

COURSE DESCRIPTIONS / CURRICULUM

BUSINESS AND COMPUTER SKILLS

BOOKKEEPING 1 (1101)

ROOM 110, LMS

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 Lincoln Middle School, 121 Beach St.: Wednesdays, 5:30-7 PM. Sept.19-Dec.12. Fee \$120. Instructor: Maria Lockard.

BOOKKEEPING 2 (1202)

ROOM 110, LMS

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 Lincoln Middle School, 121 Beach St.: Wednesdays, 7-8:30 PM. Sept.19-Dec.12. 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 10 sessions: Tuesdays, 6-7:30 PM. Sept.18-Dec.4. Fee \$175. Instructor: Nickolas Brosnan

INTRO TO COMPUTERS 2 - Intermediate (1208)

ROOM 241

This course is designed for individuals with some experience of computers. The course will build on and broaden keyboard functions and Internet-based applications. Completion of Intro to Computers 1 - Beginners is recommended. Class meets for 10 sessions: Wednesdays, 6-7:30 PM. Sept.19-Dec.5. Fee \$175. Instructor: Nickolas Brosnan

MICROSOFT OFFICE

MICROSOFT WORD (1104)

ROOM 110, LMS

This course will highlight various functions of text documents. Class meets for 10 sessions at Lincoln Middle School, 121 Beach St.: Tuesdays, 5:30-7 PM. Sept.18-Dec.4. Fee \$175. Instructor: Maria Lockard.

MICROSOFT EXCEL (1106)

ROOM 110, LMS

This course will highlight various applications and formulas for designing graphical spreadsheets. Class meets for 10 sessions at Lincoln Middle School, 121 Beach St.: Tuesdays, 7-8:30 PM. Sept.18-Dec.4. Fee \$175. Instructor: Maria Lockard.

GENERAL EDUCATION

HIGH SCHOOL EQUIVALENCY (HSE) PREP (2304) ROOM 330

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 test 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. Sept.18-Dec.5. Fee \$140.

ENGLISH AS A SECOND LANGUAGE (ESL) COURSES

The ESL courses range from beginner (level 1) to advance (level 4). Please specify level 1, 2, 3 or 4 when registering. Conversation is a vital part of the courses. Assessment test will be given on the first class to determine level placement. All class levels meet for 20 sessions: Tues & Wed, 7-9 PM. Sept.18-Dec.5. Fee \$140.

ESL -1 (2301) Low Beginner ROOM 404

Designed for the person who has limited or no knowledge of the English language. Workbook included with tuition. (Dictionary is needed and sold for \$30.)

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. Workbook included with tuition. (Dictionary is needed and sold for \$30.)

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. Workbook included with tuition. (Dictionary is needed and sold for \$30.)

ESL-4 (2307) Advance 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. (Textbook may be required and is sold at an extra cost.)

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: Sept.19-Dec.5. Fee \$110. Instructor: Camila Antonelli

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

ROOM 335

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

ROOM 335

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 meets for 10 sessions: 7:00-8:30 PM. Tuesdays. Sept.18-Dec.5, unless noted. Fee \$110. *\$60.

SPANISH (3101)

ROOM 301

PORTUGUESE (3103)

ROOM 303

ITALIAN (3105)

ROOM 305

FRENCH (3108)

ROOM 331

JAPANESE 1 – Beginner (3110)*

ROOM 307

JAPANESE 2 – Intermediate (3211)* Wed., 9/19-12/5

ROOM 307

KOREAN (3212) Wed., 9/19-12/5

ROOM 305

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. Sept.19-Dec.5. Fee \$175. Instructor: Peggy Biondo

HOBBIES, CRAFTS 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. Sept.18-Dec.5. 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 10 sessions: Wednesdays, 7:00-9:00PM. Sept.19-Dec.5. Fee \$120. Instructor: Diogo Neto

BIRD WATCHING FOR BEGINNERS (5218)

ROOM 333

Bird watching, or birding, is a simple hobby that can be enjoyed by both novice and experienced birders. If you like observing birds and interested in learning about bird behavior, migration, comparisons between different bird species, and such much more, then this is the class for you. Expect a Saturday field trip or two, which are optional. Class meets for 10 sessions: Wednesdays, 7:00-8:30PM. Sept.19-Dec.5. Fee \$110. Instructor: Rich Santangelo

BASIC PHOTOGRAPHY (5119) NEW

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 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, 7:00-9:00PM. Sept.18-Dec.5. 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 10 sessions: Wednesdays, 7:00-9:00PM. Sept.19-Dec.5. 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. Oct.2-Dec.5. Fee \$110. Instructor: Robert Policastro, website: www.robertpolicastroart.com.

CAMPING & WILDERNESS SKILLS (5122) NEW ROOM 239

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 10 sessions: Tuesdays, 7:30-8:30 PM. Sept.18-Dec.4. Fee \$60. Instructor: Nicholas Brosnan

ARTS & CRAFTS (5123) NEW ROOM 420

Let's learn to use our hands and inspire ourselves by creating. Our Arts & Crafts course will give you the opportunity to examine ways in which you can create decorative accessories for the home as well as furniture using a variety of recycled materials. The class will explore the passion that goes into creating something unique and the feeling of accomplishment that goes along with it. Together we will examine the economical and ecological benefits to creating rather than purchasing. Class meets for 8 sessions: Tuesday, 7-9 PM. Oct. 2-Dec.4. Fee \$100. Materials \$50. Instructor: Sandre Rugel

FICTION WRITING (5224) NEW**ROOM 339**

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: Wednesdays. 7:30-9 PM. Sept.19-Dec.5. Fee \$110.

Instructor John Ford

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. Sept.19-Dec.5. Fee \$70 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. Sept.18-Dec.11. Fee \$70 for all 10 sessions. \$10 for each individual session.

SEMINARS AND SPECIAL COURSES**PEACE IS POSSIBLE! (7042) NEW ROOM 333**

Learn how Peace is Possible! with The Peace Education Program (PEP). This course is ten (10) sessions of customized, interactive workshops that are non-religious and non-sectarian. The content of each theme is based on excerpts from Prem Rawat's international talks- Peace, Appreciation, Inner Strength, Self-Awareness, Clarity, Understanding, Dignity, Choice, Hope, and Contentment. Class meets for 10 sessions: Wednesdays, 7-8:30 PM. Sept. 19-Dec.5. Fee \$20.

Instructor: Maria Santangelo

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

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., 6-9 PM. Sept. 25 & 26. Fee \$70.

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: Tues., 7-8 PM. Sept. 25. Fee \$10. Instructor: Daniel Jurkovic, P.C. Certified Elder Law Attorney.

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., 7:30-8:30 PM. Oct.24. Fee \$15. Instructor: Nickolas Brosnan

KNOW YOUR NUMBERS: FRONT HALL
WORLD DIABETES DAY (7038)

In honor of "World Diabetes Day", join Clara Maass Medical Center (CMMC) health professionals for a FREE glucose, cholesterol, and blood pressure screenings, as well as FREE giveaways! Informational materials will be available in English and Spanish. Class meets on one night: Wed., 5-7 p.m. Nov.14. NO FEE.

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 water craft safety, and knots and lines. Upon completion, a test will be given. Those that pass will be issued a NJ Safe Boating Certificate. A \$45 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. Nov.13, 14, 27, 28. Fee \$30 for Kearny Adult School Registration plus \$45 payable to Palisades Power Squad.

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, 7-8 PM. Sept.19. Fee \$10.

GETTING OUT OF DEBT FASTER (7053) ROOM 309

Is your debt out of control? Is there too much month at the end of the money? Let us show you how a debt-stacking program can help you get your bills under control, paid off quicker and save you money on interest you wouldn't have thought possible! Then, with the interest saved...you can finally start to save for your future! Let us show you how! Class meets on one night: Wednesday, 7-8PM. Oct. 3. Fee \$10

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:

Seminar in English (7047)

ROOM 309

Wed., 7-8PM. Oct. 17. Fee \$10

Seminar in Spanish (7048)

ROOM 309

Wed., 7-8PM. Nov. 14. Fee \$10

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 310

Wed., Nov. 14. 6:30-7:30 PM.

LOST WEIGHT WITH HYPNOSIS (7004)

ROOM 310

Wed., Nov. 14. 7:30-8:30 PM.

BETTER SLEEP THROUGH HYPNOSIS (7027)

ROOM 310

Wed., Nov. 14. 8:30-9:15 PM.