

"My success is due to the strong academic foundation and support I received at SCCC"

*Kai - SCCC 2007 Graduate, Rutgers 2010 Graduate,
North Carolina State University College of Veterinary Medicine*

**Sussex
County**
COMMUNITY COLLEGE



COURSE GUIDE

*Sign up
Today for
Spring 2011*

- Credit Courses
- Continuing Education
- Summer Sessions I, II & III
- Programs for High School Students
- Workforce Development Programs



SCCC Mission Statement

Sussex County
Community College
creates learning opportunities
for self-improvement and
transformation throughout
life by providing accessible
and affordable quality
education and community
enrichment in a climate
of caring and respect.

A Message from the President

Greetings!

I am pleased to present you with the Sussex County Community College Course Guide for the Spring 2011 semester. In the following pages you will find a listing of the classes, training and enrichment opportunities that SCCC has to offer. We've even included a snapshot at what will be available next summer in case you're looking to plan ahead.

These are exciting and challenging times. Our world is changing at breakneck speed. Our global, national and local economies are changing the way we work and live. Technology is proceeding at an unprecedented pace. Education has always been one of the best tools for managing and even thriving in a world of change. Through education, we gain understanding of the historical, social and economic forces that shape our world. Education gives each of us the skills we need to confront the changes and challenges that lie ahead.

Education provides the necessary tools for job and career success. Education is associated with stronger earning power and good health. Education brings us a sense of purpose and confidence. Sussex County Community College is the best place locally to secure a quality, affordable education.

I invite you to explore the wealth of educational opportunities available at Sussex County Community College. Whether you enroll in a career program that leads directly to employment, a transfer program that leads to a bachelor's degree or an enrichment program just to have fun, you will gain a lifetime of benefits from SCCC.

I look forward to welcoming you to campus in the spring.

Best wishes,

Harold H. Damato
Interim President

sussex.edu • 973-300-2207
One College Hill Rd. • Newton, NJ 07860

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SCCC is here to help!

Main Number973.300.2100
 Admissions Office - B204973-300-2223
 Box Office973.300.3171
 Business Office - B203973-300-2106
 Counseling & Advising Center - B206
 973-300-2207
 Continuing Education.....973-300-2140
 Financial Aid - B213973-300-2225
 Health Sciences973.300.2332
 Learning Center - C300.....973-300-2150
 Registrar's Office - B217973-300-2215
 Testing Center - B317.....973-300-2155

SPRING OPEN HOUSE

Saturday, April 16

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 less than \$3700 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. More than 4000 area students are enrolled in our degree and transfer programs. An additional 2,000 students participate in our Continuing 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 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 at the Business Office.

Counseling & Advising Center, Registrar and Business Office Hours

Mon.–Thurs. 8 am to 8 pm

Friday 8 am to 5 pm

Saturday 8 am to noon

Credit Tuition Information

Tuition is \$107 per credit hour for Sussex County residents. Pike, Wayne and Monroe residents tuition is \$160.50 per credit hour. Out-of county residents tuition is \$214 per credit hour. A General Fee of \$18.50 per credit is also applied.

CAREER & ENRICHMENT (NON-CREDIT) CLASSES

Mail the Registration Form on page 55 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) 300-2136

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, all 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 policies visit our website at sussex.edu.



SPRING 2011 IMPORTANT DATES

Monday, January 17	Martin Luther King Day – College Closed
Thursday, January 20	Orientation for New & Transfer Students
Monday, January 24	Classes begin; Late Registration begins
Friday, January 28	Last day to drop a class with a 100% refund; Last day to late register or add a class
Friday, February 4	Last day to drop a class with a 50% refund; Last day to change to an audit
Thursday, February 10	Last day to change Summer II & III Incomplete grades
Tuesday, February 15	Last day to change Fall & Winterim Incomplete grades
Monday, March 14 to Sunday, March 20	Spring Break
Monday, April 4 to Friday, April 15	Priority registration for Summer and Fall
Monday, April 18	Open registration begins
Thursday, April 28	Last day to withdraw with a “W”
Monday, May 16	Final day of semester
Thursday, May 19	Graduation

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 now 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!

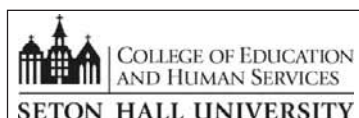
- We've synched our curriculums to make it easy to transfer.
- No long-distance commuting or housing costs! All courses are held at the SCCC campus.
- Scholarships are available to qualified students who are enrolled full-time in Felician's Degree Completion courses.

**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**



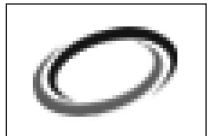
At SCCC we care about your



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
- **Angel Distance Learning** – for online and hybrid classes
- **My.Sussex Student Portal** – 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 in both fall and spring semesters. *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 most 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
- Automotive Service Technology AAS
- Automotive Service Technology Certificate
- Business Administration AS
- Business Management AAS
 - E-Commerce Option
 - Food & Beverage Management Option
 - Hotel & Restaurant Management Option
 - Marketing Option
 - Information Specialist Option
- Child Development Specialist Certificate
- Child Development Specialist AAS
- Community Care AAS
- Computer Information Systems AAS
- Computer Information Systems Certificate
- Computerized Accounting Certificate
- Criminal Justice AS
- Environmental Studies AS
- Fire Science Technology AAS
- Fire Science Technology Certificate
- Graphic Design AAS
 - Computer Gaming Option
- Health Information Technology AAS (PCCC)
- Health Science AS
- Human Services AS
- Interactive Design Certificate
- Liberal Arts AA
 - Anthropology Option
 - Communication/Broadcasting Option
 - New, Communication/Film Studies Option
 - Communication/Journalism Option
 - Dramatic Arts Option
 - Elementary (K-5/P-3) Option
 - English Option
 - History Option
 - Political Science Option
 - Pre-Law Option
 - Psychology Option
 - Sociology Option
- New Media Communications AAS
- Nurse Education (PCCC) AAS

- Paralegal Certificate
- Paralegal Studies AAS
- Respiratory Therapy AAS
- Science & Mathematics AS
 - Biology Option
 - Chemistry Option
 - Computer Science Option
 - Engineering/Physics Option
 - Geology Option
 - Information Systems Option
 - Mathematics Option
 - Pre-Medical/Dental Option
 - Pre-Nutrition/Dietetic Option
- Studio Arts AFA
 - Design Option
 - Photography Option
- Web Publishing Certificate

Department of Health Sciences

Professional Certifications:

- Medical Administrative Assistant
- Medical Assistant
- Medical Coding & Billing
- 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

WINTERIM CREDIT COURSES

Classes begin January 4, 2011 and end January 20, 2011

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ART						
ARTA106	Art Appreciation	3.0	OA	McWilliams	Online course via Angel	
ARTA106	Art Appreciation	3.0	ON	McWilliams	Online course via Angel	
ARTA110	Intro to Color	3.0	ON	Hankala	Online course via Angel	
BUSINESS						
BUSA211	Mgmt. & Organizational Behavior	3.0	ON	Clark	Online course via Angel	
COLLEGE CAPSTONES						
COLL201	Capstone for Liberal Arts	1.0	01	Murphy-Smolka	9:00am-12:30pm	TR
COLL201	Capstone for Liberal Arts	1.0	OA	Thompson	Online course via Angel	
COLL201	Capstone for Liberal Arts	1.0	OB	Garczynski	Online course via Angel	
COLL201	Capstone for Liberal Arts	1.0	ON	Murphy-Smolka	Online course via Angel	
COLL202	Capstone for Business, Science, & Technology	1.0	ON	Clark	Online course via Angel	
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 Angel	
CRIMINAL JUSTICE						
CRJS250	Special Topics in Criminal Justice: Motor Vehicle Law and Traffic Enforcement	3.0	01	Cooney	8:30am-12:00pm	MTWRF
ECONOMICS						
ECON101	Macroeconomics	3.0	ON	Goldberg	Online course via Angel	
ECON102	Microeconomics	3.0	ON	Goldberg	Online course via Angel	
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 Angel	
ENGL250	Special Topics in Literature: Myths, Dream and Image	3.0	01	Ancona	10:30am-2:00pm	MTWRF
GRAPHIC DESIGN						
GRAD101	Intro. to Graphic Design	3.0	ON	Fitzgerald	Online course via Angel	
GRAD108	History of Graphic Design	3.0	ON	Staff	Online course via Angel	
HISTORY						
HIST101	History of Western Civilization I	3.0	01	Speranza	8:30am-12:00pm	MTWRF
MATHEMATICS						
MATH012	Basic Algebra Review 1/10-1/14	1.0	01	Allstaedt	9:00am-11:45am	MTWRF
MUSIC						
MUSC101	Music Appreciation	3.0	91	Lillie	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	01	Cori-Cobb	8:30am-12:00pm	MTWRF

For Course Key Codes see page 7

SPRING CREDIT COURSES

Classes begin January 24, 2011 and end May 16, 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	Cassidy	1:40pm-2:55pm	TR
ACCT101	Accounting Princ. I Financial	3.0	03	King	12:15pm-1:30pm	MW
ACCT101	Accounting Princ. I Financial	3.0	41	Block	7:00pm-9:40pm	M
ACCT102	Accounting Princ. II Managerial	3.0	01	Bulford	1:40pm-2:55pm	MW
ACCT102	Accounting Princ. II Managerial	3.0	02	Bulford	3:05pm-4:20pm	TR
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
ACCT202	Intermediate Accounting II Offered Spring Only	3.0	41	Bulford	6:30pm-9:10pm	R
AMERICAN SIGN LANGUAGE						
AMSL101	American Sign Language I	3.0	01	VanHorn	3:05pm-5:45pm	W
AMSL101	American Sign Language I	3.0	41	VanHorn	6:30pm-9:10pm	M
AMSL102	American Sign Language II	3.0	01	VanHorn	3:05pm-5:45pm	M
AMSL102	American Sign Language II	3.0	41	Invidiato	6:30pm-9:10pm	M
ANTHROPOLOGY						
ANTH101	Introduction to Anthropology	3.0	01	Staff	9:25am-10:40am	TR
ANTH101	Introduction to Anthropology	3.0	02	Staff	10:50am-12:05pm	MW
ANTH101	Introduction to Anthropology	3.0	03	Staff	12:15pm-1:30pm	TR
ANTH101	Introduction to Anthropology	3.0	HA	Balzano	1:40pm-2:55pm	T
ANTH110	Physical Anthropology	3.0	01	Staff	3:05pm-4:20pm	TR
ANTH120	Cultural Anthropology	3.0	01	Balzano	1:40pm-2:55pm	MW
ANTH120	Cultural Anthropology	3.0	41	Balzano	6:30pm-9:10pm	T
ANTH131	Principles of Archaeology Offered Spring Only	3.0	01	Staff	9:25am-10:40am	MW
ANTH250	Special Topics in Anthropology- Peoples & Cultures of the Caribbean	3.0	01	Balzano	12:15pm-1:30pm	MW
AUTOMOTIVE						
AOTE101*	Automotive Fundamentals - SCTS	3.0	71	McDole	6:00pm-9:40pm	R
AOTE101*	Automotive Fundamentals - SCTS	3.0	72	Toth	6:00pm-9:40pm	M
AOTE118*	Auto. Heating & Air Conditioning - SCTS	3.0	71	McDole	6:00pm-9:40pm	W
AOTE204*	Auto. Drivelines & Manual Trans. - SCTS	3.0	71	McDole	6:00pm-9:40pm	T
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	Dhew	3:05pm-5:45pm	M
ARTA101	Basic Design	3.0	41	Dhew	6:30pm-9:10pm	M
ARTA101	Basic Design	3.0	ON	Hankala	Online course via Angel	
ARTA103	Art History I	3.0	01	Coehlo	10:50am-12:05pm	TF
ARTA103	Art History I	3.0	02	Hughes	10:50am-12:05pm	MW
ARTA103	Art History I	3.0	41	Sorrento	6:30pm-9:10pm	T
ARTA103	Art History I	3.0	ON	Sorrento	Online course via Angel	
ARTA104	Art History II	3.0	01	Hughes	12:15pm-1:30pm	MW
ARTA104	Art History II	3.0	02	Hughes	1:40pm-2:55pm	TR
ARTA104	Art History II	3.0	41	Hughes	6:30pm-9:10pm	W
ARTA106	Art Appreciation	3.0	01	Staff	8:00am-9:15am	MW
ARTA106	Art Appreciation	3.0	OA	McWilliams	Online course via Angel	
ARTA106	Art Appreciation	3.0	ON	McWilliams	Online course via Angel	
ARTA108*	Basic Drawing	3.0	01	Redline	1:40pm-5:20pm+1 hr lab	F
ARTA108*	Basic Drawing	3.0	02	Gewecke	10:50am-2:30pm+1 hr lab	M
ARTA108*	Basic Drawing	3.0	41	Zegler	6:00pm-9:40pm+1 hr lab	T

SPRING 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	Koeck	3:05pm-5:45pm	R
ARTA110	Intro to Color	3.0	ON	Hankala	Online course via Angel	
ARTA115	Three Dimensional Design	3.0	41	Dehnert	6:30pm-9:10pm	R
ARTA156*	Life Drawing II	3.0	01	McWilliams	10:50am-2:30pm+1 hr lab	W
ARTA173*	Intro. to Sculpture	3.0	01	Dehnert	1:40pm-5:20pm+1 hr lab	R
ARTA185*	Digital Fine Art I	3.0	01	Hughes, M	8:25am-12:05pm+1 hr lab	T
ARTA186*	Digital Fine Art II	3.0	01	Hughes, M	8:25am-12:05pm+1 hr lab	T
ARTA201*	Oil Painting II	3.0	41	McWilliams	6:00pm-9:40pm+1 hr lab	M
ARTA260	Portfolio Development	3.0	01	Hughes, M	12:15pm-2:55pm	F
ASTRONOMY Please see PHYSICS						
BIOLOGY						
BIOS101	General Biology Lecture	4.0	01	Staff	8:00am-10:40am	M
BIOS101	General Biology Lecture	4.0	OA	Conde	Online course via Angel	
BIOS101	General Biology Lecture	4.0	ON	Conde	Online course via Angel	
Choose a Lab Science below						
BIOS101L*	General Biology Lab	0.0	01	Conde	12:15pm-2:55pm	T
BIOS101L*	General Biology Lab	0.0	02	Staff	3:05pm-5:45pm	T
BIOS101L*	General Biology Lab	0.0	03	Staff	3:05pm-5:45pm	W
BIOS101L*	General Biology Lab	0.0	04	Staff	3:05pm-5:45pm	M
BIOS101	General Biology Lecture	4.0	41	Staff	6:30pm-9:10pm	W
BIOS101L*	General Biology Lab	0.0	41	Staff	6:30pm-9:10pm	T
BIOS101	General Biology Lecture	4.0	61	Staff	8:00am-11:00am	S
BIOS101L*	General Biology Lab	0.0	61	Staff	11:30am-2:30pm	S
BIOS102	Intro. to Human Biology Lecture	4.0	41	Staff	6:30pm-9:10pm	T
BIOS102L*	Intro. to Human Biology Lab	0.0	41	Staff	6:30pm-9:10pm	F
BIOS103	Anatomy & Physiology I Lecture	4.0	01	Hablawi	1:40pm-4:20pm	T
BIOS103	Anatomy & Physiology I Lecture	4.0	02	Hablawi	9:25am-12:05pm	F
BIOS103	Anatomy & Physiology I Lecture	4.0	03	Staff	12:15pm-2:55pm	F
BIOS103	Anatomy & Physiology I Lecture	4.0	ON	Staff	Online course via Angel	
Choose a Lab Science below						
BIOS103L*	Anatomy & Physiology I Lab	0.0	01	Hablawi	9:25am-12:05pm	T
BIOS103L*	Anatomy & Physiology I Lab	0.0	02	Staff	1:40pm-4:20pm	T
BIOS103L*	Anatomy & Physiology I Lab	0.0	03	Staff	8:00am-10:40am	W
BIOS103L*	Anatomy & Physiology I Lab	0.0	04	Staff	12:15pm-2:55pm	M
BIOS103L*	Anatomy & Physiology I Lab	0.0	05	Conde	12:15pm-2:55pm	W
BIOS103	Anatomy & Physiology I Lecture	4.0	41	Staff	6:30pm-9:10pm	W
BIOS103L*	Anatomy & Physiology I Lab	0.0	41	Staff	6:30pm-9:10pm	M
BIOS103L*	Anatomy & Physiology I Lab	0.0	42	Staff	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	Staff	12:15pm-2:55pm	W
BIOS104	Anatomy & Physiology II Lecture	4.0	41	Staff	6:30pm-9:10pm	M
BIOS104	Anatomy & Physiology II Lecture	4.0	ON	Staff	Online course via Angel	
Choose a Lab Science below						
BIOS104L*	Anatomy & Physiology II Lab	0.0	01	Hablawi	12:15pm-2:55pm	R
BIOS104L*	Anatomy & Physiology II Lab	0.0	02	Staff	8:00am-10:40am	F
BIOS104L*	Anatomy & Physiology II Lab	0.0	03	Hablawi	12:15pm-2:55pm	F
BIOS104L*	Anatomy & Physiology II Lab	0.0	04	Staff	3:05pm-5:45pm	R
BIOS104L*	Anatomy & Physiology II Lab	0.0	41	Staff	6:30pm-9:10pm	W
BIOS104L*	Anatomy & Physiology II Lab	0.0	42	Staff	6:30pm-9:10pm	R
BIOS104	Anatomy & Physiology II Lecture	4.0	61	Staff	8:30am-11:30am	S
BIOS104L*	Anatomy & Physiology II Lab	0.0	61	Staff	12:00pm-3:00pm	S
BIOS110	Biology I Lecture	4.0	41	Staff	6:30pm-9:10pm	R
BIOS110L*	Biology I Lab	0.0	41	Staff	6:30pm-9:10pm	M
BIOS112	Biology II Lecture	4.0	01	Conde	8:00am-10:40am	T
BIOS112	Biology II Lecture	4.0	02	Staff	12:15pm-2:55pm	M
BIOS112L*	Biology II Lab	0.0	01	Conde	8:00am-10:40am	R
BIOS112L*	Biology II Lab	0.0	02	Staff	12:15pm-2:55pm	W

SPRING CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
BIOLOGY						
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	Staff	8:00am-10:40am	T
BIOS122	Intro. to Environmental Science Lecture	4.0	04	Staff	8:00am-10:40am	F
Choose a Lab Science 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	Staff	8:00am-10:40am	R
BIOS122L*	Intro. to Environmental Science Lab	0.0	04	Staff	12:15pm-2:55pm	F
BIOS122	Intro. to Environmental Science Lecture	4.0	41	Staff	6:30pm-9:10pm	T
SBIOS122L*	Intro. to Environmental Science Lab	0.0	41	Staff	6:30pm-9:10pm	R
BIOS122	Intro. to Environmental Science Lecture	4.0	61	Staff	8:30am-11:30am	S
BIOS122L*	Intro. to Environmental Science Lab	0.0	61	Staff	12:00pm-3:00pm	S
BIOS124	Ecology Lecture	4.0	41	Larsson	6:30pm-9:10pm	M
BIOS124L*	Ecology Lab	0.0	41	Larsson	6:30pm-9:10pm	W
BIOS210	Microbiology Lecture	4.0	01	Staff	1:40pm-4:20pm	M
BIOS210L*	Microbiology Lab	0.0	01	Staff	12:15pm-2:55pm	R
BIOS210L*	Microbiology Lab	0.0	02	Staff	3:05pm-5:45pm	R
BIOS210	Microbiology Lecture	4.0	41	Staff	6:30pm-9:10pm	M
BIOS210	Microbiology Lecture	4.0	42	Staff	6:30pm-9:10pm	T
BIOS210L*	Microbiology Lab	0.0	41	Staff	6:30pm-9:10pm	W
BIOS210L*	Microbiology Lab	0.0	42	Staff	6:30pm-9:10pm	R
BIOS250	Special Topics in Biology: Nutrition, Fitness and Wellness	3.0	ON	Davidson	Online course via Angel	
BUSINESS						
BUSA101	Intro. to Business	3.0	01	Clark	12:15pm-1:30pm	MW
BUSA101	Intro. to Business	3.0	02	Devlin	9:25am-10:40am	MW
BUSA101	Intro. to Business	3.0	03	Weeks	10:50am-12:05pm	MW
BUSA101	Intro. to Business	3.0	41	Devlin	6:30pm-9:10pm	R
BUSA101	Intro. to Business	3.0	HA	Clark	9:25am-10:40am	T
BUSA110	Business Communications Offered Days in Fall and Evenings in Spring	3.0	41	deLodzia	6:30pm-9:10pm	T
BUSA120	Small Business Management Offered Evenings in Spring Only	3.0	41	Dupuis	6:30pm-9:10pm	R
BUSA125	Principles of Supervision	3.0	01	Dupuis	1:40pm-2:55pm	TR
BUSA190*	Business Applications using Electronic Spreadsheets - Offered Evenings, Spring Only	3.0	41	Robinson	6:00pm-9:40pm	M
BUSA205	Business Law I	3.0	01	Marrafino	9:25am-10:40am	TR
BUSA205	Business Law I	3.0	41	Sullivan	6:30pm-9:10pm	T
BUSA205	Business Law I	3.0	HA	Marrafino	12:15pm-1:30pm	T
BUSA205	Business Law I	3.0	ON	Gallo	Online course via Angel	
BUSA206	Business Law II	3.0	HA	Gallo	12:15pm-1:30pm	R
BUSA211	Mgmt. & Organizational Behavior	3.0	01	Clark	9:25am-10:40am	MW
BUSA211	Mgmt. & Organizational Behavior	3.0	41	Nicotra	6:30pm-9:10pm	M
BUSA211	Mgmt. & Organizational Behavior	3.0	ON	Clark	Online course via Angel	
BUSA215	Principles of Financial Management Offered Evenings, Spring Only	3.0	41	Bulford	6:30pm-9:10pm	W
BUSA220	Principles of Marketing	3.0	41	Magdits	6:30pm-9:10pm	T
BUSA220	Principles of Marketing	3.0	HA	Clark	1:40pm-2:55pm	M
BUSA222	Sales Principles and Practice	3.0	41	Bajpai	6:30pm-9:10pm	W
BUSA260	Business Internship - Hospitality Mgmt. 1/26, 2/9, 2/23, 3/9, 3/23, 4/6, 4/20, 5/4, 5/11	3.0	HA	Krauss-Utter	12:15pm-1:05pm	W
CHILD DEVELOPMENT						
CDEV101	Intro. to Early Childhood Educ.	3.0	41	Staff	6:30pm-9:10pm	M
CDEV160	Child Health and Nutrition	3.0	HA	Taylor	9:25am-10:40am	T

SPRING CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
CHILD DEVELOPMENT						
CDEV260	Methods of Teaching Infants & Toddlers	3.0	ON	Taylor	Online course via Angel	
CDEV270	Curriculum Studies in Early Childhood Education	3.0	41	Brown	6:30pm-9:10pm	W
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-6:00pm	W
CHEMISTRY						
CHEM100	Introductory Chemistry Lecture	4.0	01	Staff	8:00am-10:40am	T
CHEM100	Introductory Chemistry Lecture	4.0	02	Love	12:15pm-2:55pm	R
CHEM100	Introductory Chemistry Lecture	4.0	03	Staff	8:00am-10:40am	R
Choose a Lab Science below						
CHEM100L*	Introductory Chemistry Lab	0.0	01	Staff	9:25am-12:05pm	M
CHEM100L*	Introductory Chemistry Lab	0.0	02	Staff	12:15pm-2:55pm	M
CHEM100L*	Introductory Chemistry Lab	0.0	03	Staff	8:00am-10:40am	T
CHEM100L*	Introductory Chemistry Lab	0.0	04	Staff	10:50am-1:30pm	T
CHEM100L*	Introductory Chemistry Lab	0.0	05	Staff	3:05pm-5:45pm	T
CHEM100	Introductory Chemistry Lecture	4.0	41	Staff	6:30pm-9:10pm	R
CHEM100L*	Introductory Chemistry Lab	0.0	41	Staff	6:30pm-9:10pm	T
CHEM100	Introductory Chemistry Lecture	4.0	61	Staff	8:00am-11:00am	S
CHEM100L*	Introductory Chemistry Lab	0.0	61	Staff	11:30am-2:30pm	S
CHEM107	Forensic Science Lecture	4.0	01	Staff	9:25am-12:05pm	T
CHEM107L*	Forensic Science Lab	0.0	01	Staff	9:25am-12:05pm	R
CHEM110	College Chemistry I Lecture	4.0	01	Staff	12:15pm-2:55pm	F
CHEM110	College Chemistry I Lecture	4.0	02	Richter	3:05pm-5:45pm	M
CHEM110L*	College Chemistry I Lab	0.0	01	Staff	12:15pm-2:55pm	W
CHEM110L*	College Chemistry I Lab	0.0	02	Richter	3:05pm-5:45pm	W
CHEM110	College Chemistry I Lecture	4.0	41	Richter	6:30pm-9:10pm	T
CHEM110L*	College Chemistry I Lab	0.0	41	Richter	6:30pm-9:10pm	R
CHEM112	College Chemistry II Lecture	4.0	01	Staff	9:25am-12:05pm	W
CHEM112	College Chemistry II Lecture	4.0	02	Staff	10:50am-1:30pm	T
CHEM112L*	College Chemistry II Lab	0.0	01	Richter	12:15pm-2:55pm	R
CHEM112L*	College Chemistry II Lab	0.0	02	Staff	9:25am-12:05pm	F
CHEM112L*	College Chemistry II Lab	0.0	03	Staff	12:15pm-2:55pm	F
CHEM150	Fundamentals of Nutrition	3.0	OA	Davidson	Online course via Angel	
CHEM150	Fundamentals of Nutrition	3.0	ON	Davidson	Online course via Angel	
CHEM210	Organic Chemistry Lecture	4.0	41	Love	6:30pm-9:10pm	W
CHEM210L*	Organic Chemistry I Lab	0.0	41	Love	6:30pm-9:10pm	F
CHEM212	Organic Chemistry II Lecture	4.0	01	Love	3:05pm-5:45pm	T
CHEM212L*	Organic Chemistry II Lab	0.0	01	Love	3:05pm-5:45pm	R
CHEM215	Biochemistry Lecture - Offered Spring Only	4.0	01	Staff	12:15pm-2:55pm	F
CHEM215L*	Biochemistry Lab - Offered Spring Only	0.0	01	Staff	3:05pm-5:45pm	F
CHINESE						
CHIN101	Elementary Mandarin Chinese I	3.0	01	Zhang	12:15pm-1:30pm	MW
CHIN102	Elementary Mandarin Chinese II	3.0	01	Zhang	12:15pm-1:30pm	MW
FOUNDATIONS FOR SUCCESS						
COLL101	Foundations for Success	3.0	01	Lanza	10:50am-1:30pm	R
COLL101	Foundations for Success	3.0	02	Cutshall	12:15pm-1:30pm	TR
COLL101	Foundations for Success	3.0	03	McGovern	10:50am-12:05pm	MW
COLL101	Foundations for Success	3.0	04	Lanza	1:40pm-2:55pm	MW
COLL101	Foundations for Success	3.0	05	Cutshall	9:25am-10:40am	TR
COLL101	Foundations for Success	3.0	06	Smarth	9:25am-10:40am	MW
COLL101	Foundations for Success	3.0	07	Cooney	8:00am-9:15am	TR
COLL101	Foundations for Success	3.0	08	Staff	3:05pm-4:20pm	TR
COLL101	Foundations for Success	3.0	09	Staff	12:15pm-1:30pm	MW
COLL101	Foundations for Success	3.0	41	Gaydos	6:30pm-9:10pm	T
COLL101	Foundations for Success	3.0	42	Caines	6:30pm-9:10pm	M

SPRING CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
COLLEGE CAPSTONE - LIBERAL ARTS						
COLL201	Capstone for Liberal Arts 1/24-2/25	1.0	HA	Murphy-Smolka	10:50am-12:05pm	M
COLL201	Capstone for Liberal Arts 1/28-3/8	1.0	OA	Thompson	Online course via Angel	
COLL201	Capstone for Liberal Arts 1/28-3/8	1.0	OB	Carpenter	Online course via Angel	
COLL201	Capstone for Liberal Arts 3/25-4/27	1.0	OC	Garczynski	Online course via Angel	
COLL201	Capstone for Liberal Arts 3/25-4/27	1.0	OD	Garczynski	Online course via Angel	
COLL201	Capstone for Liberal Arts 3/25-3/9	1.0	OE	Garczynski	Online course via Angel	
COLL201	Capstone for Liberal Arts 1/28-3/8	1.0	ON	Murphy-Smolka	Online course via Angel	
COLLEGE CAPSTONE - BUSINESS, SCIENCE, & TECHNOLOGY						
COLL202	Capstone for Business, Science, & Technology 1/26-3/1	1.0	OA	Devlin	Online course via Angel	
COLL202	Capstone for Business, Science, & Technology 3/2-4/12	1.0	OB	Devlin	Online course via Angel	
COLL202	Capstone for Business, Science, & Technology 1/26-3/1	1.0	ON	Devlin	Online course via Angel	
COLLEGE CAPSTONE - CRIMINAL JUSTICE						
COLL203	Capstone for Criminal Justice 1/25-4/5	1.0	01	McGovern	10:50am-12:05pm	T
COLL203	Capstone for Criminal Justice 1/25-4/5	1.0	ON	Guber	Online course via Angel	
COMMUNICATIONS						
COMM101	Intro. to Mass Communications	3.0	HA	Mielo	5:00pm-6:15pm	M
COMM110	Intro. to Radio & Television Broadcasting	3.0	ON	Ross	Online course via Angel	
COMM120	Introduction to Multi-Media	3.0	41	Staff	6:00pm-9:40pm	R
COMM132	Cinematography	3.0	01	Ventresco	3:05pm-5:45pm	R
COMM180	Editing	3.0	ON	Frear	Online course via Angel	
COMM203	Writing for the Media	3.0	ON	Ross	Online course via Angel	
COMM205	Radio & Television Performance	3.0	41	Selimo	5:00pm-7:40pm	T
COMM230	Crit. Analy. & Survey of Cinema	3.0	41	Mielo	6:30pm-9:10pm	M
COMM250	Special Topics in Communication: Internship in Broadcasting/Video Production	3.0	02	Staff	-	
COMM290 Fitzgerald	Internship Portfolio: New Media	2.0	01	Fitzgerald	4:05pm-4:55pm	W
COMM291	Portfolio Preparation and Presentation: New Media/Journalism/Broadcasting	1.0	41	Fitzgerald Mielo Selimo	5:05pm-5:55pm 1/26, 2/9, 2/16, 3/2, 3/23, 4/13, 4/20, 5/4 5:05pm-6:20pm 2/23, 3/30, 4/27, 5/11	W
COMPUTER SCIENCE						
COMS110*	Computer Concepts & Applications	3.0	01	Rendina	8:00am-9:15am	MW
COMS110*	Computer Concepts & Applications	3.0	02	Farley	12:15pm-1:30pm	TR
COMS110*	Computer Concepts & Applications	3.0	04	Farley	9:25am-10:40am	TR
COMS110*	Computer Concepts & Applications	3.0	05	Valentine	9:25am-10:40am	MW
COMS110*	Computer Concepts & Applications	3.0	06	Bond	3:05pm-4:20pm	MW
COMS110*	Computer Concepts & Applications	3.0	07	Reeber	1:40pm-2:55pm	TR
COMS110*	Computer Concepts & Applications	3.0	08	Stewart	8:00am-10:40am	F
COMS110*	Computer Concepts & Applications	3.0	11	Zhang	10:50am-12:05pm	MW
COMS110*	Computer Concepts & Applications	3.0	12	Zhang	1:40pm-2:55pm	MW
COMS110*	Computer Concepts & Applications	3.0	13	Cassidy	9:25am-10:40am	TR
COMS110*	Computer Concepts & Applications	3.0	14	Cassidy	8:00am-9:15am	TR
COMS110*	Computer Concepts & Applications	3.0	15	Blahut	3:05pm-4:20pm	MW
COMS110*	Computer Concepts & Applications	3.0	16	Muszelik	9:25am-10:40am	MW
COMS110*	Computer Concepts & Applications	3.0	41	O'Neill	6:00pm-9:40pm	T
COMS110*	Computer Concepts & Applications	3.0	42	Staff	6:00pm-9:40pm	W
COMS110	Computer Concepts & Applications	3.0	OA	Black	Online course via Angel	
COMS110	Computer Concepts & Applications	3.0	OB	Blahut	Online course via Angel	

SPRING CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
COMPUTER SCIENCE						
COMS110	Computer Concepts & Applications	3.0	OC	Rendina	Online course via Angel	
COMS110	Computer Concepts & Applications	3.0	ON	Rendina	Online course via Angel	
COMS110S*	Computer Concepts & Applications w/ Learn. Str	3.0	03	Bond	12:40pm-2:55pm	MW
COMS110S*	Computer Concepts & Applications w/ Learn. Str	3.0	10	Valentine	12:15pm-2:30pm	TR
COMS113*	Intro. to Information Systems	3.0	01	Valentine	3:05pm-4:55pm	TR
COMS114*	Intro. to Computer Science I	3.0	01	Zhang	8:50am-10:40am	MW
COMS114*	Intro. to Computer Science I	3.0	41	Franklin	6:00pm-9:40pm	T
COMS115*	Intro. to Computer Science II	3.0	01	Reeber	8:50am-10:40am	MW
COMS115*	Intro. to Computer Science II	3.0	41	Cullen	6:00pm-9:40pm	M
COMS120*	Computer Software Applications	3.0	01	Valentine	12:15pm-2:05pm	MW
COMS120*	Computer Software Applications	3.0	41	Valentine	6:00pm-9:40pm	T
COMS120	Computer Software Applications	3.0	ON	Farley	Online course via Angel	
COMS142	Programming in C++	3.0	ON	Fox	Online course via Angel	
COMS143*	Advanced Programming in C++	3.0	01	Reeber	3:05pm-4:55pm	TR
COMS155*	Web Site Development I	3.0	41	Farley	6:00pm-9:40pm	W
COMS155	Web Site Development I	3.0	ON	Farley	Online course via Angel	
COMS156*	Web Site Development II	3.0	41	Mackey	6:00pm-9:40pm	T
COMS210*	Systems Analysis & Design Offered Evening, Spring Only	3.0	41	O'Neill	6:00pm-9:40pm	R
COMS223*	Data Structures Offered Evening, Spring Only	3.0	41	Cullen	6:00pm-9:40pm	W
COMS225*	Computer Aided Design	3.0	41	Wolverton	6:00pm-9:40pm	T
COMS227*	E-Commerce	3.0	01	Bond	8:50am-10:40am	MW
COMS230*	Networks and Telecommunications Offered Evening, Spring Only	3.0	41	Shuman	6:00pm-9:40pm	M
COMS239*	Fund. of Computer Architecture Offered Evening, Spring Only	3.0	01	Cullen	3:05pm-4:55pm	MW
COMS240	Comp. Info. Systems Internship	3.0	01	Staff	-	
COMS250*	Special Topics in CIS - Advanced CAD	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	Cooney	10:50am-12:05pm	MW
CRJS100	Intro. to the Criminal Justice System	3.0	03	Cicccone	3:05pm-4:20pm	MW
CRJS101	Law Enforcement	3.0	01	Cooney	12:15pm-1:30pm	MW
CRJS101	Law Enforcement	3.0	02	Cooney	12:15pm-1:30pm	TR
CRJS101	Law Enforcement	3.0	03	Lyon	1:40pm-2:55pm	MW
CRJS105	Criminology	3.0	01	McGovern	9:25am-10:40am	MW
CRJS105	Criminology	3.0	02	McGovern	1:40pm-2:55pm	TR
CRJS110	Criminal Law	3.0	01	Hemschot	9:25am-10:40am	TR
CRJS110	Criminal Law	3.0	41	Insley	6:30pm-9:10pm	R
CRJS115	Juvenile Justice	3.0	01	Cooney	1:40pm-2:55pm	MW
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	TR
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	3:05pm-4:20pm	TR
CRJS215	Criminal Court Procedures	3.0	01	Gray	8:00am-9:15am	MW
CRJS230	Practicum in Criminal Justice Agency Operations	3.0	01	McGovern	-	
CRJS250	Special Topics in CJ: Computer Crime	3.0	ON	Petersen	6:30pm-9:10pm	M
CRJS250	Special Topics in CJ: Terrorism and Homeland Security	3.0	41	Lubertazzi	Online course via Angel	
DESIGN						
DESN101*	Principles of Design I	3.0	01	Coelho	10:50am-2:30pm	R
DESN120	History of Design	3.0	01	Coelho	8:00am-10:40am	R

SPRING CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ECONOMICS						
ECON101	Macroeconomics	3.0	01	Donner	10:50am-12:05pm	MW
ECON101	Macroeconomics	3.0	02	Donner	12:15pm-1:30pm	TR
ECON101	Macroeconomics	3.0	03	Donner	9:25am-10:40am	MW
ECON101	Macroeconomics	3.0	04	Staff	1:40pm-2:55pm	TR
ECON101	Macroeconomics	3.0	41	Jacobson	6:30pm-9:10pm	M
ECON101	Macroeconomics	3.0	ON	Goldberg	Online course via Angel	
ECON102	Microeconomics	3.0	01	Donner	1:40pm-2:55pm	TR
ECON102	Microeconomics	3.0	41	Hobbs	6:30pm-9:10pm	W
ECON102	Microeconomics	3.0	ON	Goldberg	Online course via Angel	
EDUCATION						
EDUC202	Historical and Philosophical Patterns in Education	3.0	01	Taylor	1:40pm-2:55pm	TR
EDUC275	Working with Special Needs Children	3.0	HA	Blevins	6:30pm-7:45pm	R
EDUC286	Principles & Practices of Teaching as a Profession	3.0	41	Pagliari	6:30pm-9:10pm	W
EDUC291	Portfolio Develop. in Education 4/1-5/10	1.0	ON	Taylor	Online course via Angel	
ENGLISH						
ENGL011	Developmental English	4.0	01	Murphy-Smolka	8:50am-10:40am	TR
ENGL015	Developmental Writing I	3.0	01	Staff	10:50am-12:05pm	MW
ENGL015	Developmental Writing I	3.0	41	Staff	6:30pm-9:10pm	W
ENGL015L	Writing Skills I for College Success Lab	1.0	OL	Staff	-	
ENGL021	Developmental Writing II	3.0	01	Staff	9:25am-10:40am	TR
ENGL021	Developmental Writing II	3.0	02	Cutshall	10:50am-12:05pm	MW
ENGL021	Developmental Writing II	3.0	03	Cutshall	12:15pm-1:30pm	MW
ENGL021	Developmental Writing II	3.0	04	Cutshall	9:25am-10:40am	MW
ENGL021	Developmental Writing II	3.0	05	Staff	12:15pm-1:30pm	TR
ENGL021	Developmental Writing II	3.0	41	Staff	6:30pm-9:10pm	W
ENGL021L	Writing Skills II for College Success Lab	1.0	OL	Staff	-	
ENGL031	Intro. to College Reading I	3.0	01	LeBlanc	9:25am-10:40am	MW
ENGL031	Intro. to College Reading I	3.0	02	Murphy-Smolka	1:40pm-2:55pm	MW
ENGL031	Intro. to College Reading I	3.0	03	LeBlanc	8:00am-9:15am	TR
ENGL031	Intro. to College Reading I	3.0	41	Staff	6:30pm-9:10pm	M
ENGL031L	Reading Skills I for College Success Lab	1.0	OL	Staff	-	
ENGL032	College Reading II	3.0	01	Staff	1:40pm-2:55pm	TR
ENGL032	College Reading II	3.0	02	Staff	9:25am-10:40am	TR
ENGL032	College Reading II	3.0	03	LeBlanc	12:15pm-1:30pm	MW
ENGL032	College Reading II	3.0	04	Murphy-Smolka	12:15pm-1:30pm	TR
	<i>Must be enrolled in ENGL 101S Section 18</i>					
ENGL032	College Reading II	3.0	05	Staff	10:50am-12:05pm	MW
ENGL032	College Reading II	3.0	06	Staff	9:25am-12:05pm	F
ENGL032	College Reading II	3.0	07	LeBlanc	9:25am-10:40am	TR
ENGL032	College Reading II	3.0	08	Murphy-Smolka	12:15pm-1:30pm	MW
	<i>Must be enrolled in Psych 101 Section 05</i>					
ENGL032	College Reading II	3.0	41	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	Staff	8:00am-9:15am	TR
ENGL101	English Composition I	3.0	02	Ancona	10:50am-1:30pm	T
ENGL101	English Composition I	3.0	03	Bomba	9:25am-10:40am	TR
ENGL101	English Composition I	3.0	04	Bomba	12:15pm-1:30pm	TR
ENGL101	English Composition I	3.0	05	Ancona	1:40pm-2:55pm	TR
ENGL101	English Composition I	3.0	06	Staff	3:05pm-4:20pm	TR
ENGL101	English Composition I	3.0	07	Staff	8:00am-9:15am	MW
ENGL101	English Composition I	3.0	08	Staff	9:25am-10:40am	MW
ENGL101	English Composition I	3.0	09	Orr	10:50am-12:05pm	MW

SPRING CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ENGLISH						
ENGL101	English Composition I	3.0	10	Staff	10:50am-12:05pm	MW
ENGL101	English Composition I	3.0	11	Staff	10:50am-12:05pm	MW
ENGL101	English Composition I	3.0	12	Ancona	12:15pm-1:30pm	MW
ENGL101	English Composition I	3.0	13	Ancona	1:40pm-2:55pm	MW
ENGL101	English Composition I	3.0	14	Staff	1:40pm-2:55pm	MW
ENGL101	English Composition I	3.0	15	Ancona	3:05pm-5:45pm	R
ENGL101	English Composition I	3.0	16	Staff	10:50am-12:05pm	TF
ENGL101	English Composition I	3.0	17	Staff	12:15pm-2:55pm	F
ENGL101	English Composition I	3.0	19	Staff	12:15pm-1:30pm	TR
ENGL101	English Composition I	3.0	20	Staff	1:40pm-2:55pm	TR
ENGL101	English Composition I	3.0	41	Staff	7:00pm-9:40pm	T
ENGL101	English Composition I	3.0	42	Staff	5:00pm-6:15pm	TR
ENGL101	English Composition I	3.0	43	Staff	6:30pm-9:10pm	R
ENGL101	English Composition I	3.0	44	Rawlins	6:30pm-9:10pm	M
ENGL101	English Composition I	3.0	ON	Thompson	Online course via Angel	
ENGL101S	English Composition I w/ Learning Strategies <i>Must be enrolled in ENGL032 Section 04</i>	3.0	18	Orr Orr/Smolka	1:40pm-2:55pm 3:05pm-3:55pm	TR T
ENGL102	English Composition II	3.0	01	Staff	8:00am-9:15am	MW
ENGL102	English Composition II	3.0	02	Staff	8:00am-9:15am	MW
ENGL102	English Composition II	3.0	03	Bomba	9:25am-10:40am	MW
ENGL102	English Composition II	3.0	04	Bomba	10:50am-12:05pm	MW
ENGL102	English Composition II	3.0	05	Staff	10:50am-12:05pm	MW
ENGL102	English Composition II	3.0	06	Staff	12:15pm-1:30pm	MW
ENGL102	English Composition II	3.0	07	Staff	1:40pm-2:55pm	MW
ENGL102	English Composition II	3.0	08	Rawlins	1:40pm-2:55pm	MW
ENGL102	English Composition II	3.0	09	Staff	3:05pm-4:20pm	TR
ENGL102	English Composition II	3.0	10	Staff	8:00am-9:15am	TR
ENGL102	English Composition II	3.0	11	Staff	9:25am-10:40am	TR
ENGL102	English Composition II	3.0	12	Staff	9:25am-10:40am	TR
ENGL102	English Composition II	3.0	13	Staff	12:15pm-1:30pm	TR
ENGL102	English Composition II	3.0	14	Staff	12:15pm-1:30pm	TR
ENGL102	English Composition II	3.0	15	Staff	9:25am-12:05pm	F
ENGL102	English Composition II	3.0	16	Staff	3:05pm-4:20pm	TR
ENGL102	English Composition II	3.0	18	Staff	1:40pm-2:55pm	TR
ENGL102	English Composition II	3.0	19	Staff	9:25am-10:40am	MW
ENGL102	English Composition II	3.0	20	Staff	3:05pm-4:20pm	MW
ENGL102	English Composition II	3.0	21	Thompson	12:15pm-1:30pm	MW
ENGL102	English Composition II	3.0	41	Staff	7:00pm-9:40pm	R
ENGL102	English Composition II	3.0	42	Staff	6:30pm-9:10pm	M
ENGL102	English Composition II	3.0	43	Staff	5:00pm-6:15pm	TR
ENGL102	English Composition II <i>1/28, 2/11, 2/25, 3/11, 3/25, 4/8, 4/22, 5/6</i>	3.0	HA	Staff	9:25am-12:05pm	F
ENGL102	English Composition II	3.0	HB	Orr	10:50am-12:05pm	T
ENGL102	English Composition II	3.0	HC	Staff	1:40pm-2:55pm	W
ENGL102	English Composition II	3.0	OA	Thompson	Online course via Angel	
ENGL102	English Composition II	3.0	OB	Thompson	Online course via Angel	
ENGL201	Effective Speaking	3.0	01	Staff	8:00am-9:15am	MW
ENGL201	Effective Speaking	3.0	02	Staff	9:25am-10:40am	MW
ENGL201	Effective Speaking	3.0	03	Staff	10:50am-12:05pm	MW
ENGL201	Effective Speaking	3.0	04	Lanza	12:15pm-1:30pm	MW
ENGL201	Effective Speaking	3.0	05	Staff	1:40pm-2:55pm	MW
ENGL201	Effective Speaking	3.0	06	Staff	8:00am-9:15am	TR

SPRING CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ENGLISH						
ENGL201	Effective Speaking	3.0	07	Staff	9:25am-10:40am	TR
ENGL201	Effective Speaking	3.0	08	Staff	12:15pm-1:30pm	TR
ENGL201	Effective Speaking	3.0	09	Mielo	3:05pm-4:20pm	TR
ENGL201	Effective Speaking	3.0	10	Staff	1:40pm-2:55pm	TR
ENGL201	Effective Speaking	3.0	11	Staff	9:25am-12:05pm	F
ENGL201	Effective Speaking	3.0	41	Thompson	6:30pm-9:10pm	T
ENGL201	Effective Speaking	3.0	42	Staff	6:30pm-9:10pm	R
ENGL201	Effective Speaking	3.0	43	Mielo	5:00pm-6:15pm	TR
ENGL204	American Literature II	3.0	01	LeBlanc	12:15pm-1:30pm	TR
ENGL207	Literature by Women	3.0	ON	Orr	Online course via Angel	
ENGL209	History of Theater II	3.0	01	Cuozzo	9:25am-10:40am	MW
ENGL211	The Short Story	3.0	01	Orr	12:15pm-1:30pm	MW
ENGL214	Literary Masterpieces of the Western World II	3.0	01	Rawlins	12:15pm-1:30pm	MW
ENGL215	Journalism I	3.0	HA	Mielo	5:00pm-6:15pm	W
ENGL216	Children's Literature	3.0	01	Brown	9:25am-10:40am	MW
ENGL216	Children's Literature	3.0	02	Brown	10:50am-12:05pm	MW
ENGL216	Children's Literature	3.0	03	Dewey	1:40pm-2:55pm	TR
ENGL216	Children's Literature	3.0	41	Connelly	6:30pm-9:10pm	R
ENGL216	Children's Literature	3.0	HA	Murphy-Smolka	1:40pm-2:55pm	T
ENGL216	Children's Literature	3.0	ON	Staff	Online course via Angel	
ENGL217	Journalism II	3.0	ON	Frear	Online course via Angel	
ENGL220	Creative Writing	3.0	01	Bomba	1:40pm-2:55pm	MW
ENGL231	British Literature II	3.0	01	Thompson	1:40pm-2:55pm	MW
ENGL250	Special Topics in Literature: The Dysfunctional Family	3.0	41	Rawlins	6:30pm-9:10pm	T
ENGINEERING						
ENGR100	Introduction to Engineering	3.0	ON	Schoch	Online course via Angel	
ENGR210	Mechanics Lecture	4.0	HA	Schoch	10:15am-12:05pm	M
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES Call 973.300.2157 for information						
ESOL012	American Language & Civics II	3.0	41	Sferra	6:30pm-9:10pm	MW
ESOL013	American Language & Civics III	3.0	41	Biczak	6:30pm-9:10pm	MW
ESOL014	American Language & Civics IV	3.0	41	Struck-Pause	6:30pm-9:10pm	MW
ESOL057	ESOL Intro. to Basic English Grammar I	3.0	01	VerDorn	9:25am-12:05pm	T
ESOL058	ESOL Intro. to Basic English Grammar II	3.0	01	Matrician	9:25am-12:05pm	T
ESOL059	ESOL Intro. to Basic English Grammar III	3.0	01	Matrician	9:25am-12:05pm	F
ESOL060	ESOL Writing I	3.0	01	VerDorn	9:25am-12:05pm	W
ESOL061	ESOL Writing II	3.0	01	Matrician	12:15pm-2:55pm	T
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
ESOL084	TOEFL Preparation Offered Spring Only	3.0	41	Staff	6:30pm-9:10pm	T
ESOL086	ESOL Listening & Speaking II	3.0	01	Sappio	9:25am-12:05pm	R
ESOL087	ESOL Listening & Speaking III	3.0	01	Sappio	9:25am-12:05pm	W f
FRENCH						
FREN101	Elementary French I	3.0	01	Staff	1:40pm-2:55pm	TR
FREN102	Elementary French II	3.0	01	Proulx	12:15pm-1:30pm	TR
FIRE SCIENCE						
FRST103	Fire Prevention	3.0	41	Perdisatt	6:30pm-9:10pm	M
FRST106	Fire Tactics and Strategy	3.0	HA	Diveny	6:30pm-9:10pm	T
FRST110	Fire Behavior and Combustion	3.0	41	Kansky	6:30pm-9:10pm	W
GEOGRAPHY						
GEOG105	Cultural Geography	3.0	01	Staff	3:05pm-4:20pm	TR

SPRING CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
GEOLOGY						
GEOL101*	Physical Geology (Formerly: Intro. Geology) Lecture	4.0	01	Staff	3:05pm-5:45pm	M
GEOL101L	Physical Geology Lab (Formerly: Intro. Geology) Lab	0.0	01	Staff	3:05pm-5:45pm	W
GRAPHIC DESIGN						
GRAD101	Intro. to Graphic Design	3.0	01	Fitzgerald	12:15pm-2:55pm	W
GRAD101	Intro. to Graphic Design	3.0	41	Staff	6:30pm-9:10pm	W
GRAD105*	Computer Graphics I	3.0	01	Ward	8:25am-12:05pm	M
GRAD105*	Computer Graphics I	3.0	41	Staff	6:00pm-9:40pm	T
GRAD107*	Drawing for Designers	3.0	01	Basile	12:15pm-3:55pm	T
GRAD107*	Drawing for Designers	3.0	41	George	6:00pm-9:40pm	T
GRAD108*	History of Graphic Design	3.0	41	Ward	6:00pm-9:40pm	W
GRAD128*	Computer Graphics II	3.0	01	Staff	12:15pm-3:55pm	T
GRAD132*	Design. & Print. Stylized Books	3.0	01	Fitzgerald	8:25am-12:05pm	W
GRAD135*	Advertising and Package Design	3.0	01	Zlotnick	12:15pm-3:55pm	F
GRAD140*	Digital Illustration & Product.	3.0	01	Mekeel	12:15pm-3:55pm	M
GRAD141*	Animation and Design	3.0	01	Staff	12:15pm-3:55pm	R
GRAD153*	Character Design	3.0	01	Petraccoro	12:15pm-3:55pm	W
GRAD158*	3D Modeling (formerly Modeling, Texturing & Lighting in 3D)	3.0	01	Petraccoro	8:25am-12:05pm	T
GRAD164*	Character Animation in 3D (formerly GRAD157)	3.0	01	Sorrento	6:00pm-9:40pm	M
GRAD210*	Designing for Interactivity	3.0	01	Staff	8:25am-12:05pm	F
GRAD235*	Video and Motion Graphics (formerly GRAD160)	3.0	01	Struck	8:25am-12:05pm	R
GRAD250*	Special Topics in Graphic Design	3.0	01	Staff	12:15pm-3:55pm	R
GRAD250*	Special Topics in Graphic Design	3.0	41	George	6:00pm-9:40pm	R
GRAD280	Graphic Design Internship	2.0	01	Fitzgerald	4:05pm-4:55pm	F
GRAD281	Portfolio Preparation and Presentation: New Media/Journalism/Broadcasting	1.0	41	Fitzgerald Selimo	5:05pm-5:55pm 1/26, 2/9, 2/16, 3/2, 3/23, 4/13, 4/20, 5/4 5:05pm-6:20pm 2/23, 3/30, 4/27, 5/11	W
GERMAN						
GRMN101	Elementary German I	3.0	01	Staff	8:00am-9:15am	MW
GRMN102	Elementary German II	3.0	41	Hannig-Eisenberger	6:30pm-9:10pm	R
HISTORY						
HIST101	History of Western Civilization I	3.0	01	Staff	8:00am-9:15am	MW
HIST101	History of Western Civilization I	3.0	02	Staff	12:15pm-1:30pm	TR
HIST101	History of Western Civilization I	3.0	03	Staff	10:50am-12:05pm	MW
HIST101	History of Western Civilization I	3.0	41	Staff	5:00pm-6:15pm	TR
HIST101	History of Western Civilization I	3.0	42	Staff	6:30pm-9:10pm	M
HIST101#	History of Western Civilization I	3.0	91	Hughes, P	Telecourse	
HIST101	History of Western Civilization I	3.0	HA	Zvalaren	10:50am-12:05pm	T
HIST102	History of Western Civilization II	3.0	01	Staff	3:05pm-4:20pm	TR
HIST102	History of Western Civilization II	3.0	02	Zvalaren	9:25am-10:40am	TR
HIST102	History of Western Civilization II	3.0	03	Staff	8:00am-9:15am	MW
HIST102	History of Western Civilization II	3.0	04	Staff	10:50am-12:05pm	MW
HIST102	History of Western Civilization II	3.0	05	Staff	12:15pm-1:30pm	MW
HIST102	History of Western Civilization II	3.0	06	Staff	1:40pm-2:55pm	TR
HIST102	History of Western Civilization II	3.0	41	Zvalaren	6:30pm-9:10pm	W
HIST102#	History of Western Civilization II	3.0	91	Hughes, P	Telecourse	
HIST102	History of Western Civilization II 1/29, 2/12, 2/26, 3/12, 3/26 (ends 4/9)	3.0	HW	Staff	8:30am-12:30pm	S
HIST105	U.S. History I	3.0	01	Staff	1:40pm-2:55pm	TR
HIST105	U.S. History I	3.0	02	Staff	8:00am-10:40am	F
HIST105	U.S. History I	3.0	03	Staff	9:25am-10:40am	TR

SPRING CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
HISTORY						
HIST105	U.S. History I	3.0	04	Staff	12:15pm-1:30pm	MW
HIST105	U.S. History I	3.0	05	Zvalaren	10:50am-12:05pm	MW
HIST105	U.S. History I	3.0	06	Staff	9:25am-10:40am	MW
HIST105	U.S. History I	3.0	07	Staff	1:40pm-2:55pm	MW
HIST105	U.S. History I	3.0	41	Staff	6:30pm-9:10pm	T
HIST105	U.S. History I	3.0	HA	Staff	12:15pm-1:30pm	T
HIST106	U.S. History II	3.0	01	Zvalaren	9:25am-10:40am	MW
HIST106	U.S. History II	3.0	02	D'Amore	1:40pm-2:55pm	TR
HIST106	U.S. History II	3.0	03	Staff	10:50am-12:05pm	MW
HIST106	U.S. History II	3.0	04	Staff	1:40pm-2:55pm	MW
HIST106	U.S. History II	3.0	05	Zvalaren	12:15pm-1:30pm	MW
HIST106	U.S. History II	3.0	06	Staff	9:25am-12:05pm	F
HIST106	U.S. History II	3.0	07	Staff	8:00am-9:15am	MW
HIST106	U.S. History II	3.0	08	Staff	8:00am-9:15am	TR
HIST106	U.S. History II	3.0	41	Staff	5:00pm-6:15pm	TR
HIST106	U.S. History II	3.0	42	Staff	6:30pm-9:10pm	M
HIST106	U.S. History II	3.0	HA	Staff	3:05pm-4:20pm	T
HIST250	Special Topics in History: Historical Intersections of Technology and the Environment	3.0	01	Zvalaren	12:15pm-1:30pm	TR
HEALTH INFORMATION TECHNOLOGY For questions please email ldeliberto@pccc.edu						
HOTEL AND RESTAURANT MANAGEMENT						
HOST101	Intro. to Hotel, Restaurant & Institutional Mgmt.	3.0	41	Krauss-Utter	6:30pm-9:10pm	M
HOST108	Hotel & Restaurant Operations	3.0	01	Krauss-Utter	1:40pm-2:55pm	MW
HOST120	Food Preparation I - SCTS	3.0	41	Staff	4:00pm-9:00pm	T
HOST125	Baking & Pastry Arts - SCTS	3.0	41	Gasiorek	4:00pm-9:00pm	M
HOST203	Food Service Sanitation	3.0	01	Krauss-Utter	10:50am-12:05pm	MW
HOST222	Commercial Food Service Oper. - SCTS	3.0	41	Bourinaris	4:00pm-10:00pm	T
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	Reed	10:50am-12:05pm	MW
HUMN101	Survey of World Culture I	3.0	04	Staff	1:40pm-2:55pm	MW
HUMN101	Survey of World Culture I	3.0	05	Marquard	9:25am-10:40am	TR
HUMN101	Survey of World Culture I	3.0	06	Reed	9:25am-12:05pm	T
HUMN101	Survey of World Culture I	3.0	41	Staff	6:30pm-9:10pm	M
HUMN101	Survey of World Culture I	3.0	ON	Reed	Online course via Angel	
HUMN101S	Survey of World Culture I w/Learn Strat	3.0	03	Weed	1:40pm-3:30pm	TR
HUMN102	Survey of World Culture II	3.0	02	Staff	12:15pm-1:30pm	MW
HUMN102	Survey of World Culture II	3.0	03	Marquard	3:05pm-4:20pm	TR
HUMN102	Survey of World Culture II	3.0	04	Weed	12:15pm-1:30pm	TR
HUMN102	Survey of World Culture II	3.0	41	Staff	6:30pm-9:10pm	R
HUMN102	Survey of World Culture II	3.0	ON	Reed	Online course via Angel	
HUMAN SERVICES						
HUMS101	Intro. to Social Services	3.0	01	Staff	1:40pm-2:55pm	TR
HUMS120	Interviewing & Counseling	3.0	01	Staff	3:05pm-5:45pm	M
HUMS203	Human Behavior in the Social Environment: Diversity Offered Spring Only	3.0	41	Miller, N	6:30pm-9:10pm	W
HUMS205	Social Welfare Policy Offered Spring Only	3.0	41	Staff	5:00pm-7:40pm	R
HUMS220	Field Exp. in Human Services I	3.0	41	Miller, N	5:00pm-5:50pm	M
HUMS250	Special Topics in Human Services: Sociology of Poverty	3.0	01	Liss	3:05pm-4:20pm	MW

SPRING CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ITALIAN						
ITAL101	Elementary Italian I	3.0	01	Staff	12:15pm-1:30pm	MW
ITAL102	Elementary Italian II	3.0	41	Percontino	6:30pm-9:10pm	M
LEGAL STUDIES						
LEGA100	Intro. to the American Legal Systems	3.0	01	Gallo	10:50am-12:05pm	MW
LEGA103	New Jersey Practice Offered Spring Only	3.0	41	Rubino	6:30pm-9:10pm	W
LEGA105	Legal Research & Writing I	3.0	HA	Rubino	12:15pm-1:30pm	M
LEGA120	Family Law	3.0	HA	Gallo	12:15pm-1:30pm	W
LEGA210	Legal Research and Writing II	3.0	HA	Rubino	1:40pm-2:55pm	M
LEGA225	Law Office Management	3.0	41	Cunningham	6:30pm-9:10pm	M
MATHEMATICS						
MATH010	Basic Mathematics	3.0	01	Vnenchak	8:00am-9:15am	MW
MATH010	Basic Mathematics - Open Lab	3.0	02	Carpenter	12:15pm-1:30pm	MW
MATH010	Basic Mathematics - Open Lab	3.0	03	Carpenter	10:50am-12:05pm	MW
MATH010	Basic Mathematics - Open Lab	3.0	04	Henegan	12:15pm-1:30pm	TR
MATH010	Basic Mathematics - Open Lab	3.0	05	Henegan	1:40pm-2:55pm	TR
MATH010	Basic Mathematics	3.0	06	Henegan	8:00am-9:15am	TR
MATH010	Basic Mathematics - Open Lab	3.0	07	Henegan	3:05pm-4:20pm	TR
MATH010	Basic Mathematics	3.0	41	DiRupo	6:30pm-9:10pm	R
MATH015	Introductory Algebra I	3.0	01	Henegan	9:25am-10:40am	TR
MATH015	Introductory Algebra I	3.0	02	Keller	12:15pm-1:30pm	TR
MATH015	Introductory Algebra I	3.0	03	Brooks	10:50am-12:05pm	MW
MATH015	Introductory Algebra I	3.0	04	Williamson	9:25am-10:40am	MW
MATH015	Introductory Algebra I	3.0	05	Glass	1:40pm-2:55pm	TR
MATH015	Introductory Algebra I	3.0	07	Allstaedt	1:40pm-2:55pm	MW
MATH015	Introductory Algebra I	3.0	08	Benzkofer	9:25am-10:40am	MW
MATH015	Introductory Algebra I	3.0	41	Ahmad	6:30pm-9:10pm	M
MATH015	Introductory Algebra I <i>Must be enrolled in MATH017-51</i>	3.0	51	Brooks	9:25am-10:40am	MWTR
MATH015	Introductory Algebra I	3.0	52	O'Connell	1:40pm-2:55pm	MWTR
MATH017	Introductory Algebra II	3.0	01	DeHart	1:40pm-2:55pm	TR
MATH017	Introductory Algebra II	3.0	02	Silvernail	12:15pm-1:30pm	MW
MATH017	Introductory Algebra II	3.0	03	DeHart	12:15pm-1:30pm	TR
MATH017	Introductory Algebra II	3.0	04	Williamson	10:50am-12:05pm	MW
MATH017	Introductory Algebra II	3.0	41	Connell	6:30pm-9:10pm	T
MATH017	Introductory Algebra II <i>Must be enrolled in MATH015-52</i>	3.0	51	Brooks	9:25am-10:40am	MWTR
MATH017	Introductory Algebra II	3.0	52	O'Connell	1:40pm-2:55pm	MWTR
MATH023	Basic Algebra	3.0	01	Hartunian	8:00am-9:15am	TR
MATH023	Basic Algebra	3.0	02	Cianci	12:15pm-1:30pm	MW
MATH023	Basic Algebra	3.0	03	Cianci	1:40pm-2:55pm	MW
MATH023	Basic Algebra	3.0	04	Dillon	9:25am-10:40am	TR
MATH023	Basic Algebra	3.0	41	Naklicki	6:30pm-9:10pm	W
MATH023	Basic Algebra	3.0	HA	Dillon	10:50am-12:05pm	T
MATH040	Intermediate Algebra	3.0	01	DeJulia	9:25am-10:40am	MW
MATH040	Intermediate Algebra	3.0	02	Keller	1:40pm-2:55pm	TR
MATH040	Intermediate Algebra	3.0	41	Groschadl	6:30pm-9:10pm	T
MATH040	Intermediate Algebra	3.0	42	Masotti	6:30pm-9:10pm	M
MATH104	Contemporary Mathematics	3.0	01	Williamson	12:15pm-1:30pm	TR
MATH104	Contemporary Mathematics	3.0	02	Buli	9:25am-12:05pm	F
MATH104	Contemporary Mathematics	3.0	03	Castellani	1:40pm-2:55pm	MW
MATH104	Contemporary Mathematics	3.0	04	Williamson	1:40pm-2:55pm	TR

SPRING CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
MATHEMATICS						
MATH104	Contemporary Mathematics	3.0	05	Silvernail	9:25am-10:40am	MW
MATH104	Contemporary Mathematics	3.0	06	Silvernail	8:00am-9:15am	MW
MATH104	Contemporary Mathematics	3.0	07	Keller	9:25am-10:40am	TR
MATH104	Contemporary Mathematics	3.0	41	Ciccolella	6:30pm-9:10pm	W
MATH104	Contemporary Mathematics	3.0	HA	Williamson	1:40pm-2:55pm	W
MATH104	Contemporary Mathematics	3.0	ON	Williamson	Online course via Angel	
MATH106	Mathematical Concepts	3.0	01	Glass	3:05pm-4:20pm	TR
MATH106	Mathematical Concepts	3.0	02	Glass	9:25am-10:40am	MW
MATH106	Mathematical Concepts	3.0	03	Brooks	1:40pm-2:55pm	MW
MATH106	Mathematical Concepts	3.0	04	Toohey	9:25am-10:40am	TR
MATH106	Mathematical Concepts	3.0	05	Toohey	12:15pm-1:30pm	TR
MATH106	Mathematical Concepts	3.0	06	Castellani	3:05pm-4:20pm	MW
MATH106	Mathematical Concepts	3.0	41	Incantalupo	6:30pm-9:10pm	T
MATH108	Statistics	3.0	01	Buli	1:40pm-2:55pm	TR
MATH108	Statistics	3.0	02	DeHart	9:25am-10:40am	MW
MATH108	Statistics	3.0	03	DeHart	12:15pm-1:30pm	MW
MATH108	Statistics	3.0	04	Buli	3:05pm-4:20pm	TR
MATH108	Statistics	3.0	05	Cutrone	9:25am-10:40am	TR
MATH108	Statistics	3.0	06	Cutrone	3:05pm-4:20pm	TR
MATH108	Statistics	3.0	07	Muszelik	10:50am-12:05pm	MW
MATH108	Statistics	3.0	08	Muszelik	9:25am-12:05pm	F
MATH108	Statistics	3.0	41	Black	6:30pm-9:10pm	W
MATH108	Statistics	3.0	ON	Brooks	Online course via Angel	
MATH110	Pre-Calculus I	3.0	01	Vnenchak	9:25am-10:40am	MW
MATH110	Pre-Calculus I	3.0	02	Coomes	3:05pm-4:20pm	TR
MATH110	Pre-Calculus I	3.0	03	DeHart	9:25am-10:40am	TR
MATH110	Pre-Calculus I	3.0	41	Coomes	6:30pm-9:10pm	R
MATH110	Pre-Calculus I	3.0	55	O'Connell	5:30pm-8:10pm	F
MATH112	Pre-Calculus II	3.0	01	DeJulia	10:50am-12:05pm	MW
MATH112	Pre-Calculus II Offered Spring Only	3.0	41	Jarrell	6:30pm-9:10pm	W
MATH113	Calculus I	4.0	01	DeJulia	8:50am-10:40am	TR
MATH113	Calculus I	4.0	41	Prendergast	6:30pm-8:20pm	TR
MATH114	Calculus II	4.0	01	Dillon	12:15pm-2:05pm	MW
MATH114	Calculus II	4.0	02	Cutrone	12:15pm-2:05pm	TR
MATH201	Discrete Mathematics Offered Spring Only	4.0	01	Glass	10:50am-12:40pm	MW
MATH205	Business Calculus	3.0	41	Staff	6:30pm-9:10pm	M
MATH213	Calculus III	4.0	41	Glass	4:30pm-6:20pm	MW
MATH220	Ordinary Differential Equations w/ Applic Offered Spring Only	4.0	01	Schoch	3:05pm-4:55pm	TR
MUSIC						
MUSC101	Music Appreciation	3.0	01	Lillie	3:05pm-5:45pm	M
OFFICE SYSTEMS TECHNOLOGY						
OSTE244	Medical Terminology I	3.0	ON	Gebhardt	Online course via Angel	
OSTE246	Medical Terminology II	3.0	01	Gebhardt	9:25am-12:05pm	F
OSTE246	Medical Terminology II	3.0	ON	Gebhardt	Online course via Angel	
NURSING						
PCC101	Nursing I <i>First 6 weeks of semester, all classes at SCCC Monday -Thursday</i>	7.0	41	Miklovic	5:00pm-9:00pm 5:00pm-9:00pm 5:00pm-10:00pm	MR TW F
PCC201	Nursing III	9.0	01	Siegrist	9:00pm-1:00pm 7:00am-1:00pm 9:00am-3:00pm	MR TW F

SPRING CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
PERFORMING ARTS						
PERA102	Acting I	3.0	01	Trikouros	12:15pm-1:30pm	MW
PERA103	Acting II	3.0	01	Trikouros	10:50am-12:05pm	TR
PERA110	Theater Workshop I	3.0	01	Trikouros	1:40pm-2:55pm	MW
PERA111	Theater Workshop II	3.0	01	Trikouros	1:40pm-2:55pm	MW
PERA209	History of the Theater II	3.0	01	Cuozzo	9:25am-10:40am	MW
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	Ryan	9:25am-12:05pm	F
PHIL110	Philosophy & the Meaning of Life	3.0	04	Van Houten	9:25am-10:40am	TR
PHIL110	Philosophy & the Meaning of Life	3.0	05	Van Houten	1:40pm-2:55pm	TR
PHIL110	Philosophy & the Meaning of Life	3.0	41	MacDougall	7:00pm-9:40pm	M
PHIL201	Comparative Religions	3.0	01	Proulx	9:25am-10:40am	TR
PHIL201	Comparative Religions	3.0	02	Van Houten	9:25am-10:40am	MW
PHIL201	Comparative Religions	3.0	03	Weed	12:15pm-1:30pm	MW
PHIL201	Comparative Religions	3.0	04	Karasik	3:05pm-4:20pm	TR
PHIL201	Comparative Religions	3.0	05	Marquard	12:15pm-1:30pm	TR
PHIL201	Comparative Religions	3.0	41	Allan	6:30pm-9:10pm	W
PHIL203	History of Modern Philosophy	3.0	01	MacDougall	9:25am-10:40am	TR
PHOTOGRAPHY						
PHOT110*	Photography I	3.0	01	Zuretti	9:25am-1:05pm+ 1hr lab	T
PHOT110*	Photography I	3.0	02	Guerriero	1:40pm-5:20pm+ 1hr lab	M
PHOT110*	Photography I	3.0	41	LaFranco	6:00pm-9:40pm+ 1hr lab	M
PHOT112*	Photography II	3.0	01	Zuretti	1:40pm-5:20pm+ 1hr lab	T
PHOT112*	Photography II	3.0	02	Guerriero	9:25am-1:05pm+ 1hr lab	F
PHOT120	History of Photography	3.0	01	Petersen	1:40pm-2:55pm	MW
PHOT135*	Alternative Processes in Photography	3.0	01	Petersen	9:25am-1:05pm+ 1hr lab	W
PHOT202*	Documentary Photography	3.0	01	Guerriero	9:25am-1:05pm+ 1hr lab	M
PHOT205*	Studio Photography	3.0	41	Zuretti	6:00pm-9:40pm	W
PHOT250	Special Topics in Photography: Digital Phot II	3.0	01	LaFranco	8:00am-11:40am+ 1hr lab	R
PHYSICS						
PHYS105*	Introductory Astronomy 1/28-4/9	4.0	WT	Schoch	Telecourse	
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	41	Staff	6:30pm-9:10pm	T
PHYS110L*	Physics I Lab	0.0	41	Staff	6:30pm-9:10pm	R
PHYS112	Physics II Lecture	4.0	01	Staff	12:15pm-2:55pm	M
PHYS112L*	Physics II Lab	0.0	01	Staff	12:15pm-2:55pm	W
PHYS120	Physics I with Calculus Lecture	4.0	41	Schoch	6:30pm-9:10pm	M
PHYS120L*	Physics I with Calculus Lab	0.0	41	Staff	6:30pm-9:10pm	W
PHYS121	Physics II with Calculus Lecture	4.0	01	Schoch	12:15pm-2:55pm	T
PHYS121L*	Physics II with Calculus Lab	0.0	01	Schoch	12:15pm-2:55pm	R
PHYS210	Mechanics	4.0	HA	Schoch	10:15am-12:05pm	M
PHYS250	Special Topics in Physics: Clean Energy Technology Lecture	4.0	01	Larsson	3:05pm-5:45pm	T
PHYS250L*	Special Topics in Physics Lab	0.0	01	Larsson	3:05pm-5:45pm	R
POLITICAL SCIENCE						
POLS101	Intro. to Political Science	3.0	01	D'Amore	1:40pm-2:55pm	MW
POLS101	Intro. to Political Science	3.0	02	D'Amore	12:15pm-1:30pm	TR
POLS101	Intro. to Political Science	3.0	41	Staff	6:30pm-9:10pm	M
POLS105	American Government	3.0	01	D'Amore	12:15pm-1:30pm	MW
POLS106	State & Local Government Offered Spring Only	3.0	01	Staff	9:25am-10:40am	TR
POLS109	Modern Political Ideologies	3.0	01	D'Amore	10:50am-12:05pm	MW
POLS111	Intro. to the American Legal System	3.0	01	Gallo	10:50am-12:05pm	MW

SPRING CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
PSYCHOLOGY						
PSYC100C	Learning Strat. for Comp. Conc. & Applic.	1.0	03	Bond	12:40pm-2:55pm	MW
PSYC100C	Learning Strat. for Comp. Conc. & Applic.	1.0	10	Valentine	12:15pm-2:30pm	TR
PSYC100E	Learning Strat. for English Comp. I <i>Must be enrolled in ENGL032 Section 04</i>	1.0	18	Orr Orr/Smolka	1:40pm-2:55pm 3:05pm-3:55pm	TR T
PSYC100H	Learning Strategies for Survey of World Cult. I	1.0	03	Weed	1:40pm-3:30pm	TR
PSYC100P	Learning Strategies for Psychology	1.0	10	Donato	9:00am-10:40am	MW
PSYC101	General Psychology	3.0	01	Altmann	8:00am-10:40am	M
PSYC101	General Psychology	3.0	02	Littman	10:50am-12:05pm	MW
PSYC101	General Psychology	3.0	03	Linden	1:40pm-2:55pm	MW
PSYC101	General Psychology	3.0	04	Pomerantz	1:40pm-2:55pm	TR
PSYC101	General Psychology <i>Must be enrolled in ENGL032 Section 08</i>	3.0	05	Miller, N	1:40pm-2:55pm	MW
PSYC101	General Psychology	3.0	06	Arpaio	12:15pm-1:30pm	TR
PSYC101	General Psychology	3.0	07	Linden	12:15pm-1:30pm	MW
PSYC101	General Psychology	3.0	08	Altmann	8:00am-9:15am	TR
PSYC101	General Psychology	3.0	09	Linden	12:15pm-1:30pm	TR
PSYC101	General Psychology	3.0	41	Zvirblis	7:00pm-9:40pm	T
PSYC101	General Psychology	3.0	HA	Carbone	10:50am-12:05pm	F
PSYC101	General Psychology	3.0	HB	Carbone	12:15pm-1:30pm	R
PSYC101	General Psychology	3.0	ON	Arpaio	Online course via Angel	
PSYC101S	General Psychology w/Learn Strat	3.0	10	Staff	9:00am-10:40am	MW
PSYC105	Psychology of Human Relations	3.0	01	Carbone	12:15pm-2:55pm	W
PSYC111	Child Psychology	3.0	01	Arpaio	12:15pm-1:30pm	MW
PSYC111	Child Psychology	3.0	02	Taylor	12:15pm-1:30pm	TR
PSYC111	Child Psychology	3.0	41	Dlugasch	6:30pm-9:10pm	M
PSYC111	Child Psychology	3.0	HA	Carbone	1:40pm-2:55pm	R
PSYC201	Abnormal Psychology	3.0	01	Linden	3:05pm-4:20pm	TR
PSYC201	Abnormal Psychology	3.0	41	Carbone	6:30pm-9:10pm	W
PSYC203	Theories of Personality	3.0	41	Linden	5:00pm-6:15pm	MW
PSYC204	Theory & Practice of Psychological Counseling	3.0	01	Arpaio	1:40pm-2:55pm	MW
PSYC210	Social Psychology	3.0	ON	Arpaio	Online course via Angel	
PSYC212	Adolescent Psychology	3.0	01	Scacci	10:50am-12:05pm	MW
PSYC220	Psychology of Human Sexuality	3.0	01	Carbone	12:15pm-2:55pm	M
PSYC237	Multicultural Psychology	3.0	01	Miller, N	1:40pm-2:55pm	TR
PSYC280	Educational Psychology	3.0	41	Pomerantz	6:30pm-9:10pm	R
PSYC280	Educational Psychology	3.0	OA	Nevins	Online course via Angel	
PSYC280	Educational Psychology	3.0	ON	Blevins	Online course via Angel	
RESPIRATORY THERAPY						
RSPT204	Cardiopulmonary Pathophysiology - CCM	2.0	71	Staff	9:00am-10:50am	T
RSPT205	Cardiopulmonary Evaluation - CCM	3.0	71	Shultis	9:00am-10:50am	M
RSPT205L*	Cardiopulmonary Evaluation Lab	0.0	01	Shultis	2:30pm-3:30pm	T
RSPT205L*	Cardiopulmonary Evaluation Lab	0.0	02	Shultis	3:30pm-4:29pm	W
RSPT205L*	Cardiopulmonary Evaluation Lab	0.0	03	Shultis	1:00pm-2:00pm	W
RSPT209	Mechanical Ventilation Lecture - CCM	4.0	71	Adams, D	1:00pm-2:30pm 12:00pm-1:30pm	M T
RSPT209L*	Mechanical Ventilation Lab	0.0	01	Adams, D	9:00am-12:00pm	W
RSPT209L*	Mechanical Ventilation Lab	0.0	41	Staff	5:00pm-8:00pm	T
RSPT209L*	Mechanical Ventilation Lab	0.0	42	Staff	4:30pm-7:30pm	W
RSPT220*	Clinical Practice II	3.0	71	Shultis	7:00am-3:30pm	RF
SOCIOLOGY						
SOCA101	Intro to Sociology	3.0	01	Staff	8:00am-9:15am	MW
SOCA101	Intro to Sociology	3.0	02	Staff	9:25am-10:40am	TR
SOCA101	Intro to Sociology	3.0	03	Staff	10:50am-12:05pm	MW

SPRING CREDIT COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
SOCIOLOGY						
SOCA101	Intro to Sociology	3.0	04	Golin	12:15pm-1:30pm	MW
SOCA101	Intro to Sociology	3.0	05	Staff	9:25am-10:40am	MW
SOCA101	Intro to Sociology	3.0	06	Staff	8:00am-9:15am	TR
SOCA101	Intro to Sociology	3.0	07	Staff	1:40pm-2:55pm	TR
SOCA101	Intro to Sociology	3.0	08	Staff	3:05pm-4:20pm	TR
SOCA101	Intro to Sociology	3.0	09	Staff	9:25am-12:05pm	F
SOCA101	Intro to Sociology	3.0	41	Staff	6:30pm-9:10pm	R
SOCA101	Intro to Sociology	3.0	OA	Golin	Online course via Angel	
SOCA101	Intro to Sociology	3.0	ON	Golin	Online course via Angel	
SOCA150	Contemporary Social Issues Offered Spring Only	3.0	01	Staff	1:40pm-2:55pm	TR
SOCA202	The Sociology of Sports Offered Spring Only	3.0	01	Golin	1:40pm-2:55pm	MW
SOCA207	Sociology of Religion Offered Spring Only	3.0	01	Golin	10:50am-12:05pm	MW
SOCA208	Sociology of the Family	3.0	41	Staff	6:30pm-9:10pm	T
SOCA215	Perspectives On Race, Gender, Class and Culture	3.0	01	Golin	9:25am-10:40am	TR
SOCA215	Perspectives On Race, Gender, Class and Culture	3.0	02	Staff	9:25am-10:40am	MW
SOCA215	Perspectives On Race, Gender, Class and Culture	3.0	03	Staff	12:15pm-1:30pm	MW
SOCA215	Perspectives On Race, Gender, Class and Culture	3.0	41	Staff	6:30pm-9:10pm	W
SOCA215	Perspectives On Race, Gender, Class and Culture	3.0	HA	Golin	12:15pm-1:30pm	T
SOCA250	Special Topics in Sociology: Sociology of Poverty	3.0	01	Liss	3:05pm-4:20pm	MW
SPANISH						
SPAN101	Elementary Spanish I	3.0	01	Toccket	9:25am-10:40am	MW
SPAN101	Elementary Spanish I	3.0	02	Toccket	12:15pm-1:30pm	MW
SPAN101	Elementary Spanish I	3.0	03	Stevens	8:00am-9:15am	TR
SPAN101	Elementary Spanish I	3.0	04	Stevens	9:25am-10:40am	TR
SPAN101	Elementary Spanish I	3.0	05	Martin	3:05pm-4:20pm	TR
SPAN101	Elementary Spanish I	3.0	41	Ciannella	6:30pm-9:10pm	M
SPAN102	Elementary Spanish II	3.0	01	Martin	9:25am-10:40am	TR
SPAN102	Elementary Spanish II	3.0	02	Martin	1:40pm-2:55pm	TR
SPAN102	Elementary Spanish II	3.0	03	Partida	3:05pm-5:45pm	W
SPAN102	Elementary Spanish II	3.0	04	Toccket	10:50am-12:05pm	MW
SPAN102	Elementary Spanish II	3.0	05	Martin	1:40pm-2:55pm	MW
SPAN102	Elementary Spanish II	3.0	06	Ortiz	8:00am-9:15am	TR
SPAN102	Elementary Spanish II	3.0	41	Partida	7:00pm-9:40pm	W
SPAN201	Intermediate Spanish I	3.0	01	Martin	9:25am-10:40am	MW
SPAN202	Intermediate Spanish II	3.0	01	Martin	10:50am-12:05pm	MW

ONLINE COURSES

Course Code	Course Title	Cr	Sec	Faculty	Online
ART					
ARTA101	Basic Design	3.0	ON	Hankala	Online course via Angel
ARTA103	Art History I	3.0	ON	Staff	Online course via Angel
ARTA106	Art Appreciation	3.0	OA	McWilliams	Online course via Angel
ARTA106	Art Appreciation	3.0	ON	McWilliams	Online course via Angel
ARTA110	Intro to Color	3.0	ON	Hankala	Online course via Angel
BIOLOGY					
BIOS101	General Biology Lecture	4.0	OA	Conde	Online course via Angel
BIOS101	General Biology Lecture	4.0	ON	Conde	Online course via Angel
BIOS103	Anatomy & Physiology I Lecture	4.0	ON	Staff	Online course via Angel
BIOS104	Anatomy & Physiology II Lecture	4.0	ON	Conde	Online course via Angel
BIOS250	Special Topics in Biology: Nutrition, Fitness, and Wellness	3.0	ON	Davidson	Online course via Angel

ONLINE COURSES (cont'd)

Course Code	Course Title	Cr	Sec	Faculty	Online
BUSINESS					
BUSA205	Business Law I	3.0	ON	Gallo	Online course via Angel
BUSA211	Mgmt. & Organizational Behavior	3.0	ON	Clark	Online course via Angel
CHILD DEVELOPMENT					
CDEV260	Methods of Teaching Infants & Toddlers	3.0	ON	Taylor	Online course via Angel
CHEMISTRY					
CHEM150	Fundamentals of Nutrition	3.0	OA	Davidson	Online course via Angel
CHEM150	Fundamentals of Nutrition	3.0	ON	Davidson	Online course via Angel
COLLEGE CAPSTONE - LIBERAL ARTS					
COLL201	Capstone for Liberal Arts	1.0	OA	Thompson	Online course via Angel
COLL201	Capstone for Liberal Arts	1.0	OB	Carpenter	Online course via Angel
COLL201	Capstone for Liberal Arts	1.0	OC	Garczynski	Online course via Angel
COLL201	Capstone for Liberal Arts	1.0	OD	Garczynski	Online course via Angel
COLL201	Capstone for Liberal Arts	1.0	OE	Garczynski	Online course via Angel
COLL201	Capstone for Liberal Arts	1.0	ON	Murphy-Smolka	Online course via Angel
COLLEGE CAPSTONE - BUSINESS, SCIENCE, & TECHNOLOGY					
COLL202	Capstone for Business, Science, & Technology	1.0	OA	Devlin	Online course via Angel
COLL202	Capstone for Business, Science, & Technology	1.0	OB	Devlin	Online course via Angel
COLL202	Capstone for Business, Science, & Technology	1.0	ON	Devlin	Online course via Angel
COLLEGE CAPSTONE - CRIMINAL JUSTICE					
COLL203	Capstone for Criminal Justice	1.0	ON	Guber	Online course via Angel
COMMUNICATIONS					
COMM110	Intro. to Radio & Television Broadcasting	3.0	ON	Ross	Online course via Angel
COMM180	Editing	3.0	ON	Frear	Online course via Angel
COMM203	Writing for the Media	3.0	ON	Ross	Online course via Angel
COMPUTER SCIENCE					
COMS110	Computer Concepts & Applications	3.0	OA	Black	Online course via Angel
COMS110	Computer Concepts & Applications	3.0	OB	Blahut	Online course via Angel
COMS110	Computer Concepts & Applications	3.0	OC	Rendina	Online course via Angel
COMS110	Computer Concepts & Applications	3.0	ON	Rendina	Online course via Angel
COMS120	Computer Software Applications	3.0	ON	Farley	Online course via Angel
COMS142	Programming in C++	3.0	ON	Fox	Online course via Angel
COMS155	Web Site Development I	3.0	ON	Farley	Online course via Angel
CRIMINAL JUSTICE					
CRJS250	Special Topics in Criminal Justice: Computer Crime	3.0	ON	Petersen	Online course via Angel
ECONOMICS					
ECON101	Macroeconomics	3.0	ON	Goldberg	Online course via Angel
ECON102	Microeconomics	3.0	ON	Goldberg	Online course via Angel
EDUCATION					
EDUC291	Portfolio Develop. in Education	1.0	ON	Taylor	Online course via Angel
ENGLISH					
ENGL101	English Composition I	3.0	ON	Thompson	Online course via Angel
ENGL102	English Composition II	3.0	OA	Thompson	Online course via Angel
ENGL102	English Composition II	3.0	OB	Thompson	Online course via Angel
ENGL207	Literature by Women	3.0	ON	Orr	Online course via Angel
ENGL216	Children's Literature	3.0	ON	Carducci	Online course via Angel
ENGL217	Journalism II	3.0	ON	Frear	Online course via Angel
ENGINEERING					
ENGR100	Introduction to Engineering	3.0	ON	Schoch	Online course via Angel
HUMANITIES					
HUMN101	Survey of World Culture I	3.0	ON	Reed	Online course via Angel

ONLINE COURSES (cont'd)

Course Code	Course Title	Cr	Sec	Faculty	Online
HUMN102	Survey of World Culture II	3.0	ON	Reed	Online course via Angel
MATHEMATICS					
MATH104	Contemporary Mathematics	3.0	ON	Williamson	Online course via Angel
MATH108	Statistics	3.0	ON	Brooks	Online course via Angel
OFFICE SYSTEMS TECHNOLOGY					
OSTE244	Medical Terminology I	3.0	ON	Gebhardt	Online course via Angel
OSTE246	Medical Terminology II	3.0	ON	Gebhardt	Online course via Angel
PSYCHOLOGY					
PSYC101	General Psychology	3.0	ON	Arpaio	Online course via Angel
PSYC210	Social Psychology	3.0	ON	Arpaio	Online course via Angel
PSYC280	Educational Psychology	3.0	OA	Nevins	Online course via Angel
PSYC280	Educational Psychology	3.0	ON	Blevins	Online course via Angel
SOCIOLOGY					
SOCA101	Intro to Sociology	3.0	OA	Golin	Online course via Angel
SOCA101	Intro to Sociology	3.0	ON	Golin	Online course via Angel

HYBRID COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ANTHROPOLOGY						
ANTH101	Introduction to Anthropology	3.0	HA	Balzano	1:40pm-2:55pm	T
BUSINESS						
BUSA101	Intro. to Business	3.0	HA	Clark	9:25am-10:40am	T
BUSA205	Business Law I	3.0	HA	Marrafino	12:15pm-1:30pm	T
BUSA206	Business Law II	3.0	HA	Gallo	12:15pm-1:30pm	R
BUSA220	Principles of Marketing	3.0	HA	Clark	1:40pm-2:55pm	M
BUSA260	Business Internship	3.0	HA	Krauss-Utter	12:15pm-1:05pm	W
CHILD DEVELOPMENT						
CDEV160	Child Health and Nutrition	3.0	HA	Taylor	9:25am-10:40am	T
COLLEGE CAPSTONE - LIBERAL ARTS						
COLL201	Capstone for Liberal Arts	1.0	HA	Murphy-Smolka	10:50am-12:05pm	M
COMMUNICATIONS						
COMM101	Intro. to Mass Communications	3.0	HA	Mielo	5:00pm-6:15pm	M
EDUCATION						
EDUC275	Working with Special Needs Children	3.0	HA	Blevins	6:30pm-7:45pm	R
ENGLISH						
ENGL102	English Composition II	3.0	HA	Staff	9:25am-12:05pm	F
ENGL102	English Composition II	3.0	HB	Orr	10:50am-12:05pm	T
ENGL102	English Composition II	3.0	HC	Staff	1:40pm-2:55pm	W
ENGL215	Journalism I	3.0	HA	Mielo	5:00pm-6:15pm	W
ENGL216	Children's Literature	3.0	HA	Murphy-Smolka	1:40pm-2:55pm	T
ENGINEERING						
ENGR210	Mechanics	4.0	HA	Schoch	10:15am-12:05pm	M
FIRE SCIENCE						
FRST106	Fire Tactics and Strategy	3.0	HA	Diveny	6:30pm-9:10pm	T
HISTORY						
HIST101	Hist of Western Civilization I	3.0	HA	Zvalaren	10:50am-12:05pm	T
HIST102	Hist of Western Civilization II	3.0	HW	Staff	8:30am-12:30pm	S
HIST105	U.S. History I	3.0	HA	Staff	12:15pm-1:30pm	T
HIST106	U.S. History II	3.0	HA	Staff	3:05pm-4:20pm	T

HYBRID COURSES (cont'd)

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
LEGAL STUDIES						
LEGA105	Legal Research & Writing I	3.0	HA	Rubino	12:15pm-1:30pm	M
LEGA120	Family Law	3.0	HA	Gallo	12:15pm-1:30pm	W
LEGA210	Legal Research and Writing II	3.0	HA	Rubino	1:40pm-2:55pm	M
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	Carbone	10:50am-12:05pm	F
PSYC101	General Psychology	3.0	HB	Carbone	12:15pm-1:30pm	R
PSYC111	Child Psychology	3.0	HA	Carbone	1:40pm-2:55pm	R
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	
PHYS105#	Introductory Astronomy	4.0	WT	Schoch	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	R
AOTE118*	Auto. Heating & Air Conditioning - SCTS	3.0	71	McDole	6:00pm-9:40pm	W
AOTE204*	Auto. Drivelines & Manual Trans. - SCTS	3.0	71	McDole	6:00pm-9:40pm	T
AOTE260	Co-op Auto. Educ.-Work Exper.	6.0	71	Staff	-	
AOTE261	Co-op Automotive Education Class	1.0	71	Staff	-	
RSPT204	Cardiopulmonary Pathophysiology - CCM	2.0	71	Staff	9:00am-10:50am	T
RSPT205	Cardiopulmonary Evaluation - CCM	3.0	71	Shultis	9:00am-10:50am	M
RSPT209	Mechanical Ventilation Lecture - CCM	4.0	71	Adams, D	1:00pm-2:30pm 12:00pm-1:30pm	M T
RSPT220*	Clinical Practice II	3.0	71	Shultis	7:00am-3:30pm	RF

SATURDAY COURSES

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
BIOS101	General Biology Lecture	4.0	61	Staff	8:00am-11:00am	S
BIOS101L*	General Biology Lab	0.0	61	Staff	11:30am-2:30pm	S
BIOS104	Anatomy & Physiology II Lecture	4.0	61	Staff	8:30am-11:30am	S
BIOS104L*	Anatomy & Physiology II Lab	0.0	61	Staff	12:00pm-3:00pm	S
BIOS122	Intro. to Environmental Science Lecture	4.0	61	Staff	8:30am-11:30am	S
BIOS122L*	Intro. to Environmental Science Lab	0.0	61	Staff	12:00pm-3:00pm	S
CHEM100	Introductory Chemistry Lecture	4.0	61	Staff	8:00am-11:00am	S
CHEM100L*	Introductory Chemistry Lab	0.0	61	Staff	11:30am-2:30pm	S
HIST102	History of Western Civilization II	3.0	HW	Staff	8:30am-12:30pm	S



SUMMER SESSION I

Classes begin May 23, 2011
and end June 15, 2011

See Course Key Code on page 7

Course Code	Course Title	Cr	Sec	Faculty	Time	Day
ANTH101	Introduction to Anthropology	3	HA		12:30pm-3:30pm	MW
ARTA103	Art History I	3	41	Hughes	6:30pm-9:30pm	MTWR
ARTA106	Art Appreciation	3	ON	McWilliams	Online class	
ARTA110	Intro to Color	3	ON	Hankala	Online class	
COMS110*	Computer Concepts and Applications	3	01	Valentine	8:30am-12:20pm	MTWR
COMS110*	Computer Concepts and Applications	3	02	Farley	8:30am-12:20pm	MTWR
COMS120*	Computer Software Applications	3	01	Reeber	12:30pm-4:20pm	MTWR
CRJS220	Contemporary Issues in Law Enforcement	3	01	McGovern	8:30am-11:30am	MTWR
ECON101	Macroeconomics	3	01	Devlin	8:30am-11:30am	MTWR
ENGL101	English Composition I	3	01	Rawlins	8:30am-11:30am	MTWR
ENGL102	English Composition II	3	01	Carpenter	8:30am-11:30am	MTWR
ENGL201	Effective Speaking	3	01	Wade	12:30pm-3:30pm	MTWR
ENGL211	The Short Story	3	ON	Thompson	Online course	
ENGL211	The Short Story	3	OA	Orr	Online course	
ENGL250	Special Topics: Myth, Dream, and Image	3	01	Ancona	10:30am-1:30pm	MTWR
GRAD108	History of Graphic Design	3	01	Ward	8:30am-12:20pm	MTWR
GRAD128*	Computer Graphics II	3	01	Fitzgerald	12:30pm-4:20pm	MTWR
HIST101	History of Western Civilization I	3	01		12:30pm-3:30pm	MTWR
HUMN101	Survey of World Culture I	3	01	Weed	8:30am-11:30am	MTWR
HUMN102	Survey of World Culture II	3	ON	Reed	Online class	
MATH023	Basic Algebra	3IC	01	Dillon	8:30am-11:30am	MTWR
PHIL110	Philosophy & The Meaning of Life	3	01	Van Houten	8:30am-11:30am	MTWR
PSYC101	General Psychology	3	01		8:30am-11:30am	MTWR
SOCA101	Introduction to Sociology	3	01		8:30am-11:30am	MTWR

SUMMER SESSION II

Classes begin June 20, 2011 and end August 3, 2011

Some Math and Science Courses end August 10

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ACCT101	Accounting Principles I Financial	3	41		6:30pm-9:40pm	MW
ACCT102	Accounting Principles II Managerial	3	41	King	6:30pm-9:40pm	MW
AMSL101	American Sign Language I	3	01	Invidiato	8:30am-11:40am	TuTh
ANTH250	Special Topics in Anthropology: Archeology Field Experience <i>Meets on campus June 20-30</i>	3	01	Sandy	9:00am-2:00pm	MTWR
ARTA101	Basic Design	3	01	kaur Dhew	1:00pm-5:10pm	MW
ARTA104	Art History II	3	41	Hughes, M.	6:30pm-9:40pm	TuTh
ARTA106	Art Appreciation	3	ON	McWilliams	Online course	
ARTA200*	Watercolor	3	01	Koeck	8:30am-12:40pm	TuTh
BIOS101*	General Biology Lecture	4	01		8:30am-11:15am	MW
BIOS101L	General Biology Lab		01		8:30am-11:15am	TR
BIOS102*	Introduction to Human Biology Lecture	4	01		8:30am-11:15am	WT-
BIOS102L	Introduction to Human Biology Lab		01		8:30am-11:15am	MT
BIOS103*	Anatomy and Physiology I Lecture	4	01		12:00pm-2:45pm	MW-
BIOS103L	Anatomy and Physiology I Lab		01		12:00pm-2:45pm	TuTh

SUMMER SESSION II (cont'd)

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
B1OS103*	Anatomy and Physiology I Lecture	4	41		6:45pm-9:30pm	MW-
BIOS103L	Anatomy and Physiology I Lab		41		6:45pm-9:30pm	TuTh
BIOS104*	Anatomy and Physiology II Lecture	4	01		12:00pm-2:45pm	TuT-
BIOS104L	Anatomy and Physiology II Lab		01		12:00pm-2:45pm	MW
BIOS104*	Anatomy and Physiology II Lecture	4	41		6:45pm-9:30pm	TuTh-
BIOS104L	Anatomy and Physiology II Lab		41		6:45pm-9:30pm	MW
BIOS110*	Biology I Lecture	4	01		12:00pm-2:45pm	TuTh-
BIOS110L	Biology I Lab		01		12:00pm-2:45pm	MW
BIOS122*	Intro to Environmental Science Lecture	4	01		12:00pm-2:45pm	MW-
BIOS122L	Intro to Environmental Sciercer Lab		01		12:00pm-2:45pm	TuTh
BIOS122*	Intro to Environmental Science Lecture	4	41		6:45pm-9:30pm	MW-
BIOS122L	Intro to Environmental Sciercer Lab		41		6:45pm-9:30pm	TuTh
BIOS210*	Microbiology Lecture	4	01		12:00pm-2:45pm	MW-
BIOS210L	Microbiology Lab		01		12:00pm-2:45pm	TuTh
BIOS210*	Microbiology Lecture	4	41		6:45pm-9:30pm	MW-
BIOS210L	Microbiology Lab		41		6:45pm-9:30pm	TuTh
BUSA 101	Introduction to Business	3	41	Devlin	6:30pm-9:40pm	TuTh
BUSA 211	Management and Organizational Behavior	3	ON	Clark	Online course	
BUSA205	Business Law I	3	41		6:30pm-9:40pm	MW
CHEM100*	Introductory Chemistry Lecture	4	01		8:30am-11:15am	MW-
CHEM100L	Introductory Chemistry Lab		01		8:30am-11:15am	TuTh
CHEM100*	Introductory Chemistry Lecture	4	41		6:45pm-9:30pm	TuTh
CHEM100L	Introductory Chemistry Lab		41		6:45pm-9:30pm	MW
CHEM107	Forensic Science	4	01		12:00pm-2:45pm	MW-
CHEM107L	Forensic Science Lab		01		12:00pm-2:45pm	TuTh
CHEM110*	College Chemistry I Lecture	4	41		6:45pm-9:30pm	MW-
CHEM110L	College Chemistry I Lab		41		6:45pm-9:30pm	TuTh
CHEM150	Fundamentals of Nutrition	3	ON		Online course	
CHEM150	Fundamentals of Nutrition	3	OA		Online course	
CDEV280	Child Care Internship I	3	41	Taylor	TBA	TBA
CDEV285	Child Care Internship II	3	41	Taylor	TBA	TBA
COLL201	Capstone for Liberal Arts - <i>Online 6/20 - 7/14</i>	1	ON	Garczynski	Online course	
COLL201	Capstone for Liberal Arts - <i>Online 6/20 - 7/14</i>	1	OA	Thompson	Online course	
COLL205	Capstone in Journalism - <i>Online 6/20-7/14</i>	1	ON		Online course	
COMS110*	Computer Concepts and Applications	3	01	Zhang	8:30am-12:40pm	TuTh
COMS110*	Computer Concepts and Applications	3	41	Ozdemir	6:00pm-10:00pm	MW
COMS114	Introduction to Computer Science I	3	41	Franklin	6:00pm-10:00pm	TuTh
CRJS225	Community Corrections	3	ON	Guber	Online course	
CRJS230	Practicum in Criminal Justice Agency Operations	3	01	McGovern	TBA	
CRJS250	Special Topics: Legal Issues in Law Enforcement	3	HA	Hemschot	5:00pm-8:10pm	M
ECON101	Macroeconomics	3	41	Hobbs	6:30pm-9:40pm	MW
ECON101	Macroeconomics	3	ON	Devlin	Online course	
ECON102	Microeconomics	3	ON	Goldberg	Online course	
ENGR100	Introduction to Engineering	3	ON		Online course	
ENGL101	English Composition I	3	01	Ancona	8:30am-11:40am	MW
ENGL101	English Composition I	3	41	Ancona	6:30pm-9:40pm	MW
ENGL101	English Composition I	3	ON	Thompson	Online course	
ENGL102	English Composition II	3	01		8:30am-11:40am	MW
ENGL102	English Composition II	3	41	Rawlins	6:30pm-9:40pm	MW
ENGL102	English Composition II	3	ON	Thompson	Online course	
ENGL201	Effective Speaking	3	41		6:30pm-9:40pm	TR
ENGL203	American Literature I	3	01		8:30am-11:40am	TR
ENGL204	American Literature II	3	ON	Orr	Online course	
ENGL216	Children's Literature	3	41	Brown	6:30pm-9:40pm	MW
ENGL216	Children's Literature	3	ON	Smolka	Online course	

SUMMER SESSION II (cont'd)

Course Code	Course Title	Cr	Sec	Faculty	Time	Days
ENGL222	Shakespeare	3	41		6:30pm-9:40pm	MW
ESOL037	Basic ESL Skill Development II	3IC	01		8:30am-11:40am	TR
ESOL087	ESL Listening and Speaking III	3IC	41		6:30pm-9:40pm	TR
GRAD132*	Designing & Printing Stylized Books	3	01		1:00pm-5:10pm	TR
GRAD144*	Color for Designers	3	41		6:00pm-10:00pm	MW
HIST102	History of Western Civilization II	3	HA	Zvalaren	12:30pm-3:40pm	Mon
HIST105	U.S. History I	3	41		6:30pm-9:40pm	TR
MATH104	Contemporary Mathematics	3	41	Cutrone	6:30pm-9:40pm	MW
MATH106	Mathematical Concepts	3	01	Cutrone	12:30pm-3:40pm	MW
MATH108	Statistics	3	01	Cutrone	8:30am-11:40am	TR
MATH108	Statistics	3	41	Morcos	6:30pm-9:40pm	MW
MATH110	Pre-Calculus I	3	41		6:30pm-9:40pm	TR
MATH110	Pre-Calculus I	3	42		6:30pm-9:40pm	MW
MATH112	Pre-Calculus II	3	41	Prendergast	6:30pm-9:40pm	MW
MATH113	Calculus I <i>Class ends August 9</i>	4	41	Kappelmeier	6:15pm-9:50pm	T
MATH113	Calculus I <i>Class ends August 9</i>		41	Kappelmeier	6:15pm-9:50pm	R
POLS101	Introduction to Political Science	3	41		6:30pm-9:40pm	MW
LEGA115	Real Estate Transactions	3	41		6:30pm-9:40pm	TR
PERA250	Special Topics: Intensive Monologue Study and Audition Technique	3	41	Rhett	6:30pm-9:40pm	TR
PHIL110	Philosophy and the Meaning of Life	3	01	Ryan	8:30am-11:40am	MW
PHIL110+	Philosophy and the Meaning of Life - Telecourse	3	91	Ryan		
PHIL201	Comparative Religions	3	41	Weed	6:30pm-9:40pm	TR
PHOT250*	Special Topics: Photo Portfolio Development	3	01		9:30am-1:40pm	MW
PHYS100*	Concepts of Physics Lecture	4	01		12:00pm-2:45pm	MW-TR
PHYS100L	Concepts of Physics Lab		01		12:00pm-2:45pm	TR
PHYS110*	Physics I Lecture	4	41		6:45pm-9:30pm	MW-TR
PHYS110L	Physics I Lab		41		6:45pm-9:30pm	TR
PSYC101	General Psychology	3	01		8:30am-11:40am	TR
PSYC109	Psychology of Human Growth and Development <i>(For Nursing Students Only)</i>	3	41	Linden	6:30pm-9:40pm	TR
PSYC111	Child Psychology	3	ON	Arpaio	Online course	
PSYC111	Child Psychology	3	HA		8:30am-11:40am	M
PSYC201	Abnormal Psychology	3	41		6:30pm-9:40pm	TR
PSYC212	Adolescent Psychology	3	ON	Arpaio	Online course	
PSYC280	Educational Psychology	3	ON	Arpaio	Online course	
RSPT207	Neonatal and Pediatric Respiratory Care	2	71		9:00am-11:30am	Mon
RSPT208	Advanced Respiratory Care	2	71		1:00pm-3:30pm	Mon
RSPT230	Clinical Practice III	4	71		1:30am-12:00pm 7:00am-3:30pm or 7:00am-7:30pm 8:00am-4:00pm	M TWR TWR F
SPAN101	Elementary Spanish I	3	01	Stevens	8:30am-11:40am	T
SPAN101	Elementary Spanish I		01	Stevens	8:30am-11:40am	R
SPAN101	Elementary Spanish I	3	41	Partida	6:30pm-9:40pm	M
SPAN101	Elementary Spanish I	3	41	Partida	6:30pm-9:40pm	W
SPAN102	Elementary Spanish II	3	01	Stevens	8:30am-11:40am	M
SPAN102	Elementary Spanish II		01	Stevens	8:30am-11:40am	W
SPAN102	Elementary Spanish II	3	41	Lubrano	6:30pm-9:40pm	Tues
SPAN102	Elementary Spanish II		41	Lubrano	6:30pm-9:40pm	Thurs
SOCA215	Perspectives on Race, Class, Gender & Culture	3	01		8:30am-11:40am	TuTh

SUMMER SESSION III

Classes begin July 6, 2011 and end August 10, 2011

Course Code	Course Title	Cr	Sec	Faculty	Time	Day
ANTH101	Introduction to Anthropology	3	HA		6:10pm-9:50pm	M
ARTA106	Art Appreciation	3	ON	McWilliams	Online course via Angel	
COMM225	Public Relations	3	ON		Online course via Angel	
COMS110*	Computer Concepts and Applications	3	01	Shuman	8:00am-12:50pm	MW
ECON101	Macroeconomics	3	ON	Goldberg	Online course via Angel	
ECON102	Microeconomics	3	ON	Goldberg	Online course via Angel	
ENGL015	Developmental Writing I	3IC	01		8:00am-11:40am	MW
ENGL015L	Writing Skills I for College Success	1IC	OL			
ENGL021	Developmental Writing II	3IC	01		8:00am-11:40am	MW
ENGL021L	Writing Skills II for College Success	1IC	OL			
ENGL021	Developmental Writing II	3IC	41		6:10pm-9:50pm	TR
ENGL021L	Writing Skills II for College Success	1IC	OL			
ENGL031	Introduction to College Reading I	3IC	01		8:00am-11:40am	TR
ENGL031L	Reading Skills I for College Success	1IC	OL			
ENGL032	College Reading II	3IC	01		8:00am-11:40am	TR
ENGL032L	Reading Skills II for College Success	1IC	OL			
ENGL032	College Reading II		41	Smolka	6:10pm-9:50pm	MW
ENGL032L	Reading Skills II for College Success	1IC	OL			
ENGL101	English Composition I	3	01		8:00am-11:40am	TR
ENGL201	Effective Speaking	3	01		8:00am-11:40am	TR
ENGL201	Effective Speaking	3	41	Wade	6:10pm-9:50pm	MW
ESOL010	American Language and Civics	NC	41		6:10pm-9:30pm	MW
ESOL010	American Language and Civics	NC	42		6:10pm-9:30pm	MW
GRAD101	Intro to Graphic Design	3	41	Fitzgerald	5:15pm-8:55pm	TR
GRAD105*	Computer Graphics I	3	01	Ward	12:00pm-4:50pm	MW
HIST106	U.S. History II	3	HA	Zvalaren	6:10pm-9:50pm	Tues
HUMS101	Introduction to Social Services	3	41	Cerrado-Shapiro	6:10pm-9:50pm	TR
MATH005	Basic Math Review 8/15-8/19	1IC	01	Devlin	9:00am-11:45am	MTWRF
MATH010	Basic Mathematics <i>Self-Paced Open Lab</i>	3IC	41	Carpenter	6:10pm-9:50pm	TR
MATH012	Basic Algebra Review 8/15-8/19	1IC	01	Allstaedt	9:00am-11:45am	MTWRF
MATH015	Introductory Algebra I	3IC	41	Black	6:10pm-9:50pm	TR
MATH017	Introductory Algebra II	3IC	41	Ahmad	6:10pm-9:50pm	MW
MATH023	Basic Algebra	3IC	41	DeJulia	6:10pm-9:50pm	TR
MATH040	Intermediate Algebra	3IC	41	Groschadl	6:10pm-9:50pm	MW
PSYC101	General Psychology	3	01		8:00am-11:40am	MW
PSYC203	Theories of Personality	3	01	Linden	12:00pm-3:40pm	TR
PSYC212	Adolescent Psychology	3	ON		Online course via Angel	
PSYC280	Educational Psychology	3	HA		12:00pm-3:40pm	W
SOCA101	Introduction to Sociology	3	ON		Online course via Angel	

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

HEALTH SCIENCES

Statement of Purpose:

The Department of Health Sciences at Sussex County Community College strives to provide each student enrolled in the health related programs with the skills and knowledge that will enable them to effectively and efficiently contribute to the health care community in their chosen field of expertise, while always striving to maintain the dignity of their patients, to perform within the scope of their training and to practice within the ethical boundaries of humanity.

The Department works closely with health care professionals in Sussex County and in the surrounding vicinity to develop and offer courses of study that are in demand in the local community thus insuring that employment opportunities are available to students upon completion of their programs. These professionals are instrumental in the design and implementation of programs and many offer their expertise in terms of teaching, program assessment and participation on Advisory Boards to insure that programs remain current in this fast-paced and ever-changing world of medicine.

Sussex County Community College Department of Health Sciences offers various career training certificate programs. Students who successfully complete any one of these non-credit health care courses of study are eligible to continue their education at SCCC in a unique program designed specifically for health care professionals. The Associate of Applied Science Health Science degree offers college credit to health care professionals who have completed formal education and training in a health related field. This degree provides the general education courses that are necessary to complete an associate degree and recognizes the previous health care training as the concentration component of the degree requirements thus offering graduates the ability to earn an associate degree while working in the profession they enjoy.

TUITION, FEES & OTHER COSTS

The tuition for clock-hour Health Science educational programs is based on a fee per clock hour. Programs vary in the fee that they charge and the number of clock hours required for program completion. To receive a current estimate of the costs associated with a specific program please contact us at (973) 300-2136. Financial Aid is available to students in programs that qualify.

Offerings include the following

Courses (Non-Credit):

- Emergency Medical Technician
- Professional Medical Coder
- Homemaker-Home Health Aide

Health Care Certifications (Non-Credit):

- Medical Assistant
- Medical Office Administrator
- Medical Coding & Billing
- Surgical Technology

Degree Programs:

- Nurse Education – AAS
(Partnership with Passaic County Community College)
- Respiratory Therapy – AAS
(Partnership with County College of Morris)
- Health Science - AAS

**For more
information on
Health Sciences
please call
(973) 300-2136**

**Financial Aid is available
to students who qualify.**



EMERGENCY MEDICAL TECHNICIAN-BASIC PROGRAM

EMT-Basics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury for emergency patients in the out-of hospital setting.

EMT-Basics possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. EMT-Basics recognize that they are an essential component of the continuum of care and serve as a link for emergency patients to acute care resources.

The primary roles and responsibilities of EMT-Basics are to maintain high quality, out-of-hospital emergency care. Ancillary roles of the EMT-Basic may include public education and health promotion programs as deemed appropriate by the community.

EMT-Basics are responsible and accountable to medical direction, the public and their peers. EMT-Basics seek to take part in life-long professional development, peer evaluation, and assume an active

role in professional and community organizations.

In order to practice in the State of New Jersey, all Emergency Medical Technicians- Basic (EMT-B) must be certified. Individuals are required to pass the 110 hour EMT course as well as the State of New Jersey Department of Health practical and written examinations.

SCCC offers an official United States Department of Transportation, EMT-Basic course designed to teach the emergency care and transportation of the sick and injured. The specific curriculum, prepared by the National Highway Traffic Safety Administration (NHTSA) is responsive to the standards established by the National Highway Safety Act. The curriculum is the core of required information presented within a 110 hour training program. It is intended to prepare a medically competent EMT-Basic to operate in the field. Students will complete 10 hours of assigned clinical work as a part of this course. Students who successfully complete this course will be eligible to sit for the certification examination administered by the New Jersey State Department of Health and Senior Services, Office of Emergency Medical Services.

MEDICAL ASSISTANT PROGRAM

Certified Medical Assistants are highly-trained individuals who perform a variety of roles in the physician's office or healthcare facility. They focus on the quality of patient care by assisting the medical team with clinical skills. They also have the expertise to ensure patient satisfaction by assisting with the administrative tasks that are essential to secure proper reimbursement for medical attention in an efficient manner. The combination of these skills, plus many others, makes the Medical Assistant an indispensable part of a healthcare organization.

The attainment of a professional credential verifies that the Medical Assistant demonstrates a broad general knowledge of the field and is capable of performing the responsibilities demanded by almost any physicians' office across the country. Prospective employers can utilize the credential as a benchmark for screening the most qualified candidates. Only students who have completed training offered by CAAHEP accredited programs are eligible to sit for the national certification exam which is a requirement for credentialing. The Medical Assistant Program at Sussex County Community College is accredited by The Commission on Accreditation for Allied Health Education Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE) and offers the highest quality education available in the field of medical assisting.

Commission on Accreditation of

Allied Health Education Programs

1361 Park Street • Clearwater, FL 33756

Phone: (727) 210-2350 • Fax: (727) 210-2354

www.caahep.org

MEDICAL ASSISTANT PROGRAM REQUIREMENTS

AH012	Human Anatomy & Terminology I	45
AH040	Pharmacology	20
AH040L	Pharmacology Lab	45
MA100	Computer Applications for the Medical Professional.	45
MA200	Medical Office Administration	45
MA300	Assisting with Medical Exams	90
IC030	Introduction to Medical Insurance & Coding	45
AH013	Human Anatomy & Terminology II	45
MA500	Electrocardiography	60
MA400	Hematology & Phlebotomy	60
MA310	Clinical Procedures for Medical Assistant	90
MA110	Computerized Medical Practice Mgmt	45
AH090	Health Inf. Tech & Electronic Health Records	45
AH050	Psychology of Patient Relations	15
AH060	Medical Law & Ethics	15
AH070	CPR & First Aid	10
MA600	Professional Medical Assistant	30
MA060	Medical Assistant Practicum	160
Total Program Hours		910

MEDICAL OFFICE ADMINISTRATION PROGRAM

Medical Office Administrators are individuals who serve a key role in many medical facilities. Dental offices, nursing homes, clinics, laboratories, and hospitals are only a few of the employment opportunities available to this profession. This multi-skilled practitioner is knowledgeable in medical records management, insurance processing, coding and billing, management of practice finances, information processing, and other fundamental medical office management tasks. The MAA must maintain familiarity with technical concepts required to coordinate administrative office functions in the healthcare setting.

The attainment of a credential verifies that the student demonstrates to the healthcare industry a competency in the training received. Prospective employers can utilize the credential as a benchmark for screening the most qualified candidates. Students completing this course are eligible to sit for a national certification exam approved by the National Healthcareer Association (NHA). Candidates will be dual certified as a Certified Billing & Coding Specialist/Certified Medical Office Administrators. CBCS/CMAA is the credential obtained after successfully passing the certification exam. The curriculum used at SCCC is based on standards and guidelines set forth by the National Healthcareer Association (NHA).

MEDICAL OFFICE ADMINISTRATION PROGRAM REQUIREMENTS

AH012	Human Anatomy & Terminology I	45
AH013	Human Anatomy & Terminology II	45
IC030	Intro to Medical Insurance & Coding	45
MA100	Computer Apps for the Medical Professional	45
MA200	Medical Office Administration	45
MA110	Computerized Medical Practice Management	45
MAA100	Principles of Medical Administrative Assistant	45
Total Program Hours		315

National Healthcareer Association
7500 West 160th Street • Stilwell, KS 66085
Phone: 973-605-1881 • Fax: 913-685-2381 • www.nhanow.com

MEDICAL CODING & BILLING PROGRAM

Medical Coding Professionals are individuals who transform written descriptions of disease, injuries, and procedures into numerical designations. This information is then used for clinical decisions, reimbursement of insurance claims, and indexing statistics and research. Medical Coders help prevent legal difficulties and ensure that providers received full reimbursement in a timely manner. Medical Coders are employed by hospitals, clinics, physicians' offices, ambulatory care facilities, nursing facilities, health maintenance organizations (HMOs), insurance companies, and health data organizations.

It is recommended that potential students have a good working knowledge of computers, are detail-oriented and analytical, and have excellent organization skills. Medical Coders often work with little supervision; therefore, candidates should also be self-starters who are able to work independently.

The Medical Coding & Billing Program is designed to prepare students for entry-level employment in the field of Medical Coding. Students who successfully complete the program are awarded a certificate of completion and are eligible to sit for both the AHIMA CCA exam and the AAPC CPC-A exam.

Based on job analysis standards and state-of-the-art test construction, the CCA is creating a larger pool of qualified coders ready to meet potential employers' needs. The CCA designation has been a nationally accepted standard of achievement in the health information management field since 2002.

We are proud to announce that in May 2010 the Medical Coding & Billing Program at Sussex County Community College as part of the AHIMA Certified Coding Associate (CCA) program was granted accreditation from the National Commission for Certifying Agencies, the accreditation body of the Institute for Credentialing Excellence.

MEDICAL CODING & BILLING PROGRAM REQUIREMENTS

AH010	Human Biology & Disease Process I	45
AH020	Medical Terminology I	45
AH031	Pharmacology for the Medical Professional	20
IC030	Intro to Medical Insurance & Coding	45
IC055	Healthcare Delivery Systems	45
MA100	Computer Applications for the Medical Professional	45
MA110	Computerized Medical Practice Mgmt	45
AH011	Human Biology & Disease Process II	45
AH021	Medical Terminology II	45
AH090	Health Information Technology & Electronic Health Records	45
IC021	Open Coding Lab	30
IC041	ICD-9-CM Coding	45
IC050	CPT/HCPCS Coding	45
IC065	Reimbursement Methodologies	45
AH060	Medical Law & Ethics	15
IC060	Advanced Medical Coding Applications	45
IC070	Medical Coding Practicum	85
PMC010	Professional Medical Coding	60
Total Program Hours		795

AHIMA
233 N. Michigan Avenue, 21st Floor
Chicago, IL 60601-5809
Phone: (312) 233-1100 • Fax: (312) 233-1090 • www.ahima.org

SURGICAL TECHNOLOGY PROGRAM

SURGICAL TECHNOLOGY PROGRAM REQUIREMENTS

Surgical Technologists (STs) are allied health professionals, who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of healthcare settings. STs work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. STs work under the supervision of a surgeon to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. STs possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation of tools and technologies to facilitate a surgeon's performance of invasive therapeutic or diagnostic procedures.

STs can function in a sterile or nonsterile capacity during a surgical procedure. Specifically, an ST can function as a Scrub Surgical Technologist, a Circulating Surgical Technologist, or a Second Assisting Technologist. Some responsibilities include preparing the operating room, gathering the necessary equipment and supplies for specific cases and specific surgeons, organizing the sterile field for use, positioning patients, preparing the operative site with sterile drapes, passing instrumentation to the surgeon, holding retractors or instruments as directed by the surgeon, preparing and handling pharmaceuticals, and caring for specimens. Good manual dexterity, the ability to stand for long periods of time, and the strength to lift supplies and equipment are some of the physical demands of the profession. A concern for detail and accuracy, a sense of responsibility, and good judgment are essential personal traits of STs.

The attainment of a professional credential verifies that the Surgical Technologist demonstrates a broad general knowledge of the field and is capable of performing the responsibilities demanded by almost any surgical suite across the country. Prospective employers can utilize the credential as a benchmark for screening the most qualified candidates. Only students who have completed training offered by CAAHEP-accredited programs are eligible to take the national certification examination which is a requirement for credentialing as a certified surgical technologist (CST). The Surgical Technology Program at SCCC is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) as recommended by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting Committee of Surgical Technologists (ARC/-STSA).

CAAHEP
1361 Park Street
Clearwater, Florida 33756
Phone: 727.210.2350
Fax: 727.210.2354
www.caahep.org

AH010	Human Biology/Disease Processes I	45
AH020	Medical Terminology I	45
AH031	Pharmacology for the Medical Professional	20
ST010	Microbiology for the Operating Room	45
ST030	Introduction to Surgical Technology	44
ST040	Principles & Practices of Surgical Technology	132
ST051	Computer Essentials	12
AH011	Human Biology/Disease Processes II	45
AH021	Medical Terminology II	45
ST060	Surgical Procedures I	90
ST070	Clinical Rotation I	315
ST061	Surgical Procedures II	90
ST071	Clinical Rotation II	352
Program Total Hours		1280

This highly competitive program accepts 12 full-time students each year.



HOMEMAKER-HOME HEALTH AIDE PROGRAM

Across the country, CHHAs are employed in a variety of settings including long-term care, assisted living, adult daycare, and subacute care facilities, as well as rehabilitation centers, or at a patient's home. CHHAs also work for Hospice facilities, providing care to patients and their families in their homes.

Today, most Certified Home Health Aides (CHHAs) in New Jersey help elderly, convalescent, or disabled persons live in their own homes instead of health care facilities. Under the direction of nursing or medical staff, they provide hands-on health-related patient care by helping patients bathe, dress, and eat. They may also perform routine housekeeping and meal preparation. CHHA duties also include taking a patient's temperature, pulse rate, respiration rate, and blood pressure. They may administer medications. They also may help provide care to patients by helping them get into and out of

bed, walking, escorting them to operating and examining rooms, or providing skin care. Some aides help other medical staff by setting up equipment, storing and moving supplies, and assisting with some procedures.

The program curriculum at SCCC is designed to meet the minimum state requirement. To protect the health and the safety of the public, homemaker-home health aides are certified by the New Jersey Board of Nursing after successfully completing the required 76-hour training program, competency evaluation, and criminal background check. The training program consists of 60 classroom hours and 16 clinical hours. The program curriculum includes training related to nursing care settings, working with people, safety aspects, caring for body systems, and a home care/hospice module.



ASSOCIATE OF APPLIED SCIENCE IN HEALTH SCIENCE

The Associate of Applied Science in Health Science Program was designed to be the next step in health care educational opportunities. Students, who have completed a non-credit, post-secondary health care training program, culminating in certification or licensure, are encouraged to enroll in this degree program. This program offers the general educational component which, when completed and combined with credit awarded for their prior health care education, qualifies students to be awarded an AAS in Health Science.

Credit for certification/licensure will be granted after completion of the degree requirements (with grades of "C" or higher) resulting in 66 credits. The number of credits awarded for non-credit training will be determined by using a sliding scale based on clock hour to credit hour conversion. Applicants are required to submit the following documentation for review: copy of current license or certification, transcripts, and a diploma and/or certificate of completion from the completed training program.

The objectives of this degree program are to provide educational opportunities for Health Science personnel who have graduated from accredited programs with certificates and/or diplomas, and who are certified or licensed to practice in their chosen field of endeavor. It will also provide career opportunities for licensed/certified health science personnel by improving their educational credentials which will allow them to advance in the field.

Students who are interested can call the
Director of Health Sciences
(973) 300-2263
 or the **Counseling & Advising Center**
(973) 300-2207

AAS IN HEALTH SCIENCE COURSE REQUIREMENTS

GER	COMMUNICATION	(6 cr.)
ENGL101	English Composition I	3
ENGL102	English Composition II	3
GER	HUMANITIES	(3 cr.)
PHIL205	Contemporary Ethical Issues or Humanities Elective	3 3
GER	MATH & SCIENCE ELECTIVES	(7/8 cr.)
MATH	Math Elective	3/4
	Science Elective	4
GER	TECHNOLOGY	(3 cr.)
COMS110	Computer Concepts & Applications	3
GER	SOCIAL SCIENCE	(6 cr.)
PSYC101	General Psychology	3
SOCA101	Introduction to Sociology	3
ELEC	ELECTIVES*	(6-21 cr.)
BIOS103	Anatomy & Physiology I	4
BIOS104	Anatomy & Physiology II	4
ENGL201	Effective Speaking	3
PSYC109	Psychology of Human Growth & Development	3
SOCA215	Perspectives on Race, Gender, Class & Culture	3
	General Education Elective	3/4
	Science Elective	4
	Humanities Elective	3
	Social Science Elective	3
	Math Elective	3/4
PROF	PROFESSIONAL CERTIFICATION**	(15-30 cr.)

Total Degree Credits: 60/62

NOTES: Candidates must have a current external certification or license to qualify for admission to the program.

* The number of electives required will depend on the number of credits granted for professional certification.

** The value of the block of credits granted for professional certification/licensure will be between 15-30 credits and is based on completed health science program clock hours.



CONTINUING EDUCATION

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

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Administrative Manager, CE

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jteune@sussex.edu

POLICIES & FEES

See Registration Information on page 3. Registration Form on page 55.

CONTINUING 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.php

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: 2/7 – 3/28
Time: 3:00 pm – 5:30 pm • Room: E-105
Instructor: Toni Chaplin • Cost: \$249

AAC102-41 • 8 sessions; 20 hours
Day: Wednesday • Dates: 2/2 – 3/23
Time: 7:00 pm – 9:30 pm • Room: E-105
Instructor: Toni Chaplin • Cost: \$249

Oil Painting with Artist Elaine Kurie

Oil Landscape Painting Beginner through Advanced

In this landscape painting class two paintings will be completed. Emphasis will be placed on achieving the illusion of distance through the use of basic linear and atmospheric perspective, and overlapping shapes. In our first project, we will follow a step-by-step process to create a painting based on the instructor's painting. Our 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: 3/16 – 4/27
Time: 6:00 pm – 8:30 pm • Room: C-106
Instructor: Elaine Kurie • Cost: \$210

One Stroke Painting Workshop

Use a scruffy brush to create a snowman to brighten up those winter blues! We be painting on glass – surface, brushes & paint will be loaned. Beginner's and advance painters are welcome to this workshop. 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: 2/8
Time: 6:30 pm – 8:30 pm • Room: E-127
Instructor: Dawn Davis • Cost: \$45

Jewelry Making & Fused Glass with Christine Gries

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 • 2 sessions; 4 hours
Day: Saturday • Date: 2/26 & 3/5
Time: 10:00 am – 12:00 pm • Room: E-128
Instructor: Christine Gries, Red Doe Studios, LLC
Cost: \$50 (\$65 material fee payable to instructor)

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: 3/19 & 3/26
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)

Small Fused Glass Dish Workshop

Come learn the mysteries of fused glass through this fun and easy project. What is kiln glasswork, types of glass, cutting glass, design and easy mold making will be covered in this two day workshop.

AAC155-61 • 2 sessions; 6 hours
Day: Saturday • Dates: 4/9 & 4/16
Time: 10:30 am – 1:00 pm • Room: E-128
Instructor: Christine Gries, Red Doe Studios, LLC
Cost: \$70 (\$30 material fee payable to instructor first class)

Art Clay Silver Simple Pendant Workshop

Come have fun with the clay that turns in to 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; 3.5 hours
Day: Saturday • Date: 4/30
Time: 10:00 am – 1:30 pm • Room: E-128
Instructor: Christine Gries, Red Doe Studios, LLC
Cost: \$50 (\$30 material fee payable to instructor)

LANGUAGE

NEW - Elementary Pashto & Culture (Afghanistan)

Introduction to the basic construction of the Pashto language, this course will teach common expressions used in daily life. Additionally, students will gain a better understand of the ethnicity, culture, geography and history of the Pashto speakers in Afghanistan and Pakistan. Major focus will be on listening, speaking and instruction to writing and reading. Required text: Pashto Grammar by Herbert Penzil & Pashto/English, English/Pashto Dictionary

AAC231-41 • 5 sessions; 10 hours
Day: Tuesday • Dates: 4/5 – 5/3
Time: 6:00 pm – 8:00 pm • Room: E-105
Instructor: Zina Matlub • Cost: \$120

Arabic Language – Level I

Arabic is the fastest-growing language taught at U.S. colleges & universities. Taught by a native Arabic speaking instructor, the Level I Arabic Language course will provide an introduction to Modern Standard Arabic. Learn to read and write the complete Arabic alphabet and construct basic sentences. Acquire basic vocabulary and develop oral-aural skills and learn the sounds of the Arabic language through script and dialogue work. Required Text: *Al-KitabiiTa'allum al-'Arabiyya* with DVDs.

AAC226-61 • 10 sessions; 20 hours
Day: Saturday • Dates: 2/5 – 4/9
Time: 10:00 am – 12:00 pm • Room: E-105
Instructor: Zina Matlub • Cost: \$240

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: 2/3 – 3/17
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: 3/24–5/12 (No Class 4/28)
Time: 6:30 pm – 8:30 pm • Room: E-105
Instructor: Angelica Lubrano • Cost: \$169

Conversational Italian and Italian Culture

Learn the alphabet and the basics of Italian-grammar and the keys to pronunciation. Verbal drilling and written exercises will give you a great deal of confidence and first-hand knowledge of a traveler's use of the Italian language. Emphasis is placed on the customs, traditions, and the rich culture of Italy. Instructor Joseph Sofia is a native Venetian and Certified Teacher.

AAC113-01 • 9 sessions; 22 hours
Day: Monday • Dates: 3/28 – 5/23
Time: 12:30 pm – 3:00 pm • Room: E-127
Instructor: Joseph Sofia, M.A./Ed. • Cost: \$265

Conversational Chinese I (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 • 6 sessions; 12 hours
Day: Monday • Dates: 3/7 – 4/11
Time: 6:30 pm – 8:30 pm • Room: E-127
Instructor: Danqing Lin • Cost: \$149

Conversational Chinese II (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.

AAC165-61 • 6 sessions; 12 hours
Day: Saturday • Dates: 3/5 – 4/9
Time: 9:30 am – 11:30 am • Room: E-128
Instructor: Danqing Lin • Cost: \$149

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 • 4 sessions; 8 hours
Day: Thursday • Dates: 3/3 – 3/24
Time: 7:00 pm – 9:00 pm • Room: E-105
Instructor: Andrea Nestor • Cost: \$99

NEW - Spring Festival of German Opera

Enjoy great German Opera that's not tedious and heavy. We've got not just Beethoven & Mozart but Strauss & Wagner! Learn about the background and era of each composer in this

lively introductory class.

AAC230-41 • 4 sessions; 8 hours
Day: Thursday • Dates: 4/7 – 4/28
Time: 7:00 pm – 9:00 pm • Room: E-105
Instructor: Andrea Nestor • Cost: \$99

Classical Music & the Arts Appreciation

Explore with a layman's discovery Classical Music, both instrumental and operatic, and its relation to the various periods of the visual arts through the ages. Beethoven, Michelangelo, Verdi, Monet, and many other famous artists and composers, will be studied.

AAC216-01 • 5 sessions; 10 hours
Day: Thursday • Dates: 4/7 – 5/5
Time: 12:30 pm – 2:30 pm • Room: E-127
Instructor: Joseph J. Sofia, M.A./Ed.
Cost: \$120

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 for a vocal practice CD for follow-up home study. Comfortable clothes 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: Friday • Date: 4/29
Time: 6:30 pm - 9:30 pm • Room: E-105
Instructor: Ruth Ratliff • Cost: \$45

BUSINESS

Get and stay organized with Cena Block, Professional Trainer, Organizer & Productivity Consulting, and owner of Sane Spaces.

Power Office!

Do piles of unfiled paper and unending task lists plague your waking hours? Are you finding yourself losing productive office time looking for things you know you have but can't find? If you struggle with these issues then this workshop is for you. Learn to eliminate miscellaneous, unmarked stacks of paper, speed up decision-making, and turn existing piles into actionable items. Also, identify paper jams and create a personalized paper management sys-

tem designed to help you work more productively. NOTE: Bring a 5" – 6" pile of unprocessed papers from your Inbox. You will leave class having a transfer skill!

BUS137-01 • 1 session; 4 hours
Day: Thursday • Date: 3/3
Time: 1:00 pm – 5:00 pm • Room: E103
Instructor: Cena Block • Cost: \$150
BUS137-02 • 1 session; 4 hours
Day: Thursday • Date: 4/7
Time: 1:00 pm – 5:00 pm • Room: E103
Instructor: Cena Block • Cost: \$150

Leading Effective Meetings

Plan, organize and conduct meetings to produce more effective results. Learn practical tips and tools, examine typical time-wasters, identify gaps in your current meetings, recognize ways to make meeting time more efficient, develop strategies to handle difficult meeting attendees, and finally, create an action plan to strengthen your team's meeting effectiveness.

BUS138-01 • 1 session; 4 hours
Day: Friday • Date: 2/18
Time: 9:00 am – 1:00 pm • Room: E105
Instructor: Cena Block • Cost: \$150
BUS138-02 • 1 session; 4 hours
Day: Thursday • Date: 4/21
Time: 9:00 am – 1:00 pm • Room: E105
Instructor: Cena Block • Cost: \$150

Time Management to Get Things Done

Are you able to prioritize your tasks and get the most important things done easily? Do you find you have time for yourself and behaviors that keep you feeling vital and content? Are you struggling to keep up with the time demands of your work and personal life? If you answered No to any of these questions, then this workshop is for you. Learn to assess your goals, set your priorities, and figure out the biggest behavioral hurdles in your way to accomplishing your tasks and managing your time effectively.

BUS139-01 • 1 session; 4 hours
Day: Thursday • Date: 3/3
Time: 9:00 am – 1:00 pm • Room: E105
Instructor: Cena Block • Cost: \$150
BUS139-02 • 1 session; 4 hours
Day: Tuesday • Date: 5/17
Time: 9:00 am – 1:00 pm • Room: TBA
Instructor: Cena Block • Cost: \$150

Training by Patricia Morrell Devlin

Patricia M. Devlin has performed at the executive level with such firms as Ford Motor Company, the Boeing Company, Ericsson and Goldman Sachs & Co. She currently trains and consults in the fields of management, information technology and communications.

Assert Yourself

Being assertive does not mean being aggressive. Learn how to effectively meet your own needs and wants by practicing some basic techniques for asserting yourself personally and professionally.

BUS160-01 • 1 session; 3 hours
Day: Friday • Date: 2/25
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia M. Devlin • Cost: \$35

Solving Problems & Building Consensus

What is the best way to go about solving problems? Should you use brainstorming? When and how? Yes, you can really reach consensus without pain. Learn how.

BUS105-01 • 1 session; 3 hours
Day: Friday • Date: 3/4
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia M. Devlin • Cost: \$35

Dealing with Conflict

Conflict is inevitable. Do you find yourself dealing with it by avoiding it? Or do you try to just crush it? Learn some methods to deal with conflicting situations and people.

BUS219-01 • 1 session; 3 hours
Day: Friday • Date: 3/18
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia M. Devlin • Cost: \$35

JOB HUNTING SKILLS

NEW - Jobs: Creating Super Resumes

Create a template for producing your resumes for different jobs. You will learn techniques from a professional and successful recruiter.

BUS162-01 • 2 sessions; 6 hours
Day: Friday • Date: 3/25 & 4/1
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia M. Devlin • Cost: \$70

NEW - Jobs: Landing the Right New Job

Do you create a resume, respond to a job ad and hope for the best? You can put a lot more method into it and get much better results, spend less time, and be more satisfied with the job you get.

BUS157-01 • 1 session; 3 hours
Day: Friday • Date: 4/15
Time: 1:00 – 4:00 pm • Room: E-105
Instructor: Patricia Devlin • Cost: \$35

Improve your Interviewing Skills

Learn how to ace that interview! Work with a former professional recruiter to get the feedback you need to project yourself successfully.

BUS134-01 • 1 session; 3 hours
Day: Friday • Date: 4/29

Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia M. Devlin • Cost: \$35



NJ SMALL BUSINESS DEVELOPMENT CENTER OF NORTHWEST NEW JERSEY

ALL classes offered by the NJSBDC of Northwest Jersey are half price courtesy of a grant through the Sussex County Economic Development Partnership & the USDA.

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 908-509-1421 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: Tuesday • Dates: 3/1 & 3/8
Time: 6:00 pm – 9:00 pm • Room: E-105
Instructor: Dolores Stammer, Regional Director, NJSBDC of Northwest Jersey
Cost: ~~\$70~~ \$35

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: Tuesday • Dates: 3/15 – 3/29
Time: 6:00 pm – 9:00 pm • Room: E-105
Instructor: Dolores Stammer, Regional Director, NJSBDC of Northwest Jersey
Cost: ~~\$150~~ \$75

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: Wednesday • Dates: 3/23
Time: 6:00 pm -9:00 pm • Room: E250
Instructor: Mary Adelman, Assistant Director, NJSBDC of Northwest Jersey • Cost: ~~\$36~~ \$18

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: Thursday • Date: 3/10
 Time: 6:00 pm -9:00 pm • Room: SCCC, E-105
 Instructor: Adam Brief, Esq. • Cost: ~~\$36~~ \$18

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: Thursday • Date: 3/24
 Time: 6:00 pm -9:00 pm • Room: SCCC, E-105
 Instructor: Adam Brief, Esq. • Cost: ~~\$36~~ \$18

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

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: 4/6 – 5/11
 Time: 6:30 pm – 9:00 pm • Room: E250
 Instructor: Sussex County Division of Senior Services • Cost: **FREE**

HAW191-01 • 6 sessions; 15 hours
 Days: Friday • Dates: 4/1 – 5/6
 Time: 9:30 am – 12:00 pm • Room: E250
 Instructor: Sussex County Division of Senior Services • Cost: **FREE**

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: 4/25
 Time: 6:30pm – 9:30 pm • Room: E-105
 Instructor: Joseph Rosenberg, CPA
 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: Thursday • Date: 4/21
 Time: 6:30 pm – 9:30 pm • Room: E-105
 Instructor: Joseph Rosenberg, CPA
 Cost: \$36

OTHER SBDC COURSES

ALL classes offered by the NJSBDC of Northwest Jersey are half price courtesy of a grant through the Sussex County Economic Development Partnership & the USDA.

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: 1/19
 Time: 6:00 pm -9:00 pm • Room: E-101
 Instructor: Mary Adelman, Assistant Director, NJSBDC of Northwest Jersey • Cost: ~~\$36~~ \$18

SBUS292-42 • 1 session; 3 hours
 Day: Wednesday • Date: 2/16
 Time: 6:00 pm -9:00 pm • Room: E-101
 Instructor: Mary Adelman, Assistant Director, NJSBDC of Northwest Jersey • Cost: ~~\$36~~ \$18

SBUS292-43 • 1 session; 3 hours
 Day: Thursday • Date: 3/3
 Time: 6:00 pm -9:00 pm • Room: E-101
 Instructor: Mary Adelman, Assistant Director, NJSBDC of Northwest Jersey • Cost: ~~\$36~~ \$18

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: 1/26
 Time: 6:00 pm -9:00 pm • Room: SCCC, E-101
 Instructor: Mary Adelman, Assistant Director, NJSBDC of Northwest Jersey • Cost: ~~\$36~~ \$18

SBUS293-42 • 1 session; 3 hours
 Day: Wednesday • Date: 2/23
 Time: 6:00 pm -9:00 pm • Room: E-101
 Instructor: Mary Adelman, Assistant Director, NJSBDC of Northwest Jersey • Cost: ~~\$36~~ \$18

SBUS293-43 • 1 session; 3 hours
 Day: Thursday • Date: 3/17
 Time: 6:00 pm -9:00 pm • Room: E-101
 Instructor: Mary Adelman, Assistant Director, NJSBDC of Northwest Jersey • Cost: ~~\$36~~ \$18

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: 3/11
 Time: 10:00 am – 2:00 pm • Room: E255
 Location: Sussex County Community College
 Instructor: NJ Division of Taxation
 Fee: NONE (Pre-registration is requested)

Launching Your New Business – Creating the American Dream

Launching a new business is exciting but often overwhelming. The good news is that the Centenary College SBDC will help you with get started and then assist in the development phases as you face the challenges of growth and profitability. Let us help you morph your dream into a tangible reality!

SBUS169-41 • 2 sessions; 6 hours
 Day: Tuesday • Dates: 2/15 & 2/22
 Time: 6:00 pm – 9:00 pm • Room: E105
 Instructor: Dolores Stammer, Regional Director, NJSBDC of Northwest Jersey
 Cost: ~~\$70~~ \$35

HEALTH & FITNESS

Belly Dancing Classes with Sherri VanHouten

NEW - Fantasy Dance with Sherri

Fantasy Dance is a fusion-style dance class that combines Belly dance, Can-Can, Gypsy, Interpretive dance, Jazz and even the Macarena! Students should purchase 2 yards of a light material for veil dances, and dress comfortably. Instructions will also cover "wings" and "sword" demonstration. This class is for beginner and intermediate level students.

HAW189-71 • 7 sessions; 7 hours

Day: Tuesday • Dates: 3/8-4/19

Time: 6:30 pm-7:30 pm

Location: The American Legion Hall, Branchville

Instructor: Sherri VanHouten • Cost: \$85

Beginner Bellydance

Beginner Belly dance covers all the basic "isolations" for Middle Eastern Dance, which is the most feminine form of dancing! Instruction will also include basic veil work (purchase of 2 yards of a light weight material for class) and incorporates using tambourines (provided in class). Students should dress comfortably in yoga or stretch pants, and dance either barefoot or in sneakers.

HAW139-71 • 7 sessions; 7 hours

Day: Saturday • Dates: 3/5 - 4/16

Time: 12:00 pm - 1:00 pm

Location: Sparta United Methodist Church

Instructor: Sherri Van Houten • Cost: \$85

Burn your Belly with Sherri

Burn Your Belly is a mix of Belly Dance and Jazz, with an emphasis on moving your muscles. The fun choreographies and riveting music makes this a terrific course for beginner and intermediate students. Dress comfortably for movement. You will burn calories, so come "hungry" for action!

HAW169-71 • 7 sessions; 7 hours

Day: Monday • Dates: 3/7 - 4/18

Time: 6:30 pm - 7:30 pm

Location: Sparta United Methodist Church

Instructor: Sherri Van Houten • Cost: \$85

Courses at Yoga for You

Yoga for You is located in Bldg J in Old Lafayette Village, Lafayette, NJ. For directions, log on to www.yogaforyoullc.com.

Yoga for Dummies

Have you wanted to try yoga but have been hesitant to throw yourself into an established

class? Well fear no more! This class series will start from the beginning, teaching you the history and philosophy of yoga; breathing methods; and bring you right up to the practice itself. Get in shape, have fun, and expand your knowledge of yoga. Couples welcome! Come with a light stomach, and wear comfortable, layered clothes that allow for a full range of motion. You are welcome to bring your own sticky mat or you may use one of ours.

HAW146-71 • 7 sessions; 7 hours

Day: Monday • Dates: 3/14 - 4/25

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: 2/5 - 3/19

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: 2/2 - 3/16

Time: 5:30 pm - 6:30 pm

Location: Yoga for You Studio

Instructor: Lorraine Leider • Cost: \$85

Courses at the Breathing Room Center LLC

Courses at the Breathing Room Center LLC., located in the Country Market Plaza, Route 94 between Newton & Blairstown. For directions, log on to breathingroomcenter.com

Chair Yoga with Cheryl Paulson

Cheryl Paulson is the owner/operator of the Breathing Room Center and is a Certified Hath Yoga Instructor. This gentle yoga class uses the support of a chair for most poses. Participants will learn how to breathe more efficiently and move with mindfulness, while stretching and toning their bodies.

HAW180-71 • 7 sessions; 7 hours

Day: Thursday • Dates: 3/3 - 4/14

Time: 11:00 am - 12:00 pm

Location: Breathing Room Center

Instructor: Cheryl Paulson • Cost: \$85

NEW - Zumba

Zumba fuses hypnotic, international rhythms and easy to follow moves to create a dynamic fitness program that will blow you away. Burn between 600-1,000 calories in one class! And have fun doing it....It's an exercise in disguise! Wear loose, comfortable clothing and sneakers and bring a water bottle. Be prepared for class instruction and then a hardy workout!

HAW190-71 • 7 sessions; 7 hours

Day: Monday • Dates: 3/7 - 4/18

Time: 11:30 am - 12:30 pm

Location: Breathing Room Center

Instructor: Monica Villegas • Cost: \$85

Menstruation to Menopause & Everything in Between!

For many women, the word 'normal' is not in their vocabulary when it comes to menstruation and/or menopause. Your body could be trying to tell you something! This class will focus on what every woman needs to know to have a healthy reproductive cycle, from menstruation through menopause and beyond. Bring a notebook and pen to take notes and a yoga mat for healing stretches and movements that will relieve common symptoms, rejuvenate and restore balance.

HAW185-71 • 1 session; 2 hours

Day: Monday • Dates: 4/4

Time: 7:00 pm - 9:00 pm

Location: Breathing Room Center

Instructor: Jennifer O'Hagan & Cheryl Paulson

Cost: \$35

Improving Digestion Naturally

A good diet and digestion are the cornerstones and foundations to vitality and health. This class will highlight ways to improve digestion, absorption and elimination. We'll focus on healthy eating habits, healthy food choices, what, how and when to eat, and other helpful tips to improve your digestion and vitality naturally. Bring a notebook and pen for taking notes and a yoga mat for healing stretches and movements that will help aid digestion, tone muscles and organs and flush toxins.

HAW182-71 • 1 session; 2 hours

Day: Monday • Dates: 4/11

Time: 7:00 pm - 9:00 pm

Location: Breathing Room Center

Instructor: Jennifer O'Hagan & Cheryl Paulson

Cost: \$35

Improving Fertility Naturally

Fertility issues for both men and women are becoming more common. Gain a deeper understanding of why this is occurring and learn ways to enhance your fertility naturally through nutrition, herbs, lifestyle choices, and much more. Bring something to take notes with and a yoga mat for some simple stretches that will help to release tensions and restore balance.

HAW184-71 • 1 session; 2 hours

Day: Monday • Dates: 4/18

Time: 7:00 pm - 9:00 pm

Location: Breathing Room Center

Instructor: Jennifer O'Hagan & Cheryl Paulson

Cost: \$35

PROFESSIONAL COURSES FOR HEALTH AND FITNESS

Reiki I Certification

Reiki is an ancient oriental system of natural holistic healing. Universal life energy is passed from the Master Practitioner to the client through the laying on of hands. Students will

learn to acquire and use this energy to balance and empower their own body, mind, emotions, and spirit. Each student will receive at least two Reiki I ritual attunements. Students who satisfactorily complete the certification review will receive Level I Reiki certification and be eligible for enrollment in Reiki II. Instructor Carter Volz is a certified Reiki Master/Teacher and Director of Merlin Counseling Services in Sussex/Wantage, NJ. Textbook is additional and will be available through instructor.

HAW143-41 • 5 sessions; 12.5 hours
Day: Monday • Dates: 1/31 – 2/28
Time: 7:00 pm – 9:30 pm • Room: E-128
Instructor: Carter Volz • Cost: \$150

Reiki II Certification

This class will present traditional and non-traditional Reiki procedures for hands-on healing of a client when seated or when lying on a massage table. All students will receive four Reiki II ritual attunements. Hands-on experience in supervised healing and being healed will be stressed. Students who attend all classes and satisfactorily complete the certification review will receive Reiki II certification and be eligible for enrollment in Reiki III. Text is additional and will be available through instructor. Recommended reading: *Why People Don't Heal and How They Can* by Carolyn Myss. Prerequisite: Reiki I.

HAW144-41 • 8 sessions; 20 hours
Day: Monday • Dates: 3/7 – 4/25
Time: 7:00 pm – 9:30 pm • Room: E-128
Instructor: Carter Volz • Cost: \$240

Reiki III Certification

Students will be instructed and practice the use of Reiki energy healing through time and over distance. Intuitive scanning and healing as well as overall psychic development will be stressed, using direct channeling and surrogates. Group and individual healing will be practiced. Each student will receive four ritual attunements at the master level. Students who attend all classes, satisfactorily complete the certification review and receive the Reiki Master's approval will receive Reiki III certification. Recommended reading: *Hands of Light* by Barbara Brennan. Prerequisite: Reiki II.

HAW167-41 • 5 sessions; 12.5 hours
Day: Monday • Dates: 5/2 – 6/6
Time: 7:00 pm – 9:30 pm • Room: E-128
Instructor: Carter Volz • Cost: \$250

INFORMATION TECHNOLOGY

NEW – 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: Wednesday • Date: 2/16

Time: 10:00 am – 12:00 pm • Room: E-101
Instructor: TBA • Cost: \$35

COM113-02 • 1 session; 2 hours
Day: Monday • Date: 2/28

Time: 2:00 pm – 4:00 pm • Room: E-101
Instructor: TBA • Cost: \$35

COM113-03 • 1 session; 2 hours
Day: Wednesday • Date: 3/9

Time: 10:00 am – 12:00 pm • Room: E-101
Instructor: TBA • Cost: \$35

COM113-04 • 1 session; 2 hours
Day: Monday • Date: 4/4

Time: 2:00 pm – 4:00 pm • Room: E-101
Instructor: TBA • Cost: \$35

NEW – Microsoft Office 2010 – An Overview

This workshop gives a summary of the new features included in Word, Excel, PowerPoint, and Access 2010.

COM032-01 • 1 session; 2 hours
Day: Wednesday • Date: 2/16

Time: 10:00 am – 12:00 pm • Room: E-101
Instructor: TBA • Cost: \$35

COM032-02 • 1 session; 2 hours
Day: Monday • Date: 3/7

Time: 2:00 pm – 4:00 pm • Room: E-101
Instructor: TBA • Cost: \$35

COM032-03 • 1 session; 2 hours
Day: Wednesday • Date: 4/13

Time: 10:00 am – 12:00 pm • Room: E-101
Instructor: TBA • Cost: \$35

COM032-04 • 1 session; 2 hours
Day: Monday • Date: 4/25

Time: 2:00 pm – 4:00 pm • Room: E-101
Instructor: TBA • Cost: \$35

Essentials of Microsoft Word

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

COM033-01 • 2 session; 6 hours
Day: Tuesday • Dates: 2/1 & 2/8

Time: 9:30 am – 12:30 pm • Room: E-101
Instructor: Natalie Melchionda

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 a Mail Merge Document; Work with Tables; Draw and Work with Graphics.

COM034-01 • 2 session; 6 hours
Day: Tuesday • Dates: 2/15 & 2/22

Time: 9:30 am – 12:30 pm • Room: E-101
Instructor: Natalie Melchionda

Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Advanced Microsoft Word

Wish you know more about this dynamic program? In this advanced course you will learn to: Integrate Word with Other Programs; Create Forms; Work with WordArt and Charts

COM035-01 • 2 session; 6 hours
Day: Tuesday • Dates: 3/15 & 3/22

Time: 9:30 am – 12:30 pm • Room: E-101
Instructor: Natalie Melchionda

Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Essentials of Microsoft Excel

This full day course will teach you how to: Create a Spreadsheet; Edit a Spreadsheet; Format a Spreadsheet; and Include Formulas and Functions in a Spreadsheet.

COM037-01 • 2 sessions; 6 hours
Day: Tuesday • Dates: 4/12 & 4/19

Time: 9:30 am – 12:30 pm • Room: E-101
Instructor: Natalie Melchionda

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; Integrate Excel with Other Programs; and Work with Excel List for Data Sorting and Filtering.

COM038-01 • 2 session; 6 hours
Day: Tuesday • Dates: 4/26 & 5/3

Time: 9:30 am – 12:30 pm • Room: E-101
Instructor: Natalie Melchionda

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; Set Microsoft Excel Options

COM039-01 • 2 session; 6 hours
Day: Tuesday • Dates: 5/10 & 5/17

Time: 9:30 am – 12:30 pm • Room: E-101
Instructor: Natalie Melchionda

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; Filter/Sort Records; Create an AutoForm; and Query Records.

COM151-41 • 2 sessions; 6 hours
Day: Wednesday • Dates: 2/2 & 2/9

Time: 6:30 pm – 9:30 pm • Room: E-101
Instructor: Patricia Wagner

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: Create Relational Databases; Design and Create a Form; Design and Create a Report.

COM152-41 • 2 sessions; 6 hours
Day: Wednesday • Dates: 2/16 & 2/23

Time: 6:30 pm – 9:30 pm • Room: E-101
Instructor: Patricia Wagner

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 Queries Based on More Than One Table; Create Queries that Calculate and Summarize Information; Analyze Records with Microsoft Excel; Export

Records to Microsoft Word.

COM153-41 • 2 sessions; 6 hours
 Day: Wednesday • Dates: 3/2 & 3/9
 Time: 6:30 pm – 9:30 pm • Room: E-101
 Instructor: Patricia Wagner
 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: Thursday • Dates: 2/3 – 3/10
 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: Work with Excel List for Data Sorting and Filtering; Create a Scenario Using "What-If Analysis; Create and Work with PivotTables and Pivot Charts; Integrate Excel with Other Programs; and much more.

COM135-41 • 6 sessions; 18 hours
 Day: Thursday • Dates: 3/17 – 4/21
 Time: 6:30 pm – 9:30 pm • Room: E-101
 Instructor: John Kelley
 Cost: \$429 (Tuition \$270, Lab \$144, Materials \$15)

Introduction to Adobe Photoshop

This hands-on course will teach you how to alter, edit and improve the quality of photographic images. Learn about: Selection Tools and Techniques; How to Work with Files; and Image Retouching.

COM174-41 • 4 sessions; 12 hours
 Day: Tuesday • Dates: 2/1 – 2/22
 Time: 6:30 pm – 9:30 pm • Room: E-101
 Instructor: Donna Volosin
 Cost: \$286 (Tuition \$180, Lab \$96, Materials \$10)

Intermediate Adobe Photoshop

Move beyond the basics to take an in-depth look at layering, masking, and creating artistic effects with your photographic images.

COM176-41 • 4 sessions; 12 hours
 Day: Tuesday • Dates: 3/1 – 3/22
 Time: 6:30 pm – 9:30 pm • Room: E-101
 Instructor: Donna Volosin
 Cost: \$286 (Tuition \$180, Lab \$96, Materials \$10)

Advanced Adobe PhotoShop

This course focuses on the more advanced aspects of Photoshop. Topics covered include: Image Ready, Actions and Advanced Color Techniques

COM177-41 • 2 sessions; 6 hours
 Day: Tuesday • Dates: 3/29 & 4/5
 Time: 6:30 pm – 9:30 pm • Room: E-101
 Instructor: Donna Volosin
 Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Introduction to Photography Using a Digital Camera

Learn to use your camera correctly in order to take better photos that you can proudly show off and display. Because digital photography shares many similarities with traditional film photography, this course will focus on such basics as subject, exposure, and composition. Memory requirements and appropriate resolution will also be discussed.

NOTE: Usage of software to enhance images will be mentioned but not covered in-depth.
LLL240-41 • 4 session; 8 hours
 Day: Tuesday • Dates: 4/12 – 5/3
 Time: 7:00 pm – 9:00 pm • Room: E-101
 Instructor: Donna Volson • Cost: \$150

ACCOUNTING SOFTWARE COURSES

Introduction to QuickBooks

Learn to organize and monitor all the areas of your finances. In this four-week course, you will learn: QuickBooks Basics; Working with Customer and Vendor Transactions; Banking; and Creating a Company.

COM179-41 • 4 sessions; 12 hours
 Day: Wednesday • Dates: 3/23 – 4/13
 Time: 6:30 pm – 9:30 pm • Room: E-101
 Instructor: TBA
 Cost: \$286 (Tuition \$180, Lab \$96, Materials \$10) (Textbook additional. QuickBooks Pro 2008: Level 1 can be purchased at the college bookstore.)

Performing Payroll in QuickBooks

Learn the steps to set up your payroll system. Learn to: Create an Entry for a New Employee; Track Time and Job Cost Data; and Generate Forms and Reports.

COM124-41 • 2 sessions; 6 hours
 Day: Wednesday • Dates: 4/20 – 4/27
 Time: 6:30 pm – 9:30 pm • Room: E-101
 Instructor: TBA
 Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

QuickBooks for Contractors

Run your business more efficiently. Learn how to create project estimates, set up and work with classes, convert estimates to invoices, use time tracking, and work with reports.

COM125-41 • 2 sessions; 6 hours
 Day: Wednesday • Dates: 5/4 & 5/11
 Time: 6:30 pm – 9:30 pm • Room: E-101
 Instructor: TBA
 Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

PERSONAL ENRICHMENT

NEW - Memory Switch

Instructor Matthew Goerke is regarded as one of America's leading experts in the field of

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

memory development. He has shared with thousands of business professionals from all walks of life the techniques for developing an instant recall memory with results that can only be described as amazing! Learn techniques to help remember names & faces; presentations without notes; to-do lists and product knowledge. Reduce stress and boost confidence in this 3 hour workshop.

LLL265-41 • 1 sessions; 3 hours
 Days: Thursday • Dates: 2/10
 Time: 6:00 pm – 9:00 pm • Room: TBA
 Instructor: Matthew Goerke • Cost: \$50

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: 2/8 – 2/22
 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: 3/8 – 3/29
 Time: 7:00 pm – 9:00 pm • Room: E-105
 Instructor: Cathy Cowing • Cost: \$85

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 20. 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

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: Thursday • Dates: 4/7 – 4/28
Time: 7:00 pm – 9:00 pm • Room: E-101
Instructor: Cathy Cowing • Cost: \$85

Introduction to Sailing and Cruising

Taught by an experienced, ASA-certified instructor, this comprehensive, professionally-presented course covers such topics as nomenclature, knots, aerodynamics, points of sail, sail trim, underway maneuvers, man-overboard, anchoring, mooring, docking, basic navigation, strong and light wind tactics, right-of-way rules, and electronics. The highlights are two entire warm weather weekends living aboard and handling a 41-foot sailing yacht on Long Island Sound!

LLL281-41 • 9 sessions; 22 hours
Day: Thursday • Date: 2/17 – 4/14
Time: 7:00 pm – 9:30 pm • Room: E-127
Instructor: Capt. Tom Connelly • Cost: \$425

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: Monday & Tuesday
Dates: 3/14 & 3/15
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: 4/13 & 4/14
Time: 6:30 pm – 10:00 pm • Room: TBA
Instructor: Coast Boating School • Cost: \$75
LLL280-43 • 2 sessions; 7 hours
Days: Monday & Tuesday
Dates: 5/16 & 5/17
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.)

LLL133-41 • 2 sessions; 6 hours
Day: Tuesday • Dates: 4/5 – 4/12
Time: 6:30 pm – 9:30 pm • Room: E-105
Instructor: A-1 Peck Driving School • Cost: \$85
LLL133-71 • 1 session; 6 hours
Day: Saturday • Date: 3/5
Time: 9:30 am – 4:00 pm • Room: On-site at A-1 Peck Driving School, Mine Hill, NJ
Instructor: A-1 Peck Driving School • Cost: \$85

Get organized with Cena Block, Professional Trainer, Organizer & Productivity Consultant, and owner of Sane Spaces!

Why Am I Keeping This?

Do you find yourself swimming in a sea of stuff? This workshop will help you take a look at your relationship with the "things" in your life. Work through the basic "meaning" model to help gain insight into the attachment you have to items in your home or office. Then, apply behavioral remedies to stop the influx and work on paring down what you already have on hand.

LLL174-01 • 1 session; 4 hours
Day: Tuesday • Date: 2/22
Time: 9:00 am – 1:00 pm • Room: E103
Instructor: Cena Block • Cost: \$150
LLL174-02 • 1 session; 4 hours
Day: Thursday • Date: 4/7
Time: 9:00 am – 1:00 pm • Room: E103
Instructor: Cena Block • Cost: \$150

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)

NEW - 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 • Dates: 4/2
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. 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: Wednesday • Dates: 3/30 & 4/6
Time: 6:00 pm – 9:00 pm • Room: E-105
Instructor: Marion Cuff, The Grace Financial Group • Cost: \$69

PROFESSIONAL & CAREER

NEW - Project Management for Success (Level I) Certificate

Whether you're adding a deck to your home, vying for a promotion, or planning a wedding, applying project management principles and tools will assist you to successfully achieve your goals. In this class, you will have fun, learn

a valuable and desirable skill – this class could very well help you define your future!

In this level 1 course you will learn to understand the three constraints that apply to all projects; understand the basic principles of effective project management & the history of modern project management; learn to identify project risks and risk mitigation techniques; learn how to breakdown projects into individual units and how to effectively schedule for optimal workflow; and demonstrate practical application of PM too to include PERT & GANTT charts.

This is the first class in the Project Management Certification Program – completion of the 3 program levels will prepare you to sit for the Project Management Professional (PMP®) exam offered by the Project Management Institute® (PMI.org). Required Text: Absolute Beginner's Guide to Project Management (2nd edition), by Greg Horne & Scrappy Project Management: The 12 Predictable & Avoidable Pitfalls Every Project Faces by Kimberly Wiefling.

PDV144-41 • 10 sessions: 20 hours

Day: Tuesday & Friday • Dates: 3/1 – 4/1

Time: 6:30 pm – 8:30 pm • Room: E-105

Instructor: Mark Terzano • Cost: \$260

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 • 8 sessions: 20 hours
(Plus additional 4 hours of observation)

Day: Tuesday • Dates: 2/1 – 3/22

Time: 6:00 pm – 8:30 pm • Room: D306

Instructor: Ellen Kolonoski • Cost: \$200

PDV220-42 • 8 sessions: 20 hours
(Plus additional 4 hours of observation)

Day: Tuesday • Dates: 3/29 – 5/24

Time: 6:00 pm – 8:30 pm • Room: D306

Instructor: Ellen Kolonoski • Cost: \$200

Certified Substitute Teacher

Anyone who has earned at least 60 college 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 as hazards, personal hygiene, equipment sanitization 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: Monday • Date: 3/21

Time: 6:00 pm – 9:00 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: Monday • Date: 4/18

Time: 6:00 pm – 9:00 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: Monday • Date: 5/16

Time: 6:00 pm – 9:00 pm • Room: E-105

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: 1/28, 2/18, 3/25, 4/29, & 5/27

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 offering 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: 1/25 – 5/5
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 responsibilities. Required text: *The Uniform Construction Code Act & Regulations* or "Blue Book".

PDV211-41 • 15 sessions; 45 hours
Days: Wednesday • Dates: 2/2 – 5/11
Time: 6:00 pm - 9:00 pm • Room: E-128
Instructor: Keith Utter • Cost: \$575

Subcode Official

This 45-hour course meets the educational requirement for licensure as a Subcode Official. The course covers the following areas: responsibilities of Subcode Officials, administrative procedures, legal aspects of code enforcement, and legislation. Required text: *The Uniform Construction Code Act & Regulations* or *Blue Book*.

PDV204-41 • 15 sessions; 45 hours
Day: Monday • Dates: 1/31 – 5/9
Time: 6:00 pm - 9:00 pm • Room: E-127
Instructor: Thomas Pinand • Cost: \$575

Continuing 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: 1/25 – 3/31
Time: 6:00 pm – 9:45 pm
Room: Tues D309, Thurs D311
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: Thursday • Date: 2/24
Time: 6:00 pm – 10:00 pm • Room: E-105
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: 4/2
Time: 9:00 am – 5:00 pm • Room: E-105
Instructor: Jennie Stormes, Notary Public, Certified Notary Signing Agent, Owner, Academy for Notaries by Jennie Stormes • Cost: \$125

Child Development Associate/Certificate Program

The Child Development Associate (CDA) Credential is nationally recognized by the early childhood profession as the professional credential awarded to educators who are skilled primary caregivers for young children. It is listed as a qualification for teaching staff at licensed childcare centers. This course provides an opportunity for performance-based training, assessment, and credentialing of center-based childcare staff, home visitors, and family child care providers. College credit may be earned by those who successfully complete this program and who enroll in SCCC's Child Development Program. The 120-hour classroom portion of the certificate program is given in two sections and both sections must be completed to be eligible for certification. The first section will begin January 13. Session 1 is a Prerequisite and must be taken before Session 2. The second section will begin June 23. Before registering for this course call NORWESCAP CCRS at (973) 383-3461.

PDV192A-75 (Section 1) 20 sessions; 60 hours
Day: Thursday • Dates: 1/13 – 6/2
Time: 6:30 pm – 9:30 pm
Location: Norwescap, 186 Halsey Rd
Cost: \$400
PDV192B-75 (Section 2) 20 sessions; 60 hours
Day: Thursday • Dates: 6/23 – 10/27
Time: 6:30 pm – 9:30 pm
Location: Norwescap, 186 Halsey Rd
Cost: \$400

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

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: On Campus - Monday and Wednesday 6:30 - 9:10

Mixed Level: Saturday 9:00 – 12:00

Level I: Christ's Church, 62 Main Street, Newton, Monday 5:00-7:30
6:00-8:30

Registration: January 10, 12, 19 in the Student Center: Room D305

Saturday classes and classes at Christ Church are rolling enrollment
Students may join at any time

Students must attend 80% of classes to receive a certificate

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

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 and 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)

Legal Secretary Certificate Program

Learn the skills needed to obtain employment in this fast growing and competitive field. This 12-week, 240-hour certificate program teaches you the high technology skills as well as the legal expertise that law firms are looking for when they hire employees. The course covers the following: Legal Document Preparation & Terminology.

You will also learn computer skills and relevant job searching and retention skills: Keyboarding, Computer Basics and 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, Business Proofreading Skills, Cover Letter and Résumé Writing, Interviewing Skills, Telephone Etiquette, Effective Customer Service

PDV110-01 • 48 sessions; 240 hours
Days: Monday, Tuesday, Wednesday, Thursday
Time: 9:00 am – 2:30 pm
Cost: \$4000 (Tuition \$2400, Lab & Materials \$1600)

Computerized Accounting with QuickBooks Certificate

The Computerized Accounting with QuickBooks Certificate is designed to provide you with the skills needed to perform a variety of accounting applications with emphasis on computer technology.

Learn fundamental accounting skills, word processing, and computerized bookkeeping skills using Microsoft Excel and QuickBooks Pro. This certificate program will prepare you to assume a wide range of bookkeeping and assistant accounting responsibilities including payroll, general ledger, payables and receivables.

You will also learn relevant job searching and retention skills: Cover Letter and Resume

Writing, Interview Skills, Telephone Etiquette, Effective Customer Service

PDV161-01 • 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.

New EPA (Environmental Protection Agency) Rule:

As of July 2010, all contractors MUST get Lead-Safe certified by an EPA approved EPA Training. New Jersey DCA (Department of Community Affairs) requires additional training for contractors in NJ specific codes.

Beginning January 2011, we are offering classes to comply with these requirements. These classes are subsidized by NJ DCA for the benefit of NJ residents. For further information and class schedule, please contact : 973-300-2143 or visit www.njworkforce.org.

ENCORE LEARNING

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 • 3 sessions; 6 hours
Day: Thursday • Dates: 2/3 – 2/17
Time: 10:00 am – 12:00 pm • Room: E-101
Instructor: Natalie Melchionda • Cost: \$65

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 • 3 sessions; 6 hours
Day: Thursday • Dates: 2/24 – 3/10
Time: 10:00 am – 12:00 pm • Room: E-101
Instructor: Natalie Melchionda • Cost: \$65

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: Thursday • Dates: 3/17 – 3/31
Time: 9:00 am – 12:00 pm • Room: E-101
Instructor: Natalie Melchionda • Cost: \$75

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. . . all with your free account.

SEN115-01 • 2 sessions; 4 hours
Date: Thursday • Dates: 4/7 & 4/14
Time: 9:30 am – 11:30 am • Room: E-101
Instructor: Natalie Melchionda • Cost: \$55

Microsoft Publisher

Learn how to create and personalize your own flyers, greeting cards, announcements and much more. No graphics experience needed.

SEN121-01 • 2 sessions; 4 hours
Date: Thursday • Dates: 4/21 & 4/28
Time: 9:30 am – 11:30 am • Room: E-101
Instructor: Natalie Melchionda • 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
Day: Thursday • Dates: 5/5 & 5/12
Time: 9:30 am – 11:30 am • Room: E-101
Instructor: Natalie Melchionda • Cost: \$55

TEACHER PROFESSIONAL DEVELOPMENT

Online - Teacher Professional Development Workshops

Teacher professional development online workshops are offered in cooperation with the International Teaching Consortium. Courses run either 15 hours/seven days or 30 hours/15 days in length at a cost of \$120 or \$240. Topics include:

Social Studies

- Bringing 9/11 (and 9/11 Revisionism) into the School Curriculum Rethinking Globalization: Bring Global Issues into the Social Studies Classroom
- Who are We? Redefining America: A Nation in Transition
- Crime Scene Evidence: What's Legal, What's Not
- Global Blogging: A 21st Century Classroom Project

Language Development

- Enhanced Critical Reading Skills for Teachers
- Information Literacy for Teachers

- Critical Thinking: What Every Teacher Needs to Know
- Superwriting For the New SATS
- Amazing Books: Get Teen Students to Read More

Health and Safety

- How the Brain Works: What Every Educator Should Know
- ROBO Tripping: Understanding Substance Abuse in the Classroom
- Multiple Intelligences Develop all Six Parts of Your Brain

Science and Math

- Participatory Algebra in the Classroom
Ed2Go also offers online courses for teaching professionals. Below is a sample of just a few: Understanding Adolescents
- Big Ideas in Little Books
- The Classroom Computer
- The Creative Classroom
- A to Z Grant Writing
- Survival Kit for New Teachers
- Differentiated Instruction in the Classroom
- Easy Classroom Podcasting

Courses begin every month and run for six weeks (with a two-week grace period at the end). Many are priced at \$89. Individual course prices vary.

For more information visit our website at sussex.edu/ce.

NON CREDIT ONLINE COURSE



These instructor-facilitated online courses are informative, fun, convenient, and highly interactive. 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/sussexctyecctr)
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, the Netscape Navigator, or the Microsoft Internet Explorer. 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.

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/

5. Medical Terminology: A Word Association Approach

This course teaches medical terminology according to each body system. Multiple graphics, study tips and unusual facts make for a most enjoyable course.



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 available 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 <http://www.gatlineducation.com/sussexcce/>. Financing is available through Gatlin.

Below are just two of the courses that are available:

Administrative Professional with Microsoft Office Specialist

240 hours – Cost \$1995

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 Profes-

sional'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
- 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 you 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

Continuing 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 offered 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

To register for one of these courses call 973-300-2140.

Project Management (PMI) Certification Prep Course

Cost \$850

PMI offers the Project Management Professional (PMP®), the Certified Associate in Project Management (CAPM®), the Organizational Project Management Maturity Model (OPM3®) ProductSuite certification, and for individuals who manage programs, the new Program Management Professional (PgMPSM) 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 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 is taught by Ray Newman, experienced test prep instructor and author of *The New SAT/PSAT: Everything in 53 Pages*.

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: 1/27 – 3/3
Time: 6:00 pm – 8:00 pm • Room: E-105
Instructor: Ray Newman • Cost: \$300

SUMMER 2011 HIGHLIGHTS

Pen, Ink & Watercolor Workshop

Learn how to draw and add texture, depth, and color to your own work of art. Any skill level can learn new techniques in this workshop.

AAC149-01 • 6 sessions; 15 hours
Day: Monday • Dates: 6/6 – 7/18 (No Class 7/4)
Time: 3:00 pm – 5:30 pm • Room: E-105
Instructor: Toni Chaplin • Cost: \$169
AAC149-41 • 6 sessions; 15 hours
Day: Wednesday • Dates: 6/8 – 7/13
Time: 7:00 pm – 9:30 pm • Room: E-105
Instructor: Toni Chaplin • Cost: \$169

Painting with Acrylics on Watercolor Paper

Acrylics are easy to work with – very versatile and just as attractive as other methods. Learn techniques that will help you explore this wonderful medium.

AAC251-61 • 4 sessions; 10 hours
Day: Saturday • Dates: 6/18 – 7/16
Time: 9:30 am – 12:00 pm • Room: E-105
Instructor: Toni Chaplin • Cost: \$120

Scratchboard Techniques

Come and learn the various techniques used with India ink on clayboard surfaced boards.

AAC189-61 • 1 session; 5 hours
Day: Saturday • Date: 6/11
Time: 10:00 am – 3:00 pm • Room: E-105
Instructor: Toni Chaplin • Cost: \$75



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: 2/2 – 5/4
Time: 4:30 pm – 6:30 pm • Room: E-105
Instructor: Patti Nugent • Cost: \$175

New Participant Open House – Pre-Qualification Program

As a result of our individual care and outstanding coursework, our LACE program has become quite popular. For more information and to be considered for the fall program, new participants will be required to attend the open-house. A program overview will be presented along with base-line participant assessment. Pre-Registration is **REQUIRED**

PDV145-61 • 1 sessions; 2+ hours
Day: Saturday • Dates: 6/25
Time: 10:00 am Start • Room: TBA
Instructor: Patti Nugent • Cost: FREE
Room: E-105 • Instructor: Patti Nugent • Cost: \$175

One Stroke Painting Workshop – Sunflowers on Wood

Beginner and advanced painters are welcome to this workshop. Students will paint sunflowers on glass using the Dagger brush. If you have paints and brushes, please bring them. Otherwise the instructor will provide loaner items. Roll of paper towels required. Make this a family night – ages 10 & Up.

AAC222-41 • 1 session; 2 hours
 Day: Tuesday • Date: 6/14
 Time: 6:30 pm – 8:30 pm • Room: E-128
 Instructor: Dawn Davis • Cost: \$45

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: 6/15 & 6/16
 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: 7/18 & 7/19
 Time: 6:30 pm – 10:00 pm • Room: TBA
 Instructor: Coast Boating School • Cost: \$75
LLL280-43 • 2 sessions; 7 hours
 Days: Monday & Tuesday
 Dates: 8/17 & 8/18
 Time: 6:30 pm – 10:00 pm • Room: TBA
 Instructor: Coast Boating School • Cost: \$75

ServSafe® – 1-day Training Course

Please see page 47 for details about this program.

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

Course #: PDV140

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

Available Date: 6/6

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 bring your own lunch and beverages.

ServSafe® Re-Test

Please see page 47 for details about this program.

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

Motorcycle Rider Course



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

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

NEW EPA RULE (Environmental Protection Agency)

As of July 2010, all contractors MUST get Lead-Safe certified by an EPA approved EPA Training . New Jersey DCA (Department of Community Affairs) requires additional training for contractors in NJ specific codes. Beginning January 2011, we are offering classes to comply with these requirements. These classes are subsidized by NJ DCA for the benefit of NJ residents.

For further information and class schedule, please contact: 973-300-2143 or visit www.njworkforce.org.



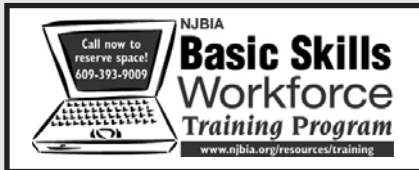


Looking for a Career Makeover?

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

If you hold a Bachelor's Degree with at least a 2.75 GPA, you can become a teacher this year! Classes available in the evenings.

For more information on this and other Workforce Ready Programs available at SCCC please call our Continuing Education Department **(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.

This project represents a new 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.

These classes are provided at no charge. However, 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 session; 8 hours
Day: Friday • Dates: 2/11 & 2/18
Time: 9:00 am – 1:00 pm • Room: E-130

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 session; 8 hours
Day: Friday • Dates: 2/25 & 3/4
Time: 9:00 am – 1:00 pm • Room: E-130

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 session; 8 hours
Day: Friday • Dates: 3/11 & 3/18
Time: 9:00 am – 1:00 pm • Room: E-130

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 session; 8 hours
Day: Friday • Dates: 3/25 & 4/1
Time: 9:00 am – 1:00 pm • Room: E-130

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 session; 8 hours
Day: Friday • Dates: 4/8 & 4/15
Time: 9:00 am – 1:00 pm • Room: E-130

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 • 2 session; 8 hours
Day: Friday • Dates: 5/6 & 5/13
Time: 9:00 am – 1:00 pm • Room: E-130

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

Continuing 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.php**

SCCC/CE REGISTRATION FORM ONLY

Name _____ Male Female
 Date of Birth _____
 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
 Card # _____ Security Code _____
 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 **\$10.00**
 (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** ____/____/____

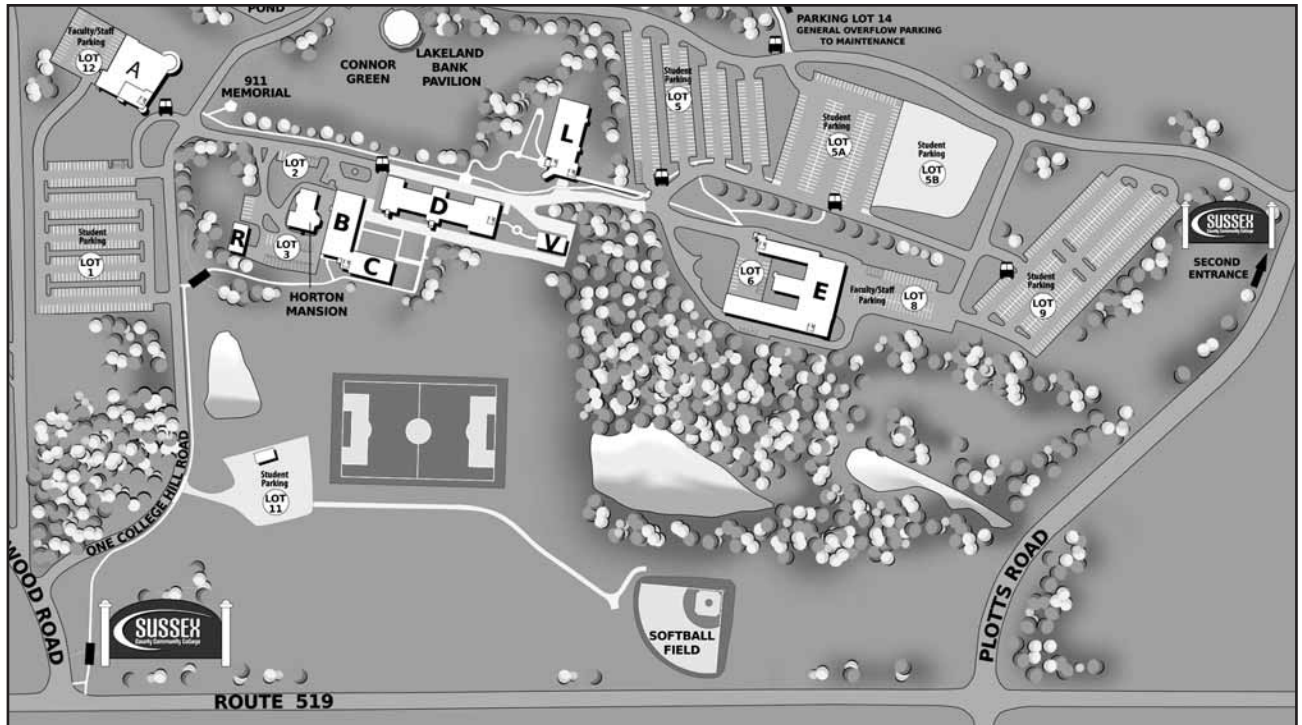
DIRECTIONS & CAMPUS MAP

From the East via Route 80: Route 80 W. to exit 25; Rte 206 N. into Newton; Left at light; Bear right onto 206 N.; Left at light onto Mill St.; Left at light onto Swartswood Rd.; First right onto College Hill Rd.

From the South via Route 15: Rte 15 N. to Rte 517, Sparta/Franklin Exit; Left at light onto Rte 517/Newton-Sparta Rd; Follow 5 mi. into Newton; Road changes to Spring St.; Bear right onto Rt 206 N.; Left at light onto Mill St.; Left at light onto Swartswood Rd.; First right onto College Hill Rd.

From the Northeast via Rt 94: Route 94 S. to 206 S. to Newton; Right on North Park Drive; Left onto Rte 519; Right at light onto Swartswood Rd.; First right onto College Hill Rd.

From the Southeast via Rt 94: Rte 94 N. to Newton; Left at light; Bear right onto 206 North; Left at light onto Mill St.; Left at light onto Swartswood Rd.; First right onto College Hill Rd.



A. Health Sciences and Performing Arts Center

Health Sciences, Cultural Affairs, SCCC Box Office, Teen Arts

B. Administration Building - Academic Affairs, Admissions, Business Office, Classrooms, Counseling & Advising Center, Executive Offices, Financial Aid, Foundation, Learning Center, Receptionist, Registrar, Testing Center

C. Art Gallery - Studios, Classrooms, Faculty Offices

D. Student Center - Cafeteria, Classrooms, Faculty Offices, Galleria, Game Room, Human Resources, Marketing and Public Information, Student Activities, Student Center Theater, Student Services

E. Academic & Athletics Building

Athletics, Broadcasting/Channel 20 Studios, Classrooms, Continuing Education, Galleria, Faculty Offices, Graphic Arts Lab, Gymnasium, Entrepreneurial Center

H. Horton Mansion

L. Library and Science Building

Classrooms, Faculty Offices, Science Labs

R. University Center - Classrooms

V. Bookstore

Parking Regulations

Students must register their vehicles and display a parking decal on their rear window. For a full explanation of parking regulations please refer to the Student Handbook.

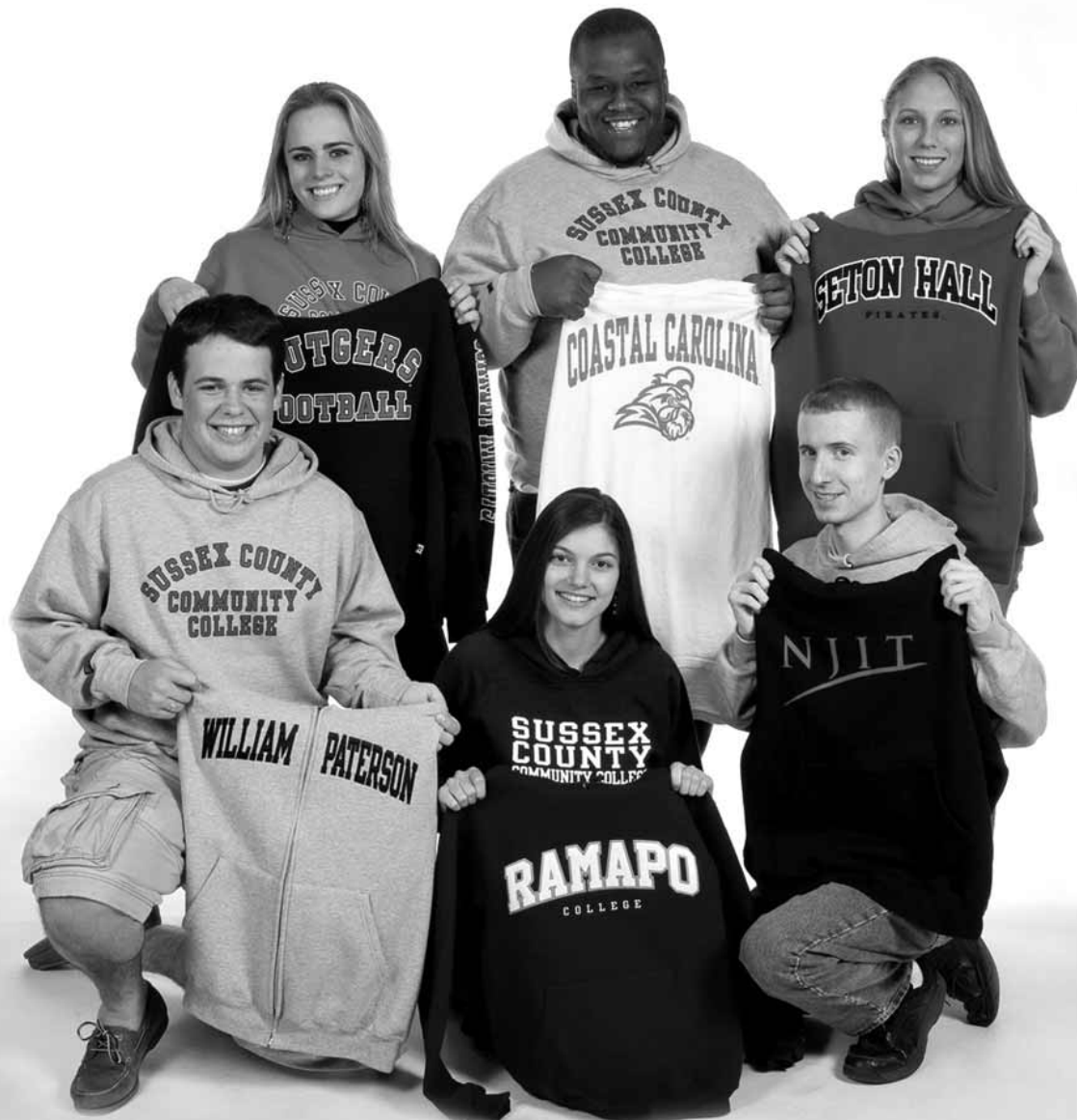


THEY STARTED HERE

These SCCC graduates and thousands like them chose
SCCC to begin their education.

NOW THEY CAN GO ANYWHERE

Our credits transfer easily and most of our students move
on to receive 4 year degrees.



POSTAL PATRON LOCAL

SCCC Presents *Performing Arts*

December

- 12/3 SCCC's: The Wedding Singer, 7:30 pm
12/4 SCCC's: The Wedding Singer
2 pm & 7:30 pm
12/5 SCCC's: The Wedding Singer
2 pm & 7 pm
12/11 Big Band Holiday, The Tradition
Continues, 2 pm & 7 pm
12/12 Big Band Holiday, The Tradition
Continues, 3 pm

January

- 1/29 Tom Chapin and Friends, 3 pm

February

- 2/1 African Ya-Ya, West African
Dance and Drum, 10:50 am
2/10 Black Maria Film Festival, 10:50 am
2/11 Black Maria Film Festival, 7:30 pm
2/12 NJ State Opera presents:
Opera in the Movies, 7:30 pm
2/26 RIOULT 7:30 pm

March

- 3/5 Angelina Ballerina, 3 pm
3/10 Road to the Isles, Music, Dance &
Folksongs of Ireland and Scotland
10:50 am & 7 pm

- 3/12 John Mueller's Winter Dance Party®
7:30 pm

- 3/24 The Wailin' Jennys, 10:50 am & 7 pm

April

- 4/2 One Funny Mother: I'm Not Crazy!
Starring Dena Blizzard, 7:30 pm

- 4/9 New Jersey Ballet: Giselle
2 pm & 7:30 pm

- 4/14 Sachiyo Ito & Company, Japanese
Kabuki Dance, 10:50 am

- 4/28 King Michael – A Glorious Tribute
to The King of Pop 10:50 am, 7 pm

- 4/30 DEBORAH from The Center for
Being, Knowing & Doing, 7:30 pm

May

- 5/14 Sing the Night Away with
Phillip Lid and Friends, 7:30 pm

- 5/21 BIXBY'S Rainforest Rescue, 2 pm

Check our website for a complete listing
of the 2010-11 season of performing arts.

**For tickets visit sussex.edu or call
the Box Office: (973) 300-3171**