

World Languages

American Sign Language (ASL) I

Cost: \$198
XFL125-109928 Oct 7-Oct 22
8 sessions M,Tu,W 6-8:30pm

American Sign Language (ASL) II

Cost: \$198
XFL127-109929 Nov 4-Nov 19
8 sessions M,Tu,W 6-8:30pm

Beginning Mandarin

Cost: \$175
XFL101-109930 Sept 16-Oct 16
10 sessions M,W 6-8pm

Mandarin Chinese II

Cost: \$175
XFL103-109931 Oct 21-Nov 20
10 sessions M,W 6-8pm

Japanese I

Cost: \$175
XFL102-109932 Oct 21-Nov 20
10 sessions M,W 7-9pm

French Conversation I

Cost: \$175
XFL106-109933 Sept 17-Oct 17
10 sessions Tu,Th 7-9pm

French Conversation II

Cost: \$175
XFL107-109934 Oct 22-Nov 26*
10 sessions Tu,Th 7-9pm
*Class will not meet Nov 14

Spanish Conversation I

Cost: \$175
XFL112-109935 Sept 30-Oct 30
10 sessions M,W 6-8pm

Spanish Conversation II

Cost: \$175
XFL114-109936 Oct 1-Oct 31
10 sessions Tu,Th 6-8pm

Italian Conversation I

Cost: \$175
XFL108-109937 Sept 16-Oct 16
10 sessions M,W 7-9pm

Italian Conversation II

Cost: \$175
XFL110-109938 Oct 21-Nov 20
10 sessions M,W 7-9pm

Personal Finance

"Financial Sanity"

Cost: \$49
XBA105-109940 Oct 15-Oct 29
3 sessions Tu 6-8pm

Savvy Social Security Planning

Cost: \$30 (tuition \$25, administrative fee \$5)
XBA110-109941 Nov 12-Nov 19
2 sessions Tu 6-8pm



Writing

Writing Children's Fiction

Cost: \$67
XWC128-109924 Sept 28*
1 session Sa 9:30-4pm*
*1/2 hour for lunch
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608

Write Your Story

Cost: \$96
XWC165-109925 Oct 19-Nov 9*
4 sessions Sa 10am-12pm*
*Nov 9 class - 9am-1pm
*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608

Write Better...Write Away!

XWC100-109942 Nov 5-Dec 17
7 sessions Tu 7-9pm



Business & Management Certificate Programs

August - December 2013



www.mccc.edu

American Management Association University Certificate Programs

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

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

Performance Management

Cost: \$295

XCP206-109785 Sept 26-Oct 24
5 sessions Th 6:30-9:30pm

American Management Association University Certificate in Management

Core courses:

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

Leadership Skills for Managers

Cost: \$295

XML181-109792 Sept 18-Oct 16
5 sessions W 6:30-9:30pm

Setting, Managing, and Achieving Goals

Cost: \$295

XML180-109793 Dec 11-Jan 22*
5 sessions W 6:30-9:30pm

*Class will not meet Dec 25, Jan 1

American Management Association University Certificate in Project Management

Core courses:

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

Successful Project Management

Cost: \$335

XML170-109794 Nov 5-Dec 10
6 sessions Tu 6:30-9:30pm

Successful Negotiating

Cost: \$295

XCP214-109795 Oct 23-Nov 20
5 sessions W 6:30-9:30pm

Bookkeeping

Introduction to Bookkeeping

Cost: \$398

XBA138-109796 Oct 12-Nov 23
7 sessions Sa 9am-3:30pm*
*1/2 hour for lunch

PHR/SPHR Certification Preparation Course

Saturday, September 21 (2 sessions on first day) - 9am-12pm and 1-4pm

Saturday, September 28-December 14* (11 sessions) - 9am-12pm
(*No class November 30)

XCP198-109798 – Cost: \$1280 (tuition \$680, administrative fee \$120, book fee \$480)

XCP198-109880 – Cost: \$1230 (tuition \$638, administrative fee \$112, book fee \$480)

*Rate for HRMA of Princeton chapter members only

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

PayTrain Fundamentals

Cost: \$745

XCP168-109801 Dec 10-Mar 11*
12 sessions Tu 6-9pm

*Class will not meet Dec 24, 31

PayTrain Mastery (Returning Spring 2014)

Project Management Professional Certification

PMP® Prep and Review

Cost: \$1,077 (tuition \$915, administrative fee \$162)

XCP354-110103 Oct 22-Dec 12
14 sessions Tu, Th 6:30pm-9pm*

*Class will not meet Nov 14, 28

Six Sigma Green Belt Intensive Prep Program

Cost: \$1,170

XCP170-109802 Oct 5-Nov 2*
5 sessions Sa 9am-4pm**

*Nov 2 class - 9am-12pm

**Includes 1 hour lunch

Courses for English Language Learners (ELL)

Introduction to English in Everyday Life (Level 1)

Cost: \$300 (

XES611-109926 Sept 16-Oct 16
10 sessions M,W 6-9pm

Fundamentals of English Language

(Level 2)

3.0 CEU. Cost: \$300 (tuition \$221, administrative fee \$39, book fee \$40)

XES612-110100 Nov 2-Dec 11
10 sessions Sa* 10am-1pm

W** 6-9pm

*Saturday classes: Nov 2, 9, 16, 23, Dec 7 (No class Nov 30)

**Wednesday classes: Nov 6, 13, 20, Dec 4, 11 (No class Nov 27)

Advanced Grammar for English Language Learners (ELL)

Cost: \$99

XWC110-109927 Oct 29-Nov 7
4 sessions Tu,Th 6:30-9pm

Nonprofit Management Certificate Program and Workshops

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.

Fundamentals of Nonprofit Management

Cost: \$120

XML150-109815 Sept 17-Oct 8
4 sessions Tu 6-9pm

Marketing and Public Relations for Nonprofits

Cost: \$120

West Windsor Campus:

XML154-109818 Sept 19-Oct 17*
5 sessions Th 6:30-9pm*

*Oct 17 class - 6:30-8:30pm

*Class meets at West Windsor Campus

Trenton Campus:

XML154-110084 Oct 30-Dec 4*
5 sessions W 6:30-9pm*

*Class will not meet Nov 27

*Dec 4 class - 6:30-8:30pm

*Class meets at Trenton Campus, North Broad and Academy Streets, Trenton, NJ 08608

Budget Basics

Cost: \$120

XCP159-109819 Oct 5-Oct 19
3 sessions Sa 9am-1pm

Nonprofit Leadership Skills That Can Spell

Success

Cost: \$120

XML195-109820 Oct 15-Nov 5
4 sessions Tu 6-9pm

Advanced Grantwriting

Cost: \$105

XWC103-109821 Oct 24-Dec 5*
5 sessions Th 6:30-8:30pm

*Class will not meet Nov 14, 28

Overview of Fundraising Techniques

Cost: \$150

XCP186-109822 Oct 28-Nov 25
5 sessions M 6-9pm

Developing an Effective Board

Cost: \$60

XCP118-109823 Nov 12-Dec 3*
3 sessions Tu 7-9pm

*Class will not meet Nov 26

Real Estate

Intro to the Fundamentals of Real Estate

Cost: \$124

XBA142-109803 Sept 16-Oct 7
4 sessions M 6-8pm

How to Buy Foreclosed Properties

Cost: \$72

XBA107-109804 Oct 12
1 session Sa 9am-12pm

Principles of Investing in Real Estate

Cost: \$124

XBA141-109805 Oct 14-Nov 11*
4 sessions M 6-8pm

*Class will not meet Oct 21

Construction Project Management

Mercer's Construction Management Program enables today's construction industry managers to put principles and theories into immediate action on the job. Complete your projects on time and on budget. Earn our Certificate or take just the courses that interest you.

Certificate in Construction Project Management

To earn the certificate, you must take eight core courses and a minimum of 30 classroom hours of electives.

A complete list of courses can be found on our website: www.mccc.edu/ccs

Construction Blueprint Reading

2.0 CEU. Cost: \$190

XTC102-109868 Sept 17-Oct 10
8 sessions Tu,Th 6-8:30pm

Complete Microsoft Project 2010

1.2 CEU. Cost: \$248

XCA812-110096 Sept 24-Oct 3
4 sessions Tu,Th 6:30-9:30pm

XCA812-109844 Dec 10-Dec 12
2 sessions Tu,Th 9:30am-4pm*

SketchUp Your Design

1.8 CEU. Cost: \$370

XCP301-109869 Dec 4-Jan 22*
6 sessions W 6-9pm

Materials, Methods, and Systems of Construction

2.4 CEU. Cost: \$265

XTC107-109870 Oct 14-Nov 6
8 sessions M,W 6:30-9:30pm

Construction Cost Estimating I

3.0 CEU. Cost: \$395

XTC104-109871 Nov 7-Dec 17*
10 sessions Tu,Th 6:30-9:30pm

Construction Project Management

2.5 CEU. Cost: \$292

XTC100-109872 Dec 11-Jan 29*
10 sessions M,W 6:30-9pm

