

Attachment# 3:
Please place in the List of COURSES.

BUSINESS AND COMPUTER SKILLS

BOOKKEEPING 1 (1101)

ROOM 239

A beginning and review course in business records, included in the course will be balance sheets, income statements, and other working papers necessary for today's business world. Class meets for 10 sessions at Kearny High School: Wednesdays, 5:30-7 PM. Start Date 2/26 Fee \$120. Instructor: Maria Lockard.

BOOKKEEPING 2 (1202)

ROOM 239

This course is designed to extend on Bookkeeping. Topics include bookkeeping for sales, inventory, payroll and business taxes. Completion of Bookkeeping 1 is recommended. Class meets for 10 sessions at Kearny High School: Wednesdays, 7-8:30 PM. Start Date 2/26 Fee \$120. Instructor: Maria Lockard.

INTRO TO COMPUTERS 1 - Beginners (1207)

ROOM 241

This is a basic course designed for individuals with little or no experience. This course will introduce keyboard functions, Microsoft programs, emailing, internet navigation and web browsing. Class meets for 9 sessions: , 6-7:30 PM. Start Date Wed. 2/26 Fee \$150. Instructor: Nickolas Brosnan

ADVANCED GOOGLE SUITE (1208)

ROOM 241

This is a course designed for individuals wanting to utilize all that GOOGLE Suite has to offer including: Docs, Slides, Calendar, and Sheets. Class meets for 9 sessions: , 7:30-9 PM. Start Date Wed. 2/26 Fee \$150. Instructor: Nickolas Brosnan

MICROSOFT OFFICE

MICROSOFT EXCEL (1106)

ROOM 239

This course will highlight various applications and formulas for designing graphical spreadsheets. Class meets for 10 sessions at Kearny High School, 121 Beach St s: Tuesdays, 7-8:30 PM. Start Date 2/25 Fee \$175. Instructor: Maria Lockard.

GENERAL EDUCATION

HIGH SCHOOL EQUIVALENCY (HSE) PREP (2304) ROOM 335

This course is offered in English and emphasizes basic skills improvement in Reading, Writing, and Math. The aim of this course is to prepare enrolled participants to take either the General Education Development (GED) exam, the High School Equivalency Test (HiSET), or the Test Assessing Secondary Completion (TSAC) exam to achieve a New Jersey State-Issued High School Diploma through the New Jersey Department of Education. The GED, HiSET, and TSAC exams are given by the New Jersey Department of Education at an approved testing center. For more information and testing centers, please visit <http://www.state.nj.us/education/students/adulted/>
In order to enroll for this HSE prep course, participants must be 18 years of age, a resident of New Jersey, and cannot be enrolled in an accredited high school. Textbook options will be discussed during the course and students are encouraged to purchase their own for studying. Class meets for 20 sessions: Tues & Wed, 7-9 PM. 2/25 Fee \$140.

ENGLISH AS A SECOND LANGUAGE (ESL) COURSES

The ESL courses range from beginner (level 1) to advanced (level 4). Please specify level 1, 2, 3 or 4 when registering. Conversation is a vital part of the courses. A

Placement Test will be given on **MON. SEPT. 16 at 7:00 PM** to determine level. All class levels meet for 20 sessions: Tues & Wed, 7-9 PM. Starting 2/25 Fee \$140.

ESL -1 (2301) Low Beginner **ROOM 404**

Designed for the person who has limited or no knowledge of the English language.

ESL -2 (2302) High Beginner **ROOM 407**

Designed for the person who has some knowledge of the English language. Successful completion of ESL 1 – Low Beginner is recommended.

ESL-3 (2303) Intermediate **ROOM 340**

Designed for the person who has a foundation of the English language and wishes to learn reading and writing skills. Successful completion of ESL 2 – High Beginner is recommended.

ESL-4 (2307) Advanced **ROOM 302**

Designed for the person who wishes to improve on their reading and writing skills.

Students of this level should have mastered the language. Successful completion of ESL 3 – Intermediate is recommended.

PERSONAL IMPROVEMENT

SIGN LANGUAGE

Learn how to communicate with the deaf. Sign Beginner will focus on building vocabulary, manual alphabet, facial and body movements, and culture of the Deaf community. Sign Intermediate extends further on material learned in Sign Beg. Classes meet for 10 sessions: Start Date 2/26 Fee \$110. Instructor: Camila Antonelli

SIGN BEGINNER (3206) Wed. 6-7:30 PM **ROOM 331**

SIGN INTERMEDIATE (3207) Wed. 7:30-9 PM **ROOM 331**

FOREIGN LANGUAGES

The foreign languages listed below focus on learning vocabulary, grammar, and speaking everyday words in a conversational setting. Cultural perspectives and traditions will be explored as well. Beginner courses are offered to those with little or no background knowledge. Intermediate levels are designed for those with some knowledge and the ability to communicate. Classes meet for 10 sessions: 7:00-8:30 PM. Fee \$110.

SPANISH II (3102) Tuesdays 2/25 **ROOM 307**

PORTUGUESE (3103) Wednesday 2/26 **ROOM 307**

CAREER OPPORTUNITIES

MEDICAL ASSISTING (4201) **ROOM 106**

This course is ideal for those who intend or are working in a physician office or medical facility performing administrative or clinical duties. Studied in this course are the clinical duties including basic care of patients, preparing patients for examinations, measuring and recording vital signs, and charting medical histories. The course also offers medical terminology, basic anatomy and patient behavior. Class meets for 10 sessions: Wednesdays, 7-9 PM. Starting 2/26 Fee \$175. Instructor: Peggy Biondo

HOBBIES AND RECREATION

GUITAR WORKSHOP (5102) **ROOM 415**

This class is intended for those who either have never played guitar or would like to learn how to, or those who have just begun to play and want to build on those skills. Individual as well as group instruction will be offered through a hands-on approach to learning and performing songs. Students must bring their own guitars. Class meets for 10 sessions: Tuesdays, 7:00-8:30PM. Starting 2/25 Fee \$140. Instructor: James Berko

ADVANCED GUITAR WORKSHOP (5103) NEW **ROOM 415**

This class is intended for students who have either already taken Guitar Workshop and want to continue their learning or those with prior experience playing the guitar. The course will build off of the skills taught in Guitar Workshop and lead students towards replicating whole songs as well as creating unique pieces. Class meets for 8 sessions: Wednesdays, 7-8:30PM Starting 2/26 Fee \$140. Instructor: James Berko

FINE ARTS STUDIO (5217)

ROOM 312N

Fine arts studio is a foundation course for studies in all specific fields such as painting, drawing, ceramics, and sculpture. This course will enable highly motivated students to develop and expand their passions by learning hands on methods to create original works. Class meets for 8 sessions: Wednesdays, 7:00-8:30PM. 2/26 Fee \$100. Instructor: Erin Donnelly

BASIC PHOTOGRAPHY (5119)

ROOM 327N

This course is for students who have an interest in digital photography and/or 35mm black and white film photography. Students will have hands on experience in learning how to shoot manual photography, how to compose an image, the mechanics of using a camera, shooting/developing film, and making photo prints in a darkroom. Also, we will explore using a digital camera, editing and sharing photos via the internet. Students MUST have their own 35mm camera or digital SLR camera (no point and shoot cameras) and will need to be able to purchase supplies, such as film, paper, memory cards, etc. A list of appropriate supplies will be provided. Class meets for 10 sessions: Tuesdays, 7:00-8:30PM. Starting 2/25. Fee \$120. Instructor: Shannon Stoia

ADVANCED PHOTOGRAPHY (5220) NEW

ROOM 327N

Advanced photography is a course that is available to students that already have a base knowledge of digital photography and/or analog photography. This class will allow students to apply their knowledge in the studio, darkroom, or on excursions with the group (weather permitting). There will be weekly group critiques/discussions to sharpen artistic and technical skills of students. We will explore all aspects of photography and continue building on students' skill sets. Students who have completed the Basic Photography course are welcomed to continue learning in Advanced Photography. Class meets for 8 sessions: Wednesdays, 7:00-8:30PM. Starting Sept.2/26 Fee \$120. Instructor: Shannon Stoia

PENCIL DRAWING (5121) NEW

ROOM 413

This class is designed for people at any level, especially beginners. Explore the possibilities of pencil sketching, ink renderings or color pastels – you, the artist decide. The instructor, acting as a troubleshooter and sometimes art therapist, will encourage you to develop your individual style. Learn the traditional approach to drawing by exploring shapes and three-dimensional shading. Cultivate your natural talents through the use of still life and photographs. Please bring a pencil and sketchpad to the first class. Class meets for 8 sessions: Tuesdays, 7-9PM. Starting 3/10. Fee \$110. Instructor: Robert Policastro, website: www.robertpolicastrart.com.

CAMPING & WILDERNESS SKILLS (5122) NEW

ROOM 241

NEW & IMPROVED - Now With Twice The Length & Material! This course is intended for those who have little or no outdoor experience. In this course, you'll begin by learning all the basic skills needed to enjoy the outdoors. We'll explore fire building, tent setting, water procurement, and how to navigate terrain. Next we'll cover gear and how to use it. Finally, you'll learn basic first aid and what to do in wilderness emergencies. Join our class and learn the skills needed to make the outdoors a fun, safe, and unforgettable place

of adventure. Class meets for 5 sessions: Wed. Start Date 2/26, 7:30-8:30 PM. Fee \$60.
Instructor: Nicholas Brosnan

FICTION WRITING (5224)

ROOM 301

Like to write? Learn the basics on how to write fiction! From developing interesting characters, to constructing sound plot structure, we will be learning what it takes to write a compelling narrative within a ten week workshop. You will be writing in every class and learning how to critique work submitted by like-minded peers who share your goals and can provide valuable feedback for your own contributions. Even if all you need is a place to practice your writing, this course will definitely put your pen to paper and help develop your skills. Class meets for 10 sessions: Tuesdays. 7:30-9 PM. Starting 2/25. Fee \$110. Instructor John Ford

FICTION WRITING II (5225) NEW

ROOM 301

If writing a book has always been something you have wanted to do, but you've never had the time well the opportunity you've been waiting for has arrived! One class a week, 10 weeks, we will go step by step in what it takes to start a book, write a book, and finish a book. Each student will complete a short 7-10 chapter novel by the end of the class. All ages and levels of writing welcome. If you've never picked up a pen, this class is for you! If you've been holding onto a story in your head for ages and want to see it on paper, this class is for you! Come meet new people and make new friends doing something fun that will leave you feeling good about yourself! Join Fiction II Now! Fiction II will meet on Wednesdays 7:30-9 PM. Starting 2/26. Fee \$110. Instructor: John Ford (**note: Fiction Writing 101 is not a prerequisite and you can join either one or both of you like!**)

SPORTS AND PHYSICAL FITNESS

YOGA (6202)

GARFIELD SCHOOL GYM

Yoga is the perfect method of cultivating and maintaining lifetime health for persons of all ages and physical conditions. Strengthen your body as you rid yourself of excess weight. Develop balance, grace and self-confidence as you relieve tension and nervousness. Please bring a mat. Garfield Gym is located at 360 Belgrove Drive. Class meets for 10 sessions: Wednesdays, 7-8 PM. Starting 2/26 Fee \$75 for all 10 sessions. \$10 for each individual session.

ZUMBA (6105)

GARFIELD SCHOOL GYM

Zumba is a calorie burning dance fitness party that combines Latin and International music. This class mixes low and high intensity movements. It is a fun, energetic, and total workout that involves elements of cardio, strength conditioning, balance, and flexibility. Garfield Gym is located at 360 Belgrove Drive. Class meets for 10 sessions: Tuesdays, 7-8 PM. Starts 2/25 Fee \$75 for all 10 sessions. \$10 for each individual session.

TAI CHI (6103) NEW!

If you're looking for a way to reduce stress, consider tai chi (TIE-CHEE). Originally developed for self-defense, tai chi has evolved into a graceful form of exercise that's now used for stress reduction and a variety of other health conditions. Often described as meditation in motion, tai chi promotes serenity through gentle, flowing movements. Class meets for 10 sessions: Tuesdays, 7-8 PM. Starts 3/3 Fee \$75 for all 10 sessions. \$10 for each individual session.

SEMINARS AND SPECIAL COURSES

AMERICA'S BOATING COURSE (7301)**ROOM 309**

America's Boating Course-3rd Edition. This course covers the various types of boats, required safety equipment, navigation aids, lights and sounds, anchoring, communications afloat, adverse conditions, water sports safety, trailering, personal watercraft safety, and knots and lines. Upon completion, a test will be given. Those that pass will be issued a NJ Safe Boating Certificate. A \$60 fee for material, payable to the Palisades Power Squad, will be collected at the first class. This eight hour course will be presented in four-two hour sessions: 7-9PM. Fee \$40 for Kearny Adult School Registration plus \$60 payable to Palisades Power Squad. Dates TBD

FINANCIAL STRATEGIES FOR TODAY'S FAMILIES

This workshop is designed to provide information and educate about the importance of planning & providing for the future and the futures of your loved ones. Financial coaches will demonstrate how to maximize your personal savings, defer paying taxes and effectively take control of your debts and protect what you own. Protecting your financial future for a comfortable retirement lifestyle is a challenge during these economic times and this seminar can ease your mind. Classes meet on one night: May 6th 7-8 pm Seminar in English/Spanish (7047) Fee \$10 **ROOM 309**

**MILLENNIALS & MONEY-
"HOW MONEY WORKS" (7052)****ROOM 309**

Failure to plan, being uninformed and misinformation are the three root causes of the financial problems most people face. We will guide you on using smart money management techniques to help plan for your future. Learn about the Rule of 72, Debt stacking, eliminating student loans and paying yourself first. Class meets on one night: Wednesday, 3/4 7-8 PM (ENGLISH) 8-9 PM (SPANISH). . Fee \$10.

FINANCIAL STRATEGIES FOR TODAY'S WOMEN (7053)

Want to understand basic financial principles & take control of your future? Whether you're just starting out, an established professional or a seasoned adult...you will get answers to your financial questions. This course will explain basic principles of personal finance every woman should know! Wed. 3/25 7-8 PM Fee \$10 **ROOM 309**

FINANCIAL STRATEGIES FOR THOSE 45 AND OVER (7054)

Worried about having enough money for retirement? Concerned about out-living your resources? Need to lower your expenses and protect your assets? This seminar is designed to provide information and education on the importance of preparing for retirement by setting and hitting savings goals, reducing expenses, protecting and "pensionizing" existing assets, and allocating assets properly to provide a safe and secure retirement. Wed. 5/6 7-8 PM Fee \$10 **ROOM 309**

**DEFENSIVE DRIVING –
POINT & INSURANCE REDUCTION COURSE (9001)****ROOM 309**

Now you can reduce your violation points and/or auto insurance premiums! AISKAE Driving School offers the state approved 6 hour Point and Insurance Reduction Course that will reduce your violation record by 2 points. You will also be entitled to a minimum 5% off your auto insurance for 3 years (check with your insurance co. for specifics). The course fee includes a workbook and certificate. Please bring a pen or pencil to class. An additional \$10 DMV data processing fee is collected during the first class. (Course can only be taken once every 5 years for point removal.) Tues & Wed..5/5-5/6, 6-9 PM. Fee \$70.

THERAPY THROUGH HYPNOSIS

Hypnosis is recognized by the American Medical Association for its therapeutic effects. Through hypnosis, one can eliminate the craving for tobacco, shed unwanted pounds, keep them safely off, and learn relaxation techniques and strategies to fall asleep easier. Below are three classes that are offered. Please bring a small pillow to ensure comfort. Reinforcement CDs are strongly recommended and available for \$18. Each session is \$60. More information at www.hynosisnj.com

STOP SMOKING WITH HYPNOSIS (7003) ROOM 309

Tues. 4/28. 6:30-7:30 PM.

LOST WEIGHT WITH HYPNOSIS (7004) ROOM 309

Tues. 4/28. 7:30-8:30 PM.

BETTER SLEEP THROUGH HYPNOSIS (7027) ROOM 309

Tues. 4/28. 8:30-9:15 PM.

PODCAST SEMINAR (7020) NEW ROOM 241

A Podcast is an episodic series of digital audio or video files which a user can download and listen to. You will learn how to search, download, and listen to a podcast in your car, on your phone, or at home. No matter what you're into, you'll explore how to find a show that suits you! Class meets on one night: Wed., 4/15 7:30-8:30 PM. Fee \$15.

Instructor: Nickolas Brosnan

ELDER LAW (7018) NEW ROOM 310

This class discusses the legal issues related to aging like retirement planning, Medicaid, guardianship, and estate planning. Class meets on one night: Wed. 4/1., 7-8 PM. Fee \$10.

Instructor: Daniel Jurkovic, P.C. Certified Elder Law Attorney.

VOICE-OVER CLASS (7061)

You've heard JAMES SEAWOOD on commercials for Nike, Cholula Hot Sauce, and Army West Point, and now hear James LIVE as he illustrates how YOU can use your speaking voice for commercials, films, and videos! Whether you choose to pursue voice-overs part-time or full-time, this could be the game changer you've been looking for.

Class meets one night: Tue. 4/28, 7-9 PM. Fee \$30. Instructor James Seawood