



2012 **SPRING & SUMMER** Non-Credit **COURSES**

Sussex
County
COMMUNITY COLLEGE



COMMUNITY EDUCATION & WORKFORCE DEVELOPMENT



CREATE



BE INSPIRED



LEARN

COMMUNITY EDUCATION & WORKFORCE DEVELOPMENT

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3 Ways to Register

1. Register online at: sussex.edu/ce/
2. Mail the Registration Form on page 18 to
Sussex County Community College/CE
One College Hill Road, Newton, NJ 07860
3. Fax your form to: **(973) 300-2278**

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

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.

Register Early

- To ensure a place in class.
- To reduce the possibility of class cancellations as each class requires a minimum number of participants.

Confirmations: confirmation letters will not be mailed. Keep this course guide for start date, time and location. Check our website: sussex.edu/ce/ for room assignments. If a class is cancelled, you will be notified by phone or e-mail. Otherwise, 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 class cancellations available at sussex.edu/ce/.

Refund Policy

- Refunds must be requested in writing.
- Refunds for textbooks are issued in compliance with the College book store's policy.
- Students who withdraw from a class prior to 3 business days of the starting date will be eligible for a 100% refund.
- Students who withdraw from a class 3 business days or less before the starting date will be eligible for a 50% refund.
- Students who withdraw after a class 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 class.

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 reserve the right to substitute a designated instructor.

ART



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

Art Classes with Toni Chaplin

Watercolor Painting

Designed for the beginner to intermediate artist, learn watercolor painting techniques while creating your own masterpieces. 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: 2/6 – 3/26
Time: 3:00 pm – 5:30 pm • Room: E-105
Instructor: Toni Chaplin • Cost: \$249

AAC102-41 • 8 sessions; 20 hours
Day: Wednesday • Dates: 2/8 – 3/28
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

Emphasis is placed on achieving the illusion of distance through the use of basic linear and atmospheric perspective, and overlapping shapes. 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: Thursday • Dates: 3/29 – 5/10
Time: 6:00 pm – 8:30 pm • Room: C-106
Instructor: Elaine Kurie • Cost: \$210

LANGUAGES

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 skills.

AAC212-41 • 7 sessions; 14 hours
Day: Thursday • Dates: 2/16 – 3/29
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: 4/5 – 5/24 (No class 5/17)
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. 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: Thursday • Dates: 4/5 – 5/31
Time: 9:30 am – 12:00 pm • Room: E-127
Instructor: Joseph Sofia, M.A./Ed. • Cost: \$265

AAC113-41 • 9 sessions; 22 hours
Day: Monday • Dates: 4/2 – 6/4 (No class 5/28)
Time: 7:00 pm – 9:30 pm • Room: E-127
Instructor: Joseph Sofia, M.A./Ed. • Cost: \$265

CULTURE

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: Monday • Dates: 4/2 – 4/30
Time: 10:00 am – 12:00 pm • Room: E-127
Instructor: Joseph J. Sofia, M.A./Ed. • Cost: \$120

Film Appreciation

More than just a "date" night get the history and back-story of a movie then let the lights dim for the featured presentation. Every participant will be provided with a rich understanding of how they personally experience movies.

AAC233-41 • 4 sessions; 12 hours
Day: Thursday • Dates: 1/31 – 2/21
Time: 6:00 pm – 9:00 pm • Room: E-105
Instructor: Bernie Zlotnick • Cost: \$140

Comic Book & Comic Strip Workshop

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

AAC235-41 • 4 sessions; 12 hours
Day: Tuesday • Dates: 2/28 – 3/20
Time: 6:00 pm – 9:00 pm • Room: E-105
Instructor: Bernie Zlotnick • Cost: \$140

Dancing Classes with Janet DeJong

A professional dance instructor, DeJong is a certified Ballroom dance instructor through ProDIVIDA International. Please Note: A partner is recommended but not necessary. Singles are welcome to enroll and will be partnered with an assistant teacher or another student. Partners who register together do not have to rotate during class. Prices are per person.

Two to Tango

A beginner level class where students will learn to dance the dramatic American style Tango. Class will focus on basic steps, dance frame & rhythm.

AAC253-41 • 8 Sessions; 7.5 hours
Day: Friday • Dates: 3/2 – 4/27 (No class 4/6)
Time: 6:30 pm – 7:25 pm • Room: SCT
Instructor: Janet DeJong • Cost: \$80

Do the Hustle

A member of the Swing family of dances, this beginner level class will focus on basic rhythm and steps.

AAC254-41 • 8 Sessions; 7.5 hours
Day: Friday • Dates: 3/2 – 4/27 (No class 4/6)
Time: 7:30 pm – 8:25 pm • Room: SCT
Instructor: Janet DeJong • Cost: \$80

Samba

This Latin party dance is fast tempo and provides a great workout! A beginner level class that will focus on basic rhythm and steps.

AAC255-41 • 8 Sessions; 7.5 hours
Day: Friday • Dates: 3/2 – 4/27 (No class 4/6)
Time: 8:30 pm – 9:25 pm • Room: SCT
Instructor: Janet DeJong • Cost: \$80

BUSINESS



NEW, Basics of Selling on eBay

Students will learn how to open a seller account, do research and create listings, improve listings and attract traffic, set fair market value, and open & use a Paypal account. This is NOT a computer course, but an instructional course designed to help students become comfortable, successful eBay sellers.

BUS168-41 • 2 sessions; 4 hours
Days: Friday • Dates: 4/13 & 4/20
Time: 6:00 pm – 8:00 pm • Room: E-105
Instructor: Joseph Baatz • Cost: \$80

Designing Your Own Logo

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

BUS164-41 • 4 sessions; 12 hours
Day: Tuesday • Dates: 3/27 – 4/14
Time: 6:00 pm – 9:00 pm • Room: TBA
Instructor: Bernie Zlotnick • Cost: \$140

Ads that SELL Your Business

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

BUS163-41 • 4 sessions; 12 hours
Day: Tuesday • Dates: 4/24 – 5/15
Time: 6:00 pm – 9:00 pm • Room: TBA
Instructor: Bernie Zlotnick • Cost: \$140

Dealing with Difficult People

We come across people who are hard to work with, who find problems no matter what the setting or who are just plain contrary. How do you deal with them? Learn ways to determine the real problem and methods to move forward.

SBUS124-01 • 1 session; 3 hours
Day: Friday • Date: 3/16
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia M. Devlin • Cost: \$36

Being Assertive without Being Aggressive

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: 3/30
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia M. Devlin • Cost: \$36

Negotiate This

How well do you negotiate? It isn't luck or charisma - there is a method to it. You can learn it and begin to apply it immediately. Practice included will help hone your newly learned technique.

BUS147-01 • 1 session; 3 hours
Day: Friday • Date: 4/13
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia Devlin • Cost: \$36

Why Can't I Get a 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: 4/20
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia Devlin • Cost: \$36

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: 4/27
Time: 1:00 pm – 4:00 pm • Room: E-105
Instructor: Patricia M. Devlin • Cost: \$36

NJ Small Business Development Center of Northwest New Jersey

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 or 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 online and in-house business books, periodicals and databases to address your informational needs.

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

NJSBDC Entrepreneur Certificate Program

This program is offered in partnership by New Jersey's Small Business Development Centers and 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 SCCC

Launching Your New Business – Creating the American Dream

Launching a new business is exciting but often overwhelming. Get started and then assist in the development phases as you face the challenges of growth and profitability.

SBUS169-41 • 2 sessions; 6 hours
Day: Wednesday • Dates: 1/11 & 1/18
Time: 6:00 pm – 9:00 pm • Room: E-105
Instructor: Dolores Stammer, Reg. Director, NJSBDC of Northwest Jersey • Cost: \$70

Social Media: Creating Buzz for Your Business

Are you confused about Facebook, LinkedIn, YouTube, Twitter, etc.? This workshop will provide you with resources that can help you implement a coordinated marketing program using Social Media. The practical worksheets distributed in class will help you to achieve concrete, measurable results with an investment of no more than a few hours a week.

SBUS133-41 • 1 sessions; 3 hours
Day: Tuesday • Dates: 1/31
Time: 6:00 pm – 9:00 pm • Room: E-105
Instructor: Dolores Stammer, Reg. Director, NJSBDC of Northwest Jersey • Cost: \$36

SBUS133-42 • 1 sessions; 3 hours
Day: Wednesday • Dates: 5/16
Time: 6:00 pm – 9:00 pm • Room: E-105
Instructor: Dolores Stammer, Reg. Director, NJSBDC of Northwest Jersey • Cost: \$36

Marketing Strategies for Business Success (ECP)

This workshop will show you how to successfully define, target, and reach the markets for your products or services. Learn how to develop an action plan based on market research and tactics which target your markets.

SBUS189-41 • 2 sessions; 6 hours
Day: Wednesday • Dates: 5/2 & 5/9
Time: 6:00 pm – 9:00 pm • Room: E-105
Instructor: Dolores Stammer, Regional Director, NJSBDC of Northwest Jersey • Cost: \$70

The Business Plan using Business Plan Pro (ECP)

This workshop covers all the components of a business plan to help entrepreneurs and small business owners get off to a fast start. The course fee includes the Business Plan Pro Software.

SBUS126-41 • 3 sessions; 9 hours
Day: Wednesday • Dates: 1/25 – 2/8
Time: 6:00 pm – 9:00 pm • Room: E-101
Instructor: Dolores Stammer, Regional Director, NJSBDC of Northwest Jersey • Cost: \$175

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.

SBUS216-41 • 1 session; 3 hours
Day: Tuesday & Thursday • Dates: 5/8 & 5/10
Time: 6:00 pm -9:00 pm • Room: E-105
Instructor: Mary Adelman, Assistant Director, NJSBDC of Northwest Jersey • Cost: \$70

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

Learn how to choose the appropriate business structure, assess business risks, provide adequate protection for business ideas and business operations 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: Tuesday • Date: 3/6
Time: 6:30 pm -9:30 pm • Room: E-105
Instructor: Patricia Carley, Esq. • Cost: \$36

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

Gain a basic understanding of business contract law with an overview of the basic elements of contracts, the different types of contracts, what situations warrant attorney consultation, legal ownership of a business, consideration of the major factors in business structure selection, 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: Tuesday • Date: 3/20
Time: 6:30 pm -9:30 pm • Room: E-105
Instructor: Patricia Carley, Esq. • 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: 4/19
Time: 6:30 pm – 9:30 pm • Room: E-105
Instructor: Linda Telschow, CPA • Cost: \$36

Small Business Taxes (ECP)

Learn about the differences between local, state and federal taxes and gain an overview of small business tax responsibilities including employment, social security, income and sales taxes as well as understand tax obligations as they relate to the particular business structure. This course will also acquaint business owners with the various tax forms and governmental reporting requirements.

SBUS191-41 • 1 session; 3 hours
Day: Wednesday • Date: 4/25
Time: 6:30 pm – 9:30 pm • Room: TBA
Instructor: Linda Telschow, CPA • Cost: \$36

OTHER SBDC COURSES

Introduction to QuickBooks 2011 – 2 FREE Sections

Our partnership with the NJSBDC of Northwest Jersey has enabled us to update our computer lab in order to offer QB 2011 training. A grant collaboration with the Sussex County Economic Development Partnership has allowed us to offer two sessions in January for FREE! Students will learn to set up a company; enter different types of customers and vendors; create estimates; and pay bills. Class size is limited to 12.

BUS179-01 • 3 sessions; 9 hours
Days: Mon - Wed • Dates: 1/9 – 1/11
Time: 9:00 am – 12:00 pm • Room: E-101
Instructor: Mary Adelman, Assistant Director,
NJSBDC of Northwest Jersey • Cost: FREE

BUS179-41 • 3 sessions; 9 hours
Days: Mon, Tues, & Thurs • Dates: 1/23, 1/24 & 1/26
Time: 6:00 pm – 9:00 pm • Room: E-101
Instructor: Mary Adelman, Assistant Director,
NJSBDC of Northwest Jersey • Cost: FREE

BUS179-42 • 3 sessions; 9 hours
Days: Mon, Tues, & Thurs • Dates: 2/20, 2/21 & 2/23
Time: 6:00 pm – 9:00 pm • Room: TBA
Instructor: Mary Adelman, Assistant Director,
NJSBDC of Northwest Jersey
Cost: \$220 (Tuition \$143, Lab \$72, Materials \$5)

BUS179-43 • 3 sessions; 9 hours
Days: Mon, Wed, & Thurs • Dates: 3/12, 3/14 & 3/15
Time: 6:00 pm – 9:00 pm • Room: TBA
Instructor: Mary Adelman, Assistant Director,
NJSBDC of Northwest Jersey
Cost: \$220 (Tuition \$143, Lab \$72, Materials \$5)

BUS179-44 • 3 sessions; 9 hours
Days: Mon, Wed, & Thurs • Dates: 5/21, 5/23 & 5/24
Time: 6:00 pm – 9:00 pm • Room: E-101
Instructor: Mary Adelman, Assistant Director,
NJSBDC of Northwest Jersey
Cost: \$220 (Tuition \$143, Lab \$72, Materials \$5)

QuickBooks I Workshop - Overview

A fast-paced workshop that will teach you how to use QuickBooks for your business accounting needs. Start a company in QuickBooks and create a chart of accounts; use the various lists; set-up inventory; receive payments and adjust your inventory levels. Learn to track the sale of products including invoicing and special charges. Explore the ways QuickBooks coordinates with your banking including online banking.

SBUS292-41 • 1 session; 3 hours
Day: Wednesday • Date: 1/18
Time: 6:00 pm -9:00 pm • Room: E-101
Instructor: Mary Adelman, Assistant Director,
NJSBDC of Northwest Jersey • Cost: \$36

SBUS292-42 • 1 session; 3 hours
Day: Wednesday • Date: 2/8
Time: 6:00 pm -9:00 pm • Room: E-101
Instructor: Mary Adelman, Assistant Director,
NJSBDC of Northwest Jersey • Cost: \$36

SBUS292-43 • 1 session; 3 hours
Day: Wednesday • Date: 5/9
Time: 6:00 pm -9:00 pm • Room: E-101
Instructor: Mary Adelman, Assistant Director,
NJSBDC of Northwest Jersey • Cost: \$36

QuickBooks II Workshop - Overview

Continue learning about QuickBooks by learning to create and customize forms and templates; work with asset, liability and equity accounts; and customize reports and graphs. Explore the payroll tracking features including tax liabilities and explore job costing, time tracking and estimating.

SBUS293-41 • 1 session; 3 hours
Day: Wednesday • Date: 1/25
Time: 6:00 pm -9:00 pm • Room: E-101
Instructor: Mary Adelman, Assistant Director,
NJSBDC of Northwest Jersey • Cost: \$36

SBUS293-42 • 1 session; 3 hours
Day: Wednesday • Date: 2/29
Time: 6:00 pm -9:00 pm • Room: E-101
Instructor: Mary Adelman, Assistant Director,
NJSBDC of Northwest Jersey • Cost: \$36

SBUS293-43 • 1 session; 3 hours
Day: Wednesday • Date: 5/16
Time: 6:00 pm -9:00 pm • Room: E-101
Instructor: Mary Adelman, Assistant Director,
NJSBDC of Northwest Jersey • Cost: \$36

Easy Steps for Complying with Small Business Taxes

This workshop is conducted by employees of the New Jersey Division of Taxation to understand tax obligations for your small business. Learn how to register your business in NJ, 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: 3/23
Time: 10:00 am – 2:00 pm • Room: E-105
Location: Sussex County Community College
Instructor: NJ Division of Taxation
Fee: NONE (Pre-registration is requested)

Get and Stay Organized with Cena Block, Professional Trainer, Organizer & Productivity Consulting, and Owner of Sane Spaces.

Leading Effective Meetings

Plan, organize and conduct meetings to produce more effective results. Learn practical tips and tools to make business meetings more effective.

BUS138-01 • 1 session; 4 hours
Day: Friday • Date: 2/10
Time: 9:00 am – 1:00 pm • Room: E-105
Instructor: Cena Block • Cost: \$48

BUS138-02 • 1 session; 4 hours
Day: Tuesday • Date: 4/10
Time: 1:00 pm – 5:00 pm • Room: E-105
Instructor: Cena Block • Cost: \$48

Power Office!

This workshop will help eliminate miscellaneous, stacks of paper. Learn how to speed up decisions and turn existing piles into actionable items. Identify paper jams and create a personalized paper management system designed to help you work more productively.

BUS137-01 • 1 session; 4 hours

Day: Friday • Date: 2/10

Time: 1:00 pm – 5:00 pm • Room: E-105

Instructor: Cena Block • Cost: \$48

BUS137-02 • 1 session; 4 hours

Day: Thursday • Date: 3/8

Time: 1:00 pm – 5:00 pm • Room: E-105

Instructor: Cena Block • Cost: \$48

Managing Time to Get Things Done

This workshop will help work on time management, assess goals, set priorities, and figure out the biggest behavioral hurdles in the way to accomplishing tasks and managing time effectively.

BUS139-01 • 1 session; 4 hours

Day: Thursday • Date: 3/8

Time: 9:00 am – 1:00 pm • Room: E-105

Instructor: Cena Block • Cost: \$48

BUS139-02 • 1 session; 4 hours

Day: Tuesday • Date: 4/10

Time: 9:00 am – 1:00 pm • Room: E-105

Instructor: Cena Block • Cost: \$48

Microsoft Word

Create, edit, save and print a document using Microsoft Word. Learn to use the formatting tools to change fonts, add color, and italics to your documents.

SEN132-01 • 2 sessions; 4 hours

Day: Wednesday • Dates: 4/18 & 4/25

Time: 9:30 am – 11:30 am • Room: E-101

Instructor: Jane Annunziata • 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: Wednesday • Dates: 5/2 & 5/9

Time: 9:30 am – 11:30 am • Room: E-101

Instructor: Jane Annunziata • Cost: \$55

SENIOR WALKING PROGRAM

In the SCCC Gym every weekday from 9–10 am. Walk at your own pace in the comfort of our gym which has a shock absorbing floor.

January 9 – May 5, 2012

HEALTH & FITNESS

ENCORE LEARNING



Personal Computer Fundamentals

Designed for the beginner computer user. Learn how to find your way around the personal computer. Learn PC concepts, the use of Windows Operating System, and how to manage files and folders.

SEN110-01 • 3 sessions; 9 hours

Day: Wednesday • Dates: 2/8 - 2/22

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

Instructor: Jane Annunziata • Cost: \$75

Exploring the Internet

Use popular search engines to navigate the World Wide Web. Research information about health issues, travel, shopping, movies, books, and much more!

SEN111-01 • 2 sessions; 4 hours

Day: Wednesday • Dates: 2/29 & 3/7

Time: 9:30 am – 11:30 am • Room: E-101

Instructor: Jane Annunziata • Cost: \$55

Setting Up a Free E-mail Account

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

SEN115-01 • 2 sessions; 4 hours

Date: Wednesday • Dates: 3/14 & 3/21

Time: 9:30 am – 11:30 am • Room: E-101

Instructor: Jane Annunziata • Cost: \$55



NEW Self-Hypnosis

Use more of your mental abilities to achieve your goals. Lose weight, stop smoking, improve sporting activities, improve memory, reduce stress, and improve study habits. All of this is possible with self-hypnosis.

HAW196-41 • 2 sessions; 6 hours

Day: Wednesday & Thursday • Dates: 2/29 & 3/1

Time: 6:00 pm – 9:00 pm • Room: TBA

Instructor: Lauren Cardinale • Cost: \$90

HAW196-42 • 2 sessions; 6 hours

Day: Wednesday & Thursday • Dates: 4/18 & 4/19

Time: 6:00 pm – 9:00 pm • Room: TBA

Instructor: Lauren Cardinale • Cost: \$90

NEW, Learn Sleepy-Time Hypnosis for Your Children

Learn the ways in which to access the highly suggestive part of your child's mind for positive change. When they accept the suggestions, you will be able to help your children with confidence and self-esteem, ceasing nail biting and whining, eat for health and so many other positive applications!

HAW197-41 • 1 session; 2.5 hours

Day: Wednesday • Date: 3/21

Time: 6:00 pm – 8:30 pm • Room: TBA

Instructor: Lauren Cardinale • Cost: \$50

NEW, Law of Attraction Seminar

Learn what the Law of Attraction is and how to apply it to your life. "You attract to your life whatever you

give your energy, focus, and attention to, whether negative or positive." Learn how to apply this law to your career, relationships, money/finances, or another area that you want to experience change.

HAW195-41 • 1 session; 2 hours

Day: Tuesday • Date: 1/24

Time: 7:00 pm – 9:00 pm • Room: TBA

Instructor: Cindy Nolte • Cost: \$30

NEW, Jin Shin Jyutsu® Self Help Seminar

Jin Shin Jyutsu is an ancient Japanese practice that can balance the body's energy by using the fingers and hands to eliminate stress, create emotional equilibrium, relieve pain and alleviate acute or chronic conditions. Students will be led through a series of simple Jin Shin Jyutsu Self help exercises.

HAW194-41 • 1 session; 2 hours

Day: Tuesday • Date: 2/7

Time: 7:00 pm – 9:00 pm • Room: TBA

Instructor: Cindy Nolte • Cost: \$30

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 Fat Blast

Burn calories and lose inches in this flowing yoga class led by 20 year veteran personal trainer & certified Hath Vinyasa instructor Laura Fagan. Heat the body from the inside out and free your mind. All levels welcome.

HAW125-71 • 7 sessions; 7 hours

Day: Monday • Dates: 2/27 – 4/9

Time: 5:15 pm – 6:15 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: 2/4 – 3/17

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: 2/1 – 3/14

Time: 5:30 pm – 6:30 pm • Location: Yoga for You Studio • Instructor: Lorraine Leider • Cost: \$85

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: Wednesday • Dates: 2/1 – 2/29

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: Wednesday • 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 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: Wednesday • Dates: 5/2 – 5/30

Time: 7:00 pm – 9:30 pm • Room: E-128

Instructor: Carter Volz • Cost: \$250

Take Control of Your Health

An Action Plan for Enhancing Wellness

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

Learn practical 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. Offered by the Sussex County Dept. of Human Services, Division of Senior Services.

Space is limited – Sign up Today!

SPRING

HAW191-01 • 6 sessions; 15 hours

Days: Friday • Dates: 1/27 – 3/2

Time: 9:30 am – 12:00 pm • Room: E-105

Cost: **FREE**

SUMMER

HAW191-01 • 6 sessions; 15 hours

Days: Friday • Dates: 6/22 – 7/27

Time: 9:30 am – 12:00 pm • Room: E-105

Cost: **FREE**

INFORMATION TECHNOLOGY



Please bring a flash drive to all classes so that you may save your work.

Essentials of Microsoft Word

This course will teach you how to: Create a document; edit a document; format paragraphs and pages.

COM033-01 • 2 session; 6 hours

Day: Tuesday • Dates: 1/31 & 2/7

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

Instructor: Miriam Raczynski

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

Intermediate Microsoft Word

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

COM034-01 • 2 session; 6 hours

Day: Tuesday • Dates: 2/14 & 2/21

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

Instructor: Miriam Raczynski

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

Advanced Microsoft Word

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

COM035-01 • 2 session; 6 hours

Day: Tuesday • Dates: 2/28 & 3/6

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

Instructor: Miriam Raczynski

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

Essentials of Microsoft Excel

This full day course will teach you how to: create a worksheet; edit and format a worksheet; and include basic formulas and functions in a worksheet.

COM037-01 • 2 sessions; 6 hours

Day: Wednesday • Dates: 3/14 & 3/21

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

Instructor: Miriam Raczynski

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

Intermediate Microsoft Excel

Move beyond the basics to intermediate topics that will help boost your productivity. Learn to: create and work with charts; manage tables by working with records, fields, and filters.

COM038-01 • 2 session; 6 hours

Day: Tuesday • Dates: 3/27 & 4/3

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

Instructor: Miriam Raczynski

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

Advanced Microsoft Excel

In this advanced course learn to: Create and work with PivotTables and Pivot Charts; create a scenario

using “What-if” analysis; using Excel with Word and Access.

COM039-01 • 2 session; 6 hours

Day: Tuesday • Dates: 4/17 & 4/24

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

Instructor: Miriam Raczynski

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

Essentials of Microsoft Access

This course will teach you to: create a new database file; create a table in design view; enter, edit, and delete records; and filter, sort, and query records.

COM151-61 • 2 sessions; 6 hours

Day: Saturday • Dates: 2/4 & 2/11

Time: 9:00 am – 12:00 pm • Room: E-101

Instructor: Bob Matchett

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

COM151-41 • 2 sessions; 6 hours

Day: Thursday • Dates: 2/9 & 2/16

Time: 6:30 pm – 9:30 pm • Room: E-101

Instructor: Bob Matchett

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

Intermediate Microsoft Access

In this comprehensive Microsoft Access course, move beyond the introductory topics to intermediate topics that will help boost your productivity. Learn to: control and manage the data entered; design and create a form; design and create a report.

COM152-61 • 2 sessions; 6 hours

Day: Saturday • Dates: 2/18 & 2/25

Time: 9:00 am – 12:00 pm • Room: E-101

Instructor: Bob Matchett

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

COM152-41 • 2 sessions; 6 hours

Day: Thursday • Dates: 2/23 & 3/1

Time: 6:30 pm – 9:30 pm • Room: E-101

Instructor: Bob Matchett

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

Advanced Microsoft Access

Wish you know more about this dynamic program?

In this course learn to: Create advanced queries using more than one table; establish referential integrity using table relationships; and create pivot tables and pivot charts.

COM153-61 • 2 sessions; 6 hours

Day: Saturday • Dates: 3/3 & 3/10

Time: 9:00 am – 12:00 pm • Room: E-101

Instructor: Bob Matchett

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

COM153-41 • 2 sessions; 6 hours

Day: Thursday • Dates: 3/8 & 3/15

Time: 6:30 pm – 9:30 pm • Room: E-101

Instructor: Bob Matchett

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

How to Build a Microsoft PowerPoint Presentation

This comprehensive course will teach you everything you need to know to create a powerful and dynamic presentation. Learn to: design, edit, and animate slides with transitions and other special effects.

Then, prepare and deliver your presentation.

COM036-61 •* 2 sessions; 6 hours

Day: Saturday • Dates: 3/31 & 4/7

Time: 9:00 am – 12:00 pm • Room: E-101

Instructor: Bob Matchett

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

COM036-41 • 2 sessions; 6 hours
Day: Thursday • Dates: 4/5 & 4/12
Time: 6:30 pm – 9:30 pm • Room: E-101
Instructor: Bob Matchett
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

NEW, Essentials of Microsoft Visio

Learn to: create, group, and edit shapes; edit and format text; use connector tools; work with layers and organizational charts; and create reports.

COM220-41 • 2 sessions; 6 hours
Day: Monday • Dates: 2/6 & 2/13
Time: 6:30 pm – 9:30 pm • Room: E-101
Instructor: Bob Matchett
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

NEW, Introduction to Microsoft Project

Learn to use Microsoft Project to think through and organize project details, plan a schedule, sequence tasks, assign resources and costs, and track progress.

COM141-41 • 3 sessions; 9 hours
Day: Monday • Dates: 2/27 – 3/12
Time: 6:30 pm – 9:30 pm • Room: E-101
Instructor: Bob Matchett
Cost: \$212 (Tuition \$135, Lab \$72, Materials \$5)

Online Learning: sussex.edu/ce.onlinecourses

Introduction to Photoshop CS5

Learn how to use Adobe Photoshop CS5, the world's best graphics program, to edit and process photos and create original images.

Introduction to InDesign CS5

Learn how to use Adobe InDesign CS5 software to design and produce professional-quality letterhead, brochures, business cards, and more.

Introduction to Dreamweaver CS5

Learn to use Adobe Dreamweaver CS5 to design, create, and maintain user-friendly Web sites full of professional-quality Web pages.

Introduction to Illustrator CS5

Learn to create vector graphics and add amazing effects using Adobe Illustrator CS5.

PERSONAL ENRICHMENT



NEW, Truth or Deception: The Art of Reasoning

Learn to improve your ability to evaluate the world around you, by using reason, logic, psychological insight, and common sense. Don't be misled by emotions or beliefs! Additionally, examine myths & paradoxes.

Part 1

LLL201-41 • 6 sessions; 12 hours
Day: Thursday • Dates: 3/1 – 4/5
Time: 6:30 pm – 8:30 pm • Room: TBA
Instructor: Dr. David Meltz • Cost: \$120

Part 2

LLL201-42 • 6 sessions; 12 hours
Day: Thursday • Dates: 4/12 – 5/24 (No class 5/17)
Time: 6:30 pm – 8:30 pm • Room: TBA
Instructor: Dr. David Meltz • Cost: \$120

Introduction to Photography

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

LLL210-61 • 8 sessions; 12 hours
Days: Saturday • Dates: 2/4 – 4/7 (No Class 2/18)
Time: 10:30 am – 12:00 pm • Room: E-105
Instructor: Armand Ensanian • Cost: \$145

NEW, Genealogy Resources for the Beginner

A beginner course for students with limited genealogy experience who want to learn how to get started researching their family history. Learn about genealogy, parameters for family history, basic tools, researching files and much more.

LLL268-41 • 3 sessions; 6 hours
Day: Monday • Dates: 4/23 – 5/7
Time: 6:30 pm – 8:30 pm • Room: E-105
Instructor: Heather Schaefer, MLS • Cost: \$69

NEW, How to Get New Jersey Unemployment Benefits

Knowing the laws relating to unemployment compensation benefits before you lose your job can help you avoid common blunders which may result in denied benefits. This workshop will teach students the pertinent laws and regulations as well as explain the appeal process to help get compensation benefits back if they've been illegally denied. A complimentary legal resource packet is included.

LLL269-41 • 1 session; 2 hours
Day: Monday • Date: 3/19
Time: 7:00 pm – 9:00 pm • Room: TBA
Instructor: Jacqueline E. Crosby, Esq./Crosby Legal Seminars • Cost: \$40

NEW, Legal Terminology

Learn to speak a new language-legalese. Legalese is the language spoken by judges and lawyers which leaves most people scratching their heads. Attend this one hour course and learn the mysterious meanings of some of the more common legal terminology.

LLL270-41 • 1 session; 1 hour
Day: Tuesday • Date: 4/3
Time: 7:00 pm – 8:00 pm • Room: TBA
Instructor: Jacqueline E. Crosby, Esq./Crosby Legal Seminars • Cost: \$20

NEW, Filing for Divorce in New Jersey

In this workshop students will learn the basics about filing for divorce: the relevant laws, the legal documents required and how to navigate the court

system. A complimentary divorce packet is included.

LLL271-41 • 1 session; 2 hours

Day: Wednesday • Date: 2/15

Time: 7:00 pm – 9:00 pm • Room: TBA

Instructor: Jacqueline E. Crosby, Esq./Crosby
Legal Seminars • Cost: \$40

NEW, Child Support & Custody

Learn about the New Jersey laws pertaining to child custody, child support formulas, as well as procedures and enforcement. A complimentary legal resource packet is included.

LLL272-41 • 1 session; 2 hours

Day: Wednesday • Date: 5/2

Time: 7:00 pm – 9:00 pm • Room: TBA

Instructor: Jacqueline E. Crosby, Esq./Crosby
Legal Seminars • Cost: \$40

Crosby Legal Seminars is an educational company only and does not offer legal advice or services. Individuals seeking specific legal advice should consult their lawyer.

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: 3/21 & 3/22

Time: 6:30 pm – 10:00 pm • Room: TBA

Instructor: Coast Boating School • Cost: \$80

LLL280-42 • 2 sessions; 7 hours

Days: Monday & Tuesday • Dates: 4/23 & 4/24

Time: 6:30 pm – 10:00 pm • Room: TBA

Instructor: Coast Boating School • Cost: \$80

LLL280-43 • 2 sessions; 7 hours

Days: Wednesday & Thursday • Dates: 5/23 & 5/24

Time: 6:30 pm – 10:00 pm • Room: E-128

Instructor: Coast Boating School • Cost: \$80

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 up to two points. You may also be entitled to a minimum 5% off your auto insurance for three years (check with your insurance company for details). The course fee includes a workbook and certificate. (Course can only be taken once every 5 years for point removal.)

LLL133-71 • 1 session; 6 hours

Day: Saturday • Dates: 2/11

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: \$80

LLL133-72 • 1 session; 6 hours

Day: Saturday • Date: 3/3

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: \$80

LLL133-73 • 1 session; 6 hours

Day: Saturday • Date: 4/7

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: \$80

LLL133-74 • 1 session; 6 hours

Day: Saturday • Date: 5/19

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: \$80

PERSONAL FINANCE



Money Talk: A Financial Class for Women

Topics to be discussed include managing cash flow, the wise use of credit, insurance, saving & investing, and retirement planning. Materials fee: \$20 Payable to the instructor for the workbook *Money Talk: A Financial Guide for Women*.

LLL102-41 • 1 sessions; 2 hour

Day: Tuesday • Date: 4/10

Time: 7:00 pm – 9:00 pm • Room: E-105

Instructor: Barbara O'Neill, Ph.D. • Cost: \$25

Deciding When to Retire

Discuss recent trends in retirement planning, factors to consider when making the decision about what age to retire, advantages & disadvantages of early and late retirement, and strategies to catch up if there is not enough money.

LLL254-41 • 1 sessions; 2 hour

Day: Tuesday • Date: 4/17

Time: 7:00 pm – 9:00 pm • Room: E-105

Instructor: Barbara O'Neill, Ph.D. • Cost: \$25

WAM: Women & Money – The Perfect Relationship

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: Tuesday • Dates: 4/17 & 4/24

Time: 6:00 pm – 9:00 pm • Room: TBA Instructor:
Marion Cuff, The Grace Financial Group • Cost: \$75

Philanthropy & YOU – Donor Advised Fund

Learn how Donor Advised Fund giving works; Learn how to evaluate the charities you currently support; to reduce your taxes immediately when you donate; and “optimize” your giving around a core system.

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

LLL266-61 • 1 sessions; 1 hour

Day: Saturday • Date: 5/12

Time: 9:30 am – 10:30 am • Room: E-105

Instructor: Marion Cuff, The Grace Financial Group

Cost: \$25

PROFESSIONAL & CAREER



NEW, Strategies for Delivering, Assessing and Maintaining an Online Learning Environment

This course will provide the most up to date information about distance education. Gain the knowledge and ability to select from a variety of online strategies for teaching the distant learner, and how to implement this new knowledge in a distance learning program. The course will define what distance education is, explain the importance of research and development, how distance learning is becoming important to today's educational culture, and equivalency theories. This online course requires an email address be provided when registering. Required text: *Teaching and Learning at a Distance: Foundation of Distance Education, 5th edition* by Simonson, Smaldino, Albright & Zvacek.

PDV226-0B • 4 sessions; 12 hours

Days: Online – Wednesday • Dates: 2/1 – 2/22

Instructor: Anthony Sorrento, SCCC Director of Instructional Design • Cost: \$150

PDV226-0E • 4 sessions; 12 hours

Days: Online – Wednesday • Dates: 5/2 – 5/23

Instructor: Anthony Sorrento, SCCC Director of Instructional Design • Cost: \$150

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 NJ. 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, 2nd Edition* by Frances A. Levin & Mary Alice Mccullough.

PDV220-41 • 6 sessions: 20 hours
(Plus additional 4 hours of observation)

Day: Monday • Dates: 2/6 – 3/12

Time: 6:00 pm – 9:20 pm • Room: E-105

Instructor: Carol Speck • Cost: \$200

PDV220-42 • 6 sessions: 20 hours
(Plus additional 4 hours of observation)

Day: Monday • Dates: 3/26 – 4/30

Time: 6:00 pm – 9:20 pm • Room: E-105

Instructor: Carol Speck • 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 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: 3/19

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: 4/23

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: 5/14

Time: 6:00 pm – 9:00 pm • Room: TBA

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

ServSafe® – 1-day Training Course

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)

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. In this class, sanitation is presented in a practical, applicable manner, including pest control issues.

Course requirements: Textbook: 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 at 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 (3) 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: 1/23, 3/19 & 4/13
Time: 8:00 am – 5:00 pm
Location: E Bldg (Call/check the website for room assignment)
Cost: \$110 (Book is NOT included and must be purchased separately)
Instructor: Lisa Krauss-Utter

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 your own lunch and 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: E Bldg (Call/check the website for room assignment)
Instructor: Lisa Krauss-Utter • Cost: \$75

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. Prerequisite: NONE.

PDV169-41 • 30 sessions; 90 hours

Days: Tuesday & Thursday • Dates: 1/31 – 5/3

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

Day: Wednesday • Dates: 2/1 – 5/2

Time: 6:00 pm - 9:00 pm • Room: E-127

Instructor: Keith Utter • Cost: \$475

Community Education & Workforce Development 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

Successful completion of this course is required to be eligible to take the NJ Real Estate Salesperson licensing exam.

PDV205-41 • 20 sessions; 75 hours

Days: Tuesday & Thursday • Dates: 1/31 – 4/5

Time: 6:00 pm – 9:45 pm • Room: TBA

Instructor: Salvatore Cittadino, Jr. • Cost: \$425

(Textbook additional. *Essentials of New Jersey Real Estate* can be purchased at the college bookstore.)

Education for New Jersey Notaries

Get detailed instructions on how to obtain your notary commission for the State of New Jersey.

PDV125-41 • 1 session; 4 hours

Day: Thursday • Date: 3/22

Time: 6:00 pm – 10:00 pm • Room: TBA

Instructor: Jennie Stormes, Notary Public, Certified Notary Signing Agent, Owner, Academy for Notaries by Jennie Stormes • Cost: \$65

New Jersey Mobile Notary Signing Agent

This workshop is for current New Jersey Notaries interested in the sub-specialty of Mobile Notary Signing Agent. Get an understanding of the loan signing industry from "Start to Finish".

PDV159-61 • 1 session; 6 hours

Day: Saturday • Date: 4/28

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

ATTENTION: Qualified Unemployed and Dislocated Workers. Financial assistance may be available for the following course 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

Learn the technology skills that businesses need. This program covers the following computer skills and relevant job searching and retention skills: Word Processing using Microsoft Word, spreadsheets using Microsoft Excel, e-Mail, Database using Microsoft Access, presentation skills using, Microsoft PowerPoint, QuickBooks, cover letter and résumé Writing

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)
Call 973-300-2287 for specific class dates

ONLINE DISTANCE LEARNING



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 at any time of the day or night.

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

Our Top Five Online Courses

1. Introduction to Microsoft Excel 2010
2. Accounting Fundamentals
3. Creating Web Pages
4. Speed Spanish



For a complete listing of all titles, please visit our website gatlineducation.com/sussexce/. Financing is available through Gatlin.

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.

SAT PREP

SAT and PSAT Prep

The SAT is a major factor in college admissions and in the granting of scholarships. The course reviews all of the material covered on the exam and gives test-proven strategies that can substantially increase scores. Taught over six sessions, learn how to write winning personal statements for college applications and to deal with test anxiety. **REQUIRED TEXT:** Princeton's Cracking the SAT 2012, is required and should be brought to first class.

YTH115-41 • 6 sessions; 12 hours
Day: Tuesday • Dates: 2/7 – 3/13
Time: 6:00 pm – 8:00 pm • Room: E-105
Instructor: Deborah Henegan • Cost: \$300



The LACE program is intended 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: 2/1 – 5/2
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**

PDV145-41 • 1 session; 1+ hours
Day: Wednesday • Date: 5/23
Time: 4:30 pm Start • Room: E-105
Instructor: Patti Nugent • Cost: FREE



Basic Skills Workforce Training Program

Enhance Your Workers' Basic Skills...

Give Them the Training They Need to Succeed in Your Workplace

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 Assoc. (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. Provide a valid Social Security number
- NOTE:* Employer must have a valid FEIN number

Attendance is required at all session; otherwise employer can be billed.

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: 2/3 & 2/10

Time: 9:00 am – 1:00 pm • Room E-101

Basic PC Skills – Microsoft Word, Level 1

This class will introduce you to the basic operations of Microsoft Word at the beginning level. Learn to: create and edit a document, format paragraphs and pages, create a bulleted or number list and more.

CST103-01 • 2 session; 8 hours

Day: Friday • Dates: 2/17 & 2/24

Time: 9:00 am – 1:00 pm • Room E-101

Basic PC Skills – Microsoft Word, Level 2

This class will move beyond the basics of Microsoft Word. Learn to: create a table, create a mail merge document, draw and work with graphics and more.

CST104-01 • 2 session; 8 hours

Day: Friday • Dates: 3/2 & 3/9

Time: 9:00 am – 1:00 pm • Room E-101

Basic PC Skills – Microsoft Excel, Level 1

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

CST105-01 • 2 session; 8 hours

Day: Friday • Dates: 3/16 & 3/23

Time: 9:00 am – 1:00 pm • Room E-101

Basic PC Skills – Microsoft Excel, Level 2

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

CST106-01 • 2 session; 8 hours

Day: Friday • Dates: 4/20 & 4/27

Time: 9:00 am – 1:00 pm • Room E-101

Basic PC Skills - Microsoft Outlook

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

CST107-01 • 1 session; 4 hours

Day: Friday • Date: 5/4

Time: 9:00 am – 1:00 pm • Room E-101

Visit our web site sussex.edu/ce/ for the NJBIA Basic Skills Registration Form

English for Speakers of Other Languages

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

Levels II, III, and IV

SCCC Campus • 6:30–9:10 pm

Monday, January 23 and Wednesday, January 25

Registration: January 9, 11, and 18

Student Center Room D305 • 6–8 pm

Level I

Christ's Church, 62 Main Street, Newton

Tuesday, January 24, 2012 • 5:00–7:30 pm

Registration: Christ Church

Same day registration • 5:00 pm

Students must attend 80% of classes to receive a certificate

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

Summer Course Offerings

Please see additional descriptions in Spring Course Section

ART & CULTURE:

Pen, Ink & Watercolor

AAC149-61 • 4 sessions; 10 hours
Day: Saturday • Dates: 6/9 – 6/30
Time: 9:30 am – 12:00 pm • Room: E-105
Instructor: Toni Chaplin • Cost: \$124

Colored Pencil – Fur & Feathers (Animal & Bird Portraits)

AAC153-01 • 4 sessions; 10 hours
Day: Monday • Dates: 6/18 – 7/16 (No class 7/2)
Time: 3:00 pm – 5:30 pm • Room: E-105
Instructor: Toni Chaplin • Cost: \$124

Acrylic Painting on Rocks

Bring Lunch

AAC251-61 • 1 session; 5 hours
Day: Saturday • Date: 7/14
Time: 10:00 am – 3:00 pm • Room: E-105
Instructor: Toni Chaplin • Cost: \$69

Oil Landscape Painting

AAC232-41 • 7 sessions; 17.5 hours
Day: Tuesday & Thursday • Dates: 7/10 – 7/31
Time: 10:00 am – 12:30 pm • Room: C-106
Instructor: Elaine Kurie • Cost: \$210

Do You Love to Sing?

\$18 material fee payable to the instructor

AAC124-41 • 1 session; 3 hours
Day: Wednesday • Date: 6/13
Time: 6:30 pm – 9:30 pm • Room: E-105
Instructor: Ruth Ratliff • Cost: \$45

BUSINESS

NEW, Basics of e-Commerce

Learn the basics what it takes to sell your items to the global marketplace across multiple platforms, starting with your own web site. With an online venue you need to attract customers to your products first using the proper techniques, then by keeping them coming back with the best experience they ever had.

BUS167-41 • 2 sessions; 4 hours
Day: Monday • Dates: 6/4 & 6/11
Time: 6:00 pm – 8:00 pm • Room: E-105
Instructor: Joseph Baatz • Cost: \$125

Basics of Selling on eBay

BUS168-41 • 2 sessions; 4 hours
Day: Friday • Dates: 6/15 & 6/22
Time: 6:00 pm – 8:00 pm • Room: E-105
Instructor: Joseph Baatz • Cost: \$80

Social Media: Creating a Buzz for Your Business

SBUS133-41 • 1 sessions; 3 hours
Day: Wednesday • Date: 7/11
Time: 6:00 pm – 9:00 pm • Room: E-105
Instructor: Dolores Stammer, Regional Director,
NJSBDC of Northwest Jersey • Cost: \$36

Business Plan Using Business Plan Pro

SBUS126-41 • 3 sessions; 9 hours
Day: Tuesday • Dates: 7/17 – 7/31
Time: 6:00 pm – 9:00 pm • Room: E-105
Instructor: Dolores Stammer, Regional Director,
NJSBDC of Northwest Jersey • Cost: \$175

Introduction to QuickBooks 2011

BUS179-41 • 3 sessions; 9 hours
Days: Wed, Thurs & Fri • Dates: 7/18 – 7/20
Time: 6:00 pm – 9:00 pm • Room: E-101
Instructor: Mary Adelman, Assistant Director,
NJSBDC of Northwest Jersey
Cost: \$220 (Tuition \$143, Lab \$72, Materials \$5)

Understanding Financial Statements

SBUS218-41 • 1 session; 3 hours
Day: Wednesday • Date: 8/8
Time: 6:00 pm – 9:00 pm • Room: E-105
Instructor: Dolores Stammer, Regional Director,
NJSBDC of Northwest Jersey • Cost: \$36

Easy Steps for Complying with Small Business Taxes

SBUS161-01 • 1 session; 4 hours
Day: Friday • Date: 7/20
Time: 10:00 am – 2:00 pm • Room: E-105
Location: Sussex County Community College
Instructor: NJ Division of Taxation
Fee: NONE (Pre-registration is requested)

HEALTH & WELLNESS

NEW, Stress Relief for Parents through Hypnosis

In these interactive hypnosis sessions, student's minds will be more open to accept positive suggestions. Stress reduction is a top application for hypnosis. Parents juggle so much and deserve the clear mind space to continue being great role models for their kids

HAW198-41 • 4 sessions; 6 hours
Days: Wednesday & Thursday • Dates: 6/8 – 6/16
Time: 6:00 pm – 7:30 pm • Room: TBA
Instructor: Lauren Cardinale • Cost: \$120

Self-Hypnosis

HAW196-41 • 2 sessions; 6 hours
Days: Wed, & Thur • Dates: 7/11 & 7/12
Time: 6:00 pm – 9:00 pm • Room: TBA
Instructor: Lauren Cardinale • Cost: \$90

Sleepy-Time Hypnosis for Your Children

HAW197-41 • 1 session; 2.5 hours
Day: Wednesday • Date: 8/10
Time: 6:00 pm – 8:30 pm • Room: TBA
Instructor: Lauren Cardinale • Cost: \$50

Take Control of Your Health

HAW191-01 • 6 sessions; 15 hours
Day: Friday • Dates: 6/22 – 7/27
Time: 9:30 am – 12:00 pm • Room: E-105
Instructor: Sussex County Division of Senior Services
Cost: FREE

INFORMATION TECHNOLOGY

Microsoft Word – Creating Newsletters and Flyers

Topics covered: Inserting ClipArt into your Document; Apply a Style; and Change Theme Colors.

COM267-01 • 1 session; 4 hours
Day: Tuesday • Date: 6/5
Time: 9:00 am – 1:00 pm • Room: E-101
Instructor: Miriam Raczynski
Cost: \$97 (Tuition \$60, Lab \$32, Materials \$5)

Microsoft Word – Mail Merge

Learn how to set up and maintain mailing lists, address books, labels and envelopes using Microsoft Word's mail merge feature.

COM262-01 • 1 session; 4 hours
Day: Thursday • Date: 6/7
Time: 9:00 am – 1:00 pm • Room: E-101
Instructor: Miriam Raczynski
Cost: \$97 (Tuition \$60, Lab \$32, Materials \$5)

Microsoft Excel – The Awesome Power of Charts

The best way to display trends in a collection of data is through charts. Topics covered: creating a chart; formatting a chart; adding, removing, and modifying data in a chart; and changing a chart type.

COM287-01 • 1 session; 4 hours
Day: Tuesday • Date: 6/26
Time: 9:00 am – 1:00 pm • Room: E-101
Instructor: Miriam Raczynski
Cost: \$97 (Tuition \$60, Lab \$32, Materials \$5)

Microsoft Excel – Formatting Your Excel Spreadsheet

Topics covered: modifying cells and data; cell formatting; enhancing a worksheet's appearance; formatting a chart.

COM281-01 • 1 session; 4 hours
Day: Thursday • Date: 6/28
Time: 9:00 am – 1:00 pm • Room: E-101
Instructor: Miriam Raczynski
Cost: \$97 (Tuition \$60, Lab \$32, Materials \$5)

Essentials of Microsoft Excel

COM037-41 • 2 sessions; 6 hours
Days: Tues. & Thurs. • Dates: 7/10 & 7/12
Time: 6:30 pm – 9:30 pm • Room: E-101
Instructor: TBA
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Intermediate Microsoft Excel

COM038-41 • 2 session; 6 hours
Days: Tues. & Thurs. • Dates: 7/17 & 7/19
Time: 6:30 pm – 9:30 pm • Room: E-101
Instructor: TBA • Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

Advanced Microsoft Excel

COM039-41 • 2 session; 6 hours
Days: Tues. & Thurs. • Dates: 7/24 & 7/26
Time: 6:30 pm – 9:30 pm • Room: E-101
Instructor: TBA
Cost: \$143 (Tuition \$90, Lab \$48, Materials \$5)

PERSONAL ENRICHMENT

NEW, Intermediate Photography

An applied course in photography for those familiar with the basic functions of their camera, including capabilities to adjust shutter speed, aperture and exposure manually. Includes field work and classroom review of content and composition. Simple digital cameras are acceptable, but tri-pods are required.

LLL273-61 • 8 sessions; 12 hours
Day: Saturday • Dates: 7/14 – 8/4
Time: 10:30 am – 12:00 pm • Room: E-105
Instructor: Armand Ensanian • Cost: \$145

How to Get New Jersey Unemployment Benefits

LLL269-41 • 1 session; 2 hours
Day: Thursday • Date: 7/26
Time: 7:00 pm – 9:00 pm • Room: TBA
Instructor: Jacqueline E. Crosby, Esq./Crosby Legal Seminars • Cost: \$40

Legal Terminology

LLL270-41 • 1 session; 1 hour
Day: Monday • Date: 7/9
Time: 7:00 pm – 8:00 pm • Room: TBA
Instructor: Jacqueline E. Crosby, Esq./Crosby Legal Seminars • Cost: \$20

Filing for Divorce in New Jersey

LLL271-41 • 1 session; 2 hours
Day: Wednesday • Date: 6/20
Time: 7:00 pm – 9:00 pm • Room: TBA
Instructor: Jacqueline E. Crosby, Esq./Crosby Legal Seminars • Cost: \$40

Child Support & Custody

LLL272-41 • 1 session; 2 hours
Day: Thursday • Date: 6/28
Time: 7:00 pm – 9:00 pm • Room: TBA
Instructor: Jacqueline E. Crosby, Esq./Crosby Legal Seminars • Cost: \$40

Crosby Legal Seminars is an educational company only and does not offer legal advice or services. Individuals seeking specific legal advice should consult their lawyer.

Personal Watercraft & Boating Safety

LLL280-41 • 2 sessions; 7 hours
Days: Wed & Thurs • Dates: 6/20 & 6/21
Time: 6:30 pm – 10:00 pm • Room: TBA
Instructor: Coast Boating School • Cost: \$80
LLL280-42 • 2 sessions; 7 hours
Days: Wed & Thurs • Dates: 7/25 & 7/26
Time: 6:30 pm – 10:00 pm • Room: TBA
Instructor: Coast Boating School • Cost: \$80
LLL280-43 • 2 sessions; 7 hours
Days: Monday & Tuesday • Dates: 8/20 & 8/21
Time: 6:30 pm – 10:00 pm • Room: E-128
Instructor: Coast Boating School • Cost: \$80

Defensive Driving & Insurance Reduction Course

LLL133-71 • 1 session; 6 hours

Day: Saturday • Dates: 6/16

Time: 9:30 am – 4:00 pm • Location: On-site at A-1 Peck Driving School, Mine Hill, NJ

Instructor: A-1 Peck Driving School • Cost: \$80

LLL133-72 • 1 session; 6 hours

Day: Saturday • Date: 7/21

Time: 9:30 am – 4:00 pm • Location: On-site at A-1 Peck Driving School, Mine Hill, NJ

Instructor: A-1 Peck Driving School • Cost: \$80

LLL133-73 • 1 session; 6 hours

Day: Saturday • Date: 8/18

Time: 9:30 am – 4:00 pm • Location: On-site at A-1 Peck Driving School, Mine Hill, NJ

Instructor: A-1 Peck Driving School • Cost: \$80

PROFESSIONAL & CAREER

New Pathways 24 Hour Pre-Service Program

Required for Entrance to NPTNJ Stage I (Certified Substitute Teacher Program)

PDV220-41 • 6 sessions: 20 hours

(Plus additional 4 hours of observation)

Days: Monday & Wednesday • Dates: 7/9 – 7/25

Time: 6:00 pm – 9:20 pm • Room: E-105

Instructor: Carol Speck • Cost: \$200

Strategies for Delivering, Assessing and Maintaining an Online Learning Environment

PDV226-OG • 4 sessions; 12 hours

Days: Online – Wednesday • Dates: 7/11 – 8/1

Instructor: Anthony Sorrento, SCCC Director of Instructional Design • Cost: \$150

Food Safety for Food Handlers

PDV236-01 • 1 session • 3 hours

Day: Monday • Date: 6/11

Time: 1:00 pm – 4:00 pm • Room: E-105

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

PDV236-02 • 1 session • 3 hours

Day: Friday • Date: 7/27

Time: 1:00 pm – 4:00 pm • Room: E-105

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

PDV236-61 • 1 session • 3 hours

Day: Saturday • Date: 7/28

Time: 9:00 am – 12:00 pm • Room: E-105

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

Real Estate Sales Pre-Licensing Course

PDV205-01 • 15 sessions • 75 hours

Days: Monday - Friday • Dates: 6/11 – 6/29

Time: 9:00 am – 2:30 pm • Room: TBA

Instructor: Salvatore Cittadino, Jr. • Cost: \$425

(Textbook additional. *Essentials of New Jersey Real Estate* can be purchased at the SCCC bookstore.)



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sussex.edu

CE Registration

Mail or Fax to: SCCC/CE - One College Hill Road • Newton, NJ 07860 • Phone: (973) 300-2140 • Fax: (973) 300-2278
SCCC/CE REGISTRATION FORM ONLY

Name _____ Date of Birth _____ Male Female

Mailing Address _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____ Email _____

METHOD OF PAYMENT

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

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

Class Number	Class Title	Day(s)	Date	Time	Cost
Convenience Fee (see below)					\$10.00
Total Amount Due (Subject to our refund policy)					

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 **Birth**day ____/____/____

Date _____ Received by Mailed Faxed In Person Phone

Please Note: All paper and telephone registrations will be charged a \$10 convenience fee with the exception of no-charge classes. Online Registration will NOT be charged. Please refer to the online registration procedure. No confirmation letters will be mailed out when you register. Keep this course guide for start date, time and location information.

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



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Careers • Pathways Lifelong Learning

SCCC is committed to helping you achieve your goals. If you are just starting your college experience or looking for a new career path we can guide you to make the best choices for the future. We offer degree, certificate, workforce development programs and lifelong learning opportunities that give you the tools needed for success.

**Spring Registration is going on now.
Credit classes begin January 23.**

Visit sussex.edu for more information

