

Register now!

**WINTER/SPRING
2013 OFFERINGS**



**HUDSON
COUNTY**
COMMUNITY COLLEGE

DIVISION OF _____
COMMUNITY EDUCATION



201.360.4246

www.hccc.edu/CommEdOnlineRegistration



Dear Friends:

Today's fast-paced and ever-changing world requires that we all become lifelong learners. The Hudson County Community College Division of Community Education is committed to providing you with opportunities to do just that.

Our classes, programs and services are designed to help you acquire the knowledge, understanding and skills that can make a difference in the professional and personal aspects of your life . . . and the lives of your family and employees.

We invite you to spend a few minutes looking through this catalog. There are offerings to help you gain the technical knowledge and skills needed in some of the biggest growth industries in today's world. There are also classes, courses and programs that will assist you in developing leadership skills, perfecting your command of English and other languages, becoming more computer savvy, learning culinary skills from our master chefs/instructors, improving your health, expanding your knowledge of the arts, and much more.

Hudson County Community College is your college, and we hope to see you here soon.

A handwritten signature in cursive script that reads "Glen Gabert". The signature is written in black ink and is positioned above the printed name and title.

Dr. Glen Gabert
President



Welcome to the Division of Community Education's newest Catalog.

As you will see, there are many opportunities for building upon your skill sets, attaining new credentials and degrees, and expanding your depth of knowledge and understanding in several areas. In fact, there are courses that can lead to certifications, and even credits towards Bachelor's and Master's degrees.

At Hudson County Community College, we are committed to ensuring that we provide you with quality educational opportunities that are accessible and affordable. To do that, we've scheduled classes, seminars, services and programs to suit your schedule — mornings, evenings, and weekends — with dedicated instructors who will assist you in attaining your educational goals. We've also worked to ensure that our offerings are available to you at a fraction of what you would pay elsewhere.

So please take a look at the offerings in this catalog, and if you have any questions or even suggestions about classes and courses, please email us at instanrollment@hccc.edu or phone our Division of Community Education office at 201-360-4246.

Visit us often online — we are constantly adding classes and courses.

A handwritten signature in cursive script, reading "Eric M. Friedman". The signature is written in black ink and is positioned above the printed name and title.

Dr. Eric M. Friedman
Vice President for Academic Affairs

P.S. Visit us online often — we are constantly adding classes and courses!

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Learn to cook, bake, buy and use utensils and equipment properly, savor wines from all over the world, and so much more in our state-of-the-art kitchens! Our chef-instructors include some of the culinary industry's best professionals.

Don't miss out on the fun!

See our course offerings beginning on page 20

BUSINESS & ENTREPRENEURSHIP

ESSENTIALS OF BUSINESS COMMUNICATIONS I

Prerequisite: None

Length: 15 hours (5 sessions)

Today's business world demands that you are not only a good worker, but also a great communicator. In this course, you'll learn the basics of composing effective letters, reports, memos, and other materials, and how to make the most electronic communications. Our instructor will also help you learn to speak effectively and present yourself confidently and professionally. Regardless of your profession, this is a must-have course that will assist you in moving upward.

TUITION: \$150

Course	Location:	Days/Dates:	Time:
CEBUS 101	Journal Square	Thursdays, January 10 - February 14 (no class January 24)	2 PM - 5 PM

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ESSENTIALS OF BUSINESS COMMUNICATIONS II

Prerequisite: Essentials of Business Communications I

Length: 15 hours (5 sessions)

Get ready to move further up the career ladder! Further refine your communications skills with this course that offers more advanced instruction in writing and editing longer documents and reports, as well as the best ways to polish your professional image so you will write, speak and interact more effectively with colleagues, superiors and clients.

TUITION: \$150

Course:	Location:	Days/Dates:	Time:
CEBUS 102	Journal Square	Thursdays, February 21 - March 21	2 PM - 5 PM

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PRESENTATION SKILLS: PUTTING YOUR BEST SELF FORWARD

Prerequisite: None

Length: 15 hours (5 sessions)

Acquire the knowledge — and the skills — you need to deliver persuasive presentations to colleagues, clients and customers. Right or wrong, you are judged not just by what you say, but how you say it. Learn to make presentations with clarity and confidence, including the how-to's of organizing your thoughts, speaking succinctly and effectively, and adapting your messages and methods to suit various situations and audiences.

TUITION: \$150

Course:	Location:	Days/Dates:	Time:
CEBUS 108	Journal Square	Thursdays, March 28 - April 25	2 PM - 5 PM

BUSINESS & ENTREPRENEURSHIP

OFFICE MANAGEMENT

Prerequisite: None

Length: 18 hours (6 sessions)

Learn the solid administrative and communications skills that can transform you from a good administrative assistant to a super office manager! Become familiar with the how-to's of juggling administrative duties such as correspondence and record keeping with project management, scheduling, personnel issues, training and a whole spectrum of other tasks that are required in today's demanding workplaces. Additionally, you'll learn about the top writing and communications skills needed as various forms of messaging expand.

TUITION: \$250

Course:	Location:	Days/Dates:	Time:
CEBUS 103	Journal Square	Thursdays, February 28 - April 4	10 AM -1 PM

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INTERPERSONAL COMMUNICATIONS SKILLS

Prerequisite: None

Length: 18 hours (6 sessions)

Whether you're a receptionist, department manager or aspiring VP, your success depends upon developing and implementing outstanding interpersonal communications skills. Give yourself the professional edge by learning the ways and means of building effective interpersonal relationships in the office and out in the field, as well as strategies for handling obstructive personal and professional behavior (yours included!) while maintaining a professional attitude and atmosphere.

TUITION: \$250

Course:	Location:	Days/Dates:	Time:
CEBUS 104	Journal Square	Thursdays, April 11 - May 16	10 AM -1 PM



Ditch your dead-end job for an exciting career in Homeland Security!

Our Gateway Certificate Program will get you on your way to a secure and fascinating future, and you'll earn credits you can apply towards a Bachelor's or Master's degree!

See page 10 for details.

For more information please call (201) 360-4256



BUSINESS & ENTREPRENEURSHIP

ONE-ON-ONE EMPLOYMENT SERVICE

Prerequisite: None

Length: N/A

To provide help for unemployed job-seekers and those looking to change careers in this tight job market, we have initiated an employment assistance service that's individualized, convenient and affordable. Utilizing online resources and the telephone for easier contact, you'll work one-on-one with an experienced career development coach to improve your marketable skills and to explore your options in the other careers through a skills assessment and the preparation of an effective resume and cover letter. For more information about the program and registration, please phone our Director of Non-Credit Programs, Robert Fairchild, at (201) 360-4648.

TUITION: \$99

Course: CECAR102

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BEYOND NETWORKING

Prerequisite: None

Length: 3 hours

Good business isn't about selling all the time - or any of the time. You can't expect business to come to you - you have to earn business. We'll disclose the top five mistakes people make while networking and so much more than we can talk about in the description. Sign up today!

TUITION: \$59

Course:	Location:	Days/Dates:	Time:
CECAR002	Journal Square	Monday, February 25	6 PM - 9 PM
CECAR002	Journal Square	Saturday, March 16	10 AM - 1 PM
CECAR002	Journal Square	Monday, April 22	6 PM - 9 PM
CECAR002	Journal Square	Saturday, June 8	1 PM - 4 PM

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JOB SEARCHING: RESUME WRITING WORKSHOP

Prerequisite: None

Length: 3 hours

Don't let a mediocre resume jeopardize your success! Rev up your resume and race to the top of the interview list! Busy employers often spend less than 20 seconds reviewing a resume - make sure yours gets attention and action. Learn the basic structure of resume writing and proven strategies to target your resume to a specific position. Plus, we'll help prepare you for successful interviews.

TUITION: \$59

Course:	Location:	Days/Dates:	Time:
CECAR 003	Journal Square	Saturday, January 26	10 AM - 1 PM
CECAR 003	Journal Square	Thursday, May 2	2 PM - 5 PM
CECAR 003	Journal Square	Saturday, May 18	10 AM - 1 PM

CAREER DEVELOPMENT

JOB SEARCHING: BECOME A JOB INTERVIEW STAR

Prerequisite: None

Length: 3 hours

In this ultra-competitive job market, knowing how to conduct yourself during a job interview is more necessary than ever! Instead of completing with a handful of people for a position, you may be completing with several hundred. In this workshop, you'll learn the basic tools you need to stand out from the rest of the pack. You'll also find out how to increase your chances of landing the job by learning how to act, what to wear, what to say, and what NOT to say when interviewing!

TUITION: \$59

Course:	Location:	Days/Dates:	Time:
CECAR001	Journal Square	Saturday, February 2	1 PM - 4 PM
CECAR001	Journal Square	Thursday, May 9	2 PM - 5 PM
CECAR001	Journal Square	Saturday, June 15	10 AM - 1 PM

JOB SEARCHING: PRESENT THE BEST "YOU" WITH A CAREER DEVELOPMENT PROFESSIONAL

Prerequisite: None

Length: 3 hours

Start constructing your path to a satisfying and rewarding career! Work with an experienced career development counselor in making and implementing decisions that support your career aspirations. The course is designed to assist you with self-assessment by reflecting on your experiences and making plans for your future. We'll help you have more control over the direction of your career, with less change-related stress.

TUITION: \$59

Course:	Location:	Days/Dates:	Time:
CECAR101	Journal Square	Thursday, May 16	2 PM - 5 PM

Enhance your chances for success in the Graphic Design and Digital Media field!



Graphic Design and Digital Media will help you develop your skills, and be up-to-the-minute with the industry's newest software and design and production techniques. *See page 12 for details.*

CERTIFICATE PROGRAMS

CERTIFICATE PROGRAMS

Our certificate programs provide you with the knowledge and credentials to:

- Enhance your skills
 - Make you more marketable
 - Increase your potential!
-

These are courses in fields that are thriving, and that will continue to be a source of employment in the years to come, including Certified Nurse Aide, Homeland Security, and LEED (Leadership in Energy and Environmental Design). With our Gateway Certificate Programs — such as Homeland Security — you earn college credits that may be applied towards a degree at four-year colleges and universities.

CERTIFIED NURSE AIDE PROGRAM

Prerequisite: Medical clearance and criminal background check with fingerprints are required.

Length: 90 hours /per program

Enjoy a rewarding career caring for people! It is anticipated that employment for Certified Nurse Aides will grow faster than average through 2014. Certified Nurse Aides work under the supervision of a registered nurse or medical doctor to provide patients with basic care and services, such as a personal hygiene, grooming, vital signs and bed making. Certified Nurse Aides can be employed in hospitals, nursing homes, assisted living, private long-term care, mental health facilities, and other settings.

Our ninety-hour training program is approved by the New Jersey Department of Health & Senior Services (NJDHSS) and will prepare you to work in long-term care as a Certified Nurse Aide. You will spend fifty (50) hours in the classroom and forty (40) hours in a long-term care facility working with elder residents. At the completion of the program, you will be eligible to take the skills evaluation and written test to obtain your Certified Nurse Aide license from the State of New Jersey.

The CNA program is an evening program with classes/clinical time between 5:00 p.m. & 10:30 p.m. Study activities take place on Tuesdays, Wednesdays and Thursdays.

TUITION: \$1,060

Info Session

Course:	Location:	Days/Dates:	Time:
CECNA INFO	Journal Square	Thursday, January 10, 2013	11 AM and 5 PM

Class

CECNA 100 03	Journal Square	Tuesday to Thursday February 12, 2013 - April 30, 2013	5 PM to 10:30 PM
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Information sessions and classes take place at: 870 Bergen Avenue (Building F, Rm. 206), Jersey City.

NO RESERVATIONS necessary for Information Sessions.

Contact: Pat Murphy at 201-360-4267, or Susanne Sansevere at 201-360-4284.

CERTIFICATE PROGRAMS

GATEWAY CERTIFICATE PROGRAM IN HOMELAND SECURITY

- Prerequisite:
- No pre-admission testing
 - Classes that lead to credentials AND credits towards a degree
 - Courses at a fraction of what you'd expect to pay

Length: 9 months

The Homeland Security Gateway Certificate can be yours by completing five interesting, informative and relevant courses! Under an articulation agreement between Hudson County Community College and Fairleigh Dickinson University (FDU), you may also transfer your studies for credit towards a Bachelor's degree in Individualized Studies or a Master's degree in Administrative Science at FDU.

In a separate agreement between Hudson County Community College and Saint Peter's University, you may transfer credits towards a Bachelor of Arts in Criminal Justice.

The Homeland Security field is dedicated to protecting our nation from the many threats that confront us today. To accomplish this takes hundreds of thousands of trained individuals employed in jobs that range from aviation and border patrol to cyber-security and technology research and development. (The U.S. Department of Homeland Security alone employs nearly a quarter of a million people!)

Our Homeland Security Gateway Certificate Program includes five courses taught by practicing professionals who will coach students toward meeting their goals. After completing this program, you'll be able to apply your studies to a wide range of careers in the public and private sectors.

Criminal Justice and the Law acquaints students with the three major components of the American justice system — law enforcement, the judicial system and the corrections system — and helps develop an understanding of the critical relationship between them.

Sociology of Disasters provides a comprehensive overview of sociological concepts, including social interaction, deviance, and inequality. Students will learn to evaluate social changes that occur after a disaster and to determine the accuracy — or inaccuracy — of media accounts of disastrous situations.

Ethics and Values furnishes students with a solid base in ethical principles, theories and traditions. By utilizing a variety of Western and non-Western ethical concepts, students learn to analyze cases and situations and arrive at ethical decisions.

Terrorism equips students with an understanding of what terrorism is and how to assess the future of this phenomenon by examining its historical perspective, and by analyzing and evaluating the latest data and case studies.

GIS (Geographic Information Systems/Geospatial Technology) for Homeland Security is a unique feature of the HCCC Homeland Security Gateway Certificate Program. This hands-on computer course provides competency with the mapping tool used in almost every major industry. Students learn to turn complex information and real-time events into multidimensional graphics that facilitate better security responses and planning by honing their database skills and utilizing GIS software.

TUITION: \$2,345

Course:	Location:	Days/Dates:	Time
	Journal Square	Jan, 2013 - Aug, 2013	6 PM - 9 PM

Please contact (201) 360-4256 for more information!

CERTIFICATE PROGRAMS

LEED TRAINING

*Leadership in Energy and Environmental Design. Information at the U S Green Building Council, www.usgbc.org

LEED BUILDING PRINCIPLES AND LEED GREEN ASSOCIATE CORE CONCEPTS

Get ready for a green job with cutting edge knowledge and skills in the basic principles of green building. Learn the core concepts of LEED and prepare for the LEED Green Associate exam. The LEED Green Associate credential is intended for professionals who want to demonstrate green building expertise in non-technical fields of practice. The Green Building Certification Institute (GBCI) has created the LEED Green Associate credential, which denotes basic knowledge of green design, construction and operations.

The 36-hour program covers the non-technical areas of green design, construction and operations. Review project costs, green resources and the LEED application process.

Who Should Attend: general contractors, project managers, construction superintendents, supervisors and subcontractors, architects, engineers, students, construction materials suppliers, building owners and end-users, real estate developers, facilities managers, career changers and green job seekers.

12 Sessions

Cost: \$750 includes \$99 for materials

Course:	Location:	Days/Dates:	Time
CELED100	Journal Square	Monday & Wednesdays January 14 - February 27	6 PM - 9 PM

LEED BUILDING PRINCIPLES AND LEED AP CORE CONCEPTS

The LEED AP accreditation signifies an advanced depth of knowledge in green building practices of the United States Green Building Council. (Information at www.usgbc.org). This 36-hour program covers the principles and exam preparation for the LEED AP Operations and Maintenance rating.

Prerequisite: LEED Green Associate.

12 Sessions

Cost \$750.00 includes \$99 for materials

Course:	Location:	Days/Dates:	Time
CELED101	Journal Square	Monday & Wednesdays March 25 - May 1st	6 PM - 9 PM

CERTIFICATE PROGRAMS

HCCC CERTIFICATE PROGRAM IN GRAPHIC DESIGN AND DIGITAL MEDIA INTRODUCTION TO ADOBE SOFTWARE SUITE

Prerequisite: Basic Computer Skills
Length: 90 hours (30 sessions)

In recent years, the graphics industry has shifted its focus from designing almost exclusively for print media to designing for the Internet, interactive media such as video games, television, film and more. Now, graphics professionals need a solid foundation in design principles, plus the knowledge and technical skills to incorporate them in the array of today's media.

Our modules are designed to introduce students to visual design and production techniques, and to assist in developing foundational graphic design skills for print media, virtual media (Web), and broadcasting. At the completion of the course, students will have developed the entry-level skills expected of today's designers and digital artists. Career and job-search skills will be explored and discussed. Classes are taught in a modern lab utilizing Adobe InDesign®, Photoshop® and Illustrator®.

Note: This class qualifies for 3 college credits as a substitute for "Introduction to Computer Arts" in the Fine Arts program at HCCC.

The program includes:

Design Concepts: Pencil, Paper and Then the Computer, where students learn the importance of identifying clients' needs, developing company images, and the role of designers in the industry. Hands-on group exercises put concepts into practice.

Digital Art Tools: Adobe Design Premium Suite CS4 — Photoshop and Illustrator Software Skills acquaints students with resolution for various media, scanning, file management, vectors, pixels, and the software that has become the industry standard. Today's designers need to know how to manipulate type and images professionally.

Layout and Design: Introduction to Adobe InDesign — Working with Images, Text and Layout. Students learn about and work with layout formats, color modes, importing images and text, typography and pre-press techniques.

Final Output: Overview of Printing as the Final Step of Production explores the printing process with commercial print houses, desktop printers, and includes selecting the right paper, and creating PDFs.

Careers/Designers at Work is an open discussion about the career options available in the Graphic Arts and Digital Media fields, and how to prepare to seek employment in those fields.

TUITION: \$1,500 plus \$75 lab fee

Course:	Location:	Days/Dates:	Time:
CEGDM 301	Journal Square	Tuesdays/Thursdays, April 11 - July 25 (no class July 4)	6 PM - 9 PM

DIGITAL MEDIA AND GRAPHIC ARTS

ANIMATION WITH ADOBE FLASH CS4: LEVEL I

Prerequisite: Good basic computer skills

Length: 24 hours (8 sessions)

Start learning the industry-leading animation software, Adobe Flash CS4. Learn the basics of key framing and timing of movement, motion tweens and shape tweens, creating characters and backgrounds, plus nesting animations and lip-syncing. This class will use cutout animation techniques – the same used to produce a range of popular animated TV programs (including “South Park” and “Blue’s Clues”), plus websites, blogs and online ads. Exercise and audio files provided by the instructor.

Taught on a PC.

TUITION: \$275 plus \$35 lab fee

Course:	Location:	Days/Dates:	Time
CEADF201	Journal Square	Fridays, January 25 - March 15	6 PM - 9 PM

INTRODUCTION TO ADOBE PHOTOSHOP CS4 LEVEL I

Prerequisite: Basic computer skills

Length: 18 hours (6 sessions)

Become knowledgeable of and skillful in using this incredibly versatile program! Learn about the creative and powerful tools that are so widely used in working with photography and other imagery – graphic design, illustration, web content and multimedia design. Taught on a PC.

TUITION: \$245 plus \$35 lab fee

Course:	Location:	Days/Dates:	Time
CEPHS 100	Journal Square /E508	Saturdays, January 26 - March 2	10 AM - 1 PM

ADOBE PHOTOSHOP CS4 PHOTOSHOP LEVEL II

Prerequisite: Introduction to Adobe Photoshop Level I or similar experience

Length: 24 hours (8 sessions)

Learn to develop enhanced levels of image manipulation, including special effects, filters and layering techniques. Lessons include image restoration and retouching personal and archival photographic materials.

TUITION: \$325 plus \$35 lab fee

Course:	Location:	Days/Dates:	Time
CEPHS 102	Journal Square /E508	Saturdays, March 9 - April 27	10 AM - 1 PM

COMPUTER SKILLS

COMPUTERS FOR BEGINNERS

Prerequisite: None

Length: 18 hours

Specially designed for those who possess little or no experience with computers but want to begin developing skills, our foundation course will acquaint you with key terms, file management, and system software and hardware. We'll introduce you to common workplace applications such as Microsoft Word, Excel, and PowerPoint, and teach you about the Internet, e-mail (including attaching files), computer viruses and spyware and PC security software. You'll build skills and confidence through hands-on exercises, and learn about features to consider when purchasing a computer.

TUITION: \$115 plus \$15 lab fee

Course:	Location:	Days/Dates:	Time:
CECOM 100	Journal Square	Wednesdays, January 9 - February 13	10 AM - 1 PM
CECOM 100	Journal Square	Thursdays, February 14 - March 21	6 PM - 9 PM
CECOM 100	Journal Square	Wednesdays, March 27 - May 1	10 AM - 1 PM
CECOM 100	Journal Square	Saturdays, May 4 - June 15 (no class May 25)	9 AM - 12 PM
CECOM 100	Journal Square	Thursdays, June 6 - July 18	1 PM - 4 PM

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COMPUTACIÒN PARA PRINCIPIANTES

Prerequisite: Ninguno

Duración: 18 horas

Para aquellos con muy poca o ninguna experiencia, pero con el deseo de comenzar. Este curso expone a los estudiantes a la terminología del teclado, manejo de archivos, y el sistema de software y hardware. Se introducirá las aplicaciones más comunes de trabajo como Microsoft Word, Excel, y PowerPoint. Aprenderán acerca del Internet, el correo electrónico (incluyendo como adjuntar archivos) virus informáticos y spyware también programas de protección para computadoras personales. Debate sobre que buscar en la compra de una computadora. Ejercicios prácticos para aplicar lo aprendido.

TUITION: \$115 + costo de laboratorio, \$15

Curso:	Localidad:	Día/Fechas:	Horario:
CECOM 100S	NHHEC	Miércoles, Febrero 20 - March 27	6 PM - 9 PM
CECOM 100S	NHHEC	Miércoles, Mayo 15 - Junio 19	6 PM - 9 PM

COMPUTER SKILLS

INTRODUCTION TO KEYBOARDING

Prerequisite: None

Length: 18 hours (6 sessions)

Help improve your job prospects by being able to type effectively and efficiently! Competent keyboarding is a skill that will serve you well throughout your life, one that is now required in nearly every occupation. Our course, intended for those who have absolutely no keyboarding experience as well as those who want to improve their keyboarding skills, introduces keyboard-operating techniques and document formatting. The touch system is stressed in speed and accuracy development.

TUITION: \$115 plus \$15 lab fee

Course:	Location:	Days/Dates:	Time:
CEKEY 100	Journal Square	Tuesdays, January 29 - March 5	6 PM - 9 PM
CEKEY 100	Journal Square	Fridays, April 12 - May 17	6 PM - 9 PM

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INTRODUCCIÓN A TECLADO

Prerequisito: Ninguno

Duración: 18 horas (6 sesiones)

Saber dominar el teclado y operar un computador son habilidades necesarias para la gran mayoría de ocupaciones. Dominación es una herramienta esencial para la comunicación a lo largo de nuestra vida. Este curso introduce técnicas para operar el teclado y es dirigido a aquellos que deseen mejorar sus habilidades en el teclado y para aquellos que no tengan mucha experiencia. El sistema estresa desarrollo de velocidad y veracidad. Adicionalmente, el curso incluyó formateo básico de documentos.

TUITION: \$115 + costo de laboratorio, \$15

Curso:	Localidad:	Día/Fechas:	Horario:
CEKEY 100S	NHHEC	Domingo, Abril 7 - Mayo 12	9 AM - 12 PM

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MICROSOFT OFFICE FOR BUSINESS

Prerequisite: Must be an experienced computer user

Length: 21 hours (7 sessions)

Unleash the power of all four applications of the Office Suite, and broaden your job, promotion and career opportunities with this much-sought-after skill! Microsoft purposely designed these applications to work together — now, you'll know how. Through lectures and lab work, learn to use Microsoft Word, Excel, PowerPoint and Access, and to integrate all four to produce complex reports with tables and graphics.

TUITION: \$155 plus \$15 lab fee

Course:	Location:	Days/Dates:	Time:
CECOM 101	Journal Square	Fridays, January 18 - March 8	10 AM - 1 PM
CECOM 101	Journal Square	Mondays, April 15 - June 10	6 PM - 9 PM

COMPUTER SKILLS

BASIC EXCEL

Prerequisite: Experience using computers

Length: 18 hours

Learn the basics of Excel, starting with spreadsheet terminology and Excel's Windows components. We'll teach you how to create, save, and edit worksheets/workbooks, insert and resize rows and columns, use labels, format data and text, know the difference between absolute and relative formulas, and so much more! Hands-on exercises help reinforce the lessons and lectures and develop your Excel skills. Textbook included.

TUITION: \$135 plus \$15 lab fee (textbook included)

Course:	Location:	Days/Dates:	Time:
CEEXL 100	Journal Square	Tuesdays, February 12 - March 19	10 AM - 1 PM
CEEXL 100	Journal Square	Saturdays, March 9- April 20 (no class March 30)	9 AM - 12 PM
CEEXL 100	Journal Square	Fridays, April 5 - May 10	1 PM - 4 PM

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BEYOND BASIC EXCEL

Prerequisite: Basic Excel or experience using Excel

Length: 21 hours (7 sessions)

Become the "go-to person" for Excel in your office! Through lectures and labs you'll develop a working knowledge of intermediate and advanced topics such as: using advanced formulas and functions (Vlookup, IF, PMT, more); creating tables, pivot tables, basic macros; learning to consolidate worksheets and workbooks; and transforming/editing data in charts. You'll also learn about worksheet protection, data validation, integrating Excel with other MS Office applications, and how to add comments to cells and split text into multiple columns. Hands-on exercises reinforce the lecture learning.

TUITION: \$155 plus \$15 lab fee

Course:	Location:	Days/Dates:	Time:
CEEXL 101	Journal Square	Tuesdays, April 2 - May 14	10 AM - 1 PM

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COMPUTER SKILLS

POWERPOINT

Prerequisite: Experience using computers

Length: 18 hours (6 sessions)

Master the essentials of creating multimedia presentations for use in business! We'll teach you to create/edit slide presentations, apply design templates to new and existing presentations. Include graphics, animation, sound and slide transition effects as well as charts and spreadsheets. You'll also learn about various printing techniques, and have opportunities to practice showing presentations. Our lecture-and-lab course incorporates in-class exercises to reinforce your learning.

TUITION: \$135 plus \$15 lab fee

Course:	Location:	Days/Dates:	Time:
CEPPT 101	Journal Square	Saturdays, January 19 - February 23	10 AM - 1 PM
CEPPT 101	Journal Square	Mondays, June 17 - July 22	5:30 PM - 8:30 PM

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INTRODUCTION TO MICROSOFT WORD

Prerequisite: Experience using computers

Length: 12 hours (4 sessions)

Learn the MS Word basics and much more so you can create professional-looking resumés and letters. Through our lectures and in-class lab exercises you'll learn to create, save and edit documents, format and align text, adjust margins and tab settings, and create and format tables.

TUITION: \$95 plus \$15 lab fee

Course:	Location:	Days/Dates:	Time:
CEWRD 101	Journal Square	Wednesday, February 13 - March 6	10 AM - 1 PM
CEWRD 101	Journal Square	Saturday, May 11 - June 8 (no class May 25)	1 PM - 4 PM
CEWRD 101	Journal Square	Tuesday, June 4 - June 25	10 AM - 1 PM

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COMPUTER SKILLS

MICROSOFT WORD: THE NEXT LEVEL

Prerequisite: Basic Word knowledge

Length: 12 hours (4 sessions)

Through our lectures and in-class lab exercises, you will learn to create newsletters and outlines. Work with advanced formatting techniques, formulas, watermarks, mail-merge and Web features.

TUITION: \$95 plus \$15 lab fee

Course:	Location:	Days/Dates:	Time:
CEWRD 102	Journal Square	Saturday, March 16 - April 13 (no class March 30)	1 PM - 4 PM
CEWRD 102	Journal Square	Saturday, June 22 - July 13	1 PM - 4 PM

MICROSOFT ACCESS

Prerequisite: Experience using computers

Length: 18 hours

Learn the industry standard for creating and using computer databases. Save time and money at home or in the office — broaden your job, promotion and career opportunities with this much-sought-after skill! You'll become knowledgeable of how to sort and summarize information quickly and efficiently. Through lectures and lab work, you'll learn database concepts and terminology; how to create tables, add and retrieve data, use queries to access data, and create reports.

TUITION: \$195

Course:	Location:	Days/Dates:	Time:
CEACC 101	Journal Square	Saturdays, March 2 - April 13	9 AM - 12 PM

**Enhance your chances
for success in the
Graphic Design
and Digital Media field!**



Graphic Design and Digital Media will help you develop your skills, and be up-to-the-minute with the industry's newest software and design and production techniques. *See page 12 for details.*

COMPUTER SKILLS

QUICKBOOKS: BASIC BANKING

Prerequisite: Must be an experienced computer user.

Length: 30 hours (10 sessions)

Learn how QuickBooks, the most popular bookkeeping software in the country, can help you organize — and simplify — all of your small business banking transactions! You'll become acquainted with the basic concepts and terminology used as well as the how-to's of working with customer-related sales and vendor-related invoicing, payables and receivables, statements, writing/printing checks, reconciling accounts and much more. Plus, find out what's required to create a company from scratch.

TUITION: \$215 Plus \$25 Lab Fee

Course:	Location:	Days/Dates:	Time:
CEQBK 101	Journal Square	Fridays, January 18 - March 22	6 PM - 9 PM
CEQBK 101	Journal Square	Mondays, April 8 - June 17	6 PM - 9 PM
CEQBK 101	Journal Square	Fridays, May 17 - July 19	6 PM - 9 PM

QUICKBOOKS: ADVANCED

Prerequisite: QuickBooks Basic Banking

Length: 30 hours (10 sessions)

Utilize QuickBooks, one of the most cost-effective and best-supported small business accounting applications, to its maximum potential! Learn to: manage your small business's physical inventory; track sales tax; work with payroll, billable time and setting up employees' taxes; handle customers' bounced checks and write off bad debts; make QuickBooks more efficient when using on-line banking; and more!

TUITION: \$215 Plus \$25 Lab Fee

Course:	Location:	Days/Dates:	Time:
CEQBK 102	Journal Square	Wednesdays/Fridays, April 3 - May 3	6 PM - 9 PM



Ditch your dead-end job for an exciting career in Homeland Security!

Our Gateway Certificate Program will get you on your way to a secure and fascinating future, and you'll earn credits you can apply towards a Bachelor's or Master's degree!

See page 10 for details.

For more information please call (201) 360-4256

CULINARY ARTS

CULINARY ARTS

We're serving classes and courses for home and professional chefs – some especially for children! All are conducted in the kitchens of our nationally acclaimed Culinary Arts Institute at 161 Newkirk Street (just two blocks from the Journal Square PATH station in Jersey City) ... the same kitchens used by the Cake Boss Buddy Valastro and the contestants of The Learning Channel's "Next Great Baker." Bring your family and friends, and come enjoy!

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ITALIAN-STYLE SOUPS

Prerequisite: None

Length: Length: 4 hours (1 session)

Sometimes referred to as "Love in a Bowl," Italian-style soups are beautiful blends of flavors and textures that satisfy appetites and fill the senses. In our class we'll answer why there are little meatballs in Italian Wedding Soup and other questions you may have asked. And of course, we'll teach you to make quick, easy and delicious Stracciatella (Italy's egg-drop soup!), minestrone and other soups using ingredients readily available at your local market. Recipes included for participants to take home.

TUITION: \$75

Course:	Location	Days/Dates:	Time
CECAI SP2	Journal Square	Sunday, January 20	10 AM - 2 PM

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BAKING BREADS I

Prerequisite: None

Length: 4 hours (1 session)

The artistry of baking can be richly rewarding and enjoyable when you possess a strong foundation in the basics. Learn about the tools you need – as well as ingredients and techniques used by professionals – to create yeast breads and batter breads in the comfort of your own kitchen.

TUITION: \$75

Course:	Location	Days/Dates:	Time
CECAI CT3	Journal Square	Saturday, January 19	10 AM - 2 PM

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BAKING BREADS II

Prerequisite: None

Length: 4 hours (1 session)

Go beyond the basics; now in Part II, you will learn to make and savor Sweet Breads... The artistry of baking can be richly rewarding and enjoyable when you possess a strong foundation in the basics. Learn about the tools you need - as well as ingredients and techniques used by the professionals - to create quality in the most delicious yeast breads and batter breads in the comfort of your own kitchen.

TUITION: \$75

Course:	Location	Days/Dates:	Time
CECAI CT4	Journal Square	Saturday, January 26	10 AM - 2 PM

CULINARY ARTS

BAKING BREADS III

Prerequisite: None

Length: 4 hours (1 session)

In Part III of this course, let's take it to the next level and learn to make Flatbreads from around the World...

TUITION: \$75

Course:	Location	Days/Dates:	Time
CECAI CT5	Journal Square	Saturday, February 2	10 AM - 2 PM

GREAT ITALIAN CUISINE

Prerequisite: None

Length: 4 hours (1 session)

Be prepared to learn how to prepare an exquisite Lasagna, Pesto Fettuccines, antipasto, Parmesan Eggplants and some easy-to-make dessert, like Cannoli, Ricotta Cheese Cake. The students will be involved in other delights of the Italian Peninsula and they will learn how to distinguish its peculiar taste.

TUITION: \$75

Course:	Location	Days/Dates:	Time
CECAI SC3	Journal Square	Friday, February 15	5:30 PM –9:30 PM

PIES & TARTS

Prerequisite: None

Length: 4 hours (1 session)



Would you like to surprise your friends? Maybe start your own pastry business? Or just indulge yourself with a cup of hot chocolate and a delicious wedge of home made pie on a Sunday afternoon? So this might be the class for you...! From the classic French Apple Tart, the very Italian "crostatta Di Limone" to the classic American Apple Pie with streusel topping. Come join us to learn all the secrets for perfect pies and tarts. Learn about the differences between pies and tarts, different crust types, fillings, and edges just to name a few of the things that we will cover...

TUITION: \$75

Course:	Location	Days/Dates:	Time
CECAI SC22	Journal Square	Sunday, February 17	10 AM - 2 PM
CECAI SC22	Journal Square	Sunday, March 10	10 AM - 2 PM
CECAI SC22	Journal Square	Sunday, April 7	10 AM - 2 PM

CULINARY ARTS

SOUP BASICS & MORE

Prerequisite: None

Length: 4 hours (1 session)

Soups warm and nourish in cold-weather months ... cool and satisfy in the heat. Learn to prepare soups from simple purees to delicate consommés, plus the methods used in the preparation of the six classical soup classifications.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI 103	Journal Square	Friday, January 25	5:30 PM - 9:30 PM

PIZZA, FOCACCIA AND ITALIAN BREAD

Prerequisite: None

Length: 4 hours (1 session)

Don't let bread-making frighten and prevent you from baking breads at home! Receive hands-on instruction and learn the art of making bread like the masters. You'll acquire the techniques and skills of proper mixing, kneading and rolling while preparing Italian bread and herbed focaccia as well as a fail-proof pizza dough that turns out crispy and delicious every time.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI SC5	Journal Square	Sunday, March 24	10 AM - 2 PM

FANTASTIC THAI CUISINE I

Prerequisite: None

Length: 4 hours (1 session)

Spice up a few fall evenings in this hands-on Thai Dinner Party class with Chef Phensri Francis. Chef Francis is a native of North East Thailand, a region famous for authentic Thai cooking.

In this three-day course (which can be taken together or separately) students will learn the fundamentals of cooking Thai dishes and will be able to cook and present a wide array of the most popular dishes: exotic appetizers, entrees, soups, and desserts. Highlights will include sources and uses of Thai herbs, spices, and ingredients along with cooking techniques for Shrimp Pad Thai, Chicken Basil, Chicken Masaman Curry, Ginger Beef, Thai Shrimp Fried Rice, Chicken Panang Curry, Shrimp Drunken Noodles, Chicken Satay, Thai Salad with Peanut Sauce, Chicken Tom Yum Soup, Sticky Rice with Mango, and Chicken with Cashew Nut. Recipes will be provided for all dishes taught.

TUITION: \$99 per session (includes materials).

Students who continue on to FANTASTIC THAI CUISINE II will receive a 25% discount.

Course:	Location:	Days/Dates:	Time:
CECAI SC9A	Journal Square	Friday, January 18	5:30 PM - 9:30 PM

CULINARY ARTS

FANTASTIC THAI CUISINE II

Prerequisite: None

Length: 4 hours (1 session)

Spice up a few fall evenings in this hands-on Thai Dinner Party class with Chef Phensri Francis. Chef Francis is a native of North East Thailand, a region famous for authentic Thai cooking.

In Day 2 of this three-day course (which can be taken together or separately) students will learn the fundamentals of cooking Thai dishes and will be able to cook and present a wide array of the most popular dishes: exotic appetizers, entrees, soups, and desserts. Recipes will be provided for all dishes taught.

TUITION: \$99 per session (includes materials).

Students who continue on to FANTASTIC THAI CUISINE III will receive a 25% discount.

Course:	Location:	Days/Dates:	Time:
CECAI SC9B	Journal Square	Friday, January 25	5:30 PM - 9:30 PM

FANTASTIC THAI CUISINE III

Prerequisite: None

Length: 4 hours (1 session)

Spice up a few fall evenings in this hands-on Thai Dinner Party class with Chef Phensri Francis. Chef Francis is a native of North East Thailand, a region famous for authentic Thai cooking.

In Day 3 of this three-day course (which can be taken together or separately) students will learn the fundamentals of cooking Thai dishes and will be able to cook and present a wide array of the most popular dishes. Recipes will be provided for all dishes taught.

TUITION: \$99 per session (includes materials).

Course:	Location:	Days/Dates:	Time:
CECAI SC9C	Journal Square	Friday, February 8	5:30 PM - 9:30 PM

ENTERTAINING FOR FOODIES

Prerequisite: None

Length: 4 hours (1 session)

A class designed for all those who are “Foodies” — people who are passionate about food and love studying it, preparing it, savoring it, and especially sharing and serving it! Learn about preparing simple but delicious canapés for special, intimate dinners-for-two and get-togethers of all sizes.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI SC13	Journal Square	Friday, February 1	5:30 PM - 9:30 PM

CULINARY ARTS

PREPARING PASTA ... FROM SCRATCH!

Prerequisite: None

Length: 4 hours (1 session)

Learn a wonderful and economical culinary tradition to share with family and friends! There's nothing more comforting than a big bowl of homemade pasta, and it's easier to make than you might think. In our class, you'll find out how to create pasta from scratch (just like great-grandma made every Sunday!), as well as the best ways to cook, store and prepare a sauce for it!

Note: Class is limited to 12 students.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI SC6	Journal Square	Sunday, February 3	10 AM - 2 PM
CECAI SC6	Journal Square	Sunday, February 24	10 AM - 2 PM

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FUNDAMENTALS OF COOKING

Prerequisite: None

Length: 40 hours (10 sessions, 4 hours/week)

Come spend your afternoons with us and develop a comprehensive knowledge of the basics of hot food preparation. You'll begin with lessons on knife skills and proceed to creating sautés and sauces, then go on to roasting, braising and other contemporary cooking methods. Special attention will be paid to a variety of plate presentations and cross-utilization of cooking ingredients.

TUITION: \$550 (plus an additional \$195 materials fee)

Course:	Location:	Days/Dates:	Time:
CECAI 601	Journal Square	Friday, February 22 - April 26	5:30 PM - 9:30 PM

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THE FUNDAMENTALS OF CHOCOLATE

Prerequisite: None

Length: 4 hours (1 session)

Chocolate is an aphrodisiac to some, a sedative to others, a source of addiction to millions! Learn the ABC's of chocolate, plus how to prepare and store it. The irresistible preparations will include ganache, mousse and truffles.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI SC16	Journal Square	Saturday, February 9	10 AM - 2 PM

CULINARY ARTS

CHOCOLATE FOR YOUR VALENTINE

Prerequisite: None

Length: 4 hours (1 session)

Chocolate is an aphrodisiac to some, a sedative to others, a source of addiction to millions! Learn the ABC's of chocolate, plus how to prepare and store it. The irresistible preparations will include ganache, mousse and truffles.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
	Journal Square	Sunday, February 10	10 AM - 2 PM

CAKE DECORATING I

Prerequisite: None

Length: 4 hours (1 session)

Learn the basics of creating incredible, edible works of art! In this, the first of our series of three classes dedicated to cake decorating, you'll learn the fundamentals of icing and decorating, including proper filling, icing and piping methods and techniques using delectable butter creams.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI CD3	Journal Square	Saturday, March 2	10 AM - 2 PM
CECAI CD3	Journal Square	Saturday, May 11	10 AM - 2 PM

CAKE DECORATING II

Prerequisite: None

Length: 4 hours (1 session)

In this, the second class of our series of three, you will build upon the basic icing and decorating skills which you acquired in Cake Decorating One. Learn to utilize rolled fondant and marzipan.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI CD5	Journal Square	Saturday, March 9	10 AM - 2 PM
CECAI CD5	Journal Square	Saturday, May 18	10 AM - 2 PM

CULINARY ARTS

CAKE DECORATING III

Prerequisite: None

Length: 4 hours (1 session)

In the final class of our three-part series, you'll learn to assemble and stabilize tiered cakes, AND you'll become acquainted with the advanced decorating mediums.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI CD5	Journal Square	Saturday, March 16	10 AM - 2 PM
CECAI CD5	Journal Square	Saturday, May 25	10 AM - 2 PM

LET'S BAKE A CAKE

Prerequisite: None

Length: 4 hours (1 session)

The artistry of baking can be richly rewarding and enjoyable when you possess a strong foundation in the basics. Learn about the tools you need — as well as ingredients and techniques used by the professionals — to create the most delicious cakes in the comfort of your own kitchen.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI CB1	Journal Square	Sunday, March 3	10 AM - 2 PM
CECAI CB1	Journal Square	Saturday, March 23	10 AM - 2 PM
CECAI CB1	Journal Square	Sunday, May 26	10 AM - 2 PM

HELLO, CUPCAKE!

Prerequisite: None

Length: 4 hours (1 session)

Surprise and delight your family and friends with imaginative, delectable cupcakes for every occasion. You'll learn how to transform the everyday plain cupcake into a work of art by using your imagination, and a few simple techniques and items readily available at your local supermarket!

TUITION: \$ 75

Course:	Location:	Days/Dates:	Time:
CECAI CD6	Journal Square	Saturday, March 30	10 AM - 2 PM
CECAI CD6	Journal Square	Saturday, June 8	10 AM - 2 PM

CULINARY ARTS

PUFF, THE MAGICAL PASTRY

Prerequisite: None

Length: 4 hours (1 session)

You've probably eaten it, enjoyed it, and even craved it on occasion. But few people feel confident enough to make it ... until now! Our instructor will guide you through creating the buttery, flaky layers of puff pastry, and acquaint you with its versatility in both savory and sweet cuisine. This is a must-take class for anyone interested in the fine art of pastries.

TUITION: \$ 75

Course:	Location:	Days/Dates:	Time:
CECAI SC18	Journal Square	Sunday, May 5	10 AM - 2 PM
CECAI SC18	Journal Square	Sunday, June 23	10 AM - 2 PM

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GLUTEN-FREE AND LOVING IT!

Prerequisite: None

Length: 4 hours (1 session)

If you — or someone you know — is gluten intolerant, this class is a must. Come learn to make delicious breads, cakes, cookies and desserts utilizing the basics of gluten-free baking. Learn the theories behind ingredients you'll substitute for gluten and how to create some of the favorite foods that you thought you'd never be able to enjoy again!

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI HC7	Journal Square	Saturday, February 23	10 AM - 2 PM
CECAI HC7	Journal Square	Sunday, March 17	10 AM - 2 PM

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CHINESE TAKEOUT ... HOMEMADE!

Prerequisite: None

Length: 4 hours (1 session)

Learn the secrets for preparing your takeout favorites, including Sweet-and-Sour Pork, General Tso's Chicken, Egg Roll, and Sautéed Bok Choy, to name a few! In addition to sharing these classic recipes with you, we'll show you how to create simple — but impressive — garnishes, as well as sauces to use in making dozens of other Chinese dishes at home.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI SC2	Journal Square	Saturday, April 13	10 AM - 2 PM

CULINARY ARTS

SUSHI AND SASHIMI

Prerequisite: None

Length: 4 hours (1 session)

The origins of these delectable Japanese art forms can be traced back hundreds of years. Now, you can learn the basics of preparing sushi and sashimi in our 21st century kitchens! You'll be introduced to the proper classifications and methods used for the preparation, including ingredient selection, sanitation and serving techniques.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI SC10	Journal Square	Friday, May 3	5:30 PM - 9:30 PM
CECAI SC10	Journal Square	Friday, June 14	5:30 PM - 9:30 PM

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VEGETARIAN ... OR VEGAN?

Prerequisite: None

Length: 4 hours (1 session)

Whether you're looking for new ways to make vegetables palatable to your family, or if you're just interested in incorporating more delicious and healthy veggies in your daily diet, this is the class for you! Learn to prepare vegetables so they retain their nutrients by using classical cooking techniques and methods, and become acquainted with heart-healthy protein alternatives. Class is limited to 12 students.

TUITION: \$ 75

Course:	Location:	Days/Dates:	Time:
CECAI SC1	Journal Square	Friday, May 10	5:30 PM - 9:30 PM

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KITCHEN SURVIVAL SKILLS FOR SINGLES

Prerequisite: None

Length: 4 hours (1 session)

Say goodbye to cereal for dinner. Tell the takeout people they will not be seeing you every day. This class is specially designed for the single person whose diet is primarily comprised of fast food before and after work. You'll learn to prepare delicious meals that are simple AND healthy!

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECA CT9	Journal Square	Friday, May 17	5:30 PM - 9:30 PM

CULINARY ARTS

WE LOVE OUR GREENS

Prerequisite: None

Length: 4 hours (1 session)

A class designed with vegetarians — and everyone interested in healthier cooking and eating — in mind. Learning to cook green vegetables properly is as important as learning to cook filet mignon. We'll show the proper way to blanch and reheat green veggies so they don't lose their flavor, eye appeal and — more importantly — their nutrients.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI HC3	Journal Square	Friday, May 24	5:30 PM - 9:30 PM

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FUNDAMENTALS OF ICE CREAM, SORBET & GELATO

Prerequisite: None

Length: 4 hours (1 session)

Now's the time you want to enjoy frozen desserts every day! Our class will acquaint you with ice cream, sorbet and gelato, and teach you the latest techniques for developing unbelievable flavors.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI CT8	Journal Square	Saturday, June 1	10 AM - 2 PM
CECAI CT8	Journal Square	Saturday, June 22	10 AM - 2 PM

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PASTA AND NOODLE COOKERY

Prerequisite: None

Length: 4 hours (1 session)

Make and taste a variety of pasta and noodles! In addition to from-scratch preparation of noodle pastes, strong emphasis will be placed on cooking, and the sequence of assembling dishes. You'll gain an understanding of the different types of noodle pastes as well as complementary sauces and products.

TUITION: \$75

Course:	Location:	Days/Dates:	Time:
CECAI SC12	Journal Square	Friday, June 7	5:30 PM - 9:30 PM

CULINARY ARTS

FISH AND SEAFOOD COOKERY

Prerequisite: None

Length: 4 hours (1 session)

Examine the delicate nature of fish and seafood cookery through a thorough review of the variety of fish and seafood as well as appropriate cooking techniques. You will learn how to evaluate the quality and freshness of products selected, and prepare a variety of menu items.

TUITION: \$75

Course: CECAI SC4	Location: Journal Square	Days/Dates: Sunday, June 16	Time: 10 AM - 2 PM
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TAPAS FOR REAL – OLÉ!

Prerequisite: None

Length: 4 hours (1 session)

Tapas are an art form, and this class will provide the participant with the knowledge and skill to develop a menu for tasting that is only limited by imagination. Learn the history and approach to tapas for a weekly dinner or gathering. Preparation of Tortilla Espagnole will be included in this class.

TUITION: \$75

Course: CECAI CT5	Location: Journal Square	Days/Dates: Friday, June 28	Time: 5:30 PM - 9:30 PM
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**Enhance your chances
for success in the
Graphic Design
and Digital Media field!**



Graphic Design and Digital Media will help you develop your skills, and be up-to-the-minute with the industry's newest software and design and production techniques. *See page 12 for details.*

CULINARY ARTS

JAMS, JELLIES AND MARMALADES

Prerequisite: None

Length: 4 hours (1 session)

Discover the joy and pride of making delicious jams, jellies and marmalades to stock in your own pantry and to share with family and friends in gift baskets. Learn the art of making and jarring classic jams, jellies and marmalades using fresh fruits and time-honored and contemporary methods.

TUITION: \$75

Course: CECAI SC19	Location: Journal Square	Days/Dates: Saturday, June 29	Time: 10 AM - 2 PM
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TECHNIQUES OF HEALTHY COOKING

Prerequisite: None

Length: 4 hours (1 session)

Your good health begins with what you eat and how it's prepared. In our class, you'll learn how to make smart choices, starting with choosing local ingredients that will be more nutritious and delicious and will also support local farmers. You'll also become acquainted with food preparation and cooking methods that will help ensure a healthier lifestyle.

TUITION: \$ 75

Course: CECAI HC1	Location: Journal Square	Days/Dates: Sunday, June 30	Time: 10 AM - 2 PM
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See page 10 for details.

For more information please call (201) 360-4256



ENGLISH AS A SECOND LANGUAGE/INGLES COMO SEGUNDO IDIOMA

ESL - ENGLISH AS A SECOND LANGUAGE

Learn English in a relaxed and supportive environment. Beginning, Intermediate and Advanced Level classes are available. For "Speak American," "Grammar, Reading and Writing" and "TOEFL Preparation," a placement test fee of \$15 may be required. Please note: Tuition fees do not include the cost of textbooks.

SPEAK AMERICAN

Prerequisite: None

Length: 42 hours

TUITION: \$185

Winter 2013

Course:	Location:	Days/Dates:	Time:
CEESL SAM	Journal Square	Mondays/Wednesdays, January 14 - April 1 (no classes January 21 & February 18)	9 AM - 11 AM
CEESL SAM	Journal Square	Mondays/Wednesdays, January 14 - April 1 (no classes January 21 & February 18)	7 PM - 9 PM
CEESL SAM	NHHEC	Fridays, January 18 - March 22	8:30 AM -12:50 PM
CEESL SAM	Journal Square	Saturdays, January 19 -March 23	8:30 AM -12:50 PM
CEESL SAM	NHHEC	Sundays, January 20 - March 24	8:30 AM -12:50 PM

SPRING 2013

Course:	Location:	Days/Dates:	Time:
CEESL SAM	NHHEC	Fridays, April 12 - June 14	8:30 AM - 12:50 PM
CEESL SAM	Journal Square	Saturdays, April 13 - June 22 (no classes May 25)	8:30 AM - 12:50 PM
CEESL SAM	NHHEC	Sundays, April 14 - June 23 (no classes May 26)	8:30 AM - 12:50 PM
CEESL SAM	Journal Square	Mondays/Wednesdays, April 15 - May 26	9 AM - 11 AM
CEESL SAM	Journal Square	Mondays/Wednesdays, April 15 - May 26	7 PM - 9 PM

ENGLISH AS A SECOND LANGUAGE/INGLES COMO SEGUNDO IDIOMA

GRAMMAR/READING/Writing

Prerequisite: None

Length: 42 hours

Tuition: \$185

Winter 2013

Course:	Location:	Days/Dates:	Time:
CEESL GRW	Journal Square	Tuesdays/Thursdays, January 15 - March 28 (no class January 24)	9 AM - 11 AM
CEESL GRW	Journal Square	Tuesdays/Thursdays, January 15 – March 28 (no class January 24)	7 PM - 9 PM
CEESL GRW	NHHEC	Fridays, January 18 - March 22	1 PM - 5:20 PM
CEESL GRW	Journal Square	Saturdays, January 19 - March 23	1 PM - 5:20 PM
CEESL GRW	NHHEC	Sundays, January 20 - March 24	1 PM - 5:20 PM

Spring 2013

Course:	Location:	Days/Dates:	Time:
CEESL GRW	NHHEC	Fridays, April 12 - June 14	1 PM - 5:20 PM
CEESL GRW	Journal Square	Saturdays, April 13 - June 22 (no classes May 25)	1 PM - 5:20 PM
CEESL GRW	NHHEC	Sundays, April 14 - June 23 (no classes May 26)	1 PM - 5:20 PM
CEESL GRW	Journal Square	Tuesdays/Thursdays, April 16 - June 25	9 AM - 11 AM
CEESL GRW	Journal Square	Tuesdays/Thursdays, April 16 - June 25	7 PM - 9 PM

ENGLISH AS A SECOND LANGUAGE/INGLES COMO SEGUNDO IDIOMA

PRONUNCIATION PERFECT!

Prerequisite: None

Length: 40 hours

TUITION: \$230

Winter 2013

Course:	Location:	Days/Dates:	Time:
CEESL 301	Journal Square	Saturdays, January 19 - March 23	1PM - 5 PM
CEESL 301	NHHEC	Sundays, January 20 - March 24	1PM - 5 PM

Spring 2013

Course:	Location:	Days/Dates:	Time:
CEESL 301	Journal Square	Saturdays, April 13 - June 22 (no classes May 25)	1PM - 5 PM
CEESL 301	NHHEC	Sundays, April 14 - June 23 (no classes May 26)	1PM - 5 PM

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TOEFL (TEST OF ENGLISH AS A FOREIGN LANGUAGE) PREP

Prerequisite: None

Length: 40 hours

TUITION: \$230

Winter 2013

Course:	Location:	Days/Dates:	Time:
CEESL 401	Journal Square	Saturdays, January 19 - March 23	8:30 AM - 12:30 PM
CEESL 401	NHHEC	Sundays, January 20 - March 24	8:30 AM - 12:30 PM

Spring 2013

Course:	Location:	Days/Dates:	Time:
CEESL 401	Journal Square	Saturdays, April 13 - June 22 (no classes May 25)	8:30 AM - 12:30 PM
CEESL 401	NHHEC	Sundays, April 14 - June 23 (no classes May 26)	8:30 AM - 12:30 PM



Ditch your dead-end job for an exciting career in Homeland Security!

Our Gateway Certificate Program will get you on your way to a secure and fascinating future, and you'll earn credits you can apply towards a Bachelor's or Master's degree!

See page 10 for details.

For more information call (201) 360-4256



ENGLISH AS A SECOND LANGUAGE / NURSING

WRITING EFFECTIVELY: WORDS THAT IMPRESS

Prerequisite: None

Length: 12 hours (4 sessions)

This is a perfect course for individuals who want to strengthen their writing skills, and for ESL students who want to improve their ability to write in English. ESL students must be taking or have completed Advanced Placement or TOEFL Prep, or have an equivalent level of fluency.

TUITION: \$85

Course:	Location:	Days/Dates:	Time:
CEESL 501	Journal Square	Wednesdays, March 6 - March 27	6 PM – 9 PM
CEESL 501	Journal Square	Wednesdays, May 1 - May 22	6 PM – 9 PM

NURSING

PRE-NLN (NATIONAL LEAGUE OF NURSING) ADMISSION EXAM PREPARATION COURSE

Prerequisite: None

Length: 24 hours (8 sessions)

The Pre-NLN Admission Exam evaluates the academic ability of nursing majors so as to identify the most qualified candidates among those interested in taking the clinical course at Christ Hospital School of Nursing. The course assists students in preparing for the exam by mastering the subject matter covered in the math and science portions. Students will also learn test-taking strategies that will help achieve a high composite score.

TUITION: \$225

Course:	Location:	Days/Dates:	Time:
CENLN 100	Journal Square	Saturdays, January 19 - March 9	9 AM - 12 PM
CENLN 100	Journal Square	Saturdays, March 23 - May 18 (no classes March 30)	9 AM - 12 PM
CENLN 100	Journal Square	Mondays/Wednesdays, June 3 - June 26	8:30 AM - 11:30 AM

GEOSPATIAL TECHNOLOGY – GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Secure the knowledge that may be utilized to help you land a new job, advance in a present position, or completely retool your career. Geospatial technology is a rapidly expanding industry that crosscuts nearly every sector of our economy. Knowing GIS has tremendous value – value that will increase as more and more industries incorporate the technology into their day-to-day operations. These fields include transportation, utilities, land records, emergency management, homeland security, law enforcement, architecture, engineering, construction, archeology and education.

The study of Geospatial Technology (GT) includes Geographic Information Systems (GIS), Global Positioning Systems (GPS), Remote Sensing (RS) and Surveying. GT merges complex, location-specific data and displays this information in multilayered maps and graphics that provide a comprehensive overview of a situation or event.

Our Geospatial Technology courses may be taken separately, or applied towards certifications.

GIS IN HOMELAND SECURITY

Prerequisite: strong computer skills

Length: 75 hours (25 sessions)

Learn how to use Satellite Tool Kit (STK), the software originally created to solve problems with Earth Orbiting Satellites that is now used in the defense and aerospace industries around the world. You'll discover about satellite functionality and explore the areas of satellite movements, data collection and distribution capability.

TUITION: \$375 plus \$45 lab fee

Course: CEGIS 104	Location: Journal Square	Day/Dates: Tuesdays/Thursdays, April 4 - June 27	Time: 6 PM - 9 PM
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GIS IN ECONOMIC DEVELOPMENT

Prerequisite: strong computer skills

Length: 36 hours (12 sessions)

Whether you have a job in — or are planning to work in — business, planning, or any of their many related industries, this is the course that will give you the edge over your associates! Develop your proficiency with GIS software and map creation by utilizing real-life data in the step-by-step process of collecting and analyzing information to find the ideal location for a company.

TUITION: \$295 plus \$35 lab fee (includes textbook)

Course: CEGIS 003	Location: Journal Square	Day/Dates: Mondays/Wednesdays, March 18 - April 24	Time: 6 PM - 9 PM
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GIS/GREEN COURSES

GIS IN LAW ENFORCEMENT

Prerequisite: strong computer skills

Length: 36 hours (12 sessions)

The essential course for those who wish to learn the kinds of analyses needed today in law enforcement and its related industries! By using real-life data you'll learn the step-by-step process of collecting and analyzing information to optimize a police department's operations. In doing so, you'll also improve your own proficiency with GIS software and map creation.

TUITION: \$295 plus \$35 lab fee (includes textbook)

Course: CEGIS 006	Location: Journal Square	Day/Dates: Mondays/Wednesdays, January 28 - March 11 (no classes February 18)	Time: 6 PM - 9 PM
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GREEN COURSES

INFO SESSION: INTRODUCTION TO GREEN CAREERS

Prerequisite: None

Length: 2 hours (1 session)



Because "Green" covers many different approaches for people, Green can take many different paths. This PowerPoint presentation helps participants identify what a "Green Career" is, regardless of whether their path takes them into the holistic field or Green building line of work. This presentation provides participants with an overview of the emerging Green economy and sustainability concepts as well as specific information about particular sectors, such as construction, business and finance, spas and nutrition, to provide them with a sense of where they might fit into the Green economy.

TUITION: Free

Course: CEGRN2	Location: Journal Square	Day/Dates: Tuesday, January 29	Time: 6 PM - 8 PM
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GREEN COURSES

URBAN GARDEN

Prerequisite: None

Length: 30 hours (10 sessions)

Urban gardening and urban agriculture are ideas that are becoming increasingly important as our world becomes more urbanized. In this 30-hour course, students will learn the basics of gardening. The course covers a number of topics to help students appreciate why urban gardening can contribute to the quality of life for humans and all biological systems. Students will learn how to select space, gather landscaping materials, decide on the right plants, and how to choose garden features to work well in their chosen space. They will also have an opportunity to participate in a variety of classroom activities such as discussion, role playing scenarios and research where they will learn the rewards of planting, caring for and creating a sustainable ecosystem. Taking from what they learned in class, students can serve as volunteers in Hudson's community gardening program.

TUITION: \$195

Course: CEGRN3	Location: Journal Square	Day/Dates: Tuesdays/Thursdays, February 5 - March 7	Time: 6 PM - 9PM
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GREEN CAREER PLANNING

Prerequisite: None

Length: 30 hours (10 sessions)

Green Career Planning is a 30-hour workshop designed to educate jobseekers about the Green economy and prepare them for the many diverse opportunities in that field. Students will choose a Green career goal by assessing and analyzing their personal values, aptitudes, skills, interests, traits and relating them to Green career areas. Decision-making strategies will be taught and a tentative career plan will be developed. Students will gain knowledge of how to prepare a job resume and cover letter, prepare for a job interview, and locate sources of Green job leads.

TUITION: \$195

Course: CEGRN4	Location: Journal Square	Day/Dates: Tuesdays/Thursdays, March 12 - April 11	Time: 6 PM - 9 PM
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GREEN COURSES

GREEN WORK READINESS

Prerequisite: None

Length: 30 hours (10 sessions)

This 30-hour course is for students looking to upgrade their Green job readiness skills. They will evaluate their Green work experiences and develop a Green occupational profile. This course will offer an opportunity to sharpen their interviewing abilities by incorporating the Green lingo. Participants will focus on resume writing, using online resources to search for Green jobs, and gaining knowledge of how to conduct research salary comparison for the Green collar worker. This course will take participants through the whole job readiness gamut – communication, basic computers, and Equipped for the Future knowledge that’s required in today’s Green economy.

TUITION: \$195

Course: CEGRN5	Location: Journal Square	Day/Dates: Tuesdays/Thursdays, April 16 - May 16	Time: 6 PM - 9 PM
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THE GREENING OF THE TRANSPORTATION LOGISTICS AND DISTRIBUTION (TLD) WORKPLACE

Prerequisite: None

Length: 30 hours (10 sessions)

“The Greening of the TLD Workplace” is a 30-hour workshop where students will come to understand the greening of the TLD workplace. Topics and discussions include, among others: energy saving strategies in warehouses and distribution centers, developing packaging methods to help waste reduction, saving fuel energy conservation, and reducing idling. Students will learn how to respond to these challenges as they develop an understanding of green logistics. They will become familiar with useful online resources related to how to acquire green jobs in TLD industry.

TUITION: \$195

Course: CEGRN6	Location: Journal Square	Day/Dates: Tuesdays/Thursdays, May 21- June 20	Time: 6 PM - 9 PM
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SUSTAINABLE JERSEY CITY- A COLLABORATIVE NETWORK

www.sustainablejc.org

JOIN THIS CITIZENS' INITIATIVE WE ARE CREATING A MORE SUSTAINABLE PLACE TO LIVE AND WORK

~ Neighborhood by Neighborhood ~

Interested in learning more about local sustainability issues, either here in Jersey City or in the place that you live? Want to learn how to organize high-impact greening projects in your neighborhood? What about joining a Community Green Team and helping to develop a green civics social media toolbox that can create a positive change agenda?

Sustainable JC offers a number of educational workshops and events on an ongoing basis, and our monthly meetings, held on the first Tuesday evening of the month are hosted here at the HCCC Culinary Conference Center in the Computer GIS Lab.

We have many Small Work Group Teams (SMGTs) that have formed including: SJC Green Mapping, Green Infrastructure/Rain Gardens, Good Food Now!, Participatory Planning & Green Neighborhood Strategies, Recycling & Materials Re-Use and Community Composting.

We have also begun collaborating with other Green Teams around New Jersey and are working with them to bring more college students into local government and community sustainability projects – interested?

TO LEARN MORE

Visit our website at

www.SustainableJC.org

Join the Sustainable JC Meetup at

<http://www.meetup.com/Sustainable-Jersey-City/>

Join our Facebook Community

<http://www.facebook.com/groups/283144425106494/>

<http://www.facebook.com/SustainableJC>

Special Thanks to Our Partners
Ramapo College of New Jersey and HCCC!

LANGUAGES

INTRODUCTION TO MODERN ARABIC

Prerequisite: None

Length: 36 hours (12 sessions)

Arabic is spoken by nearly 250 million people throughout the world, and there are more than 600,000 Arabic speakers in the United States! Our course will introduce you to the alphabet, vocabulary and grammatical structure that will facilitate your learning and developing the skills needed to read, write, and carry on conversations in modern Arabic.

TUITION: \$250 (textbook not included)

Course:	Location:	Day/Dates:	Time:
CEMLA 100	Journal Square	Mondays/Wednesdays, June 17 - July 24	6 PM - 9 PM

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INTRODUCTION TO GERMAN

Prerequisite: None

Length: 24 hours (8 sessions)

Let us introduce you to the German language. Our course was specially designed to enable students to communicate meaningfully in German on concrete topics dealing with everyday events and situations, such as family, leisure, work, food, travel, housing, education, the environment, and more!

TUITION: \$200 (textbook not included)

(German Is Fun, Book 1, AMSCO School Publications, Inc., ISBN 978-0-87720-580-7).

Course:	Location:	Day/Dates:	Time:
CEMLG 100	Journal Square	Mondays/Wednesdays, February 25 - March 20	6 PM - 9 PM

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GERMAN II

Prerequisite: Introduction to German or appropriate knowledge

Length: 24 hours (8 sessions)

Continue expanding your knowledge of the German language and culture! German II will help you increase your skills of reading, writing, listening and speaking, with the emphasis on improving your oral communication skills.

TUITION: \$200 (textbook not included)

(German Is Fun, Book 2, AMSCO School Publications, Inc., ISBN 1-56765-403-7).

Course:	Location:	Day/Dates:	Time:
CEMLG 101	Journal Square	Mondays/Wednesdays, April 1 - April 24	6 PM - 9 PM

LANGUAGES

SPANISH I

Prerequisite: None

Length: 24 hours (8 sessions)

Whether you just want to learn Spanish or need to be able to speak it for business or social reasons, this is the course for you! Our instructor will guide you through textbook lessons that follow a clear and logical sequence to build your knowledge and understanding. Through reading and writing exercises you'll learn vocabulary, basic grammar structure, and oral speaking patterns. And there's short jokes and humor along the way. It will be fun, and easier than you might imagine!

TUITION: \$205 (textbook not included)

(Spanish Is Fun, Third Edition, AMSCO School Publications, Inc., ISBN 1-56765-464-9).

Course:	Location:	Day/Dates:	Time:
CEMLS 101	Journal Square	Tuesdays/Thursdays, January 15 - February 12 (no classes January 24)	6 PM - 9 PM
CEMLS 101	Journal Square	Mondays/Wednesdays, May 6 - June 3 (no classes May 27)	6 PM - 9 PM

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SPANISH II

Prerequisite: Spanish I or the equivalent

Length: 24 hours (8 sessions)

If you've already taken Spanish I, we'll help you take it up a notch so you can converse with confidence! Building bilingual proficiency will open endless possibilities with friends, coworkers and clients. Plus, it will broaden your job, promotion and career opportunities. Medicine, Education, International Trade, Communications and Tourism are just a few of the fields in which bilingual skills are in demand. This second-level course will improve your conversational ability, plus increase your Spanish vocabulary, reading, and writing proficiency.

TUITION: \$205 (textbook not included)

Course:	Location:	Day/Dates:	Time:
CEMLS 102	Journal Square	Tuesdays/Thursdays, Feb. 26 - March 21	6 PM - 9 PM

LANGUAGES

SPANISH III

Prerequisite: Spanish II or the equivalent

Length: 24 hours (8 sessions)

This lively course is designed to maximize your conversational fluency and to increase your proficiency in vocabulary, reading and writing. Whether you use your Spanish-language skills for business, travel or everyday life, this class will enable you to speak, read and write with confidence and accuracy.

TUITION: \$205 (textbook not included)

Course:	Location:	Day/Dates:	Time:
CEMLS 103	Journal Square	Tuesdays/Thursdays, April 2 - April 25	6 PM - 9 PM



Let your creative juices start flowing with our Culinary Arts courses!



Learn to cook, bake, buy and use utensils and equipment properly, savor wines from all over the world, and so much more in our state-of-the-art kitchens! Our chef-instructors include some of the culinary industry's best professionals.

Don't miss out on the fun!

See our course offerings beginning on page 21

Coming Soon- Non Credit Courses ONLINE!

LIBERAL ARTS

LIBERAL ARTS

Learn for the pleasure of learning – no prerequisites, no tests, no hassles, just the joy of becoming acquainted with new knowledge!

REVIEW OF MATH FUNDAMENTALS

Prerequisite: None

Length: 27 hours (9 sessions)

Math not your subject? Been out of school for a long time? Want to avoid taking Basic Math and Basic Algebra so you go directly to college-level Math? If you answered yes to any of these questions, this is the course for you! Our experienced college math instructors will put you in the right direction with easy-to-follow steps. Classes will include: basic math (whole numbers, fractions, decimals and percents), and basic algebra (real numbers, linear equations, polynomials, quadratic equations, rational expressions and radicals).

TUITION: \$195

Course:	Location:	Day/Dates:	Time:
CEMAT 100	Journal Square	Mondays/Wednesdays, February 25 - March 25	6 PM - 9 PM
CEMAT 100	Journal Square	Saturdays, Feb. 9 - April 13 (no classes March 30)	9 AM - 12 PM
CEMAT 100	Journal Square	Mondays/Wednesdays, April 8 - May 6	6 PM - 9 PM
CEMAT 100	Journal Square	Saturdays, May 4 - July 6 (no classes May 25)	9 AM - 12 PM



Ditch your dead-end job for an exciting career in Homeland Security!

Our Gateway Certificate Program will get you on your way to a secure and fascinating future, and you'll earn credits you can apply towards a Bachelor's or Master's degree!

See page 10 for details.

For more information please call (201) 360-4256

NEW PATHWAYS TO TEACHING IN NEW JERSEY



NEW PATHWAYS TO TEACHING IN NEW JERSEY

Prepare to become a licensed New Jersey teacher. As an Alternate Route teacher, you will be a viable candidate for employment in districts throughout New Jersey.

Hudson County Community College is pleased to participate in this unique statewide program, a collaboration with New Jersey City University. The program is divided into two distinct instructional stages. You must secure a Certificate of Eligibility prior to taking Stage I. Anyone applying for a Certificate of Eligibility must complete the "Introduction to Teaching Program" course.

Students in New Pathways may register for the program as master's-level graduate (for-credit) students or as certificate (non-credit) students. Graduate credits total 15, and may be applied towards a master's degree in education at New Jersey City University.

For additional information, please visit

New Pathways to Teaching in NJ at www.nptnj.org and www.hccc.edu/newpathways

Information on the Praxis exams is available at www.ets.org

For information on teacher licensure in New Jersey, go to www.state.nj.us

INTRODUCTION TO TEACHING:

REQUIRED 24-HOUR PRE-SERVICE PROGRAM

Prerequisite: Bachelor's degree

Length: 24 hours

This non-credit course is required for all who will apply for a Certificate of Eligibility (CE). Completion of this course is just one of the CE requirements and does not guarantee that the applicant qualifies for a CE.

TUITION: \$200

Course:	Instruction	Location	Days/Dates:	Time
CENPT 100	In-Class	Journal Square	Saturday January 19 to February 9	9 AM - 2 PM
CENPT 100	Hybrid/Online	Journal Square	Wednesday, March 13 & Saturday, April 10	6 PM - 9 PM
	Two in-person sessions:		Wednesday March 13 to Wednesday, April 17	
	Online from:			
CENPT 100	Hybrid/Online	Journal Square	Wednesday, May 15 & Wednesday, June 12	6 PM - 9 PM
	Two in-person sessions:		Wednesday, May 15 to Wednesday, June 19	
	Online from:			

*Hybrid classes are six weeks in duration.

Students meet twice in person on the first day and the last day of the course.

NEW PATHWAYS TO TEACHING IN NEW JERSEY

NPTNJ - NEW PATHWAYS TO TEACHING IN NEW JERSEY

STAGE I SCHEDULE SPRING 2013

Stage I students earn 4 graduate credits if taken as a “for-credit” class.

All Stage I sections require an additional 15 hours of field work. Students will be responsible for finding observation placement. NPTNJ at HCCC will provide observation letters to give to the school districts.

All sections are contingent on sufficient enrollment

Applications and registration is accepted up to and including the first day of class, provided there is space available. It is best to submit paperwork earlier to ensure adequate processing time. Admission is not guaranteed, even if program eligible, if an application is submitted on the day class begins.

Choose one of the following sections:

Stage I (Section 1): Jan. 22 – Feb. 28
6 p.m. to 9:15 p.m.
Tuesdays and Thursdays, plus one Saturday

Stage I (Section 2): April 9 - May 16
6 p.m. to 9:15 p.m.
Tuesdays and Thursdays, plus one Saturday

Stage I (Section 3): June 4 - July 18
6 p.m. to 9:15 p.m.
Tuesdays and Thursdays, plus one Saturday
There will be no class the week of July 4

**Note: NPTNJ reserves the right to modify the schedule.

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WINTER/SPRING 2013 NEW PATHWAYS INFORMATION SESSIONS

Prerequisite: None

Length: 3 hours (1 session)

TUITION: Free

Course:	Location:	Day/Dates:	Time:
CENPT 001 01	Journal Square	Saturday, January 19	11AM
CENPT 001 01	Journal Square	Wednesday, March 13	6 PM
CENPT 001 01	Journal Square	Wednesday, April 17	6 PM
CENPT 001 01	Journal Square	Wednesday, May 15	6 PM

NEW PATHWAYS TO TEACHING IN NEW JERSEY

45-HOUR COURSES

New Jersey Department of Education regulations now require that alternate route elementary and middle school first-year teachers take an additional 90 hours of instruction: 45 hours in language arts/literacy education and 45 hours in math education. As an approved provider, New Pathways is offering this instruction in a blended format, partly online, partly on-site. The literacy education course will be offered during the fall semester, the math education course during the spring semester. Each course can be taken either for graduate credit from New Jersey City University or on a non-credit basis.

Visiting students from other DOE-approved alternate route programs are welcome to take these courses to satisfy the new requirement. If interested, contact the host community college at your preferred site.

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LANGUAGE ARTS/LITERACY EDUCATION 45-HOUR COURSE

Students will examine and apply best practices that shape elementary and middle school literacy development and instruction. Planning curriculum, designing physical environments, and organizing and evaluating instruction will be addressed using methods and materials based on educational research and theory. Designed for new teachers, the course will provide classroom support and networking and practical application of classroom issues in literacy. Areas such as balanced literacy, assessment, phonemic awareness, phonics instruction, comprehension, vocabulary and fluency will be addressed.

Please note: The Literacy course is only offered during the fall semester.

Location: Middlesex County College or Bergen Community College

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MATH EDUCATION 45 HOUR COURSE

Learn classroom applications of the following ideas: distinction between numbers and numeral structure in arithmetic; the use of set ideas in understanding the fundamental operations in arithmetic; a modern approach to the solution of verbal problems; and open sentences, number families, patterns in arithmetic, geometry and informal proofs. Designed for new teachers, the course will provide classroom support and networking and practical application of classroom issues in math.

Please note: The Math Education course is only offered during the Spring semester.

Location: Middlesex County College or Bergen Community College

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Middlesex County College

Cost: Graduate credit \$1,672, noncredit \$800

Schedule: Fall 2012

Classes meet: Crabiell Hall, Room 214 on 9/29, 10/13, 10/27, 11/10, 11/17, and 12/8

Instructor: Dr. Joan Serrafin jserrafin3@njcu.edu

Online hours will be determined at the first class.

For further information about registration, please call Bob Sullivan at (732) 548-6000, ext. 3144 or Kimberlee Hooper at (732) 906-2554.

Bergen Community College

Cost: Graduate credit \$1,672, noncredit \$800

Schedule: Fall 2012

Classes meet: 9/22, 10/6, 10/20, 11/3, 12/1, and 12/15

Instructor: Dr. Joan Serrafin jserrafin3@njcu.edu

Online hours will be discussed at the first class.

For further information about registration, please call Robin Singer at (201) 493-3792.

PERSONAL IMPROVEMENT AND DEVELOPMENT

BE WELL HOLISTICALLY!

Prerequisite: None

Length: 12 hours (6 sessions)

"What is holistic wellness and how can I apply it to my lifestyle?" Introduction to Holistic Wellness will survey holistic wellness therapies including mind-body medicine, nutritional medicine, Chinese medicine, and Ayurvedic medicine and how to include them in their life. Students will be able to construct a personal wellness plan.

TUITION: \$85

Course:	Location:	Day/Dates:	Time:
CEHOL 100	Journal Square	Thursdays, April 4 - May 9	6 PM - 8 PM

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QI GONG

Prerequisite: None

Length: 12 hours (6 sessions)

Discover Medicinal Qi Gong, gentle energy flow and movement. Qi Gong offers a relaxing way to improve flexibility, balance, and energy. Each class will include information about this moving meditation which is practiced worldwide. No equipment is required.

TUITION: \$85

Course:	Location:	Day/Dates:	Time:
CEHOL 101	Journal Square	Thursdays, May 16 - June 20	6 PM - 8 PM

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CREATIVE WRITING

Prerequisite: None

Length: 18 hours (6 sessions)



Do you love telling a story? Have you always wanted to try your hand at writing fiction? Do you have a memoir to finish, a novel that needs development or a short story to write? Come meet with a group of like-minded writers to share ideas, to provide feedback and constructive criticism, and to write, write, write. Bring any concepts and works, completed or in progress, to class.

TUITION: \$125

Course:	Location:	Day/Dates:	Time:
CEWRI 100	Journal Square	Thursdays, Jan. 10 - Feb. 21 (no class Jan 24)	10 AM - 1 PM

SERVSAFE ONE-DAY TRAINING



THE CENTER FOR BUSINESS & INDUSTRY

"Elevating workforce competence through exceptional training"

Our services include:

- Customized Workforce and Staff Training Programs
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For more information:

Ana Chapman, Executive Director
Phone: 201-360-4242
Email: achapman@hccc.edu
161 Newkirk Avenue, Jersey City, NJ 07306

SERVSAFE ONE-DAY TRAINING

This 8-hour course focuses on sanitation in food service operations. Learn the basics of safe food handling and how to avoid foodborne illness. Get the inside story on safe receiving, food storage, preparation and serving, and cooling and reheating. Proper cleaning techniques and pest management will also be covered.

Register your employees and they will receive the training needed for proper food handling procedures to protect the food they serve, the health of your customers and the future of your business. The quality of the food you serve is critical ... and it's in your hands! This food safety certification course, developed by the National Restaurant Association Educational Foundation, is a comprehensive program for food service professionals.

Course and materials fee: \$190

Fee includes:

- 8-hour course, at the Culinary Conference Center or at your site
- ServSafe® 6th Edition Coursebook (NOT Essentials), including the exam answer sheet

Classes will run every Tuesday and Thursday starting Tuesday, January 22, 2013 at the award-winning Culinary Arts Conference Center.

For information on how to register your employees, please contact:

Ana Chapman, Executive Director at (201) 360-4242 or via email at achapman@hccc.edu

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Community Education

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