 sessions; 8 hours
Days: Tuesday • Dates: 10/4 – 10/25
Time: 7:00 pm – 9:00 pm • Room: E-105
Instructor: Cathy Cowing • Cost: \$85

Family History

Make your family chronicle come alive by placing your ancestors into the context of history! Explore what the world was like and how to put this information, in detail, into your family tree. Acquire the researching skills necessary to bring meaningful detail to your genealogical research.

LLL248-41 • 4 sessions; 8 hours
Days: Tuesday • Dates: 11/1 – 11/29
Time: 7:00 pm – 9:00 pm • Room: E-101
Instructor: Cathy Cowing • Cost: \$85

Gardening Workshops with Master Gardener Cindy Megill

Getting Back to your ROOTS with Plant Propagation

We will discuss and use the basic techniques for propagation of houseplants, perennials, annuals, shrubs, etc. Students will put their newly learned techniques to use propagating. (\$15 material fee payable to instructor)

LLL225-41 • 3 sessions; 6 hours
Day: Tuesday • Dates: 10/11 – 10/25
Time: 6:00 pm – 8:00 pm • Room: E-127
Instructor: Cindy Megill • Cost: \$75

NEW - Exploring the Horticulture Industry

Explore the requirements and demands of this very diverse industry that has so many options and opportunities. Isn't it time you earned money doing something you love?!

LLL235-41 • 1 sessions; 2 hours
Days: Tuesday • Date: 11/22
Time: 6:00 pm – 8:00 pm • Room: E-127
Instructor: Cindy Megill • Cost: \$25

NEW - Building Terrariums

Terrariums are all the rage again! Learn about the history of this novelty garden; its counterparts; and how to care for this microclimate. Students will assemble a terrarium to bring home. Please bring a 1 gallon glass or plastic container with a top opening large enough to fit your hand. (\$25 material fee payable to instructor)

LLL218-41 • 1 sessions; 2 hours
Day: Tuesday • Date: 12/5
Time: 6:00 pm – 8:00 pm • Room: E-127
Instructor: Cindy Megill • Cost: \$25

Personal Watercraft & Boating Safety

This course is for operators of powerboats 16 years of age & over. Boat handling, rules of the water, safety regulations, necessary equipment, and legal responsibilities will be covered. Upon successful completion of course and homework assignments, this course is State-approved for issuance of the New Jersey Boating Safety Certificate. Note: Ages 13-15 can only be certified for operation of small boats with under 10 horsepower or electric engines; ages 16 and older may be certified for power boats and personal watercraft. NASBLA approved.

LLL280-41 • 2 sessions; 7 hours
Days: Wednesday & Thursday
Dates: 8/17 & 8/18
Time: 6:30 pm – 10:00 pm • Room: TBA
Instructor: Coast Boating School • Cost: \$75
LLL280-42 • 2 sessions; 7 hours
Days: Wednesday & Thursday
Dates: 9/14 & 9/15
Time: 6:30 pm – 10:00 pm • Room: TBA
Instructor: Coast Boating School • Cost: \$75

Defensive Driving and Insurance Reduction Course

This course, offered through A-1 Peck Driving School, is the state-approved six hour Point and Insurance Reduction Course that will reduce your violation record by two points. You will also be entitled to a minimum 5% off your auto insurance for three years (check with your insurance company for details). The course fee includes a workbook and certificate. (Course can only be taken once every 5 years for point removal.)

LLL133-71 • 1 session; 6 hours
Day: Saturday • Date: 10/15
Time: 9:30 am – 4:00 pm
Room: A-1 Peck Driving School, Mine Hill, NJ
Instructor: A-1 Peck Driving School • Cost: \$85
LLL133-72 • 1 session; 6 hours
Day: Saturday • Date: 11/12 •
Time: 9:30 am – 4:00 pm
Room: A-1 Peck Driving School, Mine Hill, NJ
Instructor: A-1 Peck Driving School • Cost: \$85

PERSONAL FINANCE

Marion Cuff, Principal of The Grace Financial Group in Sparta, is an independent Financial Advisor serving her clients since 1987. Marion Cuff is a Registered Representative offering securities and investment advice through FSC SECURITIES CORPORATION (Member FINRA/SIPC)

Philanthropy & You – Donor Advised Fund

How do you decide to donate to a charity? Typically we respond to a solicitation, donate to a favorite charity at the death of a friend or relative. Rushing, so many requests in the mail causes us to "react" rather than come from a unified, thoughtful expression of what moves us.

When you give to a favorite charity learn how your financial picture can benefit. Learn how Donor Advised Fund giving works, learn how to evaluate the charities you currently support, to reduce your taxes when you donate and to organize your giving around a core system.

Join us to for a lively, inter-active learning experience that will open up a clearer, more-focused path to your charitable giving.

LLL266-61 • 1 sessions; 1 hour
Day: Saturday • Date: 10/1
Time: 9:30 am – 10:30 am • Room: E-105
Instructor: Marion Cuff, The Grace Financial Group • Cost: \$20

WAM: Women & Money – The Perfect Relationship

There's a tendency in our society to make money and financial planning very complicated. Take charge of your finances and educate yourself about money. This workshop shows you how in simple language, no jargon.

NEW JERSEY SCORE

Who is SCORE?

SCORE, Counselors to American's Small Business is a volunteer organization composed of successful business people dedicated to assisting Sussex County small business owners. SCORE can help with information about opening a business, as well as provide advice to existing small business owners on how to grow or to revitalize their businesses. Counseling services are always FREE and CONFIDENTIAL, and you can meet with a local Sussex County SCORE counselor as often as required. To make an appointment to meet with a local SCORE counselor here at SCCC or to obtain more information, please call **973-300-2140**. For more information about SCORE services visit: njscore24.org

We will explore how to save for retirement, clarify your values, strategy to grow your future and where your money goes.

BUS129-41 • 2 sessions; 6 hours
Day: Tuesday • Dates: 9/13 & 9/20
Time: 6:00 pm – 9:00 pm • Room: TBA
Instructor: Marion Cuff, The Grace Financial Group • Cost: \$75

PROFESSIONAL & CAREER

New Pathways 24 Hour Pre-Service Program - Required for Entrance to NPTNJ Stage I

This course is required for entrance into Stage I of the New Pathways to Teaching in New Jersey. Discussion will include Diversity; Technology; Productivity & Professional Practice; and the Home-School Connection. NPTNJ Stage I applicants are required to complete 4 additional hours of classroom observation. Required Text: *Guide for Alternate Route Teachers* by Frances A. Levin & Mary Alice Mccullough.

PDV220-41 • 6 sessions; 20 hours (Plus additional 4 hours of observation)
Day: Monday • Dates: 9/13 – 10/17
Time: 6:00 pm – 9:20 pm • Room: TBA
Instructor: Ellen Kolonoski • Cost: \$200
PDV220-42 • 6 sessions; 20 hours (Plus additional 4 hours of observation)
Day: Monday • Dates: 11/7 – 12/12
Time: 6:00 pm – 9:20 pm • Room: TBA
Instructor: Ellen Kolonoski • Cost: \$200

Certified Substitute Teacher

Anyone who has earned at least 60 college

JOIN THE SENIOR WALKING CLUB

Walk your way to health in SCCC's Gym every weekday from 9:00 am to 10:00 am starting September 19. Regular walking has proven to have many positive benefits such as increasing stamina and energy, weight loss, and even reducing the risk of heart disease, high blood pressure, and anxiety, just to name a few. In the Walking Club, you can walk at your own pace, in the comfort of our Gym which has a high tech shock absorbing floor. Please consult your physician before starting this or any exercise program.

Call (973) 300-2140 to register

credits can apply for substitute teacher certification. This course has been prepared and offered in cooperation with the Sussex County School District Superintendents. You will learn classroom management techniques, using lesson plans, and establishing rapport and credibility quickly.

This course has been combined with the New Pathways 24 hour pre-service program. Please see above for additional course information.

Note: The 4 hour observation requirement is not applicable to this course.

Food Safety for Food Handlers Certificate

Presented in conjunction with the Sussex County Division of Health and Human Services, this 3-hour course will provide attendees with the necessary skills required to safely handle consumables. Topics will include a review of hazards, personal hygiene, equipment sanitation and pest control. This course satisfies the Food Handlers Sanitation Training as required by the Sussex County Division of Health.

PDV236-41 • 1 session, 3 hours
Day: Friday • Date: 9/16

Time: 9:00 am – 12:00 pm • Room: E-105
Instructor: Peter Bilby, B.S., M.S., and a NJ registered Environmental Health Specialist
Cost: \$29

PDV236-42 • 1 session, 3 hours
Day: Saturday • Date: 10/8

Time: 9:00 am – 12:00 pm • Room: E-105
Instructor: Peter Bilby, B.S., M.S., and a NJ registered Environmental Health Specialist
Cost: \$29

PDV236-43 • 1 session, 3 hours

Day: Wednesday • Date: 11/16

Time: 6:00 pm – 9:00 pm • Room: TBA

Instructor: Peter Bilby, B.S., M.S., and a NJ registered Environmental Health Specialist
Cost: \$29

ServSafe® – 1-day Training Course

Maximize your efficiency while learning the industry's standard in safety training from ServSafe®. Our 1-day training course features 8-hours of instructor led training including your exam. (A minimum test score of 75% is needed for food safety certification with the National Restaurant Assoc. Education Foundation)

A required course for most managers, our ServSafe® training course will provide you with the tools needed to identify and prevent food borne illnesses. It will help to identify problem areas in the flow of food throughout your operation and provide you with the tools to minimize risk factors. Everyone knows that cleanliness is important. In this class, sanitation is presented in a practical, applicable manner, including pest control issues.

Course requirements: We will be using the ServSafe® 5th edition Coursebook (NOT Essentials), including the exam answer sheet, MUST be purchased and studied in advance of the 8 hour review course including all practice questions at the end of each chapter. The textbook may be purchased through the SCCC Bookstore. Alternate language textbooks are available. Please make your request during registration. If you are sharing a book, you may also purchase an exam separately for \$41. Please be sure to include this on your registration form as a separate line item.

The test will begin promptly at 4 pm immediately following the instruction and review. Alternate language exam must be order three weeks in advance to allow for special exam order.

Please register at least 2 weeks in advance of the start date.

Course #: PDV140

Test Language-English, Spanish, Chinese, Korean, Japanese, French Canadian

Available Dates: 10/21, 11/11 & 12/2

Time: 8:00 am – 5:00 pm

Location: Building E (Call or check the website for room assignment)

Cost: \$110 (Book is NOT included and must be purchased separately)

Instructor: Lisa Krauss-Utter, SCCC Hotel & Restaurant Management

Two forms of ID (one photo) are required in order to take the exam which must be presented at beginning of the class.

There will be a 30 minute break for lunch so please plan to bring lunch and a beverages.

ServSafe® Re-Test

If you missed the 75 percent needed to pass the ServSafe® Certification exam, we are offer-

ing two re-test dates. The re-test includes the exam answer sheet but NOT the class. Please arrive at the classroom by 3:30 pm for the exam portion of the class. If you need an alternate language exam, please specify on your registration form. Please register 3 weeks in advance for alternate language exams.

Re-Test #: PDV177

Test Language-English, Spanish, Chinese, Korean, Japanese, French Canadian

Available Dates: Re-tests are available during any test date by prior approval

Time: 3:30 pm – 5:00 pm

Location: Building E (Call or check the website for room assignment) • Cost: \$75

Instructor: Lisa Krauss-Utter, SCCC Hotel & Restaurant Management

UNIFORM CONSTRUCTION CODE PROGRAM

The following courses are approved for licensure by the New Jersey Department of Community Affairs (DCA) pursuant to NJAC:5:23-5. These courses are open to anyone with an interest in construction and mandatory for those desiring licensure.

Licensing questions should be directed to the Licensing Unit at (609) 984-7834 where you can obtain a licensing application packet. It is suggested that you review this packet before you take the course. Tuition reimbursement may be available.

The Uniform Construction Code Act and Regulations or "Blue Book" is a required text for any and all Uniform Construction Code Courses. Please contact the DCA's Publications Unit at (609) 984-0040 as soon as possible since you need to allow four to six weeks for delivery.

Building Inspector RCS

This 90-hour course provides students with the knowledge required by the State for licensure under this title. Topics include: structural design and analysis techniques, wood framing construction foundations; materials and standards, field identification of requirements, inspection techniques, inspection tools and methods; and related topics from the International Building code and International Resident Code. Textbook required.

PDV169-41 • 30 sessions; 90 hours

Days: Tuesday & Thursday • Dates: 9/13-12/22

Time: 6:00 pm – 9:00 pm • Room: E-128

Instructor: Keith Utter • Cost: \$825

Construction Official

This 45-hour course is comprised of four main areas of instruction: Administration of the Uniform Construction Code as the local enforcing agency; legal aspects of code enforcement including related legislation; administrative and fiscal responsibilities toward the governing body; and review of the subcode responsibili-

ties. Required text: The Uniform Construction Code Act & Regulations or "Blue Book".

PDV211-41 • 15 sessions; 45 hours
Day: Wednesday • Dates: 9/14 – 12/21
Time: 6:00 pm - 9:00 pm • Room: E-128
Instructor: Keith Utter • Cost: \$575

Community Education of Sussex County Community College is licensed by the New Jersey Real Estate Commission to conduct courses of education in Real Estate subjects.

Real Estate Sales Pre-Licensing Course

This course prepares students to take the NJ state examination to become a licensed NJ Real Estate Salesperson. Successful completion of this course is required to be eligible to take the state examination. **Prerequisite:** Salespersons must be 18 years of age and have a High School diploma or successful completion of a G.E.D. program.

PDV205-41 • 20 sessions, 75 hours
Days: Tuesday & Thursday • Dates: 9/13-11/17
Time: 6:00 pm – 9:45 pm • Room: TBA
Instructor: Salvatore Cittadino, Jr.
Cost: \$425 (Textbook additional. *Essentials of New Jersey Real Estate* can be purchased at the college bookstore.)

Education for New Jersey Notaries

There is a growing need for Notaries Public in many professions including financial, real estate, business and, the legal profession. You will be given detailed instructions on how to obtain your notary commission for the State of New Jersey. Additionally, you will acquire skills and tools to complete your state assigned job duties as described by the New Jersey Department of Revenue. Completion of this course will give any notary, both new and renewing, the ability to perform all notary duties.

PDV125-41 • 1 session; 4 hours
Day: Wednesday • Date: 10/5
Time: 6:00 pm – 10:00 pm • Room: TBA
Instructor: Jennie Stormes, Notary Public, Certified Notary Signing Agent, Owner, Academy for Notaries by Jennie Stormes • Cost: \$65

New Jersey Mobile Notary Signing Agent

This course is designed to assist the current notary with a knowledge, understanding and training for the sub-specialty as a notary signing agent. A Notary Signing Agent handles loan document packages for lenders, mortgage companies and other financial institutions.

Training is comprehensive and will provide instruction and guidance within the position of the notary public. More in-depth coverage of the office of a Notary Signing Agent will be explored. You will also get an understanding the

loan signing industry and where you fit in. You will follow a signing from "Start to Finish", learn to avoid common mistakes and errors, see actual loan documents, and take home practice documents.

PDV159-61 • 1 session; 6 hours
Day: Saturday • Date: 11/12
Time: 9:00 am – 5:00 pm • Room: TBA
Instructor: Jennie Stormes, Notary Public, Certified Notary Signing Agent, Owner, Academy for Notaries by Jennie Stormes • Cost: \$125

ATTENTION: Qualified Unemployed and Dislocated Workers. Financial assistance may be available for the following courses, through Morris/Sussex/Warren Employment & Training Services. Call the Sussex County Office of Employment & Training Services at 973-383-1048 for more information.

Office Administration Certificate Program

Looking to re-enter the workforce but lacking the know how needed to compete in today's fast changing workplace? Learn the technology skills that businesses need. This 12-week, 240 hour certificate program teaches you the skills you need to obtain an administrative, clerical, or secretarial position. The course covers the following computer skills and relevant job searching and retention skills:

Keyboarding, Computer Basics & Terminology, File Management, Word Processing using Microsoft Word, Spreadsheets using Microsoft Excel, Internet and E-Mail, Database using Microsoft Access, Presentation Skills using Microsoft PowerPoint, and QuickBooks.

You will also learn office equipment use and other skills training including: Cover Letter and Résumé Writing, Telephone Etiquette, Time Management, Effective Customer Service, Effective Speaking, and Interviewing Skills

PDV243-01 • 48 sessions; 240 hours
Days: Monday, Tuesday, Wednesday, Thursday
Time: 9:00 am – 2:30 pm
Cost: \$4000 (Tuition \$2400, Lab & Materials \$1600)

Classes are on going.
Call 973-300-2287 for specific details.

ENCORE LEARNING

Personal Computer Fundamentals

This hands-on course is designed for the beginner computer user. Learn how to find your way around the personal computer. You will also learn PC concepts and the use of Windows Operating System, and how to manage files and folders.

SEN110-01 • 3 sessions; 9 hours
Day: Tuesday • Dates: 9/20 – 10/4
Time: 9:30 am – 12:30 pm • Room: E-101
Instructor: TBA • Cost: \$75

Exploring the Internet

Learn how to use popular search engines to find what you want on the Internet, and navigate the World Wide Web. Learn how to research information about health issues, travel, shopping, movies, books, and much more!

SEN111-01 • 2 sessions; 4 hours
Day: Tuesday • Dates: 10/11 & 10/18
Time: 9:30 am – 11:30 am • Room: E-101
Instructor: TBA • Cost: \$55

Setting Up a Free E-mail Account

Yahoo, Hotmail, and Gmail all offer free e-mail accounts. Learn to create an e-mail account, compose and send messages, manage your inbox, filter mail, organize contacts and much more.

SEN115-01 • 2 sessions; 4 hours
Day: Tuesday • Dates: 10/25 & 11/1
Time: 9:30 am – 11:30 am • Room: E-101
Instructor: TBA • Cost: \$55

Microsoft Word

This hands-on course will teach you how to create, edit, save and print a document using Microsoft Word. You will also learn to use the formatting tools to change fonts, add bold color, and italics to your documents.

SEN132-01 • 2 sessions; 4 hours
Date: Tuesday • Dates: 11/8 & 11/15
Time: 9:30 am – 11:30 pm • Room: E-101
Instructor: TBA • Cost: \$55

Introduction to Social Networking

Discover an exciting way of interacting and obtaining information using social networking communities. Learn to find networking sites that are fun, interactive, and informative. Connect with friends and family and make new friends worldwide.

SEN122-01 • 2 sessions; 4 hours
Date: Tuesday • Dates: 11/22 & 11/29
Time: 9:30 am – 11:30 am • Room: E-101
Instructor: TBA • Cost: \$55

NON CREDIT ONLINE COURSE



These instructor-facilitated online courses are informative, fun, convenient, and highly interac-

tive. Instructors are famous for their ability to create warm and supportive communities of learners.

All courses begin every month and run for six weeks (with a two-week grace period at the end). 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.

Many of these courses are priced at \$95. Individual course prices vary.

How to Get Started:

1. To see all the courses ed2go offers, visit our website at sussex.edu/ce (or go directly to www.ed2go.com/sussexctytecctr)

2. Follow the Online Distance Learning link to our online courses. Click the link for ed2go. Click the Orientation link and follow the instructions to enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course. This step is critical! You cannot access your course until you complete orientation.

3. When your course starts, return to the Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the name and password you provided during orientation.

Requirements: All courses require Internet access, e-mail, a current version of a commonly used web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for access to complete course descriptions, student evaluations, instructor biographies, requirements, and other information.

Our Top five Online Courses

1. Introduction to Microsoft Excel 2007
Discover dozens of shortcuts and tricks for set-

ting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.

2. Accounting Fundamentals

Demand for skilled accountants currently exceeds supply. Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

3. Creating Web Pages

Learn how to design, create, and post your very own site on the Internet's World Wide Web using HTML. Discover low-cost marketing techniques and search engine strategies.

4. Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

5. Medical Terminology: A Word Association Approach

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.



Gatlin Educational Services

An Online Comprehensive Career Certificate Program

We offer online career training courses in partnership with Gatlin Education Services. These are career-focused online courses designed to provide you with the skills necessary to acquire professional caliber positions in many in-demand occupations.

These instructor-facilitated courses are avail-

able anytime, anywhere. All you need is a web-enabled computer and a desire to learn skills that will prepare you for a new career or update current skill sets. And even though you don't have to attend class, you won't be on your own. A team of available online professionals, anytime scheduling, and educational textbooks combine to give you a relevant, interactive learning experience.

We offer courses in Healthcare, Business/Legal, Internet/Computer/IT Certification (Microsoft and CompTIA Official Curriculum), Professional/Technical/Design, Construction, Video Gaming Design and Development, and Sustainable Energy and Going Green. For a complete listing of all titles, please visit our website at gatlineducation.com/sussexce/. Financing is available through Gatlin.

Below are just two of the courses that are available:

Administrative Professional with Microsoft Office Specialist 2007 Training

240 hours – Cost \$2295

Administrative Professionals are the largest segment of the office workforce! Over 4.1 million secretaries/administrative assistants are employed in the United States, according to the latest statistics from the U.S. Bureau of Labor. In addition, approximately 300,000 secretaries/administrative professionals are employed in Canada, and millions more work in businesses all over the world.

The Administrative Professional plays an increasingly vital and skilled role in today's (and tomorrow's) office. The Administrative Professional's job today requires skills in management functions and technology, including project management, integrated computer software applications, organization and scheduling, Internet/Intranet communications and research, document preparation, storage, and retrieval, with emphasis on electronic record-keeping, customer service, and public relations.

Administrative Professionals are handling a wider variety of duties beyond strictly clerical roles. Today's AP often purchases office equipment and supplies, plans meetings and special events, works closely with vendors and suppliers, creates and gives presentations, interviews, orients and supervises other staff, writes and edits documents, schedules events and facilities, coordinates direct mailings, maintains multiple schedules and calendars, handles messages and correspondence (with voice mail, e-mail, and regular postal mail), maintains computer files, directories, and databases, and more.

A typical day for today's administrative assistant can include:

- Developing a production report using spread sheet software

**English for Speakers of Other Languages
FREE**

AMERICAN LANGUAGE AND CIVICS

These are life skills and language acquisition courses for English Language Learners. Grammar, vocabulary development, and speaking skills are developed with emphasis on practical topics needed for day-to-day living in the United States.

Levels II, III, and IV: SCCC Campus - Monday and Wednesday 6:30 -9:10

Registration: August 22, 24, 29 and 30 • Student Center: Room D305 • 6 - 8 pm
Classes begin, Wednesday, September 7, 2011

Level I: Christ's Church, 62 Main Street, Newton, Tuesday 5:00-7:30

Registration: Christ's Church • Tuesday, September 6 • 5 pm
Class Begins, Tuesday, September 6, 2011

Students must attend 80% of classes to receive a certificate

Contact: vstruck@sussex.edu or 973-300-2157

- Preparing charts, slides, and handouts for a management presentation
- Corresponding via phone, fax, or e-mail with clients all over the world
- Researching a topic on the Internet
- Coordinating a videoconference
- Scheduling an airline flight and purchasing tickets over the Internet
- Supervising and training a coworker
- Effectively representing management at a meeting

This course is designed to give you the valuable skills that will give an edge in the workforce. Our unique course gives you the skills needed to be a successful administrative professional as well as training on the Microsoft Office Suite of programs and optional QuickBooks training.

Video Game Design and Development

500 hours – Cost \$1995

Are you ready to take on a challenge that will always be interesting, push you to your intellectual limits, and still be fun? Video Game Design and Development is challenging, but the rewards are worth it. With our unparalleled comprehensive training program, you will master skills that open doors to the growing video game industry.

Developing and managing the complex environments for games and related visualization applications is a challenging task, but with the right training and with professional guidance, the challenge becomes much less daunting. Using a comprehensive and analytical approach to game engine architectures, this program offers students the opportunity to learn how to effectively implement game ideas. A reasonable familiarity with computers and a background in high school level mathematics are all that is assumed. No prior game or graphics programming experience are necessary.

The curriculum is divided into eight modules covering five major areas of study: programming languages, mathematics skills, 3D graphics pipeline programming, real-time game engine architectures, and artificial intelligence algorithms.

The Video Game Design and Development program is an appropriate starting point for students who seek a professional career as a game developer. It is also well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor.

Insurance Professionals

Community Education and 360 Training offer online courses for professionals in the Insurance industry. Completion of these course(s) provides the required 48 credit hours needed for license renewal. Some of the courses of-

ferred are:

- Fundamentals of Mortgage Lending
- Life, Health, Disability & Long-Term Care
- Introduction to Property & Casualty and the Insurance Contract
- Principles of Insurance
- Property Insurance
- Wills & Trusts

For additional information and a complete list of available courses, visit 360training.com

Project Management (PMI) Certification Prep Course

Cost \$850

PMI offers the Project Management Professional (PMP®), the Certified Associate in Proj-

ect Management (CAPM®), the Organizational Project Management Maturity Model (OPM3®) ProductSuite certification, and for individuals who manage programs, the new Program Management Professional (PgMP-SM) credential.

The PMP is the most distinguished and valued credential you can obtain in project management, while the CAPM is considered an essential step for project team member practitioners new to project management, as well as qualified undergraduate and graduate students. The PgMP is PMI's newest and most rigorous credential, and is for the professional in program management. Through two additional certifications, OPM3® ProductSuite, PMI Certified OPM3 Assessor, and PMI Certified OPM3 Consultant PMI presents an opportunity for those in the assessment and consulting community to

Prepare for a Greener Future!



The green industry, including building and energy efficiencies, is experiencing tremendous growth! Ed2go now offers premier building performance programs designed to prepare students to enter the green workforce or transition into a new green job. Below is a listing of the current green programs. Please reference the program description for certification eligibility.

Principles of Green Buildings

This program teaches individuals in the building, remodeling, or trade industry the principles of making buildings perform more efficiently. Contact hours: 30

Performing Comprehensive Building Assessments

This intermediate program is geared toward conducting visual building inspections, performing diagnostic testing, and determining residential building improvement opportunities in the field; then documenting a home's performance, and prioritizing improvements for homeowners. Contact hours: 30

Senior Certified Sustainability Professional

This program is designed to prepare students to become leaders in the green collar economy. The certification exam is included at no additional cost. Contact hours: 110

Certified Indoor Air Quality Manager (CIAQM)

This program is perfect for facility managers, building engineers, and health and safety officers who want to improve the indoor air quality (IAQ) of buildings. Contact hours: 16

Certified Green Supply Chain Professional

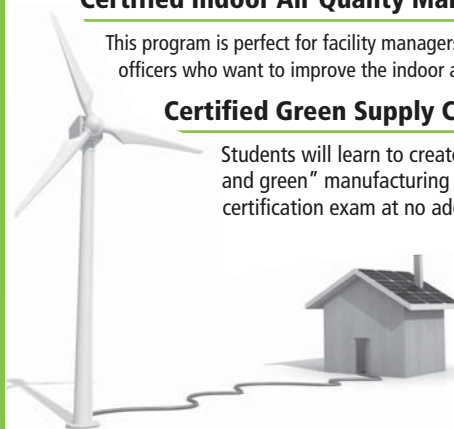
Students will learn to create sustainability programs and apply "lean and green" manufacturing strategies. This program also includes the certification exam at no additional cost. Contact hours: 60

Certified Indoor Environmentalist (CIE)

This program teaches all of the practical steps needed in order to make indoor environmental assessments, including how to take samples and how to resolve common IAQ problems. Contact hours: 32

To learn more or enroll,

please visit www.gatlineducation.com/sussexce/



support organizations looking to improve their enterprise-wide project management maturity and capability. To register for this course call 973-300-2140.



Bank Teller Training

Take Charge! Achieving Teller Excellence is a comprehensive online program that teaches you the knowledge, skills and attitude that make bank tellers successful. Upon completion students certified with our bank teller training program jump start their career in today's banking industry.

The program is designed to prepare you for real-world bank teller jobs. From how to count money to bank regulation compliance participants will receive industry leading bank teller training. Delivered online, the entire semester long course is accessible from any internet connection.

Take Charge! Achieving Teller Excellence is developed by the Edcomm Group. It has been developed and tested over 22 years. Hundreds of banks have used Edcomm's expertise to train their bank employees. Now you can benefit from the same professional techniques!

The course is result oriented assuring you learn skills that are applicable in the bank teller industry. The program lasts for a 3-month long semester. After you begin, the program tracks your progress and allows you to continue at your own pace. This program will welcome you into the exciting world of banking by giving an

overview of the industry and a taste of the challenge of being a bank teller. *Take Charge! Achieving Teller Excellence* teaches how to process and settle transactions quickly and correctly, be mindful of compliance issues that affect your work, how to use the teller workstation and more.

Upon completion you can be instantly certified. The online tracking process delivers your bank teller certification. The certification is notice to banks that you have completed and passed *Take Charge! - Achieving Teller Excellence*, taken initiative, are educated and possess the skills they wish to hire. Certification is unique to each student and is verified by the online progress report.

The program costs \$595 and students can register by calling 973-300-2143. A temporary password and log-in will be provided. For more information on any of these online courses, visit our web site at sussex.edu/ce

SAT & PSAT PREP

SAT and PSAT Prep

The SAT is a major factor in college admissions and in the granting of scholarships.

The course reviews all of the material covered on the exam and gives test-proven strategies that can substantially increase scores. Taught over six sessions, learn how to write winning personal statements for college applications and to deal with test anxiety. **REQUIRED TEXT:** Barron's *How to Prepare for the New SAT* (2005 or newer), is required and should be brought to first class.

YTH115-41 • 6 sessions; 12 hours
 Day: Thursday • Dates: 8/23 – 9/27
 Time: 6:00 pm - 8:00 pm • Room: E-105
 Instructor: Deborah Henegan • Cost: \$300



The LACE program is intended is to keep developmentally disabled adults in an educational and social setting. The students will work in a classroom setting with a Special Education Instructor supervising the instruction and with College student mentors. The program is designed to strengthen skills in the following areas: Life Skills, Social Skills, Language Arts Literacy, Mathematics, Social Studies, Health, and Independent

Living Skills. The class routinely includes visits to the College's student center, guest speakers and occasional field trips.

The College makes every effort to provide one-on-one volunteer mentors for those students who are not able to work independently. If the student performs best with one-on-one instruction, accommodations will need to be made by the parent/guardian in order for the student to participate if a mentor is not available through the College.

Limited to 12 participants. First come, first served.

PDV164-41 • 14 sessions; 28 hours
 Day: Wednesday • Dates: 9/7 – 12/14
 Time: 4:30 pm – 6:30 pm • Room: E-105
 Instructor: Patti Nugent • Cost: \$175

Motorcycle Rider Course



Sussex County Community College, in partnership with Rider Education of New Jersey, is offering the following Motorcycle Rider Education course.

Beginner Rider Course

In the Beginner Rider Course (BRC), you will experience motorcycling and street skills. The BRC, approved by the Motorcycle Safety Foundation and the New Jersey Department of Highway Traffic Safety, is designed to teach the novice motorcyclist the basic skills and mental strategies required to ride. The course consists of 15-20 hours of combined classroom and hands-on training time on our range. Motorcycles and helmets are provided by Rider Education. This course is a must for anyone interested in obtaining a motorcycle license.

Courses run every Friday, April through October

Schedule: (actual times may vary)

Friday 6:00 pm to 10:00 pm
 Saturday 7:30 am to 5:00 pm
 Sunday 7:30 am to 5:00 pm

Rain date times may vary, however, so please leave the whole day open. Bring a brown bag lunch.

Cost: \$250

Please call 800-893-RIDE for more information or to register visit www.renj.com.

Experienced Rider Course
 Please call 800-893-RIDE

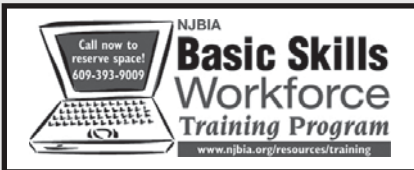


Looking for a Career Makeover?

SCCC offers New Pathways to Teaching in New Jersey (NPTNJ), an Alternate Route Teacher Certification.

For more information on this and other Workforce Ready Programs available at SCCC please call Community Education and Workforce Development

(973) 300-2287 or visit sussex.edu/ce



NJBIA & NJCCC Workforce Training Grant at Sussex County Community College

Sussex County Community College and NJBIA are pleased to announce the basic-skills training program. This program will directly benefit businesses and employees.

This project represents a partnership between the New Jersey Business & Industry Association (NJBIA), the New Jersey Community College Consortium for Workforce and Economic Development, and the NJ Department of Labor and Workforce Development.

The following classes are provided at no charge. Employees must meet the following eligibility requirements:

1. Employed at least 20 hours per week
2. Be paid by employer at their usual hourly rate while in training
3. Have a valid Social Security number

NOTE: Employer must have a valid FEIN number

Basic PC Skills – Windows Operating System

This class is for non-computer users seeking to gain a basic understanding of the PC components and operations in the Microsoft Windows environment including proper start-up and shut-down of Windows operating system, running application programs, managing and organizing files and folders and printing.

CST102-01 • 2 sessions; 8 hours
Day: Friday • Dates: 9/23 & 9/30
Time: 9:00 am – 1:00 pm • Room: E-101

Basic PC Skills – Microsoft Word - Level 1

This class will introduce you to the basic operations of Microsoft Word at the beginning level. Learn to: Create and Edit a Document, Format Paragraphs and Pages, Create a Bulleted or Number List and much more.

CST103-01 • 2 sessions; 8 hours
Day: Friday • Dates: 10/14 & 10/21
Time: 9:00 am – 1:00 pm • Room: E-101

Basic PC Skills – Microsoft Word – Level 2

This class will move beyond the basics of Microsoft Word. Learn to: Create a Table, Create a Mail Merge Document, Draw and Work with Graphics and much more.

CST104-01 • 2 sessions; 8 hours
Day: Friday • Dates: 10/28 & 11/4
Time: 9:00 am – 1:00 pm • Room: E-101

Basic PC Skills – Microsoft Excel – Level 1

This class will introduce you to Microsoft Excel basics including creating spreadsheets, formulas, functions, text, formatting and charts. At the completion of the class you will be able to perform basic level excel skills such as modifying an existing worksheet, building worksheets, copying and moving cells, and much more.

CST105-01 • 2 sessions; 8 hours
Day: Friday • Dates: 11/11 & 11/18
Time: 9:00 am – 1:00 pm • Room: E-101

Basic PC Skills – Microsoft Excel – Level 2

This class will reinforce the elements introduced in Basic PC Skills – Microsoft Excel – Level 1 and expand upon that base to include more complex but necessary activities such as functions, charts, linking worksheets, adding pictures and more.

CST106-01 • 2 sessions; 8 hours
Day: Friday • Dates: 12/2 & 12/9
Time: 9:00 am – 1:00 pm • Room: E-101

Basic PC Skills - Microsoft Outlook

This class will introduce you to the proper use of e-mail as a job related tool including sending clear messages, receiving, replying and deleting messages, disposing of junk mail and sending and opening fine attachments.

CST107-01 • 1 session; 4 hours
Day: Friday • Date: 12/16
Time: 9:00 am – 1:00 pm • Room: TBA

Visit our website sussex.edu/ce/ for a registration form and additional information.

Community Education Registration Only

Mail or Fax to:

**SCCC/CE - One College Hill Road • Newton, NJ 07860
 Fax: (973) 300-2278 • Phone: (973) 300-2140**

**Register for our courses
 online at
sussex.edu/ce/registration**

SCCC/CE REGISTRATION FORM ONLY

Name _____ Date of Birth _____ Male Female

Mailing Address _____ City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____ Email _____

METHOD OF PAYMENT

Check or Money Order # _____ (make payable to SCCC/CE)
 Credit Card Visa MC Am Ex Discover Security Code _____
 Card # _____ Exp. Date _____

Name on Card _____ Signature _____

Date _____ Received by Mailed Faxed In Person Phone

I authorize SCCC, in the event of a campus emergency, to contact me via the cell phone number listed below.

Course Number	Course Title	Day(s)	Date	Time	Cost

Please note: All paper & telephone registrations will be charged a \$10 convenience fee, with the exception of no-charge classes. Online registrations will NOT be charged. Please refer to the online registration procedures.

Total Amount Due _____
 (Subject to our refund policy)

No confirmation letters will be mailed out when you register. Keep this course guide for start date, time and location information.

Additionally, you may check our website: www.sussex.edu/ce for current classroom assignments. If a class is cancelled by the College, you will be notified by either telephone or e-mail. Otherwise, please report to the classroom on the day of the class as posted.

Statistical Information: In order to comply with state and federal requests for statistics, we ask that you please answer these questions. All information you provide is strictly confidential in accordance with the Family Educational Rights and Privacy Act of 1974. Thank you for your help.

Ethnic Background:

Native American African-American Asian/Pacific Islander
 Hispanic White Other

Sex: Female Male **Birthdate** _____ / _____ / _____