“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

Sign up Today for Spring 2011

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

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

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Interim Assistant Dean of Continuing Education & Workforce Development
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Jaci Teune
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 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 represented. These courses are a continuation and aren’t repeats of past teachings.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Instructor</th>
<th>Location</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAC102-01</td>
<td>8 sessions; 20 hours</td>
<td>Tony Chaplin</td>
<td>Room: E-105</td>
<td>Tuesday, February 8</td>
<td>6:30 pm – 8:30 pm</td>
<td>$249</td>
</tr>
<tr>
<td>AAC102-41</td>
<td>8 sessions; 20 hours</td>
<td>Tony Chaplin</td>
<td>Room: E-105</td>
<td>Tuesday, February 8</td>
<td>6:30 pm – 8:30 pm</td>
<td>$249</td>
</tr>
</tbody>
</table>

**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 turpentine and a roll of paper towels.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Instructor</th>
<th>Location</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAC232-41</td>
<td>7 sessions; 17.5 hours</td>
<td>Elaine Kurie</td>
<td>Room: C-106</td>
<td>Tuesday, February 8</td>
<td>6:30 pm – 8:30 pm</td>
<td>$210</td>
</tr>
</tbody>
</table>

**One Stroke Painting Workshop**

Use a scruffy brush to create a woman 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Instructor</th>
<th>Location</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAC222-41</td>
<td>1 session; 2 hours</td>
<td>Dawn Davis</td>
<td>Room: E-127</td>
<td>Tuesday, February 8</td>
<td>6:30 pm – 8:30 pm</td>
<td>$45</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Instructor</th>
<th>Location</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAC167-61</td>
<td>2 sessions; 4 hours</td>
<td>Christine Gries</td>
<td>Room: E-128</td>
<td>Tuesday, February 8</td>
<td>6:00 pm – 7:30 pm</td>
<td>$50 ($65 material fee payable to instructor)</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Instructor</th>
<th>Location</th>
<th>Dates</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAC142-61</td>
<td>2 sessions; 4 hours</td>
<td>Christine Gries</td>
<td>Room: E-128</td>
<td>Tuesday, February 8</td>
<td>6:00 pm – 7:30 pm</td>
<td>$50 ($30 material fee payable to instructor)</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAC155-61</td>
<td>2 sessions; 6 hours</td>
<td>Christine Gries</td>
<td>Room: E-128</td>
<td>Tuesday, February 8</td>
<td>6:00 pm – 7:30 pm</td>
<td>$70 ($30 material fee payable to instructor)</td>
</tr>
</tbody>
</table>

**Art Clay Silver Simple Pendant Workshop**

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

<table>
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<tr>
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<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAC143-61</td>
<td>1 session; 3.5 hours</td>
<td>Christine Gries</td>
<td>Room: E-128</td>
<td>Tuesday, February 8</td>
<td>6:00 pm – 7:30 pm</td>
<td>$50 ($30 material fee payable to instructor)</td>
</tr>
</tbody>
</table>

**NEW - Elementary Pashto & Culture (Afghanistan)**

**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-Kitaab fii Ta'allum al-'Arabiyya with DVDs.

<table>
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</thead>
<tbody>
<tr>
<td>AAC226-61</td>
<td>10 sessions; 20 hours</td>
<td>Zina Matlub</td>
<td>Room: E-105</td>
<td>Tuesday, February 8</td>
<td>6:30 pm – 8:30 pm</td>
<td>$240</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
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<th>Time</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>AAC212-41</td>
<td>7 sessions; 14 hours</td>
<td>Angelica Lubrano</td>
<td>Room: E-105</td>
<td>Tuesday, February 8</td>
<td>6:30 pm – 8:30 pm</td>
<td>$169</td>
</tr>
</tbody>
</table>

**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.

<table>
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<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>AAC213-41</td>
<td>7 sessions; 14 hours</td>
<td>Angelica Lubrano</td>
<td>Room: E-105</td>
<td>Tuesday, February 8</td>
<td>6:30 pm – 8:30 pm</td>
<td>$169</td>
</tr>
</tbody>
</table>
ART, LANGUAGE, CULTURE

Conversation 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 thecustums, 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

Conversation 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

Conversation 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 upright about their voices. They feel they must sound like Whitney Houston or Andrea Boccelli 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 system designed to help you work more productively. NOTE: Bring a 5” x 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 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: 3/25
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

**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

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**NJ SMALL BUSINESS DEVELOPMENT CENTER OF NORTHWEST NEW JERSEY**

**ALL classes offered by the NJ SBDC 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 NJ SBDC 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 NJ SBDC 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 NJ SBDC 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, NJ SBDC of Northwest Jersey
Cost: $40

**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, NJ SBDC of Northwest Jersey
Cost: $115

**The Essentials of Small Business Recordkeeping (ECP)**

Learn about the purpose and types of recordkeeping systems to help you 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, NJ SBDC of Northwest Jersey • Cost: $35

**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,
Overview of Small Business Tax Responsibilities

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

**SBUS191-41** • 1 session; 3 hours
Day: Monday • Date: 4/25
Time: 6:30 pm – 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

**SBUS293-41** • 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 getting 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: $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.

HAW130-71 • 7 sessions; 7 hours
Day: Saturday • Dates: 2/2 - 3/16
Time: 5:30 pm - 6:30 pm
Location: Yoga for You Studio
Instructor: Lorraine Leider • 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 Hatha 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: 6:30 pm - 7:30 pm
Location: Yoga for You Studio
Instructor: Laura Fagan • Cost: $85

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

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

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)

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; and 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...
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: 2/21 – 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 Volosin  •  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)

(Workbook additional. QuickBooks Pro 2008: Level 1 can be purchased at the college bookstore.)

Performing Payroll in QuickBooks

Learn 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)

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-101
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-101
Instructor: Cathy Cowing  •  Cost: $85

NEW - Memory Switch

Instructor Matthew Goerke is regarded as one of America’s leading experts in the field of 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 session; 3 hours
Days: Thursday  •  Dates: 2/10
Time: 6:00 pm – 9:00 pm  •  Room: TBA
Instructor: Matthew Goerke  •  Cost: $50

CONTINUING EDUCATION  973.300.2140

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

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)
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 research 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
LLL380-43 • 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.)
LLL333-41 • 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
LLL333-71 • 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: E-103
Instructor: Cena Block • Cost: $150
LLL174-02 • 1 session; 4 hours
Day: Thursday • Date: 4/7
Time: 9:00 am – 1:00 pm • Room: E-103
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 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 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 included 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.

**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.

**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.

**Food Safety for Food Handlers Certificate**

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

**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.

**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 may 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

CONTINUING EDUCATION 973.300.2140
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: $625

**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 Pinard • 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. **Prerequisites:** Salesperson 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...
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:


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.

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, 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.

TERMINOLOGY.

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.


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: 2/13 - 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

ed2go

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/sussexctectr )
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 setting 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/sussexcce/
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.


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 Professional’s job today requires skills in management functions and technology, including project management, integrated computer software applications, organization and scheduling, Internet/Intranet communications and research, document preparation, storage, and retrieval, with emphasis on electronic record-keeping, customer service, and public relations.

Administrative Professionals are handling a wider variety of duties beyond strictly clerical roles. Today’s AP often purchases office equipment and supplies, plans meetings and special events, works closely with vendors and suppliers, creates and gives presentations, interviews, orient 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 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 (PgMP®) 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.

CONTINUING EDUCATION 973.300.2140
NON CREDIT ONLINE COURSES

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

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: 2/2 – 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 session; 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

**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.

**AAC251-61** • 4 sessions; 10 hours
Day: Monday • Dates: 6/18 – 7/16
Time: 7:00 pm – 9:30 pm • Room: E-105
Instructor: Toni Chaplin • Cost: $169

**AAC149-01** • 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

CONTINUING EDUCATION  973.300.2140
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
(Enforcement 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.

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.
**SCCC/CE REGISTRATION FORM ONLY**

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**METHOD OF PAYMENT**

- [ ] Check or Money Order #____________________ (make payable to SCCC/CE)
- [ ] Credit Card
  - [ ] Visa
  - [ ] MC
  - [ ] Am Ex
  - [ ] Discover
  - Security Code _______ _______
  - Card #____________________
  - Exp. Date __________________

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**Course Number** | **Course Title** | **Day(s)** | **Date** | **Time** | **Cost** |
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**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](http://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

Birthday: ______/_____/______