

# Business Management



Please visit [www.mccc.edu/ccs](http://www.mccc.edu/ccs)

## Summer 2013

- American Management Association (AMA)
- American Payroll Association (APA)
- Communications & Marketing
- Continuing Education for Accountants
- English Language Learners (ELL)
- Human Resources (PHR/SPHR)
- Introduction & Advanced Bookkeeping
- Nonprofit Management Certificate
- Online Training
- Personal Finance
- Real Estate
- Six Sigma Green Belt Intensive Prep
- Test Preps
- World Languages



Mercer County Community College

## American Management Association University Certificate Programs

American Management Association (AMA) courses are nationally recognized for their comprehensiveness and value. Our instructors use AMA textbooks as the foundation and draw on their own expertise and experience to present material in the most timely and relevant manner. These courses are designed to help you become more effective in your present position and better prepared for advancement opportunities. To earn an AMA certificate, you must successfully complete ninety (90) unique hours of instruction, earning 9.0 CEUs. If you choose to earn more than one AMA certificate, your 90 hours of instruction may be chosen first from any AMA certificate program, then from any computer or business and management courses including Construction Project Management.

### American Management Association University Certificate in Human Resources

Individual courses may be taken on a non-certificate basis.

#### Core courses:

- Fundamentals of Human Resources
- Fair, Square and Legal: A Manager's Guide to Safe Hiring, Managing, and Firing Practices
- Compensation and Reward Programs
- Performance Management

#### Fundamentals of Human Resources

Fundamentals of Human Resources is a comprehensive guide to productive HR management. It will enable you to develop an effective HR plan for your company based on the needs of your organization.

1.5 CEU or 15 CPE hours. Tuition: \$295 (includes AMA course materials: \$120)

**XCP200-109349** July 11-Aug 8

5 sessions Th 6:30-9:30pm

Sharon Karnik, MCCC Instructor

#### Fair, Square and Legal: A Manager's Guide to Safe Hiring, Managing, and Firing Practices

Do you know what to do to protect your business, your employees and yourself from legal liability? Can you defend your actions, or those of your employees, if you do end up in court? Staying out of trouble is a matter of being prepared. That's exactly what you'll learn in Fair, Square and Legal: clear, unambiguous, step-by-step methods of documentation, compliance, and prevention for every business-related action that can raise legal liability.

1.5 CEU or 15 CPE hours. Tuition: \$295 (includes AMA course materials: \$120)

**XCP201-109093** May 30-June 27

5 sessions Th 6:30-9:30pm

Barbara Brown-Wilson, MCCC Instructor

### American Management Association University Certificate in Project Management

Individual courses may be taken on a non-certificate basis.

#### Core courses:

- Successful Project Management
- Total Quality Management
- Successful Negotiating
- Fundamentals of Finance and Accounting for Non-Financial Managers



### American Management Association University Certificate in Management

Individual courses may be taken on a non-certificate basis.

#### Core courses:

- Setting, Managing, and Achieving Goals
- Leadership Skills for Managers
- Delegating for Business Success
- How to Manage Conflicts in the Organization

#### How to Manage Conflicts in the Organization

Master the strategies, tactics and insights you need to gain control of tough conflict situations. Discover how to spot potential interpersonal conflicts – and defuse them before they flare up. Understand how, when, where and why to apply the five favored conflict-resolution approaches, and develop the insight and intuition you need to make them work.

1.5 CEU or 15 CPE hours. Tuition: \$295 (includes AMA course materials: \$120)

**XML183-109095** May 22-June 19

5 sessions W 6:30-9:30pm

Edward Kurocka, MCCC Instructor

#### Delegating for Business Success

Delegate responsibility more effectively so you'll have more time to manage. If this is done well, you and your employees will have the opportunity to take on more challenging tasks.

1.5 CEU or 15 CPE hours. Tuition: \$295 (includes AMA course materials: \$120)

**XML182-109096** July 9-Aug 6

5 sessions Tu 6:30-9:30pm

Marc Dorio, MCCC Instructor

#### Fundamentals of Finance and Accounting for Non-Financial Managers

Gain a firm understanding of financial and accounting terms, techniques and practices even if you have no financial background. Learn the basics: interpreting financial statements, calculating inventory costs and cost of goods sold, detailing cash flow and more. Understand balance sheets, managerial accounting reports, back-up business plans and proposed budgets with solid financial facts and analysis. Calculate returns on sales, gross margin percentages, and returns on total assets using ratio analysis. Plan for the future with confidence, use everyday financial data, terms and tools more effectively, prepare cash flow statements on both the indirect and direct bases.

1.5 CEU or 15 CPE hours. Tuition: \$295 (includes AMA course materials: \$120)

**XCP209-109097** June 4-July 2

5 sessions Tu 6:30-9:30pm

Rob Goldfarb, MCCC Instructor

#### Total Quality Management

This course is a guided tour along the road to Total Quality Management (TQM). It reviews the history of quality and examines the wide variety of philosophies, concepts and techniques for managing, controlling, and improving quality. Finally, the course takes a "walking tour" of recent winners of the Malcolm Baldrige National Quality award.

1.5 CEU or 15 CPE hours. Tuition: \$295 (includes AMA course materials: \$120)

**XML171-109098** July 16-Aug 13

5 sessions Tu 6:30-9:30pm

Alma Ortiz, MCCC Instructor

Returning  
Fall 2013

## PHR/SPHR Certification Preparation Course

The Center for Continuing Studies at Mercer and the Society for Human Resource Management (SHRM) offer a 13-week comprehensive review of the major disciplines within Human Resources. Utilizing the SHRM Human Resource Learning System, the course is designed to give human resource professionals new tools for successful performance on the job. The course also helps prepare you for the Human Resource Certification Institute's (HRCI) national examination for the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification. **It is important that you review the SPHR/PHR eligibility requirements on the HRCI website [www.hrci.org](http://www.hrci.org).**

### Who Should Attend:

- Human Resource professionals looking for advancement



## APA's (American Payroll Association's) PayTrain College and University Program

As a payroll professional, you know how important it is to maintain your company's compliance by keeping up with changing regulations and procedures. Staying current is not only important to your company's bottom line but also to your continued professional development.

In cooperation with the American Payroll Association, we offer the PayTrain College and University program for payroll professionals. PayTrain Fundamentals is for people new to the industry and who need to learn payroll basics. PayTrain Mastery is designed for those with industry experience. Taking these courses prepare you for the Fundamental Payroll Certification (FPC) and the Certified Payroll Professional (CPP) exams.

### PayTrain Mastery

#### Prerequisite: PayTrain Fundamentals or equivalent knowledge

PayTrain Mastery is a comprehensive course providing payroll managers and supervisors with a solid understanding of advanced topics. Enrollees receive live classroom instruction, textbooks, and access to interactive online resources to reinforce topics learned.

#### Topics include:

- Employee vs. Independent Contractors
- Payroll Tax Reporting
- Fair Labor Standards
- Federal Taxation and Other Legislation
- Tax Reporting
- Payroll Accounting
- Professional Administration

3.6 CEU. Tuition and fees: \$789 (includes APA course materials)

**XCP161-109350** Tu **July 23-Oct 8**

12 sessions 6-9pm

Colleen Flores, CPP



## Bookkeeping

### Advanced Topics in Bookkeeping

#### Prerequisite: Introduction to Bookkeeping

Advanced Topics in Bookkeeping picks up where Introduction to Bookkeeping leaves off. You will be challenged by topics pertaining to inventory control and valuation, commercial paper, cash control, payroll and fixed asset accountability. Additionally, the course will offer an overview in partnerships, corporations and LLCs as entity types with focus on taxation and NJ fiscal compliance with respect to each. **This course requires the same book as used in Introduction to Bookkeeping. Available in college bookstore. (Note: Please bring a lunch — cafeteria closed.)**

4.2 CEU or 42 CPE hours. Tuition: \$396 (tuition \$323; lab fees \$73)

**XBA139-109099** Sa **June 1-July 13**

7 sessions 9am-3:30pm\*

\*1/2 hour for lunch

Julius A. Lodato, Jr., CPA, MST

## Project Management Professional Certification PMP® Prep and Review

Returning  
Fall 2013

PMI's PMP® credential is a very important industry-recognized certification for project managers.

You'll appreciate the professional advantages derived from attaining the Project Management Professional (PMP) status if you are:

- a project manager, team leader, project coordinator
- a team member seeking to learn the PMBOK® framework
- looking to increase your project management knowledge

The PMI (Project Management Institute) certifications following your name tell current and potential employers that you have a solid foundation of project management knowledge that can be readily applied in the workplace.

This 38.5-hour course is designed to help you prepare for the PMP® exam—and gain the most understanding of project management with the least amount of study.

## Online Courses for Project Management

The following online Instructor-Led courses and Career Training Programs are pre-approved for PDUs (Professional Development Units). You will need 35 PDUs to apply for the PMP exam.

### Career Training Programs:

- Purchasing & Supply Chain Management
- Lean Mastery
- Six Sigma Black Belt
- Six Sigma Green Belt
- Understanding Earned Value Management
- Certified Mediator
- Certified Alternative Dispute Resolution Specialist
- Management for IT Professionals



### Program Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors to help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self paced
- No additional charges - all materials, workbooks, and software are part of the course fee
- Payment plans are available
- All materials are included in the Program fees
- Each course has an instructor assigned to answer student questions and solve student problems

To learn more, or to enroll, go to [www.ed2go.com/mccc.edu](http://www.ed2go.com/mccc.edu).

Click on View Catalog under Career Training Programs.

### Instructor-Led Courses:

- Purchasing Fundamentals
- Building Teams That Work
- Supply Chain Management Fundamentals
- Introduction to Business Analysis
- Keys to Effective Communication
- Achieving Success With Difficult People
- Creating User Requirements Documents

**Tuition: Most courses start at: \$103**

- Expert Instructors
- 6 Weeks of Instruction
- 24-Hour Access
- Start Dates: A new section of each course starts monthly.

To learn more, or to enroll, go to [www.ed2go.com/mccc.edu](http://www.ed2go.com/mccc.edu)

## Continuing Education for Accountants

The Center for Continuing Studies at MCCC is registered with the New Jersey State Board of Accountancy for Continuing Professional Education (CPE) credits for licensed Certified Public Accountants and Public Accountants. You must request CPE certificates from our office. After the class is complete, email ComEd@mccc.edu with your name and the course name, and we will send you a CPE credit letter.

The following is a list of suggested courses that would award CPEs:

- **Small Business Start Up and Business Plan Development**
- **Small Business Growth and Financial Development**
- **Fundamentals of Human Resources**
- **Fair, Square and Legal: A Manager's Guide to Safe Hiring, Managing, and Firing Practices**
- **How to Manage Conflicts in the Organization**
- **Delegating for Business Success**
- **Fundamentals of Finance and Accounting for Non-Financial Managers**
- **Total Quality Management**
- **Choices in Legal Formation**
- **Comprehensive QuickBooks™**
- **Introduction to Bookkeeping** (Returning Fall 2013)
- **Advanced Topics in Bookkeeping**
- **Advanced Grammar for English Language Learners (ELL)**

## Six Sigma Green Belt Intensive Prep Program

**NEW!**

This Six Sigma program will focus on process excellence, value creation for customers, superior analysis, key metrics, improvement methodology and project management. At the conclusion of this program, students will have a clear understanding of the Implementation process of Six Sigma. This course prepares individuals with the knowledge to take the American Society of Quality (ASQ) CSSGB certification examination. Information will be given in class and can be found at [www.asq.org/certification](http://www.asq.org/certification). **Textbook required. Available in college bookstore.**

**Who Should Attend:** Business leaders/professionals, project managers, operations managers, LEED AP's, engineers, quality managers, facility managers, and students

2.7 CEU. Tuition and fees: \$1,170 (tuition \$745; fees \$425)

**XCP170-109397** **June 11-July 11\***  
9 sessions Tu,Th 7-10pm

\*Class will not meet July 4  
Sunil Tewarson, PMP, LEED AP, CSSGB, CRM

## Real Estate

### Principles of Investing in Real Estate

This course is an introduction in how to analyze and purchase investment real estate. The course is designed for individuals who want to learn how to invest in income producing real estate and for professionals already in the industry who wish to sharpen their analysis skills. Various property types including multifamily and retail will be discussed. Financial concepts such as return on equity and internal rate of return will be introduced. How to read leases and how to prepare an income and expense projection will be covered as well as how bankers make commercial loans. The course will include discussions of specific real estate case studies. Students should bring either a financial or regular calculator to class.

0.8 CEU. Tuition and fees: \$124 (tuition \$110; materials fees \$14)

**XBA141-109286** **May 6-May 28\***  
4 sessions M,Tu\* 6-8pm

\*Class will meet May 6, 13, 20, 28  
Lydia Robinson, licensed NJ real estate broker and investor

## How to Buy Foreclosed Properties

Arm yourself with the resources you'll need to buy foreclosed properties. You will learn how to: understand the foreclosure process from the notice of default to sheriff sale; evaluate profitability; finance foreclosures with little to no down payment; negotiate with property owners during the pre-foreclosure state; successfully bid on government foreclosures; position yourself as a cash buyer at the bidding; generate large profits from "short sales"; and learn to build a team of real estate professionals to expedite acquisition timeline.

0.3 CEU. Tuition and fees: \$72 (tuition \$47; materials fee \$25)

**XBA107-109100** **July 13**

1 session Sa 9am-12pm

Steven Waniak, Real Estate Consultant

## Staging and Selling a Home in Today's Market

Discover the reasons why a home receives showings and appeals to buyers. Find out if your home would be selected by realtors to show to prospective buyers and if you need to repair or replace items in your home. You will learn how to stage your home appropriately and not expensively and understand the market and your competition.

Tuition and fees: \$79

**XBA140-109101** **Aug 6-Aug 13**

2 sessions Tu 6-8pm

Margaret Rose, MCCC Instructor

## Communications and Marketing

When you need to market your product or service, you need strategic, results-driven skills that enhance the bottom line. Communicating clearly and persuasively is critical to your success. Our wide range of courses in this series is designed to show you how to target an audience, develop strategic techniques and generate a greater return on your investment.

### Marketing Your Small Business to Success

Starting a new business or improving the profitability of an existing one requires a concise and focused MAP (Marketing Action Plan). For the 21st century entrepreneur, this course takes you step-by-step from the basic concepts of marketing through the creative process to understanding the behaviors and changes brought by the Internet and social media networks. Increasing your awareness of how your prospects and clients are thinking and behaving will reduce risk and increase the effectiveness of your marketing. Learn how to research, analyze and identify trends and your competition; how to identify your customers and position your business competitively; how to develop your marketing message; and how to create a marketing plan you can implement with tried and true strategies that are low-cost with high impact.

1.2 CEU. Tuition and fees: \$149

**XMS310-109103** **May 21-May 30\***

4 sessions Tu, W, Th\* 6-9pm

\*Class meets May 21, 22, 29, 30

\*Class meets at West Windsor Campus

**XMS310-109351** **July 30-Aug 7\*\***

4 sessions Tu, W 6-9pm

\*\*Class meets at Trenton Campus,

North Broad and Academy Streets, Trenton, NJ 08608

Ed Andriessen, MCCC Instructor and Marketing Consultant

### Market Your Business on Social Networking Sites

**For beginning social networkers/small business owners looking for free exposure**

Do you have a hobby or small business that you would like to promote but don't have the money necessary for marketing? Many people are unaware of the many free social networking sites that are available on the web. This course will demonstrate how to utilize free sites (Twitter and Facebook) to help promote your business/interests without ever paying a penny.

0.3 CEU. Cost: \$66 (tuition and fees: \$27; lab fees \$39)

**XCA100-109104** **May 28**

1 session Tu 6:30-9:30pm

Fabio Iucolino, MCCC Instructor

## Nonprofit Management – Certificate Program and Workshops

We have revised and updated our Nonprofit Certificate Program to reflect the current focus on this very important market sector in the current economic climate. The program is packed with practical techniques necessary for survival in this challenging economy. Workshops are oriented to the needs of staff, program administrators, executive directors, board members, philanthropists, volunteers, and those interested in employment at nonprofits.

### Certificate in Nonprofit Management

This certificate requires the following four core courses totaling 48 hours, and a minimum of 30 approved elective course hours, totaling 78 hours.

**Courses can be taken individually on a non-certificate basis.**

#### Core courses:

- Fundamentals of Nonprofit Management
- Overview of Fundraising Techniques
- Marketing and Public Relations for Nonprofits
- Budget Basics

#### Elective courses:

Different electives will be offered each semester.

### Grantwriting Essentials

Successful grantwriting can be a valuable resource and survival skill, especially for those nonprofits hit hard in this difficult economic climate. This course is designed for beginners with little or no grantwriting experience. To enable the class materials to become quickly assimilated into real grant opportunities, this course will focus on "Grant Anatomy" with emphasis on research and analysis of applicable grant possibilities and the format for developing a grant proposal. There will be homework assignments, which will include a final required mini-grant project to put into practice what is learned in the class.

1.5 CEU. Tuition and fees: \$150

**XCP264-109111** **May 9-June 20\***  
6 sessions W,Th\* 6:30-9pm

\*Wednesday class: May 22

\*Thursday classes: May 9, 16, 30, June 6, 20 (No class May 23, June 13)

## BACK TO SCHOOL NIGHT FOR ADULTS Information Session!



- Focus on a new career
- Visualize moving forward
- Meet our staff
- Review our courses
- Receive expert advice
- Receive a coupon to waive \$10 registration fee\*

**Tuesday, September 10, 2013**

**Starts promptly at 5:30pm**

**For location: [www.mccc.edu/ccs](http://www.mccc.edu/ccs)**

**\*One time only, non-transferable, Fall 2013 semester only**

**For additional information, call 609.570.3311**

**or email [ComEd@mccc.edu](mailto:ComEd@mccc.edu)**

**(No pre-registration required)**

### Social Intelligence

Social Intelligence, the new science of human relationships, is the capacity to understand what is happening in the world and respond in both a personally and socially effective manner. We will focus on imparting techniques which will increase your ability to generate cooperation when working with individuals, teams and organizations.

0.8 CEU. Tuition and fees: \$80

**XML107-109102** **May 21-June 11**  
4 sessions Tu 7-9pm

*Marge Smith, Nonprofit Consultant*

### Starting a Nonprofit

This course provides an **overview** of the various steps required to establish and administer a 501(c)3 nonprofit. The five classes will address the following key topics: 1) defining the mission statement and Board development; 2) understanding the legal requirements, forms and fees on the Federal and State (NJ) levels, ongoing reporting, and finance (nonprofit budget and tax returns); 3) addressing different target populations, and volunteer recruitment and management; 4) identifying various methods of producing revenue and some proven marketing techniques – some free; and 5) the last session will focus on applying course info and each nonprofit's goals to help complete the forms for the nonprofit to become registered and receive a 501(c) 3 designation. This course will be taught by several nonprofit expert guest instructors.

1.25 CEU. Tuition and fees: \$125

**XML151-109112** **June 18-July 16\***  
5 sessions Tu 6:30-9pm

*Judith Arnold, Nonprofit Consultant, will serve as Course Facilitator and as one of the instructors*

**Most  
Courses  
Cost Only  
\$103!**

## Online Training

### Unique Instructor-Facilitated Courses Online

We offer you hundreds of engaging online courses for adults, covering many topics. Every course includes an expert instructor. You can look for instructor feedback and ask questions at any time in the Discussion Areas of each course.

Most courses run for six weeks (with a two-week grace period at the end) and are comprised of 12 lessons, representing 24 or more hours of instruction. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night. (No senior citizen discount)

### How to Get Started

- 1 Visit our Online Instruction Center: [www.ed2go.com/mccc.edu](http://www.ed2go.com/mccc.edu)
- 2 Click the Courses link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to your classroom.
- 3 When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

### Start Dates

A new section of each course starts monthly. Our Spring 2012 schedule is as follows:

**Apr 17-June 7, and May 15-July 5, June 19-Aug 9,  
July 17-Sept 6, and Aug 21-Oct 11.**

## Test Preps

### Graduate Management Admittance Test (GMAT) Review

If you are applying to business school, you will need to do well on the GMAT. Prepare to do your best by taking this review course. Special emphasis will be placed on the critical reasoning and analytical writing portions; content is focused equally on the verbal and quantitative ability sections and test-taking strategies.

1.5 CEU. Tuition and fees: \$380 (includes workbook, \$200 tuition, \$180 fees) An additional \$15 book shipping charge will be applied if registration is received after May 16.

**XAS104-109127**      **May 30-July 11\***

6 sessions      Th      7:10-9:40pm

\*Class will not meet July 4

Area Enterprises Educational Consultant

### Graduate Record Examination (GRE) Review

A strong score on the GRE is required for graduate programs in many fields. You will practice with typical questions equally divided between the verbal and quantitative ability assessments, including analytical writing. Boost your confidence with test-taking strategies.

1.5 CEU. Tuition and fees: \$380 (includes workbook, \$200 tuition, \$180 fees) An additional \$15 book shipping charge will be applied if registration is received after May 21.

**XAS102-109128**      **June 4-July 9**

6 sessions      Tu      7:10-9:40pm

Area Enterprises Educational Consultant

### Accuplacer Review

**This class is open to high school juniors and seniors ages 16 and up.**

The Accuplacer tests were developed to provide you and your college with useful information about your math and language skills. This Accuplacer Review will assure you do your very best on the tests so you'll record an accurate measurement of your academic skills. There will be a review of test-taking strategies, time management skills, score interpretation, and effective practice/preparation strategies. Included are a math review with arithmetic, elementary algebra, geometry, and college-level math, and a language review with reading comprehension and sentence structure skills, and much more.

1.5 CEU. Tuition and fees: \$380 (includes workbook, \$200 tuition, \$180 fees) An additional \$15 book shipping charge will be applied if registration is received after June 29.

**XAS105-109129**      **July 13-Aug 17**

6 sessions      Sa      9-11:30am

Area Enterprises Educational Consultant

## Courses for English Language Learners (ELL)

### Introduction to English in Everyday Life (Level 1)

This is an entry-level ELL course, ideal for you if you need practice speaking English. You'll improve your pronunciation, comprehension, and vocabulary skills in a relaxed atmosphere. You will also explore American culture and language, so you'll feel more comfortable and confident in your daily interactions and communication with native speakers of English.

**Bring a writing tablet and a bilingual dictionary the first day of class.** 3.0 CEU. Tuition and fees: \$300 (includes book)

**XES611-109270**      **May 13-June 17\***

10 sessions      M,W\*      6-9pm

\*Monday classes: May 13, 20, June 3, 10, 17 (No class May 27)

\*Wednesday classes: May 15, 22, 29; June 5, 12

Priya Singh, MCCC Instructor

## Fundamentals of English Language (Level 2)

This course builds on your progress in "Introduction to English in Everyday Life." In this course, you will become comfortable with the rules of English grammar. You will also practice reading for understanding, and you will build your vocabulary. You will practice everyday conversation and learn useful expressions in a friendly, helpful atmosphere. **Textbook required.**

**Available in college bookstore.**

3.0 CEU. Tuition and fees: \$300

**XES612-109271**      **Aug 3-Oct 26\***

10 sessions      Sa      10am-1pm

\*Class will not meet Aug 24, 31, Sept 14

Effie Pourshahidi, MCCC Instructor

## Advanced Grammar for English Language Learners (ELL)

**'Advanced Grammar for ELL' is also valuable for native speakers of English.** Without knowing grammar, you cannot speak English properly. This course will guide you through the structures and rules of English grammar in a friendly, supportive environment.

1.0 CEU or 10 CPE hours. Tuition and fees: \$99

**XWC110-109105**      **July 30-Aug 8**

4 sessions      Tu,Th      6:30-9pm

Effie Pourshahidi, MCCC Instructor

## Pronouncing American English

Is English your second language? Does your accent reduce your ability to communicate effectively on the job, in school, or in social situations? Improve your knowledge of American English as it is spoken, with instruction in the sounds, intonation and stress patterns, with individual and group presentations. **Prerequisite: ability to read a newspaper in English. Bring to every class: a small mirror, the two required manuals and tape set which are available in the college bookstore.**

2.0 CEU. Tuition and fees: \$195

**XES600-109273**      **May 8-July 17\***

10 sessions      W      7:30-9:30pm

\*Class will not meet June 26

JoAnn Ficca, M. Ed., CCC-SLP, Speech-Language Specialist

## American Sign Language (ASL) I

Through this course you will enter into the silent world of the deaf using American Sign Language (ASL), a manual communication system. Sign language expresses the same words as oral language, using movements of the hands along with facial and body gestures. You will also learn the theoretical and technical rules to be followed in communication with the deaf, and how to differentiate between an informal and formal conversation. You will learn manual spelling of words using ASL and sign language words, as well as factors that make the difference between a sign and other hand gestures.

Tuition and fees: \$198

**XFL125-109268**      **June 3-June 18**

8 sessions      M,Tu,W      6-8:30pm

Sonia Orense, MCCC Instructor

## American Sign Language (ASL) II

**Prerequisite: American Sign Language (ASL) I**

This course is designed to bring you, as an ASL student, to the next level of instruction in American Sign Language. Your instructor will introduce you further into the silent world of the deaf person, and help you think as an interpreter. You will begin to develop skills necessary to be a good interpreter for deaf people.

Tuition and fees: \$198

**XFL127-109269**      **June 24-July 10\***

8 sessions      M,Tu,W      6-8:30pm

\*Class will not meet July 3

Sonia Orense, MCCC Instructor

**Check out our IT courses**  
**[www.mccc.edu/ccs](http://www.mccc.edu/ccs)**

## World Languages

### Beginning Mandarin

Tuition and fees: \$175

**XFL101-109260** **May 6-June 10\***  
10 sessions M,W 6-8pm

\*Class will not meet May 27

Hua Xu, MCCC Instructor

### Mandarin Chinese II

Tuition and fees: \$175

**XFL103-109261** **June 12-July 17\***  
10 sessions M,W 6-8pm

\*Class will not meet July 3

Hua Xu, MCCC Instructor

### Japanese I

Tuition and fees: \$175

**XFL102-109367** **July 15-Aug 14**  
10 sessions M,W 7-9pm

Stephanie Cremer, MCCC Instructor

### French Conversation I

Tuition and fees: \$175

**XFL106-109262** **May 7-June 11\***  
10 sessions Tu,Th 7-9pm

\*Class will not meet May 23

Carla Helou, MCCC Instructor

### French Conversation II

Tuition and fees: \$175

**XFL107-109263** **June 13-July 18\***  
10 sessions Tu,Th 7-9pm

\*Class will not meet July 4

Keith Poniewaz, MCCC Instructor

### Spanish Conversation I

Tuition and fees: \$175

**XFL112-109264** **June 10-July 10**  
10 sessions M,W 6-8pm

Romel Flores, MCCC Instructor

### Spanish Conversation II

Tuition and fees: \$175

**XFL114-109265** **June 11-July 16\***  
10 sessions Tu,Th 6-8pm

\*Class will not meet July 4

Romel Flores, MCCC Instructor

### Italian Conversation I

Tuition and fees: \$175

**XFL108-109266** **June 19-July 24\***  
10 sessions M,W 7-9pm

\*Class will not meet July 3

Josy Giaquinto, MCCC Instructor

### Italian Conversation II

Tuition and fees: \$175

**XFL110-109267** **July 29-Aug 28**  
10 sessions M,W 7-9pm

Josy Giaquinto, MCCC Instructor

## Personal Finance

### Financial Sanity

Are you confused about the world of investments and worried about your retirement fund in today's volatile financial market? Well, here is your chance to learn how – and why – to steer clear of Wall Street "insanity" with conservative investment options that work regardless of market conditions. This course is a behind-the-scenes look at Wall Street. You will not only learn what the pros know, but you will also learn how you can build a market-proven income generating portfolio that can minimize risk and potentially beat growth-oriented investment strategies consistently. This is a must attend financial survival course for every investor.

Tuition and fees: \$49

**XBA105-109258** **May 7-May 21**  
3 sessions Tu 6-8pm

Billie Aponte, Investment Advisor Representative

### Savvy Social Security Planning

Will Social Security be there for me? Will Social Security be enough to live on in retirement? This informative workshop covers the basics of Social Security and reveals strategies for maximizing benefits.

Tuition and fees: \$30

**XBA110-109354** **June 4-June 11**  
2 sessions Tu 6-8pm

Billie Aponte, MCCC Instructor

**NEW!**

### Staging and Selling a Home in Today's Market

Discover the reasons why a home receives showings and appeals to buyers. Find out if your home would be selected by realtors to show to prospective buyers and if you need to repair or replace items in your home. You will learn how to stage your home appropriately and not expensively and understand the market and your competition.

Tuition and fees: \$79

**XBA140-109101** **Aug 6-Aug 13**  
2 sessions Tu 6-8pm

Margaret Rose, MCCC Instructor

## Writing

### Reading Better: Understanding How Fiction Works

Learn the techniques that authors employ to get your interest, keep your interest and craft an interesting story. Learn why you love some books but despise others. This reading course is beneficial to writers as well as readers.

Tuition and fees: \$59

**XPE163-109245** **June 11-June 25**  
3 sessions Tu 7-9pm

Roman Griffen, MCCC Instructor

### Write Better...Write Away!

Learn the parts of speech and how to use words with proper punctuation to form the perfect sentence. Learn how to improve the flow of your sentences to form a concise paragraph and how to link paragraphs together to form a clear body of writing. You won't just learn how to avoid the most common mistakes, but also how to spot your mistakes and edit them out. Whether you're looking to write creatively, or you want to write better personal correspondence, this class will help rid you of the angst that writing can cause and put you on the "write" track.

1.4 CEU. Tuition and fees: \$148

**XWC100-109305** **July 2-Aug 13**  
7 sessions Tu 7-9pm

Roman Griffen, MCCC Instructor

### Playwriting

This one day workshop will kick start your creative journey into writing your own play. You will learn story structure, how to develop memorable characters, places to find story ideas, exercises to jump-start your creativity and much more. We will also explore marketing approaches. **(Note: Please bring a lunch — cafeteria closed.)**

0.6 CEU. Tuition and fees: \$82

**XWC115-109275** **July 27**  
1 session Sa 9:30am-4pm\*

\*1/2 hour for lunch

Barry Putt, award-winning playwright and screenwriter



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# Business Management

## Summer 2013